Ref: RSPL/OFR/GET/2022/12 **F-HR-02**

To, **20-04-2022**
Mr. Varu Kishan Devashibhai,
Gojiness,
Jamnagar,
Gujarat - 361315

Subject: - Offer Letter for the Post of Graduate Engineer Trainee - Process

Dear Mr. Kishan,

This has reference to your application for suitable position in our company. Based on your resume and the Interviews at various stages, we are pleased to make you an offer for **Graduate Engineer Trainee** for a period of One year with **RSPL Limited**.

As agreed your annual **CTC** will be **Rs. 2,66,412/- (Rupees Two Lacs Sixty Six Thousand Four Hundred Twelve Only.)** In case you have any queries or require specific clarification please feel free to contact the undersigned.

You are requested to accept this offer by **23-04-2022,** failing which this offer stands withdrawn and cancelled You are requested to join RSPL on or before **01-07-2022.** Depending upon your performance during the training and subject to availability of the vacancy, you will be absorbing in the regular cadre of the company as an Assistant Engineer, upon successful completion of one-year training. A detailed letter indicating all terms and condition of the training will be issued at the time of your joining. All joining documents as mentioned in Annexure-II should be submitted on the date of joining.

Your initial place of posting will be at **RSPL Soda Ash Plant Location, Village- Kuranga, Taluka-Dwarka, Dist - Devbhumi Dwarka, (Gujarat).** However, management reserves right to utilize your services in any of our group companies located anywhere in India or abroad, either in existence or which may come into existence.

In a meantime, we request your acceptance of this offer by returning a signed copy of this letter.

Yours sincerely
For RSPL Limited

Rajesh Dwivedi
(AGM - HR)

Received & accepted

Signature with Actual date

RSPL
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ANNEXURE – I			
Name		**Mr. Varu Kishan Devashibhai**	
Designation		**Graduate Engineer Trainee**	
Division/Location		**Soda Ash – Kuranga**	
Department		**Process**	
Salary Components		**Per Month (INR)**	**Per Annum (INR)**
A	Basic	15100	181200
	HRA	3050	36600
	Conveyance Allowance	1525	18300
	LTA	0	0
I - Total Gross Salary (A)		**19675**	**236100**
B	PF	1800	21600
	ESIC	0	0
	Gratuity	726	8712
II - Total (B)		**2526**	**30312**
Cost to Company (I + II)		**22201**	**266412**

Signatures:

Rajesh Dwivedi
(AGM - HR)

Acceptance signature of Mr. Varu Kishan Devashibhai

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Annexure II

Please carry the following documents with you at the time of your joining.

Sr. No.	Pre Joining Forms
1	Acknowledged Copy of Offer letter
2	Pre-Joining Medical Examination Report
3	Seven passport size colour Photographs
4	Proof for date of birth
5	Address Proof (Passport, Voter ID, DL, Ration Card, Utility Bills)
6	Class X mark sheet and certificate
7	Class XII / Diploma mark sheet and certificate
8	Graduation / Degree certificate
9	PAN Card and Aadhar Card
10	Blood Group (Pathological Proof)

Note: Certificates / Documents: (To be verified from original documents & HR to initial along with date, on the photocopy of the certificate)

Ref: RSPL/OFR/GET/2022/13 **F-HR-02**

To, **20-04-2022**
Mr. Kandoriya Ajay Punjabhai,
Vadi Vistar, Satapar,
Jamnagar,
Gujarat - 361320

Subject: - Offer Letter for the Post of Graduate Engineer Trainee - Process

Dear Mr. Ajay,

This has reference to your application for suitable position in our company. Based on your resume and the Interviews at various stages, we are pleased to make you an offer for **Graduate Engineer Trainee** for a period of One year with **RSPL Limited**.

As agreed your annual **CTC** will be **Rs. 2,66,412/- (Rupees Two Lacs Sixty Six Thousand Four Hundred Twelve Only.)** In case you have any queries or require specific clarification please feel free to contact the undersigned.

You are requested to accept this offer by **23-04-2022,** failing which this offer stands withdrawn and cancelled You are requested to join RSPL on or before **01-07-2022.** Depending upon your performance during the training and subject to availability of the vacancy, you will be absorbing in the regular cadre of the company as an Assistant Engineer, upon successful completion of one-year training. A detailed letter indicating all terms and condition of the training will be issued at the time of your joining. All joining documents as mentioned in Annexure-II should be submitted on the date of joining.

Your initial place of posting will be at **RSPL Soda Ash Plant Location, Village- Kuranga, Taluka-Dwarka, Dist - Devbhumi Dwarka, (Gujarat).** However, management reserves right to utilize your services in any of our group companies located anywhere in India or abroad, either in existence or which may come into existence.

In a meantime, we request your acceptance of this offer by returning a signed copy of this letter.

Yours sincerely
For RSPL Limited

Rajesh Dwivedi
(AGM - HR)

Received & accepted

_____
Signature with Actual date

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ANNEXURE – I			
Name		**Mr. Kandoriya Ajay Punjabhai**	
Designation		**Graduate Engineer Trainee**	
Division/Location		**Soda Ash – Kuranga**	
Department		**Process**	
Salary Components		**Per Month (INR)**	**Per Annum (INR)**
A	Basic	15100	181200
	HRA	3050	36600
	Conveyance Allowance	1525	18300
	LTA	0	0
I - Total Gross Salary (A)		**19675**	**236100**
B	PF	1800	21600
	ESIC	0	0
	Gratuity	726	8712
II - Total (B)		**2526**	**30312**
Cost to Company (I + II)		**22201**	**266412**

Signatures:

Rajesh Dwivedi
(AGM - HR)

Acceptance signature
of Mr. Kandoriya Ajay
Punjabhai

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Annexure II

Please carry the following documents with you at the time of your joining.

Sr. No.	Pre Joining Forms
1	Acknowledged Copy of Offer letter
2	Pre-Joining Medical Examination Report
3	Seven passport size colour Photographs
4	Proof for date of birth
5	Address Proof (Passport, Voter ID, DL, Ration Card, Utility Bills)
6	Class X mark sheet and certificate
7	Class XII / Diploma mark sheet and certificate
8	Graduation / Degree certificate
9	PAN Card and Aadhar Card
10	Blood Group (Pathological Proof)

Note: Certificates / Documents: (To be verified from original documents & HR to initial along with date, on the photocopy of the certificate)

Ref: RSPL/OFR/GET/2022/14 **F-HR-02**

To, **20-04-2022**
Mr. Siroya Harshil Hiteshbhai,
Aveda Chowk, Jetpur Road,
Dhoraji, Rajkot,
Gujarat - 360410

Subject: - Offer Letter for the Post of Graduate Engineer Trainee - Process

Dear Mr. Harshil,

This has reference to your application for suitable position in our company. Based on your resume and the Interviews at various stages, we are pleased to make you an offer for **Graduate Engineer Trainee** for a period of One year with **RSPL Limited**.

As agreed your annual **CTC** will be **Rs. 2,66,412/- (Rupees Two Lacs Sixty Six Thousand Four Hundred Twelve Only.)** In case you have any queries or require specific clarification please feel free to contact the undersigned.

You are requested to accept this offer by **23-04-2022,** failing which this offer stands withdrawn and cancelled You are requested to join RSPL on or before **01-07-2022.** Depending upon your performance during the training and subject to availability of the vacancy, you will be absorbing in the regular cadre of the company as an Assistant Engineer, upon successful completion of one-year training. A detailed letter indicating all terms and condition of the training will be issued at the time of your joining. All joining documents as mentioned in Annexure-II should be submitted on the date of joining.

Your initial place of posting will be at **RSPL Soda Ash Plant Location, Village- Kuranga, Taluka-Dwarka, Dist - Devbhumi Dwarka, (Gujarat).** However, management reserves right to utilize your services in any of our group companies located anywhere in India or abroad, either in existence or which may come into existence.

In a meantime, we request your acceptance of this offer by returning a signed copy of this letter.

Yours sincerely
For RSPL Limited

Rajesh Dwivedi
(AGM - HR)

Received & accepted

_____
Signature with Actual date

RSPL
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ANNEXURE – I			
Name		**Mr. Siroya Harshil Hiteshbhai**	
Designation		**Graduate Engineer Trainee**	
Division/Location		**Soda Ash – Kuranga**	
Department		**Process**	
Salary Components		**Per Month (INR)**	**Per Annum (INR)**
A	Basic	15100	181200
	HRA	3050	36600
	Conveyance Allowance	1525	18300
	LTA	0	0
I - Total Gross Salary (A)		**19675**	**236100**
B	PF	1800	21600
	ESIC	0	0
	Gratuity	726	8712
II - Total (B)		**2526**	**30312**
Cost to Company (I + II)		**22201**	**266412**

Signatures:

Rajesh Dwivedi
(AGM - HR)

Acceptance signature
of Mr. Siroya Harshil
Hiteshbhai

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Annexure II

Please carry the following documents with you at the time of your joining.

Sr. No.	Pre Joining Forms
1	Acknowledged Copy of Offer letter
2	Pre-Joining Medical Examination Report
3	Seven passport size colour Photographs
4	Proof for date of birth
5	Address Proof (Passport, Voter ID, DL, Ration Card, Utility Bills)
6	Class X mark sheet and certificate
7	Class XII / Diploma mark sheet and certificate
8	Graduation / Degree certificate
9	PAN Card and Aadhar Card
10	Blood Group (Pathological Proof)

Note: Certificates / Documents: (To be verified from original documents & HR to initial along with date, on the photocopy of the certificate)

Reliance
Industries Limited

Date: 4 Jul 2022

Ref: RIL/80185109/30031420/040722/2056

Dear Aditya Gadhavi,

Letter of Appointment

With reference to written tests / interview you had with Reliance Group of Companies, we are delighted to appoint you in the position "Graduate Engineer Trainee - Chemical" in Group , based upon following terms and conditions.

Documentation

This appointment letter consists of the below mentioned attachments:

A compensation term sheet
Components of Compensation
Terms and conditions
Other applicable paperwork based upon your specific needs

You are required to read these before you commence your employment

01. Place of Posting

Your initial place of posting will be at the place of your training. During your training period, you may be posted / transferred / to any of the offices / projects / divisions / departments / units of the company existing or to be set up at any location in India or abroad without any additional remuneration. Your services are also liable to be transferred to any of the group companies.

You will report for training on or before **04-Aug-22** failing which this letter of appointment shall automatically stand withdrawn and cancelled.

02. Mandatory Criteria:

i. Score eligibility:
Your appointment is subject to your securing minimum CGPA of 6.0 / 60% & above marks over 8 semesters, wherever applicable.

ii. Pre-employment Medical Check:
Pre-employment Medical Check clearance from RIL certified doctor. System generated information will be received for initiating the same on acceptance of this appointment letter.

03. Confirmation:

You will be under training for a period of one year from the date of joining the Company. During training you will be undergoing various assessments at the end of which there will be a final assessment. Your confirmation on permanent rolls of the company solely depends on the discretion of the management and the same is not a matter of right in any manner whatsoever.
Management reserves the right to terminate your training either during the training period or on completion of the same without assigning any reasons whatsoever.

(This letter is computer generated and does not necessarily require a signature)

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Phone : +91-22-4477 0000 Fax : +91-22-4471 0111
Register Office : Maker Chambers IV, 3rd Floor, 222, Nariman Point, Mumbai - 400 021, India. CIN - L17110MH1973PLC019786

We would also like to draw your particular attention to our Values and Behaviours. We have six values that express our shared understanding of what we believe, how we aim to behave and what we aspire to be as an organisation. Our values are about delivering customer value, having an ownership mind-set, showing respect and integrity, pursuing excellence and being one team.

Next Steps

This is system generated appointment letter based on the offer letter received. Please confirm your acceptance of this appointment letter by clicking 'Accept' button online. This letter of appointment shall automatically stand withdrawn in case we do not receive your acknowledgement online within ten days from receipt of this letter.

This offer of employment is subject to you providing all of the information and documentation requested BEFORE you commence employment with us. All information / documentation submitted by you will be considered as submitted on your own freewill and consent.

This appointment is confidential and you must not discuss this or disclose any documentation related to it with anyone other than your immediate family. Any disclosure of the details of this offer to a third party other than your immediate family may result in withdrawal of the offer.

We reserve the right to withdraw our offer of employment/terminate your employment with us without assigning any reason whatsoever thereof, or delay your start date if you do not provide the required information and documentation within the required timelines or if during this process you intentionally leave out any information or provide any information which is inaccurate or untrue.

In case of any dispute regarding interpretation of any word or clause of this latter, the decision of the management shall be final and binding.

We look forward to your joining out team for a long, successful and pleasant association.

Sincerely yours,
Reliance Industries Ltd.

Authorized Signatory

(This letter is computer generated and does not necessarily require a signature)

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Reliance
Industries Limited

ANNEXURE A

1.1 Annual Compensation Summary

ANNEXURE 1.1 - A		
Name: Aditya Gadhavi		
Compensation Breakup	**Monthly (INR)**	**Annual (INR)**
Basic Pay	21,402	2,56,827
House Rent Allowance	10,701	1,28,414
Residual Choice Pay	22,395	2,68,744
Insurance		
Group Personal Accident Insurancee Premium (GPAI)	57	679
Group Term Life Insurance Premium (GTLI)	400	4,794
Medical Insurance Premium* (Self, Spouse, 3 Dependent Children & Dependent Parents)	3,947	47,369
SUB TOTAL - I	58,902	7,06,827
Employer's Contribution to Provident Fund: PF (12% of Basic Pay)	2,568	30,819
Gratuity (4.81% of Basic Pay)	1,029	12,353
SUB TOTAL - II	3,598	43,173
TOTAL- FIXED PAY [I + II]	62,500	7,50,000

Residual Choice Pay can be distributed among the following Tax Friendly elements - HRA, LTA, Conveyance Allowance, Office Wear Allowance, Children Education Allowance, Food & Beverage Coupons, Gift Vouchers and Fuel & maintenance Expenses. Remaining amount will be paid as "Residual Choice Pay", as applicable.

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1.2 Tax Status of compensation elements

Below table shows all of the Total Pay components and their taxability status.

S.No.	Total Pay Components	Taxability Status (as per prevailing norms)
I	**Base Salary**	
a.	Basic Salary	Taxable
b.	Provident Fund Contribution (PF)	Please refer Annexure B
c.	Gratuity	Please refer Annexure B
II	**Choice Pay**	
a.	Medical Reimbursement	Taxable
b.	Food Coupon	Tax exempt subject to conditions
c.	Gift Coupon	Tax exempt subject to conditions
d.	Leave Travel Allowance (LTA)	Tax exempt subject to conditions
e.	Office Wear Allowance (OWA)	Tax exempt subject to conditions (only applicable to locations having a 'Uniform Policy')
f.	Children's Education Allowance (CEA)	Tax exempt subject to conditions
g.	Children's Hostel Allowance (CHA)	Tax exempt subject to conditions
h.	Residual Choice Pay (RCP)	Taxable
i.	**Vehicle**	
1.	Company Lease Vehicle Scheme	Tax exempt (up to the value of EMI)
2.	Fuel and Vehicle Maintenance Reimbursement	Tax exempt (Taxable Perquisite Notional Value)
3.	Conveyance Allowance	Taxable
j.	**Housing**	
1.	House Rent Allowance (HRA)	Tax exempt subject to conditions
2.	Company Accommodation (where it is provided)	Taxable Perquisite
k.	**Insurance**	
1.	Group Personal Accident Insurance Premium (GPA)	Tax exempt
2.	Group Term Life Insurance Premium (GTLI)	Tax exempt
3.	Medical Insurance Premium	Tax exempt
III	**Annual Cash Bonus (ACB) / Performance Linked Incentive (PLI)**	Taxable, If Applicable

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Please Note:-

- The income tax calculation is provisional and is based on the current income tax rules (**Rules**). Any change in the Rules may impact the income tax projections.

- You shall bear and pay the tax liabilities, if any, applicable in relation to all the perquisites or benefits provided to you in accordance with the provisions of this Agreement. Please note that all the details set out above are indicative and subject to change with change in Indian tax policies and rules.

- Employee shall be solely responsible for the payment of any and all taxes on salary / income, employee benefits and personal income. You are advised to get updated information in relation to the income tax calculation on your salary from independent external advisors

- Fixed Pay elements like fuel and maintenance reimbursement, office wear allowance, medical reimbursement, LTA will be reimbursed at actuals based on the bills submitted and in case the reimbursement amount falls short of the amount chosen, the balance will be paid as taxable allowance.

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Annexure B

Components of Total Pay

The Company follows a Total Pay structure that reflects the total cost of an employee to the Company this includes all direct and indirect payments including all benefits, perquisites, subsidies, and Annual Cash Bonus (**ACB**) / Performance Linked Incentive **(PLI)**. This structure is being followed so as to provide flexibility to the employees in structuring their compensation package. The components within each category of payments are discretionary and these components may be changed by the Company from time to time without notice.

The main components under the Total Pay structure are as follows:

I. Components of Compensation

1. **Base Salary:** This is first part of the total pay, which may include Basic Salary, PF and Gratuity

   a. **Basic Salary:** This is the base pay component of the fixed pay and is the reference salary for provident fund and gratuity contribution.

   b. **Provident Fund (PF)**:

   The contributions payable by the Employer under the scheme shall be at the rate specified under the Employees' Provident Funds and Miscellaneous Provisions Act, 1952 (**PF Act**). The current rate of contribution is 12% of PF Salary. Employee also contributes an equal amount from employee's monthly salary, as per PF Act. Both of these are remitted on a monthly basis to the Company's PF Trust / RPFC.

   Out of the Employer's contribution, a portion (presently 8.33% of PF Salary subject to a maximum of INR 1250) is deposited into the Employees' Pension Scheme. The part of the company's contribution deposited under Employees' Pension Scheme to RPFC is to provide employees with pension on retirement or after completion of a specified period of service. TDS recovery from PF settlement will be as per the relevant provision of the Income Tax Act, 1961.

   Benefits associated with Employees' Provident Fund and Employees' Pension Scheme will be as per the prevailing rules and regulations outlined in the Employees' Provident Funds and Miscellaneous Provisions Act, 1952. Employees are advised to refer to EPFO site (http://www.epfindia.com/) for detailed rules, procedures and any other updates.

   Please note that the contribution amounts, limits, withdrawals and other rules applicable to the PF and pension are subject to applicable Indian laws in force from time to time. Employee is bound to adhere to all changes in the applicable law. Any implications on contribution, accumulation and withdrawal conditions outlined in the Employees' Provident Fund and Employees' Pension Scheme is to be borne by the employee. To understand implications associated with any such change in relevant laws or the Employees' Provident Fund and Employees' Pension Scheme, employees are recommended to solicit independent external advice.

   c. **Gratuity**

   Employer's contribution to the Company's Gratuity Fund will be as specified under 'The Payment of Gratuity Act ,1972'. Currently, the Employer's contribution to the Company's Gratuity fund is @ 4.81% of Basic Salary. Gratuity shall be payable to an employee on completion / end of their employment with the Company provided employee has rendered continuous service for a minimum period of 4 years and 240 days. However, eligibility for contribution to the Gratuity Trust / Fund commences from the first day of employment and in the event of separation prior to such 4 years and 240 days, the same will be paid as ex-gratia, except in case of separation due to disciplinary grounds.

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Gratuity is calculated as follows:

(Last Drawn Salary / 26 Days) x 15 days x Number of completed years of service (In the case of death, the minimum service requirement does not apply)

For every completed year of service or part thereof in excess of 6 months, the employer will pay the employee gratuity at the rate of 15 days wages based on the rate of wages last drawn by such employee. Income Tax on the gratuity payment will be applicable as per Income Tax Rules. In the event an employee fails to complete 4 years and 240 days of continuous service, ex-gratia will be paid up to the amount of gratuity accumulated and will be subject to prevailing Income Tax Rules.

Maximum Amount of Gratuity which will be exempt from Income Tax will be as per 'The Payment of Gratuity Act, 1972'.

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2. Choice Pay :

This is second part of the total pay. Subject to eligibility and availability of amount mentioned under various components in Annexure A, an employee may opt for all the allowances or combination of them

a. Medical Reimbursement

Employee may opt for medical reimbursement for expenses incurred by the employee to meet health related expenditure, such as medicines, doctor's fees etc. of the employee and employee's family members. Medical expenses up to a maximum of INR 15,000 per annum will be reimbursed at actuals against production of bills.

This component is taxable.

b. Food Coupons

Employee may opt for Sodexo / Accor Pass Meal Vouchers. These are food coupons that can be exchanged for food and beverages at all approved affiliated establishments across India.

However, once purchased, these coupons cannot be redeemed for cash.

c. Gift Coupons

Employee may opt for gift coupons. Company provides Sodexo / Accor Pass Gift Vouchers that can be used to buy dailynecessities at over 6000 affiliated establishments across India.

However, once purchased, these coupons cannot be redeemed for cash.

Up to INR 5,000 per annum is tax exempt.

d. Leave Travel Allowance (LTA)

Employee may opt for LTA. It refers to reimbursement by Company of actual expenses incurred only on travel by employee along with their dependents to any place within India. Expenses such as hotel accommodation, sightseeing, food etc. are not eligible to be reimbursed as LTA or for tax exemption. The following qualifying criteria are to be met for claiming LTA:

1. Employee must necessarily take 5 days of continuous Privilege Leave.
2. The family for this purpose includes spouse, unmarried dependent children (maximum of two only), parents and dependent brothers and sisters.
3. No advance is given towards LTA. It must be claimed as a reimbursement against actual bills and travel documents.

Entitlement: Employee has to decide on the quantum of LTA (could be up to 2 months' basic salary) that employee wishes to avail as part of employee's choice pay component. This choice has to be made by employee initially at the time of joining and thereafter at the beginning of each financial year. A mid-year change in the quantum of LTA is not permissible.

As per current Income Tax rules, tax exemption for LTA is allowed twice in a block of 4 calendar years. Tax authorities have defined the current 4 year block as being from 1 January 2018 - 31 December 2021.

The quantum of exemption is subject to following maximum limits depending on the mode of transport used or available:-

1. Journey by air: Economy class air fare of national carrier by shortest route or the actual amount spent, whichever is lesser
2. Journey by rail: AC first class fare by shortest route or the actual amount spent, whichever is lesser
3. Place of origin and place of destination connected by rail but journey performed by other mode of transport: AC first class fare by shortest route or the actual amount spent, whichever is lesser
4. Place of origin and place of destination not connected by rail (partially or fully) and not connected by other recognized public transport system: AC first class fare by the shortest route or the actual amount spent, whichever is lesser

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e. Office Wear Allowance (OWA)

Only employees' working at locations where a `Uniform Policy' is in place may opt for OWA.

OWA is an allowance provided to employees to meet expenditures incurred by employee towards purchase of uniform to be worn at the workplace.

OWA is tax exempt subject to the following limits:-

a. For all Grade: INR 24,000

f. Children's Education Allowance (CEA)

Employee may opt for CEA to meet education expenses of their children.

INR 100 per month per child subject to a maximum of two children is tax exempt

g. Children's Hostel Allowance (CHA)

Employee may opt for CHA to meet hostel expenses of their children.

INR 300 per month per child subject to a maximum of two children, is tax exempt

h. Residual Choice Pay (RCP)

The balance un-utilized amount is paid under the salary head as "Residual Choice Pay" and is subject to tax.

Please note that you are required to make a declaration within 7 days of joining the Company and at the beginning of each financial year and thereafter from time to time within the timelines notified by the company, regarding the amounts to be claimed under each expense mentioned above. You are required to submit all bills and other supporting documents on or by 15th January for each financial year

i. Vehicle

1. Company Leased Vehicle Scheme (CLV)

As part of the compensation structure the company offers an option of availing a vehicle under the prevailing company vehicle policy, subject to eligibility. The major features of the scheme are as follows:

Parameter	Four Wheeler
Scheme Details	Company Leased Vehicle (CLV)
EMI Calculation Base	Vehicle Invoice Value (Final on-road price, excluding taxes)
EMI Limit	Grade `H' and above - upto 100% of Residual Choice Pay Grade `I' and below - upto 50% of Residual Choice Pay
Interest rate	11.5 % per annum on monthly reducing balance basis
Vehicle Cost Limit	NA
Tenure	2 to 4 Years (Upto 48 Instalments)
Insurance Coverage Options	1.Comprehensive 2.Bumper to Bumper (Zero depreciation)

Mandatory debits towards Vehicle Insurance would be applicable to those opting this scheme.

The company vehicle policy provides more details regarding the vehicle scheme.

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2. Fuel and Vehicle Maintenance Reimbursements

All employees covered by the Company Vehicle Scheme are eligible for fuel and vehicle maintenance reimbursements. Employees using self-owned vehicles are also eligible for such reimbursement.

The limits for Fuel & Vehicle Maintenance for Own Vehicles and Vehicles under Company Vehicle Scheme are as under:

Level	4 Wheeler	2 Wheeler
All Grades	INR 1,80,000 p.a.	INR 36,000 p.a.

In case an employee is using a self-owned vehicle, employee needs to maintain a vehicle usage log in the system (ESS). Tax exemption will be available upto the limits set out above, subject to submission of supporting documents.

3. Conveyance Allowance

To be opted by an employee to meet the expenditure incurred for the purpose of commuting between place of employee's residence and place of employee's duty. However, this option may be availed only if the employee is not opting for fuel and maintenance reimbursement.

This component is taxable.

j. Housing

1. House Rent Allowance (HRA)

House Rent Allowance is paid in respect of expenses incurred on rented accommodation.

As per Section 10(13A) and Rule 2A of the Income Tax Act and Rules respectively, the lesser of the following is

exempt from tax-

1. An amount equal to 50% of the salary, where the residential house is situated at Mumbai, Kolkata, Delhi or Chennai and an amount equal to 40% of salary where the residential house is situated at any other place;
2. House rent allowance received by the employee in respect of the period during which the rental accommodation is occupied by the employee during the previous year
3. The excess of rent paid over 10% of salary

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2. Company provided Accommodation

In case the employee is opting for an accommodation provided by the company, the basis of valuation will be as under-

Population of City as per 2001 census where Accommodation is provided	Where the Accommodation is owned by the Employer	Where the Accommodation is taken on lease or rent by the Employer
Exceeding 25 lakhs	15% of Salary in respect of the period during which the accommodation is occupied by the Employee	1. 15% of Salary; or 2. Lease rent (paid or payable) by the Employer, whichever is less
Exceeding 10 lakhs but not exceeding 25 lakhs	10% of the Salary in respect of period during which the accommodation is occupied by the Employee	
Any other	7.5% of the Salary in respect of period during which the accommodation is occupied by the Employee	

k. Insurance

i. Group Personal Accident Insurance (GPA)

All Employees are mandatorily covered under the Group Personal Accident Insurance scheme.

The sum insured is INR 25 lakhs and the corresponding debit towards premium is INR 679 per annum.

Benefit Clauses:

1. Death: 100% of sum insured
2. Permanent Total Disablement: 100% of sum insured as per insurance policy
3. Permanent Partial Disablement: varies from 1% to 75% of sum insured as per insurance policy
4. Temporary Total disablement: 1% of capital sum insured per week subject a maximum of INR 5000 per week for a period of 100 weeks.

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ii. Group Term Life Insurance (GTLI)

All employees are mandatorily insured under Group Term Life Insurance. The insured amount and corresponding premium [mandatory debit] are as follows:

Fixed Pay (Base Pay + Choice Pay)	Sum Assured	Mandatory Debit (per annum)
Up to INR 24,99,975	INR 25 Lakhs	INR 4,794
From INR 24,99,975 to below INR 49,99,975	INR 50 Lakhs	INR 17,679
From INR 49,99,975 to below INR 74,99,975	INR 75 Lakhs	INR 26,520
INR 74,99,975 and above	INR 100 Lakhs	INR 36,167

Benefit Clause: -

Total sum assured is payable to the employee's nominee upon death of the employee. However, nothing is payable on survival.

iii. Medical Coverage

The Company endeavors to ensure that financial support is available to all employees to meet their medical needs and those of their dependent family members. All employees are mandatorily covered under this scheme. The coverage and mandatory debits in respect of the same are as follows-

Level	Family Definition	Benefits of Mandatory Coverage
B to F: Company's Management Medical Scheme	Self, Spouse, 3 dependent children (up to 25 years)	Floater Mediclaim Policy of INR 5 Lakhs, Plus Additional floater Mediclaim policy of Domiciliary reimbursement at actuals (as per INR 5 Lakhs the Management Medical Scheme)
	Dependent parents	Floater Mediclaim coverage of INR 5 Lakhs irrespective of the number of members covered, Plus Additional floater Mediclaim policy of INR 5 Lakhs
	1. Hospitalization room category up to Deluxe Single AC Room 2. Dental treatment reimbursement up to INR 15,000 per family p.a. (cosmetics not covered) 3. Full time Retainers shall be covered as per commitment / joining terms 4. For non-allopathy (e.g. Homeopathy, Ayurveda, Unani or other Medical practitioner) treatment, the medical practitioner should be registered as per the guidelines of Indian Medical Association	
G to Below: Group Mediclaim Policy	Family of 7 members - Self, spouse, 3 dependent children (up to 25 years), 2 dependent parents	Floater Mediclaim coverage of INR 5 Lakhs irrespective of the number of members covered, Plus Additional floater Mediclaim policy of INR 5 Lakhs
	1. Hospital Room Category - Eligibility of up to Non- Deluxe Single AC Room 2. Sub limit of Maternity benefit (for first three children) up to INR 50,000 3. Sub limit for OPD basis treatment for Dental INR 1,500 (excluding the cost of dentures, bridges, crowns, scaling, filling, cleaning, polishing and cosmetic dentistry) 4. Sub limit for OPD basis treatment for Eye INR 500 (excluding cost of contact Lens, spectacles and cosmetic treatments)	

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Medical Insurance Debits:

F & Above grades :

- INR 30,864 per annum per person for self and spouse
- INR 15,944 per annum per child (upto 25 years)
- INR 13,841 per annum for **Additional Medical floater** cover of INR 5 Lakhs for self, spouse and child covered under mandatory policy
- INR 33,528 per annum for dependent parents
- INR 13,841 per annum for **Additional Medical floater** cover of INR 5 Lakhs for parents.

G & Below grades :

- INR 33,528 per annum per family unit of 7 members
- INR 13,841 per annum for **Additional** Medical floater cover of INR 5 Lakhs

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Reliance
Industries Limited

Annexure C

Terms and Conditions

01. MEDICAL FITNESS & VERIFICATION OF PARTICULARS:

Your appointment is subject to:

i. Medical Fitness: Your being declared medically fit by a Medical Officer or by a Doctor specified by the Company .

ii. Verification of Particulars: In case the particulars mentioned in your application or the representations or warranties or any other information provided by you are found to be false, inaccurate or unsatisfactory, your services would be liable for termination at any time without any notice or any compensation in lieu thereof.

02. REPRESENTATIONS AND WARRANTIES:

The Company's agreement to continue to employ you and the compensation and benefits payable to you are in consideration of the terms, covenants, and conditions stated in the offer of employment including this Annexure C, and you represent, warrant and covenant to the Company that:

i. You are under no contractual or other restriction or obligation which is inconsistent with the terms or conditions contained herein, the performance of your duties hereunder, or the other rights of the Company hereunder;

ii. You are under no physical or mental disability that may hinder the performance of your duties / obligations contained herein;

iii. You shall not raise any issue as to the reasonableness of the terms, covenants, or conditions contained herein in any proceeding to enforce these terms, covenants and/or conditions;

iv. You have full right and authority to execute this contract and that you are not bound by any contract or arrangement, including any employment contract, bond or covenant not to compete, that is inconsistent herewith

v. These terms, covenants, and/or conditions shall survive the termination of your employment with the Company.

You acknowledge that the terms, covenants, and conditions set forth herein are essential for the Company's protection and are not unreasonable and that the Company has relied on these representations, warranties, and covenants provided by you.

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03. DUTIES AND RESPONSIBILITIES:

i. **Exclusivity:** You agree to perform your duties, responsibilities and obligations efficiently and to the best of your ability exclusively for the Company. You agree that you will devote all of your working time, attention and best efforts in performing your duties, responsibilities and obligations throughout the term of employment. You also agree that you will not engage in any other employment or business activities during the terms hereof. You agree that all of your activities as an employee of the Company shall be in conformity with all the policies, rules, regulations and directions of the Company, as applicable from time to time.

ii. **Non Solicitation:** You will not, during the term of your employment or at any time thereafter, without the prior written consent of the Company, directly or indirectly, solicit for employment, or employ or otherwise contract for the services of, any person who is employed or engaged (either as an employee or consultant) by the Company or any of its affiliates or associated companies or directly or indirectly induce any such employee to leave their employment.

This covenant shall survive the termination of your employment with the Company.

iii. **Other Interests:** You shall not seek membership of any local or public bodies without first obtaining written permission from the Company.

iv. **Controlling Interest:** You agree that, so long as you are employed by the Company, you will not own, directly or indirectly, any controlling or substantial shareholding or other beneficial interest in any business enterprise or entity which is engaged in, or is in competition with, any business engaged in by the Company or any of its affiliates or associated companies. Notwithstanding the foregoing, you may own, directly or indirectly, up to 5% of the outstanding securities of any business or entity whose securities are traded on any national stock exchanges or in the over-the-counter market.

v. **Work hours:** Your working hours at your place of posting shall be as per the rules and regulations of the Company, as specified from time to time. However, you may be required to work additional hours, from time to time, to carry out your duties and responsibilities effectively.

vi. **Confidentiality and Non-disclosure:** You shall keep confidential and not disclose to any person or entity any information received or that comes to your knowledge during the course of your employment including in relation to the Company, its affiliates, associated companies, and third parties, in relation to any of our or their businesses or operations, particulars or details of manufacturing processes, technical know-how, security arrangements, analysis, compilations, forecasts, studies, summaries, notes, ideas(whether patentable or not), schematics, trade secrets, technology, customer lists (potential or actual) and other customer-related information, supplier information, sales statistics, pricing information, market intelligence, marketing and other business model/strategies, administrative organizational matters and any other information important for the Company. This shall include information in relation to third parties received by the Company in relation to any transaction being contemplated by the Company. Your obligation to maintain confidentiality of such information shall continue notwithstanding expiry or termination of your employment with the Company.

Third party Confidential obligations & prevention of IP contamination: You shall not use or disclose to the Company any confidential information of any third party received by you in your personal capacity from such a third party under an obligation of confidentiality, or knowingly induce use of such information in the business of the Company. Your employment/engagement with the Company shall not violate any obligation of confidentiality or non-solicitation of employment/assignment with any other party and that in case you are made aware of any such change in circumstances, you will inform the Company immediately of such change in the circumstances. You shall refrain from using/applying information/data in your current employment which qualifies as third party intellectual property to avoid any potential scenario of Intellectual Property contamination.

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vii. **Proprietary Rights:** You will disclose to the Company forthwith any discovery, invention, process or improvement made or discovered by you while in the service of the Company or thereafter, and all the rights, title, interest in such discovery, invention, process or improvement shall automatically belong absolutely to the Company and be the sole, absolute and exclusive property of the Company immediately upon discovery, invention or creation of process or improvement, whether or not delivered to the Company. If and when required to do so by the Company, you shall at the Company's expense, take out or apply for letter's patent, licenses or other rights, privileges or protection as may be directed by the Company in respect of any such discovery, invention, process or improvement so that the benefit thereof shall accrue to the Company and you will execute and deliver all such deeds and documents, including in particular instruments of assignment and do all such acts and things as may be required by the Company for assigning, transferring or otherwise vesting all rights, title and interest in the same and all benefits arising in respect thereof in favor of the Company or its nominee.

You will assign (and you hereby do assign) in perpetuity to the Company or its nominee all of your rights to all such new ideas (including all inventions), and to applications for patent or copyrights in all countries, if any, and execute such documents and take such lawful action as may be reasonably required to assign such new ideas to the Company or its nominee.

You will execute and deliver promptly to the Company (without charge to you but at the expense of the Company) such written instruments and cooperate and do such other acts as the Company in its sole discretion deems necessary or desirable to assign and transfer title in such new ideas to the Company and / or its nominee and to assist the Company in preserving the property right in such new ideas (including against forfeiture, abandonment, or loss) and to vest the entire right and title and interest therein exclusively in the Company and / or its nominee.

viii. **Safe-keeping of Company's property:** You will be responsible for safe keeping of and returning in good order and condition all properties of the Company, its affiliates and associated companies which may be in your possession, custody, care or charge or being used by you. In case of loss of any such property, the Company will be entitled to assess the value of the loss / damages caused to it and recover the same from you and to take such other action as it deems proper in the event of your failure to account for such material or property to its satisfaction.

ix. **Return of the Company's Property and records:** Upon termination of your employment, you shall forthwith hand over any letter of authority or power of attorney issued in your favour and any property or material of the Company or any of its affiliates or associated companies in your possession at the time of cessation of your employment with the Company. You shall also return to the Company all documents, files, records, keys, and other property of the Company in your possession regardless of the media on which such items are stored, and you shall not retain any copies or duplicates thereof.

x. **Authorizations for activities:** You will not enter into any commitments or dealings on behalf of the Company for which you have not been expressly authorised nor will you 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 written consent of the Company. You will avoid any issue which may result in a conflict between your personal interests and the interests of the Company in dealing with suppliers, customers and all other organizations or individuals doing or seeking to do business with the Company.

xi. **Non-disparagement:** You agree that you shall act with the highest standards of propriety and professionalism and shall not criticize, ridicule or make any statement which disparages or is derogatory of the Company, any of its affiliate or associated companies or any other employee or business associate of the Company or any of its affiliates or associated companies in any public or non-public communication with any customer, client or member of the investment community or media or in any communication whatsoever.

xii. **Confidential nature of terms of employment:** You agree that, save and except as may be required by applicable law, (with the prior consent of the Company), you shall not disclose the terms of your employment to any person.

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xiii. Enforceability: You acknowledge and agree that any violation of any of your duties and responsibilities may result in irreparable damage to the Company, and, accordingly, the Company may obtain injunctive and other equitable relief for any breach or threatened breach of such duties and obligations, in addition to any other remedies available to the Company.

You agree that the restrictions and remedies contained herein are reasonable and that it is your intention that such restrictions and remedies shall be enforceable to the fullest extent permissible by law. If it shall be found by a court of competent jurisdiction that any such restriction or remedy is unenforceable but would be enforceable if some part thereof were deleted or the period or area of application reduced, then such restriction or remedy shall apply with such modification as shall be necessary to make it enforceable.

Further, you hereby agree to indemnify and keep fully and effectively indemnified and hold harmless the Company, its affiliates, associates subsidiaries, and the directors, trustees, officers, employees, agents, authorized representatives and successors of all the foregoing from and against any and all claims, suits, actions, legal or other proceedings, demands, damages, liabilities, interest, costs, expenses (including attorney fees), and losses of whatsoever kind or nature incurred or sustained by Company or any of the third party directly or indirectly arising due to breach of any of obligations mentioned in the letter of employment and/or these terms and conditions.

04. TERMINATION OF EMPLOYMENT:

i. Employment At-Will: You acknowledge that your employment is and shall continue to be AT-WILL. This means that you have the right to terminate your employment with the Company at any time without providing any reason in accordance with the provisions hereof. Similarly, the Company may terminate your employment with or without cause at any time and for any reason in accordance with the provisions hereof. Accordingly, this letter of employment is not to be construed or interpreted as containing any guarantee of continued employment. As such, the recitation of certain time periods in this letter is solely for the purpose of defining your compensation. It is also not to be construed or interpreted as containing any guarantee of any particular level or nature of compensation.

ii. Superannuation: In the normal course, you will retire from the company on attaining superannuation at the age of 58 years.

iii. Absenteeism: If you absent yourself without leave or remain absent beyond the period of leave originally granted or subsequently extended, you shall be considered as having voluntarily terminated your employment without giving any notice unless you:

a. return to work within 8 days from the commencement of such absence, and

b. give an explanation to the satisfaction of the Company regarding such absence

iv. Medical Fitness: The Company has the right to request you to get yourself medically examined by a certified medical practitioner specified by the Company during the tenure of your employment. In case you are found to be medically unfit to perform your duties, your employment may be terminated.

v. Notice Period: Notwithstanding anything contained herein, the Company, in its sole discretion, may terminate your employment without cause by giving one month notice in writing or payment of one month Basic Salary on a pro rata basis, in lieu thereof. Similarly, you may resign from the Company's employment without cause by giving one month notice in writing or by payment of one month Basic Salary on a pro rata basis, in lieu thereof. In the event of your resignation, the Company may in its sole discretion opt to accept the same and relieve you prior to the completion of the stipulated notice period of one month, without any pay in lieu of the notice period.

vi. Termination for Misconduct: Your services are liable to be terminated without any notice or salary in lieu thereof for fraud, misconduct, negligence or breach of any of the terms and conditions of your letter of employment which includes this Annexure C. Without prejudice to the general meaning of the term "misconduct", "misconduct" shall include any case of reasonable suspicion of misconduct, disloyalty, commission of an act involving moral turpitude, or any action of indiscipline or inefficiency.

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vii. Non-compete: In the event of your separation from the Company for any reason whatsoever, you will not take up any job or assignment either full time or otherwise, either directly or indirectly, for a period of three months from the date of separation in any industry or business involved in similar/competing business as the Company or any of its affiliates or associate companies.

viii. Recovery of Payments: (If applicable) Payments made towards recovery of notice period by your previous employer and relocation expenses by us will be recovered in full in the event of your separation from the Company prior to completion of 1 year from joining the Company.

05. GENERAL:

i. Training: You may be selected and sponsored by the Company for familiarization/ training assignments with our technical collaborators or any other institutions/ organizations in India and/or abroad, based on terms and conditions stipulated at such time. You will diligently and beneficially take part in the training and such assignments in accordance with Company policies and directives.

ii. Rules, Regulations and Policies on Ethics: You will be governed by the service rules, regulations and policies including conduct, discipline and administrative orders and any such other rules or orders of the Company that may come into force from time to time. You must observe the policies that the Company publishes / notifies from time to time. These policies include requirement that you maintain the highest standards of conduct and act with the highest ethical principles.

a. You must not do anything that may be a conflict of interest with your responsibilities as an employee.

b. You are required to read and understand all policies applicable to you, all of which are available in the Reliance Management System ("RMS") portal. If you have any questions, now or in the future, please ask the Human Resources Department through the Query Management System in the ESS portal. You may also be required to sign and abide by the Policy on Ethics of the Company and undertake to sign such declarations that the Policy may demand from time to time.

c. Women employees will be entitled to all the statutory benefits provided by the Company under the Maternity Benefit Act 1961, and its subsequent amendments, if any, details of which are set out in the RMS/ESS portal.

iii. Media Interaction: You will not interact with the media - electronic, print or otherwise in

a. India or overseas, during or outside work hours, either in your own personal capacity or on behalf of the Company unless you have express and direct approval from the Company to interact with the media as a representative of the Company. Only persons duly authorized by the Company are permitted to interact with media and then only on specified subjects. Disclosure of any information other than those specifically authorized by the Company is prohibited.

b. Disclosure of information on proceedings of meetings (board / committee / internal) and disclosure of forward-looking statements is prohibited unless such disclosure is specifically approved by the Company.

c. You shall also not disclose non-public information selectively to any particular group as it may lead to unfair advantage / discrimination.

d. For any outside publication of books, articles or manuscripts which relate in any manner to the Company's business, policies and processes, you are required to obtain prior written approval of the Company prior to its publication or release.

e. Any violation of the Company's media policy, will tantamount to a breach of the terms and conditions of employment and may result in termination of the contract.

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iv. **Jurisdiction:** The letter of employment is made at Mumbai and competent courts of Mumbai shall have jurisdiction over any dispute or difference whatsoever arising out of, under, in relation to or in connection with the letter of employment or breach hereof or in respect of any matter or thing herein contained.

v. **Entire Agreement:** This contract and the document referred to herein contain the entire agreement and understanding of the parties with respect to the subject matter hereof and shall supersede any and all prior or contemporaneous communications, representations, or agreements between the parties, whether oral or written, regarding the subject matter of this contract.

vi. **Age:** Your age mentioned in the Matriculation / Higher Secondary Certificate / Passport will be deemed to be the conclusive proof of your date of birth.

vii. **Change of address:** You will intimate in writing to the Company any change of your residential address within a week of the same changing, failing which any communication sent to you on your last recorded address shall be deemed to have been duly served on you.

viii. **Passport:** You are required to have a valid passport at all times and ensure that the same is renewed from time to time.

ix. **Suspension:** You may be placed under suspension pending enquiry into the charges of misconduct or any other breach hereof. The salary for the suspension period will be paid to you only if you are found not guilty of any of the charges for which you are suspended and not otherwise.

x. **Travel:** You shall make your own transport arrangements to and from the place of work.

xi. **Documentation:** Please submit the following documents, if not submitted earlier:

a. Certificates in support of your educational professional qualifications, experience, date of birth and other testimonials in original together with copies thereof.

b. Three copies of your recent passport size photographs with blue background.

c. Relieving letter and salary certificate from your last employer, in case you are/were employed.

xii. **Severability**: If any term or provision of this letter of employment shall be held to be invalid for any reason whatsoever, such invalidity shall not affect the validity, operation or enforceability of the remainder hereof. If the remainder of this letter is not materially affected by such declaration or finding and is capable of substantial performance, then that term or provision or part thereof shall to that extent be deemed not to form part of this letter of employment and such provision shall be replaced by a substitute provision that is legal and enforceable and is as nearly as possible consistent with the intentions underlying the original provision.

xiii. **Non Waiver**: No delay or omission on the part of Company in exercising any right, power, privilege or remedy in respect of your employment terms shall neither impair such right, power, privilege or remedy, or be construed as a waiver of it, nor shall any single partial exercise of such right, power, privilege or remedy, preclude any further exercise of it or the exercise of any other right, power, privilege or remedy.

I confirm that I have read and understood the terms and conditions set out herein and unconditionally and irrevocably accept the above terms and conditions.

Employee Name: Aditya Gadhavi

Signature:

Date: 4 Jul 2022

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AARTI INDUSTRIES LIMITED

Date: **24/01/2022**

Dear Mr. **Gediya Ronakkumar Dineshbhai**

CONGRATULATIONS!!

We are pleased to offer you the position of **Officer Trainee** with **Aarti Industries Limited** under the Aarti Officer Trainee Program (AOTP).

Your tentative date of joining will be **1st June 2022**. You will undergo a training program for six months followed by a probation period of six months from the date of joining. Upon successful completion of the training & probation period you will be confirmed as **Engineer.**

You will be paid a **Total Target Cost To Company of INR 5 LPA (Five Lakh Per Annum)** and on confirmation after 1 year your **Total Target Cost To Company will be revised to INR 5.5 LPA (Five Lakh Fifty Thousand Per Annum).**

Your joining is subject to the following terms of employment :

- Successful completion of degree / Post degree examination with a minimum aggregate score of 6.0 CGPA or 60% with no active backlog
- Pre - Employment Medical examination clearance
- Background verification

Other Terms and Conditions:

- During training and probation period you may be deployed at factory/offices based on the company requirements.
- If you are posted at Factory locations (Vapi, Jhagadia, Dahej, Kutch, Tarapur etc) you will be provided Bachelor's sharing Accommodation for a period of 1 year from your date of joining.
- In case if you're posted at any metro/city location you have to manage your own accommodation. However, additional HRA/city compensatory allowance will be applicable as per the company policy
- Target Variable pay will be paid on an annual basis as per company policy. First payout will happen on confirmation, subject to scheme conditions
- Notice period during training and probation period will be 1 month and post confirmation will be 2 months
- You will be eligible for your first annual compensation review, post confirmation and performance period
- Your retirement age will be 58 years
- You will have to abide by the Company's Code of Conduct, rules, regulations, organization values and culture
- Compensation and benefits are subject to taxes to be borne by the incumbent as per the prevailing tax laws
- Campus trainees will be required to work in shift timings/working hours as per business requirements
- In the event of any change in law (compliance of which is mandatory for us), if the current CTC and structure offered to you at Appendix also undergoes a change or is modified by us to meet such compliance ,we shall do so on a neutral cost basis. You shall not hold us liable or responsible for such change or restructuring , nor shall we be required to revise your CTC other than in accordance with the law.You are accepting this offer with full knowledge and awareness of the proposed Wage Code Bill that is likely to impact the existing CTC structure.

R D Gediya

AARTI INDUSTRIES LIMITED

You will receive an email from us to bring necessary documents on joining and other relevant information.
Looking forward to welcoming you to the **AARTI FAMILY.**

Kindly sign on a duplicate copy of this offer letter as a token of acceptance.

For Aarti Industries Limited,

Manoj Sharma
Joint President & CHRO

RDGediya

AARTI INDUSTRIES LIMITED

ANNEXURE 1

Target Annual Compensation			
Particulars	**Cost To Company on joining (Rs Per Annum)**	**Cost To Company upon Confirmation (Rs Per Annum)**	**Remarks**
Base Salary (A)			
Basic	200000	220000	Basic is paid on a monthly basis. Retirals are linked to this. Subject to tax.
Housing (B)			
HRA	80000	88000	House Rent Allowance is provided to meet the cost of accommodation. HRA is calculated at 40% of the Basic pay. HRA is an allowance and is subject to income tax. The exemption on HRA is covered under Section 10(13A) of the Income Tax Act and Rule 2A of the Income Tax Rules. HRA is paid on a monthly basis.
Allowances & Reimbursements (C)			
Education Allowance	2400	2400	Educational Allowance is paid on a monthly basis, subject to Income tax.
Uniform Allowance	18000	18000	Uniform Allowance is paid on a monthly basis, subject to Income tax.
Aarti Allowance / Special Allowance	79313	89285	Special allowance is paid on a monthly basis. This element has no linkage to any component of compensation / retirals. Subject to tax.
Statutory Bonus	40000	44000	Statutory Bonus will be paid as per Payment of Bonus Act 1965. Subject to tax. Calculated at 20% of Basic Pay + Dearness Allowance(if applicable)
Leave Travel Allowance	16667	18333	Leave Travel Allowance is a reimbursement for travel within India. It is governed by IT Act where one can claim tax exemptions twice in a block of four years and should be on Privilege leave for a minimum period of 5 days and this can be clubbed with weekly off or a paid holiday

RD Pediyar

AARTI INDUSTRIES LIMITED

Retirals (D)			
Gratuity	9620	10582	Gratuity is 4.81% of basic pay
Company's Contribution to PF	24000	26400	As per employee provident fund Act 1952, an employer is required to contribute a minimum 12% of the Basic Salary to EPF. And an equal amount will be deducted as employee contribution from monthly payroll.
Target Variable Pay (E)			
Target Variable Pay	30000	33000	The objective of the Performance Pay Scheme is to incentivize employees to achieve specific Group/Business and/or financial and strategic predetermined goals, within the Group's/Business risk appetite. This is currently paid on an annual basis (April to March) and linked to individual performance ratings and business performance
Total Fixed Compensation (A+B+C+D)	**470000**	**517000**	
Total Cost to Company (CTC) (A+B+C+D+E)	**500000**	**550000**	

Yours Sincerely,
For Aarti Industries Limited,

Manoj Sharma
Joint President & CHRO

RDGediya

NIRMA LIMITED

REGD. OFFICE : NIRMA HOUSE, ASHRAM ROAD, AHMEDABAD - 380 009. PHONE : 079 - 27546565, 27549000 FAX : 079 - 27546603, 27546605
CIN : U24240GJ1980PLC003670 • Email : info@nirma.co.in • www.nirma.co.in

OFEER LETTER

REF.NO:NL00110102S482 03.05.2022

To
Amit Jatanbhai Rathva
Ravi Residency / A - 7 / 20 / Ncpl Gate
Vadala Bharuch
Bharuch - 392015 Gujarat
Contact:7069057056
Email:rathvaamit44@gmail.com

Dear Sir,

With reference to your applications and the subsequent interview, you had with us. We have pleasure in informing that you have been selected for the position of as **G E T** at a Gross of Rs. **19347** per Month (Excluded Bonus Amount as per Bonus Act) and, other terms and conditions mutually discussed and agreed between us.

The formal letter of **Trainee Agreement** will be handed over to you after completion of joining formalities.

You are requested to join on or before **15.05.2022** and meet to **Dr. Navinkishor - Factory Manager** - VILLAGE : ALINDRA, NEAR LAMDAPURA, Ta : SAVLI, Dist : VADODARA - 391775 GUJARAT - WEST Phone No: 02667 - 251385 & 02667 - 251386 for joining formalities.

Please ensure that you bring all the original documents along with their Xerox copies required as per **Annexure-B, failing which you will not be allowed to join,** also note that your appointment is subject to the verification and true worthiness of all the desired documents.

We will appreciate, if you can sign and return as a token of your acceptance the duplicate copy of this letter indicating likely date of joining us, along with a copy of the acceptance of your resignation letter at the earliest.

Thanking you,

Yours faithfully,
For **NIRMA LIMITED**

SSLB
(Authorized Signatory)

A C C E P T A N C E

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

Place: DDU, Nadiad Signature: Amit Likely to join on: 15/05/2022

Date : 09/05/2022 Name : Amit Jatanbhai Rathva

NIRMA

Better Products. Better Value. Better Living.

AARTI INDUSTRIES LIMITED

Date: **24/01/2022**

Dear Ms. **Bansi Tumbadia**

CONGRATULATIONS!!

We are pleased to offer you the position of **Officer Trainee** with **Aarti Industries Limited** under the Aarti Officer Trainee Program (AOTP).

Your tentative date of joining will be **1st June 2022**. You will undergo a training program for six months followed by a probation period of six months from the date of joining. Upon successful completion of the training & probation period you will be confirmed as **Engineer.**

You will be paid a **Total Target Cost To Company of INR 5 LPA (Five Lakh Per Annum)** and on confirmation after 1 year your **Total Target Cost To Company will be revised to INR 5.5 LPA (Five Lakh Fifty Thousand Per Annum).**

Your joining is subject to the following terms of employment :

- Successful completion of degree / Post degree examination with a minimum aggregate score of 6.0 CGPA or 60% with no active backlog
- Pre - Employment Medical examination clearance
- Background verification

Other Terms and Conditions:

- During training and probation period you may be deployed at factory/offices based on the company requirements.
- If you are posted at Factory locations (Vapi, Jhagadia, Dahej, Kutch, Tarapur etc) you will be provided Bachelor's sharing Accommodation for a period of 1 year from your date of joining.
- In case if you're posted at any metro/city location you have to manage your own accommodation. However, additional HRA/city compensatory allowance will be applicable as per the company policy
- Target Variable pay will be paid on an annual basis as per company policy. First payout will happen on confirmation, subject to scheme conditions
- Notice period during training and probation period will be 1 month and post confirmation will be 2 months
- You will be eligible for your first annual compensation review, post confirmation and performance period
- Your retirement age will be 58 years
- You will have to abide by the Company's Code of Conduct, rules, regulations, organization values and culture
- Compensation and benefits are subject to taxes to be borne by the incumbent as per the prevailing tax laws
- Campus trainees will be required to work in shift timings/working hours as per business requirements
- In the event of any change in law (compliance of which is mandatory for us), if the current CTC and structure offered to you at Appendix also undergoes a change or is modified by us to meet such compliance ,we shall do so on a neutral cost basis. You shall not hold us liable or responsible for such change or restructuring , nor shall we be required to revise your CTC other than in accordance with the law.You are accepting this offer with full knowledge and awareness of the proposed Wage Code Bill that is likely to impact the existing CTC structure.

Bansi Tumbadia

AARTI INDUSTRIES LIMITED

You will receive an email from us to bring necessary documents on joining and other relevant information.
Looking forward to welcoming you to the **AARTI FAMILY.**

Kindly sign on a duplicate copy of this offer letter as a token of acceptance.

For Aarti Industries Limited,

Bansi Trumbadia

Manoj Sharma
Joint President & CHRO

AARTI INDUSTRIES LIMITED

ANNEXURE 1

Target Annual Compensation			
Particulars	Cost To Company on joining (Rs Per Annum)	Cost To Company upon Confirmation (Rs Per Annum)	Remarks
Base Salary (A)			
Basic	200000	220000	Basic is paid on a monthly basis. Retirals are linked to this. Subject to tax.
Housing (B)			
HRA	80000	88000	House Rent Allowance is provided to meet the cost of accommodation. HRA is calculated at 40% of the Basic pay. HRA is an allowance and is subject to income tax. The exemption on HRA is covered under Section 10(13A) of the Income Tax Act and Rule 2A of the Income Tax Rules. HRA is paid on a monthly basis.
Allowances & Reimbursements (C)			
Education Allowance	2400	2400	Educational Allowance is paid on a monthly basis, subject to Income tax.
Uniform Allowance	18000	18000	Uniform Allowance is paid on a monthly basis, subject to Income tax.
Aarti Allowance / Special Allowance	79313	89285	Special allowance is paid on a monthly basis. This element has no linkage to any component of compensation / retirals. Subject to tax.
Statutory Bonus	40000	44000	Statutory Bonus will be paid as per Payment of Bonus Act 1965. Subject to tax. Calculated at 20% of Basic Pay + Dearness Allowance(if applicable)
Leave Travel Allowance	16667	18333	Leave Travel Allowance is a reimbursement for travel within India. It is governed by IT Act where one can claim tax exemptions twice in a block of four years and should be on Privilege leave for a minimum period of 5 days and this can be clubbed with weekly off or a paid holiday

Bansi Tumbadia

AARTI INDUSTRIES LIMITED

Retirals (D)			
Gratuity	9620	10582	Gratuity is 4.81% of basic pay
Company's Contribution to PF	24000	26400	As per employee provident fund Act 1952, an employer is required to contribute a minimum 12% of the Basic Salary to EPF. And an equal amount will be deducted as employee contribution from monthly payroll.
Target Variable Pay (E)			
Target Variable Pay	30000	33000	The objective of the Performance Pay Scheme is to incentivize employees to achieve specific Group/Business and/or financial and strategic predetermined goals, within the Group's/Business risk appetite. This is currently paid on an annual basis (April to March) and linked to individual performance ratings and business performance
Total Fixed Compensation (A+B+C+D)	**470000**	**517000**	
Total Cost to Company (CTC) (A+B+C+D+E)	**500000**	**550000**	

Yours Sincerely,
For Aarti Industries Limited,

Manoj Sharma
Joint President & CHRO

Bansi Trivedia

AARTI INDUSTRIES LIMITED

Date: **27/01/2022**

Dear Mr. **Bhavik Parsaniya**

CONGRATULATIONS!!

We are pleased to offer you the position of **Officer Trainee** with **Aarti Industries Limited** under the Aarti Officer Trainee Program (AOTP).

Your tentative date of joining will be **1st June 2022**. You will undergo a training program for six months followed by a probation period of six months from the date of joining. Upon successful completion of the training & probation period you will be confirmed as **Engineer.**

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Other Terms and Conditions:

- During training and probation period you may be deployed at factory/offices based on the company requirements.
- If you are posted at Factory locations (Vapi, Jhagadia, Dahej, Kutch, Tarapur etc) you will be provided Bachelor's sharing Accommodation for a period of 1 year from your date of joining.
- In case if you're posted at any metro/city location you have to manage your own accommodation. However, additional HRA/city compensatory allowance will be applicable as per the company policy
- Target Variable pay will be paid on an annual basis as per company policy. First payout will happen on confirmation, subject to scheme conditions
- Notice period during training and probation period will be 1 month and post confirmation will be 2 months
- You will be eligible for your first annual compensation review, post confirmation and performance period
- Your retirement age will be 58 years
- You will have to abide by the Company's Code of Conduct, rules, regulations, organization values and culture
- Compensation and benefits are subject to taxes to be borne by the incumbent as per the prevailing tax laws
- Campus trainees will be required to work in shift timings/working hours as per business requirements
- In the event of any change in law (compliance of which is mandatory for us), if the current CTC and structure offered to you at Appendix also undergoes a change or is modified by us to meet such compliance ,we shall do so on a neutral cost basis. You shall not hold us liable or responsible for such change or restructuring , nor shall we be required to revise your CTC other than in accordance with the law.You are accepting this offer with full knowledge and awareness of the proposed Wage Code Bill that is likely to impact the existing CTC structure.

AARTI INDUSTRIES LIMITED

You will receive an email from us to bring necessary documents on joining and other relevant information.
Looking forward to welcoming you to the **AARTI FAMILY.**

Kindly sign on a duplicate copy of this offer letter as a token of acceptance.

For Aarti Industries Limited,



Manoj Sharma
Joint President & CHRO

AARTI INDUSTRIES LIMITED

ANNEXURE 1

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Retirals (D)			
Gratuity	9620	10582	Gratuity is 4.81% of basic pay
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Total Fixed Compensation (A+B+C+D)	**470000**	**517000**	
Total Cost to Company (CTC) (A+B+C+D+E)	**500000**	**550000**	

Yours Sincerely,
For Aarti Industries Limited,



Manoj Sharma
Joint President & CHRO

NIRMA LIMITED

REGD. OFFICE : NIRMA HOUSE, ASHRAM ROAD, AHMEDABAD - 380 009. PHONE : 079 - 27546565, 27549000 FAX : 079 - 27546603, 27546605
CIN : U24240GJ1980PLC003670 • Email : info@nirma.co.in • www.nirma.co.in

OFEER LETTER

REF.NO:NL00110304S476 03.05.2022

To
Bhavin Gopalbhai Ribadiya
Vora Society / / Nr. Lakshm
Visavadar Visavadar
Junagadh - 362130 Gujarat
Contact:9727510022
Email:bhavinribadiya07@gmail.com

Dear Sir,

With reference to your applications and the subsequent interview, you had with us. We have pleasure in informing that you have been selected for the position of as **G E T** at a Gross of Rs. **19347** per Month (Excluded Bonus Amount as per Bonus Act) and, other terms and conditions mutually discussed and agreed between us.

The formal letter of **Trainee Agreement** will be handed over to you after completion of joining formalities.

You are requested to join on or before **15.05.2022** and meet to **Sh. D G Jakhade - Factory Manager** - Employee Housing Colony, Survey No. 194, 200 P, Near Nari Chowkdi, Village - Vartej, Pin - 364060, Ta & Dist. Bhavnagar. Gujarat. India, Phone No : 0278 # 2565199 & Site : 0278 # 2885301 to 04 for joining formalities.

Please ensure that you bring all the original documents along with their Xerox copies required as per **Annexure-B, failing which you will not be allowed to join,** also note that your appointment is subject to the verification and true worthiness of all the desired documents.

We will appreciate, if you can sign and return as a token of your acceptance the duplicate copy of this letter indicating likely date of joining us, along with a copy of the acceptance of your resignation letter at the earliest.

Thanking you,

Yours faithfully,
For NIRMA LIMITED

(Authorized Signatory)

A C C E P T A N C E

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

Place: DDU, Nadiad Signature: [signature] Likely to join on: 15/05/2022

Date : 9/5/2022 Name : Bhavin Gopalbhai Ribadiya

NIRMA

Better Products. Better Value. Better Living.

Reliance
Industries Limited

Date: 5 Jul 2022

Ref: RIL/80160658/30031079/050722/1212

Dear Bhavyasinh Mangrola,

Letter of Appointment

With reference to written tests / interview you had with Reliance Group of Companies, we are delighted to appoint you in the position "Graduate Engr Trainee - Chem" in Group , based upon following terms and conditions.

Documentation

This appointment letter consists of the below mentioned attachments:

A compensation term sheet
Components of Compensation
Terms and conditions
Other applicable paperwork based upon your specific needs

You are required to read these before you commence your employment

01. Place of Posting

Your initial place of posting will be at the place of your training. During your training period, you may be posted / transferred / to any of the offices / projects / divisions / departments / units of the company existing or to be set up at any location in India or abroad without any additional remuneration. Your services are also liable to be transferred to any of the group companies.

You will report for training on or before **04-Aug-22** failing which this letter of appointment shall automatically stand withdrawn and cancelled.

02. Mandatory Criteria:

i. Score eligibility:
Your appointment is subject to your securing minimum CGPA of 6.0 / 60% & above marks over 8 semesters, wherever applicable.

ii. Pre-employment Medical Check:
Pre-employment Medical Check clearance from RIL certified doctor. System generated information will be received for initiating the same on acceptance of this appointment letter.

03. Confirmation:

You will be under training for a period of one year from the date of joining the Company. During training you will be undergoing various assessments at the end of which there will be a final assessment. Your confirmation on permanent rolls of the company solely depends on the discretion of the management and the same is not a matter of right in any manner whatsoever.
Management reserves the right to terminate your training either during the training period or on completion of the same without assigning any reasons whatsoever.

(This letter is computer generated and does not necessarily require a signature)

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Phone : +91-22-4477 0000 Fax : +91-22-4471 0111
Register Office : Maker Chambers IV, 3rd Floor, 222, Nariman Point, Mumbai - 400 021, India. CIN - L17110MH1973PLC019786

We would also like to draw your particular attention to our Values and Behaviours. We have six values that express our shared understanding of what we believe, how we aim to behave and what we aspire to be as an organisation. Our values are about delivering customer value, having an ownership mind-set, showing respect and integrity, pursuing excellence and being one team.

Next Steps

This is system generated appointment letter based on the offer letter received. Please confirm your acceptance of this appointment letter by clicking 'Accept' button online. This letter of appointment shall automatically stand withdrawn in case we do not receive your acknowledgement online within ten days from receipt of this letter.

This offer of employment is subject to you providing all of the information and documentation requested BEFORE you commence employment with us. All information / documentation submitted by you will be considered as submitted on your own freewill and consent.

This appointment is confidential and you must not discuss this or disclose any documentation related to it with anyone other than your immediate family. Any disclosure of the details of this offer to a third party other than your immediate family may result in withdrawal of the offer.

We reserve the right to withdraw our offer of employment/terminate your employment with us without assigning any reason whatsoever thereof, or delay your start date if you do not provide the required information and documentation within the required timelines or if during this process you intentionally leave out any information or provide any information which is inaccurate or untrue.

In case of any dispute regarding interpretation of any word or clause of this latter, the decision of the management shall be final and binding.

We look forward to your joining out team for a long, successful and pleasant association.

Sincerely yours,
Reliance Industries Ltd.

Authorized Signatory

(This letter is computer generated and does not necessarily require a signature)

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Reliance
Industries Limited

ANNEXURE A

1.1 Annual Compensation Summary

ANNEXURE 1.1 - A		
Name: Bhavyasinh Mangrola		
Compensation Breakup	**Monthly (INR)**	**Annual (INR)**
Basic Pay	21,402	2,56,827
House Rent Allowance	10,701	1,28,414
Residual Choice Pay	22,395	2,68,744
Insurance		
Group Personal Accident Insurancee Premium (GPAI)	57	679
Group Term Life Insurance Premium (GTLI)	400	4,794
Medical Insurance Premium* (Self, Spouse, 3 Dependent Children & Dependent Parents)	3,947	47,369
SUB TOTAL - I	58,902	7,06,827
Employer's Contribution to Provident Fund: PF (12% of Basic Pay)	2,568	30,819
Gratuity (4.81% of Basic Pay)	1,029	12,353
SUB TOTAL - II	3,598	43,173
TOTAL- FIXED PAY [I + II]	62,500	7,50,000

Residual Choice Pay can be distributed among the following Tax Friendly elements - HRA, LTA, Conveyance Allowance, Office Wear Allowance, Children Education Allowance, Food & Beverage Coupons, Gift Vouchers and Fuel & maintenance Expenses. Remaining amount will be paid as "Residual Choice Pay", as applicable.

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1.2 Tax Status of compensation elements

Below table shows all of the Total Pay components and their taxability status.

S.No.	Total Pay Components	Taxability Status (as per prevailing norms)
I	**Base Salary**	
a.	Basic Salary	Taxable
b.	Provident Fund Contribution (PF)	Please refer Annexure B
c.	Gratuity	Please refer Annexure B
II	**Choice Pay**	
a.	Medical Reimbursement	Taxable
b.	Food Coupon	Tax exempt subject to conditions
c.	Gift Coupon	Tax exempt subject to conditions
d.	Leave Travel Allowance (LTA)	Tax exempt subject to conditions
e.	Office Wear Allowance (OWA)	Tax exempt subject to conditions (only applicable to locations having a 'Uniform Policy')
f.	Children's Education Allowance (CEA)	Tax exempt subject to conditions
g.	Children's Hostel Allowance (CHA)	Tax exempt subject to conditions
h.	Residual Choice Pay (RCP)	Taxable
i.	**Vehicle**	
1.	Company Lease Vehicle Scheme	Tax exempt (up to the value of EMI)
2.	Fuel and Vehicle Maintenance Reimbursement	Tax exempt (Taxable Perquisite Notional Value)
3.	Conveyance Allowance	Taxable
j.	**Housing**	
1.	House Rent Allowance (HRA)	Tax exempt subject to conditions
2.	Company Accommodation (where it is provided)	Taxable Perquisite
k.	**Insurance**	
1.	Group Personal Accident Insurance Premium (GPA)	Tax exempt
2.	Group Term Life Insurance Premium (GTLI)	Tax exempt
3.	Medical Insurance Premium	Tax exempt
III	**Annual Cash Bonus (ACB) / Performance Linked Incentive (PLI)**	Taxable, If Applicable

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Please Note:-

- The income tax calculation is provisional and is based on the current income tax rules (**Rules**). Any change in the Rules may impact the income tax projections.

- You shall bear and pay the tax liabilities, if any, applicable in relation to all the perquisites or benefits provided to you in accordance with the provisions of this Agreement. Please note that all the details set out above are indicative and subject to change with change in Indian tax policies and rules.

- Employee shall be solely responsible for the payment of any and all taxes on salary / income, employee benefits and personal income. You are advised to get updated information in relation to the income tax calculation on your salary from independent external advisors

- Fixed Pay elements like fuel and maintenance reimbursement, office wear allowance, medical reimbursement, LTA will be reimbursed at actuals based on the bills submitted and in case the reimbursement amount falls short of the amount chosen, the balance will be paid as taxable allowance.

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Annexure B

Components of Total Pay

The Company follows a Total Pay structure that reflects the total cost of an employee to the Company this includes all direct and indirect payments including all benefits, perquisites, subsidies, and Annual Cash Bonus (**ACB**) / Performance Linked Incentive **(PLI)**. This structure is being followed so as to provide flexibility to the employees in structuring their compensation package. The components within each category of payments are discretionary and these components may be changed by the Company from time to time without notice.

The main components under the Total Pay structure are as follows:

I. Components of Compensation

1. **Base Salary:** This is first part of the total pay, which may include Basic Salary, PF and Gratuity

   a. **Basic Salary:** This is the base pay component of the fixed pay and is the reference salary for provident fund and gratuity contribution.

   b. **Provident Fund (PF)**:

   The contributions payable by the Employer under the scheme shall be at the rate specified under the Employees' Provident Funds and Miscellaneous Provisions Act, 1952 (**PF Act**). The current rate of contribution is 12% of PF Salary. Employee also contributes an equal amount from employee's monthly salary, as per PF Act. Both of these are remitted on a monthly basis to the Company's PF Trust / RPFC.

   Out of the Employer's contribution, a portion (presently 8.33% of PF Salary subject to a maximum of INR 1250) is deposited into the Employees' Pension Scheme. The part of the company's contribution deposited under Employees' Pension Scheme to RPFC is to provide employees with pension on retirement or after completion of a specified period of service. TDS recovery from PF settlement will be as per the relevant provision of the Income Tax Act, 1961.

   Benefits associated with Employees' Provident Fund and Employees' Pension Scheme will be as per the prevailing rules and regulations outlined in the Employees' Provident Funds and Miscellaneous Provisions Act, 1952. Employees are advised to refer to EPFO site (http://www.epfindia.com/) for detailed rules, procedures and any other updates.

   Please note that the contribution amounts, limits, withdrawals and other rules applicable to the PF and pension are subject to applicable Indian laws in force from time to time. Employee is bound to adhere to all changes in the applicable law. Any implications on contribution, accumulation and withdrawal conditions outlined in the Employees' Provident Fund and Employees' Pension Scheme is to be borne by the employee. To understand implications associated with any such change in relevant laws or the Employees' Provident Fund and Employees' Pension Scheme, employees are recommended to solicit independent external advice.

   c. **Gratuity**

   Employer's contribution to the Company's Gratuity Fund will be as specified under 'The Payment of Gratuity Act ,1972'. Currently, the Employer's contribution to the Company's Gratuity fund is @ 4.81% of Basic Salary. Gratuity shall be payable to an employee on completion / end of their employment with the Company provided employee has rendered continuous service for a minimum period of 4 years and 240 days. However, eligibility for contribution to the Gratuity Trust / Fund commences from the first day of employment and in the event of separation prior to such 4 years and 240 days, the same will be paid as ex-gratia, except in case of separation due to disciplinary grounds.

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Gratuity is calculated as follows:

(Last Drawn Salary / 26 Days) x 15 days x Number of completed years of service (In the case of death, the minimum service requirement does not apply)

For every completed year of service or part thereof in excess of 6 months, the employer will pay the employee gratuity at the rate of 15 days wages based on the rate of wages last drawn by such employee. Income Tax on the gratuity payment will be applicable as per Income Tax Rules. In the event an employee fails to complete 4 years and 240 days of continuous service, ex-gratia will be paid up to the amount of gratuity accumulated and will be subject to prevailing Income Tax Rules.

Maximum Amount of Gratuity which will be exempt from Income Tax will be as per 'The Payment of Gratuity Act, 1972'.

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2. Choice Pay :

This is second part of the total pay. Subject to eligibility and availability of amount mentioned under various components in Annexure A, an employee may opt for all the allowances or combination of them

a. Medical Reimbursement

Employee may opt for medical reimbursement for expenses incurred by the employee to meet health related expenditure, such as medicines, doctor's fees etc. of the employee and employee's family members. Medical expenses up to a maximum of INR 15,000 per annum will be reimbursed at actuals against production of bills.

This component is taxable.

b. Food Coupons

Employee may opt for Sodexo / Accor Pass Meal Vouchers. These are food coupons that can be exchanged for food and beverages at all approved affiliated establishments across India.

However, once purchased, these coupons cannot be redeemed for cash.

c. Gift Coupons

Employee may opt for gift coupons. Company provides Sodexo / Accor Pass Gift Vouchers that can be used to buy dailynecessities at over 6000 affiliated establishments across India.

However, once purchased, these coupons cannot be redeemed for cash.

Up to INR 5,000 per annum is tax exempt.

d. Leave Travel Allowance (LTA)

Employee may opt for LTA. It refers to reimbursement by Company of actual expenses incurred only on travel by employee along with their dependents to any place within India. Expenses such as hotel accommodation, sightseeing, food etc. are not eligible to be reimbursed as LTA or for tax exemption. The following qualifying criteria are to be met for claiming LTA:

1. Employee must necessarily take 5 days of continuous Privilege Leave.
2. The family for this purpose includes spouse, unmarried dependent children (maximum of two only), parents and dependent brothers and sisters.
3. No advance is given towards LTA. It must be claimed as a reimbursement against actual bills and travel documents.

Entitlement: Employee has to decide on the quantum of LTA (could be up to 2 months' basic salary) that employee wishes to avail as part of employee's choice pay component. This choice has to be made by employee initially at the time of joining and thereafter at the beginning of each financial year. A mid-year change in the quantum of LTA is not permissible.

As per current Income Tax rules, tax exemption for LTA is allowed twice in a block of 4 calendar years. Tax authorities have defined the current 4 year block as being from 1 January 2018 - 31 December 2021.

The quantum of exemption is subject to following maximum limits depending on the mode of transport used or available:-

1. Journey by air: Economy class air fare of national carrier by shortest route or the actual amount spent, whichever is lesser
2. Journey by rail: AC first class fare by shortest route or the actual amount spent, whichever is lesser
3. Place of origin and place of destination connected by rail but journey performed by other mode of transport: AC first class fare by shortest route or the actual amount spent, whichever is lesser
4. Place of origin and place of destination not connected by rail (partially or fully) and not connected by other recognized public transport system: AC first class fare by the shortest route or the actual amount spent, whichever is lesser

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e. Office Wear Allowance (OWA)

Only employees' working at locations where a `Uniform Policy' is in place may opt for OWA.

OWA is an allowance provided to employees to meet expenditures incurred by employee towards purchase of uniform to be worn at the workplace.

OWA is tax exempt subject to the following limits:-

a. For all Grade: INR 24,000

f. Children's Education Allowance (CEA)

Employee may opt for CEA to meet education expenses of their children.

INR 100 per month per child subject to a maximum of two children is tax exempt

g. Children's Hostel Allowance (CHA)

Employee may opt for CHA to meet hostel expenses of their children.

INR 300 per month per child subject to a maximum of two children, is tax exempt

h. Residual Choice Pay (RCP)

The balance un-utilized amount is paid under the salary head as "Residual Choice Pay" and is subject to tax.

Please note that you are required to make a declaration within 7 days of joining the Company and at the beginning of each financial year and thereafter from time to time within the timelines notified by the company, regarding the amounts to be claimed under each expense mentioned above. You are required to submit all bills and other supporting documents on or by 15th January for each financial year

i. Vehicle

1. Company Leased Vehicle Scheme (CLV)

As part of the compensation structure the company offers an option of availing a vehicle under the prevailing company vehicle policy, subject to eligibility. The major features of the scheme are as follows:

Parameter	Four Wheeler
Scheme Details	Company Leased Vehicle (CLV)
EMI Calculation Base	Vehicle Invoice Value (Final on-road price, excluding taxes)
EMI Limit	Grade `H' and above - upto 100% of Residual Choice Pay Grade `I' and below - upto 50% of Residual Choice Pay
Interest rate	11.5 % per annum on monthly reducing balance basis
Vehicle Cost Limit	NA
Tenure	2 to 4 Years (Upto 48 Instalments)
Insurance Coverage Options	1.Comprehensive 2.Bumper to Bumper (Zero depreciation)

Mandatory debits towards Vehicle Insurance would be applicable to those opting this scheme.

The company vehicle policy provides more details regarding the vehicle scheme.

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2. Fuel and Vehicle Maintenance Reimbursements

All employees covered by the Company Vehicle Scheme are eligible for fuel and vehicle maintenance reimbursements. Employees using self-owned vehicles are also eligible for such reimbursement.

The limits for Fuel & Vehicle Maintenance for Own Vehicles and Vehicles under Company Vehicle Scheme are as under:

Level	4 Wheeler	2 Wheeler
All Grades	INR 1,80,000 p.a.	INR 36,000 p.a.

In case an employee is using a self-owned vehicle, employee needs to maintain a vehicle usage log in the system (ESS). Tax exemption will be available upto the limits set out above, subject to submission of supporting documents.

3. Conveyance Allowance

To be opted by an employee to meet the expenditure incurred for the purpose of commuting between place of employee's residence and place of employee's duty. However, this option may be availed only if the employee is not opting for fuel and maintenance reimbursement.

This component is taxable.

j. Housing

1. House Rent Allowance (HRA)

House Rent Allowance is paid in respect of expenses incurred on rented accommodation.

As per Section 10(13A) and Rule 2A of the Income Tax Act and Rules respectively, the lesser of the following is

exempt from tax-

1. An amount equal to 50% of the salary, where the residential house is situated at Mumbai, Kolkata, Delhi or Chennai and an amount equal to 40% of salary where the residential house is situated at any other place;
2. House rent allowance received by the employee in respect of the period during which the rental accommodation is occupied by the employee during the previous year
3. The excess of rent paid over 10% of salary

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2. Company provided Accommodation

In case the employee is opting for an accommodation provided by the company, the basis of valuation will be as under-

Population of City as per 2001 census where Accommodation is provided	Where the Accommodation is owned by the Employer	Where the Accommodation is taken on lease or rent by the Employer
Exceeding 25 lakhs	15% of Salary in respect of the period during which the accommodation is occupied by the Employee	1. 15% of Salary; or 2. Lease rent (paid or payable) by the Employer, whichever is less
Exceeding 10 lakhs but not exceeding 25 lakhs	10% of the Salary in respect of period during which the accommodation is occupied by the Employee	
Any other	7.5% of the Salary in respect of period during which the accommodation is occupied by the Employee	

k. Insurance

i. Group Personal Accident Insurance (GPA)

All Employees are mandatorily covered under the Group Personal Accident Insurance scheme.

The sum insured is INR 25 lakhs and the corresponding debit towards premium is INR 679 per annum.

Benefit Clauses:

1. Death: 100% of sum insured
2. Permanent Total Disablement: 100% of sum insured as per insurance policy
3. Permanent Partial Disablement: varies from 1% to 75% of sum insured as per insurance policy
4. Temporary Total disablement: 1% of capital sum insured per week subject a maximum of INR 5000 per week for a period of 100 weeks.

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ii. Group Term Life Insurance (GTLI)

All employees are mandatorily insured under Group Term Life Insurance. The insured amount and corresponding premium [mandatory debit] are as follows:

Fixed Pay (Base Pay + Choice Pay)	Sum Assured	Mandatory Debit (per annum)
Up to INR 24,99,975	INR 25 Lakhs	INR 4,794
From INR 24,99,975 to below INR 49,99,975	INR 50 Lakhs	INR 17,679
From INR 49,99,975 to below INR 74,99,975	INR 75 Lakhs	INR 26,520
INR 74,99,975 and above	INR 100 Lakhs	INR 36,167

Benefit Clause: -

Total sum assured is payable to the employee's nominee upon death of the employee. However, nothing is payable on survival.

iii. Medical Coverage

The Company endeavors to ensure that financial support is available to all employees to meet their medical needs and those of their dependent family members. All employees are mandatorily covered under this scheme. The coverage and mandatory debits in respect of the same are as follows-

Level	Family Definition	Benefits of Mandatory Coverage
B to F: Company's Management Medical Scheme	Self, Spouse, 3 dependent children (up to 25 years)	Floater Mediclaim Policy of INR 5 Lakhs, Plus Additional floater Mediclaim policy of Domiciliary reimbursement at actuals (as per INR 5 Lakhs the Management Medical Scheme)
	Dependent parents	Floater Mediclaim coverage of INR 5 Lakhs irrespective of the number of members covered, Plus Additional floater Mediclaim policy of INR 5 Lakhs
	1. Hospitalization room category up to Deluxe Single AC Room 2. Dental treatment reimbursement up to INR 15,000 per family p.a. (cosmetics not covered) 3. Full time Retainers shall be covered as per commitment / joining terms 4. For non-allopathy (e.g. Homeopathy, Ayurveda, Unani or other Medical practitioner) treatment, the medical practitioner should be registered as per the guidelines of Indian Medical Association	
G to Below: Group Mediclaim Policy	Family of 7 members - Self, spouse, 3 dependent children (up to 25 years), 2 dependent parents	Floater Mediclaim coverage of INR 5 Lakhs irrespective of the number of members covered, Plus Additional floater Mediclaim policy of INR 5 Lakhs
	1. Hospital Room Category - Eligibility of up to Non- Deluxe Single AC Room 2. Sub limit of Maternity benefit (for first three children) up to INR 50,000 3. Sub limit for OPD basis treatment for Dental INR 1,500 (excluding the cost of dentures, bridges, crowns, scaling, filling, cleaning, polishing and cosmetic dentistry) 4. Sub limit for OPD basis treatment for Eye INR 500 (excluding cost of contact Lens, spectacles and cosmetic treatments)	

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Medical Insurance Debits:

F & Above grades :

- INR 30,864 per annum per person for self and spouse
- INR 15,944 per annum per child (upto 25 years)
- INR 13,841 per annum for **Additional Medical floater** cover of INR 5 Lakhs for self, spouse and child covered under mandatory policy
- INR 33,528 per annum for dependent parents
- INR 13,841 per annum for **Additional Medical floater** cover of INR 5 Lakhs for parents.

G & Below grades :

- INR 33,528 per annum per family unit of 7 members
- INR 13,841 per annum for **Additional** Medical floater cover of INR 5 Lakhs

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Reliance
Industries Limited

Annexure C

Terms and Conditions

01. MEDICAL FITNESS & VERIFICATION OF PARTICULARS:

Your appointment is subject to:

i. Medical Fitness: Your being declared medically fit by a Medical Officer or by a Doctor specified by the Company .

ii. Verification of Particulars: In case the particulars mentioned in your application or the representations or warranties or any other information provided by you are found to be false, inaccurate or unsatisfactory, your services would be liable for termination at any time without any notice or any compensation in lieu thereof.

02. REPRESENTATIONS AND WARRANTIES:

The Company's agreement to continue to employ you and the compensation and benefits payable to you are in consideration of the terms, covenants, and conditions stated in the offer of employment including this Annexure C, and you represent, warrant and covenant to the Company that:

i. You are under no contractual or other restriction or obligation which is inconsistent with the terms or conditions contained herein, the performance of your duties hereunder, or the other rights of the Company hereunder;

ii. You are under no physical or mental disability that may hinder the performance of your duties / obligations contained herein;

iii. You shall not raise any issue as to the reasonableness of the terms, covenants, or conditions contained herein in any proceeding to enforce these terms, covenants and/or conditions;

iv. You have full right and authority to execute this contract and that you are not bound by any contract or arrangement, including any employment contract, bond or covenant not to compete, that is inconsistent herewith

v. These terms, covenants, and/or conditions shall survive the termination of your employment with the Company.

You acknowledge that the terms, covenants, and conditions set forth herein are essential for the Company's protection and are not unreasonable and that the Company has relied on these representations, warranties, and covenants provided by you.

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03. DUTIES AND RESPONSIBILITIES:

i. **Exclusivity:** You agree to perform your duties, responsibilities and obligations efficiently and to the best of your ability exclusively for the Company. You agree that you will devote all of your working time, attention and best efforts in performing your duties, responsibilities and obligations throughout the term of employment. You also agree that you will not engage in any other employment or business activities during the terms hereof. You agree that all of your activities as an employee of the Company shall be in conformity with all the policies, rules, regulations and directions of the Company, as applicable from time to time.

ii. **Non Solicitation:** You will not, during the term of your employment or at any time thereafter, without the prior written consent of the Company, directly or indirectly, solicit for employment, or employ or otherwise contract for the services of, any person who is employed or engaged (either as an employee or consultant) by the Company or any of its affiliates or associated companies or directly or indirectly induce any such employee to leave their employment.

This covenant shall survive the termination of your employment with the Company.

iii. **Other Interests:** You shall not seek membership of any local or public bodies without first obtaining written permission from the Company.

iv. **Controlling Interest:** You agree that, so long as you are employed by the Company, you will not own, directly or indirectly, any controlling or substantial shareholding or other beneficial interest in any business enterprise or entity which is engaged in, or is in competition with, any business engaged in by the Company or any of its affiliates or associated companies. Notwithstanding the foregoing, you may own, directly or indirectly, up to 5% of the outstanding securities of any business or entity whose securities are traded on any national stock exchanges or in the over-the-counter market.

v. **Work hours:** Your working hours at your place of posting shall be as per the rules and regulations of the Company, as specified from time to time. However, you may be required to work additional hours, from time to time, to carry out your duties and responsibilities effectively.

vi. **Confidentiality and Non-disclosure:** You shall keep confidential and not disclose to any person or entity any information received or that comes to your knowledge during the course of your employment including in relation to the Company, its affiliates, associated companies, and third parties, in relation to any of our or their businesses or operations, particulars or details of manufacturing processes, technical know-how, security arrangements, analysis, compilations, forecasts, studies, summaries, notes, ideas(whether patentable or not), schematics, trade secrets, technology, customer lists (potential or actual) and other customer-related information, supplier information, sales statistics, pricing information, market intelligence, marketing and other business model/strategies, administrative organizational matters and any other information important for the Company. This shall include information in relation to third parties received by the Company in relation to any transaction being contemplated by the Company. Your obligation to maintain confidentiality of such information shall continue notwithstanding expiry or termination of your employment with the Company.

Third party Confidential obligations & prevention of IP contamination: You shall not use or disclose to the Company any confidential information of any third party received by you in your personal capacity from such a third party under an obligation of confidentiality, or knowingly induce use of such information in the business of the Company. Your employment/engagement with the Company shall not violate any obligation of confidentiality or non-solicitation of employment/assignment with any other party and that in case you are made aware of any such change in circumstances, you will inform the Company immediately of such change in the circumstances. You shall refrain from using/applying information/data in your current employment which qualifies as third party intellectual property to avoid any potential scenario of Intellectual Property contamination.

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vii. **Proprietary Rights:** You will disclose to the Company forthwith any discovery, invention, process or improvement made or discovered by you while in the service of the Company or thereafter, and all the rights, title, interest in such discovery, invention, process or improvement shall automatically belong absolutely to the Company and be the sole, absolute and exclusive property of the Company immediately upon discovery, invention or creation of process or improvement, whether or not delivered to the Company. If and when required to do so by the Company, you shall at the Company's expense, take out or apply for letter's patent, licenses or other rights, privileges or protection as may be directed by the Company in respect of any such discovery, invention, process or improvement so that the benefit thereof shall accrue to the Company and you will execute and deliver all such deeds and documents, including in particular instruments of assignment and do all such acts and things as may be required by the Company for assigning, transferring or otherwise vesting all rights, title and interest in the same and all benefits arising in respect thereof in favor of the Company or its nominee.

You will assign (and you hereby do assign) in perpetuity to the Company or its nominee all of your rights to all such new ideas (including all inventions), and to applications for patent or copyrights in all countries, if any, and execute such documents and take such lawful action as may be reasonably required to assign such new ideas to the Company or its nominee.

You will execute and deliver promptly to the Company (without charge to you but at the expense of the Company) such written instruments and cooperate and do such other acts as the Company in its sole discretion deems necessary or desirable to assign and transfer title in such new ideas to the Company and / or its nominee and to assist the Company in preserving the property right in such new ideas (including against forfeiture, abandonment, or loss) and to vest the entire right and title and interest therein exclusively in the Company and / or its nominee.

viii. **Safe-keeping of Company's property:** You will be responsible for safe keeping of and returning in good order and condition all properties of the Company, its affiliates and associated companies which may be in your possession, custody, care or charge or being used by you. In case of loss of any such property, the Company will be entitled to assess the value of the loss / damages caused to it and recover the same from you and to take such other action as it deems proper in the event of your failure to account for such material or property to its satisfaction.

ix. **Return of the Company's Property and records:** Upon termination of your employment, you shall forthwith hand over any letter of authority or power of attorney issued in your favour and any property or material of the Company or any of its affiliates or associated companies in your possession at the time of cessation of your employment with the Company. You shall also return to the Company all documents, files, records, keys, and other property of the Company in your possession regardless of the media on which such items are stored, and you shall not retain any copies or duplicates thereof.

x. **Authorizations for activities:** You will not enter into any commitments or dealings on behalf of the Company for which you have not been expressly authorised nor will you 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 written consent of the Company. You will avoid any issue which may result in a conflict between your personal interests and the interests of the Company in dealing with suppliers, customers and all other organizations or individuals doing or seeking to do business with the Company.

xi. **Non-disparagement:** You agree that you shall act with the highest standards of propriety and professionalism and shall not criticize, ridicule or make any statement which disparages or is derogatory of the Company, any of its affiliate or associated companies or any other employee or business associate of the Company or any of its affiliates or associated companies in any public or non-public communication with any customer, client or member of the investment community or media or in any communication whatsoever.

xii. **Confidential nature of terms of employment:** You agree that, save and except as may be required by applicable law, (with the prior consent of the Company), you shall not disclose the terms of your employment to any person.

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xiii. Enforceability: You acknowledge and agree that any violation of any of your duties and responsibilities may result in irreparable damage to the Company, and, accordingly, the Company may obtain injunctive and other equitable relief for any breach or threatened breach of such duties and obligations, in addition to any other remedies available to the Company.

You agree that the restrictions and remedies contained herein are reasonable and that it is your intention that such restrictions and remedies shall be enforceable to the fullest extent permissible by law. If it shall be found by a court of competent jurisdiction that any such restriction or remedy is unenforceable but would be enforceable if some part thereof were deleted or the period or area of application reduced, then such restriction or remedy shall apply with such modification as shall be necessary to make it enforceable.

Further, you hereby agree to indemnify and keep fully and effectively indemnified and hold harmless the Company, its affiliates, associates subsidiaries, and the directors, trustees, officers, employees, agents, authorized representatives and successors of all the foregoing from and against any and all claims, suits, actions, legal or other proceedings, demands, damages, liabilities, interest, costs, expenses (including attorney fees), and losses of whatsoever kind or nature incurred or sustained by Company or any of the third party directly or indirectly arising due to breach of any of obligations mentioned in the letter of employment and/or these terms and conditions.

04. TERMINATION OF EMPLOYMENT:

i. Employment At-Will: You acknowledge that your employment is and shall continue to be AT-WILL. This means that you have the right to terminate your employment with the Company at any time without providing any reason in accordance with the provisions hereof. Similarly, the Company may terminate your employment with or without cause at any time and for any reason in accordance with the provisions hereof. Accordingly, this letter of employment is not to be construed or interpreted as containing any guarantee of continued employment. As such, the recitation of certain time periods in this letter is solely for the purpose of defining your compensation. It is also not to be construed or interpreted as containing any guarantee of any particular level or nature of compensation.

ii. Superannuation: In the normal course, you will retire from the company on attaining superannuation at the age of 58 years.

iii. Absenteeism: If you absent yourself without leave or remain absent beyond the period of leave originally granted or subsequently extended, you shall be considered as having voluntarily terminated your employment without giving any notice unless you:

a. return to work within 8 days from the commencement of such absence, and

b. give an explanation to the satisfaction of the Company regarding such absence

iv. Medical Fitness: The Company has the right to request you to get yourself medically examined by a certified medical practitioner specified by the Company during the tenure of your employment. In case you are found to be medically unfit to perform your duties, your employment may be terminated.

v. Notice Period: Notwithstanding anything contained herein, the Company, in its sole discretion, may terminate your employment without cause by giving one month notice in writing or payment of one month Basic Salary on a pro rata basis, in lieu thereof. Similarly, you may resign from the Company's employment without cause by giving one month notice in writing or by payment of one month Basic Salary on a pro rata basis, in lieu thereof. In the event of your resignation, the Company may in its sole discretion opt to accept the same and relieve you prior to the completion of the stipulated notice period of one month, without any pay in lieu of the notice period.

vi. Termination for Misconduct: Your services are liable to be terminated without any notice or salary in lieu thereof for fraud, misconduct, negligence or breach of any of the terms and conditions of your letter of employment which includes this Annexure C. Without prejudice to the general meaning of the term "misconduct", "misconduct" shall include any case of reasonable suspicion of misconduct, disloyalty, commission of an act involving moral turpitude, or any action of indiscipline or inefficiency.

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vii. Non-compete: In the event of your separation from the Company for any reason whatsoever, you will not take up any job or assignment either full time or otherwise, either directly or indirectly, for a period of three months from the date of separation in any industry or business involved in similar/competing business as the Company or any of its affiliates or associate companies.

viii. Recovery of Payments: (If applicable) Payments made towards recovery of notice period by your previous employer and relocation expenses by us will be recovered in full in the event of your separation from the Company prior to completion of 1 year from joining the Company.

05. GENERAL:

i. Training: You may be selected and sponsored by the Company for familiarization/ training assignments with our technical collaborators or any other institutions/ organizations in India and/or abroad, based on terms and conditions stipulated at such time. You will diligently and beneficially take part in the training and such assignments in accordance with Company policies and directives.

ii. Rules, Regulations and Policies on Ethics: You will be governed by the service rules, regulations and policies including conduct, discipline and administrative orders and any such other rules or orders of the Company that may come into force from time to time. You must observe the policies that the Company publishes / notifies from time to time. These policies include requirement that you maintain the highest standards of conduct and act with the highest ethical principles.

a. You must not do anything that may be a conflict of interest with your responsibilities as an employee.

b. You are required to read and understand all policies applicable to you, all of which are available in the Reliance Management System ("RMS") portal. If you have any questions, now or in the future, please ask the Human Resources Department through the Query Management System in the ESS portal. You may also be required to sign and abide by the Policy on Ethics of the Company and undertake to sign such declarations that the Policy may demand from time to time.

c. Women employees will be entitled to all the statutory benefits provided by the Company under the Maternity Benefit Act 1961, and its subsequent amendments, if any, details of which are set out in the RMS/ESS portal.

iii. Media Interaction: You will not interact with the media - electronic, print or otherwise in

a. India or overseas, during or outside work hours, either in your own personal capacity or on behalf of the Company unless you have express and direct approval from the Company to interact with the media as a representative of the Company. Only persons duly authorized by the Company are permitted to interact with media and then only on specified subjects. Disclosure of any information other than those specifically authorized by the Company is prohibited.

b. Disclosure of information on proceedings of meetings (board / committee / internal) and disclosure of forward-looking statements is prohibited unless such disclosure is specifically approved by the Company.

c. You shall also not disclose non-public information selectively to any particular group as it may lead to unfair advantage / discrimination.

d. For any outside publication of books, articles or manuscripts which relate in any manner to the Company's business, policies and processes, you are required to obtain prior written approval of the Company prior to its publication or release.

e. Any violation of the Company's media policy, will tantamount to a breach of the terms and conditions of employment and may result in termination of the contract.

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iv. **Jurisdiction:** The letter of employment is made at Mumbai and competent courts of Mumbai shall have jurisdiction over any dispute or difference whatsoever arising out of, under, in relation to or in connection with the letter of employment or breach hereof or in respect of any matter or thing herein contained.

v. **Entire Agreement:** This contract and the document referred to herein contain the entire agreement and understanding of the parties with respect to the subject matter hereof and shall supersede any and all prior or contemporaneous communications, representations, or agreements between the parties, whether oral or written, regarding the subject matter of this contract.

vi. **Age:** Your age mentioned in the Matriculation / Higher Secondary Certificate / Passport will be deemed to be the conclusive proof of your date of birth.

vii. **Change of address:** You will intimate in writing to the Company any change of your residential address within a week of the same changing, failing which any communication sent to you on your last recorded address shall be deemed to have been duly served on you.

viii. **Passport:** You are required to have a valid passport at all times and ensure that the same is renewed from time to time.

ix. **Suspension:** You may be placed under suspension pending enquiry into the charges of misconduct or any other breach hereof. The salary for the suspension period will be paid to you only if you are found not guilty of any of the charges for which you are suspended and not otherwise.

x. **Travel:** You shall make your own transport arrangements to and from the place of work.

xi. **Documentation:** Please submit the following documents, if not submitted earlier:

a. Certificates in support of your educational professional qualifications, experience, date of birth and other testimonials in original together with copies thereof.

b. Three copies of your recent passport size photographs with blue background.

c. Relieving letter and salary certificate from your last employer, in case you are/were employed.

xii. **Severability**: If any term or provision of this letter of employment shall be held to be invalid for any reason whatsoever, such invalidity shall not affect the validity, operation or enforceability of the remainder hereof. If the remainder of this letter is not materially affected by such declaration or finding and is capable of substantial performance, then that term or provision or part thereof shall to that extent be deemed not to form part of this letter of employment and such provision shall be replaced by a substitute provision that is legal and enforceable and is as nearly as possible consistent with the intentions underlying the original provision.

xiii. **Non Waiver**: No delay or omission on the part of Company in exercising any right, power, privilege or remedy in respect of your employment terms shall neither impair such right, power, privilege or remedy, or be construed as a waiver of it, nor shall any single partial exercise of such right, power, privilege or remedy, preclude any further exercise of it or the exercise of any other right, power, privilege or remedy.

I confirm that I have read and understood the terms and conditions set out herein and unconditionally and irrevocably accept the above terms and conditions.

Employee Name: Bhavyasinh Mangrola

Signature:

Date: 5 Jul 2022

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AARTI INDUSTRIES LIMITED

Date: **02/02/2022**

Dear Mr. **Rana Daxeshkumar**

CONGRATULATIONS!!

We are pleased to offer you the position of **Officer Trainee** with **Aarti Industries Limited** under the Aarti Officer Trainee Program (AOTP).

Your tentative date of joining will be **1st June 2022**. You will undergo a training program for six months followed by a probation period of six months from the date of joining. Upon successful completion of the training & probation period you will be confirmed as **Engineer.**

You will be paid a **Total Target Cost To Company of INR 5 LPA (Five Lakh Per Annum)** and on confirmation after 1 year your **Total Target Cost To Company will be revised to INR 5.5 LPA (Five Lakh Fifty Thousand Per Annum).**

Your joining is subject to the following terms of employment :

- Successful completion of degree / Post degree examination with a minimum aggregate score of 6.0 CGPA or 60% with no active backlog
- Pre - Employment Medical examination clearance
- Background verification

Other Terms and Conditions:

- During training and probation period you may be deployed at factory/offices based on the company requirements.
- If you are posted at Factory locations (Vapi, Jhagadia, Dahej, Kutch, Tarapur etc) you will be provided Bachelor's sharing Accommodation for a period of 1 year from your date of joining.
- In case if you're posted at any metro/city location you have to manage your own accommodation. However, additional HRA/city compensatory allowance will be applicable as per the company policy
- Target Variable pay will be paid on an annual basis as per company policy. First payout will happen on confirmation, subject to scheme conditions
- Notice period during training and probation period will be 1 month and post confirmation will be 2 months
- You will be eligible for your first annual compensation review, post confirmation and performance period
- Your retirement age will be 58 years
- You will have to abide by the Company's Code of Conduct, rules, regulations, organization values and culture
- Compensation and benefits are subject to taxes to be borne by the incumbent as per the prevailing tax laws
- Campus trainees will be required to work in shift timings/working hours as per business requirements
- In the event of any change in law (compliance of which is mandatory for us), if the current CTC and structure offered to you at Appendix also undergoes a change or is modified by us to meet such compliance ,we shall do so on a neutral cost basis. You shall not hold us liable or responsible for such change or restructuring , nor shall we be required to revise your CTC other than in accordance with the law You are accepting this offer with full knowledge and awareness of the proposed Wage Code Bill that is likely to impact the existing CTC structure.

RANA DAXESHKUMAR S.

AARTI
INDUSTRIES
LIMITED

You will receive an email from us to bring necessary documents on joining and other relevant information.
Looking forward to welcoming you to the **AARTI FAMILY.**

Kindly sign on a duplicate copy of this offer letter as a token of acceptance.

For Aarti Industries Limited,

Manoj Sharma
Joint President & CHRO

RANA DAXESHKUMAR S.

AARTI INDUSTRIES LIMITED

ANNEXURE 1

Target Annual Compensation			
Particulars	**Cost To Company on joining (Rs Per Annum)**	**Cost To Company upon Confirmation (Rs Per Annum)**	**Remarks**
Base Salary (A)			
Basic	200000	220000	Basic is paid on a monthly basis. Retirals are linked to this. Subject to tax.
Housing (B)			
HRA	80000	88000	House Rent Allowance is provided to meet the cost of accommodation. HRA is calculated at 40% of the Basic pay. HRA is an allowance and is subject to income tax. The exemption on HRA is covered under Section 10(13A) of the Income Tax Act and Rule 2A of the Income Tax Rules. HRA is paid on a monthly basis.
Allowances & Reimbursements (C)			
Education Allowance	2400	2400	Educational Allowance is paid on a monthly basis, subject to Income tax.
Uniform Allowance	18000	18000	Uniform Allowance is paid on a monthly basis, subject to Income tax.
Aarti Allowance / Special Allowance	79313	89285	Special allowance is paid on a monthly basis. This element has no linkage to any component of compensation / retirals. Subject to tax.
Statutory Bonus	40000	44000	Statutory Bonus will be paid as per Payment of Bonus Act 1965. Subject to tax. Calculated at 20% of Basic Pay + Dearness Allowance(if applicable)
Leave Travel Allowance	16667	18333	Leave Travel Allowance is a reimbursement for travel within India. It is governed by IT Act where one can claim tax exemptions twice in a block of four years and should be on Privilege leave for a minimum period of 5 days and this can be clubbed with weekly off or a paid holiday

AARTI INDUSTRIES LIMITED

Retirals (D)			
Gratuity	9620	10582	Gratuity is 4.81% of basic pay
Company's Contribution to PF	24000	26400	As per employee provident fund Act 1952, an employer is required to contribute a minimum 12% of the Basic Salary to EPF. And an equal amount will be deducted as employee contribution from monthly payroll.
Target Variable Pay (E)			
Target Variable Pay	30000	33000	The objective of the Performance Pay Scheme is to incentivize employees to achieve specific Group/Business and/or financial and strategic predetermined goals, within the Group's/Business risk appetite. This is currently paid on an annual basis (April to March) and linked to individual performance ratings and business performance
Total Fixed Compensation (A+B+C+D)	**470000**	**517000**	
Total Cost to Company (CTC) (A+B+C+D+E)	**500000**	**550000**	

Yours Sincerely,
For Aarti Industries Limited,

Manoj Sharma
Joint President & CHRO

RANA
DAXESHUMAR S.

AARTI INDUSTRIES LIMITED

Date: **27/01/2022**

Dear Mr. **Divyam Savaliya**

CONGRATULATIONS!!

We are pleased to offer you the position of **Officer Trainee** with **Aarti Industries Limited** under the Aarti Officer Trainee Program (AOTP).

Your tentative date of joining will be **1st June 2022**. You will undergo a training program for six months followed by a probation period of six months from the date of joining. Upon successful completion of the training & probation period you will be confirmed as **Engineer.**

You will be paid a **Total Target Cost To Company of INR 5 LPA (Five Lakh Per Annum)** and on confirmation after 1 year your **Total Target Cost To Company will be revised to INR 5.5 LPA (Five Lakh Fifty Thousand Per Annum).**

Your joining is subject to the following terms of employment :

- Successful completion of degree / Post degree examination with a minimum aggregate score of 6.0 CGPA or 60% with no active backlog
- Pre - Employment Medical examination clearance
- Background verification

Other Terms and Conditions:

- During training and probation period you may be deployed at factory/offices based on the company requirements.
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- Campus trainees will be required to work in shift timings/working hours as per business requirements
- In the event of any change in law (compliance of which is mandatory for us), if the current CTC and structure offered to you at Appendix also undergoes a change or is modified by us to meet such compliance ,we shall do so on a neutral cost basis. You shall not hold us liable or responsible for such change or restructuring , nor shall we be required to revise your CTC other than in accordance with the law.You are accepting this offer with full knowledge and awareness of the proposed Wage Code Bill that is likely to impact the existing CTC structure.

AARTI INDUSTRIES LIMITED

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Manoj Sharma
Joint President & CHRO

AARTI INDUSTRIES LIMITED

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Total Fixed Compensation (A+B+C+D)	**470000**	**517000**	
Total Cost to Company (CTC) (A+B+C+D+E)	**500000**	**550000**	

Yours Sincerely,
For Aarti Industries Limited,



Manoj Sharma
Joint President & CHRO

GHCL Limited

GHCL: SA: 2021-22
22nd March'22

Mr. Darshik Patel
Ranijini Padedi, Ta : Santrampur,
District : Mahisagar – 389 260
Gujarat

Sub: Letter of Offer

Dear Mr. Patel,

Please refer to your application for training and the subsequent discussion we had with you.

We are pleased to provide you an opportunity in our organization in the position of **Graduate Engineer Trainee (GET).** You will undergo training in the Soda Ash Division of the company on the following terms and conditions.

1. During your training you will be entitled to a gross salary of Rs. 2,50,000/- (Rs. Two Lac fifty Thousand only) per annum inclusive of all benefits.

2. You would be on training for a period of **one year** from the date of your joining. The training period is liable to be extended, at the sole discretion of the Management, if your performance or your conduct is not satisfactory.

3. You shall be assessed for your performance at the end of your training period and may be absorbed on the rolls of the company, subject to your performance and existence of an appropriate vacancy in the company. However, to mention that absorption shall not be deemed to have taken place unless you have been informed to that effect in writing.

4. This offer for training is subject to your successfully completing the B. Tech Course and submitting proof of it, failing which, your training will be discontinued forthwith.

You are requested to report for training on or before 15th June 2022 at the following address:

GHCL Limited
Works: Sutrapada, Dist. Gir-Somnath
Sutrapada, Gujarat – 362275, India

At the time of reporting for training please bring the following documents with you.

- 5 recent passport size photographs
- Originals with a photocopy of each of your certificates
- Proof of age
- Medical fitness certificate from an MBBS Doctor

Kindly sign and return the duplicate copy of this letter confirming your acceptance of the training.

We welcome you and wish you a successful training with us.

Yours faithfully,
For **GHCL Limited**

Anil Kumar Singh
Vice President – Human Resources

GHCL Limited

Compensation Structure – Mr. Darshik Patel

Name	Darshik Patel
Designation	Graduate Engineer Trainee
Division	Soda Ash
Location/Division	Sutrapada
Salary Components	**Amount in Rs.**
Basic Salary Per Month	8500
House Rent Allowance Per Month	5100
Personal Allowance Per Month	1974
Food Allowance Per Month	2500
Washing Allowance Per Month	1000
Monthly Gross Salary (Rs.)	**19074**
Annual Gross Salary (Rs.)	**228888**
Provident Fund Per Annum	15084
Sub Total (Rs.) Per Annum **	**243972**
Gratuity Per Annum	6033
Gross Total (Rs.) Per Annum	**250000**

** Minimum 50% of the Subtotal will be deemed to be wages for the purpose of Gratuity

Anil Kumar Singh
Vice President – HR & IR

Works : Sutrapada, Dist. Gir-Somnath, Gujarat - 362275, India. Tel. +91-02876-263401-03, 263551-56 Fax : +91-02876-263480-83
CIN : L24100GJ1983PLC006513, E-mail : ghclinfo@ghcl.co.in , Website : www.ghcl.co.in

Regd. Office : GHCL House, Swastik Society, Opp. Punjabi Hall, Navrangpura, Ahmedabad, Gujarat-380009, India Tel. +91-079-26427519-818 Fax : +91-079-26423623
Head Office : GHCL House, B- 38, Institutional Area, Sector - 1, Noida, Uttar Pradesh - 201301, India. Ph. : +91-120-2535335, 3358000, Fax : +91-120-2535209

SAUKEM
SAURASHTRA CHEMICALS

Works :
Birlasagar, Porbandar - 360 576, Gujarat
Phones : (0286) 2242479-80-81 (3 Lines)
Fax : (0286) 2245431
E-mail : nirma_pbr@nirma.co.in

OFEER LETTER

03.05.2022

REF.NO:NL00110808S480

To
Darshit Kishorbhai Thummar
"Om", Last Street / / Nandanvan
Near Gundala Crossing Gondal
Rajkot - 360311 Gujarat
Contact:9925339085
Email:darshitthumar01@gmail.com

Dear Sir,

With reference to your applications and the subsequent interview, you had with us. We have pleasure in informing that you have been selected for the position of as **G E T** at a Gross of Rs. **19347** per Month (Excluded Bonus Amount as per Bonus Act) and, other terms and conditions mutually discussed and agreed between us.

The formal letter of **Trainee Agreement** will be handed over to you after completion of joining formalities.

You are requested to join on or before **15.05.2022** and meet to **G J Adroja - Vice President** - Birla Sagar, Porbandar - 360 576, Gujarat - Phone No - 0286 - 2242479 To 81 for joining formalities.

Please ensure that you bring all the original documents along with their Xerox copies required as per **Annexure-B, failing which you will not be allowed to join,** also note that your appointment is subject to the verification and true worthiness of all the desired documents.

We will appreciate, if you can sign and return as a token of your acceptance the duplicate copy of this letter indicating likely date of joining us, along with a copy of the acceptance of your resignation letter at the earliest.

Thanking you,

Yours faithfully,
For **NIRMA LIMITED**

(Authorized Signatory)

A C C E P T A N C E

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

Place: Nadiad Signature: Thummar JK Likely to join on: 15-05-2022

Date : 9/05/2022 Name : Darshit Kishorbhai Thummar

AARTI INDUSTRIES LIMITED

Date: **02/02/2022**

Dear Mr. **Davda Raghav**

CONGRATULATIONS!!

We are pleased to offer you the position of **Officer Trainee** with **Aarti Industries Limited** under the Aarti Officer Trainee Program (AOTP).

Your tentative date of joining will be **1st June 2022**. You will undergo a training program for six months followed by a probation period of six months from the date of joining. Upon successful completion of the training & probation period you will be confirmed as **Engineer.**

You will be paid a **Total Target Cost To Company of INR 5 LPA (Five Lakh Per Annum)** and on confirmation after 1 year your **Total Target Cost To Company will be revised to INR 5.5 LPA (Five Lakh Fifty Thousand Per Annum).**

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- Background verification

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AARTI INDUSTRIES LIMITED

You will receive an email from us to bring necessary documents on joining and other relevant information.
Looking forward to welcoming you to the **AARTI FAMILY.**

Kindly sign on a duplicate copy of this offer letter as a token of acceptance.

For Aarti Industries Limited,



Manoj Sharma
Joint President & CHRO

AARTI INDUSTRIES LIMITED

ANNEXURE 1

Target Annual Compensation			
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Retirals (D)			
Gratuity	9620	10582	Gratuity is 4.81% of basic pay
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Total Fixed Compensation (A+B+C+D)	**470000**	**517000**	
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Yours Sincerely,
For Aarti Industries Limited,



Manoj Sharma
Joint President & CHRO

AARTI INDUSTRIES LIMITED

Date: **29/01/2022**

Dear Mr. **Deep Patel**

CONGRATULATIONS!!

We are pleased to offer you the position of **Officer Trainee** with **Aarti Industries Limited** under the Aarti Officer Trainee Program (AOTP).

Your tentative date of joining will be **1st June 2022**. You will undergo a training program for six months followed by a probation period of six months from the date of joining. Upon successful completion of the training & probation period you will be confirmed as **Engineer.**

You will be paid a **Total Target Cost To Company of INR 5 LPA (Five Lakh Per Annum)** and on confirmation after 1 year your **Total Target Cost To Company will be revised to INR 5.5 LPA (Five Lakh Fifty Thousand Per Annum).**

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Deep

AARTI INDUSTRIES LIMITED

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Looking forward to welcoming you to the **AARTI FAMILY.**

Kindly sign on a duplicate copy of this offer letter as a token of acceptance.

For Aarti Industries Limited,

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Joint President & CHRO

AARTI INDUSTRIES LIMITED

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Yours Sincerely,
For Aarti Industries Limited,

Manoj Sharma
Joint President & CHRO

AARTI INDUSTRIES LIMITED

Date: **29/01/2022**

Dear Mr. **Devangkumar Parmar**

CONGRATULATIONS!!

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Manoj Sharma
Joint President & CHRO

AARTI INDUSTRIES LIMITED

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Retirals (D)			
Gratuity	9620	10582	Gratuity is 4.81% of basic pay
Company's Contribution to PF	24000	26400	As per employee provident fund Act 1952, an employer is required to contribute a minimum 12% of the Basic Salary to EPF. And an equal amount will be deducted as employee contribution from monthly payroll.
Target Variable Pay (E)			
Target Variable Pay	30000	33000	The objective of the Performance Pay Scheme is to incentivize employees to achieve specific Group/Business and/or financial and strategic predetermined goals, within the Group's/Business risk appetite. This is currently paid on an annual basis (April to March) and linked to individual performance ratings and business performance
Total Fixed Compensation (A+B+C+D)	**470000**	**517000**	
Total Cost to Company (CTC) (A+B+C+D+E)	**500000**	**550000**	

Yours Sincerely,
For Aarti Industries Limited,



Manoj Sharma
Joint President & CHRO

Reliance
Industries Limited

Date: 4 Jul 2022

Ref: RIL/80185109/30032053/040722/2108

Dear Dharak Jain,

Letter of Appointment

With reference to written tests / interview you had with Reliance Group of Companies, we are delighted to appoint you in the position "Graduate Engineer Trainee - Chemical" in Group , based upon following terms and conditions.

Documentation

This appointment letter consists of the below mentioned attachments:

A compensation term sheet
Components of Compensation
Terms and conditions
Other applicable paperwork based upon your specific needs

You are required to read these before you commence your employment

01. Place of Posting

Your initial place of posting will be at the place of your training. During your training period, you may be posted / transferred / to any of the offices / projects / divisions / departments / units of the company existing or to be set up at any location in India or abroad without any additional remuneration. Your services are also liable to be transferred to any of the group companies.

You will report for training on or before **04-Aug-22** failing which this letter of appointment shall automatically stand withdrawn and cancelled.

02. Mandatory Criteria:

i. Score eligibility:
Your appointment is subject to your securing minimum CGPA of 6.0 / 60% & above marks over 8 semesters, wherever applicable.

ii. Pre-employment Medical Check:
Pre-employment Medical Check clearance from RIL certified doctor. System generated information will be received for initiating the same on acceptance of this appointment letter.

03. Confirmation:

You will be under training for a period of one year from the date of joining the Company. During training you will be undergoing various assessments at the end of which there will be a final assessment. Your confirmation on permanent rolls of the company solely depends on the discretion of the management and the same is not a matter of right in any manner whatsoever.
Management reserves the right to terminate your training either during the training period or on completion of the same without assigning any reasons whatsoever.

(This letter is computer generated and does not necessarily require a signature)

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We would also like to draw your particular attention to our Values and Behaviours. We have six values that express our shared understanding of what we believe, how we aim to behave and what we aspire to be as an organisation. Our values are about delivering customer value, having an ownership mind-set, showing respect and integrity, pursuing excellence and being one team.

Next Steps

This is system generated appointment letter based on the offer letter received. Please confirm your acceptance of this appointment letter by clicking 'Accept' button online. This letter of appointment shall automatically stand withdrawn in case we do not receive your acknowledgement online within ten days from receipt of this letter.

This offer of employment is subject to you providing all of the information and documentation requested BEFORE you commence employment with us. All information / documentation submitted by you will be considered as submitted on your own freewill and consent.

This appointment is confidential and you must not discuss this or disclose any documentation related to it with anyone other than your immediate family. Any disclosure of the details of this offer to a third party other than your immediate family may result in withdrawal of the offer.

We reserve the right to withdraw our offer of employment/terminate your employment with us without assigning any reason whatsoever thereof, or delay your start date if you do not provide the required information and documentation within the required timelines or if during this process you intentionally leave out any information or provide any information which is inaccurate or untrue.

In case of any dispute regarding interpretation of any word or clause of this latter, the decision of the management shall be final and binding.

We look forward to your joining out team for a long, successful and pleasant association.

Sincerely yours,
Reliance Industries Ltd.

Authorized Signatory

(This letter is computer generated and does not necessarily require a signature)

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Reliance
Industries Limited

ANNEXURE A

1.1 Annual Compensation Summary

ANNEXURE 1.1 - A		
Name: Dharak Jain		
Compensation Breakup	**Monthly (INR)**	**Annual (INR)**
Basic Pay	21,402	2,56,827
House Rent Allowance	10,701	1,28,414
Residual Choice Pay	22,395	2,68,744
Insurance		
Group Personal Accident Insurancee Premium (GPAI)	57	679
Group Term Life Insurance Premium (GTLI)	400	4,794
Medical Insurance Premium* (Self, Spouse, 3 Dependent Children & Dependent Parents)	3,947	47,369
SUB TOTAL - I	58,902	7,06,827
Employer's Contribution to Provident Fund: PF (12% of Basic Pay)	2,568	30,819
Gratuity (4.81% of Basic Pay)	1,029	12,353
SUB TOTAL - II	3,598	43,173
TOTAL- FIXED PAY [I + II]	62,500	7,50,000

Residual Choice Pay can be distributed among the following Tax Friendly elements - HRA, LTA, Conveyance Allowance, Office Wear Allowance, Children Education Allowance, Food & Beverage Coupons, Gift Vouchers and Fuel & maintenance Expenses. Remaining amount will be paid as "Residual Choice Pay", as applicable.

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1.2 Tax Status of compensation elements

Below table shows all of the Total Pay components and their taxability status.

S.No.	Total Pay Components	Taxability Status (as per prevailing norms)
I	**Base Salary**	
a.	Basic Salary	Taxable
b.	Provident Fund Contribution (PF)	Please refer Annexure B
c.	Gratuity	Please refer Annexure B
II	**Choice Pay**	
a.	Medical Reimbursement	Taxable
b.	Food Coupon	Tax exempt subject to conditions
c.	Gift Coupon	Tax exempt subject to conditions
d.	Leave Travel Allowance (LTA)	Tax exempt subject to conditions
e.	Office Wear Allowance (OWA)	Tax exempt subject to conditions (only applicable to locations having a 'Uniform Policy')
f.	Children's Education Allowance (CEA)	Tax exempt subject to conditions
g.	Children's Hostel Allowance (CHA)	Tax exempt subject to conditions
h.	Residual Choice Pay (RCP)	Taxable
i.	**Vehicle**	
1.	Company Lease Vehicle Scheme	Tax exempt (up to the value of EMI)
2.	Fuel and Vehicle Maintenance Reimbursement	Tax exempt (Taxable Perquisite Notional Value)
3.	Conveyance Allowance	Taxable
j.	**Housing**	
1.	House Rent Allowance (HRA)	Tax exempt subject to conditions
2.	Company Accommodation (where it is provided)	Taxable Perquisite
k.	**Insurance**	
1.	Group Personal Accident Insurance Premium (GPA)	Tax exempt
2.	Group Term Life Insurance Premium (GTLI)	Tax exempt
3.	Medical Insurance Premium	Tax exempt
III	**Annual Cash Bonus (ACB) / Performance Linked Incentive (PLI)**	Taxable, If Applicable

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Please Note:-

- The income tax calculation is provisional and is based on the current income tax rules (**Rules**). Any change in the Rules may impact the income tax projections.

- You shall bear and pay the tax liabilities, if any, applicable in relation to all the perquisites or benefits provided to you in accordance with the provisions of this Agreement. Please note that all the details set out above are indicative and subject to change with change in Indian tax policies and rules.

- Employee shall be solely responsible for the payment of any and all taxes on salary / income, employee benefits and personal income. You are advised to get updated information in relation to the income tax calculation on your salary from independent external advisors

- Fixed Pay elements like fuel and maintenance reimbursement, office wear allowance, medical reimbursement, LTA will be reimbursed at actuals based on the bills submitted and in case the reimbursement amount falls short of the amount chosen, the balance will be paid as taxable allowance.

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Annexure B

Components of Total Pay

The Company follows a Total Pay structure that reflects the total cost of an employee to the Company this includes all direct and indirect payments including all benefits, perquisites, subsidies, and Annual Cash Bonus (**ACB**) / Performance Linked Incentive **(PLI)**. This structure is being followed so as to provide flexibility to the employees in structuring their compensation package. The components within each category of payments are discretionary and these components may be changed by the Company from time to time without notice.

The main components under the Total Pay structure are as follows:

I. Components of Compensation

1. **Base Salary:** This is first part of the total pay, which may include Basic Salary, PF and Gratuity

   a. **Basic Salary:** This is the base pay component of the fixed pay and is the reference salary for provident fund and gratuity contribution.

   b. **Provident Fund (PF)**:

   The contributions payable by the Employer under the scheme shall be at the rate specified under the Employees' Provident Funds and Miscellaneous Provisions Act, 1952 (**PF Act**). The current rate of contribution is 12% of PF Salary. Employee also contributes an equal amount from employee's monthly salary, as per PF Act. Both of these are remitted on a monthly basis to the Company's PF Trust / RPFC.

   Out of the Employer's contribution, a portion (presently 8.33% of PF Salary subject to a maximum of INR 1250) is deposited into the Employees' Pension Scheme. The part of the company's contribution deposited under Employees' Pension Scheme to RPFC is to provide employees with pension on retirement or after completion of a specified period of service. TDS recovery from PF settlement will be as per the relevant provision of the Income Tax Act, 1961.

   Benefits associated with Employees' Provident Fund and Employees' Pension Scheme will be as per the prevailing rules and regulations outlined in the Employees' Provident Funds and Miscellaneous Provisions Act, 1952. Employees are advised to refer to EPFO site (http://www.epfindia.com/) for detailed rules, procedures and any other updates.

   Please note that the contribution amounts, limits, withdrawals and other rules applicable to the PF and pension are subject to applicable Indian laws in force from time to time. Employee is bound to adhere to all changes in the applicable law. Any implications on contribution, accumulation and withdrawal conditions outlined in the Employees' Provident Fund and Employees' Pension Scheme is to be borne by the employee. To understand implications associated with any such change in relevant laws or the Employees' Provident Fund and Employees' Pension Scheme, employees are recommended to solicit independent external advice.

   c. **Gratuity**

   Employer's contribution to the Company's Gratuity Fund will be as specified under 'The Payment of Gratuity Act ,1972'. Currently, the Employer's contribution to the Company's Gratuity fund is @ 4.81% of Basic Salary. Gratuity shall be payable to an employee on completion / end of their employment with the Company provided employee has rendered continuous service for a minimum period of 4 years and 240 days. However, eligibility for contribution to the Gratuity Trust / Fund commences from the first day of employment and in the event of separation prior to such 4 years and 240 days, the same will be paid as ex-gratia, except in case of separation due to disciplinary grounds.

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Gratuity is calculated as follows:

(Last Drawn Salary / 26 Days) x 15 days x Number of completed years of service (In the case of death, the minimum service requirement does not apply)

For every completed year of service or part thereof in excess of 6 months, the employer will pay the employee gratuity at the rate of 15 days wages based on the rate of wages last drawn by such employee. Income Tax on the gratuity payment will be applicable as per Income Tax Rules. In the event an employee fails to complete 4 years and 240 days of continuous service, ex-gratia will be paid up to the amount of gratuity accumulated and will be subject to prevailing Income Tax Rules.

Maximum Amount of Gratuity which will be exempt from Income Tax will be as per 'The Payment of Gratuity Act, 1972'.

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2. Choice Pay :

This is second part of the total pay. Subject to eligibility and availability of amount mentioned under various components in Annexure A, an employee may opt for all the allowances or combination of them

a. Medical Reimbursement

Employee may opt for medical reimbursement for expenses incurred by the employee to meet health related expenditure, such as medicines, doctor's fees etc. of the employee and employee's family members. Medical expenses up to a maximum of INR 15,000 per annum will be reimbursed at actuals against production of bills.

This component is taxable.

b. Food Coupons

Employee may opt for Sodexo / Accor Pass Meal Vouchers. These are food coupons that can be exchanged for food and beverages at all approved affiliated establishments across India.

However, once purchased, these coupons cannot be redeemed for cash.

c. Gift Coupons

Employee may opt for gift coupons. Company provides Sodexo / Accor Pass Gift Vouchers that can be used to buy dailynecessities at over 6000 affiliated establishments across India.

However, once purchased, these coupons cannot be redeemed for cash.

Up to INR 5,000 per annum is tax exempt.

d. Leave Travel Allowance (LTA)

Employee may opt for LTA. It refers to reimbursement by Company of actual expenses incurred only on travel by employee along with their dependents to any place within India. Expenses such as hotel accommodation, sightseeing, food etc. are not eligible to be reimbursed as LTA or for tax exemption. The following qualifying criteria are to be met for claiming LTA:

1. Employee must necessarily take 5 days of continuous Privilege Leave.
2. The family for this purpose includes spouse, unmarried dependent children (maximum of two only), parents and dependent brothers and sisters.
3. No advance is given towards LTA. It must be claimed as a reimbursement against actual bills and travel documents.

Entitlement: Employee has to decide on the quantum of LTA (could be up to 2 months' basic salary) that employee wishes to avail as part of employee's choice pay component. This choice has to be made by employee initially at the time of joining and thereafter at the beginning of each financial year. A mid-year change in the quantum of LTA is not permissible.

As per current Income Tax rules, tax exemption for LTA is allowed twice in a block of 4 calendar years. Tax authorities have defined the current 4 year block as being from 1 January 2018 - 31 December 2021.

The quantum of exemption is subject to following maximum limits depending on the mode of transport used or available:-

1. Journey by air: Economy class air fare of national carrier by shortest route or the actual amount spent, whichever is lesser
2. Journey by rail: AC first class fare by shortest route or the actual amount spent, whichever is lesser
3. Place of origin and place of destination connected by rail but journey performed by other mode of transport: AC first class fare by shortest route or the actual amount spent, whichever is lesser
4. Place of origin and place of destination not connected by rail (partially or fully) and not connected by other recognized public transport system: AC first class fare by the shortest route or the actual amount spent, whichever is lesser

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e. Office Wear Allowance (OWA)

Only employees' working at locations where a `Uniform Policy' is in place may opt for OWA.

OWA is an allowance provided to employees to meet expenditures incurred by employee towards purchase of uniform to be worn at the workplace.

OWA is tax exempt subject to the following limits:-

a. For all Grade: INR 24,000

f. Children's Education Allowance (CEA)

Employee may opt for CEA to meet education expenses of their children.

INR 100 per month per child subject to a maximum of two children is tax exempt

g. Children's Hostel Allowance (CHA)

Employee may opt for CHA to meet hostel expenses of their children.

INR 300 per month per child subject to a maximum of two children, is tax exempt

h. Residual Choice Pay (RCP)

The balance un-utilized amount is paid under the salary head as "Residual Choice Pay" and is subject to tax.

Please note that you are required to make a declaration within 7 days of joining the Company and at the beginning of each financial year and thereafter from time to time within the timelines notified by the company, regarding the amounts to be claimed under each expense mentioned above. You are required to submit all bills and other supporting documents on or by 15th January for each financial year

i. Vehicle

1. Company Leased Vehicle Scheme (CLV)

As part of the compensation structure the company offers an option of availing a vehicle under the prevailing company vehicle policy, subject to eligibility. The major features of the scheme are as follows:

Parameter	Four Wheeler
Scheme Details	Company Leased Vehicle (CLV)
EMI Calculation Base	Vehicle Invoice Value (Final on-road price, excluding taxes)
EMI Limit	Grade `H' and above - upto 100% of Residual Choice Pay Grade `I' and below - upto 50% of Residual Choice Pay
Interest rate	11.5 % per annum on monthly reducing balance basis
Vehicle Cost Limit	NA
Tenure	2 to 4 Years (Upto 48 Instalments)
Insurance Coverage Options	1.Comprehensive 2.Bumper to Bumper (Zero depreciation)

Mandatory debits towards Vehicle Insurance would be applicable to those opting this scheme.

The company vehicle policy provides more details regarding the vehicle scheme.

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2. Fuel and Vehicle Maintenance Reimbursements

All employees covered by the Company Vehicle Scheme are eligible for fuel and vehicle maintenance reimbursements. Employees using self-owned vehicles are also eligible for such reimbursement.

The limits for Fuel & Vehicle Maintenance for Own Vehicles and Vehicles under Company Vehicle Scheme are as under:

Level	4 Wheeler	2 Wheeler
All Grades	INR 1,80,000 p.a.	INR 36,000 p.a.

In case an employee is using a self-owned vehicle, employee needs to maintain a vehicle usage log in the system (ESS). Tax exemption will be available upto the limits set out above, subject to submission of supporting documents.

3. Conveyance Allowance

To be opted by an employee to meet the expenditure incurred for the purpose of commuting between place of employee's residence and place of employee's duty. However, this option may be availed only if the employee is not opting for fuel and maintenance reimbursement.

This component is taxable.

j. Housing

1. House Rent Allowance (HRA)

House Rent Allowance is paid in respect of expenses incurred on rented accommodation.

As per Section 10(13A) and Rule 2A of the Income Tax Act and Rules respectively, the lesser of the following is

exempt from tax-

1. An amount equal to 50% of the salary, where the residential house is situated at Mumbai, Kolkata, Delhi or Chennai and an amount equal to 40% of salary where the residential house is situated at any other place;
2. House rent allowance received by the employee in respect of the period during which the rental accommodation is occupied by the employee during the previous year
3. The excess of rent paid over 10% of salary

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2. Company provided Accommodation

In case the employee is opting for an accommodation provided by the company, the basis of valuation will be as under-

Population of City as per 2001 census where Accommodation is provided	Where the Accommodation is owned by the Employer	Where the Accommodation is taken on lease or rent by the Employer
Exceeding 25 lakhs	15% of Salary in respect of the period during which the accommodation is occupied by the Employee	1. 15% of Salary; or 2. Lease rent (paid or payable) by the Employer, whichever is less
Exceeding 10 lakhs but not exceeding 25 lakhs	10% of the Salary in respect of period during which the accommodation is occupied by the Employee	
Any other	7.5% of the Salary in respect of period during which the accommodation is occupied by the Employee	

k. Insurance

i. Group Personal Accident Insurance (GPA)

All Employees are mandatorily covered under the Group Personal Accident Insurance scheme.

The sum insured is INR 25 lakhs and the corresponding debit towards premium is INR 679 per annum.

Benefit Clauses:

1. Death: 100% of sum insured
2. Permanent Total Disablement: 100% of sum insured as per insurance policy
3. Permanent Partial Disablement: varies from 1% to 75% of sum insured as per insurance policy
4. Temporary Total disablement: 1% of capital sum insured per week subject a maximum of INR 5000 per week for a period of 100 weeks.

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ii. Group Term Life Insurance (GTLI)

All employees are mandatorily insured under Group Term Life Insurance. The insured amount and corresponding premium [mandatory debit] are as follows:

Fixed Pay (Base Pay + Choice Pay)	Sum Assured	Mandatory Debit (per annum)
Up to INR 24,99,975	INR 25 Lakhs	INR 4,794
From INR 24,99,975 to below INR 49,99,975	INR 50 Lakhs	INR 17,679
From INR 49,99,975 to below INR 74,99,975	INR 75 Lakhs	INR 26,520
INR 74,99,975 and above	INR 100 Lakhs	INR 36,167

Benefit Clause: -

Total sum assured is payable to the employee's nominee upon death of the employee. However, nothing is payable on survival.

iii. Medical Coverage

The Company endeavors to ensure that financial support is available to all employees to meet their medical needs and those of their dependent family members. All employees are mandatorily covered under this scheme. The coverage and mandatory debits in respect of the same are as follows-

Level	Family Definition	Benefits of Mandatory Coverage
B to F: Company's Management Medical Scheme	Self, Spouse, 3 dependent children (up to 25 years)	Floater Mediclaim Policy of INR 5 Lakhs, Plus Additional floater Mediclaim policy of Domiciliary reimbursement at actuals (as per INR 5 Lakhs the Management Medical Scheme)
	Dependent parents	Floater Mediclaim coverage of INR 5 Lakhs irrespective of the number of members covered, Plus Additional floater Mediclaim policy of INR 5 Lakhs
	1. Hospitalization room category up to Deluxe Single AC Room 2. Dental treatment reimbursement up to INR 15,000 per family p.a. (cosmetics not covered) 3. Full time Retainers shall be covered as per commitment / joining terms 4. For non-allopathy (e.g. Homeopathy, Ayurveda, Unani or other Medical practitioner) treatment, the medical practitioner should be registered as per the guidelines of Indian Medical Association	
G to Below: Group Mediclaim Policy	Family of 7 members - Self, spouse, 3 dependent children (up to 25 years), 2 dependent parents	Floater Mediclaim coverage of INR 5 Lakhs irrespective of the number of members covered, Plus Additional floater Mediclaim policy of INR 5 Lakhs
	1. Hospital Room Category - Eligibility of up to Non- Deluxe Single AC Room 2. Sub limit of Maternity benefit (for first three children) up to INR 50,000 3. Sub limit for OPD basis treatment for Dental INR 1,500 (excluding the cost of dentures, bridges, crowns, scaling, filling, cleaning, polishing and cosmetic dentistry) 4. Sub limit for OPD basis treatment for Eye INR 500 (excluding cost of contact Lens, spectacles and cosmetic treatments)	

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Medical Insurance Debits:

F & Above grades :

- INR 30,864 per annum per person for self and spouse
- INR 15,944 per annum per child (upto 25 years)
- INR 13,841 per annum for **Additional Medical floater** cover of INR 5 Lakhs for self, spouse and child covered under mandatory policy
- INR 33,528 per annum for dependent parents
- INR 13,841 per annum for **Additional Medical floater** cover of INR 5 Lakhs for parents.

G & Below grades :

- INR 33,528 per annum per family unit of 7 members
- INR 13,841 per annum for **Additional** Medical floater cover of INR 5 Lakhs

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Reliance
Industries Limited

Annexure C

Terms and Conditions

01. MEDICAL FITNESS & VERIFICATION OF PARTICULARS:

Your appointment is subject to:

i. Medical Fitness: Your being declared medically fit by a Medical Officer or by a Doctor specified by the Company .

ii. Verification of Particulars: In case the particulars mentioned in your application or the representations or warranties or any other information provided by you are found to be false, inaccurate or unsatisfactory, your services would be liable for termination at any time without any notice or any compensation in lieu thereof.

02. REPRESENTATIONS AND WARRANTIES:

The Company's agreement to continue to employ you and the compensation and benefits payable to you are in consideration of the terms, covenants, and conditions stated in the offer of employment including this Annexure C, and you represent, warrant and covenant to the Company that:

i. You are under no contractual or other restriction or obligation which is inconsistent with the terms or conditions contained herein, the performance of your duties hereunder, or the other rights of the Company hereunder;

ii. You are under no physical or mental disability that may hinder the performance of your duties / obligations contained herein;

iii. You shall not raise any issue as to the reasonableness of the terms, covenants, or conditions contained herein in any proceeding to enforce these terms, covenants and/or conditions;

iv. You have full right and authority to execute this contract and that you are not bound by any contract or arrangement, including any employment contract, bond or covenant not to compete, that is inconsistent herewith

v. These terms, covenants, and/or conditions shall survive the termination of your employment with the Company.

You acknowledge that the terms, covenants, and conditions set forth herein are essential for the Company's protection and are not unreasonable and that the Company has relied on these representations, warranties, and covenants provided by you.

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03. DUTIES AND RESPONSIBILITIES:

i. **Exclusivity:** You agree to perform your duties, responsibilities and obligations efficiently and to the best of your ability exclusively for the Company. You agree that you will devote all of your working time, attention and best efforts in performing your duties, responsibilities and obligations throughout the term of employment. You also agree that you will not engage in any other employment or business activities during the terms hereof. You agree that all of your activities as an employee of the Company shall be in conformity with all the policies, rules, regulations and directions of the Company, as applicable from time to time.

ii. **Non Solicitation:** You will not, during the term of your employment or at any time thereafter, without the prior written consent of the Company, directly or indirectly, solicit for employment, or employ or otherwise contract for the services of, any person who is employed or engaged (either as an employee or consultant) by the Company or any of its affiliates or associated companies or directly or indirectly induce any such employee to leave their employment.

This covenant shall survive the termination of your employment with the Company.

iii. **Other Interests:** You shall not seek membership of any local or public bodies without first obtaining written permission from the Company.

iv. **Controlling Interest:** You agree that, so long as you are employed by the Company, you will not own, directly or indirectly, any controlling or substantial shareholding or other beneficial interest in any business enterprise or entity which is engaged in, or is in competition with, any business engaged in by the Company or any of its affiliates or associated companies. Notwithstanding the foregoing, you may own, directly or indirectly, up to 5% of the outstanding securities of any business or entity whose securities are traded on any national stock exchanges or in the over-the-counter market.

v. **Work hours:** Your working hours at your place of posting shall be as per the rules and regulations of the Company, as specified from time to time. However, you may be required to work additional hours, from time to time, to carry out your duties and responsibilities effectively.

vi. **Confidentiality and Non-disclosure:** You shall keep confidential and not disclose to any person or entity any information received or that comes to your knowledge during the course of your employment including in relation to the Company, its affiliates, associated companies, and third parties, in relation to any of our or their businesses or operations, particulars or details of manufacturing processes, technical know-how, security arrangements, analysis, compilations, forecasts, studies, summaries, notes, ideas(whether patentable or not), schematics, trade secrets, technology, customer lists (potential or actual) and other customer-related information, supplier information, sales statistics, pricing information, market intelligence, marketing and other business model/strategies, administrative organizational matters and any other information important for the Company. This shall include information in relation to third parties received by the Company in relation to any transaction being contemplated by the Company. Your obligation to maintain confidentiality of such information shall continue notwithstanding expiry or termination of your employment with the Company.

Third party Confidential obligations & prevention of IP contamination: You shall not use or disclose to the Company any confidential information of any third party received by you in your personal capacity from such a third party under an obligation of confidentiality, or knowingly induce use of such information in the business of the Company. Your employment/engagement with the Company shall not violate any obligation of confidentiality or non-solicitation of employment/assignment with any other party and that in case you are made aware of any such change in circumstances, you will inform the Company immediately of such change in the circumstances. You shall refrain from using/applying information/data in your current employment which qualifies as third party intellectual property to avoid any potential scenario of Intellectual Property contamination.

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vii. **Proprietary Rights:** You will disclose to the Company forthwith any discovery, invention, process or improvement made or discovered by you while in the service of the Company or thereafter, and all the rights, title, interest in such discovery, invention, process or improvement shall automatically belong absolutely to the Company and be the sole, absolute and exclusive property of the Company immediately upon discovery, invention or creation of process or improvement, whether or not delivered to the Company. If and when required to do so by the Company, you shall at the Company's expense, take out or apply for letter's patent, licenses or other rights, privileges or protection as may be directed by the Company in respect of any such discovery, invention, process or improvement so that the benefit thereof shall accrue to the Company and you will execute and deliver all such deeds and documents, including in particular instruments of assignment and do all such acts and things as may be required by the Company for assigning, transferring or otherwise vesting all rights, title and interest in the same and all benefits arising in respect thereof in favor of the Company or its nominee.

You will assign (and you hereby do assign) in perpetuity to the Company or its nominee all of your rights to all such new ideas (including all inventions), and to applications for patent or copyrights in all countries, if any, and execute such documents and take such lawful action as may be reasonably required to assign such new ideas to the Company or its nominee.

You will execute and deliver promptly to the Company (without charge to you but at the expense of the Company) such written instruments and cooperate and do such other acts as the Company in its sole discretion deems necessary or desirable to assign and transfer title in such new ideas to the Company and / or its nominee and to assist the Company in preserving the property right in such new ideas (including against forfeiture, abandonment, or loss) and to vest the entire right and title and interest therein exclusively in the Company and / or its nominee.

viii. **Safe-keeping of Company's property:** You will be responsible for safe keeping of and returning in good order and condition all properties of the Company, its affiliates and associated companies which may be in your possession, custody, care or charge or being used by you. In case of loss of any such property, the Company will be entitled to assess the value of the loss / damages caused to it and recover the same from you and to take such other action as it deems proper in the event of your failure to account for such material or property to its satisfaction.

ix. **Return of the Company's Property and records:** Upon termination of your employment, you shall forthwith hand over any letter of authority or power of attorney issued in your favour and any property or material of the Company or any of its affiliates or associated companies in your possession at the time of cessation of your employment with the Company. You shall also return to the Company all documents, files, records, keys, and other property of the Company in your possession regardless of the media on which such items are stored, and you shall not retain any copies or duplicates thereof.

x. **Authorizations for activities:** You will not enter into any commitments or dealings on behalf of the Company for which you have not been expressly authorised nor will you 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 written consent of the Company. You will avoid any issue which may result in a conflict between your personal interests and the interests of the Company in dealing with suppliers, customers and all other organizations or individuals doing or seeking to do business with the Company.

xi. **Non-disparagement:** You agree that you shall act with the highest standards of propriety and professionalism and shall not criticize, ridicule or make any statement which disparages or is derogatory of the Company, any of its affiliate or associated companies or any other employee or business associate of the Company or any of its affiliates or associated companies in any public or non-public communication with any customer, client or member of the investment community or media or in any communication whatsoever.

xii. **Confidential nature of terms of employment:** You agree that, save and except as may be required by applicable law, (with the prior consent of the Company), you shall not disclose the terms of your employment to any person.

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xiii. Enforceability: You acknowledge and agree that any violation of any of your duties and responsibilities may result in irreparable damage to the Company, and, accordingly, the Company may obtain injunctive and other equitable relief for any breach or threatened breach of such duties and obligations, in addition to any other remedies available to the Company.

You agree that the restrictions and remedies contained herein are reasonable and that it is your intention that such restrictions and remedies shall be enforceable to the fullest extent permissible by law. If it shall be found by a court of competent jurisdiction that any such restriction or remedy is unenforceable but would be enforceable if some part thereof were deleted or the period or area of application reduced, then such restriction or remedy shall apply with such modification as shall be necessary to make it enforceable.

Further, you hereby agree to indemnify and keep fully and effectively indemnified and hold harmless the Company, its affiliates, associates subsidiaries, and the directors, trustees, officers, employees, agents, authorized representatives and successors of all the foregoing from and against any and all claims, suits, actions, legal or other proceedings, demands, damages, liabilities, interest, costs, expenses (including attorney fees), and losses of whatsoever kind or nature incurred or sustained by Company or any of the third party directly or indirectly arising due to breach of any of obligations mentioned in the letter of employment and/or these terms and conditions.

04. TERMINATION OF EMPLOYMENT:

i. Employment At-Will: You acknowledge that your employment is and shall continue to be AT-WILL. This means that you have the right to terminate your employment with the Company at any time without providing any reason in accordance with the provisions hereof. Similarly, the Company may terminate your employment with or without cause at any time and for any reason in accordance with the provisions hereof. Accordingly, this letter of employment is not to be construed or interpreted as containing any guarantee of continued employment. As such, the recitation of certain time periods in this letter is solely for the purpose of defining your compensation. It is also not to be construed or interpreted as containing any guarantee of any particular level or nature of compensation.

ii. Superannuation: In the normal course, you will retire from the company on attaining superannuation at the age of 58 years.

iii. Absenteeism: If you absent yourself without leave or remain absent beyond the period of leave originally granted or subsequently extended, you shall be considered as having voluntarily terminated your employment without giving any notice unless you:

a. return to work within 8 days from the commencement of such absence, and

b. give an explanation to the satisfaction of the Company regarding such absence

iv. Medical Fitness: The Company has the right to request you to get yourself medically examined by a certified medical practitioner specified by the Company during the tenure of your employment. In case you are found to be medically unfit to perform your duties, your employment may be terminated.

v. Notice Period: Notwithstanding anything contained herein, the Company, in its sole discretion, may terminate your employment without cause by giving one month notice in writing or payment of one month Basic Salary on a pro rata basis, in lieu thereof. Similarly, you may resign from the Company's employment without cause by giving one month notice in writing or by payment of one month Basic Salary on a pro rata basis, in lieu thereof. In the event of your resignation, the Company may in its sole discretion opt to accept the same and relieve you prior to the completion of the stipulated notice period of one month, without any pay in lieu of the notice period.

vi. Termination for Misconduct: Your services are liable to be terminated without any notice or salary in lieu thereof for fraud, misconduct, negligence or breach of any of the terms and conditions of your letter of employment which includes this Annexure C. Without prejudice to the general meaning of the term "misconduct", "misconduct" shall include any case of reasonable suspicion of misconduct, disloyalty, commission of an act involving moral turpitude, or any action of indiscipline or inefficiency.

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vii. Non-compete: In the event of your separation from the Company for any reason whatsoever, you will not take up any job or assignment either full time or otherwise, either directly or indirectly, for a period of three months from the date of separation in any industry or business involved in similar/competing business as the Company or any of its affiliates or associate companies.

viii. Recovery of Payments: (If applicable) Payments made towards recovery of notice period by your previous employer and relocation expenses by us will be recovered in full in the event of your separation from the Company prior to completion of 1 year from joining the Company.

05. GENERAL:

i. Training: You may be selected and sponsored by the Company for familiarization/ training assignments with our technical collaborators or any other institutions/ organizations in India and/or abroad, based on terms and conditions stipulated at such time. You will diligently and beneficially take part in the training and such assignments in accordance with Company policies and directives.

ii. Rules, Regulations and Policies on Ethics: You will be governed by the service rules, regulations and policies including conduct, discipline and administrative orders and any such other rules or orders of the Company that may come into force from time to time. You must observe the policies that the Company publishes / notifies from time to time. These policies include requirement that you maintain the highest standards of conduct and act with the highest ethical principles.

a. You must not do anything that may be a conflict of interest with your responsibilities as an employee.

b. You are required to read and understand all policies applicable to you, all of which are available in the Reliance Management System ("RMS") portal. If you have any questions, now or in the future, please ask the Human Resources Department through the Query Management System in the ESS portal. You may also be required to sign and abide by the Policy on Ethics of the Company and undertake to sign such declarations that the Policy may demand from time to time.

c. Women employees will be entitled to all the statutory benefits provided by the Company under the Maternity Benefit Act 1961, and its subsequent amendments, if any, details of which are set out in the RMS/ESS portal.

iii. Media Interaction: You will not interact with the media - electronic, print or otherwise in

a. India or overseas, during or outside work hours, either in your own personal capacity or on behalf of the Company unless you have express and direct approval from the Company to interact with the media as a representative of the Company. Only persons duly authorized by the Company are permitted to interact with media and then only on specified subjects. Disclosure of any information other than those specifically authorized by the Company is prohibited.

b. Disclosure of information on proceedings of meetings (board / committee / internal) and disclosure of forward-looking statements is prohibited unless such disclosure is specifically approved by the Company.

c. You shall also not disclose non-public information selectively to any particular group as it may lead to unfair advantage / discrimination.

d. For any outside publication of books, articles or manuscripts which relate in any manner to the Company's business, policies and processes, you are required to obtain prior written approval of the Company prior to its publication or release.

e. Any violation of the Company's media policy, will tantamount to a breach of the terms and conditions of employment and may result in termination of the contract.

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iv. **Jurisdiction:** The letter of employment is made at Mumbai and competent courts of Mumbai shall have jurisdiction over any dispute or difference whatsoever arising out of, under, in relation to or in connection with the letter of employment or breach hereof or in respect of any matter or thing herein contained.

v. **Entire Agreement:** This contract and the document referred to herein contain the entire agreement and understanding of the parties with respect to the subject matter hereof and shall supersede any and all prior or contemporaneous communications, representations, or agreements between the parties, whether oral or written, regarding the subject matter of this contract.

vi. **Age:** Your age mentioned in the Matriculation / Higher Secondary Certificate / Passport will be deemed to be the conclusive proof of your date of birth.

vii. **Change of address:** You will intimate in writing to the Company any change of your residential address within a week of the same changing, failing which any communication sent to you on your last recorded address shall be deemed to have been duly served on you.

viii. **Passport:** You are required to have a valid passport at all times and ensure that the same is renewed from time to time.

ix. **Suspension:** You may be placed under suspension pending enquiry into the charges of misconduct or any other breach hereof. The salary for the suspension period will be paid to you only if you are found not guilty of any of the charges for which you are suspended and not otherwise.

x. **Travel:** You shall make your own transport arrangements to and from the place of work.

xi. **Documentation:** Please submit the following documents, if not submitted earlier:

a. Certificates in support of your educational professional qualifications, experience, date of birth and other testimonials in original together with copies thereof.

b. Three copies of your recent passport size photographs with blue background.

c. Relieving letter and salary certificate from your last employer, in case you are/were employed.

xii. **Severability**: If any term or provision of this letter of employment shall be held to be invalid for any reason whatsoever, such invalidity shall not affect the validity, operation or enforceability of the remainder hereof. If the remainder of this letter is not materially affected by such declaration or finding and is capable of substantial performance, then that term or provision or part thereof shall to that extent be deemed not to form part of this letter of employment and such provision shall be replaced by a substitute provision that is legal and enforceable and is as nearly as possible consistent with the intentions underlying the original provision.

xiii. **Non Waiver**: No delay or omission on the part of Company in exercising any right, power, privilege or remedy in respect of your employment terms shall neither impair such right, power, privilege or remedy, or be construed as a waiver of it, nor shall any single partial exercise of such right, power, privilege or remedy, preclude any further exercise of it or the exercise of any other right, power, privilege or remedy.

I confirm that I have read and understood the terms and conditions set out herein and unconditionally and irrevocably accept the above terms and conditions.

Employee Name: Dharak Jain

Signature:

Date: 4 Jul 2022

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NIRMA LIMITED

REGD. OFFICE : NIRMA HOUSE, ASHRAM ROAD, AHMEDABAD - 380 009. PHONE : 079 - 27546565, 27549000 FAX : 079 - 27546603, 27546605
CIN : U24240GJ1980PLC003670 • Email : info@nirma.co.in • www.nirma.co.in

OFEER LETTER

REF.NO:NL00110102S483 03.05.2022

To
Dhruv Hareshbhai Virani
Balmukund Appartment / 401 / Laxminagar
Katargam Surat
Surat - 395004 Gujarat
Contact:9574111220
Email:viranidhruv0018@gmail.com

Dear Sir,

With reference to your applications and the subsequent interview, you had with us. We have pleasure in informing that you have been selected for the position of as **G E T** at a Gross of Rs. **19347** per Month (Excluded Bonus Amount as per Bonus Act) and, other terms and conditions mutually discussed and agreed between us.

The formal letter of **Trainee Agreement** will be handed over to you after completion of joining formalities.

You are requested to join on or before **15.05.2022** and meet to **Dr. Navinkishor - Factory Manager** - VILLAGE : ALINDRA, NEAR LAMDAPURA, Ta : SAVLI, Dist : VADODARA - 391775 GUJARAT - WEST Phone No: 02667 - 251385 & 02667 - 251386 for joining formalities.

Please ensure that you bring all the original documents along with their Xerox copies required as per **Annexure-B, failing which you will not be allowed to join,** also note that your appointment is subject to the verification and true worthiness of all the desired documents.

We will appreciate, if you can sign and return as a token of your acceptance the duplicate copy of this letter indicating likely date of joining us, along with a copy of the acceptance of your resignation letter at the earliest.

Thanking you,

Yours faithfully,
For **NIRMA LIMITED**

(Authorized Signatory)

A C C E P T A N C E

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

Place: DDU, Nadiad **Signature:** **Likely to join on:** 15/05/2022

Date : 09/05/2022 **Name :** Dhruv Hareshbhai Virani

Better Products. Better Value. Better Living.

AARTI INDUSTRIES LIMITED

Date: **24/01/2022**

Dear Mr. **Dhruv Modi**

CONGRATULATIONS!!

We are pleased to offer you the position of **Officer Trainee** with **Aarti Industries Limited** under the Aarti Officer Trainee Program (AOTP).

Your tentative date of joining will be **1st June 2022**. You will undergo a training program for six months followed by a probation period of six months from the date of joining. Upon successful completion of the training & probation period you will be confirmed as **Engineer.**

You will be paid a **Total Target Cost To Company of INR 5 LPA (Five Lakh Per Annum)** and on confirmation after 1 year your **Total Target Cost To Company will be revised to INR 5.5 LPA (Five Lakh Fifty Thousand Per Annum).**

Your joining is subject to the following terms of employment :

- Successful completion of degree / Post degree examination with a minimum aggregate score of 6.0 CGPA or 60% with no active backlog
- Pre - Employment Medical examination clearance
- Background verification

Other Terms and Conditions:

- During training and probation period you may be deployed at factory/offices based on the company requirements.
- If you are posted at Factory locations (Vapi, Jhagadia, Dahej, Kutch, Tarapur etc) you will be provided Bachelor's sharing Accommodation for a period of 1 year from your date of joining.
- In case if you're posted at any metro/city location you have to manage your own accommodation. However, additional HRA/city compensatory allowance will be applicable as per the company policy
- Target Variable pay will be paid on an annual basis as per company policy. First payout will happen on confirmation, subject to scheme conditions
- Notice period during training and probation period will be 1 month and post confirmation will be 2 months
- You will be eligible for your first annual compensation review, post confirmation and performance period
- Your retirement age will be 58 years
- You will have to abide by the Company's Code of Conduct, rules, regulations, organization values and culture
- Compensation and benefits are subject to taxes to be borne by the incumbent as per the prevailing tax laws
- Campus trainees will be required to work in shift timings/working hours as per business requirements
- In the event of any change in law (compliance of which is mandatory for us), if the current CTC and structure offered to you at Appendix also undergoes a change or is modified by us to meet such compliance ,we shall do so on a neutral cost basis. You shall not hold us liable or responsible for such change or restructuring , nor shall we be required to revise your CTC other than in accordance with the law.You are accepting this offer with full knowledge and awareness of the proposed Wage Code Bill that is likely to impact the existing CTC structure.

AARTI INDUSTRIES LIMITED

You will receive an email from us to bring necessary documents on joining and other relevant information.
Looking forward to welcoming you to the **AARTI FAMILY.**

Kindly sign on a duplicate copy of this offer letter as a token of acceptance.

For Aarti Industries Limited,



Manoj Sharma
Joint President & CHRO

AARTI INDUSTRIES LIMITED

ANNEXURE 1

Target Annual Compensation			
Particulars	**Cost To Company on joining (Rs Per Annum)**	**Cost To Company upon Confirmation (Rs Per Annum)**	**Remarks**
Base Salary (A)			
Basic	200000	220000	Basic is paid on a monthly basis. Retirals are linked to this. Subject to tax.
Housing (B)			
HRA	80000	88000	House Rent Allowance is provided to meet the cost of accommodation. HRA is calculated at 40% of the Basic pay. HRA is an allowance and is subject to income tax. The exemption on HRA is covered under Section 10(13A) of the Income Tax Act and Rule 2A of the Income Tax Rules. HRA is paid on a monthly basis.
Allowances & Reimbursements (C)			
Education Allowance	2400	2400	Educational Allowance is paid on a monthly basis, subject to Income tax.
Uniform Allowance	18000	18000	Uniform Allowance is paid on a monthly basis, subject to Income tax.
Aarti Allowance / Special Allowance	79313	89285	Special allowance is paid on a monthly basis. This element has no linkage to any component of compensation / retirals. Subject to tax.
Statutory Bonus	40000	44000	Statutory Bonus will be paid as per Payment of Bonus Act 1965. Subject to tax. Calculated at 20% of Basic Pay + Dearness Allowance(if applicable)
Leave Travel Allowance	16667	18333	Leave Travel Allowance is a reimbursement for travel within India. It is governed by IT Act where one can claim tax exemptions twice in a block of four years and should be on Privilege leave for a minimum period of 5 days and this can be clubbed with weekly off or a paid holiday

Retirals (D)			
Gratuity	9620	10582	Gratuity is 4.81% of basic pay
Company's Contribution to PF	24000	26400	As per employee provident fund Act 1952, an employer is required to contribute a minimum 12% of the Basic Salary to EPF. And an equal amount will be deducted as employee contribution from monthly payroll.
Target Variable Pay (E)			
Target Variable Pay	30000	33000	The objective of the Performance Pay Scheme is to incentivize employees to achieve specific Group/Business and/or financial and strategic predetermined goals, within the Group's/Business risk appetite. This is currently paid on an annual basis (April to March) and linked to individual performance ratings and business performance
Total Fixed Compensation (A+B+C+D)	**470000**	**517000**	
Total Cost to Company (CTC) (A+B+C+D+E)	**500000**	**550000**	

Yours Sincerely,
For Aarti Industries Limited,



Manoj Sharma
Joint President & CHRO

Reliance
Industries Limited

Date: 4 Jul 2022

Ref: RIL/80185109/30032055/040722/2109

Dear Dhruvik Gajera,

Letter of Appointment

With reference to written tests / interview you had with Reliance Group of Companies, we are delighted to appoint you in the position "Graduate Engineer Trainee - Chemical" in Group , based upon following terms and conditions.

Documentation

This appointment letter consists of the below mentioned attachments:

A compensation term sheet
Components of Compensation
Terms and conditions
Other applicable paperwork based upon your specific needs

You are required to read these before you commence your employment

01. Place of Posting

Your initial place of posting will be at the place of your training. During your training period, you may be posted / transferred / to any of the offices / projects / divisions / departments / units of the company existing or to be set up at any location in India or abroad without any additional remuneration. Your services are also liable to be transferred to any of the group companies.

You will report for training on or before **04-Aug-22** failing which this letter of appointment shall automatically stand withdrawn and cancelled.

02. Mandatory Criteria:

i. Score eligibility:
Your appointment is subject to your securing minimum CGPA of 6.0 / 60% & above marks over 8 semesters, wherever applicable.

ii. Pre-employment Medical Check:
Pre-employment Medical Check clearance from RIL certified doctor. System generated information will be received for initiating the same on acceptance of this appointment letter.

03. Confirmation:

You will be under training for a period of one year from the date of joining the Company. During training you will be undergoing various assessments at the end of which there will be a final assessment. Your confirmation on permanent rolls of the company solely depends on the discretion of the management and the same is not a matter of right in any manner whatsoever.
Management reserves the right to terminate your training either during the training period or on completion of the same without assigning any reasons whatsoever.

(This letter is computer generated and does not necessarily require a signature)

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We would also like to draw your particular attention to our Values and Behaviours. We have six values that express our shared understanding of what we believe, how we aim to behave and what we aspire to be as an organisation. Our values are about delivering customer value, having an ownership mind-set, showing respect and integrity, pursuing excellence and being one team.

Next Steps

This is system generated appointment letter based on the offer letter received. Please confirm your acceptance of this appointment letter by clicking 'Accept' button online. This letter of appointment shall automatically stand withdrawn in case we do not receive your acknowledgement online within ten days from receipt of this letter.

This offer of employment is subject to you providing all of the information and documentation requested BEFORE you commence employment with us. All information / documentation submitted by you will be considered as submitted on your own freewill and consent.

This appointment is confidential and you must not discuss this or disclose any documentation related to it with anyone other than your immediate family. Any disclosure of the details of this offer to a third party other than your immediate family may result in withdrawal of the offer.

We reserve the right to withdraw our offer of employment/terminate your employment with us without assigning any reason whatsoever thereof, or delay your start date if you do not provide the required information and documentation within the required timelines or if during this process you intentionally leave out any information or provide any information which is inaccurate or untrue.

In case of any dispute regarding interpretation of any word or clause of this latter, the decision of the management shall be final and binding.

We look forward to your joining out team for a long, successful and pleasant association.

Sincerely yours,
Reliance Industries Ltd.

Authorized Signatory

(This letter is computer generated and does not necessarily require a signature)

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Reliance
Industries Limited

ANNEXURE A

1.1 Annual Compensation Summary

ANNEXURE 1.1 - A		
Name: Dhruvik Gajera		
Compensation Breakup	**Monthly (INR)**	**Annual (INR)**
Basic Pay	21,402	2,56,827
House Rent Allowance	10,701	1,28,414
Residual Choice Pay	22,395	2,68,744
Insurance		
Group Personal Accident Insurancee Premium (GPAI)	57	679
Group Term Life Insurance Premium (GTLI)	400	4,794
Medical Insurance Premium* (Self, Spouse, 3 Dependent Children & Dependent Parents)	3,947	47,369
SUB TOTAL - I	58,902	7,06,827
Employer's Contribution to Provident Fund: PF (12% of Basic Pay)	2,568	30,819
Gratuity (4.81% of Basic Pay)	1,029	12,353
SUB TOTAL - II	3,598	43,173
TOTAL- FIXED PAY [I + II]	62,500	7,50,000

Residual Choice Pay can be distributed among the following Tax Friendly elements - HRA, LTA, Conveyance Allowance, Office Wear Allowance, Children Education Allowance, Food & Beverage Coupons, Gift Vouchers and Fuel & maintenance Expenses. Remaining amount will be paid as "Residual Choice Pay", as applicable.

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1.2 Tax Status of compensation elements

Below table shows all of the Total Pay components and their taxability status.

S.No.	Total Pay Components	Taxability Status (as per prevailing norms)
I	**Base Salary**	
a.	Basic Salary	Taxable
b.	Provident Fund Contribution (PF)	Please refer Annexure B
c.	Gratuity	Please refer Annexure B
II	**Choice Pay**	
a.	Medical Reimbursement	Taxable
b.	Food Coupon	Tax exempt subject to conditions
c.	Gift Coupon	Tax exempt subject to conditions
d.	Leave Travel Allowance (LTA)	Tax exempt subject to conditions
e.	Office Wear Allowance (OWA)	Tax exempt subject to conditions (only applicable to locations having a 'Uniform Policy')
f.	Children's Education Allowance (CEA)	Tax exempt subject to conditions
g.	Children's Hostel Allowance (CHA)	Tax exempt subject to conditions
h.	Residual Choice Pay (RCP)	Taxable
i.	**Vehicle**	
1.	Company Lease Vehicle Scheme	Tax exempt (up to the value of EMI)
2.	Fuel and Vehicle Maintenance Reimbursement	Tax exempt (Taxable Perquisite Notional Value)
3.	Conveyance Allowance	Taxable
j.	**Housing**	
1.	House Rent Allowance (HRA)	Tax exempt subject to conditions
2.	Company Accommodation (where it is provided)	Taxable Perquisite
k.	**Insurance**	
1.	Group Personal Accident Insurance Premium (GPA)	Tax exempt
2.	Group Term Life Insurance Premium (GTLI)	Tax exempt
3.	Medical Insurance Premium	Tax exempt
III	**Annual Cash Bonus (ACB) / Performance Linked Incentive (PLI)**	Taxable, If Applicable

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Please Note:-

- The income tax calculation is provisional and is based on the current income tax rules (**Rules**). Any change in the Rules may impact the income tax projections.

- You shall bear and pay the tax liabilities, if any, applicable in relation to all the perquisites or benefits provided to you in accordance with the provisions of this Agreement. Please note that all the details set out above are indicative and subject to change with change in Indian tax policies and rules.

- Employee shall be solely responsible for the payment of any and all taxes on salary / income, employee benefits and personal income. You are advised to get updated information in relation to the income tax calculation on your salary from independent external advisors

- Fixed Pay elements like fuel and maintenance reimbursement, office wear allowance, medical reimbursement, LTA will be reimbursed at actuals based on the bills submitted and in case the reimbursement amount falls short of the amount chosen, the balance will be paid as taxable allowance.

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Annexure B

Components of Total Pay

The Company follows a Total Pay structure that reflects the total cost of an employee to the Company this includes all direct and indirect payments including all benefits, perquisites, subsidies, and Annual Cash Bonus (**ACB**) / Performance Linked Incentive **(PLI)**. This structure is being followed so as to provide flexibility to the employees in structuring their compensation package. The components within each category of payments are discretionary and these components may be changed by the Company from time to time without notice.

The main components under the Total Pay structure are as follows:

I. Components of Compensation

1. **Base Salary:** This is first part of the total pay, which may include Basic Salary, PF and Gratuity

   a. **Basic Salary:** This is the base pay component of the fixed pay and is the reference salary for provident fund and gratuity contribution.

   b. **Provident Fund (PF)**:

   The contributions payable by the Employer under the scheme shall be at the rate specified under the Employees' Provident Funds and Miscellaneous Provisions Act, 1952 (**PF Act**). The current rate of contribution is 12% of PF Salary. Employee also contributes an equal amount from employee's monthly salary, as per PF Act. Both of these are remitted on a monthly basis to the Company's PF Trust / RPFC.

   Out of the Employer's contribution, a portion (presently 8.33% of PF Salary subject to a maximum of INR 1250) is deposited into the Employees' Pension Scheme. The part of the company's contribution deposited under Employees' Pension Scheme to RPFC is to provide employees with pension on retirement or after completion of a specified period of service. TDS recovery from PF settlement will be as per the relevant provision of the Income Tax Act, 1961.

   Benefits associated with Employees' Provident Fund and Employees' Pension Scheme will be as per the prevailing rules and regulations outlined in the Employees' Provident Funds and Miscellaneous Provisions Act, 1952. Employees are advised to refer to EPFO site (http://www.epfindia.com/) for detailed rules, procedures and any other updates.

   Please note that the contribution amounts, limits, withdrawals and other rules applicable to the PF and pension are subject to applicable Indian laws in force from time to time. Employee is bound to adhere to all changes in the applicable law. Any implications on contribution, accumulation and withdrawal conditions outlined in the Employees' Provident Fund and Employees' Pension Scheme is to be borne by the employee. To understand implications associated with any such change in relevant laws or the Employees' Provident Fund and Employees' Pension Scheme, employees are recommended to solicit independent external advice.

   c. **Gratuity**

   Employer's contribution to the Company's Gratuity Fund will be as specified under 'The Payment of Gratuity Act ,1972'. Currently, the Employer's contribution to the Company's Gratuity fund is @ 4.81% of Basic Salary. Gratuity shall be payable to an employee on completion / end of their employment with the Company provided employee has rendered continuous service for a minimum period of 4 years and 240 days. However, eligibility for contribution to the Gratuity Trust / Fund commences from the first day of employment and in the event of separation prior to such 4 years and 240 days, the same will be paid as ex-gratia, except in case of separation due to disciplinary grounds.

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Gratuity is calculated as follows:

(Last Drawn Salary / 26 Days) x 15 days x Number of completed years of service (In the case of death, the minimum service requirement does not apply)

For every completed year of service or part thereof in excess of 6 months, the employer will pay the employee gratuity at the rate of 15 days wages based on the rate of wages last drawn by such employee. Income Tax on the gratuity payment will be applicable as per Income Tax Rules. In the event an employee fails to complete 4 years and 240 days of continuous service, ex-gratia will be paid up to the amount of gratuity accumulated and will be subject to prevailing Income Tax Rules.

Maximum Amount of Gratuity which will be exempt from Income Tax will be as per 'The Payment of Gratuity Act, 1972'.

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2. Choice Pay :

This is second part of the total pay. Subject to eligibility and availability of amount mentioned under various components in Annexure A, an employee may opt for all the allowances or combination of them

a. Medical Reimbursement

Employee may opt for medical reimbursement for expenses incurred by the employee to meet health related expenditure, such as medicines, doctor's fees etc. of the employee and employee's family members. Medical expenses up to a maximum of INR 15,000 per annum will be reimbursed at actuals against production of bills.

This component is taxable.

b. Food Coupons

Employee may opt for Sodexo / Accor Pass Meal Vouchers. These are food coupons that can be exchanged for food and beverages at all approved affiliated establishments across India.

However, once purchased, these coupons cannot be redeemed for cash.

c. Gift Coupons

Employee may opt for gift coupons. Company provides Sodexo / Accor Pass Gift Vouchers that can be used to buy dailynecessities at over 6000 affiliated establishments across India.

However, once purchased, these coupons cannot be redeemed for cash.

Up to INR 5,000 per annum is tax exempt.

d. Leave Travel Allowance (LTA)

Employee may opt for LTA. It refers to reimbursement by Company of actual expenses incurred only on travel by employee along with their dependents to any place within India. Expenses such as hotel accommodation, sightseeing, food etc. are not eligible to be reimbursed as LTA or for tax exemption. The following qualifying criteria are to be met for claiming LTA:

1. Employee must necessarily take 5 days of continuous Privilege Leave.
2. The family for this purpose includes spouse, unmarried dependent children (maximum of two only), parents and dependent brothers and sisters.
3. No advance is given towards LTA. It must be claimed as a reimbursement against actual bills and travel documents.

Entitlement: Employee has to decide on the quantum of LTA (could be up to 2 months' basic salary) that employee wishes to avail as part of employee's choice pay component. This choice has to be made by employee initially at the time of joining and thereafter at the beginning of each financial year. A mid-year change in the quantum of LTA is not permissible.

As per current Income Tax rules, tax exemption for LTA is allowed twice in a block of 4 calendar years. Tax authorities have defined the current 4 year block as being from 1 January 2018 - 31 December 2021.

The quantum of exemption is subject to following maximum limits depending on the mode of transport used or available:-

1. Journey by air: Economy class air fare of national carrier by shortest route or the actual amount spent, whichever is lesser
2. Journey by rail: AC first class fare by shortest route or the actual amount spent, whichever is lesser
3. Place of origin and place of destination connected by rail but journey performed by other mode of transport: AC first class fare by shortest route or the actual amount spent, whichever is lesser
4. Place of origin and place of destination not connected by rail (partially or fully) and not connected by other recognized public transport system: AC first class fare by the shortest route or the actual amount spent, whichever is lesser

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e. Office Wear Allowance (OWA)

Only employees' working at locations where a `Uniform Policy' is in place may opt for OWA.

OWA is an allowance provided to employees to meet expenditures incurred by employee towards purchase of uniform to be worn at the workplace.

OWA is tax exempt subject to the following limits:-

a. For all Grade: INR 24,000

f. Children's Education Allowance (CEA)

Employee may opt for CEA to meet education expenses of their children.

INR 100 per month per child subject to a maximum of two children is tax exempt

g. Children's Hostel Allowance (CHA)

Employee may opt for CHA to meet hostel expenses of their children.

INR 300 per month per child subject to a maximum of two children, is tax exempt

h. Residual Choice Pay (RCP)

The balance un-utilized amount is paid under the salary head as "Residual Choice Pay" and is subject to tax.

Please note that you are required to make a declaration within 7 days of joining the Company and at the beginning of each financial year and thereafter from time to time within the timelines notified by the company, regarding the amounts to be claimed under each expense mentioned above. You are required to submit all bills and other supporting documents on or by 15th January for each financial year

i. Vehicle

1. Company Leased Vehicle Scheme (CLV)

As part of the compensation structure the company offers an option of availing a vehicle under the prevailing company vehicle policy, subject to eligibility. The major features of the scheme are as follows:

Parameter	Four Wheeler
Scheme Details	Company Leased Vehicle (CLV)
EMI Calculation Base	Vehicle Invoice Value (Final on-road price, excluding taxes)
EMI Limit	Grade `H' and above - upto 100% of Residual Choice Pay Grade `I' and below - upto 50% of Residual Choice Pay
Interest rate	11.5 % per annum on monthly reducing balance basis
Vehicle Cost Limit	NA
Tenure	2 to 4 Years (Upto 48 Instalments)
Insurance Coverage Options	1.Comprehensive 2.Bumper to Bumper (Zero depreciation)

Mandatory debits towards Vehicle Insurance would be applicable to those opting this scheme.

The company vehicle policy provides more details regarding the vehicle scheme.

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2. Fuel and Vehicle Maintenance Reimbursements

All employees covered by the Company Vehicle Scheme are eligible for fuel and vehicle maintenance reimbursements. Employees using self-owned vehicles are also eligible for such reimbursement.

The limits for Fuel & Vehicle Maintenance for Own Vehicles and Vehicles under Company Vehicle Scheme are as under:

Level	4 Wheeler	2 Wheeler
All Grades	INR 1,80,000 p.a.	INR 36,000 p.a.

In case an employee is using a self-owned vehicle, employee needs to maintain a vehicle usage log in the system (ESS). Tax exemption will be available upto the limits set out above, subject to submission of supporting documents.

3. Conveyance Allowance

To be opted by an employee to meet the expenditure incurred for the purpose of commuting between place of employee's residence and place of employee's duty. However, this option may be availed only if the employee is not opting for fuel and maintenance reimbursement.

This component is taxable.

j. Housing

1. House Rent Allowance (HRA)

House Rent Allowance is paid in respect of expenses incurred on rented accommodation.

As per Section 10(13A) and Rule 2A of the Income Tax Act and Rules respectively, the lesser of the following is

exempt from tax-

1. An amount equal to 50% of the salary, where the residential house is situated at Mumbai, Kolkata, Delhi or Chennai and an amount equal to 40% of salary where the residential house is situated at any other place;
2. House rent allowance received by the employee in respect of the period during which the rental accommodation is occupied by the employee during the previous year
3. The excess of rent paid over 10% of salary

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2. Company provided Accommodation

In case the employee is opting for an accommodation provided by the company, the basis of valuation will be as under-

Population of City as per 2001 census where Accommodation is provided	Where the Accommodation is owned by the Employer	Where the Accommodation is taken on lease or rent by the Employer
Exceeding 25 lakhs	15% of Salary in respect of the period during which the accommodation is occupied by the Employee	1. 15% of Salary; or 2. Lease rent (paid or payable) by the Employer, whichever is less
Exceeding 10 lakhs but not exceeding 25 lakhs	10% of the Salary in respect of period during which the accommodation is occupied by the Employee	
Any other	7.5% of the Salary in respect of period during which the accommodation is occupied by the Employee	

k. Insurance

i. Group Personal Accident Insurance (GPA)

All Employees are mandatorily covered under the Group Personal Accident Insurance scheme.

The sum insured is INR 25 lakhs and the corresponding debit towards premium is INR 679 per annum.

Benefit Clauses:

1. Death: 100% of sum insured
2. Permanent Total Disablement: 100% of sum insured as per insurance policy
3. Permanent Partial Disablement: varies from 1% to 75% of sum insured as per insurance policy
4. Temporary Total disablement: 1% of capital sum insured per week subject a maximum of INR 5000 per week for a period of 100 weeks.

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ii. Group Term Life Insurance (GTLI)

All employees are mandatorily insured under Group Term Life Insurance. The insured amount and corresponding premium [mandatory debit] are as follows:

Fixed Pay (Base Pay + Choice Pay)	Sum Assured	Mandatory Debit (per annum)
Up to INR 24,99,975	INR 25 Lakhs	INR 4,794
From INR 24,99,975 to below INR 49,99,975	INR 50 Lakhs	INR 17,679
From INR 49,99,975 to below INR 74,99,975	INR 75 Lakhs	INR 26,520
INR 74,99,975 and above	INR 100 Lakhs	INR 36,167

Benefit Clause: -

Total sum assured is payable to the employee's nominee upon death of the employee. However, nothing is payable on survival.

iii. Medical Coverage

The Company endeavors to ensure that financial support is available to all employees to meet their medical needs and those of their dependent family members. All employees are mandatorily covered under this scheme. The coverage and mandatory debits in respect of the same are as follows-

Level	Family Definition	Benefits of Mandatory Coverage
B to F: Company's Management Medical Scheme	Self, Spouse, 3 dependent children (up to 25 years)	Floater Mediclaim Policy of INR 5 Lakhs, Plus Additional floater Mediclaim policy of Domiciliary reimbursement at actuals (as per INR 5 Lakhs the Management Medical Scheme)
	Dependent parents	Floater Mediclaim coverage of INR 5 Lakhs irrespective of the number of members covered, Plus Additional floater Mediclaim policy of INR 5 Lakhs
	1. Hospitalization room category up to Deluxe Single AC Room 2. Dental treatment reimbursement up to INR 15,000 per family p.a. (cosmetics not covered) 3. Full time Retainers shall be covered as per commitment / joining terms 4. For non-allopathy (e.g. Homeopathy, Ayurveda, Unani or other Medical practitioner) treatment, the medical practitioner should be registered as per the guidelines of Indian Medical Association	
G to Below: Group Mediclaim Policy	Family of 7 members - Self, spouse, 3 dependent children (up to 25 years), 2 dependent parents	Floater Mediclaim coverage of INR 5 Lakhs irrespective of the number of members covered, Plus Additional floater Mediclaim policy of INR 5 Lakhs
	1. Hospital Room Category - Eligibility of up to Non- Deluxe Single AC Room 2. Sub limit of Maternity benefit (for first three children) up to INR 50,000 3. Sub limit for OPD basis treatment for Dental INR 1,500 (excluding the cost of dentures, bridges, crowns, scaling, filling, cleaning, polishing and cosmetic dentistry) 4. Sub limit for OPD basis treatment for Eye INR 500 (excluding cost of contact Lens, spectacles and cosmetic treatments)	

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Medical Insurance Debits:

F & Above grades :

- INR 30,864 per annum per person for self and spouse
- INR 15,944 per annum per child (upto 25 years)
- INR 13,841 per annum for **Additional Medical floater** cover of INR 5 Lakhs for self, spouse and child covered under mandatory policy
- INR 33,528 per annum for dependent parents
- INR 13,841 per annum for **Additional Medical floater** cover of INR 5 Lakhs for parents.

G & Below grades :

- INR 33,528 per annum per family unit of 7 members
- INR 13,841 per annum for **Additional** Medical floater cover of INR 5 Lakhs

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Industries Limited

Annexure C

Terms and Conditions

01. MEDICAL FITNESS & VERIFICATION OF PARTICULARS:

Your appointment is subject to:

i. Medical Fitness: Your being declared medically fit by a Medical Officer or by a Doctor specified by the Company .

ii. Verification of Particulars: In case the particulars mentioned in your application or the representations or warranties or any other information provided by you are found to be false, inaccurate or unsatisfactory, your services would be liable for termination at any time without any notice or any compensation in lieu thereof.

02. REPRESENTATIONS AND WARRANTIES:

The Company's agreement to continue to employ you and the compensation and benefits payable to you are in consideration of the terms, covenants, and conditions stated in the offer of employment including this Annexure C, and you represent, warrant and covenant to the Company that:

i. You are under no contractual or other restriction or obligation which is inconsistent with the terms or conditions contained herein, the performance of your duties hereunder, or the other rights of the Company hereunder;

ii. You are under no physical or mental disability that may hinder the performance of your duties / obligations contained herein;

iii. You shall not raise any issue as to the reasonableness of the terms, covenants, or conditions contained herein in any proceeding to enforce these terms, covenants and/or conditions;

iv. You have full right and authority to execute this contract and that you are not bound by any contract or arrangement, including any employment contract, bond or covenant not to compete, that is inconsistent herewith

v. These terms, covenants, and/or conditions shall survive the termination of your employment with the Company.

You acknowledge that the terms, covenants, and conditions set forth herein are essential for the Company's protection and are not unreasonable and that the Company has relied on these representations, warranties, and covenants provided by you.

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03. DUTIES AND RESPONSIBILITIES:

i. **Exclusivity:** You agree to perform your duties, responsibilities and obligations efficiently and to the best of your ability exclusively for the Company. You agree that you will devote all of your working time, attention and best efforts in performing your duties, responsibilities and obligations throughout the term of employment. You also agree that you will not engage in any other employment or business activities during the terms hereof. You agree that all of your activities as an employee of the Company shall be in conformity with all the policies, rules, regulations and directions of the Company, as applicable from time to time.

ii. **Non Solicitation:** You will not, during the term of your employment or at any time thereafter, without the prior written consent of the Company, directly or indirectly, solicit for employment, or employ or otherwise contract for the services of, any person who is employed or engaged (either as an employee or consultant) by the Company or any of its affiliates or associated companies or directly or indirectly induce any such employee to leave their employment.

This covenant shall survive the termination of your employment with the Company.

iii. **Other Interests:** You shall not seek membership of any local or public bodies without first obtaining written permission from the Company.

iv. **Controlling Interest:** You agree that, so long as you are employed by the Company, you will not own, directly or indirectly, any controlling or substantial shareholding or other beneficial interest in any business enterprise or entity which is engaged in, or is in competition with, any business engaged in by the Company or any of its affiliates or associated companies. Notwithstanding the foregoing, you may own, directly or indirectly, up to 5% of the outstanding securities of any business or entity whose securities are traded on any national stock exchanges or in the over-the-counter market.

v. **Work hours:** Your working hours at your place of posting shall be as per the rules and regulations of the Company, as specified from time to time. However, you may be required to work additional hours, from time to time, to carry out your duties and responsibilities effectively.

vi. **Confidentiality and Non-disclosure:** You shall keep confidential and not disclose to any person or entity any information received or that comes to your knowledge during the course of your employment including in relation to the Company, its affiliates, associated companies, and third parties, in relation to any of our or their businesses or operations, particulars or details of manufacturing processes, technical know-how, security arrangements, analysis, compilations, forecasts, studies, summaries, notes, ideas(whether patentable or not), schematics, trade secrets, technology, customer lists (potential or actual) and other customer-related information, supplier information, sales statistics, pricing information, market intelligence, marketing and other business model/strategies, administrative organizational matters and any other information important for the Company. This shall include information in relation to third parties received by the Company in relation to any transaction being contemplated by the Company. Your obligation to maintain confidentiality of such information shall continue notwithstanding expiry or termination of your employment with the Company.

Third party Confidential obligations & prevention of IP contamination: You shall not use or disclose to the Company any confidential information of any third party received by you in your personal capacity from such a third party under an obligation of confidentiality, or knowingly induce use of such information in the business of the Company. Your employment/engagement with the Company shall not violate any obligation of confidentiality or non-solicitation of employment/assignment with any other party and that in case you are made aware of any such change in circumstances, you will inform the Company immediately of such change in the circumstances. You shall refrain from using/applying information/data in your current employment which qualifies as third party intellectual property to avoid any potential scenario of Intellectual Property contamination.

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vii. **Proprietary Rights:** You will disclose to the Company forthwith any discovery, invention, process or improvement made or discovered by you while in the service of the Company or thereafter, and all the rights, title, interest in such discovery, invention, process or improvement shall automatically belong absolutely to the Company and be the sole, absolute and exclusive property of the Company immediately upon discovery, invention or creation of process or improvement, whether or not delivered to the Company. If and when required to do so by the Company, you shall at the Company's expense, take out or apply for letter's patent, licenses or other rights, privileges or protection as may be directed by the Company in respect of any such discovery, invention, process or improvement so that the benefit thereof shall accrue to the Company and you will execute and deliver all such deeds and documents, including in particular instruments of assignment and do all such acts and things as may be required by the Company for assigning, transferring or otherwise vesting all rights, title and interest in the same and all benefits arising in respect thereof in favor of the Company or its nominee.

You will assign (and you hereby do assign) in perpetuity to the Company or its nominee all of your rights to all such new ideas (including all inventions), and to applications for patent or copyrights in all countries, if any, and execute such documents and take such lawful action as may be reasonably required to assign such new ideas to the Company or its nominee.

You will execute and deliver promptly to the Company (without charge to you but at the expense of the Company) such written instruments and cooperate and do such other acts as the Company in its sole discretion deems necessary or desirable to assign and transfer title in such new ideas to the Company and / or its nominee and to assist the Company in preserving the property right in such new ideas (including against forfeiture, abandonment, or loss) and to vest the entire right and title and interest therein exclusively in the Company and / or its nominee.

viii. **Safe-keeping of Company's property:** You will be responsible for safe keeping of and returning in good order and condition all properties of the Company, its affiliates and associated companies which may be in your possession, custody, care or charge or being used by you. In case of loss of any such property, the Company will be entitled to assess the value of the loss / damages caused to it and recover the same from you and to take such other action as it deems proper in the event of your failure to account for such material or property to its satisfaction.

ix. **Return of the Company's Property and records:** Upon termination of your employment, you shall forthwith hand over any letter of authority or power of attorney issued in your favour and any property or material of the Company or any of its affiliates or associated companies in your possession at the time of cessation of your employment with the Company. You shall also return to the Company all documents, files, records, keys, and other property of the Company in your possession regardless of the media on which such items are stored, and you shall not retain any copies or duplicates thereof.

x. **Authorizations for activities:** You will not enter into any commitments or dealings on behalf of the Company for which you have not been expressly authorised nor will you 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 written consent of the Company. You will avoid any issue which may result in a conflict between your personal interests and the interests of the Company in dealing with suppliers, customers and all other organizations or individuals doing or seeking to do business with the Company.

xi. **Non-disparagement:** You agree that you shall act with the highest standards of propriety and professionalism and shall not criticize, ridicule or make any statement which disparages or is derogatory of the Company, any of its affiliate or associated companies or any other employee or business associate of the Company or any of its affiliates or associated companies in any public or non-public communication with any customer, client or member of the investment community or media or in any communication whatsoever.

xii. **Confidential nature of terms of employment:** You agree that, save and except as may be required by applicable law, (with the prior consent of the Company), you shall not disclose the terms of your employment to any person.

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xiii. Enforceability: You acknowledge and agree that any violation of any of your duties and responsibilities may result in irreparable damage to the Company, and, accordingly, the Company may obtain injunctive and other equitable relief for any breach or threatened breach of such duties and obligations, in addition to any other remedies available to the Company.

You agree that the restrictions and remedies contained herein are reasonable and that it is your intention that such restrictions and remedies shall be enforceable to the fullest extent permissible by law. If it shall be found by a court of competent jurisdiction that any such restriction or remedy is unenforceable but would be enforceable if some part thereof were deleted or the period or area of application reduced, then such restriction or remedy shall apply with such modification as shall be necessary to make it enforceable.

Further, you hereby agree to indemnify and keep fully and effectively indemnified and hold harmless the Company, its affiliates, associates subsidiaries, and the directors, trustees, officers, employees, agents, authorized representatives and successors of all the foregoing from and against any and all claims, suits, actions, legal or other proceedings, demands, damages, liabilities, interest, costs, expenses (including attorney fees), and losses of whatsoever kind or nature incurred or sustained by Company or any of the third party directly or indirectly arising due to breach of any of obligations mentioned in the letter of employment and/or these terms and conditions.

04. TERMINATION OF EMPLOYMENT:

i. Employment At-Will: You acknowledge that your employment is and shall continue to be AT-WILL. This means that you have the right to terminate your employment with the Company at any time without providing any reason in accordance with the provisions hereof. Similarly, the Company may terminate your employment with or without cause at any time and for any reason in accordance with the provisions hereof. Accordingly, this letter of employment is not to be construed or interpreted as containing any guarantee of continued employment. As such, the recitation of certain time periods in this letter is solely for the purpose of defining your compensation. It is also not to be construed or interpreted as containing any guarantee of any particular level or nature of compensation.

ii. Superannuation: In the normal course, you will retire from the company on attaining superannuation at the age of 58 years.

iii. Absenteeism: If you absent yourself without leave or remain absent beyond the period of leave originally granted or subsequently extended, you shall be considered as having voluntarily terminated your employment without giving any notice unless you:

a. return to work within 8 days from the commencement of such absence, and

b. give an explanation to the satisfaction of the Company regarding such absence

iv. Medical Fitness: The Company has the right to request you to get yourself medically examined by a certified medical practitioner specified by the Company during the tenure of your employment. In case you are found to be medically unfit to perform your duties, your employment may be terminated.

v. Notice Period: Notwithstanding anything contained herein, the Company, in its sole discretion, may terminate your employment without cause by giving one month notice in writing or payment of one month Basic Salary on a pro rata basis, in lieu thereof. Similarly, you may resign from the Company's employment without cause by giving one month notice in writing or by payment of one month Basic Salary on a pro rata basis, in lieu thereof. In the event of your resignation, the Company may in its sole discretion opt to accept the same and relieve you prior to the completion of the stipulated notice period of one month, without any pay in lieu of the notice period.

vi. Termination for Misconduct: Your services are liable to be terminated without any notice or salary in lieu thereof for fraud, misconduct, negligence or breach of any of the terms and conditions of your letter of employment which includes this Annexure C. Without prejudice to the general meaning of the term "misconduct", "misconduct" shall include any case of reasonable suspicion of misconduct, disloyalty, commission of an act involving moral turpitude, or any action of indiscipline or inefficiency.

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Phone : +91-22-4477 0000 Fax : +91-22-4471 0111

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vii. Non-compete: In the event of your separation from the Company for any reason whatsoever, you will not take up any job or assignment either full time or otherwise, either directly or indirectly, for a period of three months from the date of separation in any industry or business involved in similar/competing business as the Company or any of its affiliates or associate companies.

viii. Recovery of Payments: (If applicable) Payments made towards recovery of notice period by your previous employer and relocation expenses by us will be recovered in full in the event of your separation from the Company prior to completion of 1 year from joining the Company.

05. GENERAL:

i. Training: You may be selected and sponsored by the Company for familiarization/ training assignments with our technical collaborators or any other institutions/ organizations in India and/or abroad, based on terms and conditions stipulated at such time. You will diligently and beneficially take part in the training and such assignments in accordance with Company policies and directives.

ii. Rules, Regulations and Policies on Ethics: You will be governed by the service rules, regulations and policies including conduct, discipline and administrative orders and any such other rules or orders of the Company that may come into force from time to time. You must observe the policies that the Company publishes / notifies from time to time. These policies include requirement that you maintain the highest standards of conduct and act with the highest ethical principles.

a. You must not do anything that may be a conflict of interest with your responsibilities as an employee.

b. You are required to read and understand all policies applicable to you, all of which are available in the Reliance Management System ("RMS") portal. If you have any questions, now or in the future, please ask the Human Resources Department through the Query Management System in the ESS portal. You may also be required to sign and abide by the Policy on Ethics of the Company and undertake to sign such declarations that the Policy may demand from time to time.

c. Women employees will be entitled to all the statutory benefits provided by the Company under the Maternity Benefit Act 1961, and its subsequent amendments, if any, details of which are set out in the RMS/ESS portal.

iii. Media Interaction: You will not interact with the media - electronic, print or otherwise in

a. India or overseas, during or outside work hours, either in your own personal capacity or on behalf of the Company unless you have express and direct approval from the Company to interact with the media as a representative of the Company. Only persons duly authorized by the Company are permitted to interact with media and then only on specified subjects. Disclosure of any information other than those specifically authorized by the Company is prohibited.

b. Disclosure of information on proceedings of meetings (board / committee / internal) and disclosure of forward-looking statements is prohibited unless such disclosure is specifically approved by the Company.

c. You shall also not disclose non-public information selectively to any particular group as it may lead to unfair advantage / discrimination.

d. For any outside publication of books, articles or manuscripts which relate in any manner to the Company's business, policies and processes, you are required to obtain prior written approval of the Company prior to its publication or release.

e. Any violation of the Company's media policy, will tantamount to a breach of the terms and conditions of employment and may result in termination of the contract.

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iv. **Jurisdiction:** The letter of employment is made at Mumbai and competent courts of Mumbai shall have jurisdiction over any dispute or difference whatsoever arising out of, under, in relation to or in connection with the letter of employment or breach hereof or in respect of any matter or thing herein contained.

v. **Entire Agreement:** This contract and the document referred to herein contain the entire agreement and understanding of the parties with respect to the subject matter hereof and shall supersede any and all prior or contemporaneous communications, representations, or agreements between the parties, whether oral or written, regarding the subject matter of this contract.

vi. **Age:** Your age mentioned in the Matriculation / Higher Secondary Certificate / Passport will be deemed to be the conclusive proof of your date of birth.

vii. **Change of address:** You will intimate in writing to the Company any change of your residential address within a week of the same changing, failing which any communication sent to you on your last recorded address shall be deemed to have been duly served on you.

viii. **Passport:** You are required to have a valid passport at all times and ensure that the same is renewed from time to time.

ix. **Suspension:** You may be placed under suspension pending enquiry into the charges of misconduct or any other breach hereof. The salary for the suspension period will be paid to you only if you are found not guilty of any of the charges for which you are suspended and not otherwise.

x. **Travel:** You shall make your own transport arrangements to and from the place of work.

xi. **Documentation:** Please submit the following documents, if not submitted earlier:

a. Certificates in support of your educational professional qualifications, experience, date of birth and other testimonials in original together with copies thereof.

b. Three copies of your recent passport size photographs with blue background.

c. Relieving letter and salary certificate from your last employer, in case you are/were employed.

xii. **Severability**: If any term or provision of this letter of employment shall be held to be invalid for any reason whatsoever, such invalidity shall not affect the validity, operation or enforceability of the remainder hereof. If the remainder of this letter is not materially affected by such declaration or finding and is capable of substantial performance, then that term or provision or part thereof shall to that extent be deemed not to form part of this letter of employment and such provision shall be replaced by a substitute provision that is legal and enforceable and is as nearly as possible consistent with the intentions underlying the original provision.

xiii. **Non Waiver**: No delay or omission on the part of Company in exercising any right, power, privilege or remedy in respect of your employment terms shall neither impair such right, power, privilege or remedy, or be construed as a waiver of it, nor shall any single partial exercise of such right, power, privilege or remedy, preclude any further exercise of it or the exercise of any other right, power, privilege or remedy.

I confirm that I have read and understood the terms and conditions set out herein and unconditionally and irrevocably accept the above terms and conditions.

Employee Name: Dhruvik Gajera

Signature:

Date: 4 Jul 2022

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You have a job offer for Systems Engineer role at Infosys

1 message

Infosys Freshers Recruitment <Talent.Acquisition@infosys.com> Fri, 22 Apr, 2022 at 9:04 am
To: Infosys Freshers Recruitment <Talent.Acquisition@infosys.com>



Dear Student,

Thank you for participating in the Infosys recruitment process. Congratulations! You have cleared the interview round of the process.

We are delighted to offer you the position of Systems Engineer at Infosys.

The compensation for this role is INR 3.6 lakhs per annum with one year of probation period from the date of allocation to the business unit. Additional benefits include health insurance of INR 4 lakhs per annum and a life cover of INR 30 lakhs.

You will soon hear from us about the next steps of the process.

Please note, this is a conditional job offer subject to your background verification. If falsification of data is detected during the background verification process, Infosys will revoke the job offer made to you.

In case of any queries, please contact your placement office or write to us at Talent.Acquisition@infosys.com.

We look forward to welcoming you into the Infosys family.

Best regards,

Talent Acquisition

Infosys

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DEEPAK NITRITE

Ref: DNL/HR/Offer/Campus/2022-23

Date: 15-April-2022

Mr. Dhvanil Limdiwala
DDU, PO Box 35, College Road,
Nadiad, Gujarat: 387001.

Sub: Offer Letter – Graduate Engineer Trainee

Dear Mr Dhvanil,

We are pleased to offer you the position of **Graduate Engineer Trainee** in our company.

You will be paid total stipend of **Rs. 4.25 Lakh (Rupees Four Lakh Twenty Five Thousand Only) per annum**, the breakup of which is as per **Annexure – A** payable to you subject to statutory and other deductions as per company policy and applicable rules.

Your date of joining will be **13th June 2022.** At the time of joining you are required to submit documents as mentioned in Annexure A.

Your appointment is subject to –

1. You successfully passing graduate degree OR post-graduate degree exam (as applicable) by securing aggregate of 60% or equivalent
2. You found being medically fit by an MBBS/MD (as per prescribed format)

You will be governed by rules, regulations, policies and practices of Deepak Nitrite Limited as applicable.

As a token of acceptance of offer, please sign and return a copy of this letter indicating your acceptance.

We welcome you to the **Deepak Nitrite family** and look forward to your joining us at the earliest.

Wishing you all the success in your association with us.

For Deepak Nitrite Limited,

Mahesh Phadke
General Manager - Human Resources

Read and accepted

Signature of candidate
Name:
Date:

DEEPAK NITRITE LIMITED
CIN: L24110GJ1970PLC001735
Registered & Corporate Office:
Aaditya-I, Chhani Road, Vadodara-390 024. Gujarat, India.
Tel: +91 265 276 5200/396 0200 | Fax: +91 265 276 5344
Investor Relations Contact: investor@godeepak.com
www.godeepak.com

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DEEPAK NITRITE

Annexure A		
Name of candidate	**Dhvanil Limdiwala**	
Designation	**Graduate Engineer Trainee – Chemical – Technology- Technical Services**	
Grade	**T01**	
Monthly Earnings	**Monthly**	**Annual**
Basic	15500	186000
HRA	4650	55800
Prof. Dev. Allowance	10307	123684
Total A	**30457**	**365484**
Annual / Deferred Benefits		
Festival Allowance/Bonus (@ 20% of Basic)	3100	37200
PF -Employer's contribution (@12% of Basic)	1860	22320
Total B	**4960**	**59520**
Cost To Company (CTC) = A+B	**35417**	**425000**

Other Perks/Benefits

1. Group Personal Accident Insurance – as per policy
2. Leaves (per annum) – as per policy

List of documents duly attested to be submitted for records on joining along with original for verification

1. All educational qualification certificates, school leaving certificate
2. Certificate of date of birth
3. 4 recent coloured passport size photographs
4. Copy of PAN Card, Aadhaar Card, Passport and Driving License
5. Bank Account details either ICICI Bank Ltd OR Axis Bank Ltd
6. Original Medical Form Duly filled and attested (if applicable)
7. Relieving and Experience Letter of all previous organizations (if applicable)
8. Last drawn salary slip, Form 16 and Full & Final certificate of last employer (if applicable)
9. PF Number (if available)

For Deepak Nitrite Limited,

Mahesh Phadke
General Manager - Human Resources

Read and accepted

Signature of candidate
Name:
Date:

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CIN: L24110GJ1970PLC001735
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Tel: +91 265 276 5200/396 0200 | Fax: +91 265 276 5344
Investor Relations Contact: investor@godeepak.com
www.godeepak.com

Ref. #DPL/HR/OFF/Trainee/2022/02

Date: 04th March, 2022

To,
Mr. Divyesh Borad
DDU

Sub: Offer Letter

Dear **Mr. Divyesh Borad,**

Thanks for showing interest to work with us and accordingly appeared for the selection process and personal discussion. In this regard, we are delighted to offer you the position of **Graduate Engineer Trainee - Chemical** in our organization on the following terms:

1. Your compensation will be Rs. **4.25 Lacs lac/-** per annum
2. Date of joining **8th June, 2022**
3. Your initial place of posting will be **at Dahej Plant of DPL**
4. Offer is subject to, you are found medically fit for the employment
5. Offer is subject to, satisfactory result in Final year of degree course
6. Production and verification of documents as under:
    a. Certificate of and/or mark sheets of final year of highest qualification received by you. You may be asked to furnish certificates of other additional qualification
    b. Proof of residence, date of birth & photo ID eg. Driving license / Passport / Voter ID card / PAN card (mandatory) / Aadhar card (mandatory)
    c. Four recent passport size photographs

As we are a growing organization with a strong commitment to quality and customer service; as a professional, you will surely find many challenges and growth opportunities which would go long way in adding value to the organization and your career.

Kindly return the duplicate copy of this letter duly signed as token of your acceptance of above terms.

Thanking you
Yours Faithfully,
For, DEEPAK PHENOLICS LTD.

Authorised Signatory

Received & Accepted

DEEPAK PHENOLICS LIMITED
CIN: U24100GJ2011PLC064669
Registered & Corporate Office:
1st Floor, Aaditya - II, Chhani Road, Vadodara - 390024, Gujarat, India
Tel: +91 265 276 5500 | Fax: +91 265 276 5557
www.godeepak.com

Offer: Computer Consultancy
Ref: TCSL/DT20218469272/Ahmedabad
Date: 14/10/2021

Mr. Vijay Pareshbhai Savsani
House No 4, Chandreshnagar SocietySanala Road,
B/H Patel Kanya Chhataralay,
Morbi-363641,
Gujarat.
Tel# -

Dear Vijay Pareshbhai Savsani,

Sub: Letter of Offer

Thank you for exploring career opportunities with TATA Consultancy Services Limited (TCSL). You have successfully completed our initial selection process and we are pleased to make you an offer.

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Assistant System Engineer-Trainee** in Grade **Y**. You will be a part of the application development and maintenance projects across any of the business units of TCSL.

Your gross salary including all benefits will be **₹3,36,877/-** per annum, as per the terms and conditions set out herein. Over and above this, you will also be eligible for Learning Incentives (Readiness Incentive and/or Competency Incentive) basis your performance in TCS Xplore Program which gives you an additional earning potential of upto **Rs.60,000** during the first year.Annexure-1 provides the break-up of the compensation package.

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 7 Days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

After you accept this offer, you will be given a joining letter indicating the details of your joining date and initial place of posting. The Joining letter will be issued to you only upon successful completion of your academic course, you meeting the TCS eligibility criteria & you completing the mandatory pre-joining learning curriculum named TCS Xplore (detailed under Terms &

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Conditions). You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy. Your offer is subject to a positive background check.

COMPENSATION AND BENEFITS

BASIC SALARY
You will be eligible for a basic salary of **₹14,784/-** per month.

BOUQUET OF BENEFITS (BoB)
Bouquet of Benefits offers you the flexibility to design this part of your compensation within the defined framework, twice in a financial year. All the components will be disbursed on a monthly basis.

The components under Bouquet of Benefits are listed below. The amounts given here for each of the components below are as per pre-defined structure. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL. To design your Bouquet of Benefits, you may access the link to BoB in the "Employee Self Service" link on "Ultimatix", the internal portal of TCSL. Taxation will be governed by the Income Tax rules. TCSL will be deducting tax at source as per income tax guidelines.

1. **House Rent Allowance (HRA)**
   Your HRA will be **₹5,914/-** per month. While restructuring your BoB amount to various components, it is mandatory that at least 5% of monthly basic pay be allocated towards HRA.

2. **Leave Travel Allowance**
   You will be eligible for annual Leave Travel Allowance which is equivalent to one month's basic salary or a pro-rata amount in case you join during the financial year. This will be disbursed on a monthly basis along with the monthly salary. To avail income tax benefits, you need to apply for a minimum of three days of leave and submit supporting travel documents.

3. **Food Card**
   You will be eligible for a Food Card. It can be used to purchase food items at all domestic VISA enabled restaurants and fast food restaurants including TCS cafeterias.As per the Pre-Defined structure you will be eligible for a Food Card with an amount of **₹500/-** being credited to this card per month. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL.

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PERFORMANCE PAY

Monthly Performance Pay
You will receive a monthly performance pay of **₹1,700/-**. The same will be reviewed on completion of your first Anniversary with the company and will undergo a change basis your own ongoing individual performance.

Quarterly Variable Allowance
Your variable allowance will be **₹600/-** per month, and will be paid at the closure of each quarter based on the performance of the company and your unit and to the extent of your allocation to the business unit.

Quarterly Variable Allowance is subject to review on your first anniversary and may undergo a change based on the actual performance of the Company, your business unit and your own ongoing individual performance. The payment is subject to your being active on the company rolls on the date of announcement of Quarterly Variable Allowance.

This Pay/Allowance shall be treated as productivity bonus in lieu of statutory profit bonus.

Performance Pay will be effective upon successful completion of the TCS Xplore Programme.

CITY ALLOWANCE
You will be eligible for a City Allowance of **₹200/-** per month. This is specific to India and is linked to your base branch. In the event of a change in your base branch this amount may undergo a change. It will stand to be discontinued while on international assignments. This allowance is fully taxable and subject to review.

XPLORE/ LEARNING INCENTIVES
You will be eligible for Readiness Incentive AND/ OR Competency Incentive, basis your performance in TCS Xplore Program. The incentives gives you an additional earning potential of upto Rs.60,000 over and above your CTC during the first year.

OTHER BENEFITS

Health Insurance Scheme
TCSL brings the benefit of health insurance cover to you and your dependants under the company's Health Insurance Scheme(HIS).

HIS offers the following benefits:

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1. **Basic Cover**

   i. Entitlement - Includes domiciliary expenses up to ₹6,000/- per insured person per annum and basic hospitalization expenses up to ₹2,00,000/- per insured person per annum.

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

2. **Higher Hospitalisation**

   Coverage under Higher Hospitalisation is mandatory. Under this scheme, you and your enrolled dependents will be automatically covered under Higher Hospitalisation benefits.

   i. Entitlement - You and your enrolled dependants will be entitled for ₹12, 00,000/- as a family floater coverage towards hospitalisation expenses, over and above the individual basic coverage.

   ii. Premium - For Higher Hospitalisation, a part of the premium will be recovered from your salary and the differential premium will be borne by TCSL.

Maternity Leave

Women employees are eligible to avail maternity leave of twenty six weeks. Adopting or commissioning mother,may avail maternity leave for twelve weeks. For more details on the benefits and eligibility, once you join, please refer TCS India Policy - Maternity Leave.

Tata Sons and Consultancy Services Employees' Welfare Trust (TWT)

You will become a member of the TWT, on completion of continuous association of one year from the date of joining TCSL. A nominal annual membership fee of ₹250/- will be recovered from you for the same. The Trust provides financial assistance by way of grants/ loans in accordance with the rules framed by the Trust from time to time for medical and educational purposes and in case of death of members while in service.

Loans

You will be eligible for loans, as per TCSL's loan policy.

Professional Memberships

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

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RETIRALS

Provident Fund
You will be a member of the Provident Fund as per the provisions of "The Employees Provident Fund and Miscellaneous Provisions Act, 1952", and TCSL will contribute 12% of your basic salary every month as per the provisions of the said Act.

Gratuity
You will be entitled to gratuity as per the provisions of the Gratuity Act, 1972.

TERMS AND CONDITIONS

1. **Aggregate Percentage Requirements**
   Your appointment will be subject to your scoring minimum aggregate (aggregate of all subjects in all semesters) marks of 60% or above (or equivalent CGPA as per the conversion formula prescribed by the Board / University) in the first attempt in each of your Standard Xth, Standard XIIth, Diploma (if applicable) and highest qualification (Graduation/ Post Graduation as applicable) which includes successful completion of your final semester/year without any pending arrears/backlogs. As per the TCSL eligibility criteria, marks/CGPA obtained during the normal duration of the course only will be considered to decide on the eligibility.

   As communicated to you through various forums during the recruitment process, your appointment is subject to completion of your course within the stipulated time as specified by your University/Institute and as per TCSL selection guidelines.

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

2. **Pre requisites for Joining**
   To enable your readiness to work on assignments upon joining, we have put together a comprehensive learning program named TCS Xplore which is made available to you digitally. This foundation program will include Online learning content, Webinars, practice sessions & proctored assessments. Further to accepting this Offer letter, you are required to enroll for the TCS Xplore Program and start your learning journey with TCSL. TCSL will make Xplore program available for you upon your offer acceptance. Please note that your joining is subject to successful completion of your TCS Xplore program including the proctored assessment. We encourage you to complete your pre-learning, through TCS Xplore, well before your expected date of joining to avoid delays in onboarding.

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3. Training Period

You will be required to undergo class room and on the job training in the first twelve months (including the TCS Xperience Programme as set out herein below), during which period you will be appraised for satisfactory performance during/after which TCSL would normally confirm you.

This confirmation will be communicated to you in writing. If your performance is found unsatisfactory during the training period, the company may afford you opportunities to assist you and enable you to improve your performance. If your performance is still found unsatisfactory, TCSL may terminate your traineeship forthwith.

However, TCSL may even otherwise at its sole discretion terminate the traineeship any time if your performance is not found satisfactory. The terms and conditions of the training will be governed by TCSL's training policy. TCSL reserves the right to modify or amend the training policy.

If you remain unauthorizedly absent for a consecutive period of 3 days during the training programme, you shall be deemed to have abandoned your traineeship and your name will automatically stand discontinued from the list of TCS Xperience trainees without any further intimation/separate communication to you.

4. Working Hours

Your working hours are governed by applicable law. You may be required to work in shifts and/or over time depending upon the business exigencies as permitted by law.

5. Mobility

TCSL reserves the right to transfer you at any of its offices, work sites, or associated or affiliated companies in India or outside India, on the terms and conditions as applicable to you at the time of transfer.

6. Compensation Structure / Salary components

The compensation structure/salary components are subject to change as per TCSL's compensation policy from time to time at its sole discretion.

7. Increments and Promotions

Your performance and contribution to TCSL will be an important consideration for salary increments and promotions. Salary increments and promotions will be based on TCSL's Compensation and Promotion policy.

8. Alternative Occupation / Employment

Either during the period of your traineeship or during the period of your employment as a

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confirmed employee of TCSL, you are not permitted to undertake any other employment, business, assume any public or private office, honorary or remunerative, without the prior written permission of TCSL.

9. Confidentiality Agreement

As part of your acceptance of this appointment as an employee with TCS you are required to maintain strict confidentiality of the intellectual property rights protected information and other business information of TCS and its clients which may be revealed to you by TCS or which may in the course of your engagement with TCS come your possession or knowledge unless specifically authorized to do so in writing by TCS. This Confidentiality Clause shall survive the termination or earlier determination of this Appointment. The detailed Confidentiality related terms and conditions are set out in Annexure 3.

10. Service Agreement

As TCSL will be incurring considerable expenditure on your training, you will be required to execute an agreement, to serve TCSL for a minimum period of 1 year after joining, failing which, you (and your surety) will be liable to pay TCSL ₹50,000/-towards the training expenditure. Service agreement duration of one year refers to continuous service of 12 months from date of joining TCSL and excludes the duration of Leave without pay (LWP) and/or unauthorized absence, if any.

11. Work in SBWS mode

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

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

12. Overseas International Assignment Agreement

If you are on international assignment, you will be covered by the TCS India Policy-International Assignments (from India to other Countries) from the date of placement for an international assignment. Accordingly, you will be required to sign the Overseas International Assignment Agreement/s and any other applicable related

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documents pertaining to the international assignment for which you are being placed In case of every international assignment that exceeds 30 days, you will be required to serve TCSL as per the Notice Period clause mentioned below.

This is to ensure that the knowledge and information gained by you during your assignment is shared and available to TCSL and its associates.This transfer of knowledge and information is essential for TCSL to continue to serve its clients and customers better.If you are deputed internationally for training,you will be required to sign an agreement to serve TCSL for a minimum period of 6 months on completion of training.

13. Terms and Conditions

The above terms and conditions are specific to India and there can be changes to the said terms and conditions in case of deputation on international assignments.

14. TATA Code of Conduct

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

15. Notice Period

Upon your confirmation, this contract of employment is terminable by you by giving 90 days notice in writing to TCSL. It is clearly understood, agreed and made abundantly clear that you shall have to necessarily work during the period of notice of 90 days given by you under this clause. However, upon your serving the notice under this clause, TCSL may relieve you any time during the period of notice at its sole discretion.

Upon your confirmation, this contract of employment may be terminated by TCSL by giving you 90 days notice or payment in lieu thereof.

It is understood, agreed and made abundantly clear herein that you shall have to necessarily work during the notice period given by TCSL under this clause, unless you are otherwise relieved by TCSL by giving you payment in lieu of notice.

Your failure to comply with this clause will entail monetary payment of damages to TCS as may be determined by it at its own discretion having regard to the responsibilities shouldered by you while being in the employment of TCS.

16. Retirement

You will retire from the services of TCSL on reaching your 60th birthday as per the proof of age submitted by you at the time of joining.

17. Pre-employment Medical Certificate

You are required to submit a Medical Certificate of Fitness (in the format prescribed by

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TCSL) which needs to be verified by a registered medical practitioner having a minimum qualification of MBBS to the Induction Coordinator.

18. Employment of Non Indian Citizens

In case, you are not a citizen of India, this offer is subject to your obtaining a work permit and / or any other permissions and / or documentation as prescribed by the Government of India.

19. Background Check

Your association with TCSL will be subject to a background check in line with TCSL's background check policy. A specially appointed agency will conduct internal and external background checks. Normally, such checks are completed within one month of joining.If the background check reveals unfavourable results, you will be liable to disciplinary action including termination of traineeship/service without notice.

20. Submission of Documents

Please note that you should initiate and complete the upload of mandatory documents on the nextstep portal as soon as the offer letter is accepted (subject to availability of the documents)

Please carry the below listed **Original** Documents for verification on your joining day.

- Permanent Account Number (PAN) Card - You are required to submit a copy of your PAN card along with other joining forms, immediately on joining. As per Indian Income Tax rules, the PAN number is a mandatory requirement for processing salary
- Aadhaar Card
- Standard X and XII/Diploma mark sheets & Certificate
- Degree certificate/Provisional Degree Certificate and mark sheets for all semesters of Graduation
- Degree certificate and mark sheets for all semesters of your Post Graduation(if you are a Postgraduate)
- Overseas Citizenship of India (applicable if you are not an Indian Nationality). For Srilankan Refugee, a Refugee Identity card along with Work Permit is required
- Birth Affidavit on Rs100 stamp paper, if Birth Certificate not in English
- Any other affidavits on Rs100 stamp paper if applicable (name affidavit for multiple names, signature affidavits, address affidavits etc.)
- Passport / Acknowledgement letter of passport application
- Gap/Break in career affidavit on Rs100 stamp paper, if gap is more than 6 months
- 4 passport sized photographs
- Medical Certificate (Should be made on the format provided by TCS along with the Joining letter)

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- An affidavit/notarized undertaking (Non-Criminal Affidavit, should be made on the format provided by TCSL) stating :
*There is no criminal offence registered/pending against you
*There is no disciplinary case pending against you in the university

- If you were employed, a formal Relieving letter & Experience letter from your previous employer

The original documents will be returned to you after verification.

In addition to the above original documents, Please carry Xerox copies of the below documents

*PAN Card (Permanent Account Number)
*Aadhaar Card (Not applicable for Nepal & Bhutan Citizenship)
*Passport
*NSR E-Card

21. TCS Xperience Program

On joining TCSL, you will be given the benefit of formal training (TCS Xperience Program) at our offices, as identified, for such period as TCSL may decide.

The said training forms a critical part of your employment with TCSL and is an ongoing process. TCSL continues to make investment on training and continuing education of its professionals. This will be of immense value to you as a professional and a large part of the ownership and commitment has to come from you.

As TCSL progresses with these initiatives, monitoring performance will be an ongoing process and a formal evaluation will be carried out during the training. If you are requested to join TCSL inspite of you not completing the Xplore proctored assessment, you will be provided Xplore training on premise and the above said evaluation process will stand good. The evaluation criteria which will be very transparent will be used as a basis for allocating people to projects/roles. We would request that the training be taken very seriously to enable you to add maximum value to your professional and personal growth.

22. Letter of Appointment

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

23. Rules and Regulations of the Company

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

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time to time.The changes in the Policies will automatically be binding on you and no separate individual communication or notice will be served to this effect. However, the same shall be communicated on internal portal/Ultimatix.

24. Compliance to all clauses

You should fulfill all the terms and conditions mentioned in this letter of offer. Failure to fulfill one or more of the terms and conditions and/or failure to clear one or more tests successfully would entitle TCSL to withdraw this offer letter anytime at its sole discretion.

25. Data Privacy Clause:

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

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

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

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

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

(f) In case of oversees deputation, available privacy rights would be governed as per regulatory provisions and / or TCS policies/notice provided applicable at your overseas location.

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Withdrawal of Offer

If you fail to accept the offer from TCSL within 7 days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

Post acceptance of TCSL Offer letter if you fail to join on the date provided in the TCSL Joining letter, the offer will stand automatically terminated at the discretion of TCSL.

We look forward to having you in our global team

Yours Sincerely,

For TATA Consultancy Services Limited



Girish V. Nandimath
Global Head Talent Acquisition & AIP

Click here or use a QR code scanner from your mobile to validate the offer letter

Encl: Annexure 1: Benefits and Gross Salary
Annexure 2: List of TCS Xplore Centres
Annexure 3: Confidentiality and IP Terms

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GROSS SALARY SHEET **Annexure 1**

Name	**Vijay Pareshbhai Savsani**
Designation	**Assistant System Engineer-Trainee**
Institute Name	**Dharmsinh Desai University**

Table 1: Compensation Details (All Components in INR)

Component Category	Monthly	Annual
1) Fixed Compensation		
Basic Salary	14,784	1,77,408
Bouquet Of Benefits #	7,646	91,752
2) Performance Pay**		
Monthly Performance Pay	1,700	20,400
Quarterly Variable Allowance*	600	7,200
3) City Allowance	200	2,400
4) Annual Components/Retirals		
Health Insurance***	NA	7,900
Provident Fund	1,774	21,289
Gratuity	711	8,533
Total of Annual Components & Retirals	2,485	37,722
TOTAL GROSS	27,415	3,36,877
Xplore/ Learning Incentive****		Upto 60,000

Refer to Table 2 for TCSL defined Structure. In case, you wish not to restructure your BoB, TCSL defined Structure as given in Table 2 will be applicable.

* Amount depicted will be paid-out on a quarterly basis upon successful completion of the TCS Xplore Program.

**The Performance Pay is applicable upon successful completion of the TCS Xplore Program.

*** For HIS - Note that Rs. 7900 if the employee is Single. If the employee is married or married with Children then Rs. 3,900/- per beneficiary needs to be added to the above mentioned amount.

**** Xplore/ Learning Incentive is paid over and above the CTC during first year, based on your performance in TCS Xplore Program. Table 2: TCSL defined structure for BoB (All Components in INR)

Component Category	Monthly	Annual
House Rent Allowance	5,914	70,968
Leave Travel Assistance	1,232	14,784
Food Card	500	6,000
GROSS BOUQUET OF BENEFITS	7,646	91,752

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Annexure 2

Ahmedabad TCS XP HR Lead Tata Consultancy Services, Garima Park,IT/ITES SEZ,Plot # 41, Gandhinagar - 382007	**Bangalore** TCS XP HR Lead Tata Consultancy Services, Gate 1, No 42, Think campus, Electronic City phase II, Bangalore - 560100,Karnataka
BUBANESHWAR TCS XP HR Lead Tata Consultancy Services, Training Lab Venue:-Barabati, IRC Block, Ground Floor, Tata Consultancy Services Limited, (UNIT-II) - BARBATI SEZ, IT/ITES SPECIAL ECONOMIC ZONE (SEZ),PLOT NO. 35, CHANDAKA INDUSTRIAL ESTATE, PATIA, Bhubaneswar - 751024	**Chennai** TCS XP HR Lead Tata Consultancy Services, 415/21-24, Kumaran Nagar, Old Mahabalipuram Rd, TNHB, Sholinganallur, Chennai, Tamil Nadu 600119
DELHI – Gurgoan TCS XP HR Lead Tata Consultancy Services, Block C, Kings Canyon, ASF Insignia, Gurgaon - Faridabad Road, Gawal Pahari, Gurgaon - 122003, Haryana	**DELHI – Noida** TCS XP HR Lead Tata Consultancy Services, Plot No. A-44 & A-45,Ground, 1st to 5th Floor & 10th floor, Glaxy Business Park, Block - C & D, Sector - 62, Noida - 201 309,UP
Guwahati TCS XP HR Lead Tata Consultancy Services, 5th Floor, NEDFi House,G.S. Road, Dispur,Guwahati - 781006,Assam	**Hyderabad** TCS XP HR Lead Tata Consultancy Services, Q City, Nanakramguda, Hyderabad
INDORE TCS XP HR Lead Tata Consultancy Services, IT/ITES SEZ, Scheme No. 151 & 169-B, Super Corridor, Village Tigariya Badshah & Bada Bangarda, Tehsil Hatod, Indore - 452018, Madhya Pradesh	**KOLKATA** TCS XP HR Lead Tata Consultancy Services Limited, Ecospace 1B building, 2nd Floor, Plot - IIF/12 ,New Town, Rajarhat, Kolkata - 700160,West Bengal OR Auditorium,2nd Floor, Wanderers Building,Delta Park - Lords
KOCHI TCS XP HR Lead Tata Consultancy Services, TCS centre, Infopark Road Infopark Campus, Infopark , Kakkanad, Kerala 682042	**MUMBAI** TCS XP HR Lead Tata Consultancy Services, Yantra Park, Pokharan Road Number 2, TCS Approach Rd, Thane, West, Thane, Maharashtra 400606
NAGPUR TCS XP HR Lead Tata Consultancy Services Limited, Mihan-Sez, Nagpur, Telhara, Maharashtra 441108,	**PUNE** TCS XP HR Lead Tata Consultancy Services, Plot No. 2 & 3, MIDC-SEZ, Rajiv Gandhi Infotech Park, Hinjewadi Phase III, Pune - 411057,Maharashtra
Trivandrum TCS XP HR Lead Tata Consultancy Serives, Peepul Park, Technopark Campus ,Kariyavattom P.O. Trivandrum - 695581, India	

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Annexure 3

Confidentiality and IP Terms and Conditions

1. Confidential Information

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

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

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

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

(d) Customer and prospective customer lists, and

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

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2. Associate's Obligations

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

3. Intellectual Property Rights

Associate agrees and confirms that all intellectual property rights in the Confidential Information shall at all times vest in and remain with or belong to TCS and Associate shall have no right title or claim of any nature whatsoever in the Confidential Information. Associate shall promptly disclose to an authorized officer of TCS all inventions, ideas, innovations, discoveries, improvements, suggestions, or reports and enhancements made, created, developed, conceived or devised by him or her arising out of his or her engagement with TCS, including in the course of provision of services to the Clients of TCS and Associate hereby agrees and confirms that all such intellectual property rights shall at all times vest in and remain vested in TCS and agrees to transfer and assign to TCS any interests Associate may have in such intellectual property rights including any interest in and to any domestic or foreign patent rights, trademarks, trade names copyrights and trade secret rights therein and any renewals thereof. On request of TCS, Associate shall execute from time to time, during or after the termination of his or her employment, such further instruments, including without limitations, applications for letters of patent, trademarks, trade names and copyrights or assignments thereof, as may be deemed necessary or desirable by TCS to perfect the title of TCS in the intellectual property rights and to effectuate the provisions hereof. All expenses of filling or prosecuting any application for patents, trademarks, trade names, or copyrights shall be borne solely by TCS, but Associate shall co-ordinate in filing and / or prosecuting any such applications. Associate hereby expressly waives any "artist's rights" or "moral rights", which Associate might otherwise have in such intellectual property rights.

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4. Prior knowledge

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

5. Use of third party material

Associate expressly agrees that it shall not in the course of his or her association with TCS and while working on the premises or facilities of TCS or its Clients or in connection with the development of any intellectual property rights or work for or on behalf of TCS, use any third party material or intellectual property rights except those intellectual property rights provided by TCS or expressly authorised by TCS or without having proper authorisation or license or approval of the respective owner of such intellectual property rights.

6. Security policies and Guidelines.

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

7. Working in SBWS Framework:

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

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

(a) will work only in a private, secured work area in compliance with the guidelines issued and amended from time to time.

(b) will comply with and work in a manner consistent with TCS Data Privacy and Security Policies/Protocols.

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(c) will bring to the notice of HR of the Unit to any circumstances that prevent Associate from working in a manner consistent with TCS data privacy and security policies/ protocols.

(d) will inform the HR of the Unit if the Associate shares a home with any family member or an individual who is employed by a competitor of TCS or TCS client the Associate is assigned to, or if any other circumstances at home exist which implicates the TCS Code of Conduct Conflict of Interest provision.

(e) will ensure utmost care and adhere to Confidentiality, IP Protection / Non-Disclosure obligations.

(f) will be using the Company allotted laptop or similar authorized computing device (together called "official asset") only to connect to TCS network/customer network through authorized means (or the Customer provided laptop to access the customer network if so, mandated by the Customer).

(g) will not allow anybody to share the official asset being used.

8. Restriction on Associate's Rights

Associate agrees that he or she shall not make, have made, replicate, reproduce, use, sell, incorporate or otherwise exploit, for his or her own use or for any other purpose, any of the Confidential Information including intellectual properties of TCS that is or may be revealed to him or her by TCS or which may in the course of his or her employment with TCS come into his or her possession or knowledge unless specifically authorized to do so in writing by TCS.

9. No License

TCS and Associate agree that no license under any patent or copyright now existing or hereafter obtained by TCS is granted, agreed to be granted, or implied by the terms of this Agreement, or by the disclosure to Associate of the Confidential Information.

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10. Equitable Rights

Associate acknowledges that any Confidential Information that comes into the possession and / or knowledge of Associate is of a unique, highly confidential and proprietary nature. It is further acknowledged by Associate that the disclosure, distribution, dissemination and / or release by Associate of the Confidential Information without the prior written consent of TCS or any breach of this Agreement by Associate will cause TCS to suffer severe, immediate and irreparable damage and that upon any such breach or any threat thereof, TCS shall without prejudice to any other remedies available to it, be entitled to appropriate equitable relief including the relief of specific performance and injunctive relief, in addition to whatever remedies it might have at law.

11. General

(a) The provisions hereof shall be interpreted, determined and enforced in accordance with the laws of India.

(b) In the event of any dispute or disagreement over the interpretation of any of the terms herein contained or may claim or liability of any party including that of surety, the same shall be referred to a person to be nominated by TCS, whose decision shall be final and binding upon the parties hereto. Subject to the above, the arbitration shall be governed by the Arbitration and Conciliation Act, 1999 or any modifications or re-enactment thereof. Associate confirms that the fact that the arbitrator shall be a nominee of TCS shall not be a ground for objecting to such arbitration or challenging the decision of the arbitrator. The venue of arbitration shall be Mumbai. Subject to the above arbitration clause, the Parties agreed to the binding jurisdiction of the Courts at Mumbai under the laws of India.

(c) If any provision hereof shall be found by a judicial tribunal to be contrary to governing law, it shall be deemed null and void without annulling or rendering invalid the remainder of the Agreement and if the invalid portion is such that the remainder cannot be sustained without it, the Parties herein shall find a suitable replacement to the invalid portion that shall be legally valid.

(d) This Confidentiality clause along with other documents executed by Associate or referenced in any such documents constitutes the entire understanding between the parties and supersedes all prior agreements and understandings pertaining to the subject matter thereof. No delay of omission of either Party in exercising or enforcing any of their rights or remedies hereunder shall constitute a waiver thereof.

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(e) This Confidentiality clause may not be amended except in writing signed by authorized representatives of both parties.

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

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Reliance
Industries Limited

Date: 5 Jul 2022

Ref: RIL/80160634/30031985/050722/1207

Dear AHUJA GORDHANBHAI,

Letter of Appointment

With reference to written tests / interview you had with Reliance Group of Companies, we are delighted to appoint you in the position "Graduate Engr Trainee - Chem" in Group , based upon following terms and conditions.

Documentation

This appointment letter consists of the below mentioned attachments:

A compensation term sheet
Components of Compensation
Terms and conditions
Other applicable paperwork based upon your specific needs

You are required to read these before you commence your employment

01. Place of Posting

Your initial place of posting will be at the place of your training. During your training period, you may be posted / transferred / to any of the offices / projects / divisions / departments / units of the company existing or to be set up at any location in India or abroad without any additional remuneration. Your services are also liable to be transferred to any of the group companies.

You will report for training on or before **04-Aug-22** failing which this letter of appointment shall automatically stand withdrawn and cancelled.

02. Mandatory Criteria:

i. Score eligibility:
Your appointment is subject to your securing minimum CGPA of 6.0 / 60% & above marks over 8 semesters, wherever applicable.

ii. Pre-employment Medical Check:
Pre-employment Medical Check clearance from RIL certified doctor. System generated information will be received for initiating the same on acceptance of this appointment letter.

03. Confirmation:

You will be under training for a period of one year from the date of joining the Company. During training you will be undergoing various assessments at the end of which there will be a final assessment. Your confirmation on permanent rolls of the company solely depends on the discretion of the management and the same is not a matter of right in any manner whatsoever.
Management reserves the right to terminate your training either during the training period or on completion of the same without assigning any reasons whatsoever.

(This letter is computer generated and does not necessarily require a signature)

Reliance Corporate Park Thane - Belapur Road, Ghansoli, Navi Mumbai - 400 701, India.
Phone : +91-22-4477 0000 Fax : +91-22-4471 0111
Register Office : Maker Chambers IV, 3rd Floor, 222, Nariman Point, Mumbai - 400 021, India. CIN - L17110MH1973PLC019786

We would also like to draw your particular attention to our Values and Behaviours. We have six values that express our shared understanding of what we believe, how we aim to behave and what we aspire to be as an organisation. Our values are about delivering customer value, having an ownership mind-set, showing respect and integrity, pursuing excellence and being one team.

Next Steps

This is system generated appointment letter based on the offer letter received. Please confirm your acceptance of this appointment letter by clicking 'Accept' button online. This letter of appointment shall automatically stand withdrawn in case we do not receive your acknowledgement online within ten days from receipt of this letter.

This offer of employment is subject to you providing all of the information and documentation requested BEFORE you commence employment with us. All information / documentation submitted by you will be considered as submitted on your own freewill and consent.

This appointment is confidential and you must not discuss this or disclose any documentation related to it with anyone other than your immediate family. Any disclosure of the details of this offer to a third party other than your immediate family may result in withdrawal of the offer.

We reserve the right to withdraw our offer of employment/terminate your employment with us without assigning any reason whatsoever thereof, or delay your start date if you do not provide the required information and documentation within the required timelines or if during this process you intentionally leave out any information or provide any information which is inaccurate or untrue.

In case of any dispute regarding interpretation of any word or clause of this latter, the decision of the management shall be final and binding.

We look forward to your joining out team for a long, successful and pleasant association.

Sincerely yours,
Reliance Industries Ltd.

Authorized Signatory

(This letter is computer generated and does not necessarily require a signature)

Reliance Corporate Park Thane - Belapur Road, Ghansoli, Navi Mumbai - 400 701, India.
Phone : +91-22-4477 0000 Fax : +91-22-4471 0111
Register Office : Maker Chambers IV, 3rd Floor, 222, Nariman Point, Mumbai - 400 021, India. CIN - L17110MH1973PLC019786

Reliance
Industries Limited

ANNEXURE A

1.1 Annual Compensation Summary

ANNEXURE 1.1 - A		
Name: AHUJA GORDHANBHAI		
Compensation Breakup	**Monthly (INR)**	**Annual (INR)**
Basic Pay	21,402	2,56,827
House Rent Allowance	10,701	1,28,414
Residual Choice Pay	22,395	2,68,744
Insurance		
Group Personal Accident Insurancee Premium (GPAI)	57	679
Group Term Life Insurance Premium (GTLI)	400	4,794
Medical Insurance Premium* (Self, Spouse, 3 Dependent Children & Dependent Parents)	3,947	47,369
SUB TOTAL - I	58,902	7,06,827
Employer's Contribution to Provident Fund: PF (12% of Basic Pay)	2,568	30,819
Gratuity (4.81% of Basic Pay)	1,029	12,353
SUB TOTAL - II	3,598	43,173
TOTAL- FIXED PAY [I + II]	62,500	7,50,000

Residual Choice Pay can be distributed among the following Tax Friendly elements - HRA, LTA, Conveyance Allowance, Office Wear Allowance, Children Education Allowance, Food & Beverage Coupons, Gift Vouchers and Fuel & maintenance Expenses. Remaining amount will be paid as "Residual Choice Pay", as applicable.

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1.2 Tax Status of compensation elements

Below table shows all of the Total Pay components and their taxability status.

S.No.	Total Pay Components	Taxability Status (as per prevailing norms)
I	**Base Salary**	
a.	Basic Salary	Taxable
b.	Provident Fund Contribution (PF)	Please refer Annexure B
c.	Gratuity	Please refer Annexure B
II	**Choice Pay**	
a.	Medical Reimbursement	Taxable
b.	Food Coupon	Tax exempt subject to conditions
c.	Gift Coupon	Tax exempt subject to conditions
d.	Leave Travel Allowance (LTA)	Tax exempt subject to conditions
e.	Office Wear Allowance (OWA)	Tax exempt subject to conditions (only applicable to locations having a 'Uniform Policy')
f.	Children's Education Allowance (CEA)	Tax exempt subject to conditions
g.	Children's Hostel Allowance (CHA)	Tax exempt subject to conditions
h.	Residual Choice Pay (RCP)	Taxable
i.	**Vehicle**	
1.	Company Lease Vehicle Scheme	Tax exempt (up to the value of EMI)
2.	Fuel and Vehicle Maintenance Reimbursement	Tax exempt (Taxable Perquisite Notional Value)
3.	Conveyance Allowance	Taxable
j.	**Housing**	
1.	House Rent Allowance (HRA)	Tax exempt subject to conditions
2.	Company Accommodation (where it is provided)	Taxable Perquisite
k.	**Insurance**	
1.	Group Personal Accident Insurance Premium (GPA)	Tax exempt
2.	Group Term Life Insurance Premium (GTLI)	Tax exempt
3.	Medical Insurance Premium	Tax exempt
III	**Annual Cash Bonus (ACB) / Performance Linked Incentive (PLI)**	Taxable, If Applicable

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Please Note:-

- The income tax calculation is provisional and is based on the current income tax rules (**Rules**). Any change in the Rules may impact the income tax projections.

- You shall bear and pay the tax liabilities, if any, applicable in relation to all the perquisites or benefits provided to you in accordance with the provisions of this Agreement. Please note that all the details set out above are indicative and subject to change with change in Indian tax policies and rules.

- Employee shall be solely responsible for the payment of any and all taxes on salary / income, employee benefits and personal income. You are advised to get updated information in relation to the income tax calculation on your salary from independent external advisors

- Fixed Pay elements like fuel and maintenance reimbursement, office wear allowance, medical reimbursement, LTA will be reimbursed at actuals based on the bills submitted and in case the reimbursement amount falls short of the amount chosen, the balance will be paid as taxable allowance.

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Annexure B

Components of Total Pay

The Company follows a Total Pay structure that reflects the total cost of an employee to the Company this includes all direct and indirect payments including all benefits, perquisites, subsidies, and Annual Cash Bonus (**ACB**) / Performance Linked Incentive **(PLI)**. This structure is being followed so as to provide flexibility to the employees in structuring their compensation package. The components within each category of payments are discretionary and these components may be changed by the Company from time to time without notice.

The main components under the Total Pay structure are as follows:

I. Components of Compensation

1. **Base Salary:** This is first part of the total pay, which may include Basic Salary, PF and Gratuity

   a. **Basic Salary:** This is the base pay component of the fixed pay and is the reference salary for provident fund and gratuity contribution.

   b. **Provident Fund (PF)**:

   The contributions payable by the Employer under the scheme shall be at the rate specified under the Employees' Provident Funds and Miscellaneous Provisions Act, 1952 (**PF Act**). The current rate of contribution is 12% of PF Salary. Employee also contributes an equal amount from employee's monthly salary, as per PF Act. Both of these are remitted on a monthly basis to the Company's PF Trust / RPFC.

   Out of the Employer's contribution, a portion (presently 8.33% of PF Salary subject to a maximum of INR 1250) is deposited into the Employees' Pension Scheme. The part of the company's contribution deposited under Employees' Pension Scheme to RPFC is to provide employees with pension on retirement or after completion of a specified period of service. TDS recovery from PF settlement will be as per the relevant provision of the Income Tax Act, 1961.

   Benefits associated with Employees' Provident Fund and Employees' Pension Scheme will be as per the prevailing rules and regulations outlined in the Employees' Provident Funds and Miscellaneous Provisions Act, 1952. Employees are advised to refer to EPFO site (http://www.epfindia.com/) for detailed rules, procedures and any other updates.

   Please note that the contribution amounts, limits, withdrawals and other rules applicable to the PF and pension are subject to applicable Indian laws in force from time to time. Employee is bound to adhere to all changes in the applicable law. Any implications on contribution, accumulation and withdrawal conditions outlined in the Employees' Provident Fund and Employees' Pension Scheme is to be borne by the employee. To understand implications associated with any such change in relevant laws or the Employees' Provident Fund and Employees' Pension Scheme, employees are recommended to solicit independent external advice.

   c. **Gratuity**

   Employer's contribution to the Company's Gratuity Fund will be as specified under 'The Payment of Gratuity Act ,1972'. Currently, the Employer's contribution to the Company's Gratuity fund is @ 4.81% of Basic Salary. Gratuity shall be payable to an employee on completion / end of their employment with the Company provided employee has rendered continuous service for a minimum period of 4 years and 240 days. However, eligibility for contribution to the Gratuity Trust / Fund commences from the first day of employment and in the event of separation prior to such 4 years and 240 days, the same will be paid as ex-gratia, except in case of separation due to disciplinary grounds.

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Gratuity is calculated as follows:

(Last Drawn Salary / 26 Days) x 15 days x Number of completed years of service (In the case of death, the minimum service requirement does not apply)

For every completed year of service or part thereof in excess of 6 months, the employer will pay the employee gratuity at the rate of 15 days wages based on the rate of wages last drawn by such employee. Income Tax on the gratuity payment will be applicable as per Income Tax Rules. In the event an employee fails to complete 4 years and 240 days of continuous service, ex-gratia will be paid up to the amount of gratuity accumulated and will be subject to prevailing Income Tax Rules.

Maximum Amount of Gratuity which will be exempt from Income Tax will be as per 'The Payment of Gratuity Act, 1972'.

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2. Choice Pay :

This is second part of the total pay. Subject to eligibility and availability of amount mentioned under various components in Annexure A, an employee may opt for all the allowances or combination of them

a. Medical Reimbursement

Employee may opt for medical reimbursement for expenses incurred by the employee to meet health related expenditure, such as medicines, doctor's fees etc. of the employee and employee's family members. Medical expenses up to a maximum of INR 15,000 per annum will be reimbursed at actuals against production of bills.

This component is taxable.

b. Food Coupons

Employee may opt for Sodexo / Accor Pass Meal Vouchers. These are food coupons that can be exchanged for food and beverages at all approved affiliated establishments across India.

However, once purchased, these coupons cannot be redeemed for cash.

c. Gift Coupons

Employee may opt for gift coupons. Company provides Sodexo / Accor Pass Gift Vouchers that can be used to buy dailynecessities at over 6000 affiliated establishments across India.

However, once purchased, these coupons cannot be redeemed for cash.

Up to INR 5,000 per annum is tax exempt.

d. Leave Travel Allowance (LTA)

Employee may opt for LTA. It refers to reimbursement by Company of actual expenses incurred only on travel by employee along with their dependents to any place within India. Expenses such as hotel accommodation, sightseeing, food etc. are not eligible to be reimbursed as LTA or for tax exemption. The following qualifying criteria are to be met for claiming LTA:

1. Employee must necessarily take 5 days of continuous Privilege Leave.
2. The family for this purpose includes spouse, unmarried dependent children (maximum of two only), parents and dependent brothers and sisters.
3. No advance is given towards LTA. It must be claimed as a reimbursement against actual bills and travel documents.

Entitlement: Employee has to decide on the quantum of LTA (could be up to 2 months' basic salary) that employee wishes to avail as part of employee's choice pay component. This choice has to be made by employee initially at the time of joining and thereafter at the beginning of each financial year. A mid-year change in the quantum of LTA is not permissible.

As per current Income Tax rules, tax exemption for LTA is allowed twice in a block of 4 calendar years. Tax authorities have defined the current 4 year block as being from 1 January 2018 - 31 December 2021.

The quantum of exemption is subject to following maximum limits depending on the mode of transport used or available:-

1. Journey by air: Economy class air fare of national carrier by shortest route or the actual amount spent, whichever is lesser
2. Journey by rail: AC first class fare by shortest route or the actual amount spent, whichever is lesser
3. Place of origin and place of destination connected by rail but journey performed by other mode of transport: AC first class fare by shortest route or the actual amount spent, whichever is lesser
4. Place of origin and place of destination not connected by rail (partially or fully) and not connected by other recognized public transport system: AC first class fare by the shortest route or the actual amount spent, whichever is lesser

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e. Office Wear Allowance (OWA)

Only employees' working at locations where a `Uniform Policy' is in place may opt for OWA.

OWA is an allowance provided to employees to meet expenditures incurred by employee towards purchase of uniform to be worn at the workplace.

OWA is tax exempt subject to the following limits:-

a. For all Grade: INR 24,000

f. Children's Education Allowance (CEA)

Employee may opt for CEA to meet education expenses of their children.

INR 100 per month per child subject to a maximum of two children is tax exempt

g. Children's Hostel Allowance (CHA)

Employee may opt for CHA to meet hostel expenses of their children.

INR 300 per month per child subject to a maximum of two children, is tax exempt

h. Residual Choice Pay (RCP)

The balance un-utilized amount is paid under the salary head as "Residual Choice Pay" and is subject to tax.

Please note that you are required to make a declaration within 7 days of joining the Company and at the beginning of each financial year and thereafter from time to time within the timelines notified by the company, regarding the amounts to be claimed under each expense mentioned above. You are required to submit all bills and other supporting documents on or by 15th January for each financial year

i. Vehicle

1. Company Leased Vehicle Scheme (CLV)

As part of the compensation structure the company offers an option of availing a vehicle under the prevailing company vehicle policy, subject to eligibility. The major features of the scheme are as follows:

Parameter	Four Wheeler
Scheme Details	Company Leased Vehicle (CLV)
EMI Calculation Base	Vehicle Invoice Value (Final on-road price, excluding taxes)
EMI Limit	Grade `H' and above - upto 100% of Residual Choice Pay Grade `I' and below - upto 50% of Residual Choice Pay
Interest rate	11.5 % per annum on monthly reducing balance basis
Vehicle Cost Limit	NA
Tenure	2 to 4 Years (Upto 48 Instalments)
Insurance Coverage Options	1.Comprehensive 2.Bumper to Bumper (Zero depreciation)

Mandatory debits towards Vehicle Insurance would be applicable to those opting this scheme.

The company vehicle policy provides more details regarding the vehicle scheme.

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2. Fuel and Vehicle Maintenance Reimbursements

All employees covered by the Company Vehicle Scheme are eligible for fuel and vehicle maintenance reimbursements. Employees using self-owned vehicles are also eligible for such reimbursement.

The limits for Fuel & Vehicle Maintenance for Own Vehicles and Vehicles under Company Vehicle Scheme are as under:

Level	4 Wheeler	2 Wheeler
All Grades	INR 1,80,000 p.a.	INR 36,000 p.a.

In case an employee is using a self-owned vehicle, employee needs to maintain a vehicle usage log in the system (ESS). Tax exemption will be available upto the limits set out above, subject to submission of supporting documents.

3. Conveyance Allowance

To be opted by an employee to meet the expenditure incurred for the purpose of commuting between place of employee's residence and place of employee's duty. However, this option may be availed only if the employee is not opting for fuel and maintenance reimbursement.

This component is taxable.

j. Housing

1. House Rent Allowance (HRA)

House Rent Allowance is paid in respect of expenses incurred on rented accommodation.

As per Section 10(13A) and Rule 2A of the Income Tax Act and Rules respectively, the lesser of the following is

exempt from tax-

1. An amount equal to 50% of the salary, where the residential house is situated at Mumbai, Kolkata, Delhi or Chennai and an amount equal to 40% of salary where the residential house is situated at any other place;
2. House rent allowance received by the employee in respect of the period during which the rental accommodation is occupied by the employee during the previous year
3. The excess of rent paid over 10% of salary

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2. Company provided Accommodation

In case the employee is opting for an accommodation provided by the company, the basis of valuation will be as under-

Population of City as per 2001 census where Accommodation is provided	Where the Accommodation is owned by the Employer	Where the Accommodation is taken on lease or rent by the Employer
Exceeding 25 lakhs	15% of Salary in respect of the period during which the accommodation is occupied by the Employee	1. 15% of Salary; or 2. Lease rent (paid or payable) by the Employer, whichever is less
Exceeding 10 lakhs but not exceeding 25 lakhs	10% of the Salary in respect of period during which the accommodation is occupied by the Employee	
Any other	7.5% of the Salary in respect of period during which the accommodation is occupied by the Employee	

k. Insurance

i. Group Personal Accident Insurance (GPA)

All Employees are mandatorily covered under the Group Personal Accident Insurance scheme.

The sum insured is INR 25 lakhs and the corresponding debit towards premium is INR 679 per annum.

Benefit Clauses:

1. Death: 100% of sum insured
2. Permanent Total Disablement: 100% of sum insured as per insurance policy
3. Permanent Partial Disablement: varies from 1% to 75% of sum insured as per insurance policy
4. Temporary Total disablement: 1% of capital sum insured per week subject a maximum of INR 5000 per week for a period of 100 weeks.

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ii. Group Term Life Insurance (GTLI)

All employees are mandatorily insured under Group Term Life Insurance. The insured amount and corresponding premium [mandatory debit] are as follows:

Fixed Pay (Base Pay + Choice Pay)	Sum Assured	Mandatory Debit (per annum)
Up to INR 24,99,975	INR 25 Lakhs	INR 4,794
From INR 24,99,975 to below INR 49,99,975	INR 50 Lakhs	INR 17,679
From INR 49,99,975 to below INR 74,99,975	INR 75 Lakhs	INR 26,520
INR 74,99,975 and above	INR 100 Lakhs	INR 36,167

Benefit Clause: -

Total sum assured is payable to the employee's nominee upon death of the employee. However, nothing is payable on survival.

iii. Medical Coverage

The Company endeavors to ensure that financial support is available to all employees to meet their medical needs and those of their dependent family members. All employees are mandatorily covered under this scheme. The coverage and mandatory debits in respect of the same are as follows-

Level	Family Definition	Benefits of Mandatory Coverage
B to F: Company's Management Medical Scheme	Self, Spouse, 3 dependent children (up to 25 years)	Floater Mediclaim Policy of INR 5 Lakhs, Plus Additional floater Mediclaim policy of Domiciliary reimbursement at actuals (as per INR 5 Lakhs the Management Medical Scheme)
	Dependent parents	Floater Mediclaim coverage of INR 5 Lakhs irrespective of the number of members covered, Plus Additional floater Mediclaim policy of INR 5 Lakhs
	1. Hospitalization room category up to Deluxe Single AC Room 2. Dental treatment reimbursement up to INR 15,000 per family p.a. (cosmetics not covered) 3. Full time Retainers shall be covered as per commitment / joining terms 4. For non-allopathy (e.g. Homeopathy, Ayurveda, Unani or other Medical practitioner) treatment, the medical practitioner should be registered as per the guidelines of Indian Medical Association	
G to Below: Group Mediclaim Policy	Family of 7 members - Self, spouse, 3 dependent children (up to 25 years), 2 dependent parents	Floater Mediclaim coverage of INR 5 Lakhs irrespective of the number of members covered, Plus Additional floater Mediclaim policy of INR 5 Lakhs
	1. Hospital Room Category - Eligibility of up to Non- Deluxe Single AC Room 2. Sub limit of Maternity benefit (for first three children) up to INR 50,000 3. Sub limit for OPD basis treatment for Dental INR 1,500 (excluding the cost of dentures, bridges, crowns, scaling, filling, cleaning, polishing and cosmetic dentistry) 4. Sub limit for OPD basis treatment for Eye INR 500 (excluding cost of contact Lens, spectacles and cosmetic treatments)	

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Medical Insurance Debits:

F & Above grades :

- INR 30,864 per annum per person for self and spouse
- INR 15,944 per annum per child (upto 25 years)
- INR 13,841 per annum for **Additional Medical floater** cover of INR 5 Lakhs for self, spouse and child covered under mandatory policy
- INR 33,528 per annum for dependent parents
- INR 13,841 per annum for **Additional Medical floater** cover of INR 5 Lakhs for parents.

G & Below grades :

- INR 33,528 per annum per family unit of 7 members
- INR 13,841 per annum for **Additional** Medical floater cover of INR 5 Lakhs

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Reliance
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Annexure C

Terms and Conditions

01. MEDICAL FITNESS & VERIFICATION OF PARTICULARS:

Your appointment is subject to:

i. Medical Fitness: Your being declared medically fit by a Medical Officer or by a Doctor specified by the Company .

ii. Verification of Particulars: In case the particulars mentioned in your application or the representations or warranties or any other information provided by you are found to be false, inaccurate or unsatisfactory, your services would be liable for termination at any time without any notice or any compensation in lieu thereof.

02. REPRESENTATIONS AND WARRANTIES:

The Company's agreement to continue to employ you and the compensation and benefits payable to you are in consideration of the terms, covenants, and conditions stated in the offer of employment including this Annexure C, and you represent, warrant and covenant to the Company that:

i. You are under no contractual or other restriction or obligation which is inconsistent with the terms or conditions contained herein, the performance of your duties hereunder, or the other rights of the Company hereunder;

ii. You are under no physical or mental disability that may hinder the performance of your duties / obligations contained herein;

iii. You shall not raise any issue as to the reasonableness of the terms, covenants, or conditions contained herein in any proceeding to enforce these terms, covenants and/or conditions;

iv. You have full right and authority to execute this contract and that you are not bound by any contract or arrangement, including any employment contract, bond or covenant not to compete, that is inconsistent herewith

v. These terms, covenants, and/or conditions shall survive the termination of your employment with the Company.

You acknowledge that the terms, covenants, and conditions set forth herein are essential for the Company's protection and are not unreasonable and that the Company has relied on these representations, warranties, and covenants provided by you.

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03. DUTIES AND RESPONSIBILITIES:

i. **Exclusivity:** You agree to perform your duties, responsibilities and obligations efficiently and to the best of your ability exclusively for the Company. You agree that you will devote all of your working time, attention and best efforts in performing your duties, responsibilities and obligations throughout the term of employment. You also agree that you will not engage in any other employment or business activities during the terms hereof. You agree that all of your activities as an employee of the Company shall be in conformity with all the policies, rules, regulations and directions of the Company, as applicable from time to time.

ii. **Non Solicitation:** You will not, during the term of your employment or at any time thereafter, without the prior written consent of the Company, directly or indirectly, solicit for employment, or employ or otherwise contract for the services of, any person who is employed or engaged (either as an employee or consultant) by the Company or any of its affiliates or associated companies or directly or indirectly induce any such employee to leave their employment.

This covenant shall survive the termination of your employment with the Company.

iii. **Other Interests:** You shall not seek membership of any local or public bodies without first obtaining written permission from the Company.

iv. **Controlling Interest:** You agree that, so long as you are employed by the Company, you will not own, directly or indirectly, any controlling or substantial shareholding or other beneficial interest in any business enterprise or entity which is engaged in, or is in competition with, any business engaged in by the Company or any of its affiliates or associated companies. Notwithstanding the foregoing, you may own, directly or indirectly, up to 5% of the outstanding securities of any business or entity whose securities are traded on any national stock exchanges or in the over-the-counter market.

v. **Work hours:** Your working hours at your place of posting shall be as per the rules and regulations of the Company, as specified from time to time. However, you may be required to work additional hours, from time to time, to carry out your duties and responsibilities effectively.

vi. **Confidentiality and Non-disclosure:** You shall keep confidential and not disclose to any person or entity any information received or that comes to your knowledge during the course of your employment including in relation to the Company, its affiliates, associated companies, and third parties, in relation to any of our or their businesses or operations, particulars or details of manufacturing processes, technical know-how, security arrangements, analysis, compilations, forecasts, studies, summaries, notes, ideas(whether patentable or not), schematics, trade secrets, technology, customer lists (potential or actual) and other customer-related information, supplier information, sales statistics, pricing information, market intelligence, marketing and other business model/strategies, administrative organizational matters and any other information important for the Company. This shall include information in relation to third parties received by the Company in relation to any transaction being contemplated by the Company. Your obligation to maintain confidentiality of such information shall continue notwithstanding expiry or termination of your employment with the Company.

Third party Confidential obligations & prevention of IP contamination: You shall not use or disclose to the Company any confidential information of any third party received by you in your personal capacity from such a third party under an obligation of confidentiality, or knowingly induce use of such information in the business of the Company. Your employment/engagement with the Company shall not violate any obligation of confidentiality or non-solicitation of employment/assignment with any other party and that in case you are made aware of any such change in circumstances, you will inform the Company immediately of such change in the circumstances. You shall refrain from using/applying information/data in your current employment which qualifies as third party intellectual property to avoid any potential scenario of Intellectual Property contamination.

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vii. **Proprietary Rights:** You will disclose to the Company forthwith any discovery, invention, process or improvement made or discovered by you while in the service of the Company or thereafter, and all the rights, title, interest in such discovery, invention, process or improvement shall automatically belong absolutely to the Company and be the sole, absolute and exclusive property of the Company immediately upon discovery, invention or creation of process or improvement, whether or not delivered to the Company. If and when required to do so by the Company, you shall at the Company's expense, take out or apply for letter's patent, licenses or other rights, privileges or protection as may be directed by the Company in respect of any such discovery, invention, process or improvement so that the benefit thereof shall accrue to the Company and you will execute and deliver all such deeds and documents, including in particular instruments of assignment and do all such acts and things as may be required by the Company for assigning, transferring or otherwise vesting all rights, title and interest in the same and all benefits arising in respect thereof in favor of the Company or its nominee.

You will assign (and you hereby do assign) in perpetuity to the Company or its nominee all of your rights to all such new ideas (including all inventions), and to applications for patent or copyrights in all countries, if any, and execute such documents and take such lawful action as may be reasonably required to assign such new ideas to the Company or its nominee.

You will execute and deliver promptly to the Company (without charge to you but at the expense of the Company) such written instruments and cooperate and do such other acts as the Company in its sole discretion deems necessary or desirable to assign and transfer title in such new ideas to the Company and / or its nominee and to assist the Company in preserving the property right in such new ideas (including against forfeiture, abandonment, or loss) and to vest the entire right and title and interest therein exclusively in the Company and / or its nominee.

viii. **Safe-keeping of Company's property:** You will be responsible for safe keeping of and returning in good order and condition all properties of the Company, its affiliates and associated companies which may be in your possession, custody, care or charge or being used by you. In case of loss of any such property, the Company will be entitled to assess the value of the loss / damages caused to it and recover the same from you and to take such other action as it deems proper in the event of your failure to account for such material or property to its satisfaction.

ix. **Return of the Company's Property and records:** Upon termination of your employment, you shall forthwith hand over any letter of authority or power of attorney issued in your favour and any property or material of the Company or any of its affiliates or associated companies in your possession at the time of cessation of your employment with the Company. You shall also return to the Company all documents, files, records, keys, and other property of the Company in your possession regardless of the media on which such items are stored, and you shall not retain any copies or duplicates thereof.

x. **Authorizations for activities:** You will not enter into any commitments or dealings on behalf of the Company for which you have not been expressly authorised nor will you 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 written consent of the Company. You will avoid any issue which may result in a conflict between your personal interests and the interests of the Company in dealing with suppliers, customers and all other organizations or individuals doing or seeking to do business with the Company.

xi. **Non-disparagement:** You agree that you shall act with the highest standards of propriety and professionalism and shall not criticize, ridicule or make any statement which disparages or is derogatory of the Company, any of its affiliate or associated companies or any other employee or business associate of the Company or any of its affiliates or associated companies in any public or non-public communication with any customer, client or member of the investment community or media or in any communication whatsoever.

xii. **Confidential nature of terms of employment:** You agree that, save and except as may be required by applicable law, (with the prior consent of the Company), you shall not disclose the terms of your employment to any person.

Reliance Corporate Park Thane - Belapur Road, Ghansoli, Navi Mumbai - 400 701, India.
Phone : +91-22-4477 0000 Fax : +91-22-4471 0111

Register Office : Maker Chambers IV, 3rd Floor, 222, Nariman Point, Mumbai - 400 021, India. CIN - L17110MH1973PLC019786

xiii. Enforceability: You acknowledge and agree that any violation of any of your duties and responsibilities may result in irreparable damage to the Company, and, accordingly, the Company may obtain injunctive and other equitable relief for any breach or threatened breach of such duties and obligations, in addition to any other remedies available to the Company.

You agree that the restrictions and remedies contained herein are reasonable and that it is your intention that such restrictions and remedies shall be enforceable to the fullest extent permissible by law. If it shall be found by a court of competent jurisdiction that any such restriction or remedy is unenforceable but would be enforceable if some part thereof were deleted or the period or area of application reduced, then such restriction or remedy shall apply with such modification as shall be necessary to make it enforceable.

Further, you hereby agree to indemnify and keep fully and effectively indemnified and hold harmless the Company, its affiliates, associates subsidiaries, and the directors, trustees, officers, employees, agents, authorized representatives and successors of all the foregoing from and against any and all claims, suits, actions, legal or other proceedings, demands, damages, liabilities, interest, costs, expenses (including attorney fees), and losses of whatsoever kind or nature incurred or sustained by Company or any of the third party directly or indirectly arising due to breach of any of obligations mentioned in the letter of employment and/or these terms and conditions.

04. TERMINATION OF EMPLOYMENT:

i. Employment At-Will: You acknowledge that your employment is and shall continue to be AT-WILL. This means that you have the right to terminate your employment with the Company at any time without providing any reason in accordance with the provisions hereof. Similarly, the Company may terminate your employment with or without cause at any time and for any reason in accordance with the provisions hereof. Accordingly, this letter of employment is not to be construed or interpreted as containing any guarantee of continued employment. As such, the recitation of certain time periods in this letter is solely for the purpose of defining your compensation. It is also not to be construed or interpreted as containing any guarantee of any particular level or nature of compensation.

ii. Superannuation: In the normal course, you will retire from the company on attaining superannuation at the age of 58 years.

iii. Absenteeism: If you absent yourself without leave or remain absent beyond the period of leave originally granted or subsequently extended, you shall be considered as having voluntarily terminated your employment without giving any notice unless you:

a. return to work within 8 days from the commencement of such absence, and

b. give an explanation to the satisfaction of the Company regarding such absence

iv. Medical Fitness: The Company has the right to request you to get yourself medically examined by a certified medical practitioner specified by the Company during the tenure of your employment. In case you are found to be medically unfit to perform your duties, your employment may be terminated.

v. Notice Period: Notwithstanding anything contained herein, the Company, in its sole discretion, may terminate your employment without cause by giving one month notice in writing or payment of one month Basic Salary on a pro rata basis, in lieu thereof. Similarly, you may resign from the Company's employment without cause by giving one month notice in writing or by payment of one month Basic Salary on a pro rata basis, in lieu thereof. In the event of your resignation, the Company may in its sole discretion opt to accept the same and relieve you prior to the completion of the stipulated notice period of one month, without any pay in lieu of the notice period.

vi. Termination for Misconduct: Your services are liable to be terminated without any notice or salary in lieu thereof for fraud, misconduct, negligence or breach of any of the terms and conditions of your letter of employment which includes this Annexure C. Without prejudice to the general meaning of the term "misconduct", "misconduct" shall include any case of reasonable suspicion of misconduct, disloyalty, commission of an act involving moral turpitude, or any action of indiscipline or inefficiency.

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vii. Non-compete: In the event of your separation from the Company for any reason whatsoever, you will not take up any job or assignment either full time or otherwise, either directly or indirectly, for a period of three months from the date of separation in any industry or business involved in similar/competing business as the Company or any of its affiliates or associate companies.

viii. Recovery of Payments: (If applicable) Payments made towards recovery of notice period by your previous employer and relocation expenses by us will be recovered in full in the event of your separation from the Company prior to completion of 1 year from joining the Company.

05. GENERAL:

i. Training: You may be selected and sponsored by the Company for familiarization/ training assignments with our technical collaborators or any other institutions/ organizations in India and/or abroad, based on terms and conditions stipulated at such time. You will diligently and beneficially take part in the training and such assignments in accordance with Company policies and directives.

ii. Rules, Regulations and Policies on Ethics: You will be governed by the service rules, regulations and policies including conduct, discipline and administrative orders and any such other rules or orders of the Company that may come into force from time to time. You must observe the policies that the Company publishes / notifies from time to time. These policies include requirement that you maintain the highest standards of conduct and act with the highest ethical principles.

a. You must not do anything that may be a conflict of interest with your responsibilities as an employee.

b. You are required to read and understand all policies applicable to you, all of which are available in the Reliance Management System ("RMS") portal. If you have any questions, now or in the future, please ask the Human Resources Department through the Query Management System in the ESS portal. You may also be required to sign and abide by the Policy on Ethics of the Company and undertake to sign such declarations that the Policy may demand from time to time.

c. Women employees will be entitled to all the statutory benefits provided by the Company under the Maternity Benefit Act 1961, and its subsequent amendments, if any, details of which are set out in the RMS/ESS portal.

iii. Media Interaction: You will not interact with the media - electronic, print or otherwise in

a. India or overseas, during or outside work hours, either in your own personal capacity or on behalf of the Company unless you have express and direct approval from the Company to interact with the media as a representative of the Company. Only persons duly authorized by the Company are permitted to interact with media and then only on specified subjects. Disclosure of any information other than those specifically authorized by the Company is prohibited.

b. Disclosure of information on proceedings of meetings (board / committee / internal) and disclosure of forward-looking statements is prohibited unless such disclosure is specifically approved by the Company.

c. You shall also not disclose non-public information selectively to any particular group as it may lead to unfair advantage / discrimination.

d. For any outside publication of books, articles or manuscripts which relate in any manner to the Company's business, policies and processes, you are required to obtain prior written approval of the Company prior to its publication or release.

e. Any violation of the Company's media policy, will tantamount to a breach of the terms and conditions of employment and may result in termination of the contract.

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iv. **Jurisdiction:** The letter of employment is made at Mumbai and competent courts of Mumbai shall have jurisdiction over any dispute or difference whatsoever arising out of, under, in relation to or in connection with the letter of employment or breach hereof or in respect of any matter or thing herein contained.

v. **Entire Agreement:** This contract and the document referred to herein contain the entire agreement and understanding of the parties with respect to the subject matter hereof and shall supersede any and all prior or contemporaneous communications, representations, or agreements between the parties, whether oral or written, regarding the subject matter of this contract.

vi. **Age:** Your age mentioned in the Matriculation / Higher Secondary Certificate / Passport will be deemed to be the conclusive proof of your date of birth.

vii. **Change of address:** You will intimate in writing to the Company any change of your residential address within a week of the same changing, failing which any communication sent to you on your last recorded address shall be deemed to have been duly served on you.

viii. **Passport:** You are required to have a valid passport at all times and ensure that the same is renewed from time to time.

ix. **Suspension:** You may be placed under suspension pending enquiry into the charges of misconduct or any other breach hereof. The salary for the suspension period will be paid to you only if you are found not guilty of any of the charges for which you are suspended and not otherwise.

x. **Travel:** You shall make your own transport arrangements to and from the place of work.

xi. **Documentation:** Please submit the following documents, if not submitted earlier:

a. Certificates in support of your educational professional qualifications, experience, date of birth and other testimonials in original together with copies thereof.

b. Three copies of your recent passport size photographs with blue background.

c. Relieving letter and salary certificate from your last employer, in case you are/were employed.

xii. **Severability**: If any term or provision of this letter of employment shall be held to be invalid for any reason whatsoever, such invalidity shall not affect the validity, operation or enforceability of the remainder hereof. If the remainder of this letter is not materially affected by such declaration or finding and is capable of substantial performance, then that term or provision or part thereof shall to that extent be deemed not to form part of this letter of employment and such provision shall be replaced by a substitute provision that is legal and enforceable and is as nearly as possible consistent with the intentions underlying the original provision.

xiii. **Non Waiver**: No delay or omission on the part of Company in exercising any right, power, privilege or remedy in respect of your employment terms shall neither impair such right, power, privilege or remedy, or be construed as a waiver of it, nor shall any single partial exercise of such right, power, privilege or remedy, preclude any further exercise of it or the exercise of any other right, power, privilege or remedy.

I confirm that I have read and understood the terms and conditions set out herein and unconditionally and irrevocably accept the above terms and conditions.

Employee Name: AHUJA GORDHANBHAI

Signature:

Date: 5 Jul 2022

Reliance Corporate Park Thane - Belapur Road, Ghansoli, Navi Mumbai - 400 701, India.
Phone : +91-22-4477 0000 Fax : +91-22-4471 0111

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Ref. No. : ZLL/API-DBH/APP/HRSS/22/132296
Date : 01/07/22

Mr. Harsh Jatinkumar Dalal
9/701 - Green City,
Near Pal R.T.O,
Surat,
Gujarat - 395009.

Dear **Mr. Dalal**

With reference to your application and subsequent interview held before the selection committee, we are pleased to offer you the position of **Management Trainee - Production Unit – 7** w.e.f. **01/07/22** in our organization the terms and conditions of this offer of Appointment are as under:

1. Your training period will be for One Year from the date of your joining.
2. You shall be paid salary as under during the period you are retained for training :

Components	Salary Per Month
Basic	11666
H.R.A.	11435
Transport Allowance	1600
Bonus	1400
P.F.	1400
Total Per Month	**27501**
Total Per Annum	**330011**
*Retention Bonus (Yearly)	**20000**
Grand Total Per Annum	**350011**

* **Eligible to get amount after completion of successful training period of one year.**

3. On completion of your successful training period, your performance will be assessed and if found suitable, your services may be regularized subject to availability of vacancy in any of the Strategic Business Units.
4. During the probation period, 1 month's notice or [illegible] salary] from either side.
5. After confirmation in the service, 2 months' notice or 2 months' notice pay [i.e. primary salary] from either side.
6. Your trainee services are liable to be transferred either part time or whole time to any other department / division / branch (place) / sister concerns or in subsidiary companies within India or abroad as and when desired by the management.

Zydus Lifesciences Limited
(formerly known as Cadila Healthcare Limited)
Dabhasa Unit : Plot Number 26 to 29 and 31,
Dabhasa Umaraya Road, Village Dabhasa,
Taluka : Padra, Dist : Vadodara,
Gujarat 391440. India
Phone : +91-2662-679100, 679130

Regd. Office :
'Zydus Corporate Park', Scheme No. 63,
Survey No. 536, Khoraj (Gandhinagar),
Nr. Vaishnodevi Circle, S. G. Highway,
Ahmedabad-382 481, Gujarat, India.
Phone : +91-79-71800000, +91-79-48040000
website : www.zyduslife.com | CIN : L24230GJ1995PLC025878

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7. You shall observe the rules of discipline and decorum prevalent in the company.

8. You will not be entitled to any type of paid leave during training period.

9. During the course of employment and in performance of duties you may come to know of new contributions, research work, know-how, product recipes and inventions of value, which you will not disclose to any third party. Company will have legal right to prevent such communications, if any.

10. That all disputes and differences are to be inquired and to be dealt with and are to be settled at Ahmedabad. And that the courts, tribunals and/or authorities at Ahmedabad only shall have jurisdiction to entertain, try and decide such disputes or differences arising out of or pertaining to this appointment.

11. You will be required to sign a legal bond to serve and remain in the employment of the company for a minimum period of three years, as discussed.

12. During the tenure of your service, as Zydus and its Affiliate (as applicable), are publicly traded listed entities in India, you or your immediate relatives or any person with whom you share Material Financial Relationship, while in possession of any unpublished price sensitive information ("UPSI") of Zydus and/or its Affiliate, (i) will not do any trading in the securities of Zydus and its affiliates and (ii) will not make any unauthorised disclosure of such UPSI to any third party, which is prohibited under SEBI (Prohibition of Insider Trading) Regulations, 2015.

You are requested to communicate your acceptance of the appointment order and also indicate the date on which you are likely to join duty.

The endorsement of the acceptance below the duplicate copy of this letter should be signed and dated by you in token of your acceptance of this offer and returned to us within seven days on receipt of this letter, failing which it shall be presumed without any further reference that you are not interested in this offer and the same will be treated as cancelled.

Thanking you,
Truly yours,

Bhavdip J Antani
Senior Manager - Human Resource

ENDORSEMENT OF ACCEPTANCE:

I unconditionally accept the above offer of appointment under the company on the terms and conditions mentioned therein and agree to abide by that.

I shall positively report for duty on or before 01/07/2022

Place : DHABASA, VADODARA

Date : 05/07/2022

(Signature)

Zydus Lifesciences Limited
(formerly known as Cadila Healthcare Limited)
Dabhasa Unit : Plot Number 26 to 29 and 31,
Dabhasa Umaraya Road, Village Dabhasa,
Taluka : Padra, Dist : Vadodara,
Gujarat 391440, India
Phone : +91-2662-679100, 679130

Regd. Office :
'Zydus Corporate Park', Scheme No. 63,
Survey No. 536, Khoraj (Gandhinagar),
Nr. Vaishnodevi Circle, S. G. Highway,
Ahmedabad-382 481, Gujarat, India.
Phone : +91-79-71800000, +91-79-48040000
website : www.zyduslife.com | CIN : L24230GJ1995PLC025878

18th July 2022

Mr. Harshiv Devvratbhai Raval
Dharmsinh Desai University

LETTER OF INTENT

Dear Harshiv,

Welcome to the “Graduate Engineer Program” at Nayara Energy Limited.

We are pleased to offer you placement in our **Graduate Engineer Program Batch 2022** to be based in Vadinar. You are required to join by on 25th July, 2022

The Graduate Engineer Program at Nayara Energy will enable you to learn various technical and behavioural aspects at different plants and work areas and further groom you to take up various responsibilities. The emoluments to be paid at the time of joining are shown in the continuation sheet attached with this letter. The detailed appointment letter will be issued to you after joining the company.

Your appointment will be subject to:-

a) You having successfully cleared your examination as per the conditions laid down by the university.
b) You being examined and found medically fit.

You are required to bring following documents at the time of joining

1. Educational Qualification certificates
2. Provisional Degree Certificate issued by the college
3. Six Recent Passport size photographs (with white background)

We look forward to a very positive relationship and welcome you to the Company.

For **Nayara Energy Limited**



Jay Shah
Head HR- Refinery

Nayara Energy Limited (Formerly known as Essar Oil Limited)
5th Floor, Jet Airways Godrej BKC, Plot No. C-68, G Block, Bandra 361 305, India
Kurla Complex, Bandra East, Mumbai 400051, Maharashtra, India

T +91 22 66121800 | F +91 22 6708 2177
E corp@nayaraenergy.com

Registered Office:
Khambhalia, Post Box No.24, Dist. Devbhumi Dwarka, Gujarat

T +91 2833 661444 | F +91 28 3366 2929

CIN: U11100GJ1989PLC32116
www.nayaraenergy.com

COMPENSATION STRUCTURE			
SAP Code	0		Nayara Energy Limited
Level	M-10	**Location**	Vadinar
Name	**Harshiv Devvratbhai Raval**		
Position	**Graduate Engineering Trainee**		
SALARY COMPONENT	**MONTHLY (Rs.)**	**ANNUM (Rs.)**	**REMARKS**
BASE PAY			
Basic	16,250	1,95,000	Basic Salary is fixed guaranteed sum paid monthly. It is capped between 15% to 40% of CTC. The retiral benefits and HRA is linked to Basic.
House Rent Allowance	8,125	97,500	House Rent Allowance is an optional component paid monthly. It is capped at 60% of 'Basic' for metros and 50% of 'Basic' for non metros. For Company Leased Accommodation, actual amount will be considered
Special Allowance	20617	2,47,409	Special Allowance is fixed guaranteed sum paid monthly. It is a 'fitment' allowance. It does not have any link to the retirement benefits or any other element of compensation.
Food Coupons	1,300	15,600	Food Coupons is an optional component. An employee can opt for coupons worth Rs. 1300/- or Rs. 2600/- p.m. or Rs. 3600/- p.m.
Washing Allowance	1,000	12,000	Uniform Maintenance Allowance is a fixed guaranteed sum of Rs. 1,000 p.m. , for all employees at the plant location.
Total	**47,292**	**5,67,509**	
RETIRALS BENEFIT			
Provident Fund	1,950	23,400	Provident Fund a contributory benefit, an employer contributes 12% of basic salary of the employee and similar amounts gets deducted from the monthly salary as employee contribution.
Total	**1,950**	**23,400**	
Annual Fixed Pay			
Total Fixed Pay	**49,242**	**5,90,909**	**Annual Fixed Pay**
Annual Performance Linked Incentive			
Annual Performance Linked Incentive (APLI)	4,924	59,091	Annual Performance Linked Incentive is the performance bonus paid at the end of the annual appraisal cycle. The amount mentioned here is illustrative in nature and computed on an assumption of 100% payout. The actual payout is dependent on the employee's and Asset /Business performance.Associates, who have joined the company after October 1st of the performance year, will get their APLI pay-out along with the APLI pay-out in the subsequent performance year
Annual Compensation			
Grand Total	**54,167**	**6,50,000**	**Annual Total Potential to Earn**
OTHER BENEFITS			
Mobile bill Usage / Reimbursement	750		Per month
Health Insurance	3,50,000		For self, spouse and first two dependent children and dependent parents or parents in law
Group Accident Policy	25,00,000		For Self
Group Life Term Insurance	25,00,000		For Self
Gratuity	Payable as per Gratuity Act		
The emoluments/benefits due to you will be liable/subject to tax in accordance with the provisions of the Income Tax Act and Rules made there under as also other applicable laws, if any, as may be in force from time to time.			

Annexure – 2

Dear Harshiv Devvratbhai Raval

Further to the Annual Performance Linked Incentive (APLI) clause mentioned in your appointment letter, below are details regarding the purpose and terms &conditions regarding this pay-out.

a) The purpose of our Annual Performance Linked Incentive (APLI) program is to establish a closer link between results and rewards. It aims at aligning individual performance with that of the business unit he/she is associated with as also the Group performance and pay the incentive amount directly linked to the performance and contributions of the individual.

b) <u>Annual Performance Linked Incentive (APLI) Payout Terms & Conditions:</u>

1. APLI will be paid out only to those Associates who are on the rolls (active employment) of the company on the date of disbursement of APLI and have joined the company during the corresponding performance period.

2. Associates, who have joined the company after January 01 of the performance year, will get their APLI payout along with the APLI payout in the subsequent performance year.

3. Associates who attain the age of superannuation will be eligible to receive the APLI payout on a prorated basis for the time period served by them during that performance period. This amount will be declared and disbursed along with the rest of the organization.

4. Associates who resign or exit the company on or before the date of disbursement of the APLI will NOT be entitled to the payout.

c) <u>Annual Performance Linked Incentive Calculation Methodology:</u>

Incentives for all associates will be linked to Business, Division & associate's own Individual Balanced scorecard scores.

Kind regards,
For **Nayara Energy Limited**



Jay Shah
Head HR- Refiner

Annexure - 3

Retention Bonus Letter

Dear Harshiv Devvratbhai Raval

You will be eligible for a tenure linked bonus payable at the end of 36 months accrued at the rate of Rs.75,000/- per year.

Kind regards,
For **Nayara Energy Limited**



Jay Shah
Head HR- Refinery

AARTI INDUSTRIES LIMITED

Date: 02/02/2022

Dear Mr. **Jaimin Damor**

CONGRATULATIONS!!

We are pleased to offer you the position of **Officer Trainee** with **Aarti Industries Limited** under the Aarti Officer Trainee Program (AOTP).

Your tentative date of joining will be **1st June 2022**. You will undergo a training program for six months followed by a probation period of six months from the date of joining. Upon successful completion of the training & probation period you will be confirmed as **Engineer.**

You will be paid a **Total Target Cost To Company of INR 5 LPA (Five Lakh Per Annum)** and on confirmation after 1 year your **Total Target Cost To Company will be revised to INR 5.5 LPA (Five Lakh Fifty Thousand Per Annum).**

Your joining is subject to the following terms of employment :

- Successful completion of degree / Post degree examination with a minimum aggregate score of 6.0 CGPA or 60% with no active backlog
- Pre - Employment Medical examination clearance
- Background verification

Other Terms and Conditions:

- During training and probation period you may be deployed at factory/offices based on the company requirements.
- If you are posted at Factory locations (Vapi, Jhagadia, Dahej, Kutch, Tarapur etc) you will be provided Bachelor's sharing Accommodation for a period of 1 year from your date of joining.
- In case if you're posted at any metro/city location you have to manage your own accommodation. However, additional HRA/city compensatory allowance will be applicable as per the company policy
- Target Variable pay will be paid on an annual basis as per company policy. First payout will happen on confirmation, subject to scheme conditions
- Notice period during training and probation period will be 1 month and post confirmation will be 2 months
- You will be eligible for your first annual compensation review, post confirmation and performance period
- Your retirement age will be 58 years
- You will have to abide by the Company's Code of Conduct, rules, regulations, organization values and culture
- Compensation and benefits are subject to taxes to be borne by the incumbent as per the prevailing tax laws
- Campus trainees will be required to work in shift timings/working hours as per business requirements
- In the event of any change in law (compliance of which is mandatory for us), if the current CTC and structure offered to you at Appendix also undergoes a change or is modified by us to meet such compliance ,we shall do so on a neutral cost basis. You shall not hold us liable or responsible for such change or restructuring , nor shall we be required to revise your CTC other than in accordance with the law.You are accepting this offer with full knowledge and awareness of the proposed Wage Code Bill that is likely to impact the existing CTC structure.

AARTI INDUSTRIES LIMITED

You will receive an email from us to bring necessary documents on joining and other relevant information.
Looking forward to welcoming you to the **AARTI FAMILY.**

Kindly sign on a duplicate copy of this offer letter as a token of acceptance.

For Aarti Industries Limited,

Manoj Sharma
Joint President & CHRO

AARTI INDUSTRIES LIMITED

ANNEXURE 1

Target Annual Compensation			
Particulars	**Cost To Company on joining (Rs Per Annum)**	**Cost To Company upon Confirmation (Rs Per Annum)**	**Remarks**
Base Salary (A)			
Basic	200000	220000	Basic is paid on a monthly basis. Retirals are linked to this. Subject to tax.
Housing (B)			
HRA	80000	88000	House Rent Allowance is provided to meet the cost of accommodation. HRA is calculated at 40% of the Basic pay. HRA is an allowance and is subject to income tax. The exemption on HRA is covered under Section 10(13A) of the Income Tax Act and Rule 2A of the Income Tax Rules. HRA is paid on a monthly basis.
Allowances & Reimbursements (C)			
Education Allowance	2400	2400	Educational Allowance is paid on a monthly basis, subject to Income tax.
Uniform Allowance	18000	18000	Uniform Allowance is paid on a monthly basis, subject to Income tax.
Aarti Allowance / Special Allowance	79313	89285	Special allowance is paid on a monthly basis. This element has no linkage to any component of compensation / retirals. Subject to tax.
Statutory Bonus	40000	44000	Statutory Bonus will be paid as per Payment of Bonus Act 1965. Subject to tax. Calculated at 20% of Basic Pay + Dearness Allowance(if applicable)
Leave Travel Allowance	16667	18333	Leave Travel Allowance is a reimbursement for travel within India. It is governed by IT Act where one can claim tax exemptions twice in a block of four years and should be on Privilege leave for a minimum period of 5 days and this can be clubbed with weekly off or a paid holiday

AARTI INDUSTRIES LIMITED

Retirals (D)			
Gratuity	9620	10582	Gratuity is 4.81% of basic pay
Company's Contribution to PF	24000	26400	As per employee provident fund Act 1952, an employer is required to contribute a minimum 12% of the Basic Salary to EPF. And an equal amount will be deducted as employee contribution from monthly payroll.
Target Variable Pay (E)			
Target Variable Pay	30000	33000	The objective of the Performance Pay Scheme is to incentivize employees to achieve specific Group/Business and/or financial and strategic predetermined goals, within the Group's/Business risk appetite. This is currently paid on an annual basis (April to March) and linked to individual performance ratings and business performance
Total Fixed Compensation (A+B+C+D)	**470000**	**517000**	
Total Cost to Company (CTC) (A+B+C+D+E)	**500000**	**550000**	

Yours Sincerely,
For Aarti Industries Limited,

Manoj Sharma
Joint President & CHRO

Gujarat Narmada Valley Fertilizers & Chemicals Limited

GNFC

ISO 9001, ISO 14001, ISO 45001 & ISO 50001 Certified Company

No.: HR/REC/GET/2022/303
Date: **27/07/2022**

Mr.. Parmar Jaimin Yogeshbhai
C-Sonapark soc.,
Makarpura,
Vadodara - 390010,
Mob. 7600032075 **E-Mail: parmarjaimin2000@gmail.com**

OFFER FOR THE POST OF GRADUTE ENGINEER TRAINEE (CHEM.)

We make reference to the campus interview attended by you on **17/06/2022** organized at GNFC, Bharuch for the recruitment of **Graduate Engineer Trainee (CHEM.)**. We are pleased to offer you the position of **Graduate Engineer Trainee (CHEM.)** in our organization subject to fulfillment of below mentioned conditions:

1) You will have to undergo medical fitness examination at Company's Medical Centre situated at GNFC Township, P.O Narmadanagar, Ta. & Dist. Bharuch and obtain necessary fitness certification by our Company's Doctor.

2) Your final appointment will be subject to passing your Degree with first class as per the University / Institute norms.

3) You are requested to bring all your original certificates viz. School leaving certificate, 10th & 12th Mark sheets, Mark sheets of all the semesters of your degree and Degree Certificate, Identity Card (Aadhar card, PAN Card, etc) at GNFC Corporate office, 2nd Floor, HR Deptt.. P.O Narmadanagar, Bharuch. You are requested to come for Medical Examination at 8.45 a.m. on or before **03/08/2022**.

A detailed Appointment Letter specifying all terms and conditions will be issued to you subsequently subject to your complying with the above mentioned conditions. This offer letter is sent to you in duplicate. You are kindly requested to sign the second copy of this letter as a token of your unconditional acceptance and forward the same to us within 20 days from the date of issuance of this letter. Please note that if we do not receive your acceptance of this letter, it will be presumed that you are not interested in our offer and our offer shall stand withdrawn without any further communication to you in this regard.

Thanking you,

Yours faithfully,
For **Gujarat Narmada Valley Fertilizers & Chemicals Limited,**

Sd/-
Pankaj Sanadhya
General Manager

DECLARATION OF ACCEPTANCE

I unconditionally accept the above offer on the conditions mentioned therein and agree to abide by the same.

Date : _____ Signature : _____

Place : _____ Name : _____

6-Aug-2022

Janvi VaikunthKumar Patel
8, jalaram park,
I.G Marg,
Nadiad Gujarat
INDIA 387002

Sub: Engagement as an "Engineer Trainee"

Dear Janvi

With reference to the Campus Placements at your Institute during the year 2022 and the subsequent selection process you experienced, we are pleased to offer you training in our organization. This offer of training is subject to the following terms and conditions -.

1. You will be placed as a Graduate Engineer Trainee in our organization for a period of one year commencing from the date of your joining. You will initially be posted at our Mithapur location, however as part of your training you could be rotated among other locations as may be required at the sole discretion of the Company. Your training period will automatically come to close at the end of the **one**-year period - unless intimated by the Company as mentioned in Clause 3 below.

2. During the Training period, your compensation and benefits will be as per the details given in Annexure "A". Any tax liability arising out of these payments would be to your account. Please note that you will not be entitled to any other allowances / benefits applicable to the employees of our Company. Your leaves and other benefits are governed by a separate policy.

3. Your learning/performance will be periodically reviewed during the period of training. You would be considered for absorption in our Management cadre in Company Work Level G3 based on the satisfactory performance during the training period and placed at an appropriate work level and posted to locations / regions depending on the exigencies / requirements at any of our locations. A separate letter of appointment will be issued at that time. In the event of your performance during the training period being found unacceptable, the management may consider extending your training period for another opportunity, which will be communicated to you in writing.

4. This contract of training is terminable on either side without assigning any reason whatsoever by giving one month notice or one month's basic salary in lieu of. However, in the event of any misconduct (including failure to observe safety norms) your training can be terminated without any notice.

5. You shall maintain confidentiality of all the information and material provided to you by the Company or is known to you during the course of your training. This also includes such information as is already known to the public. Your obligation to keep such information confidential shall remain even after completion / cessation of the training. You will also declare in writing to the Company all business interests that you have directly or indirectly, related to the business or activities of the Company. During the period of your training, you will not engage yourself in or undertake work for any other Company / Firm / Person.

6. You shall disclose to the Company any discovery, invention, process or improvement made or discovered by you while with the Company and such discovery, invention, process or improvement shall belong absolutely to and be the sole property of the Company.

7. You will be governed by the Company's rules and regulations as enforced from time to time in respect of matters not covered by this letter. The Company's decision on all such matters will be final and binding on you.

8. You will be required to undergo Medical check-up at your present place of stay and a report of the same shall be brought along with you at the time of joining. This offer of training is subject to your clearing the medical fitness test and you may also be required to appear for review before the Company's Medical Officer if required at any time during the training period.

9. At the time of joining, please bring with you the following documents.

a) Original Certificate & Mark sheets of your graduate/diploma (as applicable) and HSC/SSC. If the final results are awaited, you will submit a 'Provisional Certificate' or its equivalent. Needless to say, the continuation of the training would be subject to your clearing the qualifying course with a First Class in Final exams. You would be required to submit the Final year mark sheet along with the Final degree/diploma certificate (as applicable) within three months of your joining. The originals will be returned back to you after verifying the photocopies.
b) Documentary evidence of Date of Birth (Birth Certificate / School Leaving Certificate / Passport).
c) Four recent passport size colour photographs and one stamp size colour photograph.
d) One set of photocopies of a) & b) for submission.
e) Copy of your PAN Card and Aadhar Card

This appointment stands null & void in case any discrepancy is found in any of the documents / testimonials submitted by you during the pre-employment process.

The Company will reimburse you 3rd AC Rail Fare by the shortest route for your travel from your hometown / institute to Mithapur.

We look forward to welcoming you on your joining day and hope that you will utilize this opportunity to the fullest extent and enhance your skills and competencies during the period of training.

Kindly sign and return the duplicate copy of this letter as a token of your acceptance of the same.

Yours sincerely,
For Tata Chemicals Limited



Manoj V Nair
Assistant General Manager - Human Resources

PROPOSED COMPENSATION		
Components	**Monthly**	**Annual**
Fixed Monthly Components		
Basic	15000	180000
Site Township Allowance	5000	60000
Other Pay or FBP	14145	169740
Monthly Total	**34145**	**409740**
PF	1800	21600
Gratuity	722	8660
Performance Based Learning Incentive	5000	60000
Annual CTC		**500000**

** Site Township Allowance - Applicable only for those staying in Company Accommodation*
** PF - Reckoned at 12% of Basic Pay - benefits subject to PF Rules*
** Gratuity - Reckoned at 4.81% of Basic Pay - benefit subject to Company Gratuity Rules*
** Performance Based Learning Incentive is subject to performance against defined parameters and is variable -*
For 3 Rating - Rs.9600 (60% of 2 times basic pay)
For 4 Rating - Rs.12800 (80% of 2 times basic pay)
For 5 Rating - Rs.16000 (100% of 2 times basic pay)



Manoj V Nair
Assistant General Manager - Human Resources

To:

Human Resources Department,
Tata Chemicals Limited

Dear Sir/Madam,

I have read & understood the terms & conditions vide your letter 6-Aug-2022 and hereby I accept the terms and conditions and will join for training on 8-Aug-2022.

E-Sign Name :

E-Sign IP Address :

E-Sign Date :

AARTI INDUSTRIES LIMITED

Date: **02/02/2022**

Dear Mr. **Japan Dave**

CONGRATULATIONS!!

We are pleased to offer you the position of **Officer Trainee** with **Aarti Industries Limited** under the Aarti Officer Trainee Program (AOTP).

Your tentative date of joining will be **1st June 2022**. You will undergo a training program for six months followed by a probation period of six months from the date of joining. Upon successful completion of the training & probation period you will be confirmed as **Engineer.**

You will be paid a **Total Target Cost To Company of INR 5 LPA (Five Lakh Per Annum)** and on confirmation after 1 year your **Total Target Cost To Company will be revised to INR 5.5 LPA (Five Lakh Fifty Thousand Per Annum).**

Your joining is subject to the following terms of employment :

- Successful completion of degree / Post degree examination with a minimum aggregate score of 6.0 CGPA or 60% with no active backlog
- Pre - Employment Medical examination clearance
- Background verification

Other Terms and Conditions:

- During training and probation period you may be deployed at factory/offices based on the company requirements.
- If you are posted at Factory locations (Vapi, Jhagadia, Dahej, Kutch, Tarapur etc) you will be provided Bachelor's sharing Accommodation for a period of 1 year from your date of joining.
- In case if you're posted at any metro/city location you have to manage your own accommodation. However, additional HRA/city compensatory allowance will be applicable as per the company policy
- Target Variable pay will be paid on an annual basis as per company policy. First payout will happen on confirmation, subject to scheme conditions
- Notice period during training and probation period will be 1 month and post confirmation will be 2 months
- *You will be eligible for your first annual compensation review, post confirmation and performance period*
- Your retirement age will be 58 years
- You will have to abide by the Company's Code of Conduct, rules, regulations, organization values and culture
- Compensation and benefits are subject to taxes to be borne by the incumbent as per the prevailing tax laws
- Campus trainees will be required to work in shift timings/working hours as per business requirements
- In the event of any change in law (compliance of which is mandatory for us), if the current CTC and structure offered to you at Appendix also undergoes a change or is modified by us to meet such compliance ,we shall do so on a neutral cost basis. You shall not hold us liable or responsible for such change or restructuring , nor shall we be required to revise your CTC other than in accordance with the law.You are accepting this offer with full knowledge and awareness of the proposed Wage Code Bill that is likely to impact the existing CTC structure.

Jddave

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AARTI INDUSTRIES LIMITED

You will receive an email from us to bring necessary documents on joining and other relevant information.
Looking forward to welcoming you to the **AARTI FAMILY.**

Kindly sign on a duplicate copy of this offer letter as a token of acceptance.

For Aarti Industries Limited,

Manoj Sharma
Joint President & CHRO

Jddave

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AARTI INDUSTRIES LIMITED

ANNEXURE 1

Target Annual Compensation			
Particulars	**Cost To Company on joining (Rs Per Annum)**	**Cost To Company upon Confirmation (Rs Per Annum)**	**Remarks**
Base Salary (A)			
Basic	200000	220000	Basic is paid on a monthly basis. Retirals are linked to this. Subject to tax.
Housing (B)			
HRA	80000	88000	House Rent Allowance is provided to meet the cost of accommodation. HRA is calculated at 40% of the Basic pay. HRA is an allowance and is subject to income tax. The exemption on HRA is covered under Section 10(13A) of the Income Tax Act and Rule 2A of the Income Tax Rules. HRA is paid on a monthly basis.
Allowances & Reimbursements (C)			
Education Allowance	2400	2400	Educational Allowance is paid on a monthly basis, subject to Income tax.
Uniform Allowance	18000	18000	Uniform Allowance is paid on a monthly basis, subject to Income tax.
Aarti Allowance / Special Allowance	79313	89285	Special allowance is paid on a monthly basis. This element has no linkage to any component of compensation / retirals. Subject to tax.
Statutory Bonus	40000	44000	Statutory Bonus will be paid as per Payment of Bonus Act 1965. Subject to tax. Calculated at 20% of Basic Pay + Dearness Allowance(if applicable)
Leave Travel Allowance	16667	18333	Leave Travel Allowance is a reimbursement for travel within India. It is governed by IT Act where one can claim tax exemptions twice in a block of four years and should be on Privilege leave for a minimum period of 5 days and this can be clubbed with weekly off or a paid holiday

Tdalal

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AARTI INDUSTRIES LIMITED

Retirals (D)			
Gratuity	9620	10582	Gratuity is 4.81% of basic pay
Company's Contribution to PF	24000	26400	As per employee provident fund Act 1952, an employer is required to contribute a minimum 12% of the Basic Salary to EPF. And an equal amount will be deducted as employee contribution from monthly payroll.
Target Variable Pay (E)			
Target Variable Pay	30000	33000	The objective of the Performance Pay Scheme is to incentivize employees to achieve specific Group/Business and/or financial and strategic predetermined goals, within the Group's/Business risk appetite. This is currently paid on an annual basis (April to March) and linked to individual performance ratings and business performance
Total Fixed Compensation (A+B+C+D)	**470000**	**517000**	
Total Cost to Company (CTC) (A+B+C+D+E)	**500000**	**550000**	

Yours Sincerely,
For Aarti Industries Limited,

Manoj Sharma
Joint President & CHRO

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AARTI INDUSTRIES LIMITED

Date: **27/01/2022**

Dear Mr. **Jaykumar Pandya**

CONGRATULATIONS!!

We are pleased to offer you the position of **Officer Trainee** with **Aarti Industries Limited** under the Aarti Officer Trainee Program (AOTP).

Your tentative date of joining will be **1st June 2022**. You will undergo a training program for six months followed by a probation period of six months from the date of joining. Upon successful completion of the training & probation period you will be confirmed as **Engineer.**

You will be paid a **Total Target Cost To Company of INR 5 LPA (Five Lakh Per Annum)** and on confirmation after 1 year your **Total Target Cost To Company will be revised to INR 5.5 LPA (Five Lakh Fifty Thousand Per Annum).**

Your joining is subject to the following terms of employment :

- Successful completion of degree / Post degree examination with a minimum aggregate score of 6.0 CGPA or 60% with no active backlog
- Pre - Employment Medical examination clearance
- Background verification

Other Terms and Conditions:

- During training and probation period you may be deployed at factory/offices based on the company requirements.
- If you are posted at Factory locations (Vapi, Jhagadia, Dahej, Kutch, Tarapur etc) you will be provided Bachelor's sharing Accommodation for a period of 1 year from your date of joining.
- In case if you're posted at any metro/city location you have to manage your own accommodation. However, additional HRA/city compensatory allowance will be applicable as per the company policy
- Target Variable pay will be paid on an annual basis as per company policy. First payout will happen on confirmation, subject to scheme conditions
- Notice period during training and probation period will be 1 month and post confirmation will be 2 months
- You will be eligible for your first annual compensation review, post confirmation and performance period
- Your retirement age will be 58 years
- You will have to abide by the Company's Code of Conduct, rules, regulations, organization values and culture
- Compensation and benefits are subject to taxes to be borne by the incumbent as per the prevailing tax laws
- Campus trainees will be required to work in shift timings/working hours as per business requirements
- In the event of any change in law (compliance of which is mandatory for us), if the current CTC and structure offered to you at Appendix also undergoes a change or is modified by us to meet such compliance ,we shall do so on a neutral cost basis. You shall not hold us liable or responsible for such change or restructuring , nor shall we be required to revise your CTC other than in accordance with the law.You are accepting this offer with full knowledge and awareness of the proposed Wage Code Bill that is likely to impact the existing CTC structure.

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AARTI INDUSTRIES LIMITED

You will receive an email from us to bring necessary documents on joining and other relevant information.
Looking forward to welcoming you to the **AARTI FAMILY.**

Kindly sign on a duplicate copy of this offer letter as a token of acceptance.

For Aarti Industries Limited,



Manoj Sharma
Joint President & CHRO

Aarti Industries Limited 71, Udyog Kshetra, 2nd Floor, Mulund Goregaon Link Road, Mulund (W), Mumbai - 400 080, India
CIN: L24110GJ1984PLC007301 | www.aarti-industries.com | Tel: +91 22679 76666 | Fax Number: +91 22259 04806 | E: info@aarti-industries.com
Registered Office Address: Plot No.801/23, G.I.D.C Estate, Phase III, Vapi- 396 195, Dist. Valsad, Gujarat, India

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AARTI INDUSTRIES LIMITED

ANNEXURE 1

Target Annual Compensation			
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HRA	80000	88000	House Rent Allowance is provided to meet the cost of accommodation. HRA is calculated at 40% of the Basic pay. HRA is an allowance and is subject to income tax. The exemption on HRA is covered under Section 10(13A) of the Income Tax Act and Rule 2A of the Income Tax Rules. HRA is paid on a monthly basis.
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Leave Travel Allowance	16667	18333	Leave Travel Allowance is a reimbursement for travel within India. It is governed by IT Act where one can claim tax exemptions twice in a block of four years and should be on Privilege leave for a minimum period of 5 days and this can be clubbed with weekly off or a paid holiday

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Retirals (D)			
Gratuity	9620	10582	Gratuity is 4.81% of basic pay
Company's Contribution to PF	24000	26400	As per employee provident fund Act 1952, an employer is required to contribute a minimum 12% of the Basic Salary to EPF. And an equal amount will be deducted as employee contribution from monthly payroll.
Target Variable Pay (E)			
Target Variable Pay	30000	33000	The objective of the Performance Pay Scheme is to incentivize employees to achieve specific Group/Business and/or financial and strategic predetermined goals, within the Group's/Business risk appetite. This is currently paid on an annual basis (April to March) and linked to individual performance ratings and business performance
Total Fixed Compensation (A+B+C+D)	**470000**	**517000**	
Total Cost to Company (CTC) (A+B+C+D+E)	**500000**	**550000**	

Yours Sincerely,
For Aarti Industries Limited,



Manoj Sharma
Joint President & CHRO

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6-Aug-2022

Vraj Jignesh Shah
K 002, SAMSARA APARTMENTS
TP-13, CHANNI JAKATNAKA
Vadodara Gujarat
INDIA 390024

Sub: Engagement as an "Engineer Trainee"

Dear Vraj

With reference to the Campus Placements at your Institute during the year 2022 and the subsequent selection process you experienced, we are pleased to offer you training in our organization. This offer of training is subject to the following terms and conditions -.

1. You will be placed as a Graduate Engineer Trainee in our organization for a period of one year commencing from the date of your joining. You will initially be posted at our Mithapur location, however as part of your training you could be rotated among other locations as may be required at the sole discretion of the Company. Your training period will automatically come to close at the end of the **one**-year period - unless intimated by the Company as mentioned in Clause 3 below.

2. During the Training period, your compensation and benefits will be as per the details given in Annexure "A". Any tax liability arising out of these payments would be to your account. Please note that you will not be entitled to any other allowances / benefits applicable to the employees of our Company. Your leaves and other benefits are governed by a separate policy.

3. Your learning/performance will be periodically reviewed during the period of training. You would be considered for absorption in our Management cadre in Company Work Level G3 based on the satisfactory performance during the training period and placed at an appropriate work level and posted to locations / regions depending on the exigencies / requirements at any of our locations. A separate letter of appointment will be issued at that time. In the event of your performance during the training period being found unacceptable, the management may consider extending your training period for another opportunity, which will be communicated to you in writing.

4. This contract of training is terminable on either side without assigning any reason whatsoever by giving one month notice or one month's basic salary in lieu of. However, in the event of any misconduct (including failure to observe safety norms) your training can be terminated without any notice.

5. You shall maintain confidentiality of all the information and material provided to you by the Company or is known to you during the course of your training. This also includes such information as is already known to the public. Your obligation to keep such information confidential shall remain even after completion / cessation of the training. You will also declare in writing to the Company all business interests that you have directly or indirectly, related to the business or activities of the Company. During the period of your training, you will not engage yourself in or undertake work for any other Company / Firm / Person.

6. You shall disclose to the Company any discovery, invention, process or improvement made or discovered by you while with the Company and such discovery, invention, process or improvement shall belong absolutely to and be the sole property of the Company.

7. You will be governed by the Company's rules and regulations as enforced from time to time in respect of matters not covered by this letter. The Company's decision on all such matters will be final and binding on you.

8. You will be required to undergo Medical check-up at your present place of stay and a report of the same shall be brought along with you at the time of joining. This offer of training is subject to your clearing the medical fitness test and you may also be required to appear for review before the Company's Medical Officer if required at any time during the training period.

9. At the time of joining, please bring with you the following documents.

a) Original Certificate & Mark sheets of your graduate/diploma (as applicable) and HSC/SSC. If the final results are awaited, you will submit a 'Provisional Certificate' or its equivalent. Needless to say, the continuation of the training would be subject to your clearing the qualifying course with a First Class in Final exams. You would be required to submit the Final year mark sheet along with the Final degree/diploma certificate (as applicable) within three months of your joining. The originals will be returned back to you after verifying the photocopies.
b) Documentary evidence of Date of Birth (Birth Certificate / School Leaving Certificate / Passport).
c) Four recent passport size colour photographs and one stamp size colour photograph.
d) One set of photocopies of a) & b) for submission.
e) Copy of your PAN Card and Aadhar Card

This appointment stands null & void in case any discrepancy is found in any of the documents / testimonials submitted by you during the pre-employment process.

The Company will reimburse you 3rd AC Rail Fare by the shortest route for your travel from your hometown / institute to Mithapur.

We look forward to welcoming you on your joining day and hope that you will utilize this opportunity to the fullest extent and enhance your skills and competencies during the period of training.

Kindly sign and return the duplicate copy of this letter as a token of your acceptance of the same.

Yours sincerely,
For Tata Chemicals Limited



Manoj V Nair
Assistant General Manager - Human Resources

PROPOSED COMPENSATION		
Components	**Monthly**	**Annual**
Fixed Monthly Components		
Basic	15000	180000
Site Township Allowance	5000	60000
Other Pay or FBP	14145	169740
Monthly Total	**34145**	**409740**
PF	1800	21600
Gratuity	722	8660
Performance Based Learning Incentive	5000	60000
Annual CTC		**500000**

** Site Township Allowance - Applicable only for those staying in Company Accommodation*
** PF - Reckoned at 12% of Basic Pay - benefits subject to PF Rules*
** Gratuity - Reckoned at 4.81% of Basic Pay - benefit subject to Company Gratuity Rules*
** Performance Based Learning Incentive is subject to performance against defined parameters and is variable -*
For 3 Rating - Rs.9600 (60% of 2 times basic pay)
For 4 Rating - Rs.12800 (80% of 2 times basic pay)
For 5 Rating - Rs.16000 (100% of 2 times basic pay)



Manoj V Nair
Assistant General Manager - Human Resources

To:

Human Resources Department,
Tata Chemicals Limited

Dear Sir/Madam,

I have read & understood the terms & conditions vide your letter 6-Aug-2022 and hereby I accept the terms and conditions and will join for training on 8-Aug-2022.

E-Sign Name :

E-Sign IP Address :

E-Sign Date :

GUJARAT FLUOROCHEMICALS
VALUE THROUGH GREEN CHEMISTRY
An INOXGFL Group Company
CIN : L24304GJ2018PLC105479

Gujarat Fluorochemicals Limited
earlier known as Inox Fluorochemicals Limited

12/A, GIDC Dahej Industrial Estate, Taluka Vagra, Distt. Bharuch-392130, Gujarat, India | Tel: +91-2641-618031 (Admin) / 618041-50 (Purchase) / 618086-87 (Security) | www.gfl.co.in

CO: HR: 2022/ 04

22nd August, 2022

Mr. Karan Bhagat
C/463, Alaknanda Park,
Zadeshwar Road,
Bharuch

Mobile: 6354360575

Dear Mr. Karan

Subject: Offer Letter

With reference to your application and subsequent interviews you had with us, we are pleased to offer you the position of **Graduate Engineer Trainee (Chemical)** at **Dahej** in our organization. Your training period will be of one year. During the training period you will be paid monthly stipend of **Rs. 30,000/- (Rupees Thirty Thousand Only).**During the training period, you will be trained in various areas of Production.

This offer is subject to:

1. Your acceptance of this offer and returning a duplicate copy of this letter duly signed in token of the same;
2. Your submitting to us, within **three days** hereof, the following documents:
   a. An acknowledged and accepted copy of your resignation letter with your present employers (If applicable).
   b. Copies of documents in support of your educational qualifications (originals will also have to be produced for verification) and present gross remuneration (in terms of cost to the company) from your present employer and the same being found to be in order;
   c. Copy of your PAN card / Passport / Drivers' License / Election Photo identity card
3. Your joining duty with us as soon as possible, but not later than **25thAugust, 2022.**

Please note that contents of this offer letter and your appointment (as also any future revisions therein) are strictly confidential and should not be disclosed to anyone.

This is only an offer letter. Subject to fulfillment of the aforesaid conditions, the formal letter of appointment shall be issued to you upon your joining duties with us.

Thanking You

Yours faithfully
For **Gujarat Fluorochemicals Limited**

Authorized Signatory

Reliance
Industries Limited

Date: 4 Jul 2022

Ref: RIL/80185109/30031417/040722/2049

Dear Sodvadiya Babubhai,

Letter of Appointment

With reference to written tests / interview you had with Reliance Group of Companies, we are delighted to appoint you in the position "Graduate Engineer Trainee - Chemical" in Group , based upon following terms and conditions.

Documentation

This appointment letter consists of the below mentioned attachments:

A compensation term sheet
Components of Compensation
Terms and conditions
Other applicable paperwork based upon your specific needs

You are required to read these before you commence your employment

01. Place of Posting

Your initial place of posting will be at the place of your training. During your training period, you may be posted / transferred / to any of the offices / projects / divisions / departments / units of the company existing or to be set up at any location in India or abroad without any additional remuneration. Your services are also liable to be transferred to any of the group companies.

You will report for training on or before **04-Aug-22** failing which this letter of appointment shall automatically stand withdrawn and cancelled.

02. Mandatory Criteria:

i. Score eligibility:
Your appointment is subject to your securing minimum CGPA of 6.0 / 60% & above marks over 8 semesters, wherever applicable.

ii. Pre-employment Medical Check:
Pre-employment Medical Check clearance from RIL certified doctor. System generated information will be received for initiating the same on acceptance of this appointment letter.

03. Confirmation:

You will be under training for a period of one year from the date of joining the Company. During training you will be undergoing various assessments at the end of which there will be a final assessment. Your confirmation on permanent rolls of the company solely depends on the discretion of the management and the same is not a matter of right in any manner whatsoever.
Management reserves the right to terminate your training either during the training period or on completion of the same without assigning any reasons whatsoever.

(This letter is computer generated and does not necessarily require a signature)

Reliance Corporate Park Thane - Belapur Road, Ghansoli, Navi Mumbai - 400 701, India.
Phone : +91-22-4477 0000 Fax : +91-22-4471 0111
Register Office : Maker Chambers IV, 3rd Floor, 222, Nariman Point, Mumbai - 400 021, India. CIN - L17110MH1973PLC019786

We would also like to draw your particular attention to our Values and Behaviours. We have six values that express our shared understanding of what we believe, how we aim to behave and what we aspire to be as an organisation. Our values are about delivering customer value, having an ownership mind-set, showing respect and integrity, pursuing excellence and being one team.

Next Steps

This is system generated appointment letter based on the offer letter received. Please confirm your acceptance of this appointment letter by clicking 'Accept' button online. This letter of appointment shall automatically stand withdrawn in case we do not receive your acknowledgement online within ten days from receipt of this letter.

This offer of employment is subject to you providing all of the information and documentation requested BEFORE you commence employment with us. All information / documentation submitted by you will be considered as submitted on your own freewill and consent.

This appointment is confidential and you must not discuss this or disclose any documentation related to it with anyone other than your immediate family. Any disclosure of the details of this offer to a third party other than your immediate family may result in withdrawal of the offer.

We reserve the right to withdraw our offer of employment/terminate your employment with us without assigning any reason whatsoever thereof, or delay your start date if you do not provide the required information and documentation within the required timelines or if during this process you intentionally leave out any information or provide any information which is inaccurate or untrue.

In case of any dispute regarding interpretation of any word or clause of this latter, the decision of the management shall be final and binding.

We look forward to your joining out team for a long, successful and pleasant association.

Sincerely yours,
Reliance Industries Ltd.

Authorized Signatory

(This letter is computer generated and does not necessarily require a signature)

Reliance Corporate Park Thane - Belapur Road, Ghansoli, Navi Mumbai - 400 701, India.
Phone : +91-22-4477 0000 Fax : +91-22-4471 0111
Register Office : Maker Chambers IV, 3rd Floor, 222, Nariman Point, Mumbai - 400 021, India. CIN - L17110MH1973PLC019786

Reliance
Industries Limited

ANNEXURE A

1.1 Annual Compensation Summary

ANNEXURE 1.1 - A		
Name: Sodvadiya Babubhai		
Compensation Breakup	**Monthly (INR)**	**Annual (INR)**
Basic Pay	21,402	2,56,827
House Rent Allowance	10,701	1,28,414
Residual Choice Pay	22,395	2,68,744
Insurance		
Group Personal Accident Insurancee Premium (GPAI)	57	679
Group Term Life Insurance Premium (GTLI)	400	4,794
Medical Insurance Premium* (Self, Spouse, 3 Dependent Children & Dependent Parents)	3,947	47,369
SUB TOTAL - I	58,902	7,06,827
Employer's Contribution to Provident Fund: PF (12% of Basic Pay)	2,568	30,819
Gratuity (4.81% of Basic Pay)	1,029	12,353
SUB TOTAL - II	3,598	43,173
TOTAL- FIXED PAY [I + II]	62,500	7,50,000

Residual Choice Pay can be distributed among the following Tax Friendly elements - HRA, LTA, Conveyance Allowance, Office Wear Allowance, Children Education Allowance, Food & Beverage Coupons, Gift Vouchers and Fuel & maintenance Expenses. Remaining amount will be paid as "Residual Choice Pay", as applicable.

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1.2 Tax Status of compensation elements

Below table shows all of the Total Pay components and their taxability status.

S.No.	Total Pay Components	Taxability Status (as per prevailing norms)
I	**Base Salary**	
a.	Basic Salary	Taxable
b.	Provident Fund Contribution (PF)	Please refer Annexure B
c.	Gratuity	Please refer Annexure B
II	**Choice Pay**	
a.	Medical Reimbursement	Taxable
b.	Food Coupon	Tax exempt subject to conditions
c.	Gift Coupon	Tax exempt subject to conditions
d.	Leave Travel Allowance (LTA)	Tax exempt subject to conditions
e.	Office Wear Allowance (OWA)	Tax exempt subject to conditions (only applicable to locations having a 'Uniform Policy')
f.	Children's Education Allowance (CEA)	Tax exempt subject to conditions
g.	Children's Hostel Allowance (CHA)	Tax exempt subject to conditions
h.	Residual Choice Pay (RCP)	Taxable
i.	**Vehicle**	
1.	Company Lease Vehicle Scheme	Tax exempt (up to the value of EMI)
2.	Fuel and Vehicle Maintenance Reimbursement	Tax exempt (Taxable Perquisite Notional Value)
3.	Conveyance Allowance	Taxable
j.	**Housing**	
1.	House Rent Allowance (HRA)	Tax exempt subject to conditions
2.	Company Accommodation (where it is provided)	Taxable Perquisite
k.	**Insurance**	
1.	Group Personal Accident Insurance Premium (GPA)	Tax exempt
2.	Group Term Life Insurance Premium (GTLI)	Tax exempt
3.	Medical Insurance Premium	Tax exempt
III	**Annual Cash Bonus (ACB) / Performance Linked Incentive (PLI)**	Taxable, If Applicable

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Please Note:-

- The income tax calculation is provisional and is based on the current income tax rules (**Rules**). Any change in the Rules may impact the income tax projections.

- You shall bear and pay the tax liabilities, if any, applicable in relation to all the perquisites or benefits provided to you in accordance with the provisions of this Agreement. Please note that all the details set out above are indicative and subject to change with change in Indian tax policies and rules.

- Employee shall be solely responsible for the payment of any and all taxes on salary / income, employee benefits and personal income. You are advised to get updated information in relation to the income tax calculation on your salary from independent external advisors

- Fixed Pay elements like fuel and maintenance reimbursement, office wear allowance, medical reimbursement, LTA will be reimbursed at actuals based on the bills submitted and in case the reimbursement amount falls short of the amount chosen, the balance will be paid as taxable allowance.

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Annexure B

Components of Total Pay

The Company follows a Total Pay structure that reflects the total cost of an employee to the Company this includes all direct and indirect payments including all benefits, perquisites, subsidies, and Annual Cash Bonus (**ACB**) / Performance Linked Incentive **(PLI)**. This structure is being followed so as to provide flexibility to the employees in structuring their compensation package. The components within each category of payments are discretionary and these components may be changed by the Company from time to time without notice.

The main components under the Total Pay structure are as follows:

I. Components of Compensation

1. **Base Salary:** This is first part of the total pay, which may include Basic Salary, PF and Gratuity

   a. **Basic Salary:** This is the base pay component of the fixed pay and is the reference salary for provident fund and gratuity contribution.

   b. **Provident Fund (PF)**:

   The contributions payable by the Employer under the scheme shall be at the rate specified under the Employees' Provident Funds and Miscellaneous Provisions Act, 1952 (**PF Act**). The current rate of contribution is 12% of PF Salary. Employee also contributes an equal amount from employee's monthly salary, as per PF Act. Both of these are remitted on a monthly basis to the Company's PF Trust / RPFC.

   Out of the Employer's contribution, a portion (presently 8.33% of PF Salary subject to a maximum of INR 1250) is deposited into the Employees' Pension Scheme. The part of the company's contribution deposited under Employees' Pension Scheme to RPFC is to provide employees with pension on retirement or after completion of a specified period of service. TDS recovery from PF settlement will be as per the relevant provision of the Income Tax Act, 1961.

   Benefits associated with Employees' Provident Fund and Employees' Pension Scheme will be as per the prevailing rules and regulations outlined in the Employees' Provident Funds and Miscellaneous Provisions Act, 1952. Employees are advised to refer to EPFO site (http://www.epfindia.com/) for detailed rules, procedures and any other updates.

   Please note that the contribution amounts, limits, withdrawals and other rules applicable to the PF and pension are subject to applicable Indian laws in force from time to time. Employee is bound to adhere to all changes in the applicable law. Any implications on contribution, accumulation and withdrawal conditions outlined in the Employees' Provident Fund and Employees' Pension Scheme is to be borne by the employee. To understand implications associated with any such change in relevant laws or the Employees' Provident Fund and Employees' Pension Scheme, employees are recommended to solicit independent external advice.

   c. **Gratuity**

   Employer's contribution to the Company's Gratuity Fund will be as specified under 'The Payment of Gratuity Act ,1972'. Currently, the Employer's contribution to the Company's Gratuity fund is @ 4.81% of Basic Salary. Gratuity shall be payable to an employee on completion / end of their employment with the Company provided employee has rendered continuous service for a minimum period of 4 years and 240 days. However, eligibility for contribution to the Gratuity Trust / Fund commences from the first day of employment and in the event of separation prior to such 4 years and 240 days, the same will be paid as ex-gratia, except in case of separation due to disciplinary grounds.

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Gratuity is calculated as follows:

(Last Drawn Salary / 26 Days) x 15 days x Number of completed years of service (In the case of death, the minimum service requirement does not apply)

For every completed year of service or part thereof in excess of 6 months, the employer will pay the employee gratuity at the rate of 15 days wages based on the rate of wages last drawn by such employee. Income Tax on the gratuity payment will be applicable as per Income Tax Rules. In the event an employee fails to complete 4 years and 240 days of continuous service, ex-gratia will be paid up to the amount of gratuity accumulated and will be subject to prevailing Income Tax Rules.

Maximum Amount of Gratuity which will be exempt from Income Tax will be as per 'The Payment of Gratuity Act, 1972'.

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2. Choice Pay :

This is second part of the total pay. Subject to eligibility and availability of amount mentioned under various components in Annexure A, an employee may opt for all the allowances or combination of them

a. Medical Reimbursement

Employee may opt for medical reimbursement for expenses incurred by the employee to meet health related expenditure, such as medicines, doctor's fees etc. of the employee and employee's family members. Medical expenses up to a maximum of INR 15,000 per annum will be reimbursed at actuals against production of bills.

This component is taxable.

b. Food Coupons

Employee may opt for Sodexo / Accor Pass Meal Vouchers. These are food coupons that can be exchanged for food and beverages at all approved affiliated establishments across India.

However, once purchased, these coupons cannot be redeemed for cash.

c. Gift Coupons

Employee may opt for gift coupons. Company provides Sodexo / Accor Pass Gift Vouchers that can be used to buy dailynecessities at over 6000 affiliated establishments across India.

However, once purchased, these coupons cannot be redeemed for cash.

Up to INR 5,000 per annum is tax exempt.

d. Leave Travel Allowance (LTA)

Employee may opt for LTA. It refers to reimbursement by Company of actual expenses incurred only on travel by employee along with their dependents to any place within India. Expenses such as hotel accommodation, sightseeing, food etc. are not eligible to be reimbursed as LTA or for tax exemption. The following qualifying criteria are to be met for claiming LTA:

1. Employee must necessarily take 5 days of continuous Privilege Leave.
2. The family for this purpose includes spouse, unmarried dependent children (maximum of two only), parents and dependent brothers and sisters.
3. No advance is given towards LTA. It must be claimed as a reimbursement against actual bills and travel documents.

Entitlement: Employee has to decide on the quantum of LTA (could be up to 2 months' basic salary) that employee wishes to avail as part of employee's choice pay component. This choice has to be made by employee initially at the time of joining and thereafter at the beginning of each financial year. A mid-year change in the quantum of LTA is not permissible.

As per current Income Tax rules, tax exemption for LTA is allowed twice in a block of 4 calendar years. Tax authorities have defined the current 4 year block as being from 1 January 2018 - 31 December 2021.

The quantum of exemption is subject to following maximum limits depending on the mode of transport used or available:-

1. Journey by air: Economy class air fare of national carrier by shortest route or the actual amount spent, whichever is lesser
2. Journey by rail: AC first class fare by shortest route or the actual amount spent, whichever is lesser
3. Place of origin and place of destination connected by rail but journey performed by other mode of transport: AC first class fare by shortest route or the actual amount spent, whichever is lesser
4. Place of origin and place of destination not connected by rail (partially or fully) and not connected by other recognized public transport system: AC first class fare by the shortest route or the actual amount spent, whichever is lesser

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e. Office Wear Allowance (OWA)

Only employees' working at locations where a `Uniform Policy' is in place may opt for OWA.

OWA is an allowance provided to employees to meet expenditures incurred by employee towards purchase of uniform to be worn at the workplace.

OWA is tax exempt subject to the following limits:-

a. For all Grade: INR 24,000

f. Children's Education Allowance (CEA)

Employee may opt for CEA to meet education expenses of their children.

INR 100 per month per child subject to a maximum of two children is tax exempt

g. Children's Hostel Allowance (CHA)

Employee may opt for CHA to meet hostel expenses of their children.

INR 300 per month per child subject to a maximum of two children, is tax exempt

h. Residual Choice Pay (RCP)

The balance un-utilized amount is paid under the salary head as "Residual Choice Pay" and is subject to tax.

Please note that you are required to make a declaration within 7 days of joining the Company and at the beginning of each financial year and thereafter from time to time within the timelines notified by the company, regarding the amounts to be claimed under each expense mentioned above. You are required to submit all bills and other supporting documents on or by 15th January for each financial year

i. Vehicle

1. Company Leased Vehicle Scheme (CLV)

As part of the compensation structure the company offers an option of availing a vehicle under the prevailing company vehicle policy, subject to eligibility. The major features of the scheme are as follows:

Parameter	Four Wheeler
Scheme Details	Company Leased Vehicle (CLV)
EMI Calculation Base	Vehicle Invoice Value (Final on-road price, excluding taxes)
EMI Limit	Grade `H' and above - upto 100% of Residual Choice Pay Grade `I' and below - upto 50% of Residual Choice Pay
Interest rate	11.5 % per annum on monthly reducing balance basis
Vehicle Cost Limit	NA
Tenure	2 to 4 Years (Upto 48 Instalments)
Insurance Coverage Options	1.Comprehensive 2.Bumper to Bumper (Zero depreciation)

Mandatory debits towards Vehicle Insurance would be applicable to those opting this scheme.

The company vehicle policy provides more details regarding the vehicle scheme.

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2. Fuel and Vehicle Maintenance Reimbursements

All employees covered by the Company Vehicle Scheme are eligible for fuel and vehicle maintenance reimbursements. Employees using self-owned vehicles are also eligible for such reimbursement.

The limits for Fuel & Vehicle Maintenance for Own Vehicles and Vehicles under Company Vehicle Scheme are as under:

Level	4 Wheeler	2 Wheeler
All Grades	INR 1,80,000 p.a.	INR 36,000 p.a.

In case an employee is using a self-owned vehicle, employee needs to maintain a vehicle usage log in the system (ESS). Tax exemption will be available upto the limits set out above, subject to submission of supporting documents.

3. Conveyance Allowance

To be opted by an employee to meet the expenditure incurred for the purpose of commuting between place of employee's residence and place of employee's duty. However, this option may be availed only if the employee is not opting for fuel and maintenance reimbursement.

This component is taxable.

j. Housing

1. House Rent Allowance (HRA)

House Rent Allowance is paid in respect of expenses incurred on rented accommodation.

As per Section 10(13A) and Rule 2A of the Income Tax Act and Rules respectively, the lesser of the following is

exempt from tax-

1. An amount equal to 50% of the salary, where the residential house is situated at Mumbai, Kolkata, Delhi or Chennai and an amount equal to 40% of salary where the residential house is situated at any other place;
2. House rent allowance received by the employee in respect of the period during which the rental accommodation is occupied by the employee during the previous year
3. The excess of rent paid over 10% of salary

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2. Company provided Accommodation

In case the employee is opting for an accommodation provided by the company, the basis of valuation will be as under-

Population of City as per 2001 census where Accommodation is provided	Where the Accommodation is owned by the Employer	Where the Accommodation is taken on lease or rent by the Employer
Exceeding 25 lakhs	15% of Salary in respect of the period during which the accommodation is occupied by the Employee	1. 15% of Salary; or 2. Lease rent (paid or payable) by the Employer, whichever is less
Exceeding 10 lakhs but not exceeding 25 lakhs	10% of the Salary in respect of period during which the accommodation is occupied by the Employee	
Any other	7.5% of the Salary in respect of period during which the accommodation is occupied by the Employee	

k. Insurance

i. Group Personal Accident Insurance (GPA)

All Employees are mandatorily covered under the Group Personal Accident Insurance scheme.

The sum insured is INR 25 lakhs and the corresponding debit towards premium is INR 679 per annum.

Benefit Clauses:

1. Death: 100% of sum insured
2. Permanent Total Disablement: 100% of sum insured as per insurance policy
3. Permanent Partial Disablement: varies from 1% to 75% of sum insured as per insurance policy
4. Temporary Total disablement: 1% of capital sum insured per week subject a maximum of INR 5000 per week for a period of 100 weeks.

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ii. Group Term Life Insurance (GTLI)

All employees are mandatorily insured under Group Term Life Insurance. The insured amount and corresponding premium [mandatory debit] are as follows:

Fixed Pay (Base Pay + Choice Pay)	Sum Assured	Mandatory Debit (per annum)
Up to INR 24,99,975	INR 25 Lakhs	INR 4,794
From INR 24,99,975 to below INR 49,99,975	INR 50 Lakhs	INR 17,679
From INR 49,99,975 to below INR 74,99,975	INR 75 Lakhs	INR 26,520
INR 74,99,975 and above	INR 100 Lakhs	INR 36,167

Benefit Clause: -

Total sum assured is payable to the employee's nominee upon death of the employee. However, nothing is payable on survival.

iii. Medical Coverage

The Company endeavors to ensure that financial support is available to all employees to meet their medical needs and those of their dependent family members. All employees are mandatorily covered under this scheme. The coverage and mandatory debits in respect of the same are as follows-

Level	Family Definition	Benefits of Mandatory Coverage
B to F: Company's Management Medical Scheme	Self, Spouse, 3 dependent children (up to 25 years)	Floater Mediclaim Policy of INR 5 Lakhs, Plus Additional floater Mediclaim policy of Domiciliary reimbursement at actuals (as per INR 5 Lakhs the Management Medical Scheme)
	Dependent parents	Floater Mediclaim coverage of INR 5 Lakhs irrespective of the number of members covered, Plus Additional floater Mediclaim policy of INR 5 Lakhs
	1. Hospitalization room category up to Deluxe Single AC Room 2. Dental treatment reimbursement up to INR 15,000 per family p.a. (cosmetics not covered) 3. Full time Retainers shall be covered as per commitment / joining terms 4. For non-allopathy (e.g. Homeopathy, Ayurveda, Unani or other Medical practitioner) treatment, the medical practitioner should be registered as per the guidelines of Indian Medical Association	
G to Below: Group Mediclaim Policy	Family of 7 members - Self, spouse, 3 dependent children (up to 25 years), 2 dependent parents	Floater Mediclaim coverage of INR 5 Lakhs irrespective of the number of members covered, Plus Additional floater Mediclaim policy of INR 5 Lakhs
	1. Hospital Room Category - Eligibility of up to Non- Deluxe Single AC Room 2. Sub limit of Maternity benefit (for first three children) up to INR 50,000 3. Sub limit for OPD basis treatment for Dental INR 1,500 (excluding the cost of dentures, bridges, crowns, scaling, filling, cleaning, polishing and cosmetic dentistry) 4. Sub limit for OPD basis treatment for Eye INR 500 (excluding cost of contact Lens, spectacles and cosmetic treatments)	

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Medical Insurance Debits:

F & Above grades :

- INR 30,864 per annum per person for self and spouse
- INR 15,944 per annum per child (upto 25 years)
- INR 13,841 per annum for **Additional Medical floater** cover of INR 5 Lakhs for self, spouse and child covered under mandatory policy
- INR 33,528 per annum for dependent parents
- INR 13,841 per annum for **Additional Medical floater** cover of INR 5 Lakhs for parents.

G & Below grades :

- INR 33,528 per annum per family unit of 7 members
- INR 13,841 per annum for **Additional** Medical floater cover of INR 5 Lakhs

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Reliance
Industries Limited

Annexure C

Terms and Conditions

01. MEDICAL FITNESS & VERIFICATION OF PARTICULARS:

Your appointment is subject to:

i. Medical Fitness: Your being declared medically fit by a Medical Officer or by a Doctor specified by the Company .

ii. Verification of Particulars: In case the particulars mentioned in your application or the representations or warranties or any other information provided by you are found to be false, inaccurate or unsatisfactory, your services would be liable for termination at any time without any notice or any compensation in lieu thereof.

02. REPRESENTATIONS AND WARRANTIES:

The Company's agreement to continue to employ you and the compensation and benefits payable to you are in consideration of the terms, covenants, and conditions stated in the offer of employment including this Annexure C, and you represent, warrant and covenant to the Company that:

i. You are under no contractual or other restriction or obligation which is inconsistent with the terms or conditions contained herein, the performance of your duties hereunder, or the other rights of the Company hereunder;

ii. You are under no physical or mental disability that may hinder the performance of your duties / obligations contained herein;

iii. You shall not raise any issue as to the reasonableness of the terms, covenants, or conditions contained herein in any proceeding to enforce these terms, covenants and/or conditions;

iv. You have full right and authority to execute this contract and that you are not bound by any contract or arrangement, including any employment contract, bond or covenant not to compete, that is inconsistent herewith

v. These terms, covenants, and/or conditions shall survive the termination of your employment with the Company.

You acknowledge that the terms, covenants, and conditions set forth herein are essential for the Company's protection and are not unreasonable and that the Company has relied on these representations, warranties, and covenants provided by you.

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03. DUTIES AND RESPONSIBILITIES:

i. **Exclusivity:** You agree to perform your duties, responsibilities and obligations efficiently and to the best of your ability exclusively for the Company. You agree that you will devote all of your working time, attention and best efforts in performing your duties, responsibilities and obligations throughout the term of employment. You also agree that you will not engage in any other employment or business activities during the terms hereof. You agree that all of your activities as an employee of the Company shall be in conformity with all the policies, rules, regulations and directions of the Company, as applicable from time to time.

ii. **Non Solicitation:** You will not, during the term of your employment or at any time thereafter, without the prior written consent of the Company, directly or indirectly, solicit for employment, or employ or otherwise contract for the services of, any person who is employed or engaged (either as an employee or consultant) by the Company or any of its affiliates or associated companies or directly or indirectly induce any such employee to leave their employment.

This covenant shall survive the termination of your employment with the Company.

iii. **Other Interests:** You shall not seek membership of any local or public bodies without first obtaining written permission from the Company.

iv. **Controlling Interest:** You agree that, so long as you are employed by the Company, you will not own, directly or indirectly, any controlling or substantial shareholding or other beneficial interest in any business enterprise or entity which is engaged in, or is in competition with, any business engaged in by the Company or any of its affiliates or associated companies. Notwithstanding the foregoing, you may own, directly or indirectly, up to 5% of the outstanding securities of any business or entity whose securities are traded on any national stock exchanges or in the over-the-counter market.

v. **Work hours:** Your working hours at your place of posting shall be as per the rules and regulations of the Company, as specified from time to time. However, you may be required to work additional hours, from time to time, to carry out your duties and responsibilities effectively.

vi. **Confidentiality and Non-disclosure:** You shall keep confidential and not disclose to any person or entity any information received or that comes to your knowledge during the course of your employment including in relation to the Company, its affiliates, associated companies, and third parties, in relation to any of our or their businesses or operations, particulars or details of manufacturing processes, technical know-how, security arrangements, analysis, compilations, forecasts, studies, summaries, notes, ideas(whether patentable or not), schematics, trade secrets, technology, customer lists (potential or actual) and other customer-related information, supplier information, sales statistics, pricing information, market intelligence, marketing and other business model/strategies, administrative organizational matters and any other information important for the Company. This shall include information in relation to third parties received by the Company in relation to any transaction being contemplated by the Company. Your obligation to maintain confidentiality of such information shall continue notwithstanding expiry or termination of your employment with the Company.

Third party Confidential obligations & prevention of IP contamination: You shall not use or disclose to the Company any confidential information of any third party received by you in your personal capacity from such a third party under an obligation of confidentiality, or knowingly induce use of such information in the business of the Company. Your employment/engagement with the Company shall not violate any obligation of confidentiality or non-solicitation of employment/assignment with any other party and that in case you are made aware of any such change in circumstances, you will inform the Company immediately of such change in the circumstances. You shall refrain from using/applying information/data in your current employment which qualifies as third party intellectual property to avoid any potential scenario of Intellectual Property contamination.

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vii. **Proprietary Rights:** You will disclose to the Company forthwith any discovery, invention, process or improvement made or discovered by you while in the service of the Company or thereafter, and all the rights, title, interest in such discovery, invention, process or improvement shall automatically belong absolutely to the Company and be the sole, absolute and exclusive property of the Company immediately upon discovery, invention or creation of process or improvement, whether or not delivered to the Company. If and when required to do so by the Company, you shall at the Company's expense, take out or apply for letter's patent, licenses or other rights, privileges or protection as may be directed by the Company in respect of any such discovery, invention, process or improvement so that the benefit thereof shall accrue to the Company and you will execute and deliver all such deeds and documents, including in particular instruments of assignment and do all such acts and things as may be required by the Company for assigning, transferring or otherwise vesting all rights, title and interest in the same and all benefits arising in respect thereof in favor of the Company or its nominee.

You will assign (and you hereby do assign) in perpetuity to the Company or its nominee all of your rights to all such new ideas (including all inventions), and to applications for patent or copyrights in all countries, if any, and execute such documents and take such lawful action as may be reasonably required to assign such new ideas to the Company or its nominee.

You will execute and deliver promptly to the Company (without charge to you but at the expense of the Company) such written instruments and cooperate and do such other acts as the Company in its sole discretion deems necessary or desirable to assign and transfer title in such new ideas to the Company and / or its nominee and to assist the Company in preserving the property right in such new ideas (including against forfeiture, abandonment, or loss) and to vest the entire right and title and interest therein exclusively in the Company and / or its nominee.

viii. **Safe-keeping of Company's property:** You will be responsible for safe keeping of and returning in good order and condition all properties of the Company, its affiliates and associated companies which may be in your possession, custody, care or charge or being used by you. In case of loss of any such property, the Company will be entitled to assess the value of the loss / damages caused to it and recover the same from you and to take such other action as it deems proper in the event of your failure to account for such material or property to its satisfaction.

ix. **Return of the Company's Property and records:** Upon termination of your employment, you shall forthwith hand over any letter of authority or power of attorney issued in your favour and any property or material of the Company or any of its affiliates or associated companies in your possession at the time of cessation of your employment with the Company. You shall also return to the Company all documents, files, records, keys, and other property of the Company in your possession regardless of the media on which such items are stored, and you shall not retain any copies or duplicates thereof.

x. **Authorizations for activities:** You will not enter into any commitments or dealings on behalf of the Company for which you have not been expressly authorised nor will you 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 written consent of the Company. You will avoid any issue which may result in a conflict between your personal interests and the interests of the Company in dealing with suppliers, customers and all other organizations or individuals doing or seeking to do business with the Company.

xi. **Non-disparagement:** You agree that you shall act with the highest standards of propriety and professionalism and shall not criticize, ridicule or make any statement which disparages or is derogatory of the Company, any of its affiliate or associated companies or any other employee or business associate of the Company or any of its affiliates or associated companies in any public or non-public communication with any customer, client or member of the investment community or media or in any communication whatsoever.

xii. **Confidential nature of terms of employment:** You agree that, save and except as may be required by applicable law, (with the prior consent of the Company), you shall not disclose the terms of your employment to any person.

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Register Office : Maker Chambers IV, 3rd Floor, 222, Nariman Point, Mumbai - 400 021, India. CIN - L17110MH1973PLC019786

xiii. Enforceability: You acknowledge and agree that any violation of any of your duties and responsibilities may result in irreparable damage to the Company, and, accordingly, the Company may obtain injunctive and other equitable relief for any breach or threatened breach of such duties and obligations, in addition to any other remedies available to the Company.

You agree that the restrictions and remedies contained herein are reasonable and that it is your intention that such restrictions and remedies shall be enforceable to the fullest extent permissible by law. If it shall be found by a court of competent jurisdiction that any such restriction or remedy is unenforceable but would be enforceable if some part thereof were deleted or the period or area of application reduced, then such restriction or remedy shall apply with such modification as shall be necessary to make it enforceable.

Further, you hereby agree to indemnify and keep fully and effectively indemnified and hold harmless the Company, its affiliates, associates subsidiaries, and the directors, trustees, officers, employees, agents, authorized representatives and successors of all the foregoing from and against any and all claims, suits, actions, legal or other proceedings, demands, damages, liabilities, interest, costs, expenses (including attorney fees), and losses of whatsoever kind or nature incurred or sustained by Company or any of the third party directly or indirectly arising due to breach of any of obligations mentioned in the letter of employment and/or these terms and conditions.

04. TERMINATION OF EMPLOYMENT:

i. Employment At-Will: You acknowledge that your employment is and shall continue to be AT-WILL. This means that you have the right to terminate your employment with the Company at any time without providing any reason in accordance with the provisions hereof. Similarly, the Company may terminate your employment with or without cause at any time and for any reason in accordance with the provisions hereof. Accordingly, this letter of employment is not to be construed or interpreted as containing any guarantee of continued employment. As such, the recitation of certain time periods in this letter is solely for the purpose of defining your compensation. It is also not to be construed or interpreted as containing any guarantee of any particular level or nature of compensation.

ii. Superannuation: In the normal course, you will retire from the company on attaining superannuation at the age of 58 years.

iii. Absenteeism: If you absent yourself without leave or remain absent beyond the period of leave originally granted or subsequently extended, you shall be considered as having voluntarily terminated your employment without giving any notice unless you:

a. return to work within 8 days from the commencement of such absence, and

b. give an explanation to the satisfaction of the Company regarding such absence

iv. Medical Fitness: The Company has the right to request you to get yourself medically examined by a certified medical practitioner specified by the Company during the tenure of your employment. In case you are found to be medically unfit to perform your duties, your employment may be terminated.

v. Notice Period: Notwithstanding anything contained herein, the Company, in its sole discretion, may terminate your employment without cause by giving one month notice in writing or payment of one month Basic Salary on a pro rata basis, in lieu thereof. Similarly, you may resign from the Company's employment without cause by giving one month notice in writing or by payment of one month Basic Salary on a pro rata basis, in lieu thereof. In the event of your resignation, the Company may in its sole discretion opt to accept the same and relieve you prior to the completion of the stipulated notice period of one month, without any pay in lieu of the notice period.

vi. Termination for Misconduct: Your services are liable to be terminated without any notice or salary in lieu thereof for fraud, misconduct, negligence or breach of any of the terms and conditions of your letter of employment which includes this Annexure C. Without prejudice to the general meaning of the term "misconduct", "misconduct" shall include any case of reasonable suspicion of misconduct, disloyalty, commission of an act involving moral turpitude, or any action of indiscipline or inefficiency.

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vii. Non-compete: In the event of your separation from the Company for any reason whatsoever, you will not take up any job or assignment either full time or otherwise, either directly or indirectly, for a period of three months from the date of separation in any industry or business involved in similar/competing business as the Company or any of its affiliates or associate companies.

viii. Recovery of Payments: (If applicable) Payments made towards recovery of notice period by your previous employer and relocation expenses by us will be recovered in full in the event of your separation from the Company prior to completion of 1 year from joining the Company.

05. GENERAL:

i. Training: You may be selected and sponsored by the Company for familiarization/ training assignments with our technical collaborators or any other institutions/ organizations in India and/or abroad, based on terms and conditions stipulated at such time. You will diligently and beneficially take part in the training and such assignments in accordance with Company policies and directives.

ii. Rules, Regulations and Policies on Ethics: You will be governed by the service rules, regulations and policies including conduct, discipline and administrative orders and any such other rules or orders of the Company that may come into force from time to time. You must observe the policies that the Company publishes / notifies from time to time. These policies include requirement that you maintain the highest standards of conduct and act with the highest ethical principles.

a. You must not do anything that may be a conflict of interest with your responsibilities as an employee.

b. You are required to read and understand all policies applicable to you, all of which are available in the Reliance Management System ("RMS") portal. If you have any questions, now or in the future, please ask the Human Resources Department through the Query Management System in the ESS portal. You may also be required to sign and abide by the Policy on Ethics of the Company and undertake to sign such declarations that the Policy may demand from time to time.

c. Women employees will be entitled to all the statutory benefits provided by the Company under the Maternity Benefit Act 1961, and its subsequent amendments, if any, details of which are set out in the RMS/ESS portal.

iii. Media Interaction: You will not interact with the media - electronic, print or otherwise in

a. India or overseas, during or outside work hours, either in your own personal capacity or on behalf of the Company unless you have express and direct approval from the Company to interact with the media as a representative of the Company. Only persons duly authorized by the Company are permitted to interact with media and then only on specified subjects. Disclosure of any information other than those specifically authorized by the Company is prohibited.

b. Disclosure of information on proceedings of meetings (board / committee / internal) and disclosure of forward-looking statements is prohibited unless such disclosure is specifically approved by the Company.

c. You shall also not disclose non-public information selectively to any particular group as it may lead to unfair advantage / discrimination.

d. For any outside publication of books, articles or manuscripts which relate in any manner to the Company's business, policies and processes, you are required to obtain prior written approval of the Company prior to its publication or release.

e. Any violation of the Company's media policy, will tantamount to a breach of the terms and conditions of employment and may result in termination of the contract.

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iv. **Jurisdiction:** The letter of employment is made at Mumbai and competent courts of Mumbai shall have jurisdiction over any dispute or difference whatsoever arising out of, under, in relation to or in connection with the letter of employment or breach hereof or in respect of any matter or thing herein contained.

v. **Entire Agreement:** This contract and the document referred to herein contain the entire agreement and understanding of the parties with respect to the subject matter hereof and shall supersede any and all prior or contemporaneous communications, representations, or agreements between the parties, whether oral or written, regarding the subject matter of this contract.

vi. **Age:** Your age mentioned in the Matriculation / Higher Secondary Certificate / Passport will be deemed to be the conclusive proof of your date of birth.

vii. **Change of address:** You will intimate in writing to the Company any change of your residential address within a week of the same changing, failing which any communication sent to you on your last recorded address shall be deemed to have been duly served on you.

viii. **Passport:** You are required to have a valid passport at all times and ensure that the same is renewed from time to time.

ix. **Suspension:** You may be placed under suspension pending enquiry into the charges of misconduct or any other breach hereof. The salary for the suspension period will be paid to you only if you are found not guilty of any of the charges for which you are suspended and not otherwise.

x. **Travel:** You shall make your own transport arrangements to and from the place of work.

xi. **Documentation:** Please submit the following documents, if not submitted earlier:

a. Certificates in support of your educational professional qualifications, experience, date of birth and other testimonials in original together with copies thereof.

b. Three copies of your recent passport size photographs with blue background.

c. Relieving letter and salary certificate from your last employer, in case you are/were employed.

xii. **Severability**: If any term or provision of this letter of employment shall be held to be invalid for any reason whatsoever, such invalidity shall not affect the validity, operation or enforceability of the remainder hereof. If the remainder of this letter is not materially affected by such declaration or finding and is capable of substantial performance, then that term or provision or part thereof shall to that extent be deemed not to form part of this letter of employment and such provision shall be replaced by a substitute provision that is legal and enforceable and is as nearly as possible consistent with the intentions underlying the original provision.

xiii. **Non Waiver**: No delay or omission on the part of Company in exercising any right, power, privilege or remedy in respect of your employment terms shall neither impair such right, power, privilege or remedy, or be construed as a waiver of it, nor shall any single partial exercise of such right, power, privilege or remedy, preclude any further exercise of it or the exercise of any other right, power, privilege or remedy.

I confirm that I have read and understood the terms and conditions set out herein and unconditionally and irrevocably accept the above terms and conditions.

Employee Name: Sodvadiya Babubhai

Signature:

Date: 4 Jul 2022

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Reliance
Industries Limited

Date: 5 Jul 2022

Ref: RIL/80185109/30032054/050722/1214

Dear Krupal Parekh,

Letter of Appointment

With reference to written tests / interview you had with Reliance Group of Companies, we are delighted to appoint you in the position "Graduate Engineer Trainee - Chemical" in Group , based upon following terms and conditions.

Documentation

This appointment letter consists of the below mentioned attachments:

A compensation term sheet
Components of Compensation
Terms and conditions
Other applicable paperwork based upon your specific needs

You are required to read these before you commence your employment

01. Place of Posting

Your initial place of posting will be at the place of your training. During your training period, you may be posted / transferred / to any of the offices / projects / divisions / departments / units of the company existing or to be set up at any location in India or abroad without any additional remuneration. Your services are also liable to be transferred to any of the group companies.

You will report for training on or before **04-Aug-22** failing which this letter of appointment shall automatically stand withdrawn and cancelled.

02. Mandatory Criteria:

i. Score eligibility:
Your appointment is subject to your securing minimum CGPA of 6.0 / 60% & above marks over 8 semesters, wherever applicable.

ii. Pre-employment Medical Check:
Pre-employment Medical Check clearance from RIL certified doctor. System generated information will be received for initiating the same on acceptance of this appointment letter.

03. Confirmation:

You will be under training for a period of one year from the date of joining the Company. During training you will be undergoing various assessments at the end of which there will be a final assessment. Your confirmation on permanent rolls of the company solely depends on the discretion of the management and the same is not a matter of right in any manner whatsoever.

Management reserves the right to terminate your training either during the training period or on completion of the same without assigning any reasons whatsoever.

(This letter is computer generated and does not necessarily require a signature)

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Reliance
Industries Limited

We would also like to draw your particular attention to our Values and Behaviours. We have six values that express our shared understanding of what we believe, how we aim to behave and what we aspire to be as an organisation. Our values are about delivering customer value, having an ownership mind-set, showing respect and integrity, pursuing excellence and being one team.

Next Steps

This is system generated appointment letter based on the offer letter received. Please confirm your acceptance of this appointment letter by clicking 'Accept' button online. This letter of appointment shall automatically stand withdrawn in case we do not receive your acknowledgement online within ten days from receipt of this letter.

This offer of employment is subject to you providing all of the information and documentation requested BEFORE you commence employment with us. All information / documentation submitted by you will be considered as submitted on your own freewill and consent.

This appointment is confidential and you must not discuss this or disclose any documentation related to it with anyone other than your immediate family. Any disclosure of the details of this offer to a third party other than your immediate family may result in withdrawal of the offer.

We reserve the right to withdraw our offer of employment/terminate your employment with us without assigning any reason whatsoever thereof, or delay your start date if you do not provide the required information and documentation within the required timelines or if during this process you intentionally leave out any information or provide any information which is inaccurate or untrue.

In case of any dispute regarding interpretation of any word or clause of this latter, the decision of the management shall be final and binding.

We look forward to your joining out team for a long, successful and pleasant association.

Sincerely yours,
Reliance Industries Ltd.

Authorized Signatory

(This letter is computer generated and does not necessarily require a signature)

Date: 5 Jul 2022

Reliance Corporate Park Thane - Belapur Road, Ghansoli, Navi Mumbai - 400 701, India.
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SAUKEM
SAURASHTRA CHEMICALS

Works :
Birlasagar, Porbandar - 360 576, Gujarat
Phones : (0286) 2242479-80-81 (3 Lines)
Fax : (0286) 2245431
E-mail : nirma_pbr@nirma.co.in

OFEER LETTER

REF.NO:NL00110808S478

03.05.2022

To
Kevin Laljibhai Kyada
Shreeji,Gokulnagar / / Leuva Pate
Talala
Gir Somnath - 362150 Gujarat
Contact:9924982762
Email:kevinkyada002@gmail.com

Dear Sir,

With reference to your applications and the subsequent interview, you had with us. We have pleasure in informing that you have been selected for the position of as **G E T** at a Gross of Rs. **19347** per Month (Excluded Bonus Amount as per Bonus Act) and, other terms and conditions mutually discussed and agreed between us.

The formal letter of **Trainee Agreement** will be handed over to you after completion of joining formalities.

You are requested to join on or before **15.05.2022** and meet to **G J Adroja - Vice President** - Birla Sagar, Porbandar - 360 576, Gujarat - Phone No - 0286 - 2242479 To 81 for joining formalities.

Please ensure that you bring all the original documents along with their Xerox copies required as per **Annexure-B, failing which you will not be allowed to join,** also note that your appointment is subject to the verification and true worthiness of all the desired documents.

We will appreciate, if you can sign and return as a token of your acceptance the duplicate copy of this letter indicating likely date of joining us, along with a copy of the acceptance of your resignation letter at the earliest.

Thanking you,

Yours faithfully,
For **NIRMA LIMITED**

(Authorized Signatory)

A C C E P T A N C E

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

Place: DDU, Nadiad Signature: Kyada Likely to join on: 15/5/2022

Date : 9/5/2022 Name : Kevin Laljibhai Kyada

Offer Letter

Date : Sunday, July 10, 2022

Dear **Pawar manish Kumar**,

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

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

Your date of joining at BYJU'S is **Friday, July 15, 2022**. Your onboarding details will be communicated by BYJU'S Onboarding Team post acceptance of the offer. In case you do not report at your job on or prior to **Friday, July 15, 2022** , the offer shall be deemed to be rejected by you. *Please accept this offer in our HR portal so that we can initiate your onboarding process*. Once initiated, you will be receiving an email confirmation for the same. In case you do not acknowledge and accept this offer letter on the HR portal within two working days, the offer would stand withdrawn.

Position Details and Compensation Overview

Designation	Faculty - Tutoring
Department	Academics - BTC
Employment Type	Regular
Work Location	Ahmedabad

Fixed Compensation: ₹ 600000
Variable Compensation: ₹ 0
Total Annual Cost to Company : ₹ 600000

Details of bonuses (if any) are mentioned in Annexure A. You are requested to join the services of the Company not later than Friday, July 15, 2022, failing which you may please consider the offer to be withdrawn unless an extension to the date of joining has been mutually agreed in writing. You are requested to signify your acceptance of the terms and conditions by accepting the offer on our HR portal and signing and returning to us the duplicate copy of this letter on your day of Onboarding.

The terms of your employment contract are strictly confidential and should be treated as privileged information between yourself and the Company. You are expected to maintain such information appropriately. We take this opportunity to thank you for the interest you have shown in our organization and look forward to welcoming you on board for a fruitful career with us. We are certain that you will find challenge, satisfaction, and opportunity in your association with the Company.

Best Regards,



Deeptha A R
Head – Human Resources

Annexure - A

Compensation Details	
Name	Pawar manish Kumar
Designation	Faculty - Tutoring
Date Of Joining	Friday, July 15, 2022
Annual Cost To Company(CTC)	₹ 600000
Fixed Compensation	₹ 600000
Variable Compensation	₹ 0
Earnings	
Component Category	**Annual**
Basic Pay	₹300,000.00
House Rent Allowance	₹150,000.00
PF (Employer Part)***	₹21,600.00
Leave Travel Allowance	₹84,000.00
Adhoc Allowances*	₹44,400.00
ESIC Employer Contribution	₹0.00
Statutory Bonus	₹0.00
Annual Earnings (Fixed CTC - Company PF & ESIC Contribution)	₹578,400.00
Deductions	
PF (Employee's Part)***	₹21,600.00
ESIC Employee Contribution	₹0.00
Professional Tax	As per Rules
TDS	As per Rules
Total Annual Net Pay (Before Taxes)**	₹556,800.00

**Adhoc Allowances (if any) provide an array of tax benefits, please refer to the Annexure B for details*
***Income Tax and Professional Tax would be deducted from the Total Annual Net Pay basis the government rules. Your take-home salary would be Total Annual Net Pay - Taxes.*
****PF administrative charges and EDLI charges as per rules (i.e. at present 1% admin charges, equal to INR 150/- per month towards Employee PF deduction of INR 1800/- per month), will be included in above mentioned CTC.*

Bonuses (As Applicable)

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

Key Points

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

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

- Provident Fund
- Income tax deducted at source at the rates applicable
- Employment/Professional taxes
- Dues to the company including loans and advances

- Or any other applicable statutory deductions

3. Variable pay, if applicable, will be paid based on your performance and the company's performance for the year. The payment is subject to your being active (not serving notice) on the company rolls on the date of announcement of the Yearly Performance Pay.

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

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

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

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

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

7. Relocation Bonus will be paid only after successful completion of 1 Month with the company. It would be paid along with the next immediate salary cycle. In the event of you resigning from the services of the Company on your own accord within one year of employment, you will not be entitled for the Relocation Bonus and if the payment would have been made already before your exit within the year, you will be required to pay BYJU'S the full amount of the Relocation Bonus received.
This clause is applicable only if the Relocation Bonus component in the above structure is non-zero.

8. In the event of you resigning from the services of the Company on your own accord within one year of employment, you will be required to pay BYJU'S the full amount of Notice Period buyout.
This clause is applicable only if there has been a notice-period buyout by BYJU'S.

9. Probation – On joining the Company you shall be on probation for 60 days. During this period, your employment may be terminated by giving you a notice of 60 days. You are also at liberty to resign from the services of the Company by giving 60 days' notice in writing. Further, unless otherwise communicated to you in writing, your services shall stand confirmed at the end of the period of probation. You hereby agree and acknowledge that, in the event that you resign from the services of the Company within 30 (thirty) days from the date of signing this letter, you will not be entitled to receive an experience letter from the company.

10. Separation and Notice Period – After successful completion of your probation period, your services may be terminated in the following manner:

- In the event of your resignation from the services of the Company, where you will be required to give the Company a written notice of 60 days, the notice period has to be served in full unless otherwise agreed mutually in writing. In case of failure to serve the above notice period, the Company shall have the right to deduct the salary in lieu of the notice period and you will not be eligible to be hired by the Company in the future. You shall, on ceasing to be the employee of the Company for any reason and in addition to the obligations under the Non-Disclosure and Confidential Information Agreement, forthwith return all Company properties, movable and immovable, including all Company information and data in any form, files, reports, memoranda, software, credit cards, door and file keys, computer access codes, laptops, desktops, and such other property which you received or in possession or prepared in connection with your employment with the Company.
- The Company will be entitled to terminate your services by giving you 60 days of notice in writing, or by payment of 60 days of salary in lieu of such notice. In the event you desire to leave the services of the Company, you will be required to give the Company 60 days of notice in writing or 60 days of salary in lieu of such notice.
- In the event of termination on disciplinary grounds including but not limited to embezzlement, fraud, gross negligence, incorrect information found during background verification, willful misconduct, criminal offenses - alleged or guilty, or a material violation of

Company policies, or you are found to be absconding from the services of the Company or for any other reasons causing grievous loss/damage/disrepute to the Company/associates, your termination will be immediate and without any notice or compensation.

Annexure - B

Adhoc Allowances(if applicable) will comprise one or all of the below allowances basis your overall fixed CTC.

Allowance	Maximum Amount	Tax Treatment
Mobile & Broadband Allowance	Up to INR 1000 per month for mobile and broadband each	Non-taxable upon submission of required proofs
Research Allowance	Up to INR 30000 per annum	
Fuel Allowance	Up to INR 2400 per month based on CC capacity and type of the vehicle	
Driver Allowance	Up to INR 900 per month	
Special Allowance	Balancing Component	Taxable

General Guidelines

- All these elements will be within the fixed part of the employee's compensation, a detailed breakup of adhoc allowances will depend upon the fixed CTC, and will be shared in the payslip
- Detailed guidelines on these will be shared post your onboarding
- All the above allowances will be considered taxable through the year, however, on the production of required bills over the quarterly window, tax exemption will be provided as per the rules laid out above
- Employees are required to keep a copy of the bills as proof of expenses incurred through the quarterly cycle and submit the same in the quarterly window
- The above-mentioned tax benefits will be applicable only for those employees who opt for the Old Income Tax Regime and not the new one
- 'Special Allowance' component is a part of taxable income

Worley
energy | chemicals | resources

Worley India Private Limited
(formerly Jacobs Engineering India Private Limited)
New Energy House, Ramkrishna Mandir Road,
Kondivita, Andheri (East)
Mumbai – 400059

Telephone: +91.22.26812000
Fax: +91.22.28208295

worley.com
Ref No: WIPL/GET/2022/09

10 March 2022

Ms. Mansi Alpeshkumar Rathod
Dharmsinh Desai University

Dear Mansi,

Further to your participation in our campus engagement process and the subsequent discussion you had with us, we are pleased to offer you an opportunity to undergo training, as a **Graduate Engineer Trainee,** in our organization, with a stipend of **INR 33,300** per month (Rupees Thirty-Three Thousand Three Hundred only). You are assigned to **Process** department at our **Baroda** office. This 12-month program would start in July/August 2022. We will confirm the same closer to the date.

On the day of onboarding, kindly bring along with you necessary certificates in original to enable us to check your date of birth and qualifications for verification. Please also bring 1 stamp size and 2 passport size photographs.

This offer is valid subject to medical fitness and background verification clearance. Your formal letter will be issued to you within a week of your joining.

The Company fully reserves the right to terminate your participation in the program in future if the information/ documents provided by you are found to be discrepant.

Please return the duplicate copy of this letter, duly signed, in token of your acceptance.

Yours faithfully,

Laxmikant Prabhu
Director – Talent Acquisition

I hereby accept this offer on the terms and conditions set out in this letter.

Mansi A. Rathod	M.A Rathod	11/03/22
NAME	SIGNATURE	DATE

RESPONSIBLE CARE®
OUR COMMITMENT TO SUSTAINABILITY

DEEPAK NITRITE

Ref: DNL/HR/Offer/Campus/2022-23

Date: 15-April-2022

Mr. Maudik Bhalala
DDU, PO Box 35, College Road,
Nadiad, Gujarat: 387001.

Sub: Offer Letter – Graduate Engineer Trainee

Dear Mr Maudik,

We are pleased to offer you the position of **Graduate Engineer Trainee** in our company.

You will be paid total stipend of **Rs. 4.25 Lakh (Rupees Four Lakh Twenty Five Thousand Only) per annum**, the breakup of which is as per **Annexure – A** payable to you subject to statutory and other deductions as per company policy and applicable rules.

Your date of joining will be **13th June 2022.** At the time of joining you are required to submit documents as mentioned in Annexure A.

Your appointment is subject to –

1. You successfully passing graduate degree OR post-graduate degree exam (as applicable) by securing aggregate of 60% or equivalent
2. You found being medically fit by an MBBS/MD (as per prescribed format)

You will be governed by rules, regulations, policies and practices of Deepak Nitrite Limited as applicable.

As a token of acceptance of offer, please sign and return a copy of this letter indicating your acceptance.

We welcome you to the **Deepak Nitrite family** and look forward to your joining us at the earliest.

Wishing you all the success in your association with us.

For Deepak Nitrite Limited,

Mahesh Phadke
General Manager - Human Resources

Read and accepted

Signature of candidate
Name:
Date:

DEEPAK NITRITE LIMITED
CIN: L24110GJ1970PLC001735
Registered & Corporate Office:
Aaditya-I, Chhani Road, Vadodara-390 024. Gujarat, India.
Tel: +91 265 276 5200/396 0200 | Fax: +91 265 276 5344
Investor Relations Contact: investor@godeepak.com
www.godeepak.com

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Annexure A		
Name of candidate	**Maudik Bhalala**	
Designation	**Graduate Engineer Trainee – Chemical – Operational Excellence - Hyderabad**	
Grade	**T01**	
Monthly Earnings	**Monthly**	**Annual**
Basic	15500	186000
HRA	4650	55800
Prof. Dev. Allowance	10307	123684
Total A	**30457**	**365484**
Annual / Deferred Benefits		
Festival Allowance/Bonus (@ 20% of Basic)	3100	37200
PF -Employer's contribution (@12% of Basic)	1860	22320
Total B	**4960**	**59520**
Cost To Company (CTC) = A+B	**35417**	**425000**

Other Perks/Benefits

1. Group Personal Accident Insurance – as per policy
2. Leaves (per annum) – as per policy

List of documents duly attested to be submitted for records on joining along with original for verification

1. All educational qualification certificates, school leaving certificate
2. Certificate of date of birth
3. 4 recent coloured passport size photographs
4. Copy of PAN Card, Aadhaar Card, Passport and Driving License
5. Bank Account details either ICICI Bank Ltd OR Axis Bank Ltd
6. Original Medical Form Duly filled and attested (if applicable)
7. Relieving and Experience Letter of all previous organizations (if applicable)
8. Last drawn salary slip, Form 16 and Full & Final certificate of last employer (if applicable)
9. PF Number (if available)

For Deepak Nitrite Limited,

Mahesh Phadke
General Manager - Human Resources

Read and accepted

Signature of candidate
Name:
Date:

DEEPAK NITRITE LIMITED
CIN: L24110GJ1970PLC001735
Registered & Corporate Office:
Aaditya-I, Chhani Road, Vadodara-390 024. Gujarat, India.
Tel: +91 265 276 5200/396 0200 | Fax: +91 265 276 5344
Investor Relations Contact: investor@godeepak.com
www.godeepak.com

Dedicated To Life

Ref No: ZC/HR&CC/OFFER/58/2022
Date: 29.06.2022

Mr. Mohit Prajapati
A-6, Ashirvad Society,
Juna Dumral Road,
Nadiad- 387002

Dear Mr. Prajapati,

Your name has been received as interested candidate from Dharmsinh Desai University, Nadiad for Trainee in our company.

Post evaluation process we are pleased to make offer you the position in our organization on the mutually agreed terms and conditions.

You will be undergoing various training and evaluation during the year, which will be facilitated by the company and your college. We expect you to succeed in such evaluations.

Please take note that once you accept our offer you shall not appear/join for any post-graduation course and/or take part in selection process for employment with other company/institute. You also need to undergo medical examination & to be found medically fit after examination by a medical practitioner appointed by us.

We shall thank you to kindly confirm this agreement and communicate to us the tentative date of your joining at the earliest. We shall be issuing the regular letter of appointment on your joining the organization.

At the time of joining, we expect you to bring the following:

1. Three copies of attested Testimonials (Leaving Certificates, Mark-sheets and degree certificates) of all academic qualifications along with the original
2. Five passport size and Three stamp size photographs
3. Two Copies of PAN card and Adhar card
4. Copy of permanent address proof

Please bring all the original documents at the time of joining for verification

We look forward to a long and mutually rewarding relationship.

With best wishes,

Yours in Healthcare,

HARSHIL BHATT
MANAGER - HUMAN RESOURCES

I accept and shall join on or before _____

Dated: _____

_____
Mr. Prajapati

GUJARAT FLUOROCHEMICALS
VALUE THROUGH GREEN CHEMISTRY
An INOX GFL Group Company
CIN : L24304GJ2018PLC105479

Gujarat Fluorochemicals Limited
earlier known as Inox Fluorochemicals Limited

12/A, GIDC Dahej Industrial Estate, Taluka Vagra, Distt. Bharuch-392130, Gujarat, India | Tel: +91-2641-618031 (Admin) / 618041-50 (Purchase) / 618086-87 (Security) | www.gfl.co.in

CO: HR: 2022/ 02

22nd August, 2022

Mr. Hitesh Ashok Bhai Chauhan
54, Tirupati Society,
Bhiloda, Gujarat

Mobile: 9558335885

Dear Mr. Hitesh

Subject: Offer Letter

With reference to your application and subsequent interviews you had with us, we are pleased to offer you the position of **Graduate Engineer Trainee (Chemical)** at **Dahej** in our organization. Your training period will be of one year. During the training period you will be paid monthly stipend of **Rs. 30,000/-** (Rupees Thirty Thousand Only). During the training period, you will be trained in various areas of Production.

This offer is subject to:

1. Your acceptance of this offer and returning a duplicate copy of this letter duly signed in token of the same;
2. Your submitting to us, within **three days** hereof, the following documents:
   a. An acknowledged and accepted copy of your resignation letter with your present employers (If applicable).
   b. Copies of documents in support of your educational qualifications (originals will also have to be produced for verification) and present gross remuneration (in terms of cost to the company) from your present employer and the same being found to be in order;
   c. Copy of your PAN card / Passport / Drivers' License / Election Photo identity card
3. Your joining duty with us as soon as possible, but not later than **25thAugust, 2022.**

Please note that contents of this offer letter and your appointment (as also any future revisions therein) are strictly confidential and should not be disclosed to anyone.

This is only an offer letter. Subject to fulfillment of the aforesaid conditions, the formal letter of appointment shall be issued to you upon your joining duties with us.

Thanking You

Yours faithfully
For **Gujarat Fluorochemicals Limited**

Authorized Signatory

GUJARAT FLUOROCHEMICALS
VALUE THROUGH GREEN CHEMISTRY
An INOX GFL Group Company
CIN : L24304GJ2018PLC105479

Gujarat Fluorochemicals Limited
earlier known as Inox Fluorochemicals Limited

12/A, GIDC Dahej Industrial Estate, Taluka Vagra, Distt. Bharuch-392130, Gujarat, India

Tel: +91-2641-618031 (Admin) / 618041-50 (Purchase) / 618086-87 (Security) | www.gfl.co.in

CO: HR: 2022/ 01

22nd August, 2022

Mr. Shashikant Makan Bhai Makwana
Block No – 103, House No:1024,
Nirmal Park Society,
Maktampur Road,
Vadodara

Mobile: 6355415753

Dear Mr. Shashikant

Subject: Offer Letter

With reference to your application and subsequent interviews you had with us, we are pleased to offer you the position of **Graduate Engineer Trainee (Chemical)** at **Dahej** in our organization. Your training period will be of one year. During the training period you will be paid monthly stipend of **Rs. 30,000/-** (Rupees Thirty Thousand Only). During the training period, you will be trained in various areas of Production.

This offer is subject to:

1. Your acceptance of this offer and returning a duplicate copy of this letter duly signed in token of the same;
2. Your submitting to us, within **three days** hereof, the following documents:
   a. An acknowledged and accepted copy of your resignation letter with your present employers (If applicable).
   b. Copies of documents in support of your educational qualifications (originals will also have to be produced for verification) and present gross remuneration (in terms of cost to the company) from your present employer and the same being found to be in order;
   c. Copy of your PAN card / Passport / Drivers' License / Election Photo identity card
3. Your joining duty with us as soon as possible, but not later than **25thAugust, 2022.**

Please note that contents of this offer letter and your appointment (as also any future revisions therein) are strictly confidential and should not be disclosed to anyone.

This is only an offer letter. Subject to fulfillment of the aforesaid conditions, the formal letter of appointment shall be issued to you upon your joining duties with us.

Thanking You

Yours faithfully
For **Gujarat Fluorochemicals Limited**

Authorized Signatory

Coromandel
FUTURE POSITIVE

Coromandel International Limited
Corporate Office : Olympia Terraces,
15B SP, SIDCO Industrial Estate, Guindy,
Chennai - 600 032, Tamil Nadu, India
Tel: 91-44-42525300
CIN: L24120TG1961PLC000892
E-mail: mail@coromandel.murugappa.com
Website: www.coromandel.biz

August 08, 2022

Ranapurwala Mustafa Fakhruddin

Dear Mr. Ranapurwala Mustafa Fakhruddin,

It is my pleasure to extend a warm welcome to you at the start of your association with Coromandel and I wish you every success in your journey with this great Company.

Coromandel, as the Company is referred to, has a history that dates back to 1906 and has, over the years, evolved into one of the largest businesses of the Murugappa Group. Today, this dynamic and vibrant Company has businesses in Fertilisers, Speciality Nutrients, Crop Protection and Retail and JVs with partners abroad.

The foundation of Coromandel is built and continues to be strengthened by the values of the Company which are at the core of all its operations. Coromandel's Guide to Business Conduct (CGBC) is the all-important guide to the way we do business at Coromandel. Enclosed is a copy for your study and reference.

Coromandel's success is also largely attributed to its People who are the heart of the Company. Keeping this workforce motivated, energised and excited is the responsibility of the entire Coromandel team.

To help you discover the multi-facets of our business, we have customised an orientation programme just for you. You will be introduced to Coromandel's history, culture, values, working style, functions, policies and procedures and a host of other areas. By the end of the programme you would certainly be more familiar with the Coromandel way.

Your schedule has been designed to enable you to function effectively. My support is always available, whenever the need arises.

Once again, welcome aboard!

Yours faithfully,
for Coromandel International Limited

Dr. K Pradeep Kumar
Executive Vice President & Head of HR

Registered Office : 'Coromandel House', 1-2-10
Sardar Patel Road, Secunderabad - 500 003
Telangana, India

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Coromandel
FUTURE POSITIVE

Coromandel International Limited
Corporate Office : Olympia Terraces,
15B SP, SIDCO Industrial Estate, Guindy,
Chennai - 600 032, Tamil Nadu, India
Tel: 91-44-42525300
CIN: L24120TG1961PLC000892
E-mail: mail@coromandel.murugappa.com
Website: www.coromandel.biz

5th August 2022

Mr. Ranapurwala Mustafa Fakhruddin
S/o Fakhruddin Ranapurwala
Amli Faliya
Voharwad Godhra - 389 001.

Appointment Letter

Dear **Mr. Ranapurwala Mustafa Fakhruddin,**

With reference to the interview you had with us, we have pleasure in offering you an appointment as **Graduate Engineer Trainee (GET)** in our Organisation on the following terms and conditions:

1. Your period of training will be for one year from your date of joining on **8th August, 2022**. During this period, you will be paid salary as per the **Annexure-1.** Please note that during the training period you will not be considered as regular employee of the Company and will not be entitled to any other benefits.

2. You will initially report for Induction at our Head office, Secunderabad. You shall undergo induction program, and thereafter move on to live training projects across the company locations. Your first training project location would be intimated to you at the end of the induction period.

3. Your learning/performance during training period will be periodically reviewed. You would be considered for absorption in our Management Staff subject to satisfactory performance during training period and placed at an appropriate grade. Your training period may get extended at the discretion of Management if your performance doesn't merit absorption into Management Staff. If such situation arises you will be communicated in writing about extension of training period or termination of training period as deemed fit which does not entitle you to claim any appointment with the company.

4. Your appointment as a GET/MT is possessing the necessary qualifications and proof of this should be submitted to the Company as soon as the results are declared. Should you fail to qualify, your appointment as GET/MT will be cancelled.

5. You will be entitled to leave applicable to your grade as follows:

Type of Leave	Eligibility
Earned Leave	30 days per annum
Sick Leave	7 days per annum
Casual Leave	5 days per annum, only if you are working in a Factory/Unit/Branch which does not observe a five-day week.

ELs, CLs & SLs will be governed by the Company's rules notified in this regard from time to time.

Registered Office : 'Coromandel House', 1-2-10
Sardar Patel Road, Secunderabad - 500 003
Telangana, India

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6. During the tenure of your training, you will not be permitted to hold any office of profit outside the Company without the express permission of the Company. During the training or thereafter you shall not divulge or disclose directly or indirectly to anyone any knowledge or information in respect of any inventions, processes, formulae or secret methods which you may acquire or earn in the course of your training or otherwise.

7. During the training, this appointment is liable for termination by either party by giving one month's notice in writing or by paying one month's stipend in lieu thereof. If the cessation of training is to take place at your instance, you should serve the full notice period unless during the service of the notice period, you are expressly permitted in writing to get yourself relieved earlier and paying the stipend in lieu for the remaining notice period. However, in the case of proven misconduct which entitles dismissal or discharge you will not be entitled to any notice or payment in lieu thereof from the Company.

8. You shall not at any time during the course of employment in the Company or thereafter, divulge or disclose directly or indirectly to anyone, any knowledge or information in respect of any invention, process or formula or secret method which you might have invented, acquired or learnt during or in the course of your employment in the Company or any information relating to the Company or its associates either during the currency of your employment with this Company or after its termination.

9. Safety: While safety plays an important role everywhere, we at Coromandel give utmost importance. You will therefore be governed by the safety rules applicable to all employees in the company from time to time. You are required to adhere to the same without any violation. You will be responsible for the upkeep of the safety equipment provided to you to be worn on person and secure them in the place earmarked when not in use. Any violation to the safety rules shall be viewed very seriously and the company shall be at liberty to initiate any preventive and corrective action as deemed to be suitable.

10. The appointment is subject to the rules and regulations made by the Company as are in force at present or as may be amended from time to time.

11. You are required to undergo a pre-employment medical examination. Kindly note that you will be permitted to join duties on appointment only after the Company receives the report on your medical fitness and you have been advised accordingly.

12. At the time of joining, please bring with you the following documents.

    a. Original Certificate & Mark sheets of your Management course and Graduation Degree. If your final results are awaited, you will submit a 'Provisional Degree Certificate' or its equivalent. Needless to say, continuation of the training would be subject to your clearing the above said course. You would be required to submit the final mark sheet / transcript along with the final degree certificate within three months of your joining. The originals will be returned to you after verifying the photocopies.
    b. Documentary evidence of Date of Birth (Birth Certificate / Aadhaar Card / Passport)
    c. SSC Marks Sheet
    d. Four recent passport size color photographs.
    e. One set of photocopies of a) & b).

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13. During the period of your training you will be reporting to the respective location's HR Heads or whomsoever nominated in this regard, who will assign you your training schedule. As part of your training, you are liable to be trained in any of our Factories / Divisions / Branches of the Company / Companies in the Group.

14. Should the terms and conditions be acceptable to you, please sign and return the duplicate to us immediately.

Yours faithfully
for Coromandel International Limited

Dr. K Pradeep Kumar
Executive Vice President & Head of HR

ACCEPTANCE

I have read, understood and accept the above terms and conditions of this letter of appointment.

Signature: .....

Date: .....

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Annexure -1

Components	Monthly	Annual
Basic	9,000	1,08,000
HRA	4,500	54,000
Conveyance	1,600	19,200
Medical	1,250	15,000
Additional Allowance	1,350	16,200
Special Allowance	4,278	51,336
Monthly Gross	21,978	2,63,736
Annual Components		
LTA		14,040
Annual Gross		**2,77,776**
PF		12,960
Hospitalization		9,000
CTC1		**3,44,736**
Variable Pay		45,000
Gratuity		5,270
Total Cost to Company		**3,50,006**

Note: In the event of implementation of Labour Code 2019 in near future, your CTC may get restructured. In such a scenario, to be compliant with Wage Code 2019, it is likely that there shall be upward revision on retirals/ social security components. This will be adjusted in your total emoluments on CTC basis. It is also likely that this re-structuring may alter your net take home salary. In such an event, all possible care will be taken to protect your Total Emoluments on CTC basis.

for Coromandel International Limited

Dr. K Pradeep Kumar
Executive Vice President & Head of HR

ACCEPTANCE

I have read, understood and accept the above terms and conditions of this letter of appointment.

Signature: .....

Date: .....

murugappa

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6-Aug-2022

Naimish Bharatbhai Paghadal
E/2 - 403 Anand vatika residency,
Satellite road,
Surat Gujarat
INDIA 394101

Sub: Engagement as an "Engineer Trainee"

Dear Naimish

With reference to the Campus Placements at your Institute during the year 2022 and the subsequent selection process you experienced, we are pleased to offer you training in our organization. This offer of training is subject to the following terms and conditions -.

1. You will be placed as a Graduate Engineer Trainee in our organization for a period of one year commencing from the date of your joining. You will initially be posted at our Mithapur location, however as part of your training you could be rotated among other locations as may be required at the sole discretion of the Company. Your training period will automatically come to close at the end of the **one**-year period - unless intimated by the Company as mentioned in Clause 3 below.

2. During the Training period, your compensation and benefits will be as per the details given in Annexure "A". Any tax liability arising out of these payments would be to your account. Please note that you will not be entitled to any other allowances / benefits applicable to the employees of our Company. Your leaves and other benefits are governed by a separate policy.

3. Your learning/performance will be periodically reviewed during the period of training. You would be considered for absorption in our Management cadre in Company Work Level G3 based on the satisfactory performance during the training period and placed at an appropriate work level and posted to locations / regions depending on the exigencies / requirements at any of our locations. A separate letter of appointment will be issued at that time. In the event of your performance during the training period being found unacceptable, the management may consider extending your training period for another opportunity, which will be communicated to you in writing.

4. This contract of training is terminable on either side without assigning any reason whatsoever by giving one month notice or one month's basic salary in lieu of. However, in the event of any misconduct (including failure to observe safety norms) your training can be terminated without any notice.

5. You shall maintain confidentiality of all the information and material provided to you by the Company or is known to you during the course of your training. This also includes such information as is already known to the public. Your obligation to keep such information confidential shall remain even after completion / cessation of the training. You will also declare in writing to the Company all business interests that you have directly or indirectly, related to the business or activities of the Company. During the period of your training, you will not engage yourself in or undertake work for any other Company / Firm / Person.

6. You shall disclose to the Company any discovery, invention, process or improvement made or discovered by you while with the Company and such discovery, invention, process or improvement shall belong absolutely to and be the sole property of the Company.

7. You will be governed by the Company's rules and regulations as enforced from time to time in respect of matters not covered by this letter. The Company's decision on all such matters will be final and binding on you.

8. You will be required to undergo Medical check-up at your present place of stay and a report of the same shall be brought along with you at the time of joining. This offer of training is subject to your clearing the medical fitness test and you may also be required to appear for review before the Company's Medical Officer if required at any time during the training period.

9. At the time of joining, please bring with you the following documents.

a) Original Certificate & Mark sheets of your graduate/diploma (as applicable) and HSC/SSC. If the final results are awaited, you will submit a 'Provisional Certificate' or its equivalent. Needless to say, the continuation of the training would be subject to your clearing the qualifying course with a First Class in Final exams. You would be required to submit the Final year mark sheet along with the Final degree/diploma certificate (as applicable) within three months of your joining. The originals will be returned back to you after verifying the photocopies.
b) Documentary evidence of Date of Birth (Birth Certificate / School Leaving Certificate / Passport).
c) Four recent passport size colour photographs and one stamp size colour photograph.
d) One set of photocopies of a) & b) for submission.
e) Copy of your PAN Card and Aadhar Card

This appointment stands null & void in case any discrepancy is found in any of the documents / testimonials submitted by you during the pre-employment process.

The Company will reimburse you 3rd AC Rail Fare by the shortest route for your travel from your hometown / institute to Mithapur.

We look forward to welcoming you on your joining day and hope that you will utilize this opportunity to the fullest extent and enhance your skills and competencies during the period of training.

Kindly sign and return the duplicate copy of this letter as a token of your acceptance of the same.

Yours sincerely,
For Tata Chemicals Limited



Manoj V Nair
Assistant General Manager - Human Resources

PROPOSED COMPENSATION		
Components	**Monthly**	**Annual**
Fixed Monthly Components		
Basic	15000	180000
Site Township Allowance	5000	60000
Other Pay or FBP	14145	169740
Monthly Total	**34145**	**409740**
PF	1800	21600
Gratuity	722	8660
Performance Based Learning Incentive	5000	60000
Annual CTC		**500000**

** Site Township Allowance - Applicable only for those staying in Company Accommodation*
** PF - Reckoned at 12% of Basic Pay - benefits subject to PF Rules*
** Gratuity - Reckoned at 4.81% of Basic Pay - benefit subject to Company Gratuity Rules*
** Performance Based Learning Incentive is subject to performance against defined parameters and is variable -*
For 3 Rating - Rs.9600 (60% of 2 times basic pay)
For 4 Rating - Rs.12800 (80% of 2 times basic pay)
For 5 Rating - Rs.16000 (100% of 2 times basic pay)



Manoj V Nair
Assistant General Manager - Human Resources

To:

Human Resources Department,
Tata Chemicals Limited

Dear Sir/Madam,

I have read & understood the terms & conditions vide your letter 6-Aug-2022 and hereby I accept the terms and conditions and will join for training on 8-Aug-2022.

E-Sign Name :

E-Sign IP Address :

E-Sign Date :

DCM SHRIRAM

Dated: 09.10.2021

Mr. Bhanushali Neelkumar Rameshbhai
House No 834,Sheetal Nagar,
G.H.B,Sachin,Surat 394230

Dear Neel,

Subject: Letter of Intent

With reference to your interview with us, we are pleased to confirm that you have been selected for the post of **Graduate Engineer Trainee** in our plant at Jhagadia, Bharuch.

This appointment will take effect from the date you join and its continuation shall be subject to your being declared successful in your final year examination with first division. You are requested to join us from 1st June, 2022 post completion of your final year examination.

Your formal appointment letter on the term discussed and finalized with you shall be issued on your joining.

Please note that this offer is valid subject to you being certified medically fit by a doctor nominated by us.

While reporting for duty, please bring along with you the following:

- Original mark sheets / provisional certificates etc. for verification and attested photocopies thereof.
- Pass-port size colored photograph – 6 nos.
- PAN Card of Income Tax.
- Photocopy of proof of permanent residence.
- Aadhar Card

Looking forward to having you as a member of the DCM Shriram family.

Thanking you.

Yours faithfully,

(VASISTHA RAWAL)
GENERAL MANAGER - HR

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ISO 9001
ISO 14001
OHSAS 18001
BUREAU VERITAS
Certification

Gujarat Chemical Port Limited

(Formerly known as Gujarat Chemical Port Terminal Company Limited)
CIN U99999 GJ 1992PLC017798
P.O. : Lakhigam, Via : Dahej, Tal.: Vagra,
Dist. : Bharuch - 392 130 Gujarat
Phone : (02641) 261045: Fax : (02641) 261055
Website : www.gcptcl.com

GCPL/HR/Offer/2022-23 **Date: 06.04.2022**

To,
Mr. Neel Patel
B-10 Siddhi Vinayak Soc.,
GIDC Road, Manalpur,
Vadodara 390011

Sub: Offer for the post of Graduate Engineer Trainee (GET) – Chemical

Dear Mr. Patel

With reference to the interview you had with us on 02.04.2022, we are pleased to offer you the post of **Graduate Engineer Trainee (GET) – Chemical** with cost to company of as agreed upon. This offer letter is subject to securing **minimum First class** in BE – Chemical degree & passing your medical examination.

Your posting will be at GCPL site, Lakhigam, Dahej, Dist. Bharuch Gujarat, you are required to report for duty on or before 11.05.2022, failing which the Offer letter shall be treated as cancelled. As agreed you are required to stay in Bharuch only.

Kindly arrange to produce the following original certificates /documents, at the time of your joining for the duty

a. Character certificates from two Gazetted Officer of the Central / State Government or equivalent status or First Class Magistrate.
b. Enclosed attestation form duly completed along with five recent passport size and one stamp size photographs (front pose).
c. Degree / Diploma certificates of Educational qualifications with mark sheet (along with true copies).
d. Certificates of age (age will be reckoned with the reference to Secondary School Leaving Certificates / S.S.C. as the case may be).
e. Service certificate from previous employer / s.
f. Discharge certificate from previous employer.
g. Domicile certificate.
h. Copy of PAN Card.

However, please note that your appointment with our company will be subject to passing your medical examination.

Your appointment letter with detailed terms & conditions will be issued to you at the time of your joining.

Please send copy of the offer letter duly signed by you as token of your acceptance.

Yours Sincerely
For Gujarat Chemical Port Ltd.

Authorized Signatory

AARTI INDUSTRIES LIMITED

Date: **24/01/2022**

Dear Mr. **Nevil Modi**

CONGRATULATIONS!!

We are pleased to offer you the position of **Officer Trainee** with **Aarti Industries Limited** under the Aarti Officer Trainee Program (AOTP).

Your tentative date of joining will be **1st June 2022**. You will undergo a training program for six months followed by a probation period of six months from the date of joining. Upon successful completion of the training & probation period you will be confirmed as **Engineer.**

You will be paid a **Total Target Cost To Company of INR 5 LPA (Five Lakh Per Annum)** and on confirmation after 1 year your **Total Target Cost To Company will be revised to INR 5.5 LPA (Five Lakh Fifty Thousand Per Annum).**

Your joining is subject to the following terms of employment :

- Successful completion of degree / Post degree examination with a minimum aggregate score of 6.0 CGPA or 60% with no active backlog
- Pre - Employment Medical examination clearance
- Background verification

Other Terms and Conditions:

- During training and probation period you may be deployed at factory/offices based on the company requirements.
- If you are posted at Factory locations (Vapi, Jhagadia, Dahej, Kutch, Tarapur etc) you will be provided Bachelor's sharing Accommodation for a period of 1 year from your date of joining.
- In case if you're posted at any metro/city location you have to manage your own accommodation. However, additional HRA/city compensatory allowance will be applicable as per the company policy
- Target Variable pay will be paid on an annual basis as per company policy. First payout will happen on confirmation, subject to scheme conditions
- Notice period during training and probation period will be 1 month and post confirmation will be 2 months
- You will be eligible for your first annual compensation review, post confirmation and performance period
- Your retirement age will be 58 years
- You will have to abide by the Company's Code of Conduct, rules, regulations, organization values and culture
- Compensation and benefits are subject to taxes to be borne by the incumbent as per the prevailing tax laws
- Campus trainees will be required to work in shift timings/working hours as per business requirements
- In the event of any change in law (compliance of which is mandatory for us), if the current CTC and structure offered to you at Appendix also undergoes a change or is modified by us to meet such compliance ,we shall do so on a neutral cost basis. You shall not hold us liable or responsible for such change or restructuring , nor shall we be required to revise your CTC other than in accordance with the law.You are accepting this offer with full knowledge and awareness of the proposed Wage Code Bill that is likely to impact the existing CTC structure.

Nevil

AARTI INDUSTRIES LIMITED

You will receive an email from us to bring necessary documents on joining and other relevant information.
Looking forward to welcoming you to the **AARTI FAMILY.**

Kindly sign on a duplicate copy of this offer letter as a token of acceptance.

For Aarti Industries Limited,

Manoj Sharma
Joint President & CHRO

AARTI INDUSTRIES LIMITED

ANNEXURE 1

Target Annual Compensation			
Particulars	**Cost To Company on joining (Rs Per Annum)**	**Cost To Company upon Confirmation (Rs Per Annum)**	**Remarks**
Base Salary (A)			
Basic	200000	220000	Basic is paid on a monthly basis. Retirals are linked to this. Subject to tax.
Housing (B)			
HRA	80000	88000	House Rent Allowance is provided to meet the cost of accommodation. HRA is calculated at 40% of the Basic pay. HRA is an allowance and is subject to income tax. The exemption on HRA is covered under Section 10(13A) of the Income Tax Act and Rule 2A of the Income Tax Rules. HRA is paid on a monthly basis.
Allowances & Reimbursements (C)			
Education Allowance	2400	2400	Educational Allowance is paid on a monthly basis, subject to Income tax.
Uniform Allowance	18000	18000	Uniform Allowance is paid on a monthly basis, subject to Income tax.
Aarti Allowance / Special Allowance	79313	89285	Special allowance is paid on a monthly basis. This element has no linkage to any component of compensation / retirals. Subject to tax.
Statutory Bonus	40000	44000	Statutory Bonus will be paid as per Payment of Bonus Act 1965. Subject to tax. Calculated at 20% of Basic Pay + Dearness Allowance(if applicable)
Leave Travel Allowance	16667	18333	Leave Travel Allowance is a reimbursement for travel within India. It is governed by IT Act where one can claim tax exemptions twice in a block of four years and should be on Privilege leave for a minimum period of 5 days and this can be clubbed with weekly off or a paid holiday

AARTI INDUSTRIES LIMITED

Retirals (D)			
Gratuity	9620	10582	Gratuity is 4.81% of basic pay
Company's Contribution to PF	24000	26400	As per employee provident fund Act 1952, an employer is required to contribute a minimum 12% of the Basic Salary to EPF. And an equal amount will be deducted as employee contribution from monthly payroll.
Target Variable Pay (E)			
Target Variable Pay	30000	33000	The objective of the Performance Pay Scheme is to incentivize employees to achieve specific Group/Business and/or financial and strategic predetermined goals, within the Group's/Business risk appetite. This is currently paid on an annual basis (April to March) and linked to individual performance ratings and business performance
Total Fixed Compensation (A+B+C+D)	**470000**	**517000**	
Total Cost to Company (CTC) (A+B+C+D+E)	**500000**	**550000**	

Yours Sincerely,
For Aarti Industries Limited,

Manoj Sharma
Joint President & CHRO

Offer: Computer Consultancy
Ref: TCSL/DT20218465049/Ahmedabad
Date: 14/10/2021

Mr. Niravkumar Dilipbhai Darji
3/60Shastry Vago, B/H Jain Temple,
Kural,
Vadodara-391430,
Gujarat.
Tel# -

Dear Niravkumar Dilipbhai Darji,

Sub: Letter of Offer

Thank you for exploring career opportunities with TATA Consultancy Services Limited (TCSL). You have successfully completed our initial selection process and we are pleased to make you an offer.

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Assistant System Engineer-Trainee** in Grade **Y**. You will be a part of the application development and maintenance projects across any of the business units of TCSL.

Your gross salary including all benefits will be **₹3,36,877/-** per annum, as per the terms and conditions set out herein. Over and above this, you will also be eligible for Learning Incentives (Readiness Incentive and/or Competency Incentive) basis your performance in TCS Xplore Program which gives you an additional earning potential of upto **Rs.60,000** during the first year.Annexure-1 provides the break-up of the compensation package.

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 7 Days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

After you accept this offer, you will be given a joining letter indicating the details of your joining date and initial place of posting. The Joining letter will be issued to you only upon successful completion of your academic course, you meeting the TCS eligibility criteria & you completing the mandatory pre-joining learning curriculum named TCS Xplore (detailed under Terms &

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Conditions). You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy. Your offer is subject to a positive background check.

COMPENSATION AND BENEFITS

BASIC SALARY
You will be eligible for a basic salary of **₹14,784/-** per month.

BOUQUET OF BENEFITS (BoB)
Bouquet of Benefits offers you the flexibility to design this part of your compensation within the defined framework, twice in a financial year. All the components will be disbursed on a monthly basis.

The components under Bouquet of Benefits are listed below. The amounts given here for each of the components below are as per pre-defined structure. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL. To design your Bouquet of Benefits, you may access the link to BoB in the "Employee Self Service" link on "Ultimatix", the internal portal of TCSL. Taxation will be governed by the Income Tax rules. TCSL will be deducting tax at source as per income tax guidelines.

1. **House Rent Allowance (HRA)**
   Your HRA will be **₹5,914/-** per month. While restructuring your BoB amount to various components, it is mandatory that at least 5% of monthly basic pay be allocated towards HRA.

2. **Leave Travel Allowance**
   You will be eligible for annual Leave Travel Allowance which is equivalent to one month's basic salary or a pro-rata amount in case you join during the financial year. This will be disbursed on a monthly basis along with the monthly salary. To avail income tax benefits, you need to apply for a minimum of three days of leave and submit supporting travel documents.

3. **Food Card**
   You will be eligible for a Food Card. It can be used to purchase food items at all domestic VISA enabled restaurants and fast food restaurants including TCS cafeterias.As per the Pre-Defined structure you will be eligible for a Food Card with an amount of **₹500/-** being credited to this card per month. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL.

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PERFORMANCE PAY

Monthly Performance Pay
You will receive a monthly performance pay of **₹1,700/-**. The same will be reviewed on completion of your first Anniversary with the company and will undergo a change basis your own ongoing individual performance.

Quarterly Variable Allowance
Your variable allowance will be **₹600/-** per month, and will be paid at the closure of each quarter based on the performance of the company and your unit and to the extent of your allocation to the business unit.

Quarterly Variable Allowance is subject to review on your first anniversary and may undergo a change based on the actual performance of the Company, your business unit and your own ongoing individual performance. The payment is subject to your being active on the company rolls on the date of announcement of Quarterly Variable Allowance.

This Pay/Allowance shall be treated as productivity bonus in lieu of statutory profit bonus.

Performance Pay will be effective upon successful completion of the TCS Xplore Programme.

CITY ALLOWANCE
You will be eligible for a City Allowance of **₹200/-** per month. This is specific to India and is linked to your base branch. In the event of a change in your base branch this amount may undergo a change. It will stand to be discontinued while on international assignments. This allowance is fully taxable and subject to review.

XPLORE/ LEARNING INCENTIVES
You will be eligible for Readiness Incentive AND/ OR Competency Incentive, basis your performance in TCS Xplore Program. The incentives gives you an additional earning potential of upto Rs.60,000 over and above your CTC during the first year.

OTHER BENEFITS

Health Insurance Scheme
TCSL brings the benefit of health insurance cover to you and your dependants under the company's Health Insurance Scheme(HIS).

HIS offers the following benefits:

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1. **Basic Cover**

   i. Entitlement - Includes domiciliary expenses up to ₹6,000/- per insured person per annum and basic hospitalization expenses up to ₹2,00,000/- per insured person per annum.

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

2. **Higher Hospitalisation**

   Coverage under Higher Hospitalisation is mandatory. Under this scheme, you and your enrolled dependents will be automatically covered under Higher Hospitalisation benefits.

   i. Entitlement - You and your enrolled dependants will be entitled for ₹12, 00,000/- as a family floater coverage towards hospitalisation expenses, over and above the individual basic coverage.

   ii. Premium - For Higher Hospitalisation, a part of the premium will be recovered from your salary and the differential premium will be borne by TCSL.

Maternity Leave

Women employees are eligible to avail maternity leave of twenty six weeks. Adopting or commissioning mother,may avail maternity leave for twelve weeks. For more details on the benefits and eligibility, once you join, please refer TCS India Policy - Maternity Leave.

Tata Sons and Consultancy Services Employees' Welfare Trust (TWT)

You will become a member of the TWT, on completion of continuous association of one year from the date of joining TCSL. A nominal annual membership fee of ₹250/- will be recovered from you for the same. The Trust provides financial assistance by way of grants/ loans in accordance with the rules framed by the Trust from time to time for medical and educational purposes and in case of death of members while in service.

Loans

You will be eligible for loans, as per TCSL's loan policy.

Professional Memberships

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

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RETIRALS

Provident Fund
You will be a member of the Provident Fund as per the provisions of "The Employees Provident Fund and Miscellaneous Provisions Act, 1952", and TCSL will contribute 12% of your basic salary every month as per the provisions of the said Act.

Gratuity
You will be entitled to gratuity as per the provisions of the Gratuity Act, 1972.

TERMS AND CONDITIONS

1. **Aggregate Percentage Requirements**
   Your appointment will be subject to your scoring minimum aggregate (aggregate of all subjects in all semesters) marks of 60% or above (or equivalent CGPA as per the conversion formula prescribed by the Board / University) in the first attempt in each of your Standard Xth, Standard XIIth, Diploma (if applicable) and highest qualification (Graduation/ Post Graduation as applicable) which includes successful completion of your final semester/year without any pending arrears/backlogs. As per the TCSL eligibility criteria, marks/CGPA obtained during the normal duration of the course only will be considered to decide on the eligibility.

   As communicated to you through various forums during the recruitment process, your appointment is subject to completion of your course within the stipulated time as specified by your University/Institute and as per TCSL selection guidelines.

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

2. **Pre requisites for Joining**
   To enable your readiness to work on assignments upon joining, we have put together a comprehensive learning program named TCS Xplore which is made available to you digitally. This foundation program will include Online learning content, Webinars, practice sessions & proctored assessments. Further to accepting this Offer letter, you are required to enroll for the TCS Xplore Program and start your learning journey with TCSL. TCSL will make Xplore program available for you upon your offer acceptance. Please note that your joining is subject to successful completion of your TCS Xplore program including the proctored assessment. We encourage you to complete your pre-learning, through TCS Xplore, well before your expected date of joining to avoid delays in onboarding.

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3. Training Period

You will be required to undergo class room and on the job training in the first twelve months (including the TCS Xperience Programme as set out herein below), during which period you will be appraised for satisfactory performance during/after which TCSL would normally confirm you.

This confirmation will be communicated to you in writing. If your performance is found unsatisfactory during the training period, the company may afford you opportunities to assist you and enable you to improve your performance. If your performance is still found unsatisfactory, TCSL may terminate your traineeship forthwith.

However, TCSL may even otherwise at its sole discretion terminate the traineeship any time if your performance is not found satisfactory. The terms and conditions of the training will be governed by TCSL's training policy. TCSL reserves the right to modify or amend the training policy.

If you remain unauthorizedly absent for a consecutive period of 3 days during the training programme, you shall be deemed to have abandoned your traineeship and your name will automatically stand discontinued from the list of TCS Xperience trainees without any further intimation/separate communication to you.

4. Working Hours

Your working hours are governed by applicable law. You may be required to work in shifts and/or over time depending upon the business exigencies as permitted by law.

5. Mobility

TCSL reserves the right to transfer you at any of its offices, work sites, or associated or affiliated companies in India or outside India, on the terms and conditions as applicable to you at the time of transfer.

6. Compensation Structure / Salary components

The compensation structure/salary components are subject to change as per TCSL's compensation policy from time to time at its sole discretion.

7. Increments and Promotions

Your performance and contribution to TCSL will be an important consideration for salary increments and promotions. Salary increments and promotions will be based on TCSL's Compensation and Promotion policy.

8. Alternative Occupation / Employment

Either during the period of your traineeship or during the period of your employment as a

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confirmed employee of TCSL, you are not permitted to undertake any other employment, business, assume any public or private office, honorary or remunerative, without the prior written permission of TCSL.

9. Confidentiality Agreement

As part of your acceptance of this appointment as an employee with TCS you are required to maintain strict confidentiality of the intellectual property rights protected information and other business information of TCS and its clients which may be revealed to you by TCS or which may in the course of your engagement with TCS come your possession or knowledge unless specifically authorized to do so in writing by TCS. This Confidentiality Clause shall survive the termination or earlier determination of this Appointment. The detailed Confidentiality related terms and conditions are set out in Annexure 3.

10. Service Agreement

As TCSL will be incurring considerable expenditure on your training, you will be required to execute an agreement, to serve TCSL for a minimum period of 1 year after joining, failing which, you (and your surety) will be liable to pay TCSL ₹50,000/-towards the training expenditure. Service agreement duration of one year refers to continuous service of 12 months from date of joining TCSL and excludes the duration of Leave without pay (LWP) and/or unauthorized absence, if any.

11. Work in SBWS mode

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

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

12. Overseas International Assignment Agreement

If you are on international assignment, you will be covered by the TCS India Policy-International Assignments (from India to other Countries) from the date of placement for an international assignment. Accordingly, you will be required to sign the Overseas International Assignment Agreement/s and any other applicable related

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documents pertaining to the international assignment for which you are being placed In case of every international assignment that exceeds 30 days, you will be required to serve TCSL as per the Notice Period clause mentioned below.

This is to ensure that the knowledge and information gained by you during your assignment is shared and available to TCSL and its associates.This transfer of knowledge and information is essential for TCSL to continue to serve its clients and customers better.If you are deputed internationally for training,you will be required to sign an agreement to serve TCSL for a minimum period of 6 months on completion of training.

13. Terms and Conditions

The above terms and conditions are specific to India and there can be changes to the said terms and conditions in case of deputation on international assignments.

14. TATA Code of Conduct

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

15. Notice Period

Upon your confirmation, this contract of employment is terminable by you by giving 90 days notice in writing to TCSL. It is clearly understood, agreed and made abundantly clear that you shall have to necessarily work during the period of notice of 90 days given by you under this clause. However, upon your serving the notice under this clause, TCSL may relieve you any time during the period of notice at its sole discretion.

Upon your confirmation, this contract of employment may be terminated by TCSL by giving you 90 days notice or payment in lieu thereof.

It is understood, agreed and made abundantly clear herein that you shall have to necessarily work during the notice period given by TCSL under this clause, unless you are otherwise relieved by TCSL by giving you payment in lieu of notice.

Your failure to comply with this clause will entail monetary payment of damages to TCS as may be determined by it at its own discretion having regard to the responsibilities shouldered by you while being in the employment of TCS.

16. Retirement

You will retire from the services of TCSL on reaching your 60th birthday as per the proof of age submitted by you at the time of joining.

17. Pre-employment Medical Certificate

You are required to submit a Medical Certificate of Fitness (in the format prescribed by

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TCSL) which needs to be verified by a registered medical practitioner having a minimum qualification of MBBS to the Induction Coordinator.

18. Employment of Non Indian Citizens

In case, you are not a citizen of India, this offer is subject to your obtaining a work permit and / or any other permissions and / or documentation as prescribed by the Government of India.

19. Background Check

Your association with TCSL will be subject to a background check in line with TCSL's background check policy. A specially appointed agency will conduct internal and external background checks. Normally, such checks are completed within one month of joining.If the background check reveals unfavourable results, you will be liable to disciplinary action including termination of traineeship/service without notice.

20. Submission of Documents

Please note that you should initiate and complete the upload of mandatory documents on the nextstep portal as soon as the offer letter is accepted (subject to availability of the documents)

Please carry the below listed **Original** Documents for verification on your joining day.

- Permanent Account Number (PAN) Card - You are required to submit a copy of your PAN card along with other joining forms, immediately on joining. As per Indian Income Tax rules, the PAN number is a mandatory requirement for processing salary
- Aadhaar Card
- Standard X and XII/Diploma mark sheets & Certificate
- Degree certificate/Provisional Degree Certificate and mark sheets for all semesters of Graduation
- Degree certificate and mark sheets for all semesters of your Post Graduation(if you are a Postgraduate)
- Overseas Citizenship of India (applicable if you are not an Indian Nationality). For Srilankan Refugee, a Refugee Identity card along with Work Permit is required
- Birth Affidavit on Rs100 stamp paper, if Birth Certificate not in English
- Any other affidavits on Rs100 stamp paper if applicable (name affidavit for multiple names, signature affidavits, address affidavits etc.)
- Passport / Acknowledgement letter of passport application
- Gap/Break in career affidavit on Rs100 stamp paper, if gap is more than 6 months
- 4 passport sized photographs
- Medical Certificate (Should be made on the format provided by TCS along with the Joining letter)

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- An affidavit/notarized undertaking (Non-Criminal Affidavit, should be made on the format provided by TCSL) stating :
*There is no criminal offence registered/pending against you
*There is no disciplinary case pending against you in the university

- If you were employed, a formal Relieving letter & Experience letter from your previous employer

The original documents will be returned to you after verification.

In addition to the above original documents, Please carry Xerox copies of the below documents

*PAN Card (Permanent Account Number)
*Aadhaar Card (Not applicable for Nepal & Bhutan Citizenship)
*Passport
*NSR E-Card

21. TCS Xperience Program

On joining TCSL, you will be given the benefit of formal training (TCS Xperience Program) at our offices, as identified, for such period as TCSL may decide.

The said training forms a critical part of your employment with TCSL and is an ongoing process. TCSL continues to make investment on training and continuing education of its professionals. This will be of immense value to you as a professional and a large part of the ownership and commitment has to come from you.

As TCSL progresses with these initiatives, monitoring performance will be an ongoing process and a formal evaluation will be carried out during the training. If you are requested to join TCSL inspite of you not completing the Xplore proctored assessment, you will be provided Xplore training on premise and the above said evaluation process will stand good. The evaluation criteria which will be very transparent will be used as a basis for allocating people to projects/roles. We would request that the training be taken very seriously to enable you to add maximum value to your professional and personal growth.

22. Letter of Appointment

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

23. Rules and Regulations of the Company

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

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time to time.The changes in the Policies will automatically be binding on you and no separate individual communication or notice will be served to this effect. However, the same shall be communicated on internal portal/Ultimatix.

24. Compliance to all clauses

You should fulfill all the terms and conditions mentioned in this letter of offer. Failure to fulfill one or more of the terms and conditions and/or failure to clear one or more tests successfully would entitle TCSL to withdraw this offer letter anytime at its sole discretion.

25. Data Privacy Clause:

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

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

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

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

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

(f) In case of oversees deputation, available privacy rights would be governed as per regulatory provisions and / or TCS policies/notice provided applicable at your overseas location.

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Withdrawal of Offer

If you fail to accept the offer from TCSL within 7 days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

Post acceptance of TCSL Offer letter if you fail to join on the date provided in the TCSL Joining letter, the offer will stand automatically terminated at the discretion of TCSL.

We look forward to having you in our global team

Yours Sincerely,

For TATA Consultancy Services Limited



Girish V. Nandimath
Global Head Talent Acquisition & AIP

Click here or use a QR code scanner from your mobile to validate the offer letter

Encl: Annexure 1: Benefits and Gross Salary
Annexure 2: List of TCS Xplore Centres
Annexure 3: Confidentiality and IP Terms

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GROSS SALARY SHEET **Annexure 1**

Name	**Niravkumar Dilipbhai Darji**
Designation	**Assistant System Engineer-Trainee**
Institute Name	**Dharmsinh Desai University**

Table 1: Compensation Details (All Components in INR)

Component Category	Monthly	Annual
1) Fixed Compensation		
Basic Salary	14,784	1,77,408
Bouquet Of Benefits #	7,646	91,752
2) Performance Pay**		
Monthly Performance Pay	1,700	20,400
Quarterly Variable Allowance*	600	7,200
3) City Allowance	200	2,400
4) Annual Components/Retirals		
Health Insurance***	NA	7,900
Provident Fund	1,774	21,289
Gratuity	711	8,533
Total of Annual Components & Retirals	2,485	37,722
TOTAL GROSS	27,415	3,36,877
Xplore/ Learning Incentive****		Upto 60,000

Refer to Table 2 for TCSL defined Structure. In case, you wish not to restructure your BoB, TCSL defined Structure as given in Table 2 will be applicable.

* Amount depicted will be paid-out on a quarterly basis upon successful completion of the TCS Xplore Program.

**The Performance Pay is applicable upon successful completion of the TCS Xplore Program.

*** For HIS - Note that Rs. 7900 if the employee is Single. If the employee is married or married with Children then Rs. 3,900/- per beneficiary needs to be added to the above mentioned amount.

**** Xplore/ Learning Incentive is paid over and above the CTC during first year, based on your performance in TCS Xplore Program. Table 2: TCSL defined structure for BoB (All Components in INR)

Component Category	Monthly	Annual
House Rent Allowance	5,914	70,968
Leave Travel Assistance	1,232	14,784
Food Card	500	6,000
GROSS BOUQUET OF BENEFITS	7,646	91,752

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Annexure 2

Ahmedabad TCS XP HR Lead Tata Consultancy Services, Garima Park,IT/ITES SEZ,Plot # 41, Gandhinagar - 382007	**Bangalore** TCS XP HR Lead Tata Consultancy Services, Gate 1, No 42, Think campus, Electronic City phase II, Bangalore - 560100,Karnataka
BUBANESHWAR TCS XP HR Lead Tata Consultancy Services, Training Lab Venue:-Barabati, IRC Block, Ground Floor, Tata Consultancy Services Limited, (UNIT-II) - BARBATI SEZ, IT/ITES SPECIAL ECONOMIC ZONE (SEZ),PLOT NO. 35, CHANDAKA INDUSTRIAL ESTATE, PATIA, Bhubaneswar - 751024	**Chennai** TCS XP HR Lead Tata Consultancy Services, 415/21-24, Kumaran Nagar, Old Mahabalipuram Rd, TNHB, Sholinganallur, Chennai, Tamil Nadu 600119
DELHI – Gurgoan TCS XP HR Lead Tata Consultancy Services, Block C, Kings Canyon, ASF Insignia, Gurgaon - Faridabad Road, Gawal Pahari, Gurgaon - 122003, Haryana	**DELHI – Noida** TCS XP HR Lead Tata Consultancy Services, Plot No. A-44 & A-45,Ground, 1st to 5th Floor & 10th floor, Glaxy Business Park, Block - C & D, Sector - 62, Noida - 201 309,UP
Guwahati TCS XP HR Lead Tata Consultancy Services, 5th Floor, NEDFi House,G.S. Road, Dispur,Guwahati - 781006,Assam	**Hyderabad** TCS XP HR Lead Tata Consultancy Services, Q City, Nanakramguda, Hyderabad
INDORE TCS XP HR Lead Tata Consultancy Services, IT/ITES SEZ, Scheme No. 151 & 169-B, Super Corridor, Village Tigariya Badshah & Bada Bangarda, Tehsil Hatod, Indore - 452018, Madhya Pradesh	**KOLKATA** TCS XP HR Lead Tata Consultancy Services Limited, Ecospace 1B building, 2nd Floor, Plot - IIF/12 ,New Town, Rajarhat, Kolkata - 700160,West Bengal OR Auditorium,2nd Floor, Wanderers Building,Delta Park - Lords
KOCHI TCS XP HR Lead Tata Consultancy Services, TCS centre, Infopark Road Infopark Campus, Infopark , Kakkanad, Kerala 682042	**MUMBAI** TCS XP HR Lead Tata Consultancy Services, Yantra Park, Pokharan Road Number 2, TCS Approach Rd, Thane, West, Thane, Maharashtra 400606
NAGPUR TCS XP HR Lead Tata Consultancy Services Limited, Mihan-Sez, Nagpur, Telhara, Maharashtra 441108,	**PUNE** TCS XP HR Lead Tata Consultancy Services, Plot No. 2 & 3, MIDC-SEZ, Rajiv Gandhi Infotech Park, Hinjewadi Phase III, Pune - 411057,Maharashtra
Trivandrum TCS XP HR Lead Tata Consultancy Serives, Peepul Park, Technopark Campus ,Kariyavattom P.O. Trivandrum - 695581, India	

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Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021
TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com

Annexure 3

Confidentiality and IP Terms and Conditions

1. Confidential Information

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

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

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

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

(d) Customer and prospective customer lists, and

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

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2. Associate's Obligations

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

3. Intellectual Property Rights

Associate agrees and confirms that all intellectual property rights in the Confidential Information shall at all times vest in and remain with or belong to TCS and Associate shall have no right title or claim of any nature whatsoever in the Confidential Information. Associate shall promptly disclose to an authorized officer of TCS all inventions, ideas, innovations, discoveries, improvements, suggestions, or reports and enhancements made, created, developed, conceived or devised by him or her arising out of his or her engagement with TCS, including in the course of provision of services to the Clients of TCS and Associate hereby agrees and confirms that all such intellectual property rights shall at all times vest in and remain vested in TCS and agrees to transfer and assign to TCS any interests Associate may have in such intellectual property rights including any interest in and to any domestic or foreign patent rights, trademarks, trade names copyrights and trade secret rights therein and any renewals thereof. On request of TCS, Associate shall execute from time to time, during or after the termination of his or her employment, such further instruments, including without limitations, applications for letters of patent, trademarks, trade names and copyrights or assignments thereof, as may be deemed necessary or desirable by TCS to perfect the title of TCS in the intellectual property rights and to effectuate the provisions hereof. All expenses of filling or prosecuting any application for patents, trademarks, trade names, or copyrights shall be borne solely by TCS, but Associate shall co-ordinate in filing and / or prosecuting any such applications. Associate hereby expressly waives any "artist's rights" or "moral rights", which Associate might otherwise have in such intellectual property rights.

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4. Prior knowledge

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

5. Use of third party material

Associate expressly agrees that it shall not in the course of his or her association with TCS and while working on the premises or facilities of TCS or its Clients or in connection with the development of any intellectual property rights or work for or on behalf of TCS, use any third party material or intellectual property rights except those intellectual property rights provided by TCS or expressly authorised by TCS or without having proper authorisation or license or approval of the respective owner of such intellectual property rights.

6. Security policies and Guidelines.

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

7. Working in SBWS Framework:

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

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

(a) will work only in a private, secured work area in compliance with the guidelines issued and amended from time to time.

(b) will comply with and work in a manner consistent with TCS Data Privacy and Security Policies/Protocols.

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(c) will bring to the notice of HR of the Unit to any circumstances that prevent Associate from working in a manner consistent with TCS data privacy and security policies/ protocols.

(d) will inform the HR of the Unit if the Associate shares a home with any family member or an individual who is employed by a competitor of TCS or TCS client the Associate is assigned to, or if any other circumstances at home exist which implicates the TCS Code of Conduct Conflict of Interest provision.

(e) will ensure utmost care and adhere to Confidentiality, IP Protection / Non-Disclosure obligations.

(f) will be using the Company allotted laptop or similar authorized computing device (together called "official asset") only to connect to TCS network/customer network through authorized means (or the Customer provided laptop to access the customer network if so, mandated by the Customer).

(g) will not allow anybody to share the official asset being used.

8. Restriction on Associate's Rights

Associate agrees that he or she shall not make, have made, replicate, reproduce, use, sell, incorporate or otherwise exploit, for his or her own use or for any other purpose, any of the Confidential Information including intellectual properties of TCS that is or may be revealed to him or her by TCS or which may in the course of his or her employment with TCS come into his or her possession or knowledge unless specifically authorized to do so in writing by TCS.

9. No License

TCS and Associate agree that no license under any patent or copyright now existing or hereafter obtained by TCS is granted, agreed to be granted, or implied by the terms of this Agreement, or by the disclosure to Associate of the Confidential Information.

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10. Equitable Rights

Associate acknowledges that any Confidential Information that comes into the possession and / or knowledge of Associate is of a unique, highly confidential and proprietary nature. It is further acknowledged by Associate that the disclosure, distribution, dissemination and / or release by Associate of the Confidential Information without the prior written consent of TCS or any breach of this Agreement by Associate will cause TCS to suffer severe, immediate and irreparable damage and that upon any such breach or any threat thereof, TCS shall without prejudice to any other remedies available to it, be entitled to appropriate equitable relief including the relief of specific performance and injunctive relief, in addition to whatever remedies it might have at law.

11. General

(a) The provisions hereof shall be interpreted, determined and enforced in accordance with the laws of India.

(b) In the event of any dispute or disagreement over the interpretation of any of the terms herein contained or may claim or liability of any party including that of surety, the same shall be referred to a person to be nominated by TCS, whose decision shall be final and binding upon the parties hereto. Subject to the above, the arbitration shall be governed by the Arbitration and Conciliation Act, 1999 or any modifications or re-enactment thereof. Associate confirms that the fact that the arbitrator shall be a nominee of TCS shall not be a ground for objecting to such arbitration or challenging the decision of the arbitrator. The venue of arbitration shall be Mumbai. Subject to the above arbitration clause, the Parties agreed to the binding jurisdiction of the Courts at Mumbai under the laws of India.

(c) If any provision hereof shall be found by a judicial tribunal to be contrary to governing law, it shall be deemed null and void without annulling or rendering invalid the remainder of the Agreement and if the invalid portion is such that the remainder cannot be sustained without it, the Parties herein shall find a suitable replacement to the invalid portion that shall be legally valid.

(d) This Confidentiality clause along with other documents executed by Associate or referenced in any such documents constitutes the entire understanding between the parties and supersedes all prior agreements and understandings pertaining to the subject matter thereof. No delay of omission of either Party in exercising or enforcing any of their rights or remedies hereunder shall constitute a waiver thereof.

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(e) This Confidentiality clause may not be amended except in writing signed by authorized representatives of both parties.

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

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Making our world more productive

Mr. Nisarg Shah

C-402, Royal Gold
Waghodia road,
Vadodara.
Gujarat

07/06/2022

Subject: Appointment as "Trainee Engineer"

Dear Mr. Shah,

Further to your application seeking training with Linde Engineering India Pvt Ltd ('Company'), we hereby offer you an appointment in our Company at the position of "Trainee Engineer" on the general terms and conditions set out hereunder:

1. You will be on training for a period of 12 months from the date of your joining which will be 18/07/2022. This training period of 12 months may be extended at the discretion of the Company.

2. The training is subject to your agreeing to render your services to the company as its employee for a period of two (2) years from the date of satisfactory completion of training period. In case you leave the Company during the training period or within two years after successful completion of training, you shall be liable to pay liquidated damages of INR 2,00,000/- (Rupees Two Lakhs Only) to the company. The Company shall be entitled to recover the said damages from any of the monetary dues/claims you may have against the Company and/or by taking legal proceeding against you entirely at your risks and costs and consequences.

3. During the period of training, the Company reserves the right to terminate your appointment without notice. In case you decide to leave the company during the training period, you shall give 30 days clear notice to the company.

4. However, completion of your training period or extension thereof will not make you entitled for any lien on employment present or future and your appointment with the Company will cease automatically on completion of the training period unless the company employs your services as stated in point no. 2 above.

5. Your annual remuneration during training period will be INR 500000 (Rupees Five Lakh Only). The breakup of the same is represented in ANNEXURE – I. As a part of the total renumeration, you will also be entitled to a Loyalty Reward of INR 60000/- (Rupees Sixty Thousand Only) as a one-time payment on successful completion of your training. As a trainee, you shall not be entitled to any of the facilities/benefits applicable to company's regular employees. In case the training period is reduced or terminated by company, the loyalty reward will also be reduced pro-rata in accordance with the actual training period. However, there will not be any increase in the amount if the training period is extended beyond 1 year.

6. Company will provide accommodation on twin sharing basis for outside Vadodara candidates in hotel up to a maximum of TWO WEEKS ONLY. Cost of further extension in stay shall be borne by the Trainee.

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Corporate Identity Number: U64203GJ1987PTC097873

7. You shall have to bear your own taxation, if any, which will be deducted from your monthly gross salary.

8. Your appointment shall be governed by Company's Employment Conditions, Rules and Policies, which may be brought into force from time to time.

9. You shall carry out such duties and work as may be entrusted to you from time to time in the interest of training for your future development.

10. This appointment is subject to your being medically fit and continuing to remain so. You are required to submit medical fitness certificate from any medical practitioner.

11. You will also be governed by the general rules & regulations of the company for your day-to-day functions.

12. Leave

You will be entitled for 20 days Leave during the training period of 12 months. Leave is granted at the convenience of the Company and with prior approval. Unutilised leave at the end of the training period will lapse.

13. General

13.1 Your appointment is subject to your successful completion of final year graduation examination.

13.2 This letter is issued to you on the understanding that all the information furnished by you in your bio-data & other documents is correct and true. If at any time, it is found that the information given by you is not correct or you have suppressed any information, the Company will have the right either to withdraw this letter before you commence the training or to terminate your training without any notice or compensation after you have taken up the training.

13.3 During the training you will maintain a daily diary recording your day-to-day work. You will adhere to the instructions of your supervisors and abide by the rules of discipline either existing or enforced from time to time.

13.4 To achieve optimum effective training hours and interaction with mentors, trainers and other employees of the company, the training schedule to be followed is below:

Working days: Monday to Saturday

Working hours: 9.00 AM to 6.00 PM, with max. 30 minutes lunch break.

Flexible timing is not applicable for trainees.

Company may, at its discretion, with or without notice, change the above timing as it deems necessary for imparting effective training. If required, Trainees shall attend training sessions during weekly offs. You

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should strictly adhere to instructions given by Training Administrator or an authorized person of the company w.r.t. training schedule, off days, outbound training programmes or any other activities required to be undertaken as a part of training.

13.5 During the Term of your employment (whether regular or contractual) with the Company, you will be entitled to, in addition to statutory insurance, employee insurance plans, practices and programs currently maintained by the Company, as mentioned below (collectively, "Employee Insurance Program") :

Mediclaim (Sum assured – INR 8,00,000 (Rupees Eight Lakh) floater, Covered – Self, Spouse, children – 2 and Parents or In-laws, Effective – from date of joining, Pre-existing diseases – covered, No Medical required)
Group Term Life Insurance (Sum Insured – 2 times of CTC or INR 50,00,000 (Rupees Fifty Lakhs) (subject to max 10 times of CTC) whichever is higher, Covered – Self only)
Group Personal Accident (Sum Insured – Ranges from INR 30,00,000 (Rupees Thirty Lakh) to INR 1,00,00,000 (Rupees One Crore) depending upon CTC, Covered – Self only)
Health Check Up (Covered - Self and Spouse, Annual – 40 years of age and above; Biennial – below 40 years of age)

This being a jointly funded scheme by company and its employees, there will be mandatory deduction of INR 375/- per month per member from your monthly salary based on family members covered by the employee under the mediclaim policy.

The above Employee Insurance Program is subject to Company's Policy on Insurance, as modified from time to time, and insurance policy issued by insurer. Further, Employee Insurance Program is mere privilege extended by the Company, and hence Company reserves the right to amend, vary, discontinue or cancel, any one or more insurances, which are part of Employee Insurance Program, at any time in its sole discretion.

By signing this Agreement, the Employee expressly accepts all of the provisions of Company's Policy on Insurance and Employee Insurance Program. The Employee hereby agrees and acknowledges that inclusion of the Insurance benefits in this Agreement cannot give rise to any additional rights for the Employee other than those granted to him in the insurance policies issued by the insurer and in force.

14 COMPLIANCE

14.1 You acknowledge that you will read and understand the Linde Code of business integrity available at https://intranet.lindeplc.grp/en/images/4-17166-Code%20of%20business%20integrity-6_tcm1326-514550.pdf within 15 days of joining and confirm that you shall, at all times, be acting in full compliance with the rules of Linde Code of Business integrity while in training period with the Company and/or deployed with Linde's Group companies.

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14.2 You further acknowledge that you will also read within 15 days of joining, understand and shall adhere to other compliance requirement of Linde AG such as but not limited to Business Partner Compliance Guide ("BPCG"), Anti-Corruption Compliance Guide (ACCG"), Competition Law Compliance, Data Privacy & Data Transfer etc. available at below link:
https://intranet1.linde.grp/en/global_functions/support/legal_and_compliance/compliance/our-focus-areas/anti-corruption/index.html)

You acknowledge that this offer letter, once accepted by you, shall be a binding contract between you and the Company ("Contract of Employment"). Further, the time is the essence of Contract of Employment and hence, in case you fail to join the Company on committed date (i.e. date of joining), unless mutually extended, it shall cause the Company financial loss and therefore the Company reserves its right to seek remedy available as per law.

As a token of acceptance of the aforesaid terms, we request you to sign the attached copy of this letter for the Company's records. Your date of joining shall be 18/07/2022.

Thanking you,

Yours truly,
For LINDE ENGINEERING INDIA PVT. LTD

Matthias Bertsch
Managing Director

Nisarg Shah
I accept and expressly agree to abide by the terms mentioned herein.

Note – Kindly submit documents as mentioned in Annexure II. You are requested to make your own system arrangements as mentioned in Annexure III.

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Annexure I – CTC Breakup

Sr No.	Employee Name		Nisarg Shah
	Department		Engineering Trainees
	Designation		Trainee Engineer
	Particulars		Amt.in Rs/p.a.
1	Salary	X	180000
2	House Rent Allowance	X	90000
3	Special Allowance	X	77401
4	Childrens' Education Allowance	X	0
5	Childrens' Hostel Allowance	X	0
6	Internet Allowance	X	12000
7	Leave Travel Concession	XX	15000
8	Exgratia / Bonus	XXX	30000
9	Meal Card	XXXXX	0
10	Festival Gift	XXXXXX	4999
	Subtotal 1		409400
	Retirement Benefits :		
11	Provident Fund	XXXXXXX	21600
12	Gratuity	XXXXXXX	9000
13	National Pension Scheme (through employer)		0
	Subtotal 2		30600
	Total CTC (1+2)		440000
	Loyalty Reward		60000
	Total CTC Including Loyalty Reward		500000

Schedule of payments: (Pro-rata from DOJ)

X	- Payable monthly pro-rata	29,950
XX	- Payable in December	15,000
XXX	- Payable twice a year (50% in September & remaining 50% in March)	30,000
XXXXX	- Amount loaded in meal card at the beginning of every month	-
XXXXXX	- Payable in the month of Diwali festival	4,999
XXXXXXX	- Contributions to retirement benefit funds / trusts	30,600

Note:	Amount calculated for monthly pro-rata payments as indicated in the schedule of payments above is a "Gross Amount". Applicable taxes (income tax, professional tax etc.), employee's contribution to PF & other statutory contributions from employee(if any) will be deducted from it.
	Loyalty Reward will be paid on successful completion of training period.

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Annexure II - Joining Documents

1. Full vaccination certificate
2. School Leaving/Birth date Certificate
3. Mark sheets of 10th, 12th, Diploma/Degree/Post-graduation, as applicable
4. Passing Certificate of Diploma/Degree/Post-graduation, as applicable
5. Pan Card/Driving Licence/Aadhaar Card
6. Passport, if available
7. Medical fitness certificate (from a registered medical practitioner, min. MBBS)
8. Two Visa Size (3.5 cm x 4.5 cm) photographs with 80% facial coverage (white shirt with blue background)
9. Experience/Training/Internship Certificate, if any
10. Extra - curricular activities certificates, if any

Annexure III – System / IT Requirements for working on LE Cloud

1. 04-06 Mbps internet Broadband bandwidth or if accessing from Mobile 4G Internet speed

2. Citrix receiver 4.9 or above can be downloaded from: Citrix Workspace app 1911 for windows

https://www.citrix.com/en-in/downloads/workspace-app/windows/workspace-app-for-windowslatest.Html

3. Hardware Req. PC/Notebook (Recommended):

i) Intel i3 or i5 processor
ii) 8 GB Memory
iii) 1 GB HDD free space
iv) Windows 07 or above
v) Internet Explorer 11 or Google Chrome 73.0. above
vi) Mouse
vii) For CAD applications at least one 19" monitor. If employee has own laptop provision to connect external monitor.

Note – Instruction manual document for 'Connecting office desktop remotely' is attached separately.

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SAUKEM
SAURASHTRA CHEMICALS

Works :
Birlasagar, Porbandar - 360 576, Gujarat
Phones : (0286) 2242479-80-81 (3 Lines)
Fax : (0286) 2245431
E-mail : nirma_pbr@nirma.co.in

OFEER LETTER

REF.NO:NL00110808S479 03.05.2022

To
Rajan Jitendrabhai Rahani
Vadva, Fachariyawad / / Street No.
Near Chavdi Gate Bhavnagar
Bhavnagar - 364001 Gujarat
Contact:9879125713
Email:rajanrahani1006@gmail.com

Dear Sir,

With reference to your applications and the subsequent interview, you had with us. We have pleasure in informing that you have been selected for the position of as **G E T** at a Gross of Rs. **19347** per Month (Excluded Bonus Amount as per Bonus Act) and, other terms and conditions mutually discussed and agreed between us.

The formal letter of **Trainee Agreement** will be handed over to you after completion of joining formalities.

You are requested to join on or before **15.05.2022** and meet to **G J Adroja - Vice President** - Birla Sagar, Porbandar - 360 576, Gujarat - Phone No - 0286 - 2242479 To 81 for joining formalities.

Please ensure that you bring all the original documents along with their Xerox copies required as per **Annexure-B, failing which you will not be allowed to join,** also note that your appointment is subject to the verification and true worthiness of all the desired documents.

We will appreciate, if you can sign and return as a token of your acceptance the duplicate copy of this letter indicating likely date of joining us, along with a copy of the acceptance of your resignation letter at the earliest.

Thanking you,

Yours faithfully,
For **NIRMA LIMITED**

(Authorized Signatory)

A C C E P T A N C E

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

Place: DDU, Nadiad **Signature:** **Likely to join on:** 15/05/2022

Date : 09/05/2022 **Name :** Rajan Jitendrabhai Rahani

SAUKEM
SAURASHTRA CHEMICALS

Works :
Birlasagar, Porbandar - 360 576, Gujarat
Phones : (0286) 2242479-80-81 (3 Lines)
Fax : (0286) 2245431
E-mail : nirma_pbr@nirma.co.in

OFEER LETTER

03.05.2022

REF.NO:NL00110808S479

To
Rajan Jitendrabhai Rahani
Vadva, Fachariyawad / / Street No.
Near Chavdi Gate Bhavnagar
Bhavnagar - 364001 Gujarat
Contact:9879125713
Email:rajanrahani1006@gmail.com

Dear Sir,

With reference to your applications and the subsequent interview, you had with us. We have pleasure in informing that you have been selected for the position of as **G E T** at a Gross of Rs. **19347** per Month (Excluded Bonus Amount as per Bonus Act) and, other terms and conditions mutually discussed and agreed between us.

The formal letter of **Trainee Agreement** will be handed over to you after completion of joining formalities.

You are requested to join on or before **15.05.2022** and meet to **G J Adroja - Vice President** - Birla Sagar, Porbandar - 360 576, Gujarat - Phone No - 0286 - 2242479 To 81 for joining formalities.

Please ensure that you bring all the original documents along with their Xerox copies required as per **Annexure-B, failing which you will not be allowed to join,** also note that your appointment is subject to the verification and true worthiness of all the desired documents.

We will appreciate, if you can sign and return as a token of your acceptance the duplicate copy of this letter indicating likely date of joining us, along with a copy of the acceptance of your resignation letter at the earliest.

Thanking you,

Yours faithfully,
For **NIRMA LIMITED**

(Authorized Signatory)

A C C E P T A N C E

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

Place: DDU, Nadiad **Signature:** **Likely to join on:** 15/05/2022

Date : 01/05/2022 **Name :** Rajan Jitendrabhai Rahani

PI Confidential

Inspired by Science

PI: HR: OFFER: 2022
Date: 02nd March 2022

Mr. Parag Rudani
Location: Nadiad

Dear: Parag Rudani

Further to our discussions, I am delighted to formally extend you an offer for **Graduate Engineering Trainee** as per the terms and conditions contained herein. This is an **E1** grade position in our Company. The mutually agreed compensation, set out in Annexure – A, shall accrue on a day to day basis and be payable in arrears at the beginning of next month on a pro-rata basis, net of applicable withholding taxes.

1. Your appointment will be with effect from the date of your joining our organization, which shall be no later than 18th July 2022. The background on PI Industries Limited ("PIL" and "Company"), its business growth plans and also a detailed write up on the role and profile has been discussed and shared with you. You will be on training for a period of one year from the date of joining.

2. Your services can be confirmed by written order on completion of your training period and subject to satisfactory work and conduct during the training period. The management reserves the right to extend the training period depending on progress of your training.

3. You will be based at either of our manufacturing sites **Jambusar/Panoli/Udaipur.** Kindly note that if you will be re-locating yourself from your current location to **Jambusar/Panoli/Udaipur,** you shall be entitled to re-location benefits as per the company's policy for re-locating yourself and your family. Notwithstanding anything to the contrary mentioned herein, if you decide to leave the Company within two (2) years of your joining the Company, you shall repay the amount paid to you towards relocation expense, joining bonus, notice buy out and any other expense paid to you by the company to facilitate your joining the company; failing which the Company shall have the liberty to recover the same from your last salary or any other amount that remains due and payable to you by the Company against the full and final settlement.

4. During your employment period, you may be re-located and / or transferred to any of the other offices of the Company, located in India or abroad as per the Company's business needs.

5. You shall abide by all the policies, procedures, rules, regulations, standing orders, undertakings and other service conditions ("Company Policies") of the Company applicable to you from time to time, and the directions given by the Company or the board of directors of the Company from time to time. You shall be provided with copies of the Company's Policies which the Company expects its employees to abide by and such policies shall be an integral part of the terms of your appointment. Any breach of Company's Policies may lead to disciplinary action including termination forthwith. In case of conflict between the provisions of this agreement and the 'Company's Policies', the provisions of the 'Company's Policies' shall prevail unless the agreement provides otherwise.

6. During the tenure of your employment with the Company (including during any notice period), you will not engage in any other activity, assignment or profession, whether or not such activity is pursued for gain, profit or other pecuniary or non-pecuniary advantage or purpose, without obtaining prior permission from the Managing Director & CEO. Any contravention of this condition will entail immediate termination of your employment with the Company, without the requirement of any notice.

PBrudani

PI Industries Ltd.
Corporate Off.: Vipul Square, 5th Floor, B-Block, Sushant Lok, Phase I, Gurgaon – 122009, Haryana, India. Tel.: +91-124-6790000
Regd. Off.: Post Box No.20, Udaisagar Road, Udaipur – 313001, Rajasthan, India. Tel.: +91-294-2491451-5, 6651100, Fax: +91-294-2491946
Email: info@piind.com, www.piindustries.com, CIN: L24211RJ1946PLC000469

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7. You shall discharge the duties which may be assigned to you from time to time with full devotion and sincerity and to the entire satisfaction of the management and carry out his duties and responsibilities in a competent and professional manner.

8. In addition to any other grounds as may be provided in this agreement , your employment is liable to be terminated without notice at any time should the following circumstances occur:
   - You are found to be medically unfit by the company's authorized medical practitioner or examination for the role for which you are being hired.
   - As and when the company comes to know of any conviction by the court of law during the tenure of your service with the company; or conviction and/or bad record in the past under any previous employer.
   - It is found out that any material information you gave us during the process of your hiring is incorrect or untrue.
   - Breach of the obligations as employee relating to 'confidentiality', 'intellectual property', and 'misappropriation / misuse of Company's property'.

9. You shall maintain the highest standards of integrity in your work and you will not divulge or disclose any secret or information about the Company's affairs or business or furnish information to any one or discuss the affairs of the Company with anyone except as may be authorized by the 'Managing Director & CEO' for your performance of your duties in the normal course of business. All information (whether in relation to the Company or otherwise) to which you shall gain access by any means or which is available to you directly or indirectly as a consequence of your employment with Company or information developed by you, whether in writing, oral, visual or any other form, including any and all information relating to the Company and/or its client's/vendors (whether past, present, or future), documents, plans, drawings, prints, trade secrets, reports, statements, correspondence, chemical formulae, methods, discoveries, ideas, concepts, know-how, techniques, designs, specifications, diagrams, data, computer programs, customer lists, studies, marketing, pricing and other strategies, and other technical, marketing and business information, sales forecasts, business plans, business secrets and price sensitive information of the Company shall be treated as 'confidential information'. The obligations of secrecy and restricted use as set forth in this Agreement shall not apply to Confidential Information, which, as evidenced by competent proof was at the time of disclosure published or generally known to the public. If at any time you are required to disclose any confidential information about the Company or its affairs under any statutory, regulatory or similar legislative requirements or requirement under a legal proceeding in any court or tribunal then you shall seek the prior written confirmation of the 'Managing Director & CEO' and you shall assist the Company to take advantage of any provisions which restricts the amount of or nature of the confidential information to be disclosed.

10. You shall use confidential information in the manner expressly authorized by the Company and only during the term of your employment with the Company. You shall not utilize such confidential information for your own use, or discuss and/or disclose such confidential information to any persons during or after your employment with the company has ceased.

11. You will be liable for a suit of prosecution for damages for discussing, divulging, sharing or parting with any such confidential information, other than as specified in the clause 9 of this Agreement, during your course of employment or on doing so after the cessation of your employment for at least a 10 year period.

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12. During your employment, as and when required by the Company (including at the time of your joining the Company), you will be required to sign a non-disclosure agreement(s) with the Company.

13. Any intellectual property developed during the course of your employment will be the sole property of the Company and you shall have no right, interest and/or entitlements to use or attempt to use such intellectual property without the prior written consent of the Company. Further, you shall not attempt to acquire rights over or register such intellectual property.

14. While you are employed with the Company, you also will not assist any person or organization in competing with the Company, in preparing to compete with the Company or in hiring any employees of the Company or otherwise engage in any activity that represents a conflict of interest with the interests of the Company. You further agree that you will not participate in any activity or enter into any contractual obligation which is detrimental to the interest of the company (or interferes with the performance of your duties or otherwise constitutes a conflict of interest) or issue any waiver or reduction of any contractual requirement, credit note or discount, nor enter into settlement of any sort with any client, supplier or government authority, without the prior express permission of the 'Managing Director & CEO'. A breach of this undertaking shall entitle the company to recover from you any loss arising out of such breach.

15. You shall comply with all safety measures promulgated by the company from time to time and shall be responsible for the consequences of any failure on your part to observe safety instructions. You will also be responsible for the security and upkeep of the Company's articles and property which may be entrusted to you.

16. You shall comply with the Company's Code of Conduct, attached herein as Annexure B, at all times during the employment with the Company. You understand that any violation of the Company's Code of Conduct may result in disciplinary action, up to and including termination of employment, potential prosecution by law enforcement and monetary fines and penalties.

17. You emoluments shall be confidential and you shall not disclose it to any personnel of the Company.

18. You shall be liable for any income tax and all other applicable taxes arising out of the payments received by you from the Company. The Company shall also have the right to deduct from the payments to be made to you (i) any money owed by you to the Company; and (ii) any deductions mandated by applicable laws.

19. The contract of employment may then be terminated by either party by giving the other one month' notice in writing or one month' basic pay in lieu of thereof during training period and three month' notice in writing or three month basic pay in lieu of notice after confirmation. Notwithstanding anything mentioned herein, any waiver or reduction in the notice period term is at the sole discretion of the Company.

20. If any provision of this Agreement or part thereof is rendered void, illegal or unenforceable in any respect under any law and to the extent such provision is severable, then such provision shall be severed from the rest of the Agreement and the validity, legality and enforceability of the remaining provisions shall not in any way be affected or impaired thereby. The Parties agree that in the event any such provision of this Agreement is held unenforceable or invalid, then the Parties shall, in good faith, discuss and agree to such alternate provision(s) that will achieve, to the maximum extent permissible, the original commercial intent between the Parties.

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21. At the time of severance of your contract with the Company, you will be required to handover to the Company all documents, articles (including cash), confidential information, return all property (including car, keys, security pass, telephone, mobile, computer, disks) of the Company in good condition, which were given to you for your use or came within your possession by virtue of your employment with the Company, and obtain a "no dues certificate" from the Company. Final settlement of your accounts will be made only on your handing over the mentioned items stated in this clause to a designated representative of the company. You shall delete or destroy (if the Company so requires) all confidential information and provide proof of such destruction to the Company. You shall also be required to irretrievably delete all information of the Company stored on any magnetic or optical disk or memory of the personal equipment owned by you and all matter derived from such information of the Company.

22. Following resignation/ termination, you will agree not to compete with the company or solicit the employees of the Company for 3 (three) years. You covenant that you shall not at any time, in any capacity whether as shareholder, director, sole trader, partner, joint venture, consultant, agent, employee or adviser during the term of your employment and for period of 3 (three) years thereafter:
    - Induce or attempt to induce any of the employees/ consultants of the company to terminate their agreements or contracts with the company;
    - Solicit or attempt to solicit the business of any entity, who during the twelve months preceding termination of your employment with the company was a client of the company; or
    - Solicit or attempt to solicit the business of any person whose business the company was, to your knowledge, cultivating at the time of termination of your employment with the company.

23. You agree that any breach of the obligations relating to 'confidentiality', 'Intellectual property', 'non solicitation' and 'Company property' will cause irreparable injury to the Company and will not be adequately compensable by monetary damages alone; hence the rights and remedies of the Company hereunder maybe enforced both at the law or in the equity, by injunction or otherwise.

24. You agree to indemnify the Company and hold the Company harmless from any and all claims made by any clients or third parties for any losses, damages, liabilities and expenses arising out of or due to willful misconduct or negligence on your part or any breach of the obligations under this appointment.

25. The employment as per this offer is subject to:
    - Your acceptance in writing of the offer on or before 7 working days from issue of this letter.
    - Your joining the company on or before 18th July 2022.
    - Obtaining a medical fitness certificate, for which purpose you will undergo specified medical test in the manner indicated by us. You are requested not to initiate exit process with your current employer till you receive fitness clearance from our side.
    - Satisfactory completion of reference and background checks and submission of following documents:
        - True copy of testimonials of academic qualifications;
        - Photo copy of PAN card, Aadhar Card;
        - Two passport size photographs;
        - Crossed cheque of your saving bank account;
        - Declaration to the Company in respect of you not being employed by any person other than the Company and that you have not been arrested, or convicted of, or cautioned for, or charged with any offence.
        - Relieving letter from your previous employer (if applicable) ;

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- Last Salary Certificate from your previous employer (If applicable); and
- Code Number of your PF/EPF (If applicable) .

We eagerly look forward to your joining our team to together take our Company to the next stage of growth and professional achievement.

Please sign every page of the second copy of this letter and return the same as a token of your accepting of the offer.

Yours Sincerely,

Authorized Signatory

Encl. Annexure "A" & "B"

I have read and understood the terms and conditions of my Offer Letter No PI: HR: OFFER: 2022 dated 02nd March 2022 and have signed every page of the second copy of the aforesaid offer Letter as a token of having accepted the terms and conditions.

Place: NADIAD

Date: 05/03/2022

Signature: PBRudani

Name: RUDANI PARAG BATUKBHAI

Designation: B.Tech (CH Engg)

PBRudani

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Annexure - A

Compensation Structure Details

CONFIDENTIAL

Name: Mr. Parag Rudani
Designation: Graduate Engineering Trainee
Location: Jambusar/Panoli/Udaipur

SALARY COMPONENT	INR PA	INR PM
BASE SALARY		
BASIC	1,60,000.00	13,333.00
HRA	96,000.00	8,000.00
Con.	16,000.00	1,333.00
SPECIAL ALLOWANCE	61,387.00	5,116.00
TOTAL A	3,33,387.00	27,782.00
REIMBURSEMENTS		
LTA	13,333.00	1,111.00
TOTAL B	13,333.00	1,111.00
STATUTORY BENEFITS		
*PF-12% OF BASIC	21,600.00	1,800.00
GRATUITY	7,680.00	640.00
**APA/BONUS	24,000.00	2,000.00
TOTAL C	53,280.00	4,440.00
FIXED CTC (A+B+C)	4,00,000.00	33,333.00
CTC	4,00,000.00	

For PI Industries Ltd.

Authorized Signatory

AARTI INDUSTRIES LIMITED

Date: **24/01/2022**

Dear Mr. **Prince Kakasaniya**

CONGRATULATIONS!!

We are pleased to offer you the position of **Officer Trainee** with **Aarti Industries Limited** under the Aarti Officer Trainee Program (AOTP).

Your tentative date of joining will be **1st June 2022**. You will undergo a training program for six months followed by a probation period of six months from the date of joining. Upon successful completion of the training & probation period you will be confirmed as **Engineer.**

You will be paid a **Total Target Cost To Company of INR 5 LPA (Five Lakh Per Annum)** and on confirmation after 1 year your **Total Target Cost To Company will be revised to INR 5.5 LPA (Five Lakh Fifty Thousand Per Annum).**

Your joining is subject to the following terms of employment :

- Successful completion of degree / Post degree examination with a minimum aggregate score of 6.0 CGPA or 60% with no active backlog
- Pre - Employment Medical examination clearance
- Background verification

Other Terms and Conditions:

- During training and probation period you may be deployed at factory/offices based on the company requirements.
- If you are posted at Factory locations (Vapi, Jhagadia, Dahej, Kutch, Tarapur etc) you will be provided Bachelor's sharing Accommodation for a period of 1 year from your date of joining.
- In case if you're posted at any metro/city location you have to manage your own accommodation. However, additional HRA/city compensatory allowance will be applicable as per the company policy
- Target Variable pay will be paid on an annual basis as per company policy. First payout will happen on confirmation, subject to scheme conditions
- Notice period during training and probation period will be 1 month and post confirmation will be 2 months
- You will be eligible for your first annual compensation review, post confirmation and performance period
- Your retirement age will be 58 years
- You will have to abide by the Company's Code of Conduct, rules, regulations, organization values and culture
- Compensation and benefits are subject to taxes to be borne by the incumbent as per the prevailing tax laws
- Campus trainees will be required to work in shift timings/working hours as per business requirements
- In the event of any change in law (compliance of which is mandatory for us), if the current CTC and structure offered to you at Appendix also undergoes a change or is modified by us to meet such compliance ,we shall do so on a neutral cost basis. You shall not hold us liable or responsible for such change or restructuring , nor shall we be required to revise your CTC other than in accordance with the law.You are accepting this offer with full knowledge and awareness of the proposed Wage Code Bill that is likely to impact the existing CTC structure.

PKakasaniya

AARTI INDUSTRIES LIMITED

You will receive an email from us to bring necessary documents on joining and other relevant information.
Looking forward to welcoming you to the **AARTI FAMILY.**

Kindly sign on a duplicate copy of this offer letter as a token of acceptance.

For Aarti Industries Limited,

Manoj Sharma
Joint President & CHRO

Aarti Industries Limited 71, Udyog Kshetra, 2nd Floor, Mulund Goregaon Link Road, Mulund (W), Mumbai - 400 080, India
CIN: L24110GJ1984PLC007301 | www.aarti-industries.com | Tel: +91 22679 76666 | Fax Number: +91 22259 04606 | E: info@aarti-industries.com
Registered Office Address: Plot No.801/23, G.I.D.C Estate, Phase III, Vapi- 396 195, Dist. Valsad, Gujarat, India

AARTI INDUSTRIES LIMITED

ANNEXURE 1

Target Annual Compensation			
Particulars	**Cost To Company on joining (Rs Per Annum)**	**Cost To Company upon Confirmation (Rs Per Annum)**	**Remarks**
Base Salary (A)			
Basic	200000	220000	Basic is paid on a monthly basis. Retirals are linked to this. Subject to tax.
Housing (B)			
HRA	80000	88000	House Rent Allowance is provided to meet the cost of accommodation. HRA is calculated at 40% of the Basic pay. HRA is an allowance and is subject to income tax. The exemption on HRA is covered under Section 10(13A) of the Income Tax Act and Rule 2A of the Income Tax Rules. HRA is paid on a monthly basis.
Allowances & Reimbursements (C)			
Education Allowance	2400	2400	Educational Allowance is paid on a monthly basis, subject to Income tax.
Uniform Allowance	18000	18000	Uniform Allowance is paid on a monthly basis, subject to Income tax.
Aarti Allowance / Special Allowance	79313	89285	Special allowance is paid on a monthly basis. This element has no linkage to any component of compensation / retirals. Subject to tax.
Statutory Bonus	40000	44000	Statutory Bonus will be paid as per Payment of Bonus Act 1965. Subject to tax. Calculated at 20% of Basic Pay + Dearness Allowance(if applicable)
Leave Travel Allowance	16667	18333	Leave Travel Allowance is a reimbursement for travel within India. It is governed by IT Act where one can claim tax exemptions twice in a block of four years and should be on Privilege leave for a minimum period of 5 days and this can be clubbed with weekly off or a paid holiday

PKakasaniya

AARTI INDUSTRIES LIMITED

Retirals (D)			
Gratuity	9620	10582	Gratuity is 4.81% of basic pay
Company's Contribution to PF	24000	26400	As per employee provident fund Act 1952, an employer is required to contribute a minimum 12% of the Basic Salary to EPF. And an equal amount will be deducted as employee contribution from monthly payroll.
Target Variable Pay (E)			
Target Variable Pay	30000	33000	The objective of the Performance Pay Scheme is to incentivize employees to achieve specific Group/Business and/or financial and strategic predetermined goals, within the Group's/Business risk appetite. This is currently paid on an annual basis (April to March) and linked to individual performance ratings and business performance
Total Fixed Compensation (A+B+C+D)	**470000**	**517000**	
Total Cost to Company (CTC) (A+B+C+D+E)	**500000**	**550000**	

Yours Sincerely,
For Aarti Industries Limited,

Manoj Sharma
Joint President & CHRO

zydus
Dedicated To Life

Ref No : ZLL/API - ANK/OFFER/HRSS/22/ZYDUS21205
Date : 24/06/22

Mr. **Panasala Jenish Sanjaybhai**
304 -Shreeji Nagar -3,
Veraval (Shapar),
Rajkot,
Gujarat - 360024.

Dear **Mr.Panasala,**

We refer to your application and the subsequent interview.

We are pleased to offer you the position of **Management Trainee - Pilot Plant & Technology** at our **API R&D-DBH** Division based at **Ankleshwar** on the mutually agreed terms and conditions. Our offer is subject to you being found medically fit after examination by a medical practitioner appointed by us. We shall be issuing the regular letter of appointment upon your joining the organisation.

You are requested to send us duplicate copy duly signed by you as acceptance of this offer letter and date of your joining our Organization within 7 days of receipt of this Offer of Employment.

At the time of joining, we expect you to carry the following documents:

1. All original mark sheets, certificates and ID proofs
2. Copy of attested Testimonials (Leaving Certificate, Mark-sheets and degree certificates) of all academic qualifications and birthdate proof.
3. Five passport size and Three stamp size photographs
4. Two copies of PAN card and Aadhar Card
5. Copy of permanent address proof

It is believed that any information furnished to the company is true to the best of your knowledge. If the same is found to be incorrect or willfully suppressed or withheld at a later date, it will be construed as a breach of integrity and can lead to immediate withdrawal of the letter of offer and in case of having already joined the organisation it may lead to separation /discontinuation from the services, without any further reference to the cause.

You shall abide by all protocols for COVID 19 and any other infectious disease outbreak safeguards and safety measures that may be required, during your employment with us.

Welcome to Zydus! We look forward to a long and mutually rewarding relationship.

With best wishes,

Truly yours,

Jigneshsinh Gohil
Manager - Human Resource

I accept and shall join on or before _____

Dated: _____

_____
Panasala Jenish Sanjaybhai

Zydus Lifesciences Limited
(formerly known as Cadila Healthcare Limited)
Ankleshwar Unit-2 : 5/1-B, GIDC Industrial Estate, Ankleshwar, Gujarat 393002, India
Phone : +91-2646-660110, 660197, 660400, 660510

Regd. Office :
'Zydus Corporate Park', Scheme No. 63, Survey No. 536, Khoraj (Gandhinagar), Nr. Vaishnodevi Circle, S. G. Highway, Ahmedabad-382 481, Gujarat, India.
Phone : +91-79-71800000, +91-79-48040000
website : www.zuduslife.com | CIN : L24230GJ1995PLC025878

Scanned with CamScanner

Reliance
Industries Limited

Date: 5 Jul 2022

Ref: RIL/80160638/30031986/050722/1208

Dear KUNJAN DESAI,

Letter of Appointment

With reference to written tests / interview you had with Reliance Group of Companies, we are delighted to appoint you in the position "Graduate Engr Trainee - Chem" in Group , based upon following terms and conditions.

Documentation

This appointment letter consists of the below mentioned attachments:

A compensation term sheet
Components of Compensation
Terms and conditions
Other applicable paperwork based upon your specific needs

You are required to read these before you commence your employment

01. Place of Posting

Your initial place of posting will be at the place of your training. During your training period, you may be posted / transferred / to any of the offices / projects / divisions / departments / units of the company existing or to be set up at any location in India or abroad without any additional remuneration. Your services are also liable to be transferred to any of the group companies.

You will report for training on or before **04-Aug-22** failing which this letter of appointment shall automatically stand withdrawn and cancelled.

02. Mandatory Criteria:

i. Score eligibility:
Your appointment is subject to your securing minimum CGPA of 6.0 / 60% & above marks over 8 semesters, wherever applicable.

ii. Pre-employment Medical Check:
Pre-employment Medical Check clearance from RIL certified doctor. System generated information will be received for initiating the same on acceptance of this appointment letter.

03. Confirmation:

You will be under training for a period of one year from the date of joining the Company. During training you will be undergoing various assessments at the end of which there will be a final assessment. Your confirmation on permanent rolls of the company solely depends on the discretion of the management and the same is not a matter of right in any manner whatsoever.
Management reserves the right to terminate your training either during the training period or on completion of the same without assigning any reasons whatsoever.

(This letter is computer generated and does not necessarily require a signature)

Reliance Corporate Park Thane - Belapur Road, Ghansoli, Navi Mumbai - 400 701, India.
Phone : +91-22-4477 0000 Fax : +91-22-4471 0111
Register Office : Maker Chambers IV, 3rd Floor, 222, Nariman Point, Mumbai - 400 021, India. CIN - L17110MH1973PLC019786

We would also like to draw your particular attention to our Values and Behaviours. We have six values that express our shared understanding of what we believe, how we aim to behave and what we aspire to be as an organisation. Our values are about delivering customer value, having an ownership mind-set, showing respect and integrity, pursuing excellence and being one team.

Next Steps

This is system generated appointment letter based on the offer letter received. Please confirm your acceptance of this appointment letter by clicking 'Accept' button online. This letter of appointment shall automatically stand withdrawn in case we do not receive your acknowledgement online within ten days from receipt of this letter.

This offer of employment is subject to you providing all of the information and documentation requested BEFORE you commence employment with us. All information / documentation submitted by you will be considered as submitted on your own freewill and consent.

This appointment is confidential and you must not discuss this or disclose any documentation related to it with anyone other than your immediate family. Any disclosure of the details of this offer to a third party other than your immediate family may result in withdrawal of the offer.

We reserve the right to withdraw our offer of employment/terminate your employment with us without assigning any reason whatsoever thereof, or delay your start date if you do not provide the required information and documentation within the required timelines or if during this process you intentionally leave out any information or provide any information which is inaccurate or untrue.

In case of any dispute regarding interpretation of any word or clause of this latter, the decision of the management shall be final and binding.

We look forward to your joining out team for a long, successful and pleasant association.

Sincerely yours,
Reliance Industries Ltd.

Authorized Signatory

(This letter is computer generated and does not necessarily require a signature)

Reliance Corporate Park Thane - Belapur Road, Ghansoli, Navi Mumbai - 400 701, India.
Phone : +91-22-4477 0000 Fax : +91-22-4471 0111
Register Office : Maker Chambers IV, 3rd Floor, 222, Nariman Point, Mumbai - 400 021, India. CIN - L17110MH1973PLC019786

Reliance
Industries Limited

ANNEXURE A

1.1 Annual Compensation Summary

ANNEXURE 1.1 - A		
Name: KUNJAN DESAI		
Compensation Breakup	**Monthly (INR)**	**Annual (INR)**
Basic Pay	21,402	2,56,827
House Rent Allowance	10,701	1,28,414
Residual Choice Pay	22,395	2,68,744
Insurance		
Group Personal Accident Insurancee Premium (GPAI)	57	679
Group Term Life Insurance Premium (GTLI)	400	4,794
Medical Insurance Premium* (Self, Spouse, 3 Dependent Children & Dependent Parents)	3,947	47,369
SUB TOTAL - I	58,902	7,06,827
Employer's Contribution to Provident Fund: PF (12% of Basic Pay)	2,568	30,819
Gratuity (4.81% of Basic Pay)	1,029	12,353
SUB TOTAL - II	3,598	43,173
TOTAL- FIXED PAY [I + II]	62,500	7,50,000

Residual Choice Pay can be distributed among the following Tax Friendly elements - HRA, LTA, Conveyance Allowance, Office Wear Allowance, Children Education Allowance, Food & Beverage Coupons, Gift Vouchers and Fuel & maintenance Expenses. Remaining amount will be paid as "Residual Choice Pay", as applicable.

Reliance Corporate Park Thane - Belapur Road, Ghansoli, Navi Mumbai - 400 701, India.
Phone : +91-22-4477 0000 Fax : +91-22-4471 0111
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1.2 Tax Status of compensation elements

Below table shows all of the Total Pay components and their taxability status.

S.No.	Total Pay Components	Taxability Status (as per prevailing norms)
I	**Base Salary**	
a.	Basic Salary	Taxable
b.	Provident Fund Contribution (PF)	Please refer Annexure B
c.	Gratuity	Please refer Annexure B
II	**Choice Pay**	
a.	Medical Reimbursement	Taxable
b.	Food Coupon	Tax exempt subject to conditions
c.	Gift Coupon	Tax exempt subject to conditions
d.	Leave Travel Allowance (LTA)	Tax exempt subject to conditions
e.	Office Wear Allowance (OWA)	Tax exempt subject to conditions (only applicable to locations having a 'Uniform Policy')
f.	Children's Education Allowance (CEA)	Tax exempt subject to conditions
g.	Children's Hostel Allowance (CHA)	Tax exempt subject to conditions
h.	Residual Choice Pay (RCP)	Taxable
i.	**Vehicle**	
1.	Company Lease Vehicle Scheme	Tax exempt (up to the value of EMI)
2.	Fuel and Vehicle Maintenance Reimbursement	Tax exempt (Taxable Perquisite Notional Value)
3.	Conveyance Allowance	Taxable
j.	**Housing**	
1.	House Rent Allowance (HRA)	Tax exempt subject to conditions
2.	Company Accommodation (where it is provided)	Taxable Perquisite
k.	**Insurance**	
1.	Group Personal Accident Insurance Premium (GPA)	Tax exempt
2.	Group Term Life Insurance Premium (GTLI)	Tax exempt
3.	Medical Insurance Premium	Tax exempt
III	**Annual Cash Bonus (ACB) / Performance Linked Incentive (PLI)**	Taxable, If Applicable

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Please Note:-

- The income tax calculation is provisional and is based on the current income tax rules (**Rules**). Any change in the Rules may impact the income tax projections.

- You shall bear and pay the tax liabilities, if any, applicable in relation to all the perquisites or benefits provided to you in accordance with the provisions of this Agreement. Please note that all the details set out above are indicative and subject to change with change in Indian tax policies and rules.

- Employee shall be solely responsible for the payment of any and all taxes on salary / income, employee benefits and personal income. You are advised to get updated information in relation to the income tax calculation on your salary from independent external advisors

- Fixed Pay elements like fuel and maintenance reimbursement, office wear allowance, medical reimbursement, LTA will be reimbursed at actuals based on the bills submitted and in case the reimbursement amount falls short of the amount chosen, the balance will be paid as taxable allowance.

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Annexure B

Components of Total Pay

The Company follows a Total Pay structure that reflects the total cost of an employee to the Company this includes all direct and indirect payments including all benefits, perquisites, subsidies, and Annual Cash Bonus (**ACB**) / Performance Linked Incentive **(PLI)**. This structure is being followed so as to provide flexibility to the employees in structuring their compensation package. The components within each category of payments are discretionary and these components may be changed by the Company from time to time without notice.

The main components under the Total Pay structure are as follows:

I. Components of Compensation

1. **Base Salary:** This is first part of the total pay, which may include Basic Salary, PF and Gratuity

   a. **Basic Salary:** This is the base pay component of the fixed pay and is the reference salary for provident fund and gratuity contribution.

   b. **Provident Fund (PF)**:

   The contributions payable by the Employer under the scheme shall be at the rate specified under the Employees' Provident Funds and Miscellaneous Provisions Act, 1952 (**PF Act**). The current rate of contribution is 12% of PF Salary. Employee also contributes an equal amount from employee's monthly salary, as per PF Act. Both of these are remitted on a monthly basis to the Company's PF Trust / RPFC.

   Out of the Employer's contribution, a portion (presently 8.33% of PF Salary subject to a maximum of INR 1250) is deposited into the Employees' Pension Scheme. The part of the company's contribution deposited under Employees' Pension Scheme to RPFC is to provide employees with pension on retirement or after completion of a specified period of service. TDS recovery from PF settlement will be as per the relevant provision of the Income Tax Act, 1961.

   Benefits associated with Employees' Provident Fund and Employees' Pension Scheme will be as per the prevailing rules and regulations outlined in the Employees' Provident Funds and Miscellaneous Provisions Act, 1952. Employees are advised to refer to EPFO site (http://www.epfindia.com/) for detailed rules, procedures and any other updates.

   Please note that the contribution amounts, limits, withdrawals and other rules applicable to the PF and pension are subject to applicable Indian laws in force from time to time. Employee is bound to adhere to all changes in the applicable law. Any implications on contribution, accumulation and withdrawal conditions outlined in the Employees' Provident Fund and Employees' Pension Scheme is to be borne by the employee. To understand implications associated with any such change in relevant laws or the Employees' Provident Fund and Employees' Pension Scheme, employees are recommended to solicit independent external advice.

   c. **Gratuity**

   Employer's contribution to the Company's Gratuity Fund will be as specified under 'The Payment of Gratuity Act ,1972'. Currently, the Employer's contribution to the Company's Gratuity fund is @ 4.81% of Basic Salary. Gratuity shall be payable to an employee on completion / end of their employment with the Company provided employee has rendered continuous service for a minimum period of 4 years and 240 days. However, eligibility for contribution to the Gratuity Trust / Fund commences from the first day of employment and in the event of separation prior to such 4 years and 240 days, the same will be paid as ex-gratia, except in case of separation due to disciplinary grounds.

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Gratuity is calculated as follows:

(Last Drawn Salary / 26 Days) x 15 days x Number of completed years of service (In the case of death, the minimum service requirement does not apply)

For every completed year of service or part thereof in excess of 6 months, the employer will pay the employee gratuity at the rate of 15 days wages based on the rate of wages last drawn by such employee. Income Tax on the gratuity payment will be applicable as per Income Tax Rules. In the event an employee fails to complete 4 years and 240 days of continuous service, ex-gratia will be paid up to the amount of gratuity accumulated and will be subject to prevailing Income Tax Rules.

Maximum Amount of Gratuity which will be exempt from Income Tax will be as per 'The Payment of Gratuity Act, 1972'.

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2. Choice Pay :

This is second part of the total pay. Subject to eligibility and availability of amount mentioned under various components in Annexure A, an employee may opt for all the allowances or combination of them

a. Medical Reimbursement

Employee may opt for medical reimbursement for expenses incurred by the employee to meet health related expenditure, such as medicines, doctor's fees etc. of the employee and employee's family members. Medical expenses up to a maximum of INR 15,000 per annum will be reimbursed at actuals against production of bills.

This component is taxable.

b. Food Coupons

Employee may opt for Sodexo / Accor Pass Meal Vouchers. These are food coupons that can be exchanged for food and beverages at all approved affiliated establishments across India.

However, once purchased, these coupons cannot be redeemed for cash.

c. Gift Coupons

Employee may opt for gift coupons. Company provides Sodexo / Accor Pass Gift Vouchers that can be used to buy dailynecessities at over 6000 affiliated establishments across India.

However, once purchased, these coupons cannot be redeemed for cash.

Up to INR 5,000 per annum is tax exempt.

d. Leave Travel Allowance (LTA)

Employee may opt for LTA. It refers to reimbursement by Company of actual expenses incurred only on travel by employee along with their dependents to any place within India. Expenses such as hotel accommodation, sightseeing, food etc. are not eligible to be reimbursed as LTA or for tax exemption. The following qualifying criteria are to be met for claiming LTA:

1. Employee must necessarily take 5 days of continuous Privilege Leave.
2. The family for this purpose includes spouse, unmarried dependent children (maximum of two only), parents and dependent brothers and sisters.
3. No advance is given towards LTA. It must be claimed as a reimbursement against actual bills and travel documents.

Entitlement: Employee has to decide on the quantum of LTA (could be up to 2 months' basic salary) that employee wishes to avail as part of employee's choice pay component. This choice has to be made by employee initially at the time of joining and thereafter at the beginning of each financial year. A mid-year change in the quantum of LTA is not permissible.

As per current Income Tax rules, tax exemption for LTA is allowed twice in a block of 4 calendar years. Tax authorities have defined the current 4 year block as being from 1 January 2018 - 31 December 2021.

The quantum of exemption is subject to following maximum limits depending on the mode of transport used or available:-

1. Journey by air: Economy class air fare of national carrier by shortest route or the actual amount spent, whichever is lesser
2. Journey by rail: AC first class fare by shortest route or the actual amount spent, whichever is lesser
3. Place of origin and place of destination connected by rail but journey performed by other mode of transport: AC first class fare by shortest route or the actual amount spent, whichever is lesser
4. Place of origin and place of destination not connected by rail (partially or fully) and not connected by other recognized public transport system: AC first class fare by the shortest route or the actual amount spent, whichever is lesser

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e. Office Wear Allowance (OWA)

Only employees' working at locations where a `Uniform Policy' is in place may opt for OWA.

OWA is an allowance provided to employees to meet expenditures incurred by employee towards purchase of uniform to be worn at the workplace.

OWA is tax exempt subject to the following limits:-

a. For all Grade: INR 24,000

f. Children's Education Allowance (CEA)

Employee may opt for CEA to meet education expenses of their children.

INR 100 per month per child subject to a maximum of two children is tax exempt

g. Children's Hostel Allowance (CHA)

Employee may opt for CHA to meet hostel expenses of their children.

INR 300 per month per child subject to a maximum of two children, is tax exempt

h. Residual Choice Pay (RCP)

The balance un-utilized amount is paid under the salary head as "Residual Choice Pay" and is subject to tax.

Please note that you are required to make a declaration within 7 days of joining the Company and at the beginning of each financial year and thereafter from time to time within the timelines notified by the company, regarding the amounts to be claimed under each expense mentioned above. You are required to submit all bills and other supporting documents on or by 15th January for each financial year

i. Vehicle

1. Company Leased Vehicle Scheme (CLV)

As part of the compensation structure the company offers an option of availing a vehicle under the prevailing company vehicle policy, subject to eligibility. The major features of the scheme are as follows:

Parameter	Four Wheeler
Scheme Details	Company Leased Vehicle (CLV)
EMI Calculation Base	Vehicle Invoice Value (Final on-road price, excluding taxes)
EMI Limit	Grade `H' and above - upto 100% of Residual Choice Pay Grade `I' and below - upto 50% of Residual Choice Pay
Interest rate	11.5 % per annum on monthly reducing balance basis
Vehicle Cost Limit	NA
Tenure	2 to 4 Years (Upto 48 Instalments)
Insurance Coverage Options	1.Comprehensive 2.Bumper to Bumper (Zero depreciation)

Mandatory debits towards Vehicle Insurance would be applicable to those opting this scheme.

The company vehicle policy provides more details regarding the vehicle scheme.

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2. Fuel and Vehicle Maintenance Reimbursements

All employees covered by the Company Vehicle Scheme are eligible for fuel and vehicle maintenance reimbursements. Employees using self-owned vehicles are also eligible for such reimbursement.

The limits for Fuel & Vehicle Maintenance for Own Vehicles and Vehicles under Company Vehicle Scheme are as under:

Level	4 Wheeler	2 Wheeler
All Grades	INR 1,80,000 p.a.	INR 36,000 p.a.

In case an employee is using a self-owned vehicle, employee needs to maintain a vehicle usage log in the system (ESS). Tax exemption will be available upto the limits set out above, subject to submission of supporting documents.

3. Conveyance Allowance

To be opted by an employee to meet the expenditure incurred for the purpose of commuting between place of employee's residence and place of employee's duty. However, this option may be availed only if the employee is not opting for fuel and maintenance reimbursement.

This component is taxable.

j. Housing

1. House Rent Allowance (HRA)

House Rent Allowance is paid in respect of expenses incurred on rented accommodation.

As per Section 10(13A) and Rule 2A of the Income Tax Act and Rules respectively, the lesser of the following is

exempt from tax-

1. An amount equal to 50% of the salary, where the residential house is situated at Mumbai, Kolkata, Delhi or Chennai and an amount equal to 40% of salary where the residential house is situated at any other place;
2. House rent allowance received by the employee in respect of the period during which the rental accommodation is occupied by the employee during the previous year
3. The excess of rent paid over 10% of salary

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2. Company provided Accommodation

In case the employee is opting for an accommodation provided by the company, the basis of valuation will be as under-

Population of City as per 2001 census where Accommodation is provided	Where the Accommodation is owned by the Employer	Where the Accommodation is taken on lease or rent by the Employer
Exceeding 25 lakhs	15% of Salary in respect of the period during which the accommodation is occupied by the Employee	1. 15% of Salary; or 2. Lease rent (paid or payable) by the Employer, whichever is less
Exceeding 10 lakhs but not exceeding 25 lakhs	10% of the Salary in respect of period during which the accommodation is occupied by the Employee	
Any other	7.5% of the Salary in respect of period during which the accommodation is occupied by the Employee	

k. Insurance

i. Group Personal Accident Insurance (GPA)

All Employees are mandatorily covered under the Group Personal Accident Insurance scheme.

The sum insured is INR 25 lakhs and the corresponding debit towards premium is INR 679 per annum.

Benefit Clauses:

1. Death: 100% of sum insured
2. Permanent Total Disablement: 100% of sum insured as per insurance policy
3. Permanent Partial Disablement: varies from 1% to 75% of sum insured as per insurance policy
4. Temporary Total disablement: 1% of capital sum insured per week subject a maximum of INR 5000 per week for a period of 100 weeks.

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ii. Group Term Life Insurance (GTLI)

All employees are mandatorily insured under Group Term Life Insurance. The insured amount and corresponding premium [mandatory debit] are as follows:

Fixed Pay (Base Pay + Choice Pay)	Sum Assured	Mandatory Debit (per annum)
Up to INR 24,99,975	INR 25 Lakhs	INR 4,794
From INR 24,99,975 to below INR 49,99,975	INR 50 Lakhs	INR 17,679
From INR 49,99,975 to below INR 74,99,975	INR 75 Lakhs	INR 26,520
INR 74,99,975 and above	INR 100 Lakhs	INR 36,167

Benefit Clause: -

Total sum assured is payable to the employee's nominee upon death of the employee. However, nothing is payable on survival.

iii. Medical Coverage

The Company endeavors to ensure that financial support is available to all employees to meet their medical needs and those of their dependent family members. All employees are mandatorily covered under this scheme. The coverage and mandatory debits in respect of the same are as follows-

Level	Family Definition	Benefits of Mandatory Coverage
B to F: Company's Management Medical Scheme	Self, Spouse, 3 dependent children (up to 25 years)	Floater Mediclaim Policy of INR 5 Lakhs, Plus Additional floater Mediclaim policy of Domiciliary reimbursement at actuals (as per INR 5 Lakhs the Management Medical Scheme)
	Dependent parents	Floater Mediclaim coverage of INR 5 Lakhs irrespective of the number of members covered, Plus Additional floater Mediclaim policy of INR 5 Lakhs
	1. Hospitalization room category up to Deluxe Single AC Room 2. Dental treatment reimbursement up to INR 15,000 per family p.a. (cosmetics not covered) 3. Full time Retainers shall be covered as per commitment / joining terms 4. For non-allopathy (e.g. Homeopathy, Ayurveda, Unani or other Medical practitioner) treatment, the medical practitioner should be registered as per the guidelines of Indian Medical Association	
G to Below: Group Mediclaim Policy	Family of 7 members - Self, spouse, 3 dependent children (up to 25 years), 2 dependent parents	Floater Mediclaim coverage of INR 5 Lakhs irrespective of the number of members covered, Plus Additional floater Mediclaim policy of INR 5 Lakhs
	1. Hospital Room Category - Eligibility of up to Non- Deluxe Single AC Room 2. Sub limit of Maternity benefit (for first three children) up to INR 50,000 3. Sub limit for OPD basis treatment for Dental INR 1,500 (excluding the cost of dentures, bridges, crowns, scaling, filling, cleaning, polishing and cosmetic dentistry) 4. Sub limit for OPD basis treatment for Eye INR 500 (excluding cost of contact Lens, spectacles and cosmetic treatments)	

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Medical Insurance Debits:

F & Above grades :

- INR 30,864 per annum per person for self and spouse
- INR 15,944 per annum per child (upto 25 years)
- INR 13,841 per annum for **Additional Medical floater** cover of INR 5 Lakhs for self, spouse and child covered under mandatory policy
- INR 33,528 per annum for dependent parents
- INR 13,841 per annum for **Additional Medical floater** cover of INR 5 Lakhs for parents.

G & Below grades :

- INR 33,528 per annum per family unit of 7 members
- INR 13,841 per annum for **Additional** Medical floater cover of INR 5 Lakhs

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Reliance
Industries Limited

Annexure C

Terms and Conditions

01. MEDICAL FITNESS & VERIFICATION OF PARTICULARS:

Your appointment is subject to:

i. Medical Fitness: Your being declared medically fit by a Medical Officer or by a Doctor specified by the Company .

ii. Verification of Particulars: In case the particulars mentioned in your application or the representations or warranties or any other information provided by you are found to be false, inaccurate or unsatisfactory, your services would be liable for termination at any time without any notice or any compensation in lieu thereof.

02. REPRESENTATIONS AND WARRANTIES:

The Company's agreement to continue to employ you and the compensation and benefits payable to you are in consideration of the terms, covenants, and conditions stated in the offer of employment including this Annexure C, and you represent, warrant and covenant to the Company that:

i. You are under no contractual or other restriction or obligation which is inconsistent with the terms or conditions contained herein, the performance of your duties hereunder, or the other rights of the Company hereunder;

ii. You are under no physical or mental disability that may hinder the performance of your duties / obligations contained herein;

iii. You shall not raise any issue as to the reasonableness of the terms, covenants, or conditions contained herein in any proceeding to enforce these terms, covenants and/or conditions;

iv. You have full right and authority to execute this contract and that you are not bound by any contract or arrangement, including any employment contract, bond or covenant not to compete, that is inconsistent herewith

v. These terms, covenants, and/or conditions shall survive the termination of your employment with the Company.

You acknowledge that the terms, covenants, and conditions set forth herein are essential for the Company's protection and are not unreasonable and that the Company has relied on these representations, warranties, and covenants provided by you.

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03. DUTIES AND RESPONSIBILITIES:

i. **Exclusivity:** You agree to perform your duties, responsibilities and obligations efficiently and to the best of your ability exclusively for the Company. You agree that you will devote all of your working time, attention and best efforts in performing your duties, responsibilities and obligations throughout the term of employment. You also agree that you will not engage in any other employment or business activities during the terms hereof. You agree that all of your activities as an employee of the Company shall be in conformity with all the policies, rules, regulations and directions of the Company, as applicable from time to time.

ii. **Non Solicitation:** You will not, during the term of your employment or at any time thereafter, without the prior written consent of the Company, directly or indirectly, solicit for employment, or employ or otherwise contract for the services of, any person who is employed or engaged (either as an employee or consultant) by the Company or any of its affiliates or associated companies or directly or indirectly induce any such employee to leave their employment.

This covenant shall survive the termination of your employment with the Company.

iii. **Other Interests:** You shall not seek membership of any local or public bodies without first obtaining written permission from the Company.

iv. **Controlling Interest:** You agree that, so long as you are employed by the Company, you will not own, directly or indirectly, any controlling or substantial shareholding or other beneficial interest in any business enterprise or entity which is engaged in, or is in competition with, any business engaged in by the Company or any of its affiliates or associated companies. Notwithstanding the foregoing, you may own, directly or indirectly, up to 5% of the outstanding securities of any business or entity whose securities are traded on any national stock exchanges or in the over-the-counter market.

v. **Work hours:** Your working hours at your place of posting shall be as per the rules and regulations of the Company, as specified from time to time. However, you may be required to work additional hours, from time to time, to carry out your duties and responsibilities effectively.

vi. **Confidentiality and Non-disclosure:** You shall keep confidential and not disclose to any person or entity any information received or that comes to your knowledge during the course of your employment including in relation to the Company, its affiliates, associated companies, and third parties, in relation to any of our or their businesses or operations, particulars or details of manufacturing processes, technical know-how, security arrangements, analysis, compilations, forecasts, studies, summaries, notes, ideas(whether patentable or not), schematics, trade secrets, technology, customer lists (potential or actual) and other customer-related information, supplier information, sales statistics, pricing information, market intelligence, marketing and other business model/strategies, administrative organizational matters and any other information important for the Company. This shall include information in relation to third parties received by the Company in relation to any transaction being contemplated by the Company. Your obligation to maintain confidentiality of such information shall continue notwithstanding expiry or termination of your employment with the Company.

Third party Confidential obligations & prevention of IP contamination: You shall not use or disclose to the Company any confidential information of any third party received by you in your personal capacity from such a third party under an obligation of confidentiality, or knowingly induce use of such information in the business of the Company. Your employment/engagement with the Company shall not violate any obligation of confidentiality or non-solicitation of employment/assignment with any other party and that in case you are made aware of any such change in circumstances, you will inform the Company immediately of such change in the circumstances. You shall refrain from using/applying information/data in your current employment which qualifies as third party intellectual property to avoid any potential scenario of Intellectual Property contamination.

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vii. **Proprietary Rights:** You will disclose to the Company forthwith any discovery, invention, process or improvement made or discovered by you while in the service of the Company or thereafter, and all the rights, title, interest in such discovery, invention, process or improvement shall automatically belong absolutely to the Company and be the sole, absolute and exclusive property of the Company immediately upon discovery, invention or creation of process or improvement, whether or not delivered to the Company. If and when required to do so by the Company, you shall at the Company's expense, take out or apply for letter's patent, licenses or other rights, privileges or protection as may be directed by the Company in respect of any such discovery, invention, process or improvement so that the benefit thereof shall accrue to the Company and you will execute and deliver all such deeds and documents, including in particular instruments of assignment and do all such acts and things as may be required by the Company for assigning, transferring or otherwise vesting all rights, title and interest in the same and all benefits arising in respect thereof in favor of the Company or its nominee.

You will assign (and you hereby do assign) in perpetuity to the Company or its nominee all of your rights to all such new ideas (including all inventions), and to applications for patent or copyrights in all countries, if any, and execute such documents and take such lawful action as may be reasonably required to assign such new ideas to the Company or its nominee.

You will execute and deliver promptly to the Company (without charge to you but at the expense of the Company) such written instruments and cooperate and do such other acts as the Company in its sole discretion deems necessary or desirable to assign and transfer title in such new ideas to the Company and / or its nominee and to assist the Company in preserving the property right in such new ideas (including against forfeiture, abandonment, or loss) and to vest the entire right and title and interest therein exclusively in the Company and / or its nominee.

viii. **Safe-keeping of Company's property:** You will be responsible for safe keeping of and returning in good order and condition all properties of the Company, its affiliates and associated companies which may be in your possession, custody, care or charge or being used by you. In case of loss of any such property, the Company will be entitled to assess the value of the loss / damages caused to it and recover the same from you and to take such other action as it deems proper in the event of your failure to account for such material or property to its satisfaction.

ix. **Return of the Company's Property and records:** Upon termination of your employment, you shall forthwith hand over any letter of authority or power of attorney issued in your favour and any property or material of the Company or any of its affiliates or associated companies in your possession at the time of cessation of your employment with the Company. You shall also return to the Company all documents, files, records, keys, and other property of the Company in your possession regardless of the media on which such items are stored, and you shall not retain any copies or duplicates thereof.

x. **Authorizations for activities:** You will not enter into any commitments or dealings on behalf of the Company for which you have not been expressly authorised nor will you 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 written consent of the Company. You will avoid any issue which may result in a conflict between your personal interests and the interests of the Company in dealing with suppliers, customers and all other organizations or individuals doing or seeking to do business with the Company.

xi. **Non-disparagement:** You agree that you shall act with the highest standards of propriety and professionalism and shall not criticize, ridicule or make any statement which disparages or is derogatory of the Company, any of its affiliate or associated companies or any other employee or business associate of the Company or any of its affiliates or associated companies in any public or non-public communication with any customer, client or member of the investment community or media or in any communication whatsoever.

xii. **Confidential nature of terms of employment:** You agree that, save and except as may be required by applicable law, (with the prior consent of the Company), you shall not disclose the terms of your employment to any person.

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xiii. Enforceability: You acknowledge and agree that any violation of any of your duties and responsibilities may result in irreparable damage to the Company, and, accordingly, the Company may obtain injunctive and other equitable relief for any breach or threatened breach of such duties and obligations, in addition to any other remedies available to the Company.

You agree that the restrictions and remedies contained herein are reasonable and that it is your intention that such restrictions and remedies shall be enforceable to the fullest extent permissible by law. If it shall be found by a court of competent jurisdiction that any such restriction or remedy is unenforceable but would be enforceable if some part thereof were deleted or the period or area of application reduced, then such restriction or remedy shall apply with such modification as shall be necessary to make it enforceable.

Further, you hereby agree to indemnify and keep fully and effectively indemnified and hold harmless the Company, its affiliates, associates subsidiaries, and the directors, trustees, officers, employees, agents, authorized representatives and successors of all the foregoing from and against any and all claims, suits, actions, legal or other proceedings, demands, damages, liabilities, interest, costs, expenses (including attorney fees), and losses of whatsoever kind or nature incurred or sustained by Company or any of the third party directly or indirectly arising due to breach of any of obligations mentioned in the letter of employment and/or these terms and conditions.

04. TERMINATION OF EMPLOYMENT:

i. Employment At-Will: You acknowledge that your employment is and shall continue to be AT-WILL. This means that you have the right to terminate your employment with the Company at any time without providing any reason in accordance with the provisions hereof. Similarly, the Company may terminate your employment with or without cause at any time and for any reason in accordance with the provisions hereof. Accordingly, this letter of employment is not to be construed or interpreted as containing any guarantee of continued employment. As such, the recitation of certain time periods in this letter is solely for the purpose of defining your compensation. It is also not to be construed or interpreted as containing any guarantee of any particular level or nature of compensation.

ii. Superannuation: In the normal course, you will retire from the company on attaining superannuation at the age of 58 years.

iii. Absenteeism: If you absent yourself without leave or remain absent beyond the period of leave originally granted or subsequently extended, you shall be considered as having voluntarily terminated your employment without giving any notice unless you:

a. return to work within 8 days from the commencement of such absence, and

b. give an explanation to the satisfaction of the Company regarding such absence

iv. Medical Fitness: The Company has the right to request you to get yourself medically examined by a certified medical practitioner specified by the Company during the tenure of your employment. In case you are found to be medically unfit to perform your duties, your employment may be terminated.

v. Notice Period: Notwithstanding anything contained herein, the Company, in its sole discretion, may terminate your employment without cause by giving one month notice in writing or payment of one month Basic Salary on a pro rata basis, in lieu thereof. Similarly, you may resign from the Company's employment without cause by giving one month notice in writing or by payment of one month Basic Salary on a pro rata basis, in lieu thereof. In the event of your resignation, the Company may in its sole discretion opt to accept the same and relieve you prior to the completion of the stipulated notice period of one month, without any pay in lieu of the notice period.

vi. Termination for Misconduct: Your services are liable to be terminated without any notice or salary in lieu thereof for fraud, misconduct, negligence or breach of any of the terms and conditions of your letter of employment which includes this Annexure C. Without prejudice to the general meaning of the term "misconduct", "misconduct" shall include any case of reasonable suspicion of misconduct, disloyalty, commission of an act involving moral turpitude, or any action of indiscipline or inefficiency.

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vii. Non-compete: In the event of your separation from the Company for any reason whatsoever, you will not take up any job or assignment either full time or otherwise, either directly or indirectly, for a period of three months from the date of separation in any industry or business involved in similar/competing business as the Company or any of its affiliates or associate companies.

viii. Recovery of Payments: (If applicable) Payments made towards recovery of notice period by your previous employer and relocation expenses by us will be recovered in full in the event of your separation from the Company prior to completion of 1 year from joining the Company.

05. GENERAL:

i. Training: You may be selected and sponsored by the Company for familiarization/ training assignments with our technical collaborators or any other institutions/ organizations in India and/or abroad, based on terms and conditions stipulated at such time. You will diligently and beneficially take part in the training and such assignments in accordance with Company policies and directives.

ii. Rules, Regulations and Policies on Ethics: You will be governed by the service rules, regulations and policies including conduct, discipline and administrative orders and any such other rules or orders of the Company that may come into force from time to time. You must observe the policies that the Company publishes / notifies from time to time. These policies include requirement that you maintain the highest standards of conduct and act with the highest ethical principles.

a. You must not do anything that may be a conflict of interest with your responsibilities as an employee.

b. You are required to read and understand all policies applicable to you, all of which are available in the Reliance Management System ("RMS") portal. If you have any questions, now or in the future, please ask the Human Resources Department through the Query Management System in the ESS portal. You may also be required to sign and abide by the Policy on Ethics of the Company and undertake to sign such declarations that the Policy may demand from time to time.

c. Women employees will be entitled to all the statutory benefits provided by the Company under the Maternity Benefit Act 1961, and its subsequent amendments, if any, details of which are set out in the RMS/ESS portal.

iii. Media Interaction: You will not interact with the media - electronic, print or otherwise in

a. India or overseas, during or outside work hours, either in your own personal capacity or on behalf of the Company unless you have express and direct approval from the Company to interact with the media as a representative of the Company. Only persons duly authorized by the Company are permitted to interact with media and then only on specified subjects. Disclosure of any information other than those specifically authorized by the Company is prohibited.

b. Disclosure of information on proceedings of meetings (board / committee / internal) and disclosure of forward-looking statements is prohibited unless such disclosure is specifically approved by the Company.

c. You shall also not disclose non-public information selectively to any particular group as it may lead to unfair advantage / discrimination.

d. For any outside publication of books, articles or manuscripts which relate in any manner to the Company's business, policies and processes, you are required to obtain prior written approval of the Company prior to its publication or release.

e. Any violation of the Company's media policy, will tantamount to a breach of the terms and conditions of employment and may result in termination of the contract.

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iv. **Jurisdiction:** The letter of employment is made at Mumbai and competent courts of Mumbai shall have jurisdiction over any dispute or difference whatsoever arising out of, under, in relation to or in connection with the letter of employment or breach hereof or in respect of any matter or thing herein contained.

v. **Entire Agreement:** This contract and the document referred to herein contain the entire agreement and understanding of the parties with respect to the subject matter hereof and shall supersede any and all prior or contemporaneous communications, representations, or agreements between the parties, whether oral or written, regarding the subject matter of this contract.

vi. **Age:** Your age mentioned in the Matriculation / Higher Secondary Certificate / Passport will be deemed to be the conclusive proof of your date of birth.

vii. **Change of address:** You will intimate in writing to the Company any change of your residential address within a week of the same changing, failing which any communication sent to you on your last recorded address shall be deemed to have been duly served on you.

viii. **Passport:** You are required to have a valid passport at all times and ensure that the same is renewed from time to time.

ix. **Suspension:** You may be placed under suspension pending enquiry into the charges of misconduct or any other breach hereof. The salary for the suspension period will be paid to you only if you are found not guilty of any of the charges for which you are suspended and not otherwise.

x. **Travel:** You shall make your own transport arrangements to and from the place of work.

xi. **Documentation:** Please submit the following documents, if not submitted earlier:

a. Certificates in support of your educational professional qualifications, experience, date of birth and other testimonials in original together with copies thereof.

b. Three copies of your recent passport size photographs with blue background.

c. Relieving letter and salary certificate from your last employer, in case you are/were employed.

xii. **Severability**: If any term or provision of this letter of employment shall be held to be invalid for any reason whatsoever, such invalidity shall not affect the validity, operation or enforceability of the remainder hereof. If the remainder of this letter is not materially affected by such declaration or finding and is capable of substantial performance, then that term or provision or part thereof shall to that extent be deemed not to form part of this letter of employment and such provision shall be replaced by a substitute provision that is legal and enforceable and is as nearly as possible consistent with the intentions underlying the original provision.

xiii. **Non Waiver**: No delay or omission on the part of Company in exercising any right, power, privilege or remedy in respect of your employment terms shall neither impair such right, power, privilege or remedy, or be construed as a waiver of it, nor shall any single partial exercise of such right, power, privilege or remedy, preclude any further exercise of it or the exercise of any other right, power, privilege or remedy.

I confirm that I have read and understood the terms and conditions set out herein and unconditionally and irrevocably accept the above terms and conditions.

Employee Name: KUNJAN DESAI

Signature:

Date: 5 Jul 2022

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Reliance
Industries Limited

Date: 4 Jul 2022

Ref: RIL/80185109/30031415/040722/2034

Dear Parth Dhayani,

Letter of Appointment

With reference to written tests / interview you had with Reliance Group of Companies, we are delighted to appoint you in the position "Graduate Engineer Trainee - Chemical" in Group , based upon following terms and conditions.

Documentation

This appointment letter consists of the below mentioned attachments:

A compensation term sheet
Components of Compensation
Terms and conditions
Other applicable paperwork based upon your specific needs

You are required to read these before you commence your employment

01. Place of Posting

Your initial place of posting will be at the place of your training. During your training period, you may be posted / transferred / to any of the offices / projects / divisions / departments / units of the company existing or to be set up at any location in India or abroad without any additional remuneration. Your services are also liable to be transferred to any of the group companies.

You will report for training on or before **04-Aug-22** failing which this letter of appointment shall automatically stand withdrawn and cancelled.

02. Mandatory Criteria:

i. Score eligibility:
Your appointment is subject to your securing minimum CGPA of 6.0 / 60% & above marks over 8 semesters, wherever applicable.

ii. Pre-employment Medical Check:
Pre-employment Medical Check clearance from RIL certified doctor. System generated information will be received for initiating the same on acceptance of this appointment letter.

03. Confirmation:

You will be under training for a period of one year from the date of joining the Company. During training you will be undergoing various assessments at the end of which there will be a final assessment. Your confirmation on permanent rolls of the company solely depends on the discretion of the management and the same is not a matter of right in any manner whatsoever.
Management reserves the right to terminate your training either during the training period or on completion of the same without assigning any reasons whatsoever.

(This letter is computer generated and does not necessarily require a signature)

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We would also like to draw your particular attention to our Values and Behaviours. We have six values that express our shared understanding of what we believe, how we aim to behave and what we aspire to be as an organisation. Our values are about delivering customer value, having an ownership mind-set, showing respect and integrity, pursuing excellence and being one team.

Next Steps

This is system generated appointment letter based on the offer letter received. Please confirm your acceptance of this appointment letter by clicking 'Accept' button online. This letter of appointment shall automatically stand withdrawn in case we do not receive your acknowledgement online within ten days from receipt of this letter.

This offer of employment is subject to you providing all of the information and documentation requested BEFORE you commence employment with us. All information / documentation submitted by you will be considered as submitted on your own freewill and consent.

This appointment is confidential and you must not discuss this or disclose any documentation related to it with anyone other than your immediate family. Any disclosure of the details of this offer to a third party other than your immediate family may result in withdrawal of the offer.

We reserve the right to withdraw our offer of employment/terminate your employment with us without assigning any reason whatsoever thereof, or delay your start date if you do not provide the required information and documentation within the required timelines or if during this process you intentionally leave out any information or provide any information which is inaccurate or untrue.

In case of any dispute regarding interpretation of any word or clause of this latter, the decision of the management shall be final and binding.

We look forward to your joining out team for a long, successful and pleasant association.

Sincerely yours,
Reliance Industries Ltd.

Authorized Signatory

(This letter is computer generated and does not necessarily require a signature)

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Reliance Industries Limited

ANNEXURE A

1.1 Annual Compensation Summary

ANNEXURE 1.1 - A		
Name: Parth Dhayani		
Compensation Breakup	**Monthly (INR)**	**Annual (INR)**
Basic Pay	21,402	2,56,827
House Rent Allowance	10,701	1,28,414
Residual Choice Pay	22,395	2,68,744
Insurance		
Group Personal Accident Insurancee Premium (GPAI)	57	679
Group Term Life Insurance Premium (GTLI)	400	4,794
Medical Insurance Premium* (Self, Spouse, 3 Dependent Children & Dependent Parents)	3,947	47,369
SUB TOTAL - I	58,902	7,06,827
Employer's Contribution to Provident Fund: PF (12% of Basic Pay)	2,568	30,819
Gratuity (4.81% of Basic Pay)	1,029	12,353
SUB TOTAL - II	3,598	43,173
TOTAL- FIXED PAY [I + II]	62,500	7,50,000

Residual Choice Pay can be distributed among the following Tax Friendly elements - HRA, LTA, Conveyance Allowance, Office Wear Allowance, Children Education Allowance, Food & Beverage Coupons, Gift Vouchers and Fuel & maintenance Expenses. Remaining amount will be paid as "Residual Choice Pay", as applicable.

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1.2 Tax Status of compensation elements

Below table shows all of the Total Pay components and their taxability status.

S.No.	Total Pay Components	Taxability Status (as per prevailing norms)
I	**Base Salary**	
a.	Basic Salary	Taxable
b.	Provident Fund Contribution (PF)	Please refer Annexure B
c.	Gratuity	Please refer Annexure B
II	**Choice Pay**	
a.	Medical Reimbursement	Taxable
b.	Food Coupon	Tax exempt subject to conditions
c.	Gift Coupon	Tax exempt subject to conditions
d.	Leave Travel Allowance (LTA)	Tax exempt subject to conditions
e.	Office Wear Allowance (OWA)	Tax exempt subject to conditions (only applicable to locations having a 'Uniform Policy')
f.	Children's Education Allowance (CEA)	Tax exempt subject to conditions
g.	Children's Hostel Allowance (CHA)	Tax exempt subject to conditions
h.	Residual Choice Pay (RCP)	Taxable
i.	**Vehicle**	
1.	Company Lease Vehicle Scheme	Tax exempt (up to the value of EMI)
2.	Fuel and Vehicle Maintenance Reimbursement	Tax exempt (Taxable Perquisite Notional Value)
3.	Conveyance Allowance	Taxable
j.	**Housing**	
1.	House Rent Allowance (HRA)	Tax exempt subject to conditions
2.	Company Accommodation (where it is provided)	Taxable Perquisite
k.	**Insurance**	
1.	Group Personal Accident Insurance Premium (GPA)	Tax exempt
2.	Group Term Life Insurance Premium (GTLI)	Tax exempt
3.	Medical Insurance Premium	Tax exempt
III	**Annual Cash Bonus (ACB) / Performance Linked Incentive (PLI)**	Taxable, If Applicable

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Please Note:-

- The income tax calculation is provisional and is based on the current income tax rules (**Rules**). Any change in the Rules may impact the income tax projections.

- You shall bear and pay the tax liabilities, if any, applicable in relation to all the perquisites or benefits provided to you in accordance with the provisions of this Agreement. Please note that all the details set out above are indicative and subject to change with change in Indian tax policies and rules.

- Employee shall be solely responsible for the payment of any and all taxes on salary / income, employee benefits and personal income. You are advised to get updated information in relation to the income tax calculation on your salary from independent external advisors

- Fixed Pay elements like fuel and maintenance reimbursement, office wear allowance, medical reimbursement, LTA will be reimbursed at actuals based on the bills submitted and in case the reimbursement amount falls short of the amount chosen, the balance will be paid as taxable allowance.

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Annexure B

Components of Total Pay

The Company follows a Total Pay structure that reflects the total cost of an employee to the Company this includes all direct and indirect payments including all benefits, perquisites, subsidies, and Annual Cash Bonus (**ACB**) / Performance Linked Incentive **(PLI)**. This structure is being followed so as to provide flexibility to the employees in structuring their compensation package. The components within each category of payments are discretionary and these components may be changed by the Company from time to time without notice.

The main components under the Total Pay structure are as follows:

I. Components of Compensation

1. **Base Salary:** This is first part of the total pay, which may include Basic Salary, PF and Gratuity

   a. **Basic Salary:** This is the base pay component of the fixed pay and is the reference salary for provident fund and gratuity contribution.

   b. **Provident Fund (PF)**:

   The contributions payable by the Employer under the scheme shall be at the rate specified under the Employees' Provident Funds and Miscellaneous Provisions Act, 1952 (**PF Act**). The current rate of contribution is 12% of PF Salary. Employee also contributes an equal amount from employee's monthly salary, as per PF Act. Both of these are remitted on a monthly basis to the Company's PF Trust / RPFC.

   Out of the Employer's contribution, a portion (presently 8.33% of PF Salary subject to a maximum of INR 1250) is deposited into the Employees' Pension Scheme. The part of the company's contribution deposited under Employees' Pension Scheme to RPFC is to provide employees with pension on retirement or after completion of a specified period of service. TDS recovery from PF settlement will be as per the relevant provision of the Income Tax Act, 1961.

   Benefits associated with Employees' Provident Fund and Employees' Pension Scheme will be as per the prevailing rules and regulations outlined in the Employees' Provident Funds and Miscellaneous Provisions Act, 1952. Employees are advised to refer to EPFO site (http://www.epfindia.com/) for detailed rules, procedures and any other updates.

   Please note that the contribution amounts, limits, withdrawals and other rules applicable to the PF and pension are subject to applicable Indian laws in force from time to time. Employee is bound to adhere to all changes in the applicable law. Any implications on contribution, accumulation and withdrawal conditions outlined in the Employees' Provident Fund and Employees' Pension Scheme is to be borne by the employee. To understand implications associated with any such change in relevant laws or the Employees' Provident Fund and Employees' Pension Scheme, employees are recommended to solicit independent external advice.

   c. **Gratuity**

   Employer's contribution to the Company's Gratuity Fund will be as specified under 'The Payment of Gratuity Act ,1972'. Currently, the Employer's contribution to the Company's Gratuity fund is @ 4.81% of Basic Salary. Gratuity shall be payable to an employee on completion / end of their employment with the Company provided employee has rendered continuous service for a minimum period of 4 years and 240 days. However, eligibility for contribution to the Gratuity Trust / Fund commences from the first day of employment and in the event of separation prior to such 4 years and 240 days, the same will be paid as ex-gratia, except in case of separation due to disciplinary grounds.

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Gratuity is calculated as follows:

(Last Drawn Salary / 26 Days) x 15 days x Number of completed years of service (In the case of death, the minimum service requirement does not apply)

For every completed year of service or part thereof in excess of 6 months, the employer will pay the employee gratuity at the rate of 15 days wages based on the rate of wages last drawn by such employee. Income Tax on the gratuity payment will be applicable as per Income Tax Rules. In the event an employee fails to complete 4 years and 240 days of continuous service, ex-gratia will be paid up to the amount of gratuity accumulated and will be subject to prevailing Income Tax Rules.

Maximum Amount of Gratuity which will be exempt from Income Tax will be as per 'The Payment of Gratuity Act, 1972'.

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2. Choice Pay :

This is second part of the total pay. Subject to eligibility and availability of amount mentioned under various components in Annexure A, an employee may opt for all the allowances or combination of them

a. Medical Reimbursement

Employee may opt for medical reimbursement for expenses incurred by the employee to meet health related expenditure, such as medicines, doctor's fees etc. of the employee and employee's family members. Medical expenses up to a maximum of INR 15,000 per annum will be reimbursed at actuals against production of bills.

This component is taxable.

b. Food Coupons

Employee may opt for Sodexo / Accor Pass Meal Vouchers. These are food coupons that can be exchanged for food and beverages at all approved affiliated establishments across India.

However, once purchased, these coupons cannot be redeemed for cash.

c. Gift Coupons

Employee may opt for gift coupons. Company provides Sodexo / Accor Pass Gift Vouchers that can be used to buy dailynecessities at over 6000 affiliated establishments across India.

However, once purchased, these coupons cannot be redeemed for cash.

Up to INR 5,000 per annum is tax exempt.

d. Leave Travel Allowance (LTA)

Employee may opt for LTA. It refers to reimbursement by Company of actual expenses incurred only on travel by employee along with their dependents to any place within India. Expenses such as hotel accommodation, sightseeing, food etc. are not eligible to be reimbursed as LTA or for tax exemption. The following qualifying criteria are to be met for claiming LTA:

1. Employee must necessarily take 5 days of continuous Privilege Leave.
2. The family for this purpose includes spouse, unmarried dependent children (maximum of two only), parents and dependent brothers and sisters.
3. No advance is given towards LTA. It must be claimed as a reimbursement against actual bills and travel documents.

Entitlement: Employee has to decide on the quantum of LTA (could be up to 2 months' basic salary) that employee wishes to avail as part of employee's choice pay component. This choice has to be made by employee initially at the time of joining and thereafter at the beginning of each financial year. A mid-year change in the quantum of LTA is not permissible.

As per current Income Tax rules, tax exemption for LTA is allowed twice in a block of 4 calendar years. Tax authorities have defined the current 4 year block as being from 1 January 2018 - 31 December 2021.

The quantum of exemption is subject to following maximum limits depending on the mode of transport used or available:-

1. Journey by air: Economy class air fare of national carrier by shortest route or the actual amount spent, whichever is lesser
2. Journey by rail: AC first class fare by shortest route or the actual amount spent, whichever is lesser
3. Place of origin and place of destination connected by rail but journey performed by other mode of transport: AC first class fare by shortest route or the actual amount spent, whichever is lesser
4. Place of origin and place of destination not connected by rail (partially or fully) and not connected by other recognized public transport system: AC first class fare by the shortest route or the actual amount spent, whichever is lesser

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e. Office Wear Allowance (OWA)

Only employees' working at locations where a `Uniform Policy' is in place may opt for OWA.

OWA is an allowance provided to employees to meet expenditures incurred by employee towards purchase of uniform to be worn at the workplace.

OWA is tax exempt subject to the following limits:-

a. For all Grade: INR 24,000

f. Children's Education Allowance (CEA)

Employee may opt for CEA to meet education expenses of their children.

INR 100 per month per child subject to a maximum of two children is tax exempt

g. Children's Hostel Allowance (CHA)

Employee may opt for CHA to meet hostel expenses of their children.

INR 300 per month per child subject to a maximum of two children, is tax exempt

h. Residual Choice Pay (RCP)

The balance un-utilized amount is paid under the salary head as "Residual Choice Pay" and is subject to tax.

Please note that you are required to make a declaration within 7 days of joining the Company and at the beginning of each financial year and thereafter from time to time within the timelines notified by the company, regarding the amounts to be claimed under each expense mentioned above. You are required to submit all bills and other supporting documents on or by 15th January for each financial year

i. Vehicle

1. Company Leased Vehicle Scheme (CLV)

As part of the compensation structure the company offers an option of availing a vehicle under the prevailing company vehicle policy, subject to eligibility. The major features of the scheme are as follows:

Parameter	Four Wheeler
Scheme Details	Company Leased Vehicle (CLV)
EMI Calculation Base	Vehicle Invoice Value (Final on-road price, excluding taxes)
EMI Limit	Grade `H' and above - upto 100% of Residual Choice Pay Grade `I' and below - upto 50% of Residual Choice Pay
Interest rate	11.5 % per annum on monthly reducing balance basis
Vehicle Cost Limit	NA
Tenure	2 to 4 Years (Upto 48 Instalments)
Insurance Coverage Options	1.Comprehensive 2.Bumper to Bumper (Zero depreciation)

Mandatory debits towards Vehicle Insurance would be applicable to those opting this scheme.

The company vehicle policy provides more details regarding the vehicle scheme.

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2. Fuel and Vehicle Maintenance Reimbursements

All employees covered by the Company Vehicle Scheme are eligible for fuel and vehicle maintenance reimbursements. Employees using self-owned vehicles are also eligible for such reimbursement.

The limits for Fuel & Vehicle Maintenance for Own Vehicles and Vehicles under Company Vehicle Scheme are as under:

Level	4 Wheeler	2 Wheeler
All Grades	INR 1,80,000 p.a.	INR 36,000 p.a.

In case an employee is using a self-owned vehicle, employee needs to maintain a vehicle usage log in the system (ESS). Tax exemption will be available upto the limits set out above, subject to submission of supporting documents.

3. Conveyance Allowance

To be opted by an employee to meet the expenditure incurred for the purpose of commuting between place of employee's residence and place of employee's duty. However, this option may be availed only if the employee is not opting for fuel and maintenance reimbursement.

This component is taxable.

j. Housing

1. House Rent Allowance (HRA)

House Rent Allowance is paid in respect of expenses incurred on rented accommodation.

As per Section 10(13A) and Rule 2A of the Income Tax Act and Rules respectively, the lesser of the following is

exempt from tax-

1. An amount equal to 50% of the salary, where the residential house is situated at Mumbai, Kolkata, Delhi or Chennai and an amount equal to 40% of salary where the residential house is situated at any other place;
2. House rent allowance received by the employee in respect of the period during which the rental accommodation is occupied by the employee during the previous year
3. The excess of rent paid over 10% of salary

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2. Company provided Accommodation

In case the employee is opting for an accommodation provided by the company, the basis of valuation will be as under-

Population of City as per 2001 census where Accommodation is provided	Where the Accommodation is owned by the Employer	Where the Accommodation is taken on lease or rent by the Employer
Exceeding 25 lakhs	15% of Salary in respect of the period during which the accommodation is occupied by the Employee	1. 15% of Salary; or 2. Lease rent (paid or payable) by the Employer, whichever is less
Exceeding 10 lakhs but not exceeding 25 lakhs	10% of the Salary in respect of period during which the accommodation is occupied by the Employee	
Any other	7.5% of the Salary in respect of period during which the accommodation is occupied by the Employee	

k. Insurance

i. Group Personal Accident Insurance (GPA)

All Employees are mandatorily covered under the Group Personal Accident Insurance scheme.

The sum insured is INR 25 lakhs and the corresponding debit towards premium is INR 679 per annum.

Benefit Clauses:

1. Death: 100% of sum insured
2. Permanent Total Disablement: 100% of sum insured as per insurance policy
3. Permanent Partial Disablement: varies from 1% to 75% of sum insured as per insurance policy
4. Temporary Total disablement: 1% of capital sum insured per week subject a maximum of INR 5000 per week for a period of 100 weeks.

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ii. Group Term Life Insurance (GTLI)

All employees are mandatorily insured under Group Term Life Insurance. The insured amount and corresponding premium [mandatory debit] are as follows:

Fixed Pay (Base Pay + Choice Pay)	Sum Assured	Mandatory Debit (per annum)
Up to INR 24,99,975	INR 25 Lakhs	INR 4,794
From INR 24,99,975 to below INR 49,99,975	INR 50 Lakhs	INR 17,679
From INR 49,99,975 to below INR 74,99,975	INR 75 Lakhs	INR 26,520
INR 74,99,975 and above	INR 100 Lakhs	INR 36,167

Benefit Clause: -

Total sum assured is payable to the employee's nominee upon death of the employee. However, nothing is payable on survival.

iii. Medical Coverage

The Company endeavors to ensure that financial support is available to all employees to meet their medical needs and those of their dependent family members. All employees are mandatorily covered under this scheme. The coverage and mandatory debits in respect of the same are as follows-

Level	Family Definition	Benefits of Mandatory Coverage
B to F: Company's Management Medical Scheme	Self, Spouse, 3 dependent children (up to 25 years)	Floater Mediclaim Policy of INR 5 Lakhs, Plus Additional floater Mediclaim policy of Domiciliary reimbursement at actuals (as per INR 5 Lakhs the Management Medical Scheme)
	Dependent parents	Floater Mediclaim coverage of INR 5 Lakhs irrespective of the number of members covered, Plus Additional floater Mediclaim policy of INR 5 Lakhs
	1. Hospitalization room category up to Deluxe Single AC Room 2. Dental treatment reimbursement up to INR 15,000 per family p.a. (cosmetics not covered) 3. Full time Retainers shall be covered as per commitment / joining terms 4. For non-allopathy (e.g. Homeopathy, Ayurveda, Unani or other Medical practitioner) treatment, the medical practitioner should be registered as per the guidelines of Indian Medical Association	
G to Below: Group Mediclaim Policy	Family of 7 members - Self, spouse, 3 dependent children (up to 25 years), 2 dependent parents	Floater Mediclaim coverage of INR 5 Lakhs irrespective of the number of members covered, Plus Additional floater Mediclaim policy of INR 5 Lakhs
	1. Hospital Room Category - Eligibility of up to Non- Deluxe Single AC Room 2. Sub limit of Maternity benefit (for first three children) up to INR 50,000 3. Sub limit for OPD basis treatment for Dental INR 1,500 (excluding the cost of dentures, bridges, crowns, scaling, filling, cleaning, polishing and cosmetic dentistry) 4. Sub limit for OPD basis treatment for Eye INR 500 (excluding cost of contact Lens, spectacles and cosmetic treatments)	

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Medical Insurance Debits:

F & Above grades :

- INR 30,864 per annum per person for self and spouse
- INR 15,944 per annum per child (upto 25 years)
- INR 13,841 per annum for **Additional Medical floater** cover of INR 5 Lakhs for self, spouse and child covered under mandatory policy
- INR 33,528 per annum for dependent parents
- INR 13,841 per annum for **Additional Medical floater** cover of INR 5 Lakhs for parents.

G & Below grades :

- INR 33,528 per annum per family unit of 7 members
- INR 13,841 per annum for **Additional** Medical floater cover of INR 5 Lakhs

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Reliance
Industries Limited

Annexure C

Terms and Conditions

01. MEDICAL FITNESS & VERIFICATION OF PARTICULARS:

Your appointment is subject to:

i. Medical Fitness: Your being declared medically fit by a Medical Officer or by a Doctor specified by the Company .

ii. Verification of Particulars: In case the particulars mentioned in your application or the representations or warranties or any other information provided by you are found to be false, inaccurate or unsatisfactory, your services would be liable for termination at any time without any notice or any compensation in lieu thereof.

02. REPRESENTATIONS AND WARRANTIES:

The Company's agreement to continue to employ you and the compensation and benefits payable to you are in consideration of the terms, covenants, and conditions stated in the offer of employment including this Annexure C, and you represent, warrant and covenant to the Company that:

i. You are under no contractual or other restriction or obligation which is inconsistent with the terms or conditions contained herein, the performance of your duties hereunder, or the other rights of the Company hereunder;

ii. You are under no physical or mental disability that may hinder the performance of your duties / obligations contained herein;

iii. You shall not raise any issue as to the reasonableness of the terms, covenants, or conditions contained herein in any proceeding to enforce these terms, covenants and/or conditions;

iv. You have full right and authority to execute this contract and that you are not bound by any contract or arrangement, including any employment contract, bond or covenant not to compete, that is inconsistent herewith

v. These terms, covenants, and/or conditions shall survive the termination of your employment with the Company.

You acknowledge that the terms, covenants, and conditions set forth herein are essential for the Company's protection and are not unreasonable and that the Company has relied on these representations, warranties, and covenants provided by you.

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03. DUTIES AND RESPONSIBILITIES:

i. **Exclusivity:** You agree to perform your duties, responsibilities and obligations efficiently and to the best of your ability exclusively for the Company. You agree that you will devote all of your working time, attention and best efforts in performing your duties, responsibilities and obligations throughout the term of employment. You also agree that you will not engage in any other employment or business activities during the terms hereof. You agree that all of your activities as an employee of the Company shall be in conformity with all the policies, rules, regulations and directions of the Company, as applicable from time to time.

ii. **Non Solicitation:** You will not, during the term of your employment or at any time thereafter, without the prior written consent of the Company, directly or indirectly, solicit for employment, or employ or otherwise contract for the services of, any person who is employed or engaged (either as an employee or consultant) by the Company or any of its affiliates or associated companies or directly or indirectly induce any such employee to leave their employment.

This covenant shall survive the termination of your employment with the Company.

iii. **Other Interests:** You shall not seek membership of any local or public bodies without first obtaining written permission from the Company.

iv. **Controlling Interest:** You agree that, so long as you are employed by the Company, you will not own, directly or indirectly, any controlling or substantial shareholding or other beneficial interest in any business enterprise or entity which is engaged in, or is in competition with, any business engaged in by the Company or any of its affiliates or associated companies. Notwithstanding the foregoing, you may own, directly or indirectly, up to 5% of the outstanding securities of any business or entity whose securities are traded on any national stock exchanges or in the over-the-counter market.

v. **Work hours:** Your working hours at your place of posting shall be as per the rules and regulations of the Company, as specified from time to time. However, you may be required to work additional hours, from time to time, to carry out your duties and responsibilities effectively.

vi. **Confidentiality and Non-disclosure:** You shall keep confidential and not disclose to any person or entity any information received or that comes to your knowledge during the course of your employment including in relation to the Company, its affiliates, associated companies, and third parties, in relation to any of our or their businesses or operations, particulars or details of manufacturing processes, technical know-how, security arrangements, analysis, compilations, forecasts, studies, summaries, notes, ideas(whether patentable or not), schematics, trade secrets, technology, customer lists (potential or actual) and other customer-related information, supplier information, sales statistics, pricing information, market intelligence, marketing and other business model/strategies, administrative organizational matters and any other information important for the Company. This shall include information in relation to third parties received by the Company in relation to any transaction being contemplated by the Company. Your obligation to maintain confidentiality of such information shall continue notwithstanding expiry or termination of your employment with the Company.

Third party Confidential obligations & prevention of IP contamination: You shall not use or disclose to the Company any confidential information of any third party received by you in your personal capacity from such a third party under an obligation of confidentiality, or knowingly induce use of such information in the business of the Company. Your employment/engagement with the Company shall not violate any obligation of confidentiality or non-solicitation of employment/assignment with any other party and that in case you are made aware of any such change in circumstances, you will inform the Company immediately of such change in the circumstances. You shall refrain from using/applying information/data in your current employment which qualifies as third party intellectual property to avoid any potential scenario of Intellectual Property contamination.

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vii. **Proprietary Rights:** You will disclose to the Company forthwith any discovery, invention, process or improvement made or discovered by you while in the service of the Company or thereafter, and all the rights, title, interest in such discovery, invention, process or improvement shall automatically belong absolutely to the Company and be the sole, absolute and exclusive property of the Company immediately upon discovery, invention or creation of process or improvement, whether or not delivered to the Company. If and when required to do so by the Company, you shall at the Company's expense, take out or apply for letter's patent, licenses or other rights, privileges or protection as may be directed by the Company in respect of any such discovery, invention, process or improvement so that the benefit thereof shall accrue to the Company and you will execute and deliver all such deeds and documents, including in particular instruments of assignment and do all such acts and things as may be required by the Company for assigning, transferring or otherwise vesting all rights, title and interest in the same and all benefits arising in respect thereof in favor of the Company or its nominee.

You will assign (and you hereby do assign) in perpetuity to the Company or its nominee all of your rights to all such new ideas (including all inventions), and to applications for patent or copyrights in all countries, if any, and execute such documents and take such lawful action as may be reasonably required to assign such new ideas to the Company or its nominee.

You will execute and deliver promptly to the Company (without charge to you but at the expense of the Company) such written instruments and cooperate and do such other acts as the Company in its sole discretion deems necessary or desirable to assign and transfer title in such new ideas to the Company and / or its nominee and to assist the Company in preserving the property right in such new ideas (including against forfeiture, abandonment, or loss) and to vest the entire right and title and interest therein exclusively in the Company and / or its nominee.

viii. **Safe-keeping of Company's property:** You will be responsible for safe keeping of and returning in good order and condition all properties of the Company, its affiliates and associated companies which may be in your possession, custody, care or charge or being used by you. In case of loss of any such property, the Company will be entitled to assess the value of the loss / damages caused to it and recover the same from you and to take such other action as it deems proper in the event of your failure to account for such material or property to its satisfaction.

ix. **Return of the Company's Property and records:** Upon termination of your employment, you shall forthwith hand over any letter of authority or power of attorney issued in your favour and any property or material of the Company or any of its affiliates or associated companies in your possession at the time of cessation of your employment with the Company. You shall also return to the Company all documents, files, records, keys, and other property of the Company in your possession regardless of the media on which such items are stored, and you shall not retain any copies or duplicates thereof.

x. **Authorizations for activities:** You will not enter into any commitments or dealings on behalf of the Company for which you have not been expressly authorised nor will you 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 written consent of the Company. You will avoid any issue which may result in a conflict between your personal interests and the interests of the Company in dealing with suppliers, customers and all other organizations or individuals doing or seeking to do business with the Company.

xi. **Non-disparagement:** You agree that you shall act with the highest standards of propriety and professionalism and shall not criticize, ridicule or make any statement which disparages or is derogatory of the Company, any of its affiliate or associated companies or any other employee or business associate of the Company or any of its affiliates or associated companies in any public or non-public communication with any customer, client or member of the investment community or media or in any communication whatsoever.

xii. **Confidential nature of terms of employment:** You agree that, save and except as may be required by applicable law, (with the prior consent of the Company), you shall not disclose the terms of your employment to any person.

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xiii. Enforceability: You acknowledge and agree that any violation of any of your duties and responsibilities may result in irreparable damage to the Company, and, accordingly, the Company may obtain injunctive and other equitable relief for any breach or threatened breach of such duties and obligations, in addition to any other remedies available to the Company.

You agree that the restrictions and remedies contained herein are reasonable and that it is your intention that such restrictions and remedies shall be enforceable to the fullest extent permissible by law. If it shall be found by a court of competent jurisdiction that any such restriction or remedy is unenforceable but would be enforceable if some part thereof were deleted or the period or area of application reduced, then such restriction or remedy shall apply with such modification as shall be necessary to make it enforceable.

Further, you hereby agree to indemnify and keep fully and effectively indemnified and hold harmless the Company, its affiliates, associates subsidiaries, and the directors, trustees, officers, employees, agents, authorized representatives and successors of all the foregoing from and against any and all claims, suits, actions, legal or other proceedings, demands, damages, liabilities, interest, costs, expenses (including attorney fees), and losses of whatsoever kind or nature incurred or sustained by Company or any of the third party directly or indirectly arising due to breach of any of obligations mentioned in the letter of employment and/or these terms and conditions.

04. TERMINATION OF EMPLOYMENT:

i. Employment At-Will: You acknowledge that your employment is and shall continue to be AT-WILL. This means that you have the right to terminate your employment with the Company at any time without providing any reason in accordance with the provisions hereof. Similarly, the Company may terminate your employment with or without cause at any time and for any reason in accordance with the provisions hereof. Accordingly, this letter of employment is not to be construed or interpreted as containing any guarantee of continued employment. As such, the recitation of certain time periods in this letter is solely for the purpose of defining your compensation. It is also not to be construed or interpreted as containing any guarantee of any particular level or nature of compensation.

ii. Superannuation: In the normal course, you will retire from the company on attaining superannuation at the age of 58 years.

iii. Absenteeism: If you absent yourself without leave or remain absent beyond the period of leave originally granted or subsequently extended, you shall be considered as having voluntarily terminated your employment without giving any notice unless you:

a. return to work within 8 days from the commencement of such absence, and

b. give an explanation to the satisfaction of the Company regarding such absence

iv. Medical Fitness: The Company has the right to request you to get yourself medically examined by a certified medical practitioner specified by the Company during the tenure of your employment. In case you are found to be medically unfit to perform your duties, your employment may be terminated.

v. Notice Period: Notwithstanding anything contained herein, the Company, in its sole discretion, may terminate your employment without cause by giving one month notice in writing or payment of one month Basic Salary on a pro rata basis, in lieu thereof. Similarly, you may resign from the Company's employment without cause by giving one month notice in writing or by payment of one month Basic Salary on a pro rata basis, in lieu thereof. In the event of your resignation, the Company may in its sole discretion opt to accept the same and relieve you prior to the completion of the stipulated notice period of one month, without any pay in lieu of the notice period.

vi. Termination for Misconduct: Your services are liable to be terminated without any notice or salary in lieu thereof for fraud, misconduct, negligence or breach of any of the terms and conditions of your letter of employment which includes this Annexure C. Without prejudice to the general meaning of the term "misconduct", "misconduct" shall include any case of reasonable suspicion of misconduct, disloyalty, commission of an act involving moral turpitude, or any action of indiscipline or inefficiency.

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vii. Non-compete: In the event of your separation from the Company for any reason whatsoever, you will not take up any job or assignment either full time or otherwise, either directly or indirectly, for a period of three months from the date of separation in any industry or business involved in similar/competing business as the Company or any of its affiliates or associate companies.

viii. Recovery of Payments: (If applicable) Payments made towards recovery of notice period by your previous employer and relocation expenses by us will be recovered in full in the event of your separation from the Company prior to completion of 1 year from joining the Company.

05. GENERAL:

i. Training: You may be selected and sponsored by the Company for familiarization/ training assignments with our technical collaborators or any other institutions/ organizations in India and/or abroad, based on terms and conditions stipulated at such time. You will diligently and beneficially take part in the training and such assignments in accordance with Company policies and directives.

ii. Rules, Regulations and Policies on Ethics: You will be governed by the service rules, regulations and policies including conduct, discipline and administrative orders and any such other rules or orders of the Company that may come into force from time to time. You must observe the policies that the Company publishes / notifies from time to time. These policies include requirement that you maintain the highest standards of conduct and act with the highest ethical principles.

a. You must not do anything that may be a conflict of interest with your responsibilities as an employee.

b. You are required to read and understand all policies applicable to you, all of which are available in the Reliance Management System ("RMS") portal. If you have any questions, now or in the future, please ask the Human Resources Department through the Query Management System in the ESS portal. You may also be required to sign and abide by the Policy on Ethics of the Company and undertake to sign such declarations that the Policy may demand from time to time.

c. Women employees will be entitled to all the statutory benefits provided by the Company under the Maternity Benefit Act 1961, and its subsequent amendments, if any, details of which are set out in the RMS/ESS portal.

iii. Media Interaction: You will not interact with the media - electronic, print or otherwise in

a. India or overseas, during or outside work hours, either in your own personal capacity or on behalf of the Company unless you have express and direct approval from the Company to interact with the media as a representative of the Company. Only persons duly authorized by the Company are permitted to interact with media and then only on specified subjects. Disclosure of any information other than those specifically authorized by the Company is prohibited.

b. Disclosure of information on proceedings of meetings (board / committee / internal) and disclosure of forward-looking statements is prohibited unless such disclosure is specifically approved by the Company.

c. You shall also not disclose non-public information selectively to any particular group as it may lead to unfair advantage / discrimination.

d. For any outside publication of books, articles or manuscripts which relate in any manner to the Company's business, policies and processes, you are required to obtain prior written approval of the Company prior to its publication or release.

e. Any violation of the Company's media policy, will tantamount to a breach of the terms and conditions of employment and may result in termination of the contract.

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iv. **Jurisdiction:** The letter of employment is made at Mumbai and competent courts of Mumbai shall have jurisdiction over any dispute or difference whatsoever arising out of, under, in relation to or in connection with the letter of employment or breach hereof or in respect of any matter or thing herein contained.

v. **Entire Agreement:** This contract and the document referred to herein contain the entire agreement and understanding of the parties with respect to the subject matter hereof and shall supersede any and all prior or contemporaneous communications, representations, or agreements between the parties, whether oral or written, regarding the subject matter of this contract.

vi. **Age:** Your age mentioned in the Matriculation / Higher Secondary Certificate / Passport will be deemed to be the conclusive proof of your date of birth.

vii. **Change of address:** You will intimate in writing to the Company any change of your residential address within a week of the same changing, failing which any communication sent to you on your last recorded address shall be deemed to have been duly served on you.

viii. **Passport:** You are required to have a valid passport at all times and ensure that the same is renewed from time to time.

ix. **Suspension:** You may be placed under suspension pending enquiry into the charges of misconduct or any other breach hereof. The salary for the suspension period will be paid to you only if you are found not guilty of any of the charges for which you are suspended and not otherwise.

x. **Travel:** You shall make your own transport arrangements to and from the place of work.

xi. **Documentation:** Please submit the following documents, if not submitted earlier:

a. Certificates in support of your educational professional qualifications, experience, date of birth and other testimonials in original together with copies thereof.

b. Three copies of your recent passport size photographs with blue background.

c. Relieving letter and salary certificate from your last employer, in case you are/were employed.

xii. **Severability**: If any term or provision of this letter of employment shall be held to be invalid for any reason whatsoever, such invalidity shall not affect the validity, operation or enforceability of the remainder hereof. If the remainder of this letter is not materially affected by such declaration or finding and is capable of substantial performance, then that term or provision or part thereof shall to that extent be deemed not to form part of this letter of employment and such provision shall be replaced by a substitute provision that is legal and enforceable and is as nearly as possible consistent with the intentions underlying the original provision.

xiii. **Non Waiver**: No delay or omission on the part of Company in exercising any right, power, privilege or remedy in respect of your employment terms shall neither impair such right, power, privilege or remedy, or be construed as a waiver of it, nor shall any single partial exercise of such right, power, privilege or remedy, preclude any further exercise of it or the exercise of any other right, power, privilege or remedy.

I confirm that I have read and understood the terms and conditions set out herein and unconditionally and irrevocably accept the above terms and conditions.

Employee Name: Parth Dhayani

Signature:

Date: 4 Jul 2022

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Reliance
Industries Limited

Date: 5 Jul 2022

Ref: RIL/80160636/30031077/050722/1207

Dear Dhruvil Gajera,

Letter of Appointment

With reference to written tests / interview you had with Reliance Group of Companies, we are delighted to appoint you in the position "Graduate Engr Trainee - Chem" in Group , based upon following terms and conditions.

Documentation

This appointment letter consists of the below mentioned attachments:

A compensation term sheet
Components of Compensation
Terms and conditions
Other applicable paperwork based upon your specific needs

You are required to read these before you commence your employment

01. Place of Posting

Your initial place of posting will be at the place of your training. During your training period, you may be posted / transferred / to any of the offices / projects / divisions / departments / units of the company existing or to be set up at any location in India or abroad without any additional remuneration. Your services are also liable to be transferred to any of the group companies.

You will report for training on or before **04-Aug-22** failing which this letter of appointment shall automatically stand withdrawn and cancelled.

02. Mandatory Criteria:

i. Score eligibility:
Your appointment is subject to your securing minimum CGPA of 6.0 / 60% & above marks over 8 semesters, wherever applicable.

ii. Pre-employment Medical Check:
Pre-employment Medical Check clearance from RIL certified doctor. System generated information will be received for initiating the same on acceptance of this appointment letter.

03. Confirmation:

You will be under training for a period of one year from the date of joining the Company. During training you will be undergoing various assessments at the end of which there will be a final assessment. Your confirmation on permanent rolls of the company solely depends on the discretion of the management and the same is not a matter of right in any manner whatsoever.
Management reserves the right to terminate your training either during the training period or on completion of the same without assigning any reasons whatsoever.

(This letter is computer generated and does not necessarily require a signature)

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We would also like to draw your particular attention to our Values and Behaviours. We have six values that express our shared understanding of what we believe, how we aim to behave and what we aspire to be as an organisation. Our values are about delivering customer value, having an ownership mind-set, showing respect and integrity, pursuing excellence and being one team.

Next Steps

This is system generated appointment letter based on the offer letter received. Please confirm your acceptance of this appointment letter by clicking 'Accept' button online. This letter of appointment shall automatically stand withdrawn in case we do not receive your acknowledgement online within ten days from receipt of this letter.

This offer of employment is subject to you providing all of the information and documentation requested BEFORE you commence employment with us. All information / documentation submitted by you will be considered as submitted on your own freewill and consent.

This appointment is confidential and you must not discuss this or disclose any documentation related to it with anyone other than your immediate family. Any disclosure of the details of this offer to a third party other than your immediate family may result in withdrawal of the offer.

We reserve the right to withdraw our offer of employment/terminate your employment with us without assigning any reason whatsoever thereof, or delay your start date if you do not provide the required information and documentation within the required timelines or if during this process you intentionally leave out any information or provide any information which is inaccurate or untrue.

In case of any dispute regarding interpretation of any word or clause of this latter, the decision of the management shall be final and binding.

We look forward to your joining out team for a long, successful and pleasant association.

Sincerely yours,
Reliance Industries Ltd.

Authorized Signatory

(This letter is computer generated and does not necessarily require a signature)

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Reliance
Industries Limited

ANNEXURE A

1.1 Annual Compensation Summary

ANNEXURE 1.1 - A		
Name: Dhruvil Gajera		
Compensation Breakup	**Monthly (INR)**	**Annual (INR)**
Basic Pay	21,402	2,56,827
House Rent Allowance	10,701	1,28,414
Residual Choice Pay	22,395	2,68,744
Insurance		
Group Personal Accident Insurancee Premium (GPAI)	57	679
Group Term Life Insurance Premium (GTLI)	400	4,794
Medical Insurance Premium* (Self, Spouse, 3 Dependent Children & Dependent Parents)	3,947	47,369
SUB TOTAL - I	58,902	7,06,827
Employer's Contribution to Provident Fund: PF (12% of Basic Pay)	2,568	30,819
Gratuity (4.81% of Basic Pay)	1,029	12,353
SUB TOTAL - II	3,598	43,173
TOTAL- FIXED PAY [I + II]	62,500	7,50,000

Residual Choice Pay can be distributed among the following Tax Friendly elements - HRA, LTA, Conveyance Allowance, Office Wear Allowance, Children Education Allowance, Food & Beverage Coupons, Gift Vouchers and Fuel & maintenance Expenses. Remaining amount will be paid as "Residual Choice Pay", as applicable.

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1.2 Tax Status of compensation elements

Below table shows all of the Total Pay components and their taxability status.

S.No.	Total Pay Components	Taxability Status (as per prevailing norms)
I	**Base Salary**	
a.	Basic Salary	Taxable
b.	Provident Fund Contribution (PF)	Please refer Annexure B
c.	Gratuity	Please refer Annexure B
II	**Choice Pay**	
a.	Medical Reimbursement	Taxable
b.	Food Coupon	Tax exempt subject to conditions
c.	Gift Coupon	Tax exempt subject to conditions
d.	Leave Travel Allowance (LTA)	Tax exempt subject to conditions
e.	Office Wear Allowance (OWA)	Tax exempt subject to conditions (only applicable to locations having a 'Uniform Policy')
f.	Children's Education Allowance (CEA)	Tax exempt subject to conditions
g.	Children's Hostel Allowance (CHA)	Tax exempt subject to conditions
h.	Residual Choice Pay (RCP)	Taxable
i.	**Vehicle**	
1.	Company Lease Vehicle Scheme	Tax exempt (up to the value of EMI)
2.	Fuel and Vehicle Maintenance Reimbursement	Tax exempt (Taxable Perquisite Notional Value)
3.	Conveyance Allowance	Taxable
j.	**Housing**	
1.	House Rent Allowance (HRA)	Tax exempt subject to conditions
2.	Company Accommodation (where it is provided)	Taxable Perquisite
k.	**Insurance**	
1.	Group Personal Accident Insurance Premium (GPA)	Tax exempt
2.	Group Term Life Insurance Premium (GTLI)	Tax exempt
3.	Medical Insurance Premium	Tax exempt
III	**Annual Cash Bonus (ACB) / Performance Linked Incentive (PLI)**	Taxable, If Applicable

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Please Note:-

- The income tax calculation is provisional and is based on the current income tax rules (**Rules**). Any change in the Rules may impact the income tax projections.

- You shall bear and pay the tax liabilities, if any, applicable in relation to all the perquisites or benefits provided to you in accordance with the provisions of this Agreement. Please note that all the details set out above are indicative and subject to change with change in Indian tax policies and rules.

- Employee shall be solely responsible for the payment of any and all taxes on salary / income, employee benefits and personal income. You are advised to get updated information in relation to the income tax calculation on your salary from independent external advisors

- Fixed Pay elements like fuel and maintenance reimbursement, office wear allowance, medical reimbursement, LTA will be reimbursed at actuals based on the bills submitted and in case the reimbursement amount falls short of the amount chosen, the balance will be paid as taxable allowance.

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Annexure B

Components of Total Pay

The Company follows a Total Pay structure that reflects the total cost of an employee to the Company this includes all direct and indirect payments including all benefits, perquisites, subsidies, and Annual Cash Bonus (**ACB**) / Performance Linked Incentive **(PLI)**. This structure is being followed so as to provide flexibility to the employees in structuring their compensation package. The components within each category of payments are discretionary and these components may be changed by the Company from time to time without notice.

The main components under the Total Pay structure are as follows:

I. Components of Compensation

1. **Base Salary:** This is first part of the total pay, which may include Basic Salary, PF and Gratuity

   a. **Basic Salary:** This is the base pay component of the fixed pay and is the reference salary for provident fund and gratuity contribution.

   b. **Provident Fund (PF)**:

   The contributions payable by the Employer under the scheme shall be at the rate specified under the Employees' Provident Funds and Miscellaneous Provisions Act, 1952 (**PF Act**). The current rate of contribution is 12% of PF Salary. Employee also contributes an equal amount from employee's monthly salary, as per PF Act. Both of these are remitted on a monthly basis to the Company's PF Trust / RPFC.

   Out of the Employer's contribution, a portion (presently 8.33% of PF Salary subject to a maximum of INR 1250) is deposited into the Employees' Pension Scheme. The part of the company's contribution deposited under Employees' Pension Scheme to RPFC is to provide employees with pension on retirement or after completion of a specified period of service. TDS recovery from PF settlement will be as per the relevant provision of the Income Tax Act, 1961.

   Benefits associated with Employees' Provident Fund and Employees' Pension Scheme will be as per the prevailing rules and regulations outlined in the Employees' Provident Funds and Miscellaneous Provisions Act, 1952. Employees are advised to refer to EPFO site (http://www.epfindia.com/) for detailed rules, procedures and any other updates.

   Please note that the contribution amounts, limits, withdrawals and other rules applicable to the PF and pension are subject to applicable Indian laws in force from time to time. Employee is bound to adhere to all changes in the applicable law. Any implications on contribution, accumulation and withdrawal conditions outlined in the Employees' Provident Fund and Employees' Pension Scheme is to be borne by the employee. To understand implications associated with any such change in relevant laws or the Employees' Provident Fund and Employees' Pension Scheme, employees are recommended to solicit independent external advice.

   c. **Gratuity**

   Employer's contribution to the Company's Gratuity Fund will be as specified under 'The Payment of Gratuity Act ,1972'. Currently, the Employer's contribution to the Company's Gratuity fund is @ 4.81% of Basic Salary. Gratuity shall be payable to an employee on completion / end of their employment with the Company provided employee has rendered continuous service for a minimum period of 4 years and 240 days. However, eligibility for contribution to the Gratuity Trust / Fund commences from the first day of employment and in the event of separation prior to such 4 years and 240 days, the same will be paid as ex-gratia, except in case of separation due to disciplinary grounds.

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Gratuity is calculated as follows:

(Last Drawn Salary / 26 Days) x 15 days x Number of completed years of service (In the case of death, the minimum service requirement does not apply)

For every completed year of service or part thereof in excess of 6 months, the employer will pay the employee gratuity at the rate of 15 days wages based on the rate of wages last drawn by such employee. Income Tax on the gratuity payment will be applicable as per Income Tax Rules. In the event an employee fails to complete 4 years and 240 days of continuous service, ex-gratia will be paid up to the amount of gratuity accumulated and will be subject to prevailing Income Tax Rules.

Maximum Amount of Gratuity which will be exempt from Income Tax will be as per 'The Payment of Gratuity Act, 1972'.

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2. Choice Pay :

This is second part of the total pay. Subject to eligibility and availability of amount mentioned under various components in Annexure A, an employee may opt for all the allowances or combination of them

a. Medical Reimbursement

Employee may opt for medical reimbursement for expenses incurred by the employee to meet health related expenditure, such as medicines, doctor's fees etc. of the employee and employee's family members. Medical expenses up to a maximum of INR 15,000 per annum will be reimbursed at actuals against production of bills.

This component is taxable.

b. Food Coupons

Employee may opt for Sodexo / Accor Pass Meal Vouchers. These are food coupons that can be exchanged for food and beverages at all approved affiliated establishments across India.

However, once purchased, these coupons cannot be redeemed for cash.

c. Gift Coupons

Employee may opt for gift coupons. Company provides Sodexo / Accor Pass Gift Vouchers that can be used to buy dailynecessities at over 6000 affiliated establishments across India.

However, once purchased, these coupons cannot be redeemed for cash.

Up to INR 5,000 per annum is tax exempt.

d. Leave Travel Allowance (LTA)

Employee may opt for LTA. It refers to reimbursement by Company of actual expenses incurred only on travel by employee along with their dependents to any place within India. Expenses such as hotel accommodation, sightseeing, food etc. are not eligible to be reimbursed as LTA or for tax exemption. The following qualifying criteria are to be met for claiming LTA:

1. Employee must necessarily take 5 days of continuous Privilege Leave.
2. The family for this purpose includes spouse, unmarried dependent children (maximum of two only), parents and dependent brothers and sisters.
3. No advance is given towards LTA. It must be claimed as a reimbursement against actual bills and travel documents.

Entitlement: Employee has to decide on the quantum of LTA (could be up to 2 months' basic salary) that employee wishes to avail as part of employee's choice pay component. This choice has to be made by employee initially at the time of joining and thereafter at the beginning of each financial year. A mid-year change in the quantum of LTA is not permissible.

As per current Income Tax rules, tax exemption for LTA is allowed twice in a block of 4 calendar years. Tax authorities have defined the current 4 year block as being from 1 January 2018 - 31 December 2021.

The quantum of exemption is subject to following maximum limits depending on the mode of transport used or available:-

1. Journey by air: Economy class air fare of national carrier by shortest route or the actual amount spent, whichever is lesser
2. Journey by rail: AC first class fare by shortest route or the actual amount spent, whichever is lesser
3. Place of origin and place of destination connected by rail but journey performed by other mode of transport: AC first class fare by shortest route or the actual amount spent, whichever is lesser
4. Place of origin and place of destination not connected by rail (partially or fully) and not connected by other recognized public transport system: AC first class fare by the shortest route or the actual amount spent, whichever is lesser

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e. Office Wear Allowance (OWA)

Only employees' working at locations where a `Uniform Policy' is in place may opt for OWA.

OWA is an allowance provided to employees to meet expenditures incurred by employee towards purchase of uniform to be worn at the workplace.

OWA is tax exempt subject to the following limits:-

a. For all Grade: INR 24,000

f. Children's Education Allowance (CEA)

Employee may opt for CEA to meet education expenses of their children.

INR 100 per month per child subject to a maximum of two children is tax exempt

g. Children's Hostel Allowance (CHA)

Employee may opt for CHA to meet hostel expenses of their children.

INR 300 per month per child subject to a maximum of two children, is tax exempt

h. Residual Choice Pay (RCP)

The balance un-utilized amount is paid under the salary head as "Residual Choice Pay" and is subject to tax.

Please note that you are required to make a declaration within 7 days of joining the Company and at the beginning of each financial year and thereafter from time to time within the timelines notified by the company, regarding the amounts to be claimed under each expense mentioned above. You are required to submit all bills and other supporting documents on or by 15th January for each financial year

i. Vehicle

1. Company Leased Vehicle Scheme (CLV)

As part of the compensation structure the company offers an option of availing a vehicle under the prevailing company vehicle policy, subject to eligibility. The major features of the scheme are as follows:

Parameter	Four Wheeler
Scheme Details	Company Leased Vehicle (CLV)
EMI Calculation Base	Vehicle Invoice Value (Final on-road price, excluding taxes)
EMI Limit	Grade `H' and above - upto 100% of Residual Choice Pay Grade `I' and below - upto 50% of Residual Choice Pay
Interest rate	11.5 % per annum on monthly reducing balance basis
Vehicle Cost Limit	NA
Tenure	2 to 4 Years (Upto 48 Instalments)
Insurance Coverage Options	1.Comprehensive 2.Bumper to Bumper (Zero depreciation)

Mandatory debits towards Vehicle Insurance would be applicable to those opting this scheme.

The company vehicle policy provides more details regarding the vehicle scheme.

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2. Fuel and Vehicle Maintenance Reimbursements

All employees covered by the Company Vehicle Scheme are eligible for fuel and vehicle maintenance reimbursements. Employees using self-owned vehicles are also eligible for such reimbursement.

The limits for Fuel & Vehicle Maintenance for Own Vehicles and Vehicles under Company Vehicle Scheme are as under:

Level	4 Wheeler	2 Wheeler
All Grades	INR 1,80,000 p.a.	INR 36,000 p.a.

In case an employee is using a self-owned vehicle, employee needs to maintain a vehicle usage log in the system (ESS). Tax exemption will be available upto the limits set out above, subject to submission of supporting documents.

3. Conveyance Allowance

To be opted by an employee to meet the expenditure incurred for the purpose of commuting between place of employee's residence and place of employee's duty. However, this option may be availed only if the employee is not opting for fuel and maintenance reimbursement.

This component is taxable.

j. Housing

1. House Rent Allowance (HRA)

House Rent Allowance is paid in respect of expenses incurred on rented accommodation.

As per Section 10(13A) and Rule 2A of the Income Tax Act and Rules respectively, the lesser of the following is

exempt from tax-

1. An amount equal to 50% of the salary, where the residential house is situated at Mumbai, Kolkata, Delhi or Chennai and an amount equal to 40% of salary where the residential house is situated at any other place;
2. House rent allowance received by the employee in respect of the period during which the rental accommodation is occupied by the employee during the previous year
3. The excess of rent paid over 10% of salary

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2. Company provided Accommodation

In case the employee is opting for an accommodation provided by the company, the basis of valuation will be as under-

Population of City as per 2001 census where Accommodation is provided	Where the Accommodation is owned by the Employer	Where the Accommodation is taken on lease or rent by the Employer
Exceeding 25 lakhs	15% of Salary in respect of the period during which the accommodation is occupied by the Employee	1. 15% of Salary; or 2. Lease rent (paid or payable) by the Employer, whichever is less
Exceeding 10 lakhs but not exceeding 25 lakhs	10% of the Salary in respect of period during which the accommodation is occupied by the Employee	
Any other	7.5% of the Salary in respect of period during which the accommodation is occupied by the Employee	

k. Insurance

i. Group Personal Accident Insurance (GPA)

All Employees are mandatorily covered under the Group Personal Accident Insurance scheme.

The sum insured is INR 25 lakhs and the corresponding debit towards premium is INR 679 per annum.

Benefit Clauses:

1. Death: 100% of sum insured
2. Permanent Total Disablement: 100% of sum insured as per insurance policy
3. Permanent Partial Disablement: varies from 1% to 75% of sum insured as per insurance policy
4. Temporary Total disablement: 1% of capital sum insured per week subject a maximum of INR 5000 per week for a period of 100 weeks.

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ii. Group Term Life Insurance (GTLI)

All employees are mandatorily insured under Group Term Life Insurance. The insured amount and corresponding premium [mandatory debit] are as follows:

Fixed Pay (Base Pay + Choice Pay)	Sum Assured	Mandatory Debit (per annum)
Up to INR 24,99,975	INR 25 Lakhs	INR 4,794
From INR 24,99,975 to below INR 49,99,975	INR 50 Lakhs	INR 17,679
From INR 49,99,975 to below INR 74,99,975	INR 75 Lakhs	INR 26,520
INR 74,99,975 and above	INR 100 Lakhs	INR 36,167

Benefit Clause: -

Total sum assured is payable to the employee's nominee upon death of the employee. However, nothing is payable on survival.

iii. Medical Coverage

The Company endeavors to ensure that financial support is available to all employees to meet their medical needs and those of their dependent family members. All employees are mandatorily covered under this scheme. The coverage and mandatory debits in respect of the same are as follows-

Level	Family Definition	Benefits of Mandatory Coverage
B to F: Company's Management Medical Scheme	Self, Spouse, 3 dependent children (up to 25 years)	Floater Mediclaim Policy of INR 5 Lakhs, Plus Additional floater Mediclaim policy of Domiciliary reimbursement at actuals (as per INR 5 Lakhs the Management Medical Scheme)
	Dependent parents	Floater Mediclaim coverage of INR 5 Lakhs irrespective of the number of members covered, Plus Additional floater Mediclaim policy of INR 5 Lakhs
	1. Hospitalization room category up to Deluxe Single AC Room 2. Dental treatment reimbursement up to INR 15,000 per family p.a. (cosmetics not covered) 3. Full time Retainers shall be covered as per commitment / joining terms 4. For non-allopathy (e.g. Homeopathy, Ayurveda, Unani or other Medical practitioner) treatment, the medical practitioner should be registered as per the guidelines of Indian Medical Association	
G to Below: Group Mediclaim Policy	Family of 7 members - Self, spouse, 3 dependent children (up to 25 years), 2 dependent parents	Floater Mediclaim coverage of INR 5 Lakhs irrespective of the number of members covered, Plus Additional floater Mediclaim policy of INR 5 Lakhs
	1. Hospital Room Category - Eligibility of up to Non- Deluxe Single AC Room 2. Sub limit of Maternity benefit (for first three children) up to INR 50,000 3. Sub limit for OPD basis treatment for Dental INR 1,500 (excluding the cost of dentures, bridges, crowns, scaling, filling, cleaning, polishing and cosmetic dentistry) 4. Sub limit for OPD basis treatment for Eye INR 500 (excluding cost of contact Lens, spectacles and cosmetic treatments)	

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Medical Insurance Debits:

F & Above grades :

- INR 30,864 per annum per person for self and spouse
- INR 15,944 per annum per child (upto 25 years)
- INR 13,841 per annum for **Additional Medical floater** cover of INR 5 Lakhs for self, spouse and child covered under mandatory policy
- INR 33,528 per annum for dependent parents
- INR 13,841 per annum for **Additional Medical floater** cover of INR 5 Lakhs for parents.

G & Below grades :

- INR 33,528 per annum per family unit of 7 members
- INR 13,841 per annum for **Additional** Medical floater cover of INR 5 Lakhs

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Industries Limited

Annexure C

Terms and Conditions

01. MEDICAL FITNESS & VERIFICATION OF PARTICULARS:

Your appointment is subject to:

i. Medical Fitness: Your being declared medically fit by a Medical Officer or by a Doctor specified by the Company .

ii. Verification of Particulars: In case the particulars mentioned in your application or the representations or warranties or any other information provided by you are found to be false, inaccurate or unsatisfactory, your services would be liable for termination at any time without any notice or any compensation in lieu thereof.

02. REPRESENTATIONS AND WARRANTIES:

The Company's agreement to continue to employ you and the compensation and benefits payable to you are in consideration of the terms, covenants, and conditions stated in the offer of employment including this Annexure C, and you represent, warrant and covenant to the Company that:

i. You are under no contractual or other restriction or obligation which is inconsistent with the terms or conditions contained herein, the performance of your duties hereunder, or the other rights of the Company hereunder;

ii. You are under no physical or mental disability that may hinder the performance of your duties / obligations contained herein;

iii. You shall not raise any issue as to the reasonableness of the terms, covenants, or conditions contained herein in any proceeding to enforce these terms, covenants and/or conditions;

iv. You have full right and authority to execute this contract and that you are not bound by any contract or arrangement, including any employment contract, bond or covenant not to compete, that is inconsistent herewith

v. These terms, covenants, and/or conditions shall survive the termination of your employment with the Company.

You acknowledge that the terms, covenants, and conditions set forth herein are essential for the Company's protection and are not unreasonable and that the Company has relied on these representations, warranties, and covenants provided by you.

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03. DUTIES AND RESPONSIBILITIES:

i. **Exclusivity:** You agree to perform your duties, responsibilities and obligations efficiently and to the best of your ability exclusively for the Company. You agree that you will devote all of your working time, attention and best efforts in performing your duties, responsibilities and obligations throughout the term of employment. You also agree that you will not engage in any other employment or business activities during the terms hereof. You agree that all of your activities as an employee of the Company shall be in conformity with all the policies, rules, regulations and directions of the Company, as applicable from time to time.

ii. **Non Solicitation:** You will not, during the term of your employment or at any time thereafter, without the prior written consent of the Company, directly or indirectly, solicit for employment, or employ or otherwise contract for the services of, any person who is employed or engaged (either as an employee or consultant) by the Company or any of its affiliates or associated companies or directly or indirectly induce any such employee to leave their employment.

This covenant shall survive the termination of your employment with the Company.

iii. **Other Interests:** You shall not seek membership of any local or public bodies without first obtaining written permission from the Company.

iv. **Controlling Interest:** You agree that, so long as you are employed by the Company, you will not own, directly or indirectly, any controlling or substantial shareholding or other beneficial interest in any business enterprise or entity which is engaged in, or is in competition with, any business engaged in by the Company or any of its affiliates or associated companies. Notwithstanding the foregoing, you may own, directly or indirectly, up to 5% of the outstanding securities of any business or entity whose securities are traded on any national stock exchanges or in the over-the-counter market.

v. **Work hours:** Your working hours at your place of posting shall be as per the rules and regulations of the Company, as specified from time to time. However, you may be required to work additional hours, from time to time, to carry out your duties and responsibilities effectively.

vi. **Confidentiality and Non-disclosure:** You shall keep confidential and not disclose to any person or entity any information received or that comes to your knowledge during the course of your employment including in relation to the Company, its affiliates, associated companies, and third parties, in relation to any of our or their businesses or operations, particulars or details of manufacturing processes, technical know-how, security arrangements, analysis, compilations, forecasts, studies, summaries, notes, ideas(whether patentable or not), schematics, trade secrets, technology, customer lists (potential or actual) and other customer-related information, supplier information, sales statistics, pricing information, market intelligence, marketing and other business model/strategies, administrative organizational matters and any other information important for the Company. This shall include information in relation to third parties received by the Company in relation to any transaction being contemplated by the Company. Your obligation to maintain confidentiality of such information shall continue notwithstanding expiry or termination of your employment with the Company.

Third party Confidential obligations & prevention of IP contamination: You shall not use or disclose to the Company any confidential information of any third party received by you in your personal capacity from such a third party under an obligation of confidentiality, or knowingly induce use of such information in the business of the Company. Your employment/engagement with the Company shall not violate any obligation of confidentiality or non-solicitation of employment/assignment with any other party and that in case you are made aware of any such change in circumstances, you will inform the Company immediately of such change in the circumstances. You shall refrain from using/applying information/data in your current employment which qualifies as third party intellectual property to avoid any potential scenario of Intellectual Property contamination.

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vii. **Proprietary Rights:** You will disclose to the Company forthwith any discovery, invention, process or improvement made or discovered by you while in the service of the Company or thereafter, and all the rights, title, interest in such discovery, invention, process or improvement shall automatically belong absolutely to the Company and be the sole, absolute and exclusive property of the Company immediately upon discovery, invention or creation of process or improvement, whether or not delivered to the Company. If and when required to do so by the Company, you shall at the Company's expense, take out or apply for letter's patent, licenses or other rights, privileges or protection as may be directed by the Company in respect of any such discovery, invention, process or improvement so that the benefit thereof shall accrue to the Company and you will execute and deliver all such deeds and documents, including in particular instruments of assignment and do all such acts and things as may be required by the Company for assigning, transferring or otherwise vesting all rights, title and interest in the same and all benefits arising in respect thereof in favor of the Company or its nominee.

You will assign (and you hereby do assign) in perpetuity to the Company or its nominee all of your rights to all such new ideas (including all inventions), and to applications for patent or copyrights in all countries, if any, and execute such documents and take such lawful action as may be reasonably required to assign such new ideas to the Company or its nominee.

You will execute and deliver promptly to the Company (without charge to you but at the expense of the Company) such written instruments and cooperate and do such other acts as the Company in its sole discretion deems necessary or desirable to assign and transfer title in such new ideas to the Company and / or its nominee and to assist the Company in preserving the property right in such new ideas (including against forfeiture, abandonment, or loss) and to vest the entire right and title and interest therein exclusively in the Company and / or its nominee.

viii. **Safe-keeping of Company's property:** You will be responsible for safe keeping of and returning in good order and condition all properties of the Company, its affiliates and associated companies which may be in your possession, custody, care or charge or being used by you. In case of loss of any such property, the Company will be entitled to assess the value of the loss / damages caused to it and recover the same from you and to take such other action as it deems proper in the event of your failure to account for such material or property to its satisfaction.

ix. **Return of the Company's Property and records:** Upon termination of your employment, you shall forthwith hand over any letter of authority or power of attorney issued in your favour and any property or material of the Company or any of its affiliates or associated companies in your possession at the time of cessation of your employment with the Company. You shall also return to the Company all documents, files, records, keys, and other property of the Company in your possession regardless of the media on which such items are stored, and you shall not retain any copies or duplicates thereof.

x. **Authorizations for activities:** You will not enter into any commitments or dealings on behalf of the Company for which you have not been expressly authorised nor will you 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 written consent of the Company. You will avoid any issue which may result in a conflict between your personal interests and the interests of the Company in dealing with suppliers, customers and all other organizations or individuals doing or seeking to do business with the Company.

xi. **Non-disparagement:** You agree that you shall act with the highest standards of propriety and professionalism and shall not criticize, ridicule or make any statement which disparages or is derogatory of the Company, any of its affiliate or associated companies or any other employee or business associate of the Company or any of its affiliates or associated companies in any public or non-public communication with any customer, client or member of the investment community or media or in any communication whatsoever.

xii. **Confidential nature of terms of employment:** You agree that, save and except as may be required by applicable law, (with the prior consent of the Company), you shall not disclose the terms of your employment to any person.

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xiii. Enforceability: You acknowledge and agree that any violation of any of your duties and responsibilities may result in irreparable damage to the Company, and, accordingly, the Company may obtain injunctive and other equitable relief for any breach or threatened breach of such duties and obligations, in addition to any other remedies available to the Company.

You agree that the restrictions and remedies contained herein are reasonable and that it is your intention that such restrictions and remedies shall be enforceable to the fullest extent permissible by law. If it shall be found by a court of competent jurisdiction that any such restriction or remedy is unenforceable but would be enforceable if some part thereof were deleted or the period or area of application reduced, then such restriction or remedy shall apply with such modification as shall be necessary to make it enforceable.

Further, you hereby agree to indemnify and keep fully and effectively indemnified and hold harmless the Company, its affiliates, associates subsidiaries, and the directors, trustees, officers, employees, agents, authorized representatives and successors of all the foregoing from and against any and all claims, suits, actions, legal or other proceedings, demands, damages, liabilities, interest, costs, expenses (including attorney fees), and losses of whatsoever kind or nature incurred or sustained by Company or any of the third party directly or indirectly arising due to breach of any of obligations mentioned in the letter of employment and/or these terms and conditions.

04. TERMINATION OF EMPLOYMENT:

i. Employment At-Will: You acknowledge that your employment is and shall continue to be AT-WILL. This means that you have the right to terminate your employment with the Company at any time without providing any reason in accordance with the provisions hereof. Similarly, the Company may terminate your employment with or without cause at any time and for any reason in accordance with the provisions hereof. Accordingly, this letter of employment is not to be construed or interpreted as containing any guarantee of continued employment. As such, the recitation of certain time periods in this letter is solely for the purpose of defining your compensation. It is also not to be construed or interpreted as containing any guarantee of any particular level or nature of compensation.

ii. Superannuation: In the normal course, you will retire from the company on attaining superannuation at the age of 58 years.

iii. Absenteeism: If you absent yourself without leave or remain absent beyond the period of leave originally granted or subsequently extended, you shall be considered as having voluntarily terminated your employment without giving any notice unless you:

a. return to work within 8 days from the commencement of such absence, and

b. give an explanation to the satisfaction of the Company regarding such absence

iv. Medical Fitness: The Company has the right to request you to get yourself medically examined by a certified medical practitioner specified by the Company during the tenure of your employment. In case you are found to be medically unfit to perform your duties, your employment may be terminated.

v. Notice Period: Notwithstanding anything contained herein, the Company, in its sole discretion, may terminate your employment without cause by giving one month notice in writing or payment of one month Basic Salary on a pro rata basis, in lieu thereof. Similarly, you may resign from the Company's employment without cause by giving one month notice in writing or by payment of one month Basic Salary on a pro rata basis, in lieu thereof. In the event of your resignation, the Company may in its sole discretion opt to accept the same and relieve you prior to the completion of the stipulated notice period of one month, without any pay in lieu of the notice period.

vi. Termination for Misconduct: Your services are liable to be terminated without any notice or salary in lieu thereof for fraud, misconduct, negligence or breach of any of the terms and conditions of your letter of employment which includes this Annexure C. Without prejudice to the general meaning of the term "misconduct", "misconduct" shall include any case of reasonable suspicion of misconduct, disloyalty, commission of an act involving moral turpitude, or any action of indiscipline or inefficiency.

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vii. Non-compete: In the event of your separation from the Company for any reason whatsoever, you will not take up any job or assignment either full time or otherwise, either directly or indirectly, for a period of three months from the date of separation in any industry or business involved in similar/competing business as the Company or any of its affiliates or associate companies.

viii. Recovery of Payments: (If applicable) Payments made towards recovery of notice period by your previous employer and relocation expenses by us will be recovered in full in the event of your separation from the Company prior to completion of 1 year from joining the Company.

05. GENERAL:

i. Training: You may be selected and sponsored by the Company for familiarization/ training assignments with our technical collaborators or any other institutions/ organizations in India and/or abroad, based on terms and conditions stipulated at such time. You will diligently and beneficially take part in the training and such assignments in accordance with Company policies and directives.

ii. Rules, Regulations and Policies on Ethics: You will be governed by the service rules, regulations and policies including conduct, discipline and administrative orders and any such other rules or orders of the Company that may come into force from time to time. You must observe the policies that the Company publishes / notifies from time to time. These policies include requirement that you maintain the highest standards of conduct and act with the highest ethical principles.

a. You must not do anything that may be a conflict of interest with your responsibilities as an employee.

b. You are required to read and understand all policies applicable to you, all of which are available in the Reliance Management System ("RMS") portal. If you have any questions, now or in the future, please ask the Human Resources Department through the Query Management System in the ESS portal. You may also be required to sign and abide by the Policy on Ethics of the Company and undertake to sign such declarations that the Policy may demand from time to time.

c. Women employees will be entitled to all the statutory benefits provided by the Company under the Maternity Benefit Act 1961, and its subsequent amendments, if any, details of which are set out in the RMS/ESS portal.

iii. Media Interaction: You will not interact with the media - electronic, print or otherwise in

a. India or overseas, during or outside work hours, either in your own personal capacity or on behalf of the Company unless you have express and direct approval from the Company to interact with the media as a representative of the Company. Only persons duly authorized by the Company are permitted to interact with media and then only on specified subjects. Disclosure of any information other than those specifically authorized by the Company is prohibited.

b. Disclosure of information on proceedings of meetings (board / committee / internal) and disclosure of forward-looking statements is prohibited unless such disclosure is specifically approved by the Company.

c. You shall also not disclose non-public information selectively to any particular group as it may lead to unfair advantage / discrimination.

d. For any outside publication of books, articles or manuscripts which relate in any manner to the Company's business, policies and processes, you are required to obtain prior written approval of the Company prior to its publication or release.

e. Any violation of the Company's media policy, will tantamount to a breach of the terms and conditions of employment and may result in termination of the contract.

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iv. **Jurisdiction:** The letter of employment is made at Mumbai and competent courts of Mumbai shall have jurisdiction over any dispute or difference whatsoever arising out of, under, in relation to or in connection with the letter of employment or breach hereof or in respect of any matter or thing herein contained.

v. **Entire Agreement:** This contract and the document referred to herein contain the entire agreement and understanding of the parties with respect to the subject matter hereof and shall supersede any and all prior or contemporaneous communications, representations, or agreements between the parties, whether oral or written, regarding the subject matter of this contract.

vi. **Age:** Your age mentioned in the Matriculation / Higher Secondary Certificate / Passport will be deemed to be the conclusive proof of your date of birth.

vii. **Change of address:** You will intimate in writing to the Company any change of your residential address within a week of the same changing, failing which any communication sent to you on your last recorded address shall be deemed to have been duly served on you.

viii. **Passport:** You are required to have a valid passport at all times and ensure that the same is renewed from time to time.

ix. **Suspension:** You may be placed under suspension pending enquiry into the charges of misconduct or any other breach hereof. The salary for the suspension period will be paid to you only if you are found not guilty of any of the charges for which you are suspended and not otherwise.

x. **Travel:** You shall make your own transport arrangements to and from the place of work.

xi. **Documentation:** Please submit the following documents, if not submitted earlier:

a. Certificates in support of your educational professional qualifications, experience, date of birth and other testimonials in original together with copies thereof.

b. Three copies of your recent passport size photographs with blue background.

c. Relieving letter and salary certificate from your last employer, in case you are/were employed.

xii. **Severability**: If any term or provision of this letter of employment shall be held to be invalid for any reason whatsoever, such invalidity shall not affect the validity, operation or enforceability of the remainder hereof. If the remainder of this letter is not materially affected by such declaration or finding and is capable of substantial performance, then that term or provision or part thereof shall to that extent be deemed not to form part of this letter of employment and such provision shall be replaced by a substitute provision that is legal and enforceable and is as nearly as possible consistent with the intentions underlying the original provision.

xiii. **Non Waiver**: No delay or omission on the part of Company in exercising any right, power, privilege or remedy in respect of your employment terms shall neither impair such right, power, privilege or remedy, or be construed as a waiver of it, nor shall any single partial exercise of such right, power, privilege or remedy, preclude any further exercise of it or the exercise of any other right, power, privilege or remedy.

I confirm that I have read and understood the terms and conditions set out herein and unconditionally and irrevocably accept the above terms and conditions.

Employee Name: Dhruvil Gajera

Signature:

Date: 5 Jul 2022

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Reliance
Industries Limited

Date: 4 Jul 2022

Ref: RIL/80185109/30031416/040722/2048

Dear Jay Kalathiya,

Letter of Appointment

With reference to written tests / interview you had with Reliance Group of Companies, we are delighted to appoint you in the position "Graduate Engineer Trainee - Chemical" in Group , based upon following terms and conditions.

Documentation

This appointment letter consists of the below mentioned attachments:

A compensation term sheet
Components of Compensation
Terms and conditions
Other applicable paperwork based upon your specific needs

You are required to read these before you commence your employment

01. Place of Posting

Your initial place of posting will be at the place of your training. During your training period, you may be posted / transferred / to any of the offices / projects / divisions / departments / units of the company existing or to be set up at any location in India or abroad without any additional remuneration. Your services are also liable to be transferred to any of the group companies.

You will report for training on or before **04-Aug-22** failing which this letter of appointment shall automatically stand withdrawn and cancelled.

02. Mandatory Criteria:

i. Score eligibility:
Your appointment is subject to your securing minimum CGPA of 6.0 / 60% & above marks over 8 semesters, wherever applicable.

ii. Pre-employment Medical Check:
Pre-employment Medical Check clearance from RIL certified doctor. System generated information will be received for initiating the same on acceptance of this appointment letter.

03. Confirmation:

You will be under training for a period of one year from the date of joining the Company. During training you will be undergoing various assessments at the end of which there will be a final assessment. Your confirmation on permanent rolls of the company solely depends on the discretion of the management and the same is not a matter of right in any manner whatsoever.
Management reserves the right to terminate your training either during the training period or on completion of the same without assigning any reasons whatsoever.

(This letter is computer generated and does not necessarily require a signature)

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We would also like to draw your particular attention to our Values and Behaviours. We have six values that express our shared understanding of what we believe, how we aim to behave and what we aspire to be as an organisation. Our values are about delivering customer value, having an ownership mind-set, showing respect and integrity, pursuing excellence and being one team.

Next Steps

This is system generated appointment letter based on the offer letter received. Please confirm your acceptance of this appointment letter by clicking 'Accept' button online. This letter of appointment shall automatically stand withdrawn in case we do not receive your acknowledgement online within ten days from receipt of this letter.

This offer of employment is subject to you providing all of the information and documentation requested BEFORE you commence employment with us. All information / documentation submitted by you will be considered as submitted on your own freewill and consent.

This appointment is confidential and you must not discuss this or disclose any documentation related to it with anyone other than your immediate family. Any disclosure of the details of this offer to a third party other than your immediate family may result in withdrawal of the offer.

We reserve the right to withdraw our offer of employment/terminate your employment with us without assigning any reason whatsoever thereof, or delay your start date if you do not provide the required information and documentation within the required timelines or if during this process you intentionally leave out any information or provide any information which is inaccurate or untrue.

In case of any dispute regarding interpretation of any word or clause of this latter, the decision of the management shall be final and binding.

We look forward to your joining out team for a long, successful and pleasant association.

Sincerely yours,
Reliance Industries Ltd.

Authorized Signatory

(This letter is computer generated and does not necessarily require a signature)

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Reliance
Industries Limited

ANNEXURE A

1.1 Annual Compensation Summary

ANNEXURE 1.1 - A		
Name: Jay Kalathiya		
Compensation Breakup	**Monthly (INR)**	**Annual (INR)**
Basic Pay	21,402	2,56,827
House Rent Allowance	10,701	1,28,414
Residual Choice Pay	22,395	2,68,744
Insurance		
Group Personal Accident Insurancee Premium (GPAI)	57	679
Group Term Life Insurance Premium (GTLI)	400	4,794
Medical Insurance Premium* (Self, Spouse, 3 Dependent Children & Dependent Parents)	3,947	47,369
SUB TOTAL - I	58,902	7,06,827
Employer's Contribution to Provident Fund: PF (12% of Basic Pay)	2,568	30,819
Gratuity (4.81% of Basic Pay)	1,029	12,353
SUB TOTAL - II	3,598	43,173
TOTAL- FIXED PAY [I + II]	62,500	7,50,000

Residual Choice Pay can be distributed among the following Tax Friendly elements - HRA, LTA, Conveyance Allowance, Office Wear Allowance, Children Education Allowance, Food & Beverage Coupons, Gift Vouchers and Fuel & maintenance Expenses. Remaining amount will be paid as "Residual Choice Pay", as applicable.

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1.2 Tax Status of compensation elements

Below table shows all of the Total Pay components and their taxability status.

S.No.	Total Pay Components	Taxability Status (as per prevailing norms)
I	**Base Salary**	
a.	Basic Salary	Taxable
b.	Provident Fund Contribution (PF)	Please refer Annexure B
c.	Gratuity	Please refer Annexure B
II	**Choice Pay**	
a.	Medical Reimbursement	Taxable
b.	Food Coupon	Tax exempt subject to conditions
c.	Gift Coupon	Tax exempt subject to conditions
d.	Leave Travel Allowance (LTA)	Tax exempt subject to conditions
e.	Office Wear Allowance (OWA)	Tax exempt subject to conditions (only applicable to locations having a 'Uniform Policy')
f.	Children's Education Allowance (CEA)	Tax exempt subject to conditions
g.	Children's Hostel Allowance (CHA)	Tax exempt subject to conditions
h.	Residual Choice Pay (RCP)	Taxable
i.	**Vehicle**	
1.	Company Lease Vehicle Scheme	Tax exempt (up to the value of EMI)
2.	Fuel and Vehicle Maintenance Reimbursement	Tax exempt (Taxable Perquisite Notional Value)
3.	Conveyance Allowance	Taxable
j.	**Housing**	
1.	House Rent Allowance (HRA)	Tax exempt subject to conditions
2.	Company Accommodation (where it is provided)	Taxable Perquisite
k.	**Insurance**	
1.	Group Personal Accident Insurance Premium (GPA)	Tax exempt
2.	Group Term Life Insurance Premium (GTLI)	Tax exempt
3.	Medical Insurance Premium	Tax exempt
III	**Annual Cash Bonus (ACB) / Performance Linked Incentive (PLI)**	Taxable, If Applicable

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Please Note:-

- The income tax calculation is provisional and is based on the current income tax rules (**Rules**). Any change in the Rules may impact the income tax projections.

- You shall bear and pay the tax liabilities, if any, applicable in relation to all the perquisites or benefits provided to you in accordance with the provisions of this Agreement. Please note that all the details set out above are indicative and subject to change with change in Indian tax policies and rules.

- Employee shall be solely responsible for the payment of any and all taxes on salary / income, employee benefits and personal income. You are advised to get updated information in relation to the income tax calculation on your salary from independent external advisors

- Fixed Pay elements like fuel and maintenance reimbursement, office wear allowance, medical reimbursement, LTA will be reimbursed at actuals based on the bills submitted and in case the reimbursement amount falls short of the amount chosen, the balance will be paid as taxable allowance.

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Annexure B

Components of Total Pay

The Company follows a Total Pay structure that reflects the total cost of an employee to the Company this includes all direct and indirect payments including all benefits, perquisites, subsidies, and Annual Cash Bonus (**ACB**) / Performance Linked Incentive **(PLI)**. This structure is being followed so as to provide flexibility to the employees in structuring their compensation package. The components within each category of payments are discretionary and these components may be changed by the Company from time to time without notice.

The main components under the Total Pay structure are as follows:

I. Components of Compensation

1. **Base Salary:** This is first part of the total pay, which may include Basic Salary, PF and Gratuity

   a. **Basic Salary:** This is the base pay component of the fixed pay and is the reference salary for provident fund and gratuity contribution.

   b. **Provident Fund (PF)**:

   The contributions payable by the Employer under the scheme shall be at the rate specified under the Employees' Provident Funds and Miscellaneous Provisions Act, 1952 (**PF Act**). The current rate of contribution is 12% of PF Salary. Employee also contributes an equal amount from employee's monthly salary, as per PF Act. Both of these are remitted on a monthly basis to the Company's PF Trust / RPFC.

   Out of the Employer's contribution, a portion (presently 8.33% of PF Salary subject to a maximum of INR 1250) is deposited into the Employees' Pension Scheme. The part of the company's contribution deposited under Employees' Pension Scheme to RPFC is to provide employees with pension on retirement or after completion of a specified period of service. TDS recovery from PF settlement will be as per the relevant provision of the Income Tax Act, 1961.

   Benefits associated with Employees' Provident Fund and Employees' Pension Scheme will be as per the prevailing rules and regulations outlined in the Employees' Provident Funds and Miscellaneous Provisions Act, 1952. Employees are advised to refer to EPFO site (http://www.epfindia.com/) for detailed rules, procedures and any other updates.

   Please note that the contribution amounts, limits, withdrawals and other rules applicable to the PF and pension are subject to applicable Indian laws in force from time to time. Employee is bound to adhere to all changes in the applicable law. Any implications on contribution, accumulation and withdrawal conditions outlined in the Employees' Provident Fund and Employees' Pension Scheme is to be borne by the employee. To understand implications associated with any such change in relevant laws or the Employees' Provident Fund and Employees' Pension Scheme, employees are recommended to solicit independent external advice.

   c. **Gratuity**

   Employer's contribution to the Company's Gratuity Fund will be as specified under 'The Payment of Gratuity Act ,1972'. Currently, the Employer's contribution to the Company's Gratuity fund is @ 4.81% of Basic Salary. Gratuity shall be payable to an employee on completion / end of their employment with the Company provided employee has rendered continuous service for a minimum period of 4 years and 240 days. However, eligibility for contribution to the Gratuity Trust / Fund commences from the first day of employment and in the event of separation prior to such 4 years and 240 days, the same will be paid as ex-gratia, except in case of separation due to disciplinary grounds.

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Gratuity is calculated as follows:

(Last Drawn Salary / 26 Days) x 15 days x Number of completed years of service (In the case of death, the minimum service requirement does not apply)

For every completed year of service or part thereof in excess of 6 months, the employer will pay the employee gratuity at the rate of 15 days wages based on the rate of wages last drawn by such employee. Income Tax on the gratuity payment will be applicable as per Income Tax Rules. In the event an employee fails to complete 4 years and 240 days of continuous service, ex-gratia will be paid up to the amount of gratuity accumulated and will be subject to prevailing Income Tax Rules.

Maximum Amount of Gratuity which will be exempt from Income Tax will be as per 'The Payment of Gratuity Act, 1972'.

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2. Choice Pay :

This is second part of the total pay. Subject to eligibility and availability of amount mentioned under various components in Annexure A, an employee may opt for all the allowances or combination of them

a. Medical Reimbursement

Employee may opt for medical reimbursement for expenses incurred by the employee to meet health related expenditure, such as medicines, doctor's fees etc. of the employee and employee's family members. Medical expenses up to a maximum of INR 15,000 per annum will be reimbursed at actuals against production of bills.

This component is taxable.

b. Food Coupons

Employee may opt for Sodexo / Accor Pass Meal Vouchers. These are food coupons that can be exchanged for food and beverages at all approved affiliated establishments across India.

However, once purchased, these coupons cannot be redeemed for cash.

c. Gift Coupons

Employee may opt for gift coupons. Company provides Sodexo / Accor Pass Gift Vouchers that can be used to buy dailynecessities at over 6000 affiliated establishments across India.

However, once purchased, these coupons cannot be redeemed for cash.

Up to INR 5,000 per annum is tax exempt.

d. Leave Travel Allowance (LTA)

Employee may opt for LTA. It refers to reimbursement by Company of actual expenses incurred only on travel by employee along with their dependents to any place within India. Expenses such as hotel accommodation, sightseeing, food etc. are not eligible to be reimbursed as LTA or for tax exemption. The following qualifying criteria are to be met for claiming LTA:

1. Employee must necessarily take 5 days of continuous Privilege Leave.
2. The family for this purpose includes spouse, unmarried dependent children (maximum of two only), parents and dependent brothers and sisters.
3. No advance is given towards LTA. It must be claimed as a reimbursement against actual bills and travel documents.

Entitlement: Employee has to decide on the quantum of LTA (could be up to 2 months' basic salary) that employee wishes to avail as part of employee's choice pay component. This choice has to be made by employee initially at the time of joining and thereafter at the beginning of each financial year. A mid-year change in the quantum of LTA is not permissible.

As per current Income Tax rules, tax exemption for LTA is allowed twice in a block of 4 calendar years. Tax authorities have defined the current 4 year block as being from 1 January 2018 - 31 December 2021.

The quantum of exemption is subject to following maximum limits depending on the mode of transport used or available:-

1. Journey by air: Economy class air fare of national carrier by shortest route or the actual amount spent, whichever is lesser
2. Journey by rail: AC first class fare by shortest route or the actual amount spent, whichever is lesser
3. Place of origin and place of destination connected by rail but journey performed by other mode of transport: AC first class fare by shortest route or the actual amount spent, whichever is lesser
4. Place of origin and place of destination not connected by rail (partially or fully) and not connected by other recognized public transport system: AC first class fare by the shortest route or the actual amount spent, whichever is lesser

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e. Office Wear Allowance (OWA)

Only employees' working at locations where a `Uniform Policy' is in place may opt for OWA.

OWA is an allowance provided to employees to meet expenditures incurred by employee towards purchase of uniform to be worn at the workplace.

OWA is tax exempt subject to the following limits:-

a. For all Grade: INR 24,000

f. Children's Education Allowance (CEA)

Employee may opt for CEA to meet education expenses of their children.

INR 100 per month per child subject to a maximum of two children is tax exempt

g. Children's Hostel Allowance (CHA)

Employee may opt for CHA to meet hostel expenses of their children.

INR 300 per month per child subject to a maximum of two children, is tax exempt

h. Residual Choice Pay (RCP)

The balance un-utilized amount is paid under the salary head as "Residual Choice Pay" and is subject to tax.

Please note that you are required to make a declaration within 7 days of joining the Company and at the beginning of each financial year and thereafter from time to time within the timelines notified by the company, regarding the amounts to be claimed under each expense mentioned above. You are required to submit all bills and other supporting documents on or by 15th January for each financial year

i. Vehicle

1. Company Leased Vehicle Scheme (CLV)

As part of the compensation structure the company offers an option of availing a vehicle under the prevailing company vehicle policy, subject to eligibility. The major features of the scheme are as follows:

Parameter	Four Wheeler
Scheme Details	Company Leased Vehicle (CLV)
EMI Calculation Base	Vehicle Invoice Value (Final on-road price, excluding taxes)
EMI Limit	Grade `H' and above - upto 100% of Residual Choice Pay Grade `I' and below - upto 50% of Residual Choice Pay
Interest rate	11.5 % per annum on monthly reducing balance basis
Vehicle Cost Limit	NA
Tenure	2 to 4 Years (Upto 48 Instalments)
Insurance Coverage Options	1.Comprehensive 2.Bumper to Bumper (Zero depreciation)

Mandatory debits towards Vehicle Insurance would be applicable to those opting this scheme.

The company vehicle policy provides more details regarding the vehicle scheme.

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2. Fuel and Vehicle Maintenance Reimbursements

All employees covered by the Company Vehicle Scheme are eligible for fuel and vehicle maintenance reimbursements. Employees using self-owned vehicles are also eligible for such reimbursement.

The limits for Fuel & Vehicle Maintenance for Own Vehicles and Vehicles under Company Vehicle Scheme are as under:

Level	4 Wheeler	2 Wheeler
All Grades	INR 1,80,000 p.a.	INR 36,000 p.a.

In case an employee is using a self-owned vehicle, employee needs to maintain a vehicle usage log in the system (ESS). Tax exemption will be available upto the limits set out above, subject to submission of supporting documents.

3. Conveyance Allowance

To be opted by an employee to meet the expenditure incurred for the purpose of commuting between place of employee's residence and place of employee's duty. However, this option may be availed only if the employee is not opting for fuel and maintenance reimbursement.

This component is taxable.

j. Housing

1. House Rent Allowance (HRA)

House Rent Allowance is paid in respect of expenses incurred on rented accommodation.

As per Section 10(13A) and Rule 2A of the Income Tax Act and Rules respectively, the lesser of the following is

exempt from tax-

1. An amount equal to 50% of the salary, where the residential house is situated at Mumbai, Kolkata, Delhi or Chennai and an amount equal to 40% of salary where the residential house is situated at any other place;
2. House rent allowance received by the employee in respect of the period during which the rental accommodation is occupied by the employee during the previous year
3. The excess of rent paid over 10% of salary

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2. Company provided Accommodation

In case the employee is opting for an accommodation provided by the company, the basis of valuation will be as under-

Population of City as per 2001 census where Accommodation is provided	Where the Accommodation is owned by the Employer	Where the Accommodation is taken on lease or rent by the Employer
Exceeding 25 lakhs	15% of Salary in respect of the period during which the accommodation is occupied by the Employee	1. 15% of Salary; or 2. Lease rent (paid or payable) by the Employer, whichever is less
Exceeding 10 lakhs but not exceeding 25 lakhs	10% of the Salary in respect of period during which the accommodation is occupied by the Employee	
Any other	7.5% of the Salary in respect of period during which the accommodation is occupied by the Employee	

k. Insurance

i. Group Personal Accident Insurance (GPA)

All Employees are mandatorily covered under the Group Personal Accident Insurance scheme.

The sum insured is INR 25 lakhs and the corresponding debit towards premium is INR 679 per annum.

Benefit Clauses:

1. Death: 100% of sum insured
2. Permanent Total Disablement: 100% of sum insured as per insurance policy
3. Permanent Partial Disablement: varies from 1% to 75% of sum insured as per insurance policy
4. Temporary Total disablement: 1% of capital sum insured per week subject a maximum of INR 5000 per week for a period of 100 weeks.

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ii. Group Term Life Insurance (GTLI)

All employees are mandatorily insured under Group Term Life Insurance. The insured amount and corresponding premium [mandatory debit] are as follows:

Fixed Pay (Base Pay + Choice Pay)	Sum Assured	Mandatory Debit (per annum)
Up to INR 24,99,975	INR 25 Lakhs	INR 4,794
From INR 24,99,975 to below INR 49,99,975	INR 50 Lakhs	INR 17,679
From INR 49,99,975 to below INR 74,99,975	INR 75 Lakhs	INR 26,520
INR 74,99,975 and above	INR 100 Lakhs	INR 36,167

Benefit Clause: -

Total sum assured is payable to the employee's nominee upon death of the employee. However, nothing is payable on survival.

iii. Medical Coverage

The Company endeavors to ensure that financial support is available to all employees to meet their medical needs and those of their dependent family members. All employees are mandatorily covered under this scheme. The coverage and mandatory debits in respect of the same are as follows-

Level	Family Definition	Benefits of Mandatory Coverage
B to F: Company's Management Medical Scheme	Self, Spouse, 3 dependent children (up to 25 years)	Floater Mediclaim Policy of INR 5 Lakhs, Plus Additional floater Mediclaim policy of Domiciliary reimbursement at actuals (as per INR 5 Lakhs the Management Medical Scheme)
	Dependent parents	Floater Mediclaim coverage of INR 5 Lakhs irrespective of the number of members covered, Plus Additional floater Mediclaim policy of INR 5 Lakhs
	1. Hospitalization room category up to Deluxe Single AC Room 2. Dental treatment reimbursement up to INR 15,000 per family p.a. (cosmetics not covered) 3. Full time Retainers shall be covered as per commitment / joining terms 4. For non-allopathy (e.g. Homeopathy, Ayurveda, Unani or other Medical practitioner) treatment, the medical practitioner should be registered as per the guidelines of Indian Medical Association	
G to Below: Group Mediclaim Policy	Family of 7 members - Self, spouse, 3 dependent children (up to 25 years), 2 dependent parents	Floater Mediclaim coverage of INR 5 Lakhs irrespective of the number of members covered, Plus Additional floater Mediclaim policy of INR 5 Lakhs
	1. Hospital Room Category - Eligibility of up to Non- Deluxe Single AC Room 2. Sub limit of Maternity benefit (for first three children) up to INR 50,000 3. Sub limit for OPD basis treatment for Dental INR 1,500 (excluding the cost of dentures, bridges, crowns, scaling, filling, cleaning, polishing and cosmetic dentistry) 4. Sub limit for OPD basis treatment for Eye INR 500 (excluding cost of contact Lens, spectacles and cosmetic treatments)	

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Medical Insurance Debits:

F & Above grades :

- INR 30,864 per annum per person for self and spouse
- INR 15,944 per annum per child (upto 25 years)
- INR 13,841 per annum for **Additional Medical floater** cover of INR 5 Lakhs for self, spouse and child covered under mandatory policy
- INR 33,528 per annum for dependent parents
- INR 13,841 per annum for **Additional Medical floater** cover of INR 5 Lakhs for parents.

G & Below grades :

- INR 33,528 per annum per family unit of 7 members
- INR 13,841 per annum for **Additional** Medical floater cover of INR 5 Lakhs

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Reliance
Industries Limited

Annexure C

Terms and Conditions

01. MEDICAL FITNESS & VERIFICATION OF PARTICULARS:

Your appointment is subject to:

i. Medical Fitness: Your being declared medically fit by a Medical Officer or by a Doctor specified by the Company .

ii. Verification of Particulars: In case the particulars mentioned in your application or the representations or warranties or any other information provided by you are found to be false, inaccurate or unsatisfactory, your services would be liable for termination at any time without any notice or any compensation in lieu thereof.

02. REPRESENTATIONS AND WARRANTIES:

The Company's agreement to continue to employ you and the compensation and benefits payable to you are in consideration of the terms, covenants, and conditions stated in the offer of employment including this Annexure C, and you represent, warrant and covenant to the Company that:

i. You are under no contractual or other restriction or obligation which is inconsistent with the terms or conditions contained herein, the performance of your duties hereunder, or the other rights of the Company hereunder;

ii. You are under no physical or mental disability that may hinder the performance of your duties / obligations contained herein;

iii. You shall not raise any issue as to the reasonableness of the terms, covenants, or conditions contained herein in any proceeding to enforce these terms, covenants and/or conditions;

iv. You have full right and authority to execute this contract and that you are not bound by any contract or arrangement, including any employment contract, bond or covenant not to compete, that is inconsistent herewith

v. These terms, covenants, and/or conditions shall survive the termination of your employment with the Company.

You acknowledge that the terms, covenants, and conditions set forth herein are essential for the Company's protection and are not unreasonable and that the Company has relied on these representations, warranties, and covenants provided by you.

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03. DUTIES AND RESPONSIBILITIES:

i. **Exclusivity:** You agree to perform your duties, responsibilities and obligations efficiently and to the best of your ability exclusively for the Company. You agree that you will devote all of your working time, attention and best efforts in performing your duties, responsibilities and obligations throughout the term of employment. You also agree that you will not engage in any other employment or business activities during the terms hereof. You agree that all of your activities as an employee of the Company shall be in conformity with all the policies, rules, regulations and directions of the Company, as applicable from time to time.

ii. **Non Solicitation:** You will not, during the term of your employment or at any time thereafter, without the prior written consent of the Company, directly or indirectly, solicit for employment, or employ or otherwise contract for the services of, any person who is employed or engaged (either as an employee or consultant) by the Company or any of its affiliates or associated companies or directly or indirectly induce any such employee to leave their employment.

This covenant shall survive the termination of your employment with the Company.

iii. **Other Interests:** You shall not seek membership of any local or public bodies without first obtaining written permission from the Company.

iv. **Controlling Interest:** You agree that, so long as you are employed by the Company, you will not own, directly or indirectly, any controlling or substantial shareholding or other beneficial interest in any business enterprise or entity which is engaged in, or is in competition with, any business engaged in by the Company or any of its affiliates or associated companies. Notwithstanding the foregoing, you may own, directly or indirectly, up to 5% of the outstanding securities of any business or entity whose securities are traded on any national stock exchanges or in the over-the-counter market.

v. **Work hours:** Your working hours at your place of posting shall be as per the rules and regulations of the Company, as specified from time to time. However, you may be required to work additional hours, from time to time, to carry out your duties and responsibilities effectively.

vi. **Confidentiality and Non-disclosure:** You shall keep confidential and not disclose to any person or entity any information received or that comes to your knowledge during the course of your employment including in relation to the Company, its affiliates, associated companies, and third parties, in relation to any of our or their businesses or operations, particulars or details of manufacturing processes, technical know-how, security arrangements, analysis, compilations, forecasts, studies, summaries, notes, ideas(whether patentable or not), schematics, trade secrets, technology, customer lists (potential or actual) and other customer-related information, supplier information, sales statistics, pricing information, market intelligence, marketing and other business model/strategies, administrative organizational matters and any other information important for the Company. This shall include information in relation to third parties received by the Company in relation to any transaction being contemplated by the Company. Your obligation to maintain confidentiality of such information shall continue notwithstanding expiry or termination of your employment with the Company.

Third party Confidential obligations & prevention of IP contamination: You shall not use or disclose to the Company any confidential information of any third party received by you in your personal capacity from such a third party under an obligation of confidentiality, or knowingly induce use of such information in the business of the Company. Your employment/engagement with the Company shall not violate any obligation of confidentiality or non-solicitation of employment/assignment with any other party and that in case you are made aware of any such change in circumstances, you will inform the Company immediately of such change in the circumstances. You shall refrain from using/applying information/data in your current employment which qualifies as third party intellectual property to avoid any potential scenario of Intellectual Property contamination.

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vii. **Proprietary Rights:** You will disclose to the Company forthwith any discovery, invention, process or improvement made or discovered by you while in the service of the Company or thereafter, and all the rights, title, interest in such discovery, invention, process or improvement shall automatically belong absolutely to the Company and be the sole, absolute and exclusive property of the Company immediately upon discovery, invention or creation of process or improvement, whether or not delivered to the Company. If and when required to do so by the Company, you shall at the Company's expense, take out or apply for letter's patent, licenses or other rights, privileges or protection as may be directed by the Company in respect of any such discovery, invention, process or improvement so that the benefit thereof shall accrue to the Company and you will execute and deliver all such deeds and documents, including in particular instruments of assignment and do all such acts and things as may be required by the Company for assigning, transferring or otherwise vesting all rights, title and interest in the same and all benefits arising in respect thereof in favor of the Company or its nominee.

You will assign (and you hereby do assign) in perpetuity to the Company or its nominee all of your rights to all such new ideas (including all inventions), and to applications for patent or copyrights in all countries, if any, and execute such documents and take such lawful action as may be reasonably required to assign such new ideas to the Company or its nominee.

You will execute and deliver promptly to the Company (without charge to you but at the expense of the Company) such written instruments and cooperate and do such other acts as the Company in its sole discretion deems necessary or desirable to assign and transfer title in such new ideas to the Company and / or its nominee and to assist the Company in preserving the property right in such new ideas (including against forfeiture, abandonment, or loss) and to vest the entire right and title and interest therein exclusively in the Company and / or its nominee.

viii. **Safe-keeping of Company's property:** You will be responsible for safe keeping of and returning in good order and condition all properties of the Company, its affiliates and associated companies which may be in your possession, custody, care or charge or being used by you. In case of loss of any such property, the Company will be entitled to assess the value of the loss / damages caused to it and recover the same from you and to take such other action as it deems proper in the event of your failure to account for such material or property to its satisfaction.

ix. **Return of the Company's Property and records:** Upon termination of your employment, you shall forthwith hand over any letter of authority or power of attorney issued in your favour and any property or material of the Company or any of its affiliates or associated companies in your possession at the time of cessation of your employment with the Company. You shall also return to the Company all documents, files, records, keys, and other property of the Company in your possession regardless of the media on which such items are stored, and you shall not retain any copies or duplicates thereof.

x. **Authorizations for activities:** You will not enter into any commitments or dealings on behalf of the Company for which you have not been expressly authorised nor will you 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 written consent of the Company. You will avoid any issue which may result in a conflict between your personal interests and the interests of the Company in dealing with suppliers, customers and all other organizations or individuals doing or seeking to do business with the Company.

xi. **Non-disparagement:** You agree that you shall act with the highest standards of propriety and professionalism and shall not criticize, ridicule or make any statement which disparages or is derogatory of the Company, any of its affiliate or associated companies or any other employee or business associate of the Company or any of its affiliates or associated companies in any public or non-public communication with any customer, client or member of the investment community or media or in any communication whatsoever.

xii. **Confidential nature of terms of employment:** You agree that, save and except as may be required by applicable law, (with the prior consent of the Company), you shall not disclose the terms of your employment to any person.

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xiii. Enforceability: You acknowledge and agree that any violation of any of your duties and responsibilities may result in irreparable damage to the Company, and, accordingly, the Company may obtain injunctive and other equitable relief for any breach or threatened breach of such duties and obligations, in addition to any other remedies available to the Company.

You agree that the restrictions and remedies contained herein are reasonable and that it is your intention that such restrictions and remedies shall be enforceable to the fullest extent permissible by law. If it shall be found by a court of competent jurisdiction that any such restriction or remedy is unenforceable but would be enforceable if some part thereof were deleted or the period or area of application reduced, then such restriction or remedy shall apply with such modification as shall be necessary to make it enforceable.

Further, you hereby agree to indemnify and keep fully and effectively indemnified and hold harmless the Company, its affiliates, associates subsidiaries, and the directors, trustees, officers, employees, agents, authorized representatives and successors of all the foregoing from and against any and all claims, suits, actions, legal or other proceedings, demands, damages, liabilities, interest, costs, expenses (including attorney fees), and losses of whatsoever kind or nature incurred or sustained by Company or any of the third party directly or indirectly arising due to breach of any of obligations mentioned in the letter of employment and/or these terms and conditions.

04. TERMINATION OF EMPLOYMENT:

i. Employment At-Will: You acknowledge that your employment is and shall continue to be AT-WILL. This means that you have the right to terminate your employment with the Company at any time without providing any reason in accordance with the provisions hereof. Similarly, the Company may terminate your employment with or without cause at any time and for any reason in accordance with the provisions hereof. Accordingly, this letter of employment is not to be construed or interpreted as containing any guarantee of continued employment. As such, the recitation of certain time periods in this letter is solely for the purpose of defining your compensation. It is also not to be construed or interpreted as containing any guarantee of any particular level or nature of compensation.

ii. Superannuation: In the normal course, you will retire from the company on attaining superannuation at the age of 58 years.

iii. Absenteeism: If you absent yourself without leave or remain absent beyond the period of leave originally granted or subsequently extended, you shall be considered as having voluntarily terminated your employment without giving any notice unless you:

a. return to work within 8 days from the commencement of such absence, and

b. give an explanation to the satisfaction of the Company regarding such absence

iv. Medical Fitness: The Company has the right to request you to get yourself medically examined by a certified medical practitioner specified by the Company during the tenure of your employment. In case you are found to be medically unfit to perform your duties, your employment may be terminated.

v. Notice Period: Notwithstanding anything contained herein, the Company, in its sole discretion, may terminate your employment without cause by giving one month notice in writing or payment of one month Basic Salary on a pro rata basis, in lieu thereof. Similarly, you may resign from the Company's employment without cause by giving one month notice in writing or by payment of one month Basic Salary on a pro rata basis, in lieu thereof. In the event of your resignation, the Company may in its sole discretion opt to accept the same and relieve you prior to the completion of the stipulated notice period of one month, without any pay in lieu of the notice period.

vi. Termination for Misconduct: Your services are liable to be terminated without any notice or salary in lieu thereof for fraud, misconduct, negligence or breach of any of the terms and conditions of your letter of employment which includes this Annexure C. Without prejudice to the general meaning of the term "misconduct", "misconduct" shall include any case of reasonable suspicion of misconduct, disloyalty, commission of an act involving moral turpitude, or any action of indiscipline or inefficiency.

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vii. Non-compete: In the event of your separation from the Company for any reason whatsoever, you will not take up any job or assignment either full time or otherwise, either directly or indirectly, for a period of three months from the date of separation in any industry or business involved in similar/competing business as the Company or any of its affiliates or associate companies.

viii. Recovery of Payments: (If applicable) Payments made towards recovery of notice period by your previous employer and relocation expenses by us will be recovered in full in the event of your separation from the Company prior to completion of 1 year from joining the Company.

05. GENERAL:

i. Training: You may be selected and sponsored by the Company for familiarization/ training assignments with our technical collaborators or any other institutions/ organizations in India and/or abroad, based on terms and conditions stipulated at such time. You will diligently and beneficially take part in the training and such assignments in accordance with Company policies and directives.

ii. Rules, Regulations and Policies on Ethics: You will be governed by the service rules, regulations and policies including conduct, discipline and administrative orders and any such other rules or orders of the Company that may come into force from time to time. You must observe the policies that the Company publishes / notifies from time to time. These policies include requirement that you maintain the highest standards of conduct and act with the highest ethical principles.

a. You must not do anything that may be a conflict of interest with your responsibilities as an employee.

b. You are required to read and understand all policies applicable to you, all of which are available in the Reliance Management System ("RMS") portal. If you have any questions, now or in the future, please ask the Human Resources Department through the Query Management System in the ESS portal. You may also be required to sign and abide by the Policy on Ethics of the Company and undertake to sign such declarations that the Policy may demand from time to time.

c. Women employees will be entitled to all the statutory benefits provided by the Company under the Maternity Benefit Act 1961, and its subsequent amendments, if any, details of which are set out in the RMS/ESS portal.

iii. Media Interaction: You will not interact with the media - electronic, print or otherwise in

a. India or overseas, during or outside work hours, either in your own personal capacity or on behalf of the Company unless you have express and direct approval from the Company to interact with the media as a representative of the Company. Only persons duly authorized by the Company are permitted to interact with media and then only on specified subjects. Disclosure of any information other than those specifically authorized by the Company is prohibited.

b. Disclosure of information on proceedings of meetings (board / committee / internal) and disclosure of forward-looking statements is prohibited unless such disclosure is specifically approved by the Company.

c. You shall also not disclose non-public information selectively to any particular group as it may lead to unfair advantage / discrimination.

d. For any outside publication of books, articles or manuscripts which relate in any manner to the Company's business, policies and processes, you are required to obtain prior written approval of the Company prior to its publication or release.

e. Any violation of the Company's media policy, will tantamount to a breach of the terms and conditions of employment and may result in termination of the contract.

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iv. **Jurisdiction:** The letter of employment is made at Mumbai and competent courts of Mumbai shall have jurisdiction over any dispute or difference whatsoever arising out of, under, in relation to or in connection with the letter of employment or breach hereof or in respect of any matter or thing herein contained.

v. **Entire Agreement:** This contract and the document referred to herein contain the entire agreement and understanding of the parties with respect to the subject matter hereof and shall supersede any and all prior or contemporaneous communications, representations, or agreements between the parties, whether oral or written, regarding the subject matter of this contract.

vi. **Age:** Your age mentioned in the Matriculation / Higher Secondary Certificate / Passport will be deemed to be the conclusive proof of your date of birth.

vii. **Change of address:** You will intimate in writing to the Company any change of your residential address within a week of the same changing, failing which any communication sent to you on your last recorded address shall be deemed to have been duly served on you.

viii. **Passport:** You are required to have a valid passport at all times and ensure that the same is renewed from time to time.

ix. **Suspension:** You may be placed under suspension pending enquiry into the charges of misconduct or any other breach hereof. The salary for the suspension period will be paid to you only if you are found not guilty of any of the charges for which you are suspended and not otherwise.

x. **Travel:** You shall make your own transport arrangements to and from the place of work.

xi. **Documentation:** Please submit the following documents, if not submitted earlier:

a. Certificates in support of your educational professional qualifications, experience, date of birth and other testimonials in original together with copies thereof.

b. Three copies of your recent passport size photographs with blue background.

c. Relieving letter and salary certificate from your last employer, in case you are/were employed.

xii. **Severability**: If any term or provision of this letter of employment shall be held to be invalid for any reason whatsoever, such invalidity shall not affect the validity, operation or enforceability of the remainder hereof. If the remainder of this letter is not materially affected by such declaration or finding and is capable of substantial performance, then that term or provision or part thereof shall to that extent be deemed not to form part of this letter of employment and such provision shall be replaced by a substitute provision that is legal and enforceable and is as nearly as possible consistent with the intentions underlying the original provision.

xiii. **Non Waiver**: No delay or omission on the part of Company in exercising any right, power, privilege or remedy in respect of your employment terms shall neither impair such right, power, privilege or remedy, or be construed as a waiver of it, nor shall any single partial exercise of such right, power, privilege or remedy, preclude any further exercise of it or the exercise of any other right, power, privilege or remedy.

I confirm that I have read and understood the terms and conditions set out herein and unconditionally and irrevocably accept the above terms and conditions.

Employee Name: Jay Kalathiya

Signature:

Date: 4 Jul 2022

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Reliance
Industries Limited

Date: 5 Jul 2022

Ref: RIL/80160656/30031078/050722/1212

Dear PIYUSH JASABHAI,

Letter of Appointment

With reference to written tests / interview you had with Reliance Group of Companies, we are delighted to appoint you in the position "Graduate Engr Trainee - Chem" in Group , based upon following terms and conditions.

Documentation

This appointment letter consists of the below mentioned attachments:

A compensation term sheet
Components of Compensation
Terms and conditions
Other applicable paperwork based upon your specific needs

You are required to read these before you commence your employment

01. Place of Posting

Your initial place of posting will be at the place of your training. During your training period, you may be posted / transferred / to any of the offices / projects / divisions / departments / units of the company existing or to be set up at any location in India or abroad without any additional remuneration. Your services are also liable to be transferred to any of the group companies.

You will report for training on or before **04-Aug-22** failing which this letter of appointment shall automatically stand withdrawn and cancelled.

02. Mandatory Criteria:

i. Score eligibility:
Your appointment is subject to your securing minimum CGPA of 6.0 / 60% & above marks over 8 semesters, wherever applicable.

ii. Pre-employment Medical Check:
Pre-employment Medical Check clearance from RIL certified doctor. System generated information will be received for initiating the same on acceptance of this appointment letter.

03. Confirmation:

You will be under training for a period of one year from the date of joining the Company. During training you will be undergoing various assessments at the end of which there will be a final assessment. Your confirmation on permanent rolls of the company solely depends on the discretion of the management and the same is not a matter of right in any manner whatsoever.
Management reserves the right to terminate your training either during the training period or on completion of the same without assigning any reasons whatsoever.

(This letter is computer generated and does not necessarily require a signature)

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We would also like to draw your particular attention to our Values and Behaviours. We have six values that express our shared understanding of what we believe, how we aim to behave and what we aspire to be as an organisation. Our values are about delivering customer value, having an ownership mind-set, showing respect and integrity, pursuing excellence and being one team.

Next Steps

This is system generated appointment letter based on the offer letter received. Please confirm your acceptance of this appointment letter by clicking 'Accept' button online. This letter of appointment shall automatically stand withdrawn in case we do not receive your acknowledgement online within ten days from receipt of this letter.

This offer of employment is subject to you providing all of the information and documentation requested BEFORE you commence employment with us. All information / documentation submitted by you will be considered as submitted on your own freewill and consent.

This appointment is confidential and you must not discuss this or disclose any documentation related to it with anyone other than your immediate family. Any disclosure of the details of this offer to a third party other than your immediate family may result in withdrawal of the offer.

We reserve the right to withdraw our offer of employment/terminate your employment with us without assigning any reason whatsoever thereof, or delay your start date if you do not provide the required information and documentation within the required timelines or if during this process you intentionally leave out any information or provide any information which is inaccurate or untrue.

In case of any dispute regarding interpretation of any word or clause of this latter, the decision of the management shall be final and binding.

We look forward to your joining out team for a long, successful and pleasant association.

Sincerely yours,
Reliance Industries Ltd.

Authorized Signatory

(This letter is computer generated and does not necessarily require a signature)

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Reliance
Industries Limited

ANNEXURE A

1.1 Annual Compensation Summary

ANNEXURE 1.1 - A		
Name: PIYUSH JASABHAI		
Compensation Breakup	**Monthly (INR)**	**Annual (INR)**
Basic Pay	21,402	2,56,827
House Rent Allowance	10,701	1,28,414
Residual Choice Pay	22,395	2,68,744
Insurance		
Group Personal Accident Insurancee Premium (GPAI)	57	679
Group Term Life Insurance Premium (GTLI)	400	4,794
Medical Insurance Premium* (Self, Spouse, 3 Dependent Children & Dependent Parents)	3,947	47,369
SUB TOTAL - I	58,902	7,06,827
Employer's Contribution to Provident Fund: PF (12% of Basic Pay)	2,568	30,819
Gratuity (4.81% of Basic Pay)	1,029	12,353
SUB TOTAL - II	3,598	43,173
TOTAL- FIXED PAY [I + II]	62,500	7,50,000

Residual Choice Pay can be distributed among the following Tax Friendly elements - HRA, LTA, Conveyance Allowance, Office Wear Allowance, Children Education Allowance, Food & Beverage Coupons, Gift Vouchers and Fuel & maintenance Expenses. Remaining amount will be paid as "Residual Choice Pay", as applicable.

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1.2 Tax Status of compensation elements

Below table shows all of the Total Pay components and their taxability status.

S.No.	Total Pay Components	Taxability Status (as per prevailing norms)
I	**Base Salary**	
a.	Basic Salary	Taxable
b.	Provident Fund Contribution (PF)	Please refer Annexure B
c.	Gratuity	Please refer Annexure B
II	**Choice Pay**	
a.	Medical Reimbursement	Taxable
b.	Food Coupon	Tax exempt subject to conditions
c.	Gift Coupon	Tax exempt subject to conditions
d.	Leave Travel Allowance (LTA)	Tax exempt subject to conditions
e.	Office Wear Allowance (OWA)	Tax exempt subject to conditions (only applicable to locations having a 'Uniform Policy')
f.	Children's Education Allowance (CEA)	Tax exempt subject to conditions
g.	Children's Hostel Allowance (CHA)	Tax exempt subject to conditions
h.	Residual Choice Pay (RCP)	Taxable
i.	**Vehicle**	
1.	Company Lease Vehicle Scheme	Tax exempt (up to the value of EMI)
2.	Fuel and Vehicle Maintenance Reimbursement	Tax exempt (Taxable Perquisite Notional Value)
3.	Conveyance Allowance	Taxable
j.	**Housing**	
1.	House Rent Allowance (HRA)	Tax exempt subject to conditions
2.	Company Accommodation (where it is provided)	Taxable Perquisite
k.	**Insurance**	
1.	Group Personal Accident Insurance Premium (GPA)	Tax exempt
2.	Group Term Life Insurance Premium (GTLI)	Tax exempt
3.	Medical Insurance Premium	Tax exempt
III	**Annual Cash Bonus (ACB) / Performance Linked Incentive (PLI)**	Taxable, If Applicable

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Please Note:-

- The income tax calculation is provisional and is based on the current income tax rules (**Rules**). Any change in the Rules may impact the income tax projections.

- You shall bear and pay the tax liabilities, if any, applicable in relation to all the perquisites or benefits provided to you in accordance with the provisions of this Agreement. Please note that all the details set out above are indicative and subject to change with change in Indian tax policies and rules.

- Employee shall be solely responsible for the payment of any and all taxes on salary / income, employee benefits and personal income. You are advised to get updated information in relation to the income tax calculation on your salary from independent external advisors

- Fixed Pay elements like fuel and maintenance reimbursement, office wear allowance, medical reimbursement, LTA will be reimbursed at actuals based on the bills submitted and in case the reimbursement amount falls short of the amount chosen, the balance will be paid as taxable allowance.

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Annexure B

Components of Total Pay

The Company follows a Total Pay structure that reflects the total cost of an employee to the Company this includes all direct and indirect payments including all benefits, perquisites, subsidies, and Annual Cash Bonus (**ACB**) / Performance Linked Incentive **(PLI)**. This structure is being followed so as to provide flexibility to the employees in structuring their compensation package. The components within each category of payments are discretionary and these components may be changed by the Company from time to time without notice.

The main components under the Total Pay structure are as follows:

I. Components of Compensation

1. **Base Salary:** This is first part of the total pay, which may include Basic Salary, PF and Gratuity

   a. **Basic Salary:** This is the base pay component of the fixed pay and is the reference salary for provident fund and gratuity contribution.

   b. **Provident Fund (PF)**:

   The contributions payable by the Employer under the scheme shall be at the rate specified under the Employees' Provident Funds and Miscellaneous Provisions Act, 1952 (**PF Act**). The current rate of contribution is 12% of PF Salary. Employee also contributes an equal amount from employee's monthly salary, as per PF Act. Both of these are remitted on a monthly basis to the Company's PF Trust / RPFC.

   Out of the Employer's contribution, a portion (presently 8.33% of PF Salary subject to a maximum of INR 1250) is deposited into the Employees' Pension Scheme. The part of the company's contribution deposited under Employees' Pension Scheme to RPFC is to provide employees with pension on retirement or after completion of a specified period of service. TDS recovery from PF settlement will be as per the relevant provision of the Income Tax Act, 1961.

   Benefits associated with Employees' Provident Fund and Employees' Pension Scheme will be as per the prevailing rules and regulations outlined in the Employees' Provident Funds and Miscellaneous Provisions Act, 1952. Employees are advised to refer to EPFO site (http://www.epfindia.com/) for detailed rules, procedures and any other updates.

   Please note that the contribution amounts, limits, withdrawals and other rules applicable to the PF and pension are subject to applicable Indian laws in force from time to time. Employee is bound to adhere to all changes in the applicable law. Any implications on contribution, accumulation and withdrawal conditions outlined in the Employees' Provident Fund and Employees' Pension Scheme is to be borne by the employee. To understand implications associated with any such change in relevant laws or the Employees' Provident Fund and Employees' Pension Scheme, employees are recommended to solicit independent external advice.

   c. **Gratuity**

   Employer's contribution to the Company's Gratuity Fund will be as specified under 'The Payment of Gratuity Act ,1972'. Currently, the Employer's contribution to the Company's Gratuity fund is @ 4.81% of Basic Salary. Gratuity shall be payable to an employee on completion / end of their employment with the Company provided employee has rendered continuous service for a minimum period of 4 years and 240 days. However, eligibility for contribution to the Gratuity Trust / Fund commences from the first day of employment and in the event of separation prior to such 4 years and 240 days, the same will be paid as ex-gratia, except in case of separation due to disciplinary grounds.

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Gratuity is calculated as follows:

(Last Drawn Salary / 26 Days) x 15 days x Number of completed years of service (In the case of death, the minimum service requirement does not apply)

For every completed year of service or part thereof in excess of 6 months, the employer will pay the employee gratuity at the rate of 15 days wages based on the rate of wages last drawn by such employee. Income Tax on the gratuity payment will be applicable as per Income Tax Rules. In the event an employee fails to complete 4 years and 240 days of continuous service, ex-gratia will be paid up to the amount of gratuity accumulated and will be subject to prevailing Income Tax Rules.

Maximum Amount of Gratuity which will be exempt from Income Tax will be as per 'The Payment of Gratuity Act, 1972'.

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2. Choice Pay :

This is second part of the total pay. Subject to eligibility and availability of amount mentioned under various components in Annexure A, an employee may opt for all the allowances or combination of them

a. Medical Reimbursement

Employee may opt for medical reimbursement for expenses incurred by the employee to meet health related expenditure, such as medicines, doctor's fees etc. of the employee and employee's family members. Medical expenses up to a maximum of INR 15,000 per annum will be reimbursed at actuals against production of bills.

This component is taxable.

b. Food Coupons

Employee may opt for Sodexo / Accor Pass Meal Vouchers. These are food coupons that can be exchanged for food and beverages at all approved affiliated establishments across India.

However, once purchased, these coupons cannot be redeemed for cash.

c. Gift Coupons

Employee may opt for gift coupons. Company provides Sodexo / Accor Pass Gift Vouchers that can be used to buy dailynecessities at over 6000 affiliated establishments across India.

However, once purchased, these coupons cannot be redeemed for cash.

Up to INR 5,000 per annum is tax exempt.

d. Leave Travel Allowance (LTA)

Employee may opt for LTA. It refers to reimbursement by Company of actual expenses incurred only on travel by employee along with their dependents to any place within India. Expenses such as hotel accommodation, sightseeing, food etc. are not eligible to be reimbursed as LTA or for tax exemption. The following qualifying criteria are to be met for claiming LTA:

1. Employee must necessarily take 5 days of continuous Privilege Leave.
2. The family for this purpose includes spouse, unmarried dependent children (maximum of two only), parents and dependent brothers and sisters.
3. No advance is given towards LTA. It must be claimed as a reimbursement against actual bills and travel documents.

Entitlement: Employee has to decide on the quantum of LTA (could be up to 2 months' basic salary) that employee wishes to avail as part of employee's choice pay component. This choice has to be made by employee initially at the time of joining and thereafter at the beginning of each financial year. A mid-year change in the quantum of LTA is not permissible.

As per current Income Tax rules, tax exemption for LTA is allowed twice in a block of 4 calendar years. Tax authorities have defined the current 4 year block as being from 1 January 2018 - 31 December 2021.

The quantum of exemption is subject to following maximum limits depending on the mode of transport used or available:-

1. Journey by air: Economy class air fare of national carrier by shortest route or the actual amount spent, whichever is lesser
2. Journey by rail: AC first class fare by shortest route or the actual amount spent, whichever is lesser
3. Place of origin and place of destination connected by rail but journey performed by other mode of transport: AC first class fare by shortest route or the actual amount spent, whichever is lesser
4. Place of origin and place of destination not connected by rail (partially or fully) and not connected by other recognized public transport system: AC first class fare by the shortest route or the actual amount spent, whichever is lesser

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e. Office Wear Allowance (OWA)

Only employees' working at locations where a `Uniform Policy' is in place may opt for OWA.

OWA is an allowance provided to employees to meet expenditures incurred by employee towards purchase of uniform to be worn at the workplace.

OWA is tax exempt subject to the following limits:-

a. For all Grade: INR 24,000

f. Children's Education Allowance (CEA)

Employee may opt for CEA to meet education expenses of their children.

INR 100 per month per child subject to a maximum of two children is tax exempt

g. Children's Hostel Allowance (CHA)

Employee may opt for CHA to meet hostel expenses of their children.

INR 300 per month per child subject to a maximum of two children, is tax exempt

h. Residual Choice Pay (RCP)

The balance un-utilized amount is paid under the salary head as "Residual Choice Pay" and is subject to tax.

Please note that you are required to make a declaration within 7 days of joining the Company and at the beginning of each financial year and thereafter from time to time within the timelines notified by the company, regarding the amounts to be claimed under each expense mentioned above. You are required to submit all bills and other supporting documents on or by 15th January for each financial year

i. Vehicle

1. Company Leased Vehicle Scheme (CLV)

As part of the compensation structure the company offers an option of availing a vehicle under the prevailing company vehicle policy, subject to eligibility. The major features of the scheme are as follows:

Parameter	Four Wheeler
Scheme Details	Company Leased Vehicle (CLV)
EMI Calculation Base	Vehicle Invoice Value (Final on-road price, excluding taxes)
EMI Limit	Grade `H' and above - upto 100% of Residual Choice Pay Grade `I' and below - upto 50% of Residual Choice Pay
Interest rate	11.5 % per annum on monthly reducing balance basis
Vehicle Cost Limit	NA
Tenure	2 to 4 Years (Upto 48 Instalments)
Insurance Coverage Options	1.Comprehensive 2.Bumper to Bumper (Zero depreciation)

Mandatory debits towards Vehicle Insurance would be applicable to those opting this scheme.

The company vehicle policy provides more details regarding the vehicle scheme.

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2. Fuel and Vehicle Maintenance Reimbursements

All employees covered by the Company Vehicle Scheme are eligible for fuel and vehicle maintenance reimbursements. Employees using self-owned vehicles are also eligible for such reimbursement.

The limits for Fuel & Vehicle Maintenance for Own Vehicles and Vehicles under Company Vehicle Scheme are as under:

Level	4 Wheeler	2 Wheeler
All Grades	INR 1,80,000 p.a.	INR 36,000 p.a.

In case an employee is using a self-owned vehicle, employee needs to maintain a vehicle usage log in the system (ESS). Tax exemption will be available upto the limits set out above, subject to submission of supporting documents.

3. Conveyance Allowance

To be opted by an employee to meet the expenditure incurred for the purpose of commuting between place of employee's residence and place of employee's duty. However, this option may be availed only if the employee is not opting for fuel and maintenance reimbursement.

This component is taxable.

j. Housing

1. House Rent Allowance (HRA)

House Rent Allowance is paid in respect of expenses incurred on rented accommodation.

As per Section 10(13A) and Rule 2A of the Income Tax Act and Rules respectively, the lesser of the following is

exempt from tax-

1. An amount equal to 50% of the salary, where the residential house is situated at Mumbai, Kolkata, Delhi or Chennai and an amount equal to 40% of salary where the residential house is situated at any other place;
2. House rent allowance received by the employee in respect of the period during which the rental accommodation is occupied by the employee during the previous year
3. The excess of rent paid over 10% of salary

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2. Company provided Accommodation

In case the employee is opting for an accommodation provided by the company, the basis of valuation will be as under-

Population of City as per 2001 census where Accommodation is provided	Where the Accommodation is owned by the Employer	Where the Accommodation is taken on lease or rent by the Employer
Exceeding 25 lakhs	15% of Salary in respect of the period during which the accommodation is occupied by the Employee	1. 15% of Salary; or 2. Lease rent (paid or payable) by the Employer, whichever is less
Exceeding 10 lakhs but not exceeding 25 lakhs	10% of the Salary in respect of period during which the accommodation is occupied by the Employee	
Any other	7.5% of the Salary in respect of period during which the accommodation is occupied by the Employee	

k. Insurance

i. Group Personal Accident Insurance (GPA)

All Employees are mandatorily covered under the Group Personal Accident Insurance scheme.

The sum insured is INR 25 lakhs and the corresponding debit towards premium is INR 679 per annum.

Benefit Clauses:

1. Death: 100% of sum insured
2. Permanent Total Disablement: 100% of sum insured as per insurance policy
3. Permanent Partial Disablement: varies from 1% to 75% of sum insured as per insurance policy
4. Temporary Total disablement: 1% of capital sum insured per week subject a maximum of INR 5000 per week for a period of 100 weeks.

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ii. Group Term Life Insurance (GTLI)

All employees are mandatorily insured under Group Term Life Insurance. The insured amount and corresponding premium [mandatory debit] are as follows:

Fixed Pay (Base Pay + Choice Pay)	Sum Assured	Mandatory Debit (per annum)
Up to INR 24,99,975	INR 25 Lakhs	INR 4,794
From INR 24,99,975 to below INR 49,99,975	INR 50 Lakhs	INR 17,679
From INR 49,99,975 to below INR 74,99,975	INR 75 Lakhs	INR 26,520
INR 74,99,975 and above	INR 100 Lakhs	INR 36,167

Benefit Clause: -

Total sum assured is payable to the employee's nominee upon death of the employee. However, nothing is payable on survival.

iii. Medical Coverage

The Company endeavors to ensure that financial support is available to all employees to meet their medical needs and those of their dependent family members. All employees are mandatorily covered under this scheme. The coverage and mandatory debits in respect of the same are as follows-

Level	Family Definition	Benefits of Mandatory Coverage
B to F: Company's Management Medical Scheme	Self, Spouse, 3 dependent children (up to 25 years)	Floater Mediclaim Policy of INR 5 Lakhs, Plus Additional floater Mediclaim policy of Domiciliary reimbursement at actuals (as per INR 5 Lakhs the Management Medical Scheme)
	Dependent parents	Floater Mediclaim coverage of INR 5 Lakhs irrespective of the number of members covered, Plus Additional floater Mediclaim policy of INR 5 Lakhs
	1. Hospitalization room category up to Deluxe Single AC Room 2. Dental treatment reimbursement up to INR 15,000 per family p.a. (cosmetics not covered) 3. Full time Retainers shall be covered as per commitment / joining terms 4. For non-allopathy (e.g. Homeopathy, Ayurveda, Unani or other Medical practitioner) treatment, the medical practitioner should be registered as per the guidelines of Indian Medical Association	
G to Below: Group Mediclaim Policy	Family of 7 members - Self, spouse, 3 dependent children (up to 25 years), 2 dependent parents	Floater Mediclaim coverage of INR 5 Lakhs irrespective of the number of members covered, Plus Additional floater Mediclaim policy of INR 5 Lakhs
	1. Hospital Room Category - Eligibility of up to Non- Deluxe Single AC Room 2. Sub limit of Maternity benefit (for first three children) up to INR 50,000 3. Sub limit for OPD basis treatment for Dental INR 1,500 (excluding the cost of dentures, bridges, crowns, scaling, filling, cleaning, polishing and cosmetic dentistry) 4. Sub limit for OPD basis treatment for Eye INR 500 (excluding cost of contact Lens, spectacles and cosmetic treatments)	

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Medical Insurance Debits:

F & Above grades :

- INR 30,864 per annum per person for self and spouse
- INR 15,944 per annum per child (upto 25 years)
- INR 13,841 per annum for **Additional Medical floater** cover of INR 5 Lakhs for self, spouse and child covered under mandatory policy
- INR 33,528 per annum for dependent parents
- INR 13,841 per annum for **Additional Medical floater** cover of INR 5 Lakhs for parents.

G & Below grades :

- INR 33,528 per annum per family unit of 7 members
- INR 13,841 per annum for **Additional** Medical floater cover of INR 5 Lakhs

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Reliance
Industries Limited

Annexure C

Terms and Conditions

01. MEDICAL FITNESS & VERIFICATION OF PARTICULARS:

Your appointment is subject to:

i. Medical Fitness: Your being declared medically fit by a Medical Officer or by a Doctor specified by the Company .

ii. Verification of Particulars: In case the particulars mentioned in your application or the representations or warranties or any other information provided by you are found to be false, inaccurate or unsatisfactory, your services would be liable for termination at any time without any notice or any compensation in lieu thereof.

02. REPRESENTATIONS AND WARRANTIES:

The Company's agreement to continue to employ you and the compensation and benefits payable to you are in consideration of the terms, covenants, and conditions stated in the offer of employment including this Annexure C, and you represent, warrant and covenant to the Company that:

i. You are under no contractual or other restriction or obligation which is inconsistent with the terms or conditions contained herein, the performance of your duties hereunder, or the other rights of the Company hereunder;

ii. You are under no physical or mental disability that may hinder the performance of your duties / obligations contained herein;

iii. You shall not raise any issue as to the reasonableness of the terms, covenants, or conditions contained herein in any proceeding to enforce these terms, covenants and/or conditions;

iv. You have full right and authority to execute this contract and that you are not bound by any contract or arrangement, including any employment contract, bond or covenant not to compete, that is inconsistent herewith

v. These terms, covenants, and/or conditions shall survive the termination of your employment with the Company.

You acknowledge that the terms, covenants, and conditions set forth herein are essential for the Company's protection and are not unreasonable and that the Company has relied on these representations, warranties, and covenants provided by you.

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03. DUTIES AND RESPONSIBILITIES:

i. **Exclusivity:** You agree to perform your duties, responsibilities and obligations efficiently and to the best of your ability exclusively for the Company. You agree that you will devote all of your working time, attention and best efforts in performing your duties, responsibilities and obligations throughout the term of employment. You also agree that you will not engage in any other employment or business activities during the terms hereof. You agree that all of your activities as an employee of the Company shall be in conformity with all the policies, rules, regulations and directions of the Company, as applicable from time to time.

ii. **Non Solicitation:** You will not, during the term of your employment or at any time thereafter, without the prior written consent of the Company, directly or indirectly, solicit for employment, or employ or otherwise contract for the services of, any person who is employed or engaged (either as an employee or consultant) by the Company or any of its affiliates or associated companies or directly or indirectly induce any such employee to leave their employment.

This covenant shall survive the termination of your employment with the Company.

iii. **Other Interests:** You shall not seek membership of any local or public bodies without first obtaining written permission from the Company.

iv. **Controlling Interest:** You agree that, so long as you are employed by the Company, you will not own, directly or indirectly, any controlling or substantial shareholding or other beneficial interest in any business enterprise or entity which is engaged in, or is in competition with, any business engaged in by the Company or any of its affiliates or associated companies. Notwithstanding the foregoing, you may own, directly or indirectly, up to 5% of the outstanding securities of any business or entity whose securities are traded on any national stock exchanges or in the over-the-counter market.

v. **Work hours:** Your working hours at your place of posting shall be as per the rules and regulations of the Company, as specified from time to time. However, you may be required to work additional hours, from time to time, to carry out your duties and responsibilities effectively.

vi. **Confidentiality and Non-disclosure:** You shall keep confidential and not disclose to any person or entity any information received or that comes to your knowledge during the course of your employment including in relation to the Company, its affiliates, associated companies, and third parties, in relation to any of our or their businesses or operations, particulars or details of manufacturing processes, technical know-how, security arrangements, analysis, compilations, forecasts, studies, summaries, notes, ideas(whether patentable or not), schematics, trade secrets, technology, customer lists (potential or actual) and other customer-related information, supplier information, sales statistics, pricing information, market intelligence, marketing and other business model/strategies, administrative organizational matters and any other information important for the Company. This shall include information in relation to third parties received by the Company in relation to any transaction being contemplated by the Company. Your obligation to maintain confidentiality of such information shall continue notwithstanding expiry or termination of your employment with the Company.

Third party Confidential obligations & prevention of IP contamination: You shall not use or disclose to the Company any confidential information of any third party received by you in your personal capacity from such a third party under an obligation of confidentiality, or knowingly induce use of such information in the business of the Company. Your employment/engagement with the Company shall not violate any obligation of confidentiality or non-solicitation of employment/assignment with any other party and that in case you are made aware of any such change in circumstances, you will inform the Company immediately of such change in the circumstances. You shall refrain from using/applying information/data in your current employment which qualifies as third party intellectual property to avoid any potential scenario of Intellectual Property contamination.

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vii. **Proprietary Rights:** You will disclose to the Company forthwith any discovery, invention, process or improvement made or discovered by you while in the service of the Company or thereafter, and all the rights, title, interest in such discovery, invention, process or improvement shall automatically belong absolutely to the Company and be the sole, absolute and exclusive property of the Company immediately upon discovery, invention or creation of process or improvement, whether or not delivered to the Company. If and when required to do so by the Company, you shall at the Company's expense, take out or apply for letter's patent, licenses or other rights, privileges or protection as may be directed by the Company in respect of any such discovery, invention, process or improvement so that the benefit thereof shall accrue to the Company and you will execute and deliver all such deeds and documents, including in particular instruments of assignment and do all such acts and things as may be required by the Company for assigning, transferring or otherwise vesting all rights, title and interest in the same and all benefits arising in respect thereof in favor of the Company or its nominee.

You will assign (and you hereby do assign) in perpetuity to the Company or its nominee all of your rights to all such new ideas (including all inventions), and to applications for patent or copyrights in all countries, if any, and execute such documents and take such lawful action as may be reasonably required to assign such new ideas to the Company or its nominee.

You will execute and deliver promptly to the Company (without charge to you but at the expense of the Company) such written instruments and cooperate and do such other acts as the Company in its sole discretion deems necessary or desirable to assign and transfer title in such new ideas to the Company and / or its nominee and to assist the Company in preserving the property right in such new ideas (including against forfeiture, abandonment, or loss) and to vest the entire right and title and interest therein exclusively in the Company and / or its nominee.

viii. **Safe-keeping of Company's property:** You will be responsible for safe keeping of and returning in good order and condition all properties of the Company, its affiliates and associated companies which may be in your possession, custody, care or charge or being used by you. In case of loss of any such property, the Company will be entitled to assess the value of the loss / damages caused to it and recover the same from you and to take such other action as it deems proper in the event of your failure to account for such material or property to its satisfaction.

ix. **Return of the Company's Property and records:** Upon termination of your employment, you shall forthwith hand over any letter of authority or power of attorney issued in your favour and any property or material of the Company or any of its affiliates or associated companies in your possession at the time of cessation of your employment with the Company. You shall also return to the Company all documents, files, records, keys, and other property of the Company in your possession regardless of the media on which such items are stored, and you shall not retain any copies or duplicates thereof.

x. **Authorizations for activities:** You will not enter into any commitments or dealings on behalf of the Company for which you have not been expressly authorised nor will you 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 written consent of the Company. You will avoid any issue which may result in a conflict between your personal interests and the interests of the Company in dealing with suppliers, customers and all other organizations or individuals doing or seeking to do business with the Company.

xi. **Non-disparagement:** You agree that you shall act with the highest standards of propriety and professionalism and shall not criticize, ridicule or make any statement which disparages or is derogatory of the Company, any of its affiliate or associated companies or any other employee or business associate of the Company or any of its affiliates or associated companies in any public or non-public communication with any customer, client or member of the investment community or media or in any communication whatsoever.

xii. **Confidential nature of terms of employment:** You agree that, save and except as may be required by applicable law, (with the prior consent of the Company), you shall not disclose the terms of your employment to any person.

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xiii. Enforceability: You acknowledge and agree that any violation of any of your duties and responsibilities may result in irreparable damage to the Company, and, accordingly, the Company may obtain injunctive and other equitable relief for any breach or threatened breach of such duties and obligations, in addition to any other remedies available to the Company.

You agree that the restrictions and remedies contained herein are reasonable and that it is your intention that such restrictions and remedies shall be enforceable to the fullest extent permissible by law. If it shall be found by a court of competent jurisdiction that any such restriction or remedy is unenforceable but would be enforceable if some part thereof were deleted or the period or area of application reduced, then such restriction or remedy shall apply with such modification as shall be necessary to make it enforceable.

Further, you hereby agree to indemnify and keep fully and effectively indemnified and hold harmless the Company, its affiliates, associates subsidiaries, and the directors, trustees, officers, employees, agents, authorized representatives and successors of all the foregoing from and against any and all claims, suits, actions, legal or other proceedings, demands, damages, liabilities, interest, costs, expenses (including attorney fees), and losses of whatsoever kind or nature incurred or sustained by Company or any of the third party directly or indirectly arising due to breach of any of obligations mentioned in the letter of employment and/or these terms and conditions.

04. TERMINATION OF EMPLOYMENT:

i. Employment At-Will: You acknowledge that your employment is and shall continue to be AT-WILL. This means that you have the right to terminate your employment with the Company at any time without providing any reason in accordance with the provisions hereof. Similarly, the Company may terminate your employment with or without cause at any time and for any reason in accordance with the provisions hereof. Accordingly, this letter of employment is not to be construed or interpreted as containing any guarantee of continued employment. As such, the recitation of certain time periods in this letter is solely for the purpose of defining your compensation. It is also not to be construed or interpreted as containing any guarantee of any particular level or nature of compensation.

ii. Superannuation: In the normal course, you will retire from the company on attaining superannuation at the age of 58 years.

iii. Absenteeism: If you absent yourself without leave or remain absent beyond the period of leave originally granted or subsequently extended, you shall be considered as having voluntarily terminated your employment without giving any notice unless you:

a. return to work within 8 days from the commencement of such absence, and

b. give an explanation to the satisfaction of the Company regarding such absence

iv. Medical Fitness: The Company has the right to request you to get yourself medically examined by a certified medical practitioner specified by the Company during the tenure of your employment. In case you are found to be medically unfit to perform your duties, your employment may be terminated.

v. Notice Period: Notwithstanding anything contained herein, the Company, in its sole discretion, may terminate your employment without cause by giving one month notice in writing or payment of one month Basic Salary on a pro rata basis, in lieu thereof. Similarly, you may resign from the Company's employment without cause by giving one month notice in writing or by payment of one month Basic Salary on a pro rata basis, in lieu thereof. In the event of your resignation, the Company may in its sole discretion opt to accept the same and relieve you prior to the completion of the stipulated notice period of one month, without any pay in lieu of the notice period.

vi. Termination for Misconduct: Your services are liable to be terminated without any notice or salary in lieu thereof for fraud, misconduct, negligence or breach of any of the terms and conditions of your letter of employment which includes this Annexure C. Without prejudice to the general meaning of the term "misconduct", "misconduct" shall include any case of reasonable suspicion of misconduct, disloyalty, commission of an act involving moral turpitude, or any action of indiscipline or inefficiency.

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vii. Non-compete: In the event of your separation from the Company for any reason whatsoever, you will not take up any job or assignment either full time or otherwise, either directly or indirectly, for a period of three months from the date of separation in any industry or business involved in similar/competing business as the Company or any of its affiliates or associate companies.

viii. Recovery of Payments: (If applicable) Payments made towards recovery of notice period by your previous employer and relocation expenses by us will be recovered in full in the event of your separation from the Company prior to completion of 1 year from joining the Company.

05. GENERAL:

i. Training: You may be selected and sponsored by the Company for familiarization/ training assignments with our technical collaborators or any other institutions/ organizations in India and/or abroad, based on terms and conditions stipulated at such time. You will diligently and beneficially take part in the training and such assignments in accordance with Company policies and directives.

ii. Rules, Regulations and Policies on Ethics: You will be governed by the service rules, regulations and policies including conduct, discipline and administrative orders and any such other rules or orders of the Company that may come into force from time to time. You must observe the policies that the Company publishes / notifies from time to time. These policies include requirement that you maintain the highest standards of conduct and act with the highest ethical principles.

a. You must not do anything that may be a conflict of interest with your responsibilities as an employee.

b. You are required to read and understand all policies applicable to you, all of which are available in the Reliance Management System ("RMS") portal. If you have any questions, now or in the future, please ask the Human Resources Department through the Query Management System in the ESS portal. You may also be required to sign and abide by the Policy on Ethics of the Company and undertake to sign such declarations that the Policy may demand from time to time.

c. Women employees will be entitled to all the statutory benefits provided by the Company under the Maternity Benefit Act 1961, and its subsequent amendments, if any, details of which are set out in the RMS/ESS portal.

iii. Media Interaction: You will not interact with the media - electronic, print or otherwise in

a. India or overseas, during or outside work hours, either in your own personal capacity or on behalf of the Company unless you have express and direct approval from the Company to interact with the media as a representative of the Company. Only persons duly authorized by the Company are permitted to interact with media and then only on specified subjects. Disclosure of any information other than those specifically authorized by the Company is prohibited.

b. Disclosure of information on proceedings of meetings (board / committee / internal) and disclosure of forward-looking statements is prohibited unless such disclosure is specifically approved by the Company.

c. You shall also not disclose non-public information selectively to any particular group as it may lead to unfair advantage / discrimination.

d. For any outside publication of books, articles or manuscripts which relate in any manner to the Company's business, policies and processes, you are required to obtain prior written approval of the Company prior to its publication or release.

e. Any violation of the Company's media policy, will tantamount to a breach of the terms and conditions of employment and may result in termination of the contract.

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iv. **Jurisdiction:** The letter of employment is made at Mumbai and competent courts of Mumbai shall have jurisdiction over any dispute or difference whatsoever arising out of, under, in relation to or in connection with the letter of employment or breach hereof or in respect of any matter or thing herein contained.

v. **Entire Agreement:** This contract and the document referred to herein contain the entire agreement and understanding of the parties with respect to the subject matter hereof and shall supersede any and all prior or contemporaneous communications, representations, or agreements between the parties, whether oral or written, regarding the subject matter of this contract.

vi. **Age:** Your age mentioned in the Matriculation / Higher Secondary Certificate / Passport will be deemed to be the conclusive proof of your date of birth.

vii. **Change of address:** You will intimate in writing to the Company any change of your residential address within a week of the same changing, failing which any communication sent to you on your last recorded address shall be deemed to have been duly served on you.

viii. **Passport:** You are required to have a valid passport at all times and ensure that the same is renewed from time to time.

ix. **Suspension:** You may be placed under suspension pending enquiry into the charges of misconduct or any other breach hereof. The salary for the suspension period will be paid to you only if you are found not guilty of any of the charges for which you are suspended and not otherwise.

x. **Travel:** You shall make your own transport arrangements to and from the place of work.

xi. **Documentation:** Please submit the following documents, if not submitted earlier:

a. Certificates in support of your educational professional qualifications, experience, date of birth and other testimonials in original together with copies thereof.

b. Three copies of your recent passport size photographs with blue background.

c. Relieving letter and salary certificate from your last employer, in case you are/were employed.

xii. **Severability**: If any term or provision of this letter of employment shall be held to be invalid for any reason whatsoever, such invalidity shall not affect the validity, operation or enforceability of the remainder hereof. If the remainder of this letter is not materially affected by such declaration or finding and is capable of substantial performance, then that term or provision or part thereof shall to that extent be deemed not to form part of this letter of employment and such provision shall be replaced by a substitute provision that is legal and enforceable and is as nearly as possible consistent with the intentions underlying the original provision.

xiii. **Non Waiver**: No delay or omission on the part of Company in exercising any right, power, privilege or remedy in respect of your employment terms shall neither impair such right, power, privilege or remedy, or be construed as a waiver of it, nor shall any single partial exercise of such right, power, privilege or remedy, preclude any further exercise of it or the exercise of any other right, power, privilege or remedy.

I confirm that I have read and understood the terms and conditions set out herein and unconditionally and irrevocably accept the above terms and conditions.

Employee Name: PIYUSH JASABHAI

Signature:

Date: 5 Jul 2022

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Reliance
Industries Limited

Date: 5 Jul 2022

Ref: RIL/80163371/30031363/050722/1236

Dear Krutikkumar Tejaskumar Patel,

Letter of Appointment

With reference to written tests / interview you had with Reliance Group of Companies, we are delighted to appoint you in the position "Graduate Engr Trainee - Chem" in Group , based upon following terms and conditions.

Documentation

This appointment letter consists of the below mentioned attachments:

A compensation term sheet
Components of Compensation
Terms and conditions
Other applicable paperwork based upon your specific needs

You are required to read these before you commence your employment

01. Place of Posting

Your initial place of posting will be at the place of your training. During your training period, you may be posted / transferred / to any of the offices / projects / divisions / departments / units of the company existing or to be set up at any location in India or abroad without any additional remuneration. Your services are also liable to be transferred to any of the group companies.

You will report for training on or before **04-Aug-22** failing which this letter of appointment shall automatically stand withdrawn and cancelled.

02. Mandatory Criteria:

i. Score eligibility:
Your appointment is subject to your securing minimum CGPA of 6.0 / 60% & above marks over 8 semesters, wherever applicable.

ii. Pre-employment Medical Check:
Pre-employment Medical Check clearance from RIL certified doctor. System generated information will be received for initiating the same on acceptance of this appointment letter.

03. Confirmation:

You will be under training for a period of one year from the date of joining the Company. During training you will be undergoing various assessments at the end of which there will be a final assessment. Your confirmation on permanent rolls of the company solely depends on the discretion of the management and the same is not a matter of right in any manner whatsoever.
Management reserves the right to terminate your training either during the training period or on completion of the same without assigning any reasons whatsoever.

(This letter is computer generated and does not necessarily require a signature)

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We would also like to draw your particular attention to our Values and Behaviours. We have six values that express our shared understanding of what we believe, how we aim to behave and what we aspire to be as an organisation. Our values are about delivering customer value, having an ownership mind-set, showing respect and integrity, pursuing excellence and being one team.

Next Steps

This is system generated appointment letter based on the offer letter received. Please confirm your acceptance of this appointment letter by clicking 'Accept' button online. This letter of appointment shall automatically stand withdrawn in case we do not receive your acknowledgement online within ten days from receipt of this letter.

This offer of employment is subject to you providing all of the information and documentation requested BEFORE you commence employment with us. All information / documentation submitted by you will be considered as submitted on your own freewill and consent.

This appointment is confidential and you must not discuss this or disclose any documentation related to it with anyone other than your immediate family. Any disclosure of the details of this offer to a third party other than your immediate family may result in withdrawal of the offer.

We reserve the right to withdraw our offer of employment/terminate your employment with us without assigning any reason whatsoever thereof, or delay your start date if you do not provide the required information and documentation within the required timelines or if during this process you intentionally leave out any information or provide any information which is inaccurate or untrue.

In case of any dispute regarding interpretation of any word or clause of this latter, the decision of the management shall be final and binding.

We look forward to your joining out team for a long, successful and pleasant association.

Sincerely yours,
Reliance Industries Ltd.

Authorized Signatory

(This letter is computer generated and does not necessarily require a signature)

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Reliance
Industries Limited

ANNEXURE A

1.1 Annual Compensation Summary

ANNEXURE 1.1 - A		
Name: Krutikkumar Tejaskumar Patel		
Compensation Breakup	**Monthly (INR)**	**Annual (INR)**
Basic Pay	21,402	2,56,827
House Rent Allowance	10,701	1,28,414
Residual Choice Pay	22,395	2,68,744
Insurance		
Group Personal Accident Insurancee Premium (GPAI)	57	679
Group Term Life Insurance Premium (GTLI)	400	4,794
Medical Insurance Premium* (Self, Spouse, 3 Dependent Children & Dependent Parents)	3,947	47,369
SUB TOTAL - I	58,902	7,06,827
Employer's Contribution to Provident Fund: PF (12% of Basic Pay)	2,568	30,819
Gratuity (4.81% of Basic Pay)	1,029	12,353
SUB TOTAL - II	3,598	43,173
TOTAL- FIXED PAY [I + II]	62,500	7,50,000

Residual Choice Pay can be distributed among the following Tax Friendly elements - HRA, LTA, Conveyance Allowance, Office Wear Allowance, Children Education Allowance, Food & Beverage Coupons, Gift Vouchers and Fuel & maintenance Expenses. Remaining amount will be paid as "Residual Choice Pay", as applicable.

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1.2 Tax Status of compensation elements

Below table shows all of the Total Pay components and their taxability status.

S.No.	Total Pay Components	Taxability Status (as per prevailing norms)
I	**Base Salary**	
a.	Basic Salary	Taxable
b.	Provident Fund Contribution (PF)	Please refer Annexure B
c.	Gratuity	Please refer Annexure B
II	**Choice Pay**	
a.	Medical Reimbursement	Taxable
b.	Food Coupon	Tax exempt subject to conditions
c.	Gift Coupon	Tax exempt subject to conditions
d.	Leave Travel Allowance (LTA)	Tax exempt subject to conditions
e.	Office Wear Allowance (OWA)	Tax exempt subject to conditions (only applicable to locations having a 'Uniform Policy')
f.	Children's Education Allowance (CEA)	Tax exempt subject to conditions
g.	Children's Hostel Allowance (CHA)	Tax exempt subject to conditions
h.	Residual Choice Pay (RCP)	Taxable
i.	**Vehicle**	
1.	Company Lease Vehicle Scheme	Tax exempt (up to the value of EMI)
2.	Fuel and Vehicle Maintenance Reimbursement	Tax exempt (Taxable Perquisite Notional Value)
3.	Conveyance Allowance	Taxable
j.	**Housing**	
1.	House Rent Allowance (HRA)	Tax exempt subject to conditions
2.	Company Accommodation (where it is provided)	Taxable Perquisite
k.	**Insurance**	
1.	Group Personal Accident Insurance Premium (GPA)	Tax exempt
2.	Group Term Life Insurance Premium (GTLI)	Tax exempt
3.	Medical Insurance Premium	Tax exempt
III	**Annual Cash Bonus (ACB) / Performance Linked Incentive (PLI)**	Taxable, If Applicable

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Please Note:-

- The income tax calculation is provisional and is based on the current income tax rules (**Rules**). Any change in the Rules may impact the income tax projections.

- You shall bear and pay the tax liabilities, if any, applicable in relation to all the perquisites or benefits provided to you in accordance with the provisions of this Agreement. Please note that all the details set out above are indicative and subject to change with change in Indian tax policies and rules.

- Employee shall be solely responsible for the payment of any and all taxes on salary / income, employee benefits and personal income. You are advised to get updated information in relation to the income tax calculation on your salary from independent external advisors

- Fixed Pay elements like fuel and maintenance reimbursement, office wear allowance, medical reimbursement, LTA will be reimbursed at actuals based on the bills submitted and in case the reimbursement amount falls short of the amount chosen, the balance will be paid as taxable allowance.

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Annexure B

Components of Total Pay

The Company follows a Total Pay structure that reflects the total cost of an employee to the Company this includes all direct and indirect payments including all benefits, perquisites, subsidies, and Annual Cash Bonus (**ACB**) / Performance Linked Incentive **(PLI)**. This structure is being followed so as to provide flexibility to the employees in structuring their compensation package. The components within each category of payments are discretionary and these components may be changed by the Company from time to time without notice.

The main components under the Total Pay structure are as follows:

I. Components of Compensation

1. **Base Salary:** This is first part of the total pay, which may include Basic Salary, PF and Gratuity

   a. **Basic Salary:** This is the base pay component of the fixed pay and is the reference salary for provident fund and gratuity contribution.

   b. **Provident Fund (PF)**:

   The contributions payable by the Employer under the scheme shall be at the rate specified under the Employees' Provident Funds and Miscellaneous Provisions Act, 1952 (**PF Act**). The current rate of contribution is 12% of PF Salary. Employee also contributes an equal amount from employee's monthly salary, as per PF Act. Both of these are remitted on a monthly basis to the Company's PF Trust / RPFC.

   Out of the Employer's contribution, a portion (presently 8.33% of PF Salary subject to a maximum of INR 1250) is deposited into the Employees' Pension Scheme. The part of the company's contribution deposited under Employees' Pension Scheme to RPFC is to provide employees with pension on retirement or after completion of a specified period of service. TDS recovery from PF settlement will be as per the relevant provision of the Income Tax Act, 1961.

   Benefits associated with Employees' Provident Fund and Employees' Pension Scheme will be as per the prevailing rules and regulations outlined in the Employees' Provident Funds and Miscellaneous Provisions Act, 1952. Employees are advised to refer to EPFO site (http://www.epfindia.com/) for detailed rules, procedures and any other updates.

   Please note that the contribution amounts, limits, withdrawals and other rules applicable to the PF and pension are subject to applicable Indian laws in force from time to time. Employee is bound to adhere to all changes in the applicable law. Any implications on contribution, accumulation and withdrawal conditions outlined in the Employees' Provident Fund and Employees' Pension Scheme is to be borne by the employee. To understand implications associated with any such change in relevant laws or the Employees' Provident Fund and Employees' Pension Scheme, employees are recommended to solicit independent external advice.

   c. **Gratuity**

   Employer's contribution to the Company's Gratuity Fund will be as specified under 'The Payment of Gratuity Act ,1972'. Currently, the Employer's contribution to the Company's Gratuity fund is @ 4.81% of Basic Salary. Gratuity shall be payable to an employee on completion / end of their employment with the Company provided employee has rendered continuous service for a minimum period of 4 years and 240 days. However, eligibility for contribution to the Gratuity Trust / Fund commences from the first day of employment and in the event of separation prior to such 4 years and 240 days, the same will be paid as ex-gratia, except in case of separation due to disciplinary grounds.

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Gratuity is calculated as follows:

(Last Drawn Salary / 26 Days) x 15 days x Number of completed years of service (In the case of death, the minimum service requirement does not apply)

For every completed year of service or part thereof in excess of 6 months, the employer will pay the employee gratuity at the rate of 15 days wages based on the rate of wages last drawn by such employee. Income Tax on the gratuity payment will be applicable as per Income Tax Rules. In the event an employee fails to complete 4 years and 240 days of continuous service, ex-gratia will be paid up to the amount of gratuity accumulated and will be subject to prevailing Income Tax Rules.

Maximum Amount of Gratuity which will be exempt from Income Tax will be as per 'The Payment of Gratuity Act, 1972'.

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2. Choice Pay :

This is second part of the total pay. Subject to eligibility and availability of amount mentioned under various components in Annexure A, an employee may opt for all the allowances or combination of them

a. Medical Reimbursement

Employee may opt for medical reimbursement for expenses incurred by the employee to meet health related expenditure, such as medicines, doctor's fees etc. of the employee and employee's family members. Medical expenses up to a maximum of INR 15,000 per annum will be reimbursed at actuals against production of bills.

This component is taxable.

b. Food Coupons

Employee may opt for Sodexo / Accor Pass Meal Vouchers. These are food coupons that can be exchanged for food and beverages at all approved affiliated establishments across India.

However, once purchased, these coupons cannot be redeemed for cash.

c. Gift Coupons

Employee may opt for gift coupons. Company provides Sodexo / Accor Pass Gift Vouchers that can be used to buy dailynecessities at over 6000 affiliated establishments across India.

However, once purchased, these coupons cannot be redeemed for cash.

Up to INR 5,000 per annum is tax exempt.

d. Leave Travel Allowance (LTA)

Employee may opt for LTA. It refers to reimbursement by Company of actual expenses incurred only on travel by employee along with their dependents to any place within India. Expenses such as hotel accommodation, sightseeing, food etc. are not eligible to be reimbursed as LTA or for tax exemption. The following qualifying criteria are to be met for claiming LTA:

1. Employee must necessarily take 5 days of continuous Privilege Leave.
2. The family for this purpose includes spouse, unmarried dependent children (maximum of two only), parents and dependent brothers and sisters.
3. No advance is given towards LTA. It must be claimed as a reimbursement against actual bills and travel documents.

Entitlement: Employee has to decide on the quantum of LTA (could be up to 2 months' basic salary) that employee wishes to avail as part of employee's choice pay component. This choice has to be made by employee initially at the time of joining and thereafter at the beginning of each financial year. A mid-year change in the quantum of LTA is not permissible.

As per current Income Tax rules, tax exemption for LTA is allowed twice in a block of 4 calendar years. Tax authorities have defined the current 4 year block as being from 1 January 2018 - 31 December 2021.

The quantum of exemption is subject to following maximum limits depending on the mode of transport used or available:-

1. Journey by air: Economy class air fare of national carrier by shortest route or the actual amount spent, whichever is lesser
2. Journey by rail: AC first class fare by shortest route or the actual amount spent, whichever is lesser
3. Place of origin and place of destination connected by rail but journey performed by other mode of transport: AC first class fare by shortest route or the actual amount spent, whichever is lesser
4. Place of origin and place of destination not connected by rail (partially or fully) and not connected by other recognized public transport system: AC first class fare by the shortest route or the actual amount spent, whichever is lesser

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e. Office Wear Allowance (OWA)

Only employees' working at locations where a `Uniform Policy' is in place may opt for OWA.

OWA is an allowance provided to employees to meet expenditures incurred by employee towards purchase of uniform to be worn at the workplace.

OWA is tax exempt subject to the following limits:-

a. For all Grade: INR 24,000

f. Children's Education Allowance (CEA)

Employee may opt for CEA to meet education expenses of their children.

INR 100 per month per child subject to a maximum of two children is tax exempt

g. Children's Hostel Allowance (CHA)

Employee may opt for CHA to meet hostel expenses of their children.

INR 300 per month per child subject to a maximum of two children, is tax exempt

h. Residual Choice Pay (RCP)

The balance un-utilized amount is paid under the salary head as "Residual Choice Pay" and is subject to tax.

Please note that you are required to make a declaration within 7 days of joining the Company and at the beginning of each financial year and thereafter from time to time within the timelines notified by the company, regarding the amounts to be claimed under each expense mentioned above. You are required to submit all bills and other supporting documents on or by 15th January for each financial year

i. Vehicle

1. Company Leased Vehicle Scheme (CLV)

As part of the compensation structure the company offers an option of availing a vehicle under the prevailing company vehicle policy, subject to eligibility. The major features of the scheme are as follows:

Parameter	Four Wheeler
Scheme Details	Company Leased Vehicle (CLV)
EMI Calculation Base	Vehicle Invoice Value (Final on-road price, excluding taxes)
EMI Limit	Grade `H' and above - upto 100% of Residual Choice Pay Grade `I' and below - upto 50% of Residual Choice Pay
Interest rate	11.5 % per annum on monthly reducing balance basis
Vehicle Cost Limit	NA
Tenure	2 to 4 Years (Upto 48 Instalments)
Insurance Coverage Options	1.Comprehensive 2.Bumper to Bumper (Zero depreciation)

Mandatory debits towards Vehicle Insurance would be applicable to those opting this scheme.

The company vehicle policy provides more details regarding the vehicle scheme.

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2. Fuel and Vehicle Maintenance Reimbursements

All employees covered by the Company Vehicle Scheme are eligible for fuel and vehicle maintenance reimbursements. Employees using self-owned vehicles are also eligible for such reimbursement.

The limits for Fuel & Vehicle Maintenance for Own Vehicles and Vehicles under Company Vehicle Scheme are as under:

Level	4 Wheeler	2 Wheeler
All Grades	INR 1,80,000 p.a.	INR 36,000 p.a.

In case an employee is using a self-owned vehicle, employee needs to maintain a vehicle usage log in the system (ESS). Tax exemption will be available upto the limits set out above, subject to submission of supporting documents.

3. Conveyance Allowance

To be opted by an employee to meet the expenditure incurred for the purpose of commuting between place of employee's residence and place of employee's duty. However, this option may be availed only if the employee is not opting for fuel and maintenance reimbursement.

This component is taxable.

j. Housing

1. House Rent Allowance (HRA)

House Rent Allowance is paid in respect of expenses incurred on rented accommodation.

As per Section 10(13A) and Rule 2A of the Income Tax Act and Rules respectively, the lesser of the following is

exempt from tax-

1. An amount equal to 50% of the salary, where the residential house is situated at Mumbai, Kolkata, Delhi or Chennai and an amount equal to 40% of salary where the residential house is situated at any other place;
2. House rent allowance received by the employee in respect of the period during which the rental accommodation is occupied by the employee during the previous year
3. The excess of rent paid over 10% of salary

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2. Company provided Accommodation

In case the employee is opting for an accommodation provided by the company, the basis of valuation will be as under-

Population of City as per 2001 census where Accommodation is provided	Where the Accommodation is owned by the Employer	Where the Accommodation is taken on lease or rent by the Employer
Exceeding 25 lakhs	15% of Salary in respect of the period during which the accommodation is occupied by the Employee	1. 15% of Salary; or 2. Lease rent (paid or payable) by the Employer, whichever is less
Exceeding 10 lakhs but not exceeding 25 lakhs	10% of the Salary in respect of period during which the accommodation is occupied by the Employee	
Any other	7.5% of the Salary in respect of period during which the accommodation is occupied by the Employee	

k. Insurance

i. Group Personal Accident Insurance (GPA)

All Employees are mandatorily covered under the Group Personal Accident Insurance scheme.

The sum insured is INR 25 lakhs and the corresponding debit towards premium is INR 679 per annum.

Benefit Clauses:

1. Death: 100% of sum insured
2. Permanent Total Disablement: 100% of sum insured as per insurance policy
3. Permanent Partial Disablement: varies from 1% to 75% of sum insured as per insurance policy
4. Temporary Total disablement: 1% of capital sum insured per week subject a maximum of INR 5000 per week for a period of 100 weeks.

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ii. Group Term Life Insurance (GTLI)

All employees are mandatorily insured under Group Term Life Insurance. The insured amount and corresponding premium [mandatory debit] are as follows:

Fixed Pay (Base Pay + Choice Pay)	Sum Assured	Mandatory Debit (per annum)
Up to INR 24,99,975	INR 25 Lakhs	INR 4,794
From INR 24,99,975 to below INR 49,99,975	INR 50 Lakhs	INR 17,679
From INR 49,99,975 to below INR 74,99,975	INR 75 Lakhs	INR 26,520
INR 74,99,975 and above	INR 100 Lakhs	INR 36,167

Benefit Clause: -

Total sum assured is payable to the employee's nominee upon death of the employee. However, nothing is payable on survival.

iii. Medical Coverage

The Company endeavors to ensure that financial support is available to all employees to meet their medical needs and those of their dependent family members. All employees are mandatorily covered under this scheme. The coverage and mandatory debits in respect of the same are as follows-

Level	Family Definition	Benefits of Mandatory Coverage
B to F: Company's Management Medical Scheme	Self, Spouse, 3 dependent children (up to 25 years)	Floater Mediclaim Policy of INR 5 Lakhs, Plus Additional floater Mediclaim policy of Domiciliary reimbursement at actuals (as per INR 5 Lakhs the Management Medical Scheme)
	Dependent parents	Floater Mediclaim coverage of INR 5 Lakhs irrespective of the number of members covered, Plus Additional floater Mediclaim policy of INR 5 Lakhs
	1. Hospitalization room category up to Deluxe Single AC Room 2. Dental treatment reimbursement up to INR 15,000 per family p.a. (cosmetics not covered) 3. Full time Retainers shall be covered as per commitment / joining terms 4. For non-allopathy (e.g. Homeopathy, Ayurveda, Unani or other Medical practitioner) treatment, the medical practitioner should be registered as per the guidelines of Indian Medical Association	
G to Below: Group Mediclaim Policy	Family of 7 members - Self, spouse, 3 dependent children (up to 25 years), 2 dependent parents	Floater Mediclaim coverage of INR 5 Lakhs irrespective of the number of members covered, Plus Additional floater Mediclaim policy of INR 5 Lakhs
	1. Hospital Room Category - Eligibility of up to Non- Deluxe Single AC Room 2. Sub limit of Maternity benefit (for first three children) up to INR 50,000 3. Sub limit for OPD basis treatment for Dental INR 1,500 (excluding the cost of dentures, bridges, crowns, scaling, filling, cleaning, polishing and cosmetic dentistry) 4. Sub limit for OPD basis treatment for Eye INR 500 (excluding cost of contact Lens, spectacles and cosmetic treatments)	

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Medical Insurance Debits:

F & Above grades :

- INR 30,864 per annum per person for self and spouse
- INR 15,944 per annum per child (upto 25 years)
- INR 13,841 per annum for **Additional Medical floater** cover of INR 5 Lakhs for self, spouse and child covered under mandatory policy
- INR 33,528 per annum for dependent parents
- INR 13,841 per annum for **Additional Medical floater** cover of INR 5 Lakhs for parents.

G & Below grades :

- INR 33,528 per annum per family unit of 7 members
- INR 13,841 per annum for **Additional** Medical floater cover of INR 5 Lakhs

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Reliance
Industries Limited

Annexure C

Terms and Conditions

01. MEDICAL FITNESS & VERIFICATION OF PARTICULARS:

Your appointment is subject to:

i. Medical Fitness: Your being declared medically fit by a Medical Officer or by a Doctor specified by the Company .

ii. Verification of Particulars: In case the particulars mentioned in your application or the representations or warranties or any other information provided by you are found to be false, inaccurate or unsatisfactory, your services would be liable for termination at any time without any notice or any compensation in lieu thereof.

02. REPRESENTATIONS AND WARRANTIES:

The Company's agreement to continue to employ you and the compensation and benefits payable to you are in consideration of the terms, covenants, and conditions stated in the offer of employment including this Annexure C, and you represent, warrant and covenant to the Company that:

i. You are under no contractual or other restriction or obligation which is inconsistent with the terms or conditions contained herein, the performance of your duties hereunder, or the other rights of the Company hereunder;

ii. You are under no physical or mental disability that may hinder the performance of your duties / obligations contained herein;

iii. You shall not raise any issue as to the reasonableness of the terms, covenants, or conditions contained herein in any proceeding to enforce these terms, covenants and/or conditions;

iv. You have full right and authority to execute this contract and that you are not bound by any contract or arrangement, including any employment contract, bond or covenant not to compete, that is inconsistent herewith

v. These terms, covenants, and/or conditions shall survive the termination of your employment with the Company.

You acknowledge that the terms, covenants, and conditions set forth herein are essential for the Company's protection and are not unreasonable and that the Company has relied on these representations, warranties, and covenants provided by you.

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03. DUTIES AND RESPONSIBILITIES:

i. **Exclusivity:** You agree to perform your duties, responsibilities and obligations efficiently and to the best of your ability exclusively for the Company. You agree that you will devote all of your working time, attention and best efforts in performing your duties, responsibilities and obligations throughout the term of employment. You also agree that you will not engage in any other employment or business activities during the terms hereof. You agree that all of your activities as an employee of the Company shall be in conformity with all the policies, rules, regulations and directions of the Company, as applicable from time to time.

ii. **Non Solicitation:** You will not, during the term of your employment or at any time thereafter, without the prior written consent of the Company, directly or indirectly, solicit for employment, or employ or otherwise contract for the services of, any person who is employed or engaged (either as an employee or consultant) by the Company or any of its affiliates or associated companies or directly or indirectly induce any such employee to leave their employment.

This covenant shall survive the termination of your employment with the Company.

iii. **Other Interests:** You shall not seek membership of any local or public bodies without first obtaining written permission from the Company.

iv. **Controlling Interest:** You agree that, so long as you are employed by the Company, you will not own, directly or indirectly, any controlling or substantial shareholding or other beneficial interest in any business enterprise or entity which is engaged in, or is in competition with, any business engaged in by the Company or any of its affiliates or associated companies. Notwithstanding the foregoing, you may own, directly or indirectly, up to 5% of the outstanding securities of any business or entity whose securities are traded on any national stock exchanges or in the over-the-counter market.

v. **Work hours:** Your working hours at your place of posting shall be as per the rules and regulations of the Company, as specified from time to time. However, you may be required to work additional hours, from time to time, to carry out your duties and responsibilities effectively.

vi. **Confidentiality and Non-disclosure:** You shall keep confidential and not disclose to any person or entity any information received or that comes to your knowledge during the course of your employment including in relation to the Company, its affiliates, associated companies, and third parties, in relation to any of our or their businesses or operations, particulars or details of manufacturing processes, technical know-how, security arrangements, analysis, compilations, forecasts, studies, summaries, notes, ideas(whether patentable or not), schematics, trade secrets, technology, customer lists (potential or actual) and other customer-related information, supplier information, sales statistics, pricing information, market intelligence, marketing and other business model/strategies, administrative organizational matters and any other information important for the Company. This shall include information in relation to third parties received by the Company in relation to any transaction being contemplated by the Company. Your obligation to maintain confidentiality of such information shall continue notwithstanding expiry or termination of your employment with the Company.

Third party Confidential obligations & prevention of IP contamination: You shall not use or disclose to the Company any confidential information of any third party received by you in your personal capacity from such a third party under an obligation of confidentiality, or knowingly induce use of such information in the business of the Company. Your employment/engagement with the Company shall not violate any obligation of confidentiality or non-solicitation of employment/assignment with any other party and that in case you are made aware of any such change in circumstances, you will inform the Company immediately of such change in the circumstances. You shall refrain from using/applying information/data in your current employment which qualifies as third party intellectual property to avoid any potential scenario of Intellectual Property contamination.

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vii. **Proprietary Rights:** You will disclose to the Company forthwith any discovery, invention, process or improvement made or discovered by you while in the service of the Company or thereafter, and all the rights, title, interest in such discovery, invention, process or improvement shall automatically belong absolutely to the Company and be the sole, absolute and exclusive property of the Company immediately upon discovery, invention or creation of process or improvement, whether or not delivered to the Company. If and when required to do so by the Company, you shall at the Company's expense, take out or apply for letter's patent, licenses or other rights, privileges or protection as may be directed by the Company in respect of any such discovery, invention, process or improvement so that the benefit thereof shall accrue to the Company and you will execute and deliver all such deeds and documents, including in particular instruments of assignment and do all such acts and things as may be required by the Company for assigning, transferring or otherwise vesting all rights, title and interest in the same and all benefits arising in respect thereof in favor of the Company or its nominee.

You will assign (and you hereby do assign) in perpetuity to the Company or its nominee all of your rights to all such new ideas (including all inventions), and to applications for patent or copyrights in all countries, if any, and execute such documents and take such lawful action as may be reasonably required to assign such new ideas to the Company or its nominee.

You will execute and deliver promptly to the Company (without charge to you but at the expense of the Company) such written instruments and cooperate and do such other acts as the Company in its sole discretion deems necessary or desirable to assign and transfer title in such new ideas to the Company and / or its nominee and to assist the Company in preserving the property right in such new ideas (including against forfeiture, abandonment, or loss) and to vest the entire right and title and interest therein exclusively in the Company and / or its nominee.

viii. **Safe-keeping of Company's property:** You will be responsible for safe keeping of and returning in good order and condition all properties of the Company, its affiliates and associated companies which may be in your possession, custody, care or charge or being used by you. In case of loss of any such property, the Company will be entitled to assess the value of the loss / damages caused to it and recover the same from you and to take such other action as it deems proper in the event of your failure to account for such material or property to its satisfaction.

ix. **Return of the Company's Property and records:** Upon termination of your employment, you shall forthwith hand over any letter of authority or power of attorney issued in your favour and any property or material of the Company or any of its affiliates or associated companies in your possession at the time of cessation of your employment with the Company. You shall also return to the Company all documents, files, records, keys, and other property of the Company in your possession regardless of the media on which such items are stored, and you shall not retain any copies or duplicates thereof.

x. **Authorizations for activities:** You will not enter into any commitments or dealings on behalf of the Company for which you have not been expressly authorised nor will you 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 written consent of the Company. You will avoid any issue which may result in a conflict between your personal interests and the interests of the Company in dealing with suppliers, customers and all other organizations or individuals doing or seeking to do business with the Company.

xi. **Non-disparagement:** You agree that you shall act with the highest standards of propriety and professionalism and shall not criticize, ridicule or make any statement which disparages or is derogatory of the Company, any of its affiliate or associated companies or any other employee or business associate of the Company or any of its affiliates or associated companies in any public or non-public communication with any customer, client or member of the investment community or media or in any communication whatsoever.

xii. **Confidential nature of terms of employment:** You agree that, save and except as may be required by applicable law, (with the prior consent of the Company), you shall not disclose the terms of your employment to any person.

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xiii. Enforceability: You acknowledge and agree that any violation of any of your duties and responsibilities may result in irreparable damage to the Company, and, accordingly, the Company may obtain injunctive and other equitable relief for any breach or threatened breach of such duties and obligations, in addition to any other remedies available to the Company.

You agree that the restrictions and remedies contained herein are reasonable and that it is your intention that such restrictions and remedies shall be enforceable to the fullest extent permissible by law. If it shall be found by a court of competent jurisdiction that any such restriction or remedy is unenforceable but would be enforceable if some part thereof were deleted or the period or area of application reduced, then such restriction or remedy shall apply with such modification as shall be necessary to make it enforceable.

Further, you hereby agree to indemnify and keep fully and effectively indemnified and hold harmless the Company, its affiliates, associates subsidiaries, and the directors, trustees, officers, employees, agents, authorized representatives and successors of all the foregoing from and against any and all claims, suits, actions, legal or other proceedings, demands, damages, liabilities, interest, costs, expenses (including attorney fees), and losses of whatsoever kind or nature incurred or sustained by Company or any of the third party directly or indirectly arising due to breach of any of obligations mentioned in the letter of employment and/or these terms and conditions.

04. TERMINATION OF EMPLOYMENT:

i. Employment At-Will: You acknowledge that your employment is and shall continue to be AT-WILL. This means that you have the right to terminate your employment with the Company at any time without providing any reason in accordance with the provisions hereof. Similarly, the Company may terminate your employment with or without cause at any time and for any reason in accordance with the provisions hereof. Accordingly, this letter of employment is not to be construed or interpreted as containing any guarantee of continued employment. As such, the recitation of certain time periods in this letter is solely for the purpose of defining your compensation. It is also not to be construed or interpreted as containing any guarantee of any particular level or nature of compensation.

ii. Superannuation: In the normal course, you will retire from the company on attaining superannuation at the age of 58 years.

iii. Absenteeism: If you absent yourself without leave or remain absent beyond the period of leave originally granted or subsequently extended, you shall be considered as having voluntarily terminated your employment without giving any notice unless you:

a. return to work within 8 days from the commencement of such absence, and

b. give an explanation to the satisfaction of the Company regarding such absence

iv. Medical Fitness: The Company has the right to request you to get yourself medically examined by a certified medical practitioner specified by the Company during the tenure of your employment. In case you are found to be medically unfit to perform your duties, your employment may be terminated.

v. Notice Period: Notwithstanding anything contained herein, the Company, in its sole discretion, may terminate your employment without cause by giving one month notice in writing or payment of one month Basic Salary on a pro rata basis, in lieu thereof. Similarly, you may resign from the Company's employment without cause by giving one month notice in writing or by payment of one month Basic Salary on a pro rata basis, in lieu thereof. In the event of your resignation, the Company may in its sole discretion opt to accept the same and relieve you prior to the completion of the stipulated notice period of one month, without any pay in lieu of the notice period.

vi. Termination for Misconduct: Your services are liable to be terminated without any notice or salary in lieu thereof for fraud, misconduct, negligence or breach of any of the terms and conditions of your letter of employment which includes this Annexure C. Without prejudice to the general meaning of the term "misconduct", "misconduct" shall include any case of reasonable suspicion of misconduct, disloyalty, commission of an act involving moral turpitude, or any action of indiscipline or inefficiency.

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vii. Non-compete: In the event of your separation from the Company for any reason whatsoever, you will not take up any job or assignment either full time or otherwise, either directly or indirectly, for a period of three months from the date of separation in any industry or business involved in similar/competing business as the Company or any of its affiliates or associate companies.

viii. Recovery of Payments: (If applicable) Payments made towards recovery of notice period by your previous employer and relocation expenses by us will be recovered in full in the event of your separation from the Company prior to completion of 1 year from joining the Company.

05. GENERAL:

i. Training: You may be selected and sponsored by the Company for familiarization/ training assignments with our technical collaborators or any other institutions/ organizations in India and/or abroad, based on terms and conditions stipulated at such time. You will diligently and beneficially take part in the training and such assignments in accordance with Company policies and directives.

ii. Rules, Regulations and Policies on Ethics: You will be governed by the service rules, regulations and policies including conduct, discipline and administrative orders and any such other rules or orders of the Company that may come into force from time to time. You must observe the policies that the Company publishes / notifies from time to time. These policies include requirement that you maintain the highest standards of conduct and act with the highest ethical principles.

a. You must not do anything that may be a conflict of interest with your responsibilities as an employee.

b. You are required to read and understand all policies applicable to you, all of which are available in the Reliance Management System ("RMS") portal. If you have any questions, now or in the future, please ask the Human Resources Department through the Query Management System in the ESS portal. You may also be required to sign and abide by the Policy on Ethics of the Company and undertake to sign such declarations that the Policy may demand from time to time.

c. Women employees will be entitled to all the statutory benefits provided by the Company under the Maternity Benefit Act 1961, and its subsequent amendments, if any, details of which are set out in the RMS/ESS portal.

iii. Media Interaction: You will not interact with the media - electronic, print or otherwise in

a. India or overseas, during or outside work hours, either in your own personal capacity or on behalf of the Company unless you have express and direct approval from the Company to interact with the media as a representative of the Company. Only persons duly authorized by the Company are permitted to interact with media and then only on specified subjects. Disclosure of any information other than those specifically authorized by the Company is prohibited.

b. Disclosure of information on proceedings of meetings (board / committee / internal) and disclosure of forward-looking statements is prohibited unless such disclosure is specifically approved by the Company.

c. You shall also not disclose non-public information selectively to any particular group as it may lead to unfair advantage / discrimination.

d. For any outside publication of books, articles or manuscripts which relate in any manner to the Company's business, policies and processes, you are required to obtain prior written approval of the Company prior to its publication or release.

e. Any violation of the Company's media policy, will tantamount to a breach of the terms and conditions of employment and may result in termination of the contract.

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iv. **Jurisdiction:** The letter of employment is made at Mumbai and competent courts of Mumbai shall have jurisdiction over any dispute or difference whatsoever arising out of, under, in relation to or in connection with the letter of employment or breach hereof or in respect of any matter or thing herein contained.

v. **Entire Agreement:** This contract and the document referred to herein contain the entire agreement and understanding of the parties with respect to the subject matter hereof and shall supersede any and all prior or contemporaneous communications, representations, or agreements between the parties, whether oral or written, regarding the subject matter of this contract.

vi. **Age:** Your age mentioned in the Matriculation / Higher Secondary Certificate / Passport will be deemed to be the conclusive proof of your date of birth.

vii. **Change of address:** You will intimate in writing to the Company any change of your residential address within a week of the same changing, failing which any communication sent to you on your last recorded address shall be deemed to have been duly served on you.

viii. **Passport:** You are required to have a valid passport at all times and ensure that the same is renewed from time to time.

ix. **Suspension:** You may be placed under suspension pending enquiry into the charges of misconduct or any other breach hereof. The salary for the suspension period will be paid to you only if you are found not guilty of any of the charges for which you are suspended and not otherwise.

x. **Travel:** You shall make your own transport arrangements to and from the place of work.

xi. **Documentation:** Please submit the following documents, if not submitted earlier:

a. Certificates in support of your educational professional qualifications, experience, date of birth and other testimonials in original together with copies thereof.

b. Three copies of your recent passport size photographs with blue background.

c. Relieving letter and salary certificate from your last employer, in case you are/were employed.

xii. **Severability**: If any term or provision of this letter of employment shall be held to be invalid for any reason whatsoever, such invalidity shall not affect the validity, operation or enforceability of the remainder hereof. If the remainder of this letter is not materially affected by such declaration or finding and is capable of substantial performance, then that term or provision or part thereof shall to that extent be deemed not to form part of this letter of employment and such provision shall be replaced by a substitute provision that is legal and enforceable and is as nearly as possible consistent with the intentions underlying the original provision.

xiii. **Non Waiver**: No delay or omission on the part of Company in exercising any right, power, privilege or remedy in respect of your employment terms shall neither impair such right, power, privilege or remedy, or be construed as a waiver of it, nor shall any single partial exercise of such right, power, privilege or remedy, preclude any further exercise of it or the exercise of any other right, power, privilege or remedy.

I confirm that I have read and understood the terms and conditions set out herein and unconditionally and irrevocably accept the above terms and conditions.

Employee Name: Krutikkumar Tejaskumar Patel

Signature:

Date: 5 Jul 2022

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Reliance
Industries Limited

Date: 4 Jul 2022

Ref: RIL/80185109/30031419/040722/2050

Dear Keyur Pipaliya,

Letter of Appointment

With reference to written tests / interview you had with Reliance Group of Companies, we are delighted to appoint you in the position "Graduate Engineer Trainee - Chemical" in Group , based upon following terms and conditions.

Documentation

This appointment letter consists of the below mentioned attachments:

A compensation term sheet
Components of Compensation
Terms and conditions
Other applicable paperwork based upon your specific needs

You are required to read these before you commence your employment

01. Place of Posting

Your initial place of posting will be at the place of your training. During your training period, you may be posted / transferred / to any of the offices / projects / divisions / departments / units of the company existing or to be set up at any location in India or abroad without any additional remuneration. Your services are also liable to be transferred to any of the group companies.

You will report for training on or before **04-Aug-22** failing which this letter of appointment shall automatically stand withdrawn and cancelled.

02. Mandatory Criteria:

i. Score eligibility:
Your appointment is subject to your securing minimum CGPA of 6.0 / 60% & above marks over 8 semesters, wherever applicable.

ii. Pre-employment Medical Check:
Pre-employment Medical Check clearance from RIL certified doctor. System generated information will be received for initiating the same on acceptance of this appointment letter.

03. Confirmation:

You will be under training for a period of one year from the date of joining the Company. During training you will be undergoing various assessments at the end of which there will be a final assessment. Your confirmation on permanent rolls of the company solely depends on the discretion of the management and the same is not a matter of right in any manner whatsoever.
Management reserves the right to terminate your training either during the training period or on completion of the same without assigning any reasons whatsoever.

(This letter is computer generated and does not necessarily require a signature)

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We would also like to draw your particular attention to our Values and Behaviours. We have six values that express our shared understanding of what we believe, how we aim to behave and what we aspire to be as an organisation. Our values are about delivering customer value, having an ownership mind-set, showing respect and integrity, pursuing excellence and being one team.

Next Steps

This is system generated appointment letter based on the offer letter received. Please confirm your acceptance of this appointment letter by clicking 'Accept' button online. This letter of appointment shall automatically stand withdrawn in case we do not receive your acknowledgement online within ten days from receipt of this letter.

This offer of employment is subject to you providing all of the information and documentation requested BEFORE you commence employment with us. All information / documentation submitted by you will be considered as submitted on your own freewill and consent.

This appointment is confidential and you must not discuss this or disclose any documentation related to it with anyone other than your immediate family. Any disclosure of the details of this offer to a third party other than your immediate family may result in withdrawal of the offer.

We reserve the right to withdraw our offer of employment/terminate your employment with us without assigning any reason whatsoever thereof, or delay your start date if you do not provide the required information and documentation within the required timelines or if during this process you intentionally leave out any information or provide any information which is inaccurate or untrue.

In case of any dispute regarding interpretation of any word or clause of this latter, the decision of the management shall be final and binding.

We look forward to your joining out team for a long, successful and pleasant association.

Sincerely yours,
Reliance Industries Ltd.

Authorized Signatory

(This letter is computer generated and does not necessarily require a signature)

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Reliance
Industries Limited

ANNEXURE A

1.1 Annual Compensation Summary

ANNEXURE 1.1 - A		
Name: Keyur Pipaliya		
Compensation Breakup	**Monthly (INR)**	**Annual (INR)**
Basic Pay	21,402	2,56,827
House Rent Allowance	10,701	1,28,414
Residual Choice Pay	22,395	2,68,744
Insurance		
Group Personal Accident Insurancee Premium (GPAI)	57	679
Group Term Life Insurance Premium (GTLI)	400	4,794
Medical Insurance Premium* (Self, Spouse, 3 Dependent Children & Dependent Parents)	3,947	47,369
SUB TOTAL - I	58,902	7,06,827
Employer's Contribution to Provident Fund: PF (12% of Basic Pay)	2,568	30,819
Gratuity (4.81% of Basic Pay)	1,029	12,353
SUB TOTAL - II	3,598	43,173
TOTAL- FIXED PAY [I + II]	62,500	7,50,000

Residual Choice Pay can be distributed among the following Tax Friendly elements - HRA, LTA, Conveyance Allowance, Office Wear Allowance, Children Education Allowance, Food & Beverage Coupons, Gift Vouchers and Fuel & maintenance Expenses. Remaining amount will be paid as "Residual Choice Pay", as applicable.

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1.2 Tax Status of compensation elements

Below table shows all of the Total Pay components and their taxability status.

S.No.	Total Pay Components	Taxability Status (as per prevailing norms)
I	**Base Salary**	
a.	Basic Salary	Taxable
b.	Provident Fund Contribution (PF)	Please refer Annexure B
c.	Gratuity	Please refer Annexure B
II	**Choice Pay**	
a.	Medical Reimbursement	Taxable
b.	Food Coupon	Tax exempt subject to conditions
c.	Gift Coupon	Tax exempt subject to conditions
d.	Leave Travel Allowance (LTA)	Tax exempt subject to conditions
e.	Office Wear Allowance (OWA)	Tax exempt subject to conditions (only applicable to locations having a 'Uniform Policy')
f.	Children's Education Allowance (CEA)	Tax exempt subject to conditions
g.	Children's Hostel Allowance (CHA)	Tax exempt subject to conditions
h.	Residual Choice Pay (RCP)	Taxable
i.	**Vehicle**	
1.	Company Lease Vehicle Scheme	Tax exempt (up to the value of EMI)
2.	Fuel and Vehicle Maintenance Reimbursement	Tax exempt (Taxable Perquisite Notional Value)
3.	Conveyance Allowance	Taxable
j.	**Housing**	
1.	House Rent Allowance (HRA)	Tax exempt subject to conditions
2.	Company Accommodation (where it is provided)	Taxable Perquisite
k.	**Insurance**	
1.	Group Personal Accident Insurance Premium (GPA)	Tax exempt
2.	Group Term Life Insurance Premium (GTLI)	Tax exempt
3.	Medical Insurance Premium	Tax exempt
III	**Annual Cash Bonus (ACB) / Performance Linked Incentive (PLI)**	Taxable, If Applicable

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Please Note:-

- The income tax calculation is provisional and is based on the current income tax rules (**Rules**). Any change in the Rules may impact the income tax projections.

- You shall bear and pay the tax liabilities, if any, applicable in relation to all the perquisites or benefits provided to you in accordance with the provisions of this Agreement. Please note that all the details set out above are indicative and subject to change with change in Indian tax policies and rules.

- Employee shall be solely responsible for the payment of any and all taxes on salary / income, employee benefits and personal income. You are advised to get updated information in relation to the income tax calculation on your salary from independent external advisors

- Fixed Pay elements like fuel and maintenance reimbursement, office wear allowance, medical reimbursement, LTA will be reimbursed at actuals based on the bills submitted and in case the reimbursement amount falls short of the amount chosen, the balance will be paid as taxable allowance.

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Annexure B

Components of Total Pay

The Company follows a Total Pay structure that reflects the total cost of an employee to the Company this includes all direct and indirect payments including all benefits, perquisites, subsidies, and Annual Cash Bonus (**ACB**) / Performance Linked Incentive **(PLI)**. This structure is being followed so as to provide flexibility to the employees in structuring their compensation package. The components within each category of payments are discretionary and these components may be changed by the Company from time to time without notice.

The main components under the Total Pay structure are as follows:

I. Components of Compensation

1. **Base Salary:** This is first part of the total pay, which may include Basic Salary, PF and Gratuity

   a. **Basic Salary:** This is the base pay component of the fixed pay and is the reference salary for provident fund and gratuity contribution.

   b. **Provident Fund (PF)**:

   The contributions payable by the Employer under the scheme shall be at the rate specified under the Employees' Provident Funds and Miscellaneous Provisions Act, 1952 (**PF Act**). The current rate of contribution is 12% of PF Salary. Employee also contributes an equal amount from employee's monthly salary, as per PF Act. Both of these are remitted on a monthly basis to the Company's PF Trust / RPFC.

   Out of the Employer's contribution, a portion (presently 8.33% of PF Salary subject to a maximum of INR 1250) is deposited into the Employees' Pension Scheme. The part of the company's contribution deposited under Employees' Pension Scheme to RPFC is to provide employees with pension on retirement or after completion of a specified period of service. TDS recovery from PF settlement will be as per the relevant provision of the Income Tax Act, 1961.

   Benefits associated with Employees' Provident Fund and Employees' Pension Scheme will be as per the prevailing rules and regulations outlined in the Employees' Provident Funds and Miscellaneous Provisions Act, 1952. Employees are advised to refer to EPFO site (http://www.epfindia.com/) for detailed rules, procedures and any other updates.

   Please note that the contribution amounts, limits, withdrawals and other rules applicable to the PF and pension are subject to applicable Indian laws in force from time to time. Employee is bound to adhere to all changes in the applicable law. Any implications on contribution, accumulation and withdrawal conditions outlined in the Employees' Provident Fund and Employees' Pension Scheme is to be borne by the employee. To understand implications associated with any such change in relevant laws or the Employees' Provident Fund and Employees' Pension Scheme, employees are recommended to solicit independent external advice.

   c. **Gratuity**

   Employer's contribution to the Company's Gratuity Fund will be as specified under 'The Payment of Gratuity Act ,1972'. Currently, the Employer's contribution to the Company's Gratuity fund is @ 4.81% of Basic Salary. Gratuity shall be payable to an employee on completion / end of their employment with the Company provided employee has rendered continuous service for a minimum period of 4 years and 240 days. However, eligibility for contribution to the Gratuity Trust / Fund commences from the first day of employment and in the event of separation prior to such 4 years and 240 days, the same will be paid as ex-gratia, except in case of separation due to disciplinary grounds.

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Gratuity is calculated as follows:

(Last Drawn Salary / 26 Days) x 15 days x Number of completed years of service (In the case of death, the minimum service requirement does not apply)

For every completed year of service or part thereof in excess of 6 months, the employer will pay the employee gratuity at the rate of 15 days wages based on the rate of wages last drawn by such employee. Income Tax on the gratuity payment will be applicable as per Income Tax Rules. In the event an employee fails to complete 4 years and 240 days of continuous service, ex-gratia will be paid up to the amount of gratuity accumulated and will be subject to prevailing Income Tax Rules.

Maximum Amount of Gratuity which will be exempt from Income Tax will be as per 'The Payment of Gratuity Act, 1972'.

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2. Choice Pay :

This is second part of the total pay. Subject to eligibility and availability of amount mentioned under various components in Annexure A, an employee may opt for all the allowances or combination of them

a. Medical Reimbursement

Employee may opt for medical reimbursement for expenses incurred by the employee to meet health related expenditure, such as medicines, doctor's fees etc. of the employee and employee's family members. Medical expenses up to a maximum of INR 15,000 per annum will be reimbursed at actuals against production of bills.

This component is taxable.

b. Food Coupons

Employee may opt for Sodexo / Accor Pass Meal Vouchers. These are food coupons that can be exchanged for food and beverages at all approved affiliated establishments across India.

However, once purchased, these coupons cannot be redeemed for cash.

c. Gift Coupons

Employee may opt for gift coupons. Company provides Sodexo / Accor Pass Gift Vouchers that can be used to buy dailynecessities at over 6000 affiliated establishments across India.

However, once purchased, these coupons cannot be redeemed for cash.

Up to INR 5,000 per annum is tax exempt.

d. Leave Travel Allowance (LTA)

Employee may opt for LTA. It refers to reimbursement by Company of actual expenses incurred only on travel by employee along with their dependents to any place within India. Expenses such as hotel accommodation, sightseeing, food etc. are not eligible to be reimbursed as LTA or for tax exemption. The following qualifying criteria are to be met for claiming LTA:

1. Employee must necessarily take 5 days of continuous Privilege Leave.
2. The family for this purpose includes spouse, unmarried dependent children (maximum of two only), parents and dependent brothers and sisters.
3. No advance is given towards LTA. It must be claimed as a reimbursement against actual bills and travel documents.

Entitlement: Employee has to decide on the quantum of LTA (could be up to 2 months' basic salary) that employee wishes to avail as part of employee's choice pay component. This choice has to be made by employee initially at the time of joining and thereafter at the beginning of each financial year. A mid-year change in the quantum of LTA is not permissible.

As per current Income Tax rules, tax exemption for LTA is allowed twice in a block of 4 calendar years. Tax authorities have defined the current 4 year block as being from 1 January 2018 - 31 December 2021.

The quantum of exemption is subject to following maximum limits depending on the mode of transport used or available:-

1. Journey by air: Economy class air fare of national carrier by shortest route or the actual amount spent, whichever is lesser
2. Journey by rail: AC first class fare by shortest route or the actual amount spent, whichever is lesser
3. Place of origin and place of destination connected by rail but journey performed by other mode of transport: AC first class fare by shortest route or the actual amount spent, whichever is lesser
4. Place of origin and place of destination not connected by rail (partially or fully) and not connected by other recognized public transport system: AC first class fare by the shortest route or the actual amount spent, whichever is lesser

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e. Office Wear Allowance (OWA)

Only employees' working at locations where a `Uniform Policy' is in place may opt for OWA.

OWA is an allowance provided to employees to meet expenditures incurred by employee towards purchase of uniform to be worn at the workplace.

OWA is tax exempt subject to the following limits:-

a. For all Grade: INR 24,000

f. Children's Education Allowance (CEA)

Employee may opt for CEA to meet education expenses of their children.

INR 100 per month per child subject to a maximum of two children is tax exempt

g. Children's Hostel Allowance (CHA)

Employee may opt for CHA to meet hostel expenses of their children.

INR 300 per month per child subject to a maximum of two children, is tax exempt

h. Residual Choice Pay (RCP)

The balance un-utilized amount is paid under the salary head as "Residual Choice Pay" and is subject to tax.

Please note that you are required to make a declaration within 7 days of joining the Company and at the beginning of each financial year and thereafter from time to time within the timelines notified by the company, regarding the amounts to be claimed under each expense mentioned above. You are required to submit all bills and other supporting documents on or by 15th January for each financial year

i. Vehicle

1. Company Leased Vehicle Scheme (CLV)

As part of the compensation structure the company offers an option of availing a vehicle under the prevailing company vehicle policy, subject to eligibility. The major features of the scheme are as follows:

Parameter	Four Wheeler
Scheme Details	Company Leased Vehicle (CLV)
EMI Calculation Base	Vehicle Invoice Value (Final on-road price, excluding taxes)
EMI Limit	Grade `H' and above - upto 100% of Residual Choice Pay Grade `I' and below - upto 50% of Residual Choice Pay
Interest rate	11.5 % per annum on monthly reducing balance basis
Vehicle Cost Limit	NA
Tenure	2 to 4 Years (Upto 48 Instalments)
Insurance Coverage Options	1.Comprehensive 2.Bumper to Bumper (Zero depreciation)

Mandatory debits towards Vehicle Insurance would be applicable to those opting this scheme.

The company vehicle policy provides more details regarding the vehicle scheme.

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2. Fuel and Vehicle Maintenance Reimbursements

All employees covered by the Company Vehicle Scheme are eligible for fuel and vehicle maintenance reimbursements. Employees using self-owned vehicles are also eligible for such reimbursement.

The limits for Fuel & Vehicle Maintenance for Own Vehicles and Vehicles under Company Vehicle Scheme are as under:

Level	4 Wheeler	2 Wheeler
All Grades	INR 1,80,000 p.a.	INR 36,000 p.a.

In case an employee is using a self-owned vehicle, employee needs to maintain a vehicle usage log in the system (ESS). Tax exemption will be available upto the limits set out above, subject to submission of supporting documents.

3. Conveyance Allowance

To be opted by an employee to meet the expenditure incurred for the purpose of commuting between place of employee's residence and place of employee's duty. However, this option may be availed only if the employee is not opting for fuel and maintenance reimbursement.

This component is taxable.

j. Housing

1. House Rent Allowance (HRA)

House Rent Allowance is paid in respect of expenses incurred on rented accommodation.

As per Section 10(13A) and Rule 2A of the Income Tax Act and Rules respectively, the lesser of the following is

exempt from tax-

1. An amount equal to 50% of the salary, where the residential house is situated at Mumbai, Kolkata, Delhi or Chennai and an amount equal to 40% of salary where the residential house is situated at any other place;
2. House rent allowance received by the employee in respect of the period during which the rental accommodation is occupied by the employee during the previous year
3. The excess of rent paid over 10% of salary

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2. Company provided Accommodation

In case the employee is opting for an accommodation provided by the company, the basis of valuation will be as under-

Population of City as per 2001 census where Accommodation is provided	Where the Accommodation is owned by the Employer	Where the Accommodation is taken on lease or rent by the Employer
Exceeding 25 lakhs	15% of Salary in respect of the period during which the accommodation is occupied by the Employee	1. 15% of Salary; or 2. Lease rent (paid or payable) by the Employer, whichever is less
Exceeding 10 lakhs but not exceeding 25 lakhs	10% of the Salary in respect of period during which the accommodation is occupied by the Employee	
Any other	7.5% of the Salary in respect of period during which the accommodation is occupied by the Employee	

k. Insurance

i. Group Personal Accident Insurance (GPA)

All Employees are mandatorily covered under the Group Personal Accident Insurance scheme.

The sum insured is INR 25 lakhs and the corresponding debit towards premium is INR 679 per annum.

Benefit Clauses:

1. Death: 100% of sum insured
2. Permanent Total Disablement: 100% of sum insured as per insurance policy
3. Permanent Partial Disablement: varies from 1% to 75% of sum insured as per insurance policy
4. Temporary Total disablement: 1% of capital sum insured per week subject a maximum of INR 5000 per week for a period of 100 weeks.

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ii. Group Term Life Insurance (GTLI)

All employees are mandatorily insured under Group Term Life Insurance. The insured amount and corresponding premium [mandatory debit] are as follows:

Fixed Pay (Base Pay + Choice Pay)	Sum Assured	Mandatory Debit (per annum)
Up to INR 24,99,975	INR 25 Lakhs	INR 4,794
From INR 24,99,975 to below INR 49,99,975	INR 50 Lakhs	INR 17,679
From INR 49,99,975 to below INR 74,99,975	INR 75 Lakhs	INR 26,520
INR 74,99,975 and above	INR 100 Lakhs	INR 36,167

Benefit Clause: -

Total sum assured is payable to the employee's nominee upon death of the employee. However, nothing is payable on survival.

iii. Medical Coverage

The Company endeavors to ensure that financial support is available to all employees to meet their medical needs and those of their dependent family members. All employees are mandatorily covered under this scheme. The coverage and mandatory debits in respect of the same are as follows-

Level	Family Definition	Benefits of Mandatory Coverage
B to F: Company's Management Medical Scheme	Self, Spouse, 3 dependent children (up to 25 years)	Floater Mediclaim Policy of INR 5 Lakhs, Plus Additional floater Mediclaim policy of Domiciliary reimbursement at actuals (as per INR 5 Lakhs the Management Medical Scheme)
	Dependent parents	Floater Mediclaim coverage of INR 5 Lakhs irrespective of the number of members covered, Plus Additional floater Mediclaim policy of INR 5 Lakhs
	1. Hospitalization room category up to Deluxe Single AC Room 2. Dental treatment reimbursement up to INR 15,000 per family p.a. (cosmetics not covered) 3. Full time Retainers shall be covered as per commitment / joining terms 4. For non-allopathy (e.g. Homeopathy, Ayurveda, Unani or other Medical practitioner) treatment, the medical practitioner should be registered as per the guidelines of Indian Medical Association	
G to Below: Group Mediclaim Policy	Family of 7 members - Self, spouse, 3 dependent children (up to 25 years), 2 dependent parents	Floater Mediclaim coverage of INR 5 Lakhs irrespective of the number of members covered, Plus Additional floater Mediclaim policy of INR 5 Lakhs
	1. Hospital Room Category - Eligibility of up to Non- Deluxe Single AC Room 2. Sub limit of Maternity benefit (for first three children) up to INR 50,000 3. Sub limit for OPD basis treatment for Dental INR 1,500 (excluding the cost of dentures, bridges, crowns, scaling, filling, cleaning, polishing and cosmetic dentistry) 4. Sub limit for OPD basis treatment for Eye INR 500 (excluding cost of contact Lens, spectacles and cosmetic treatments)	

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Medical Insurance Debits:

F & Above grades :

- INR 30,864 per annum per person for self and spouse
- INR 15,944 per annum per child (upto 25 years)
- INR 13,841 per annum for **Additional Medical floater** cover of INR 5 Lakhs for self, spouse and child covered under mandatory policy
- INR 33,528 per annum for dependent parents
- INR 13,841 per annum for **Additional Medical floater** cover of INR 5 Lakhs for parents.

G & Below grades :

- INR 33,528 per annum per family unit of 7 members
- INR 13,841 per annum for **Additional** Medical floater cover of INR 5 Lakhs

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Reliance
Industries Limited

Annexure C

Terms and Conditions

01. MEDICAL FITNESS & VERIFICATION OF PARTICULARS:

Your appointment is subject to:

i. Medical Fitness: Your being declared medically fit by a Medical Officer or by a Doctor specified by the Company .

ii. Verification of Particulars: In case the particulars mentioned in your application or the representations or warranties or any other information provided by you are found to be false, inaccurate or unsatisfactory, your services would be liable for termination at any time without any notice or any compensation in lieu thereof.

02. REPRESENTATIONS AND WARRANTIES:

The Company's agreement to continue to employ you and the compensation and benefits payable to you are in consideration of the terms, covenants, and conditions stated in the offer of employment including this Annexure C, and you represent, warrant and covenant to the Company that:

i. You are under no contractual or other restriction or obligation which is inconsistent with the terms or conditions contained herein, the performance of your duties hereunder, or the other rights of the Company hereunder;

ii. You are under no physical or mental disability that may hinder the performance of your duties / obligations contained herein;

iii. You shall not raise any issue as to the reasonableness of the terms, covenants, or conditions contained herein in any proceeding to enforce these terms, covenants and/or conditions;

iv. You have full right and authority to execute this contract and that you are not bound by any contract or arrangement, including any employment contract, bond or covenant not to compete, that is inconsistent herewith

v. These terms, covenants, and/or conditions shall survive the termination of your employment with the Company.

You acknowledge that the terms, covenants, and conditions set forth herein are essential for the Company's protection and are not unreasonable and that the Company has relied on these representations, warranties, and covenants provided by you.

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03. DUTIES AND RESPONSIBILITIES:

i. **Exclusivity:** You agree to perform your duties, responsibilities and obligations efficiently and to the best of your ability exclusively for the Company. You agree that you will devote all of your working time, attention and best efforts in performing your duties, responsibilities and obligations throughout the term of employment. You also agree that you will not engage in any other employment or business activities during the terms hereof. You agree that all of your activities as an employee of the Company shall be in conformity with all the policies, rules, regulations and directions of the Company, as applicable from time to time.

ii. **Non Solicitation:** You will not, during the term of your employment or at any time thereafter, without the prior written consent of the Company, directly or indirectly, solicit for employment, or employ or otherwise contract for the services of, any person who is employed or engaged (either as an employee or consultant) by the Company or any of its affiliates or associated companies or directly or indirectly induce any such employee to leave their employment.

This covenant shall survive the termination of your employment with the Company.

iii. **Other Interests:** You shall not seek membership of any local or public bodies without first obtaining written permission from the Company.

iv. **Controlling Interest:** You agree that, so long as you are employed by the Company, you will not own, directly or indirectly, any controlling or substantial shareholding or other beneficial interest in any business enterprise or entity which is engaged in, or is in competition with, any business engaged in by the Company or any of its affiliates or associated companies. Notwithstanding the foregoing, you may own, directly or indirectly, up to 5% of the outstanding securities of any business or entity whose securities are traded on any national stock exchanges or in the over-the-counter market.

v. **Work hours:** Your working hours at your place of posting shall be as per the rules and regulations of the Company, as specified from time to time. However, you may be required to work additional hours, from time to time, to carry out your duties and responsibilities effectively.

vi. **Confidentiality and Non-disclosure:** You shall keep confidential and not disclose to any person or entity any information received or that comes to your knowledge during the course of your employment including in relation to the Company, its affiliates, associated companies, and third parties, in relation to any of our or their businesses or operations, particulars or details of manufacturing processes, technical know-how, security arrangements, analysis, compilations, forecasts, studies, summaries, notes, ideas(whether patentable or not), schematics, trade secrets, technology, customer lists (potential or actual) and other customer-related information, supplier information, sales statistics, pricing information, market intelligence, marketing and other business model/strategies, administrative organizational matters and any other information important for the Company. This shall include information in relation to third parties received by the Company in relation to any transaction being contemplated by the Company. Your obligation to maintain confidentiality of such information shall continue notwithstanding expiry or termination of your employment with the Company.

Third party Confidential obligations & prevention of IP contamination: You shall not use or disclose to the Company any confidential information of any third party received by you in your personal capacity from such a third party under an obligation of confidentiality, or knowingly induce use of such information in the business of the Company. Your employment/engagement with the Company shall not violate any obligation of confidentiality or non-solicitation of employment/assignment with any other party and that in case you are made aware of any such change in circumstances, you will inform the Company immediately of such change in the circumstances. You shall refrain from using/applying information/data in your current employment which qualifies as third party intellectual property to avoid any potential scenario of Intellectual Property contamination.

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vii. **Proprietary Rights:** You will disclose to the Company forthwith any discovery, invention, process or improvement made or discovered by you while in the service of the Company or thereafter, and all the rights, title, interest in such discovery, invention, process or improvement shall automatically belong absolutely to the Company and be the sole, absolute and exclusive property of the Company immediately upon discovery, invention or creation of process or improvement, whether or not delivered to the Company. If and when required to do so by the Company, you shall at the Company's expense, take out or apply for letter's patent, licenses or other rights, privileges or protection as may be directed by the Company in respect of any such discovery, invention, process or improvement so that the benefit thereof shall accrue to the Company and you will execute and deliver all such deeds and documents, including in particular instruments of assignment and do all such acts and things as may be required by the Company for assigning, transferring or otherwise vesting all rights, title and interest in the same and all benefits arising in respect thereof in favor of the Company or its nominee.

You will assign (and you hereby do assign) in perpetuity to the Company or its nominee all of your rights to all such new ideas (including all inventions), and to applications for patent or copyrights in all countries, if any, and execute such documents and take such lawful action as may be reasonably required to assign such new ideas to the Company or its nominee.

You will execute and deliver promptly to the Company (without charge to you but at the expense of the Company) such written instruments and cooperate and do such other acts as the Company in its sole discretion deems necessary or desirable to assign and transfer title in such new ideas to the Company and / or its nominee and to assist the Company in preserving the property right in such new ideas (including against forfeiture, abandonment, or loss) and to vest the entire right and title and interest therein exclusively in the Company and / or its nominee.

viii. **Safe-keeping of Company's property:** You will be responsible for safe keeping of and returning in good order and condition all properties of the Company, its affiliates and associated companies which may be in your possession, custody, care or charge or being used by you. In case of loss of any such property, the Company will be entitled to assess the value of the loss / damages caused to it and recover the same from you and to take such other action as it deems proper in the event of your failure to account for such material or property to its satisfaction.

ix. **Return of the Company's Property and records:** Upon termination of your employment, you shall forthwith hand over any letter of authority or power of attorney issued in your favour and any property or material of the Company or any of its affiliates or associated companies in your possession at the time of cessation of your employment with the Company. You shall also return to the Company all documents, files, records, keys, and other property of the Company in your possession regardless of the media on which such items are stored, and you shall not retain any copies or duplicates thereof.

x. **Authorizations for activities:** You will not enter into any commitments or dealings on behalf of the Company for which you have not been expressly authorised nor will you 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 written consent of the Company. You will avoid any issue which may result in a conflict between your personal interests and the interests of the Company in dealing with suppliers, customers and all other organizations or individuals doing or seeking to do business with the Company.

xi. **Non-disparagement:** You agree that you shall act with the highest standards of propriety and professionalism and shall not criticize, ridicule or make any statement which disparages or is derogatory of the Company, any of its affiliate or associated companies or any other employee or business associate of the Company or any of its affiliates or associated companies in any public or non-public communication with any customer, client or member of the investment community or media or in any communication whatsoever.

xii. **Confidential nature of terms of employment:** You agree that, save and except as may be required by applicable law, (with the prior consent of the Company), you shall not disclose the terms of your employment to any person.

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xiii. Enforceability: You acknowledge and agree that any violation of any of your duties and responsibilities may result in irreparable damage to the Company, and, accordingly, the Company may obtain injunctive and other equitable relief for any breach or threatened breach of such duties and obligations, in addition to any other remedies available to the Company.

You agree that the restrictions and remedies contained herein are reasonable and that it is your intention that such restrictions and remedies shall be enforceable to the fullest extent permissible by law. If it shall be found by a court of competent jurisdiction that any such restriction or remedy is unenforceable but would be enforceable if some part thereof were deleted or the period or area of application reduced, then such restriction or remedy shall apply with such modification as shall be necessary to make it enforceable.

Further, you hereby agree to indemnify and keep fully and effectively indemnified and hold harmless the Company, its affiliates, associates subsidiaries, and the directors, trustees, officers, employees, agents, authorized representatives and successors of all the foregoing from and against any and all claims, suits, actions, legal or other proceedings, demands, damages, liabilities, interest, costs, expenses (including attorney fees), and losses of whatsoever kind or nature incurred or sustained by Company or any of the third party directly or indirectly arising due to breach of any of obligations mentioned in the letter of employment and/or these terms and conditions.

04. TERMINATION OF EMPLOYMENT:

i. Employment At-Will: You acknowledge that your employment is and shall continue to be AT-WILL. This means that you have the right to terminate your employment with the Company at any time without providing any reason in accordance with the provisions hereof. Similarly, the Company may terminate your employment with or without cause at any time and for any reason in accordance with the provisions hereof. Accordingly, this letter of employment is not to be construed or interpreted as containing any guarantee of continued employment. As such, the recitation of certain time periods in this letter is solely for the purpose of defining your compensation. It is also not to be construed or interpreted as containing any guarantee of any particular level or nature of compensation.

ii. Superannuation: In the normal course, you will retire from the company on attaining superannuation at the age of 58 years.

iii. Absenteeism: If you absent yourself without leave or remain absent beyond the period of leave originally granted or subsequently extended, you shall be considered as having voluntarily terminated your employment without giving any notice unless you:

a. return to work within 8 days from the commencement of such absence, and

b. give an explanation to the satisfaction of the Company regarding such absence

iv. Medical Fitness: The Company has the right to request you to get yourself medically examined by a certified medical practitioner specified by the Company during the tenure of your employment. In case you are found to be medically unfit to perform your duties, your employment may be terminated.

v. Notice Period: Notwithstanding anything contained herein, the Company, in its sole discretion, may terminate your employment without cause by giving one month notice in writing or payment of one month Basic Salary on a pro rata basis, in lieu thereof. Similarly, you may resign from the Company's employment without cause by giving one month notice in writing or by payment of one month Basic Salary on a pro rata basis, in lieu thereof. In the event of your resignation, the Company may in its sole discretion opt to accept the same and relieve you prior to the completion of the stipulated notice period of one month, without any pay in lieu of the notice period.

vi. Termination for Misconduct: Your services are liable to be terminated without any notice or salary in lieu thereof for fraud, misconduct, negligence or breach of any of the terms and conditions of your letter of employment which includes this Annexure C. Without prejudice to the general meaning of the term "misconduct", "misconduct" shall include any case of reasonable suspicion of misconduct, disloyalty, commission of an act involving moral turpitude, or any action of indiscipline or inefficiency.

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vii. Non-compete: In the event of your separation from the Company for any reason whatsoever, you will not take up any job or assignment either full time or otherwise, either directly or indirectly, for a period of three months from the date of separation in any industry or business involved in similar/competing business as the Company or any of its affiliates or associate companies.

viii. Recovery of Payments: (If applicable) Payments made towards recovery of notice period by your previous employer and relocation expenses by us will be recovered in full in the event of your separation from the Company prior to completion of 1 year from joining the Company.

05. GENERAL:

i. Training: You may be selected and sponsored by the Company for familiarization/ training assignments with our technical collaborators or any other institutions/ organizations in India and/or abroad, based on terms and conditions stipulated at such time. You will diligently and beneficially take part in the training and such assignments in accordance with Company policies and directives.

ii. Rules, Regulations and Policies on Ethics: You will be governed by the service rules, regulations and policies including conduct, discipline and administrative orders and any such other rules or orders of the Company that may come into force from time to time. You must observe the policies that the Company publishes / notifies from time to time. These policies include requirement that you maintain the highest standards of conduct and act with the highest ethical principles.

a. You must not do anything that may be a conflict of interest with your responsibilities as an employee.

b. You are required to read and understand all policies applicable to you, all of which are available in the Reliance Management System ("RMS") portal. If you have any questions, now or in the future, please ask the Human Resources Department through the Query Management System in the ESS portal. You may also be required to sign and abide by the Policy on Ethics of the Company and undertake to sign such declarations that the Policy may demand from time to time.

c. Women employees will be entitled to all the statutory benefits provided by the Company under the Maternity Benefit Act 1961, and its subsequent amendments, if any, details of which are set out in the RMS/ESS portal.

iii. Media Interaction: You will not interact with the media - electronic, print or otherwise in

a. India or overseas, during or outside work hours, either in your own personal capacity or on behalf of the Company unless you have express and direct approval from the Company to interact with the media as a representative of the Company. Only persons duly authorized by the Company are permitted to interact with media and then only on specified subjects. Disclosure of any information other than those specifically authorized by the Company is prohibited.

b. Disclosure of information on proceedings of meetings (board / committee / internal) and disclosure of forward-looking statements is prohibited unless such disclosure is specifically approved by the Company.

c. You shall also not disclose non-public information selectively to any particular group as it may lead to unfair advantage / discrimination.

d. For any outside publication of books, articles or manuscripts which relate in any manner to the Company's business, policies and processes, you are required to obtain prior written approval of the Company prior to its publication or release.

e. Any violation of the Company's media policy, will tantamount to a breach of the terms and conditions of employment and may result in termination of the contract.

Reliance Corporate Park Thane - Belapur Road, Ghansoli, Navi Mumbai - 400 701, India.
Phone : +91-22-4477 0000 Fax : +91-22-4471 0111

Register Office : Maker Chambers IV, 3rd Floor, 222, Nariman Point, Mumbai - 400 021, India. CIN - L17110MH1973PLC019786

iv. **Jurisdiction:** The letter of employment is made at Mumbai and competent courts of Mumbai shall have jurisdiction over any dispute or difference whatsoever arising out of, under, in relation to or in connection with the letter of employment or breach hereof or in respect of any matter or thing herein contained.

v. **Entire Agreement:** This contract and the document referred to herein contain the entire agreement and understanding of the parties with respect to the subject matter hereof and shall supersede any and all prior or contemporaneous communications, representations, or agreements between the parties, whether oral or written, regarding the subject matter of this contract.

vi. **Age:** Your age mentioned in the Matriculation / Higher Secondary Certificate / Passport will be deemed to be the conclusive proof of your date of birth.

vii. **Change of address:** You will intimate in writing to the Company any change of your residential address within a week of the same changing, failing which any communication sent to you on your last recorded address shall be deemed to have been duly served on you.

viii. **Passport:** You are required to have a valid passport at all times and ensure that the same is renewed from time to time.

ix. **Suspension:** You may be placed under suspension pending enquiry into the charges of misconduct or any other breach hereof. The salary for the suspension period will be paid to you only if you are found not guilty of any of the charges for which you are suspended and not otherwise.

x. **Travel:** You shall make your own transport arrangements to and from the place of work.

xi. **Documentation:** Please submit the following documents, if not submitted earlier:

a. Certificates in support of your educational professional qualifications, experience, date of birth and other testimonials in original together with copies thereof.

b. Three copies of your recent passport size photographs with blue background.

c. Relieving letter and salary certificate from your last employer, in case you are/were employed.

xii. **Severability**: If any term or provision of this letter of employment shall be held to be invalid for any reason whatsoever, such invalidity shall not affect the validity, operation or enforceability of the remainder hereof. If the remainder of this letter is not materially affected by such declaration or finding and is capable of substantial performance, then that term or provision or part thereof shall to that extent be deemed not to form part of this letter of employment and such provision shall be replaced by a substitute provision that is legal and enforceable and is as nearly as possible consistent with the intentions underlying the original provision.

xiii. **Non Waiver**: No delay or omission on the part of Company in exercising any right, power, privilege or remedy in respect of your employment terms shall neither impair such right, power, privilege or remedy, or be construed as a waiver of it, nor shall any single partial exercise of such right, power, privilege or remedy, preclude any further exercise of it or the exercise of any other right, power, privilege or remedy.

I confirm that I have read and understood the terms and conditions set out herein and unconditionally and irrevocably accept the above terms and conditions.

Employee Name: Keyur Pipaliya

Signature:

Date: 4 Jul 2022

Reliance Corporate Park Thane - Belapur Road, Ghansoli, Navi Mumbai - 400 701, India.
Phone : +91-22-4477 0000 Fax : +91-22-4471 0111

Register Office : Maker Chambers IV, 3rd Floor, 222, Nariman Point, Mumbai - 400 021, India. CIN - L17110MH1973PLC019786

AARTI INDUSTRIES LIMITED

Date: **24/01/2022**

Dear Mr. **Sachinkumar Parmar**

CONGRATULATIONS!!

We are pleased to offer you the position of **Officer Trainee** with **Aarti Industries Limited** under the Aarti Officer Trainee Program (AOTP).

Your tentative date of joining will be **1st June 2022.** You will undergo a training program for six months followed by a probation period of six months from the date of joining. Upon successful completion of the training & probation period you will be confirmed as **Engineer.**

You will be paid a **Total Target Cost To Company of INR 5 LPA (Five Lakh Per Annum)** and on confirmation after 1 year your **Total Target Cost To Company will be revised to INR 5.5 LPA (Five Lakh Fifty Thousand Per Annum).**

Your joining is subject to the following terms of employment :

- Successful completion of degree / Post degree examination with a minimum aggregate score of 6.0 CGPA or 60% with no active backlog
- Pre - Employment Medical examination clearance
- Background verification

Other Terms and Conditions:

- During training and probation period you may be deployed at factory/offices based on the company requirements.
- If you are posted at Factory locations (Vapi, Jhagadia, Dahej, Kutch, Tarapur etc) you will be provided Bachelor's sharing Accommodation for a period of 1 year from your date of joining.
- In case if you're posted at any metro/city location you have to manage your own accommodation. However, additional HRA/city compensatory allowance will be applicable as per the company policy
- Target Variable pay will be paid on an annual basis as per company policy. First payout will happen on confirmation, subject to scheme conditions
- Notice period during training and probation period will be 1 month and post confirmation will be 2 months
- You will be eligible for your first annual compensation review, post confirmation and performance period
- Your retirement age will be 58 years
- You will have to abide by the Company's Code of Conduct, rules, regulations, organization values and culture
- Compensation and benefits are subject to taxes to be borne by the incumbent as per the prevailing tax laws
- Campus trainees will be required to work in shift timings/working hours as per business requirements
- In the event of any change in law (compliance of which is mandatory for us), if the current CTC and structure offered to you at Appendix also undergoes a change or is modified by us to meet such compliance ,we shall do so on a neutral cost basis. You shall not hold us liable or responsible for such change or restructuring , nor shall we be required to revise your CTC other than in accordance with the law.You are accepting this offer with full knowledge and awareness of the proposed Wage Code Bill that is likely to impact the existing CTC structure.

25/01/2022

AARTI INDUSTRIES LIMITED

You will receive an email from us to bring necessary documents on joining and other relevant information.
Looking forward to welcoming you to the **AARTI FAMILY.**

Kindly sign on a duplicate copy of this offer letter as a token of acceptance.

For Aarti Industries Limited,

Manoj Sharma
Joint President & CHRO

25/01/2022

AARTI INDUSTRIES LIMITED

ANNEXURE 1

Target Annual Compensation			
Particulars	**Cost To Company on joining (Rs Per Annum)**	**Cost To Company upon Confirmation (Rs Per Annum)**	**Remarks**
Base Salary (A)			
Basic	200000	220000	Basic is paid on a monthly basis. Retirals are linked to this. Subject to tax.
Housing (B)			
HRA	80000	88000	House Rent Allowance is provided to meet the cost of accommodation. HRA is calculated at 40% of the Basic pay. HRA is an allowance and is subject to income tax. The exemption on HRA is covered under Section 10(13A) of the Income Tax Act and Rule 2A of the Income Tax Rules. HRA is paid on a monthly basis.
Allowances & Reimbursements (C)			
Education Allowance	2400	2400	Educational Allowance is paid on a monthly basis, subject to Income tax.
Uniform Allowance	18000	18000	Uniform Allowance is paid on a monthly basis, subject to Income tax.
Aarti Allowance / Special Allowance	79313	89285	Special allowance is paid on a monthly basis. This element has no linkage to any component of compensation / retirals. Subject to tax.
Statutory Bonus	40000	44000	Statutory Bonus will be paid as per Payment of Bonus Act 1965. Subject to tax. Calculated at 20% of Basic Pay + Dearness Allowance(if applicable)
Leave Travel Allowance	16667	18333	Leave Travel Allowance is a reimbursement for travel within India. It is governed by IT Act where one can claim tax exemptions twice in a block of four years and should be on Privilege leave for a minimum period of 5 days and this can be clubbed with weekly off or a paid holiday

25/01/2022

AARTI INDUSTRIES LIMITED

Retirals (D)			
Gratuity	9620	10582	Gratuity is 4.81% of basic pay
Company's Contribution to PF	24000	26400	As per employee provident fund Act 1952, an employer is required to contribute a minimum 12% of the Basic Salary to EPF. And an equal amount will be deducted as employee contribution from monthly payroll.
Target Variable Pay (E)			
Target Variable Pay	30000	33000	The objective of the Performance Pay Scheme is to incentivize employees to achieve specific Group/Business and/or financial and strategic predetermined goals, within the Group's/Business risk appetite. This is currently paid on an annual basis (April to March) and linked to individual performance ratings and business performance
Total Fixed Compensation (A+B+C+D)	**470000**	**517000**	
Total Cost to Company (CTC) (A+B+C+D+E)	**500000**	**550000**	

Yours Sincerely,
For Aarti Industries Limited,

Manoj Sharma
Joint President & CHRO

25/01/2022

AARTI INDUSTRIES LIMITED

Date: **24/01/2022**

Dear Mr. **Yash Kakadiya**

CONGRATULATIONS!!

We are pleased to offer you the position of **Officer Trainee** with **Aarti Industries Limited** under the Aarti Officer Trainee Program (AOTP).

Your tentative date of joining will be **1st June 2022**. You will undergo a training program for six months followed by a probation period of six months from the date of joining. Upon successful completion of the training & probation period you will be confirmed as **Engineer.**

You will be paid a **Total Target Cost To Company of INR 5 LPA (Five Lakh Per Annum)** and on confirmation after 1 year your **Total Target Cost To Company will be revised to INR 5.5 LPA (Five Lakh Fifty Thousand Per Annum).**

Your joining is subject to the following terms of employment :

- Successful completion of degree / Post degree examination with a minimum aggregate score of 6.0 CGPA or 60% with no active backlog
- Pre - Employment Medical examination clearance
- Background verification

Other Terms and Conditions:

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- Campus trainees will be required to work in shift timings/working hours as per business requirements
- In the event of any change in law (compliance of which is mandatory for us), if the current CTC and structure offered to you at Appendix also undergoes a change or is modified by us to meet such compliance ,we shall do so on a neutral cost basis. You shall not hold us liable or responsible for such change or restructuring , nor shall we be required to revise your CTC other than in accordance with the law.You are accepting this offer with full knowledge and awareness of the proposed Wage Code Bill that is likely to impact the existing CTC structure.

AARTI INDUSTRIES LIMITED

You will receive an email from us to bring necessary documents on joining and other relevant information.
Looking forward to welcoming you to the **AARTI FAMILY.**

Kindly sign on a duplicate copy of this offer letter as a token of acceptance.

For Aarti Industries Limited,

Manoj Sharma
Joint President & CHRO

AARTI INDUSTRIES LIMITED

ANNEXURE 1

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AARTI INDUSTRIES LIMITED

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Total Fixed Compensation (A+B+C+D)	**470000**	**517000**	
Total Cost to Company (CTC) (A+B+C+D+E)	**500000**	**550000**	

Yours Sincerely,
For Aarti Industries Limited,

Manoj Sharma
Joint President & CHRO

AARTI INDUSTRIES LIMITED

Date: **27/01/2022**

Dear Mr. **Om Prakash Singh**

CONGRATULATIONS!!

We are pleased to offer you the position of **Officer Trainee** with **Aarti Industries Limited** under the Aarti Officer Trainee Program (AOTP).

Your tentative date of joining will be **1st June 2022**. You will undergo a training program for six months followed by a probation period of six months from the date of joining. Upon successful completion of the training & probation period you will be confirmed as **Engineer.**

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AARTI INDUSTRIES LIMITED

You will receive an email from us to bring necessary documents on joining and other relevant information.
Looking forward to welcoming you to the **AARTI FAMILY.**

Kindly sign on a duplicate copy of this offer letter as a token of acceptance.

For Aarti Industries Limited,



Manoj Sharma
Joint President & CHRO

AARTI INDUSTRIES LIMITED

ANNEXURE 1

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Yours Sincerely,
For Aarti Industries Limited,



Manoj Sharma
Joint President & CHRO

GUJARAT FLUOROCHEMICALS
An INOX GFL Group Company
CIN : L24304GJ2018PLC105479

12/A, GIDC Dahej Industrial Estate, Taluka Vagra,
Distt. Bharuch-392130, Gujarat, India

Gujarat Fluorochemicals Limited
earlier known as Inox Fluorochemicals Limited

Tel: +91-2641-618031 (Admin) / 618041-50 (Purchase) / 618086-87 (Security) | www.gfl.co.in

CO: HR: 2022/ 05

22nd August, 2022

Mr. Om Patel
28, Dattatrey Society,
Bhuravav,
Godhara

Mobile: 8320647188

Dear Mr. Om

Subject: Offer Letter

With reference to your application and subsequent interviews you had with us, we are pleased to offer you the position of **Graduate Engineer Trainee (Chemical)** at **Dahej** in our organization. Your training period will be of one year. During the training period you will be paid monthly stipend of **Rs. 30,000/- (Rupees Thirty Thousand Only).**During the training period, you will be trained in various areas of Production.

This offer is subject to:

1. Your acceptance of this offer and returning a duplicate copy of this letter duly signed in token of the same;
2. Your submitting to us, within **three days** hereof, the following documents:
   a. An acknowledged and accepted copy of your resignation letter with your present employers (If applicable).
   b. Copies of documents in support of your educational qualifications (originals will also have to be produced for verification) and present gross remuneration (in terms of cost to the company) from your present employer and the same being found to be in order;
   c. Copy of your PAN card / Passport / Drivers' License / Election Photo identity card
3. Your joining duty with us as soon as possible, but not later than **25thAugust, 2022.**

Please note that contents of this offer letter and your appointment (as also any future revisions therein) are strictly confidential and should not be disclosed to anyone.

This is only an offer letter. Subject to fulfillment of the aforesaid conditions, the formal letter of appointment shall be issued to you upon your joining duties with us.

Thanking You

Yours faithfully
For **Gujarat Fluorochemicals Limited**

Authorized Signatory

Om patel

RESPONSIBLE CARE®

DEEPAK NITRITE

Ref: DNL/HR/Offer/Campus/2022-23

Date: 15-April-2022

Mr. Param Langaliya
DDU, PO Box 35, College Road,
Nadiad, Gujarat: 387001.

Sub: Offer Letter – Graduate Engineer Trainee

Dear Mr Param,

We are pleased to offer you the position of **Graduate Engineer Trainee** in our company.

You will be paid total stipend of **Rs. 4.25 Lakh (Rupees Four Lakh Twenty Five Thousand Only) per annum**, the breakup of which is as per **Annexure – A** payable to you subject to statutory and other deductions as per company policy and applicable rules.

Your date of joining will be **13th June 2022.** At the time of joining you are required to submit documents as mentioned in Annexure A.

Your appointment is subject to –

1. You successfully passing graduate degree OR post-graduate degree exam (as applicable) by securing aggregate of 60% or equivalent
2. You found being medically fit by an MBBS/MD (as per prescribed format)

You will be governed by rules, regulations, policies and practices of Deepak Nitrite Limited as applicable.

As a token of acceptance of offer, please sign and return a copy of this letter indicating your acceptance.

We welcome you to the **Deepak Nitrite family** and look forward to your joining us at the earliest.

Wishing you all the success in your association with us.

For Deepak Nitrite Limited,

M.A.Phadke

PM

Mahesh Phadke
General Manager - Human Resources

Read and accepted

PARAM PIYUSH

Signature of candidate
Name: LANGALIYA PARAM PIYUSHBHAI
Date: 20-04-22

DEEPAK NITRITE LIMITED
CIN: L24110GJ1970PLC001735
Registered & Corporate Office:
Aaditya-I, Chhani Road, Vadodara-390 024. Gujarat, India.
Tel: +91 265 276 5200/396 0200 | Fax: +91 265 276 5344
Investor Relations Contact: investor@godeepak.com
www.godeepak.com

RESPONSIBLE CARE®
OUR COMMITMENT TO SUSTAINABILITY

DEEPAK NITRITE

Annexure A		
Name of candidate	**Param Langaliya**	
Designation	**Graduate Engineer Trainee – Chemical – Technology- Technical Services**	
Grade	**T01**	
Monthly Earnings	**Monthly**	**Annual**
Basic	15500	186000
HRA	4650	55800
Prof. Dev. Allowance	10307	123684
Total A	**30457**	**365484**
Annual / Deferred Benefits		
Festival Allowance/Bonus (@ 20% of Basic)	3100	37200
PF -Employer's contribution (@12% of Basic)	1860	22320
Total B	**4960**	**59520**
Cost To Company (CTC) = A+B	**35417**	**425000**

Other Perks/Benefits

1. Group Personal Accident Insurance – as per policy
2. Leaves (per annum) – as per policy

List of documents duly attested to be submitted for records on joining along with original for verification

1. All educational qualification certificates, school leaving certificate
2. Certificate of date of birth
3. 4 recent coloured passport size photographs
4. Copy of PAN Card, Aadhaar Card, Passport and Driving License
5. Bank Account details either ICICI Bank Ltd OR Axis Bank Ltd
6. Original Medical Form Duly filled and attested (if applicable)
7. Relieving and Experience Letter of all previous organizations (if applicable)
8. Last drawn salary slip, Form 16 and Full & Final certificate of last employer (if applicable)
9. PF Number (if available)

For Deepak Nitrite Limited,

M A Phadke

PH

Mahesh Phadke
General Manager - Human Resources

Read and accepted

PARAM P. SONI

Signature of candidate
Name: LANGALIYA PARAM PIYUSHBHAI
Date: 20/04/22

DEEPAK NITRITE LIMITED
CIN: L24110GJ1970PLC001735
Registered & Corporate Office:
Aaditya - I, Chhani Road, Vadodara - 390 024. Gujarat, India.
Tel: +91 265 276 5200/396 0200 | Fax: +91 265 276 5344
Investor Relations Contact: investor@godeepak.com
www.godeepak.com

AARTI INDUSTRIES LIMITED

Date: **27/01/2022**

Dear Mr. **Parth Gandhi**

CONGRATULATIONS!!

We are pleased to offer you the position of **Officer Trainee** with **Aarti Industries Limited** under the Aarti Officer Trainee Program (AOTP).

Your tentative date of joining will be **1st June 2022**. You will undergo a training program for six months followed by a probation period of six months from the date of joining. Upon successful completion of the training & probation period you will be confirmed as **Engineer.**

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AARTI INDUSTRIES LIMITED

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Kindly sign on a duplicate copy of this offer letter as a token of acceptance.

For Aarti Industries Limited,



Manoj Sharma
Joint President & CHRO

AARTI INDUSTRIES LIMITED

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Retirals (D)			
Gratuity	9620	10582	Gratuity is 4.81% of basic pay
Company's Contribution to PF	24000	26400	As per employee provident fund Act 1952, an employer is required to contribute a minimum 12% of the Basic Salary to EPF. And an equal amount will be deducted as employee contribution from monthly payroll.
Target Variable Pay (E)			
Target Variable Pay	30000	33000	The objective of the Performance Pay Scheme is to incentivize employees to achieve specific Group/Business and/or financial and strategic predetermined goals, within the Group's/Business risk appetite. This is currently paid on an annual basis (April to March) and linked to individual performance ratings and business performance
Total Fixed Compensation (A+B+C+D)	**470000**	**517000**	
Total Cost to Company (CTC) (A+B+C+D+E)	**500000**	**550000**	

Yours Sincerely,
For Aarti Industries Limited,



Manoj Sharma
Joint President & CHRO

AARTI INDUSTRIES LIMITED

Date: **02/02/2022**

Dear Mr. **Parth Parmar**

CONGRATULATIONS!!

We are pleased to offer you the position of **Officer Trainee** with **Aarti Industries Limited** under the Aarti Officer Trainee Program (AOTP).

Your tentative date of joining will be **1st June 2022**. You will undergo a training program for six months followed by a probation period of six months from the date of joining. Upon successful completion of the training & probation period you will be confirmed as **Engineer.**

You will be paid a **Total Target Cost To Company of INR 5 LPA (Five Lakh Per Annum)** and on confirmation after 1 year your **Total Target Cost To Company will be revised to INR 5.5 LPA (Five Lakh Fifty Thousand Per Annum).**

Your joining is subject to the following terms of employment :

- Successful completion of degree / Post degree examination with a minimum aggregate score of 6.0 CGPA or 60% with no active backlog
- Pre - Employment Medical examination clearance
- Background verification

Other Terms and Conditions:

- During training and probation period you may be deployed at factory/offices based on the company requirements.
- If you are posted at Factory locations (Vapi, Jhagadia, Dahej, Kutch, Tarapur etc) you will be provided Bachelor's sharing Accommodation for a period of 1 year from your date of joining.
- In case if you're posted at any metro/city location you have to manage your own accommodation. However, additional HRA/city compensatory allowance will be applicable as per the company policy
- Target Variable pay will be paid on an annual basis as per company policy. First payout will happen on confirmation, subject to scheme conditions
- Notice period during training and probation period will be 1 month and post confirmation will be 2 months
- You will be eligible for your first annual compensation review, post confirmation and performance period
- Your retirement age will be 58 years
- You will have to abide by the Company's Code of Conduct, rules, regulations, organization values and culture
- Compensation and benefits are subject to taxes to be borne by the incumbent as per the prevailing tax laws
- Campus trainees will be required to work in shift timings/working hours as per business requirements
- In the event of any change in law (compliance of which is mandatory for us), if the current CTC and structure offered to you at Appendix also undergoes a change or is modified by us to meet such compliance ,we shall do so on a neutral cost basis. You shall not hold us liable or responsible for such change or restructuring , nor shall we be required to revise your CTC other than in accordance with the law.You are accepting this offer with full knowledge and awareness of the proposed Wage Code Bill that is likely to impact the existing CTC structure.

AARTI INDUSTRIES LIMITED

You will receive an email from us to bring necessary documents on joining and other relevant information.
Looking forward to welcoming you to the **AARTI FAMILY.**

Kindly sign on a duplicate copy of this offer letter as a token of acceptance.

For Aarti Industries Limited,

Manoj Sharma
Joint President & CHRO

AARTI INDUSTRIES LIMITED

ANNEXURE 1

Target Annual Compensation			
Particulars	**Cost To Company on joining (Rs Per Annum)**	**Cost To Company upon Confirmation (Rs Per Annum)**	**Remarks**
Base Salary (A)			
Basic	200000	220000	Basic is paid on a monthly basis. Retirals are linked to this. Subject to tax.
Housing (B)			
HRA	80000	88000	House Rent Allowance is provided to meet the cost of accommodation. HRA is calculated at 40% of the Basic pay. HRA is an allowance and is subject to income tax. The exemption on HRA is covered under Section 10(13A) of the Income Tax Act and Rule 2A of the Income Tax Rules. HRA is paid on a monthly basis.
Allowances & Reimbursements (C)			
Education Allowance	2400	2400	Educational Allowance is paid on a monthly basis, subject to Income tax.
Uniform Allowance	18000	18000	Uniform Allowance is paid on a monthly basis, subject to Income tax.
Aarti Allowance / Special Allowance	79313	89285	Special allowance is paid on a monthly basis. This element has no linkage to any component of compensation / retirals. Subject to tax.
Statutory Bonus	40000	44000	Statutory Bonus will be paid as per Payment of Bonus Act 1965. Subject to tax. Calculated at 20% of Basic Pay + Dearness Allowance(if applicable)
Leave Travel Allowance	16667	18333	Leave Travel Allowance is a reimbursement for travel within India. It is governed by IT Act where one can claim tax exemptions twice in a block of four years and should be on Privilege leave for a minimum period of 5 days and this can be clubbed with weekly off or a paid holiday

AARTI INDUSTRIES LIMITED

Retirals (D)			
Gratuity	9620	10582	Gratuity is 4.81% of basic pay
Company's Contribution to PF	24000	26400	As per employee provident fund Act 1952, an employer is required to contribute a minimum 12% of the Basic Salary to EPF. And an equal amount will be deducted as employee contribution from monthly payroll.
Target Variable Pay (E)			
Target Variable Pay	30000	33000	The objective of the Performance Pay Scheme is to incentivize employees to achieve specific Group/Business and/or financial and strategic predetermined goals, within the Group's/Business risk appetite. This is currently paid on an annual basis (April to March) and linked to individual performance ratings and business performance
Total Fixed Compensation (A+B+C+D)	**470000**	**517000**	
Total Cost to Company (CTC) (A+B+C+D+E)	**500000**	**550000**	

Yours Sincerely,
For Aarti Industries Limited,

Manoj Sharma
Joint President & CHRO

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CIN: L24241MH1988PLC097781

OFFER DOCUMENT

Parthkumar Rohit

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12th August, 2022

Dear Parthkumar,

We are pleased to offer you the position of **Trainee Senior Officer** based out of **Ambernath** in our organization.

This offer is subject to you being found medically fit, veracity of documents submitted during recruitment process, satisfactory reference checks and you joining us on **1st September, 2022.**

Please refer to Annexure-I for the compensation offered to you along with the break up. A detailed letter of appointment will be issued to you on the date of joining.

Please accept the offer by replying to our email by the end of the day.

The following document includes:

1. Detailed Offer Structure
2. Frequently Asked Questions which will help you understand the offer structure better.

Thank you,



Soumyajit Pradhan
Manager – Human Resource

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Annexure I

Offer Structure

Name: Parthkumar Rohit		
Designation: Trainee Senior Officer		
Grade: Trainee Senior Officer		
Components	**Per Month**	**Per Annum**
Basic	11,250	1,35,000
HRA	5,625	67,500
Flexible Compensation	15,659	1,87,906
PF	1,800	21,600
Gratuity	541	6,494
Fixed CTC	**34,875**	**4,18,500**
PLVR I		22,050
PLVR C		9,450
Total CTC		**4,50,000**
Joining Bonus*		**50,000**
Total Offer CTC (TCTC + JB)		**5,00,000**

- ***Joining Bonus** - In addition to the CTC, you are also eligible for joining bonus of 50,000 INR payable after successful completion of 12 months of training period and fully recoverable in case the incumbent leaves the organization within 24 months of joining us.
- The training period consists of 12 months.
- PLVR refers to Performance Linked Variable Remuneration, and is paid based on individual and organizational performance.
- PLVR C (for FY 22-23) at index 1 is payable in 2 equal instalments in September 2023 & September 2024.
- Flexi Pay Components will include education allowance, food coupons, leave travel allowance, and supplementary allowance. Each component has a grade specific amount attached to it and employees have the flexibility of choosing components within the flexi pay framework.

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- Your CTC does not take into account the cost incurred by the company towards Hospitalization and Group Term Insurance. You will be covered under the Group Insurance Scheme and Medical Benefits for you and your dependents (up to a maximum of 3 – among spouse, children, dependent parents) as per policy.

I agree to the above terms and conditions of employment

_____

(Parthkumar Rohit)

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FREQUENTLY ASKED QUESTIONS

1. What are the different components of my compensation structure?

Your compensation structure (CTC) has three broad components:

1. Fixed Component
2. Flexible Component
3. Variable Component (Incentives)

2. What is the fixed component of my compensation structure?

- The Fixed component of your compensation structure includes Basic, House Rent Allowance (HRA), Provident Fund (PF), and Gratuity. Basic will form a part of your monthly in-hand salary
- House Rent Allowance (HRA) is a cash allowance in the salary structure and will be part of monthly in hand salary structure. This will be calculated as 50% of the basic
- PF will be calculated as 12% of your Basic or Gross excluding HRA capped at INR. 15,000, whichever is higher. Provident Fund involves equal contributions from the employer and employee (the amount indicated is the employer contribution, the employee contribution will be made through a deduction from salary)
- Gratuity will be calculated as 4.81% of your Basic. Gratuity is payable as per the Payment of Gratuity Act, 1972 and eligibility commences on completion of 5 years of employment

3. What is the Flexible component of my compensation structure?

The Flexible component of your compensation structure is a fixed pre-determined component of your compensation and comprises the flexible allowances/ reimbursements that you will get as a part of your monthly in-hand salary. You can allocate this amount to different items from our basket of allowances/ reimbursements at the start of each financial year, as per the defined eligibility of your grade.

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The basket of flexible allowances/ reimbursements includes:

- **Food Vouchers (Sodexo)**

  Employees can avail food vouchers for payment towards food expenses incurred during office hours. Food vouchers up to the amount of INR. 2,200/- per month are non-taxable.

- **Leave Travel Allowance**

  Leave travel allowance is provided to employees and their family for the leave taken to any place in India. The exemption is provided in respect of two journeys performed in a block of four calendar years.

  The employee cannot claim deduction for both the journeys in one year. The government fixes block of years which are calendar years and not financial years. The current block runs from 2022-2025.

  Employee can claim LTA exemption up to value of (2 X Basic salary per month) in a year. The employee needs to submit proof of travel to his/her employer and also keep copies for his or her own records. Such proofs are helpful at the time of the audit of the tax return of the individual. Proof of travel could be, for example, tickets, boarding passes, etc.

- **Telecommunication Reimbursement**

  This component can be used to claim the expense incurred towards official usage on telephone connections (land line or mobile phone, including internet usage) held by employees. Employees are responsible to obtain these connections and to pay the bills directly to the respective service providers. Grade limits applicable.

- **Education Allowance**

  Children education for tuition fees and hostel allowance can be reimbursed up to a limit of INR. 500/- Per month for a maximum of two children on submission of proofs

- **Supplementary Allowance**

  The amount left after adjustment in the above allowances is paid as supplementary allowance

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4. What is the difference between the Flexible and Variable components of my compensation structure?

The Flexible component is a fixed pre-determined component of your compensation structure. You can allocate this amount to various components, as per the grade eligibility defined at the start of each financial year, to maximize tax benefits.

The Variable component implies your Performance Incentives, which is linked to your annual performance and the annual business performance for a given financial year.

5. How long will be my Probation period?

Your probation period is 12 months from the date of joining.

6. What is my notice period?

You will be on probation for 12 months and during this tenure notice period will be **30 days** for either side. After confirmation, the notice period will be **60 days** for both parties.

7. Does my CTC include Hospitalization and Insurance Benefits?

- Our Hospitalization and Insurance Benefits are not a part of your CTC but over and above the CTC. These benefits are detailed below
- Our Hospitalization Scheme is applicable to you and your family (self + three applicable for your spouse, parents and children). As per this scheme, we will reimburse up to 90% of the applicable annual Hospitalization Limit
- You can also include additional dependent through self-paid option to buy cover for them

Grade	Annual Hospitalization Limits	Reimbursement by the company for self and dependents
Senior Officer	INR. 5 lakhs	90%

We would like to help support you in the event of a medical exigency. With this intent, we will also reimburse up to 50% of the expenses incurred (on you alone) beyond the Annual Hospitalization Limits. This will become applicable once you have exhausted the limits, which you are entitled to (on self and declared dependents).

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Maternity Benefits

The expenditure on maternity will be counted as a part of the limits for Hospitalisation coverage and will be capped at INR. 2.5 Lakhs reimbursement to the employee (90% will be reimbursed on the total amount). Pre and Post-natal expenses covered within this limit (hospitalisation only)

Top up Option

- You will have the option to Top up the sum insured amount
- Top up is a voluntary policy with an additional sum insured which can be used on exhaustion of the base sum insured
- Top up policy gets triggered only after the base sum assured gets exhausted and cannot be used for capped ailments and Maternity

Group Term Insurance Policy

You are also covered under a Group Term Insurance Policy. The scheme provides the following coverage in the event of untimely death of an employee.

Grade	Sum Insured (INR.)
Senior Officer	INR. 30,00,000/-

8. What are the Leave Benefits that I can avail?

We believe that availing leave is necessary for you to improve productivity at the workplace and have a healthy work-life balance. Our Consolidated Privilege Leave (CPL) Policy is designed to best enable you to take regular leave and maintain this balance. You will be eligible for 25 working days of CPL annually (weekends and holidays falling during a period of CPL availed, will not be counted as part of the availed CPL) which is credited at the beginning of the year. This will be proportionately adjusted if you join or leave the services of the company during the year.

The Sick Leave Module is designed to enable you to avail leave on a 'need to' basis when you are unwell. In addition to this leave, you will also have Fixed Holidays as per the calendar for the year.

9. Is there a Code of Conduct I need to adhere to?

Yes, Godrej Code of Conduct outlines our Business Principles and how they apply to each of us. Employees are expected to adhere to these principles in both spirit and practice as they lead Godrej into the future. The Code of Conduct has been attached in the mail for your quick reference. You are

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CIN: L24241MH1988PLC097781

requested to please go through the Code of Conduct in detail (specially the Confidentiality and Non-Compete clauses) before accepting the offer.

Thank you

NIRMA LIMITED

REGD. OFFICE : NIRMA HOUSE, ASHRAM ROAD, AHMEDABAD - 380 009. PHONE : 079 - 27546565, 27549000 FAX : 079 - 27546603, 27546605
CIN : U24240GJ1980PLC003670 • Email : info@nirma.co.in • www.nirma.co.in

OFFER LETTER

REF.NO:NL001103048475 03.05.2022

To
Sitanshu Virendrabhai Patel
Near Ramji Mandir / /
Hadamtala Umarala
Bhavnagar - 364320 Gujarat
Contact:9426466163
Email:patelsitanshuv@gmail.com

Dear Sir,

With reference to your applications and the subsequent interview, you had with us. We have pleasure in informing that you have been selected for the position of as **G E T** at a Gross of Rs. **19347** per Month (Excluded Bonus Amount as per Bonus Act) and, other terms and conditions mutually discussed and agreed between us.

The formal letter of **Trainee Agreement** will be handed over to you after completion of joining formalities.

You are requested to join on or before **15.05.2022** and meet to **Sh. D G Jakhade - Factory Manager** - Employee Housing Colony, Survey No. 194, 200 P, Near Nari Chowkdi, Village - Vartej, Pin - 364060, Ta & Dist. Bhavnagar. Gujarat. India, Phone No : 0278 # 2565199 & Site : 0278 # 2885301 to 04 for joining formalities.

Please ensure that you bring all the original documents along with their Xerox copies required as per **Annexure-B, failing which you will not be allowed to join,** also note that your appointment is subject to the verification and true worthiness of all the desired documents.

We will appreciate, if you can sign and return as a token of your acceptance the duplicate copy of this letter indicating likely date of joining us, along with a copy of the acceptance of your resignation letter at the earliest.

Thanking you,

Yours faithfully,
For **NIRMA LIMITED**

(Authorized Signatory)

A C C E P T A N C E

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

Place: DDU, NADIAD **Signature:** S.Patel **Likely to join on:** 15/5/2022

Date : 9/5/2022 **Name :** Sitanshu Virendrabhai Patel

Better Products. Better Value. Better Living.

Reliance
Industries Limited

Date: 4 Jul 2022

Ref: RIL/80185109/30031418/040722/2050

Dear Vatsalkumar Patel,

Letter of Appointment

With reference to written tests / interview you had with Reliance Group of Companies, we are delighted to appoint you in the position "Graduate Engineer Trainee - Chemical" in Group , based upon following terms and conditions.

Documentation

This appointment letter consists of the below mentioned attachments:

A compensation term sheet
Components of Compensation
Terms and conditions
Other applicable paperwork based upon your specific needs

You are required to read these before you commence your employment

01. Place of Posting

Your initial place of posting will be at the place of your training. During your training period, you may be posted / transferred / to any of the offices / projects / divisions / departments / units of the company existing or to be set up at any location in India or abroad without any additional remuneration. Your services are also liable to be transferred to any of the group companies.

You will report for training on or before **04-Aug-22** failing which this letter of appointment shall automatically stand withdrawn and cancelled.

02. Mandatory Criteria:

i. Score eligibility:
Your appointment is subject to your securing minimum CGPA of 6.0 / 60% & above marks over 8 semesters, wherever applicable.

ii. Pre-employment Medical Check:
Pre-employment Medical Check clearance from RIL certified doctor. System generated information will be received for initiating the same on acceptance of this appointment letter.

03. Confirmation:

You will be under training for a period of one year from the date of joining the Company. During training you will be undergoing various assessments at the end of which there will be a final assessment. Your confirmation on permanent rolls of the company solely depends on the discretion of the management and the same is not a matter of right in any manner whatsoever.
Management reserves the right to terminate your training either during the training period or on completion of the same without assigning any reasons whatsoever.

(This letter is computer generated and does not necessarily require a signature)

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Phone : +91-22-4477 0000 Fax : +91-22-4471 0111
Register Office : Maker Chambers IV, 3rd Floor, 222, Nariman Point, Mumbai - 400 021, India. CIN - L17110MH1973PLC019786

We would also like to draw your particular attention to our Values and Behaviours. We have six values that express our shared understanding of what we believe, how we aim to behave and what we aspire to be as an organisation. Our values are about delivering customer value, having an ownership mind-set, showing respect and integrity, pursuing excellence and being one team.

Next Steps

This is system generated appointment letter based on the offer letter received. Please confirm your acceptance of this appointment letter by clicking 'Accept' button online. This letter of appointment shall automatically stand withdrawn in case we do not receive your acknowledgement online within ten days from receipt of this letter.

This offer of employment is subject to you providing all of the information and documentation requested BEFORE you commence employment with us. All information / documentation submitted by you will be considered as submitted on your own freewill and consent.

This appointment is confidential and you must not discuss this or disclose any documentation related to it with anyone other than your immediate family. Any disclosure of the details of this offer to a third party other than your immediate family may result in withdrawal of the offer.

We reserve the right to withdraw our offer of employment/terminate your employment with us without assigning any reason whatsoever thereof, or delay your start date if you do not provide the required information and documentation within the required timelines or if during this process you intentionally leave out any information or provide any information which is inaccurate or untrue.

In case of any dispute regarding interpretation of any word or clause of this latter, the decision of the management shall be final and binding.

We look forward to your joining out team for a long, successful and pleasant association.

Sincerely yours,
Reliance Industries Ltd.

Authorized Signatory

(This letter is computer generated and does not necessarily require a signature)

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Reliance
Industries Limited

ANNEXURE A

1.1 Annual Compensation Summary

ANNEXURE 1.1 - A		
Name: Vatsalkumar Patel		
Compensation Breakup	**Monthly (INR)**	**Annual (INR)**
Basic Pay	21,402	2,56,827
House Rent Allowance	10,701	1,28,414
Residual Choice Pay	22,395	2,68,744
Insurance		
Group Personal Accident Insurancee Premium (GPAI)	57	679
Group Term Life Insurance Premium (GTLI)	400	4,794
Medical Insurance Premium* (Self, Spouse, 3 Dependent Children & Dependent Parents)	3,947	47,369
SUB TOTAL - I	58,902	7,06,827
Employer's Contribution to Provident Fund: PF (12% of Basic Pay)	2,568	30,819
Gratuity (4.81% of Basic Pay)	1,029	12,353
SUB TOTAL - II	3,598	43,173
TOTAL- FIXED PAY [I + II]	62,500	7,50,000

Residual Choice Pay can be distributed among the following Tax Friendly elements - HRA, LTA, Conveyance Allowance, Office Wear Allowance, Children Education Allowance, Food & Beverage Coupons, Gift Vouchers and Fuel & maintenance Expenses. Remaining amount will be paid as "Residual Choice Pay", as applicable.

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1.2 Tax Status of compensation elements

Below table shows all of the Total Pay components and their taxability status.

S.No.	Total Pay Components	Taxability Status (as per prevailing norms)
I	**Base Salary**	
a.	Basic Salary	Taxable
b.	Provident Fund Contribution (PF)	Please refer Annexure B
c.	Gratuity	Please refer Annexure B
II	**Choice Pay**	
a.	Medical Reimbursement	Taxable
b.	Food Coupon	Tax exempt subject to conditions
c.	Gift Coupon	Tax exempt subject to conditions
d.	Leave Travel Allowance (LTA)	Tax exempt subject to conditions
e.	Office Wear Allowance (OWA)	Tax exempt subject to conditions (only applicable to locations having a 'Uniform Policy')
f.	Children's Education Allowance (CEA)	Tax exempt subject to conditions
g.	Children's Hostel Allowance (CHA)	Tax exempt subject to conditions
h.	Residual Choice Pay (RCP)	Taxable
i.	**Vehicle**	
1.	Company Lease Vehicle Scheme	Tax exempt (up to the value of EMI)
2.	Fuel and Vehicle Maintenance Reimbursement	Tax exempt (Taxable Perquisite Notional Value)
3.	Conveyance Allowance	Taxable
j.	**Housing**	
1.	House Rent Allowance (HRA)	Tax exempt subject to conditions
2.	Company Accommodation (where it is provided)	Taxable Perquisite
k.	**Insurance**	
1.	Group Personal Accident Insurance Premium (GPA)	Tax exempt
2.	Group Term Life Insurance Premium (GTLI)	Tax exempt
3.	Medical Insurance Premium	Tax exempt
III	**Annual Cash Bonus (ACB) / Performance Linked Incentive (PLI)**	Taxable, If Applicable

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Please Note:-

- The income tax calculation is provisional and is based on the current income tax rules (**Rules**). Any change in the Rules may impact the income tax projections.

- You shall bear and pay the tax liabilities, if any, applicable in relation to all the perquisites or benefits provided to you in accordance with the provisions of this Agreement. Please note that all the details set out above are indicative and subject to change with change in Indian tax policies and rules.

- Employee shall be solely responsible for the payment of any and all taxes on salary / income, employee benefits and personal income. You are advised to get updated information in relation to the income tax calculation on your salary from independent external advisors

- Fixed Pay elements like fuel and maintenance reimbursement, office wear allowance, medical reimbursement, LTA will be reimbursed at actuals based on the bills submitted and in case the reimbursement amount falls short of the amount chosen, the balance will be paid as taxable allowance.

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Annexure B

Components of Total Pay

The Company follows a Total Pay structure that reflects the total cost of an employee to the Company this includes all direct and indirect payments including all benefits, perquisites, subsidies, and Annual Cash Bonus (**ACB**) / Performance Linked Incentive **(PLI)**. This structure is being followed so as to provide flexibility to the employees in structuring their compensation package. The components within each category of payments are discretionary and these components may be changed by the Company from time to time without notice.

The main components under the Total Pay structure are as follows:

I. Components of Compensation

1. **Base Salary:** This is first part of the total pay, which may include Basic Salary, PF and Gratuity

   a. **Basic Salary:** This is the base pay component of the fixed pay and is the reference salary for provident fund and gratuity contribution.

   b. **Provident Fund (PF)**:

   The contributions payable by the Employer under the scheme shall be at the rate specified under the Employees' Provident Funds and Miscellaneous Provisions Act, 1952 (**PF Act**). The current rate of contribution is 12% of PF Salary. Employee also contributes an equal amount from employee's monthly salary, as per PF Act. Both of these are remitted on a monthly basis to the Company's PF Trust / RPFC.

   Out of the Employer's contribution, a portion (presently 8.33% of PF Salary subject to a maximum of INR 1250) is deposited into the Employees' Pension Scheme. The part of the company's contribution deposited under Employees' Pension Scheme to RPFC is to provide employees with pension on retirement or after completion of a specified period of service. TDS recovery from PF settlement will be as per the relevant provision of the Income Tax Act, 1961.

   Benefits associated with Employees' Provident Fund and Employees' Pension Scheme will be as per the prevailing rules and regulations outlined in the Employees' Provident Funds and Miscellaneous Provisions Act, 1952. Employees are advised to refer to EPFO site (http://www.epfindia.com/) for detailed rules, procedures and any other updates.

   Please note that the contribution amounts, limits, withdrawals and other rules applicable to the PF and pension are subject to applicable Indian laws in force from time to time. Employee is bound to adhere to all changes in the applicable law. Any implications on contribution, accumulation and withdrawal conditions outlined in the Employees' Provident Fund and Employees' Pension Scheme is to be borne by the employee. To understand implications associated with any such change in relevant laws or the Employees' Provident Fund and Employees' Pension Scheme, employees are recommended to solicit independent external advice.

   c. **Gratuity**

   Employer's contribution to the Company's Gratuity Fund will be as specified under 'The Payment of Gratuity Act ,1972'. Currently, the Employer's contribution to the Company's Gratuity fund is @ 4.81% of Basic Salary. Gratuity shall be payable to an employee on completion / end of their employment with the Company provided employee has rendered continuous service for a minimum period of 4 years and 240 days. However, eligibility for contribution to the Gratuity Trust / Fund commences from the first day of employment and in the event of separation prior to such 4 years and 240 days, the same will be paid as ex-gratia, except in case of separation due to disciplinary grounds.

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Gratuity is calculated as follows:

(Last Drawn Salary / 26 Days) x 15 days x Number of completed years of service (In the case of death, the minimum service requirement does not apply)

For every completed year of service or part thereof in excess of 6 months, the employer will pay the employee gratuity at the rate of 15 days wages based on the rate of wages last drawn by such employee. Income Tax on the gratuity payment will be applicable as per Income Tax Rules. In the event an employee fails to complete 4 years and 240 days of continuous service, ex-gratia will be paid up to the amount of gratuity accumulated and will be subject to prevailing Income Tax Rules.

Maximum Amount of Gratuity which will be exempt from Income Tax will be as per 'The Payment of Gratuity Act, 1972'.

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2. Choice Pay :

This is second part of the total pay. Subject to eligibility and availability of amount mentioned under various components in Annexure A, an employee may opt for all the allowances or combination of them

a. Medical Reimbursement

Employee may opt for medical reimbursement for expenses incurred by the employee to meet health related expenditure, such as medicines, doctor's fees etc. of the employee and employee's family members. Medical expenses up to a maximum of INR 15,000 per annum will be reimbursed at actuals against production of bills.

This component is taxable.

b. Food Coupons

Employee may opt for Sodexo / Accor Pass Meal Vouchers. These are food coupons that can be exchanged for food and beverages at all approved affiliated establishments across India.

However, once purchased, these coupons cannot be redeemed for cash.

c. Gift Coupons

Employee may opt for gift coupons. Company provides Sodexo / Accor Pass Gift Vouchers that can be used to buy dailynecessities at over 6000 affiliated establishments across India.

However, once purchased, these coupons cannot be redeemed for cash.

Up to INR 5,000 per annum is tax exempt.

d. Leave Travel Allowance (LTA)

Employee may opt for LTA. It refers to reimbursement by Company of actual expenses incurred only on travel by employee along with their dependents to any place within India. Expenses such as hotel accommodation, sightseeing, food etc. are not eligible to be reimbursed as LTA or for tax exemption. The following qualifying criteria are to be met for claiming LTA:

1. Employee must necessarily take 5 days of continuous Privilege Leave.
2. The family for this purpose includes spouse, unmarried dependent children (maximum of two only), parents and dependent brothers and sisters.
3. No advance is given towards LTA. It must be claimed as a reimbursement against actual bills and travel documents.

Entitlement: Employee has to decide on the quantum of LTA (could be up to 2 months' basic salary) that employee wishes to avail as part of employee's choice pay component. This choice has to be made by employee initially at the time of joining and thereafter at the beginning of each financial year. A mid-year change in the quantum of LTA is not permissible.

As per current Income Tax rules, tax exemption for LTA is allowed twice in a block of 4 calendar years. Tax authorities have defined the current 4 year block as being from 1 January 2018 - 31 December 2021.

The quantum of exemption is subject to following maximum limits depending on the mode of transport used or available:-

1. Journey by air: Economy class air fare of national carrier by shortest route or the actual amount spent, whichever is lesser
2. Journey by rail: AC first class fare by shortest route or the actual amount spent, whichever is lesser
3. Place of origin and place of destination connected by rail but journey performed by other mode of transport: AC first class fare by shortest route or the actual amount spent, whichever is lesser
4. Place of origin and place of destination not connected by rail (partially or fully) and not connected by other recognized public transport system: AC first class fare by the shortest route or the actual amount spent, whichever is lesser

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e. Office Wear Allowance (OWA)

Only employees' working at locations where a `Uniform Policy' is in place may opt for OWA.

OWA is an allowance provided to employees to meet expenditures incurred by employee towards purchase of uniform to be worn at the workplace.

OWA is tax exempt subject to the following limits:-

a. For all Grade: INR 24,000

f. Children's Education Allowance (CEA)

Employee may opt for CEA to meet education expenses of their children.

INR 100 per month per child subject to a maximum of two children is tax exempt

g. Children's Hostel Allowance (CHA)

Employee may opt for CHA to meet hostel expenses of their children.

INR 300 per month per child subject to a maximum of two children, is tax exempt

h. Residual Choice Pay (RCP)

The balance un-utilized amount is paid under the salary head as "Residual Choice Pay" and is subject to tax.

Please note that you are required to make a declaration within 7 days of joining the Company and at the beginning of each financial year and thereafter from time to time within the timelines notified by the company, regarding the amounts to be claimed under each expense mentioned above. You are required to submit all bills and other supporting documents on or by 15th January for each financial year

i. Vehicle

1. Company Leased Vehicle Scheme (CLV)

As part of the compensation structure the company offers an option of availing a vehicle under the prevailing company vehicle policy, subject to eligibility. The major features of the scheme are as follows:

Parameter	Four Wheeler
Scheme Details	Company Leased Vehicle (CLV)
EMI Calculation Base	Vehicle Invoice Value (Final on-road price, excluding taxes)
EMI Limit	Grade `H' and above - upto 100% of Residual Choice Pay Grade `I' and below - upto 50% of Residual Choice Pay
Interest rate	11.5 % per annum on monthly reducing balance basis
Vehicle Cost Limit	NA
Tenure	2 to 4 Years (Upto 48 Instalments)
Insurance Coverage Options	1.Comprehensive 2.Bumper to Bumper (Zero depreciation)

Mandatory debits towards Vehicle Insurance would be applicable to those opting this scheme.

The company vehicle policy provides more details regarding the vehicle scheme.

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2. Fuel and Vehicle Maintenance Reimbursements

All employees covered by the Company Vehicle Scheme are eligible for fuel and vehicle maintenance reimbursements. Employees using self-owned vehicles are also eligible for such reimbursement.

The limits for Fuel & Vehicle Maintenance for Own Vehicles and Vehicles under Company Vehicle Scheme are as under:

Level	4 Wheeler	2 Wheeler
All Grades	INR 1,80,000 p.a.	INR 36,000 p.a.

In case an employee is using a self-owned vehicle, employee needs to maintain a vehicle usage log in the system (ESS). Tax exemption will be available upto the limits set out above, subject to submission of supporting documents.

3. Conveyance Allowance

To be opted by an employee to meet the expenditure incurred for the purpose of commuting between place of employee's residence and place of employee's duty. However, this option may be availed only if the employee is not opting for fuel and maintenance reimbursement.

This component is taxable.

j. Housing

1. House Rent Allowance (HRA)

House Rent Allowance is paid in respect of expenses incurred on rented accommodation.

As per Section 10(13A) and Rule 2A of the Income Tax Act and Rules respectively, the lesser of the following is

exempt from tax-

1. An amount equal to 50% of the salary, where the residential house is situated at Mumbai, Kolkata, Delhi or Chennai and an amount equal to 40% of salary where the residential house is situated at any other place;
2. House rent allowance received by the employee in respect of the period during which the rental accommodation is occupied by the employee during the previous year
3. The excess of rent paid over 10% of salary

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2. Company provided Accommodation

In case the employee is opting for an accommodation provided by the company, the basis of valuation will be as under-

Population of City as per 2001 census where Accommodation is provided	Where the Accommodation is owned by the Employer	Where the Accommodation is taken on lease or rent by the Employer
Exceeding 25 lakhs	15% of Salary in respect of the period during which the accommodation is occupied by the Employee	1. 15% of Salary; or 2. Lease rent (paid or payable) by the Employer, whichever is less
Exceeding 10 lakhs but not exceeding 25 lakhs	10% of the Salary in respect of period during which the accommodation is occupied by the Employee	
Any other	7.5% of the Salary in respect of period during which the accommodation is occupied by the Employee	

k. Insurance

i. Group Personal Accident Insurance (GPA)

All Employees are mandatorily covered under the Group Personal Accident Insurance scheme.

The sum insured is INR 25 lakhs and the corresponding debit towards premium is INR 679 per annum.

Benefit Clauses:

1. Death: 100% of sum insured
2. Permanent Total Disablement: 100% of sum insured as per insurance policy
3. Permanent Partial Disablement: varies from 1% to 75% of sum insured as per insurance policy
4. Temporary Total disablement: 1% of capital sum insured per week subject a maximum of INR 5000 per week for a period of 100 weeks.

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ii. Group Term Life Insurance (GTLI)

All employees are mandatorily insured under Group Term Life Insurance. The insured amount and corresponding premium [mandatory debit] are as follows:

Fixed Pay (Base Pay + Choice Pay)	Sum Assured	Mandatory Debit (per annum)
Up to INR 24,99,975	INR 25 Lakhs	INR 4,794
From INR 24,99,975 to below INR 49,99,975	INR 50 Lakhs	INR 17,679
From INR 49,99,975 to below INR 74,99,975	INR 75 Lakhs	INR 26,520
INR 74,99,975 and above	INR 100 Lakhs	INR 36,167

Benefit Clause: -

Total sum assured is payable to the employee's nominee upon death of the employee. However, nothing is payable on survival.

iii. Medical Coverage

The Company endeavors to ensure that financial support is available to all employees to meet their medical needs and those of their dependent family members. All employees are mandatorily covered under this scheme. The coverage and mandatory debits in respect of the same are as follows-

Level	Family Definition	Benefits of Mandatory Coverage
B to F: Company's Management Medical Scheme	Self, Spouse, 3 dependent children (up to 25 years)	Floater Mediclaim Policy of INR 5 Lakhs, Plus Additional floater Mediclaim policy of Domiciliary reimbursement at actuals (as per INR 5 Lakhs the Management Medical Scheme)
	Dependent parents	Floater Mediclaim coverage of INR 5 Lakhs irrespective of the number of members covered, Plus Additional floater Mediclaim policy of INR 5 Lakhs
	1. Hospitalization room category up to Deluxe Single AC Room 2. Dental treatment reimbursement up to INR 15,000 per family p.a. (cosmetics not covered) 3. Full time Retainers shall be covered as per commitment / joining terms 4. For non-allopathy (e.g. Homeopathy, Ayurveda, Unani or other Medical practitioner) treatment, the medical practitioner should be registered as per the guidelines of Indian Medical Association	
G to Below: Group Mediclaim Policy	Family of 7 members - Self, spouse, 3 dependent children (up to 25 years), 2 dependent parents	Floater Mediclaim coverage of INR 5 Lakhs irrespective of the number of members covered, Plus Additional floater Mediclaim policy of INR 5 Lakhs
	1. Hospital Room Category - Eligibility of up to Non- Deluxe Single AC Room 2. Sub limit of Maternity benefit (for first three children) up to INR 50,000 3. Sub limit for OPD basis treatment for Dental INR 1,500 (excluding the cost of dentures, bridges, crowns, scaling, filling, cleaning, polishing and cosmetic dentistry) 4. Sub limit for OPD basis treatment for Eye INR 500 (excluding cost of contact Lens, spectacles and cosmetic treatments)	

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Medical Insurance Debits:

F & Above grades :

- INR 30,864 per annum per person for self and spouse
- INR 15,944 per annum per child (upto 25 years)
- INR 13,841 per annum for **Additional Medical floater** cover of INR 5 Lakhs for self, spouse and child covered under mandatory policy
- INR 33,528 per annum for dependent parents
- INR 13,841 per annum for **Additional Medical floater** cover of INR 5 Lakhs for parents.

G & Below grades :

- INR 33,528 per annum per family unit of 7 members
- INR 13,841 per annum for **Additional** Medical floater cover of INR 5 Lakhs

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Reliance
Industries Limited

Annexure C

Terms and Conditions

01. MEDICAL FITNESS & VERIFICATION OF PARTICULARS:

Your appointment is subject to:

i. Medical Fitness: Your being declared medically fit by a Medical Officer or by a Doctor specified by the Company .

ii. Verification of Particulars: In case the particulars mentioned in your application or the representations or warranties or any other information provided by you are found to be false, inaccurate or unsatisfactory, your services would be liable for termination at any time without any notice or any compensation in lieu thereof.

02. REPRESENTATIONS AND WARRANTIES:

The Company's agreement to continue to employ you and the compensation and benefits payable to you are in consideration of the terms, covenants, and conditions stated in the offer of employment including this Annexure C, and you represent, warrant and covenant to the Company that:

i. You are under no contractual or other restriction or obligation which is inconsistent with the terms or conditions contained herein, the performance of your duties hereunder, or the other rights of the Company hereunder;

ii. You are under no physical or mental disability that may hinder the performance of your duties / obligations contained herein;

iii. You shall not raise any issue as to the reasonableness of the terms, covenants, or conditions contained herein in any proceeding to enforce these terms, covenants and/or conditions;

iv. You have full right and authority to execute this contract and that you are not bound by any contract or arrangement, including any employment contract, bond or covenant not to compete, that is inconsistent herewith

v. These terms, covenants, and/or conditions shall survive the termination of your employment with the Company.

You acknowledge that the terms, covenants, and conditions set forth herein are essential for the Company's protection and are not unreasonable and that the Company has relied on these representations, warranties, and covenants provided by you.

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03. DUTIES AND RESPONSIBILITIES:

i. **Exclusivity:** You agree to perform your duties, responsibilities and obligations efficiently and to the best of your ability exclusively for the Company. You agree that you will devote all of your working time, attention and best efforts in performing your duties, responsibilities and obligations throughout the term of employment. You also agree that you will not engage in any other employment or business activities during the terms hereof. You agree that all of your activities as an employee of the Company shall be in conformity with all the policies, rules, regulations and directions of the Company, as applicable from time to time.

ii. **Non Solicitation:** You will not, during the term of your employment or at any time thereafter, without the prior written consent of the Company, directly or indirectly, solicit for employment, or employ or otherwise contract for the services of, any person who is employed or engaged (either as an employee or consultant) by the Company or any of its affiliates or associated companies or directly or indirectly induce any such employee to leave their employment.

This covenant shall survive the termination of your employment with the Company.

iii. **Other Interests:** You shall not seek membership of any local or public bodies without first obtaining written permission from the Company.

iv. **Controlling Interest:** You agree that, so long as you are employed by the Company, you will not own, directly or indirectly, any controlling or substantial shareholding or other beneficial interest in any business enterprise or entity which is engaged in, or is in competition with, any business engaged in by the Company or any of its affiliates or associated companies. Notwithstanding the foregoing, you may own, directly or indirectly, up to 5% of the outstanding securities of any business or entity whose securities are traded on any national stock exchanges or in the over-the-counter market.

v. **Work hours:** Your working hours at your place of posting shall be as per the rules and regulations of the Company, as specified from time to time. However, you may be required to work additional hours, from time to time, to carry out your duties and responsibilities effectively.

vi. **Confidentiality and Non-disclosure:** You shall keep confidential and not disclose to any person or entity any information received or that comes to your knowledge during the course of your employment including in relation to the Company, its affiliates, associated companies, and third parties, in relation to any of our or their businesses or operations, particulars or details of manufacturing processes, technical know-how, security arrangements, analysis, compilations, forecasts, studies, summaries, notes, ideas(whether patentable or not), schematics, trade secrets, technology, customer lists (potential or actual) and other customer-related information, supplier information, sales statistics, pricing information, market intelligence, marketing and other business model/strategies, administrative organizational matters and any other information important for the Company. This shall include information in relation to third parties received by the Company in relation to any transaction being contemplated by the Company. Your obligation to maintain confidentiality of such information shall continue notwithstanding expiry or termination of your employment with the Company.

Third party Confidential obligations & prevention of IP contamination: You shall not use or disclose to the Company any confidential information of any third party received by you in your personal capacity from such a third party under an obligation of confidentiality, or knowingly induce use of such information in the business of the Company. Your employment/engagement with the Company shall not violate any obligation of confidentiality or non-solicitation of employment/assignment with any other party and that in case you are made aware of any such change in circumstances, you will inform the Company immediately of such change in the circumstances. You shall refrain from using/applying information/data in your current employment which qualifies as third party intellectual property to avoid any potential scenario of Intellectual Property contamination.

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vii. **Proprietary Rights:** You will disclose to the Company forthwith any discovery, invention, process or improvement made or discovered by you while in the service of the Company or thereafter, and all the rights, title, interest in such discovery, invention, process or improvement shall automatically belong absolutely to the Company and be the sole, absolute and exclusive property of the Company immediately upon discovery, invention or creation of process or improvement, whether or not delivered to the Company. If and when required to do so by the Company, you shall at the Company's expense, take out or apply for letter's patent, licenses or other rights, privileges or protection as may be directed by the Company in respect of any such discovery, invention, process or improvement so that the benefit thereof shall accrue to the Company and you will execute and deliver all such deeds and documents, including in particular instruments of assignment and do all such acts and things as may be required by the Company for assigning, transferring or otherwise vesting all rights, title and interest in the same and all benefits arising in respect thereof in favor of the Company or its nominee.

You will assign (and you hereby do assign) in perpetuity to the Company or its nominee all of your rights to all such new ideas (including all inventions), and to applications for patent or copyrights in all countries, if any, and execute such documents and take such lawful action as may be reasonably required to assign such new ideas to the Company or its nominee.

You will execute and deliver promptly to the Company (without charge to you but at the expense of the Company) such written instruments and cooperate and do such other acts as the Company in its sole discretion deems necessary or desirable to assign and transfer title in such new ideas to the Company and / or its nominee and to assist the Company in preserving the property right in such new ideas (including against forfeiture, abandonment, or loss) and to vest the entire right and title and interest therein exclusively in the Company and / or its nominee.

viii. **Safe-keeping of Company's property:** You will be responsible for safe keeping of and returning in good order and condition all properties of the Company, its affiliates and associated companies which may be in your possession, custody, care or charge or being used by you. In case of loss of any such property, the Company will be entitled to assess the value of the loss / damages caused to it and recover the same from you and to take such other action as it deems proper in the event of your failure to account for such material or property to its satisfaction.

ix. **Return of the Company's Property and records:** Upon termination of your employment, you shall forthwith hand over any letter of authority or power of attorney issued in your favour and any property or material of the Company or any of its affiliates or associated companies in your possession at the time of cessation of your employment with the Company. You shall also return to the Company all documents, files, records, keys, and other property of the Company in your possession regardless of the media on which such items are stored, and you shall not retain any copies or duplicates thereof.

x. **Authorizations for activities:** You will not enter into any commitments or dealings on behalf of the Company for which you have not been expressly authorised nor will you 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 written consent of the Company. You will avoid any issue which may result in a conflict between your personal interests and the interests of the Company in dealing with suppliers, customers and all other organizations or individuals doing or seeking to do business with the Company.

xi. **Non-disparagement:** You agree that you shall act with the highest standards of propriety and professionalism and shall not criticize, ridicule or make any statement which disparages or is derogatory of the Company, any of its affiliate or associated companies or any other employee or business associate of the Company or any of its affiliates or associated companies in any public or non-public communication with any customer, client or member of the investment community or media or in any communication whatsoever.

xii. **Confidential nature of terms of employment:** You agree that, save and except as may be required by applicable law, (with the prior consent of the Company), you shall not disclose the terms of your employment to any person.

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xiii. Enforceability: You acknowledge and agree that any violation of any of your duties and responsibilities may result in irreparable damage to the Company, and, accordingly, the Company may obtain injunctive and other equitable relief for any breach or threatened breach of such duties and obligations, in addition to any other remedies available to the Company.

You agree that the restrictions and remedies contained herein are reasonable and that it is your intention that such restrictions and remedies shall be enforceable to the fullest extent permissible by law. If it shall be found by a court of competent jurisdiction that any such restriction or remedy is unenforceable but would be enforceable if some part thereof were deleted or the period or area of application reduced, then such restriction or remedy shall apply with such modification as shall be necessary to make it enforceable.

Further, you hereby agree to indemnify and keep fully and effectively indemnified and hold harmless the Company, its affiliates, associates subsidiaries, and the directors, trustees, officers, employees, agents, authorized representatives and successors of all the foregoing from and against any and all claims, suits, actions, legal or other proceedings, demands, damages, liabilities, interest, costs, expenses (including attorney fees), and losses of whatsoever kind or nature incurred or sustained by Company or any of the third party directly or indirectly arising due to breach of any of obligations mentioned in the letter of employment and/or these terms and conditions.

04. TERMINATION OF EMPLOYMENT:

i. Employment At-Will: You acknowledge that your employment is and shall continue to be AT-WILL. This means that you have the right to terminate your employment with the Company at any time without providing any reason in accordance with the provisions hereof. Similarly, the Company may terminate your employment with or without cause at any time and for any reason in accordance with the provisions hereof. Accordingly, this letter of employment is not to be construed or interpreted as containing any guarantee of continued employment. As such, the recitation of certain time periods in this letter is solely for the purpose of defining your compensation. It is also not to be construed or interpreted as containing any guarantee of any particular level or nature of compensation.

ii. Superannuation: In the normal course, you will retire from the company on attaining superannuation at the age of 58 years.

iii. Absenteeism: If you absent yourself without leave or remain absent beyond the period of leave originally granted or subsequently extended, you shall be considered as having voluntarily terminated your employment without giving any notice unless you:

a. return to work within 8 days from the commencement of such absence, and

b. give an explanation to the satisfaction of the Company regarding such absence

iv. Medical Fitness: The Company has the right to request you to get yourself medically examined by a certified medical practitioner specified by the Company during the tenure of your employment. In case you are found to be medically unfit to perform your duties, your employment may be terminated.

v. Notice Period: Notwithstanding anything contained herein, the Company, in its sole discretion, may terminate your employment without cause by giving one month notice in writing or payment of one month Basic Salary on a pro rata basis, in lieu thereof. Similarly, you may resign from the Company's employment without cause by giving one month notice in writing or by payment of one month Basic Salary on a pro rata basis, in lieu thereof. In the event of your resignation, the Company may in its sole discretion opt to accept the same and relieve you prior to the completion of the stipulated notice period of one month, without any pay in lieu of the notice period.

vi. Termination for Misconduct: Your services are liable to be terminated without any notice or salary in lieu thereof for fraud, misconduct, negligence or breach of any of the terms and conditions of your letter of employment which includes this Annexure C. Without prejudice to the general meaning of the term "misconduct", "misconduct" shall include any case of reasonable suspicion of misconduct, disloyalty, commission of an act involving moral turpitude, or any action of indiscipline or inefficiency.

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vii. Non-compete: In the event of your separation from the Company for any reason whatsoever, you will not take up any job or assignment either full time or otherwise, either directly or indirectly, for a period of three months from the date of separation in any industry or business involved in similar/competing business as the Company or any of its affiliates or associate companies.

viii. Recovery of Payments: (If applicable) Payments made towards recovery of notice period by your previous employer and relocation expenses by us will be recovered in full in the event of your separation from the Company prior to completion of 1 year from joining the Company.

05. GENERAL:

i. Training: You may be selected and sponsored by the Company for familiarization/ training assignments with our technical collaborators or any other institutions/ organizations in India and/or abroad, based on terms and conditions stipulated at such time. You will diligently and beneficially take part in the training and such assignments in accordance with Company policies and directives.

ii. Rules, Regulations and Policies on Ethics: You will be governed by the service rules, regulations and policies including conduct, discipline and administrative orders and any such other rules or orders of the Company that may come into force from time to time. You must observe the policies that the Company publishes / notifies from time to time. These policies include requirement that you maintain the highest standards of conduct and act with the highest ethical principles.

a. You must not do anything that may be a conflict of interest with your responsibilities as an employee.

b. You are required to read and understand all policies applicable to you, all of which are available in the Reliance Management System ("RMS") portal. If you have any questions, now or in the future, please ask the Human Resources Department through the Query Management System in the ESS portal. You may also be required to sign and abide by the Policy on Ethics of the Company and undertake to sign such declarations that the Policy may demand from time to time.

c. Women employees will be entitled to all the statutory benefits provided by the Company under the Maternity Benefit Act 1961, and its subsequent amendments, if any, details of which are set out in the RMS/ESS portal.

iii. Media Interaction: You will not interact with the media - electronic, print or otherwise in

a. India or overseas, during or outside work hours, either in your own personal capacity or on behalf of the Company unless you have express and direct approval from the Company to interact with the media as a representative of the Company. Only persons duly authorized by the Company are permitted to interact with media and then only on specified subjects. Disclosure of any information other than those specifically authorized by the Company is prohibited.

b. Disclosure of information on proceedings of meetings (board / committee / internal) and disclosure of forward-looking statements is prohibited unless such disclosure is specifically approved by the Company.

c. You shall also not disclose non-public information selectively to any particular group as it may lead to unfair advantage / discrimination.

d. For any outside publication of books, articles or manuscripts which relate in any manner to the Company's business, policies and processes, you are required to obtain prior written approval of the Company prior to its publication or release.

e. Any violation of the Company's media policy, will tantamount to a breach of the terms and conditions of employment and may result in termination of the contract.

Reliance Corporate Park Thane - Belapur Road, Ghansoli, Navi Mumbai - 400 701, India.
Phone : +91-22-4477 0000 Fax : +91-22-4471 0111

Register Office : Maker Chambers IV, 3rd Floor, 222, Nariman Point, Mumbai - 400 021, India. CIN - L17110MH1973PLC019786

iv. **Jurisdiction:** The letter of employment is made at Mumbai and competent courts of Mumbai shall have jurisdiction over any dispute or difference whatsoever arising out of, under, in relation to or in connection with the letter of employment or breach hereof or in respect of any matter or thing herein contained.

v. **Entire Agreement:** This contract and the document referred to herein contain the entire agreement and understanding of the parties with respect to the subject matter hereof and shall supersede any and all prior or contemporaneous communications, representations, or agreements between the parties, whether oral or written, regarding the subject matter of this contract.

vi. **Age:** Your age mentioned in the Matriculation / Higher Secondary Certificate / Passport will be deemed to be the conclusive proof of your date of birth.

vii. **Change of address:** You will intimate in writing to the Company any change of your residential address within a week of the same changing, failing which any communication sent to you on your last recorded address shall be deemed to have been duly served on you.

viii. **Passport:** You are required to have a valid passport at all times and ensure that the same is renewed from time to time.

ix. **Suspension:** You may be placed under suspension pending enquiry into the charges of misconduct or any other breach hereof. The salary for the suspension period will be paid to you only if you are found not guilty of any of the charges for which you are suspended and not otherwise.

x. **Travel:** You shall make your own transport arrangements to and from the place of work.

xi. **Documentation:** Please submit the following documents, if not submitted earlier:

a. Certificates in support of your educational professional qualifications, experience, date of birth and other testimonials in original together with copies thereof.

b. Three copies of your recent passport size photographs with blue background.

c. Relieving letter and salary certificate from your last employer, in case you are/were employed.

xii. **Severability**: If any term or provision of this letter of employment shall be held to be invalid for any reason whatsoever, such invalidity shall not affect the validity, operation or enforceability of the remainder hereof. If the remainder of this letter is not materially affected by such declaration or finding and is capable of substantial performance, then that term or provision or part thereof shall to that extent be deemed not to form part of this letter of employment and such provision shall be replaced by a substitute provision that is legal and enforceable and is as nearly as possible consistent with the intentions underlying the original provision.

xiii. **Non Waiver**: No delay or omission on the part of Company in exercising any right, power, privilege or remedy in respect of your employment terms shall neither impair such right, power, privilege or remedy, or be construed as a waiver of it, nor shall any single partial exercise of such right, power, privilege or remedy, preclude any further exercise of it or the exercise of any other right, power, privilege or remedy.

I confirm that I have read and understood the terms and conditions set out herein and unconditionally and irrevocably accept the above terms and conditions.

Employee Name: Vatsalkumar Patel

Signature:

Date: 4 Jul 2022

Reliance Corporate Park Thane - Belapur Road, Ghansoli, Navi Mumbai - 400 701, India.
Phone : +91-22-4477 0000 Fax : +91-22-4471 0111

Register Office : Maker Chambers IV, 3rd Floor, 222, Nariman Point, Mumbai - 400 021, India. CIN - L17110MH1973PLC019786

RESPONSIBLE CARE®
OUR COMMITMENT TO SUSTAINABILITY

DEEPAK NITRITE

Ref: DNL/HR/Offer/Campus/2022-23

Date: 15-April-2022

Mr. Yash Pitroda
DDU, PO Box 35, College Road,
Nadiad, Gujarat: 387001.

Sub: Offer Letter – Graduate Engineer Trainee

Dear Mr Yash,

We are pleased to offer you the position of **Graduate Engineer Trainee** in our company.

You will be paid total stipend of **Rs. 4.25 Lakh (Rupees Four Lakh Twenty Five Thousand Only) per annum**, the breakup of which is as per **Annexure – A** payable to you subject to statutory and other deductions as per company policy and applicable rules.

Your date of joining will be **13th June 2022.** At the time of joining you are required to submit documents as mentioned in Annexure A.

Your appointment is subject to –

1. You successfully passing graduate degree OR post-graduate degree exam (as applicable) by securing aggregate of 60% or equivalent
2. You found being medically fit by an MBBS/MD (as per prescribed format)

You will be governed by rules, regulations, policies and practices of Deepak Nitrite Limited as applicable.

As a token of acceptance of offer, please sign and return a copy of this letter indicating your acceptance.

We welcome you to the **Deepak Nitrite family** and look forward to your joining us at the earliest.

Wishing you all the success in your association with us.

For Deepak Nitrite Limited,

Mahesh Phadke
General Manager - Human Resources

Read and accepted

Signature of candidate
Name: Yash Pitroda
Date: 20/04/2022

DEEPAK NITRITE LIMITED
CIN: L24110GJ1970PLC001735
Registered & Corporate Office:
Aaditya-I, Chhani Road, Vadodara-390 024. Gujarat, India.
Tel: +91 265 276 5200/396 0200 | Fax: +91 265 276 5344
Investor Relations Contact: investor@godeepak.com
www.godeepak.com

RESPONSIBLE CARE®
OUR COMMITMENT TO SUSTAINABILITY

DEEPAK NITRITE

Annexure A		
Name of candidate	**Yash Pitroda**	
Designation	**Graduate Engineer Trainee – Chemical – Operational Excellence - Dahej**	
Grade	**T01**	
Monthly Earnings	**Monthly**	**Annual**
Basic	15500	186000
HRA	4650	55800
Prof. Dev. Allowance	10307	123684
Total A	**30457**	**365484**
Annual / Deferred Benefits		
Festival Allowance/Bonus (@ 20% of Basic)	3100	37200
PF -Employer's contribution (@12% of Basic)	1860	22320
Total B	**4960**	**59520**
Cost To Company (CTC) = A+B	**35417**	**425000**

Other Perks/Benefits

1. Group Personal Accident Insurance – as per policy
2. Leaves (per annum) – as per policy

List of documents duly attested to be submitted for records on joining along with original for verification

1. All educational qualification certificates, school leaving certificate
2. Certificate of date of birth
3. 4 recent coloured passport size photographs
4. Copy of PAN Card, Aadhaar Card, Passport and Driving License
5. Bank Account details either ICICI Bank Ltd OR Axis Bank Ltd
6. Original Medical Form Duly filled and attested (if applicable)
7. Relieving and Experience Letter of all previous organizations (if applicable)
8. Last drawn salary slip, Form 16 and Full & Final certificate of last employer (if applicable)
9. PF Number (if available)

For Deepak Nitrite Limited,

M.A.Phadke

Mahesh Phadke
General Manager - Human Resources

Read and accepted

Yash

Signature of candidate
Name: Yash Pitroda
Date: 20/04/2022

DEEPAK NITRITE LIMITED
CIN: L24110GJ1970PLC001735
Registered & Corporate Office:
Aaditya-I, Chhani Road, Vadodara-390 024. Gujarat, India.
Tel: +91 265 276 5200/396 0200 | Fax: +91 265 276 5344
Investor Relations Contact: investor@godeepak.com
www.godeepak.com

Ref. #DPL/HR/OFF/Trainee/2022/04 2022

Date: 04th March,

To,
Mr. Prince Kanani
DDU

Sub: Offer Letter

Dear **Mr. Prince Kanani,**

Thanks for showing interest to work with us and accordingly appeared for the selection process and personal discussion. In this regard, we are delighted to offer you the position of **Graduate Engineer Trainee - Chemical** in our organization on the following terms:

1. Your compensation will be Rs. **4.25 Lacs lac/-** per annum
2. Date of joining **8th June, 2022**
3. Your initial place of posting will be **at Dahej Plant of DPL**
4. Offer is subject to, you are found medically fit for the employment
5. Offer is subject to, satisfactory result in Final year of degree course
6. Production and verification of documents as under:
    a. Certificate of and/or mark sheets of final year of highest qualification received by you. You may be asked to furnish certificates of other additional qualification
    b. Proof of residence, date of birth & photo ID eg. Driving license / Passport / Voter ID card / PAN card (mandatory) / Aadhar card (mandatory)
    c. Four recent passport size photographs

As we are a growing organization with a strong commitment to quality and customer service; as a professional, you will surely find many challenges and growth opportunities which would go long way in adding value to the organization and your career.

Kindly return the duplicate copy of this letter duly signed as token of your acceptance of above terms.

Thanking you
Yours Faithfully,
For, DEEPAK PHENOLICS LTD.

Authorised Signatory

Received & Accepted

DEEPAK PHENOLICS LIMITED
CIN: U24100GJ2011PLC064669
Registered & Corporate Office:
1st Floor, Aaditya - II, Chhani Road, Vadodara - 390024. Gujarat, India.
Tel: +91 265 276 5500 | Fax: +91 265 276 5557
www.godeepak.com

AARTI INDUSTRIES LIMITED

Date: **27/01/2022**

Dear Ms. **Riya Chalke**

CONGRATULATIONS!!

We are pleased to offer you the position of **Officer Trainee** with **Aarti Industries Limited** under the Aarti Officer Trainee Program (AOTP).

Your tentative date of joining will be **1st June 2022**. You will undergo a training program for six months followed by a probation period of six months from the date of joining. Upon successful completion of the training & probation period you will be confirmed as **Engineer.**

You will be paid a **Total Target Cost To Company of INR 5 LPA (Five Lakh Per Annum)** and on confirmation after 1 year your **Total Target Cost To Company will be revised to INR 5.5 LPA (Five Lakh Fifty Thousand Per Annum).**

Your joining is subject to the following terms of employment :

- Successful completion of degree / Post degree examination with a minimum aggregate score of 6.0 CGPA or 60% with no active backlog
- Pre - Employment Medical examination clearance
- Background verification

Other Terms and Conditions:

- During training and probation period you may be deployed at factory/offices based on the company requirements.
- If you are posted at Factory locations (Vapi, Jhagadia, Dahej, Kutch, Tarapur etc) you will be provided Bachelor's sharing Accommodation for a period of 1 year from your date of joining.
- In case if you're posted at any metro/city location you have to manage your own accommodation. However, additional HRA/city compensatory allowance will be applicable as per the company policy
- Target Variable pay will be paid on an annual basis as per company policy. First payout will happen on confirmation, subject to scheme conditions
- Notice period during training and probation period will be 1 month and post confirmation will be 2 months
- You will be eligible for your first annual compensation review, post confirmation and performance period
- Your retirement age will be 58 years
- You will have to abide by the Company's Code of Conduct, rules, regulations, organization values and culture
- Compensation and benefits are subject to taxes to be borne by the incumbent as per the prevailing tax laws
- Campus trainees will be required to work in shift timings/working hours as per business requirements
- In the event of any change in law (compliance of which is mandatory for us), if the current CTC and structure offered to you at Appendix also undergoes a change or is modified by us to meet such compliance ,we shall do so on a neutral cost basis. You shall not hold us liable or responsible for such change or restructuring , nor shall we be required to revise your CTC other than in accordance with the law.You are accepting this offer with full knowledge and awareness of the proposed Wage Code Bill that is likely to impact the existing CTC structure.

R Chalke

AARTI INDUSTRIES LIMITED

You will receive an email from us to bring necessary documents on joining and other relevant information.
Looking forward to welcoming you to the **AARTI FAMILY.**

Kindly sign on a duplicate copy of this offer letter as a token of acceptance.

For Aarti Industries Limited,

Manoj Sharma
Joint President & CHRO

Rhalke

AARTI INDUSTRIES LIMITED

ANNEXURE 1

Target Annual Compensation			
Particulars	**Cost To Company on joining (Rs Per Annum)**	**Cost To Company upon Confirmation (Rs Per Annum)**	**Remarks**
Base Salary (A)			
Basic	200000	220000	Basic is paid on a monthly basis. Retirals are linked to this. Subject to tax.
Housing (B)			
HRA	80000	88000	House Rent Allowance is provided to meet the cost of accommodation. HRA is calculated at 40% of the Basic pay. HRA is an allowance and is subject to income tax. The exemption on HRA is covered under Section 10(13A) of the Income Tax Act and Rule 2A of the Income Tax Rules. HRA is paid on a monthly basis.
Allowances & Reimbursements (C)			
Education Allowance	2400	2400	Educational Allowance is paid on a monthly basis, subject to Income tax.
Uniform Allowance	18000	18000	Uniform Allowance is paid on a monthly basis, subject to Income tax.
Aarti Allowance / Special Allowance	79313	89285	Special allowance is paid on a monthly basis. This element has no linkage to any component of compensation / retirals. Subject to tax.
Statutory Bonus	40000	44000	Statutory Bonus will be paid as per Payment of Bonus Act 1965. Subject to tax. Calculated at 20% of Basic Pay + Dearness Allowance(if applicable)
Leave Travel Allowance	16667	18333	Leave Travel Allowance is a reimbursement for travel within India. It is governed by IT Act where one can claim tax exemptions twice in a block of four years and should be on Privilege leave for a minimum period of 5 days and this can be clubbed with weekly off or a paid holiday

Rhalke

AARTI INDUSTRIES LIMITED

Retirals (D)			
Gratuity	9620	10582	Gratuity is 4.81% of basic pay
Company's Contribution to PF	24000	26400	As per employee provident fund Act 1952, an employer is required to contribute a minimum 12% of the Basic Salary to EPF. And an equal amount will be deducted as employee contribution from monthly payroll.
Target Variable Pay (E)			
Target Variable Pay	30000	33000	The objective of the Performance Pay Scheme is to incentivize employees to achieve specific Group/Business and/or financial and strategic predetermined goals, within the Group's/Business risk appetite. This is currently paid on an annual basis (April to March) and linked to individual performance ratings and business performance
Total Fixed Compensation (A+B+C+D)	**470000**	**517000**	
Total Cost to Company (CTC) (A+B+C+D+E)	**500000**	**550000**	

Yours Sincerely,
For Aarti Industries Limited,

Manoj Sharma
Joint President & CHRO

fives
Industry can do it

23rd February 2022

Mr. Romil Gandhi
29, Apexa Park,
Near Iscon Temple,
Gotri Road,
Vadodara - 390007

Dear Romil,

With reference to the interview you had with us, we have pleasure in selecting you as **GRADUATE ENGINEER TRAINEE** on the following terms and conditions.

1. Your period of training will be for 12 months from the date of joining. However, you will join the company within **10th May 2022.**

2. Your Headquarters will be at Baroda, India but you may be required to travel both within India and overseas, if required. If circumstances necessitate, the services may be transferred anywhere in India. The terms of services wherever transferred will remain identical with those set out in this letter unless an alteration of such terms has been arranged in writing.

3. The description of the remuneration package is attached and part of the contract of employment.

4. During the period of training, you will be entitled for weekly off and the National & Festival Holidays as applicable to Fives Combustion Systems, not entitled for any other leave.

5. You shall not at any time engage in, or be concerned with, or be interested in, directly or indirectly, any business, work or activity other than that of the Company or commit any act prejudicial to the interests of the Company and/or its business (the Company being the sole judge thereof).

6. The Company may at its sole discretion terminate the Contract of Employment without notice and / or salary in lieu of notice, if in the opinion of the Company, the continuance of your employment is detrimental to the interest of the Company.

7. You agree to observe the strictest discretion on all activities pertaining to the activities of the Group to which you will have access within the execution of your function. You will not divulge to anyone any information resulting from work executed in the office or on a job site, including without limitation drawings, designs, specifications, calculations, prices and technical know-how etc.

8. On successful completion of the said 12 months training period to the satisfaction of the Company of which the Company shall be sole judge, at that time you will be considered for appointment.

Energy

Fives Combustion Systems Pvt. Ltd.
Registered Office: Plot No. 230, Padra-Jambusar Highway, Dabhasa-391 440, District - Vadodara, Gujarat - INDIA
CIN: U74999GJ1981PTC079214
Tel: +91-2662-618200, 244459, 244483 - Fax: +91-2662-618222 - Email: fivescombustionsystems@fivesgroup.com
www.fivesgroup.com

Designer and manufacturer of Fives Pillard and CBL products

ISO 14001 TÜV SÜD ISO 9001 ISO 45001

9. The Company reserves the right to verify your documents and background through internal or external agencies. These may include your current / previous employment history, educational/professional credentials and other background checks.

10. It has been agreed and accepted by you that you will work for minimum two years after the completion of your one year training period.

At the time of joining, please contact our HR department along with the following documents in original and two attested Xerox copies:

a. S.S.C or equivalent examination mark-sheet.
b. Mark Sheets of Degree in Graduation, of all the Semesters/Years
c. Attested copies of degree certificate and final year / semester marksheets should be forwarded to us within 3 months of your joining. (Except final semester/final year, if results have not been declared).
d. Proof of age – either S.S.C or school leaving certificate.

Waiver

The failure or delay to insist on the performance of any provision of this contract is not a waiver of its rights.

General

Your services will be governed by the rules and regulations of the company and instructions from the Management from time to time during the course of your employment.

Any dispute arising out of this appointment will be under the jurisdiction of Baroda.

Acceptance

This appointment order is prepared in two originals. Kindly sign and return one original.

For FIVES COMBUSTION SYSTEMS PRIVATE LIMITED

RAHUL RAJGOR
MANAGING DIRECTOR

Signature

Romil Gandhi
(Accepted and Agreed)

fives

Remuneration Annexure w.e.f 10th May 2022

Name: Romil Gandhi
Designation: GET

	Amounts (Rs.)	
MONTHLY COMPONANTS (A)	**Monthly**	**Annual**
Basic	12,000	1,44,000
HRA	4,800	57,600
Conveyance	1,600	19,200
Telephone Allowance	500	6,000
Other Allowance	4,336	52,032
Medical Allowance	1,000	12,000
Sub Total (A)	**24,236**	**2,90,832**
ANNUAL BENEFITS (B)		
Ex Gratia / Bonus	1,665	19,980
Retention Pay (Payable on completion of 1 year)	1,500	18,000
Sub Total (B)	**3,165**	**37,980**
RETIREMENT BENEFITS (C)		
PF (12% of basic)	1,440	17,280
Sub Total (C)	**1,440**	**17,280**
WELFARE BENEFITS (D)		
Group Medical Insurance	250	3,004
Group Personal Accident	75	904
Sub Total (D)	**326**	**3,908**
CTC per annum (A+B+C+D)	**29,166**	**3,50,000**

For FIVES COMBUSTION SYSTEMS PRIVATE LIMITED

RAHUL RAJGOR
MANAGING DIRECTOR

Signature

Romil Gandhi
(Accepted and Agreed)

AARTI INDUSTRIES LIMITED

Date: **02/02/2022**

Dear Mr. **Ronak Gondaliya**

CONGRATULATIONS!!

We are pleased to offer you the position of **Officer Trainee** with **Aarti Industries Limited** under the Aarti Officer Trainee Program (AOTP).

Your tentative date of joining will be **1st June 2022**. You will undergo a training program for six months followed by a probation period of six months from the date of joining. Upon successful completion of the training & probation period you will be confirmed as **Engineer.**

You will be paid a **Total Target Cost To Company of INR 5 LPA (Five Lakh Per Annum)** and on confirmation after 1 year your **Total Target Cost To Company will be revised to INR 5.5 LPA (Five Lakh Fifty Thousand Per Annum).**

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- Successful completion of degree / Post degree examination with a minimum aggregate score of 6.0 CGPA or 60% with no active backlog
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- Background verification

Other Terms and Conditions:

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- If you are posted at Factory locations (Vapi, Jhagadia, Dahej, Kutch, Tarapur etc) you will be provided Bachelor's sharing Accommodation for a period of 1 year from your date of joining.
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- You will have to abide by the Company's Code of Conduct, rules, regulations, organization values and culture
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- Campus trainees will be required to work in shift timings/working hours as per business requirements
- In the event of any change in law (compliance of which is mandatory for us), if the current CTC and structure offered to you at Appendix also undergoes a change or is modified by us to meet such compliance ,we shall do so on a neutral cost basis. You shall not hold us liable or responsible for such change or restructuring , nor shall we be required to revise your CTC other than in accordance with the law.You are accepting this offer with full knowledge and awareness of the proposed Wage Code Bill that is likely to impact the existing CTC structure.

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AARTI INDUSTRIES LIMITED

You will receive an email from us to bring necessary documents on joining and other relevant information.
Looking forward to welcoming you to the **AARTI FAMILY.**

Kindly sign on a duplicate copy of this offer letter as a token of acceptance.

For Aarti Industries Limited,

Manoj Sharma
Joint President & CHRO

Scanned by TapScanner

AARTI INDUSTRIES LIMITED

ANNEXURE 1

Target Annual Compensation			
Particulars	**Cost To Company on joining (Rs Per Annum)**	**Cost To Company upon Confirmation (Rs Per Annum)**	**Remarks**
Base Salary (A)			
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AARTI INDUSTRIES LIMITED

Retirals (D)			
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Total Fixed Compensation (A+B+C+D)	**470000**	**517000**	
Total Cost to Company (CTC) (A+B+C+D+E)	**500000**	**550000**	

Yours Sincerely,
For Aarti Industries Limited,

Manoj Sharma
Joint President & CHRO

Scanned by TapScanner

AARTI INDUSTRIES LIMITED

Date: **27/01/2022**

Dear Mr. **Sagarkumar Kacha**

CONGRATULATIONS!!

We are pleased to offer you the position of **Officer Trainee** with **Aarti Industries Limited** under the Aarti Officer Trainee Program (AOTP).

Your tentative date of joining will be **1st June 2022.** You will undergo a training program for six months followed by a probation period of six months from the date of joining. Upon successful completion of the training & probation period you will be confirmed as **Engineer.**

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- Successful completion of degree / Post degree examination with a minimum aggregate score of 6.0 CGPA or 60% with no active backlog
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- You will be eligible for your first annual compensation review, post confirmation and performance period
- Your retirement age will be 58 years
- You will have to abide by the Company's Code of Conduct, rules, regulations, organization values and culture
- Compensation and benefits are subject to taxes to be borne by the incumbent as per the prevailing tax laws
- Campus trainees will be required to work in shift timings/working hours as per business requirements
- In the event of any change in law (compliance of which is mandatory for us), if the current CTC and structure offered to you at Appendix also undergoes a change or is modified by us to meet such compliance ,we shall do so on a neutral cost basis. You shall not hold us liable or responsible for such change or restructuring , nor shall we be required to revise your CTC other than in accordance with the law.You are accepting this offer with full knowledge and awareness of the proposed Wage Code Bill that is likely to impact the existing CTC structure.

Scanned with CamScanner

AARTI
INDUSTRIES
LIMITED

You will receive an email from us to bring necessary documents on joining and other relevant information.
Looking forward to welcoming you to the **AARTI FAMILY.**

Kindly sign on a duplicate copy of this offer letter as a token of acceptance.

For Aarti Industries Limited,

Manoj Sharma
Joint President & CHRO

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AARTI INDUSTRIES LIMITED

ANNEXURE 1

Target Annual Compensation			
Particulars	**Cost To Company on joining (Rs Per Annum)**	**Cost To Company upon Confirmation (Rs Per Annum)**	**Remarks**
Base Salary (A)			
Basic	200000	220000	Basic is paid on a monthly basis. Retirals are linked to this. Subject to tax.
Housing (B)			
HRA	80000	88000	House Rent Allowance is provided to meet the cost of accommodation. HRA is calculated at 40% of the Basic pay. HRA is an allowance and is subject to income tax. The exemption on HRA is covered under Section 10(13A) of the Income Tax Act and Rule 2A of the Income Tax Rules. HRA is paid on a monthly basis.
Allowances & Reimbursements (C)			
Education Allowance	2400	2400	Educational Allowance is paid on a monthly basis, subject to Income tax.
Uniform Allowance	18000	18000	Uniform Allowance is paid on a monthly basis, subject to Income tax.
Aarti Allowance / Special Allowance	79313	89285	Special allowance is paid on a monthly basis. This element has no linkage to any component of compensation / retirals. Subject to tax.
Statutory Bonus	40000	44000	Statutory Bonus will be paid as per Payment of Bonus Act 1965. Subject to tax. Calculated at 20% of Basic Pay + Dearness Allowance(if applicable)
Leave Travel Allowance	16667	18333	Leave Travel Allowance is a reimbursement for travel within India. It is governed by IT Act where one can claim tax exemptions twice in a block of four years and should be on Privilege leave for a minimum period of 5 days and this can be clubbed with weekly off or a paid holiday

Scanned with CamScanner

AARTI INDUSTRIES LIMITED

Retirals (D)			
Gratuity	9620	10582	Gratuity is 4.81% of basic pay
Company's Contribution to PF	24000	26400	As per employee provident fund Act 1952, an employer is required to contribute a minimum 12% of the Basic Salary to EPF. And an equal amount will be deducted as employee contribution from monthly payroll.
Target Variable Pay (E)			
Target Variable Pay	30000	33000	The objective of the Performance Pay Scheme is to incentivize employees to achieve specific Group/Business and/or financial and strategic predetermined goals, within the Group's/Business risk appetite. This is currently paid on an annual basis (April to March) and linked to individual performance ratings and business performance
Total Fixed Compensation (A+B+C+D)	**470000**	**517000**	
Total Cost to Company (CTC) (A+B+C+D+E)	**500000**	**550000**	

Yours Sincerely,
For Aarti Industries Limited,

Manoj Sharma
Joint President & CHRO

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Gujarat Narmada Valley Fertilizers & Chemicals Limited

GNFC

ISO 9001, ISO 14001, ISO 45001 & ISO 50001 Certified Company

No.: HR/REC/GET/2022/305
Date: **27/07/2022**

Mr.. Sindha Sameerkumar Manharbhai
3058 - 154, Bhidbhanjan, Khadi,
Panchbatti,
Bharuch - 392001,
Mob. 9904215837 **E-Mail: sindhasameer229@gmail.com**

OFFER FOR THE POST OF GRADUTE ENGINEER TRAINEE (CHEM.)

We make reference to the campus interview attended by you on **17/06/2022** organized at GNFC, Bharuch for the recruitment of **Graduate Engineer Trainee (CHEM.)**. We are pleased to offer you the position of **Graduate Engineer Trainee (CHEM.)** in our organization subject to fulfillment of below mentioned conditions:

1) You will have to undergo medical fitness examination at Company's Medical Centre situated at GNFC Township, P.O Narmadanagar, Ta. & Dist. Bharuch and obtain necessary fitness certification by our Company's Doctor.

2) Your final appointment will be subject to passing your Degree with first class as per the University / Institute norms.

3) You are requested to bring all your original certificates viz. School leaving certificate, 10th & 12th Mark sheets, Mark sheets of all the semesters of your degree and Degree Certificate, Identity Card (Aadhar card, PAN Card, etc) at GNFC Corporate office, 2nd Floor, HR Deptt.. P.O Narmadanagar, Bharuch. You are requested to come for Medical Examination at 8.45 a.m. on or before **03/08/2022**.

A detailed Appointment Letter specifying all terms and conditions will be issued to you subsequently subject to your complying with the above mentioned conditions. This offer letter is sent to you in duplicate. You are kindly requested to sign the second copy of this letter as a token of your unconditional acceptance and forward the same to us within 20 days from the date of issuance of this letter. Please note that if we do not receive your acceptance of this letter, it will be presumed that you are not interested in our offer and our offer shall stand withdrawn without any further communication to you in this regard.

Thanking you,

Yours faithfully,
For **Gujarat Narmada Valley Fertilizers & Chemicals Limited,**

Sd/-
Pankaj Sanadhya
General Manager

DECLARATION OF ACCEPTANCE

I unconditionally accept the above offer on the conditions mentioned therein and agree to abide by the same.

Date : _____ Signature : _____

Place : _____ Name : _____

Inspired by Science

PI: HR: OFFER: 2022
Date: 02nd March 2022

Mr. Sardhara Vital Shantilal
Location: Nadiad

Dear: Sardhara Vital Shantilal

Further to our discussions, I am delighted to formally extend you an offer for **Graduate Engineering Trainee** as per the terms and conditions contained herein. This is an **E1** grade position in our Company. The mutually agreed compensation, set out in Annexure – A, shall accrue on a day to day basis and be payable in arrears at the beginning of next month on a pro-rata basis, net of applicable withholding taxes.

1. Your appointment will be with effect from the date of your joining our organization, which shall be no later than 18th July 2022. The background on PI Industries Limited ("PIL" and "Company"), its business growth plans and also a detailed write up on the role and profile has been discussed and shared with you. You will be on training for a period of one year from the date of joining.

2. Your services can be confirmed by written order on completion of your training period and subject to satisfactory work and conduct during the training period. The management reserves the right to extend the training period depending on progress of your training.

3. You will be based at either of our manufacturing sites **Jambusar/Panoli/Udaipur.** Kindly note that if you will be re-locating yourself from your current location to **Jambusar/Panoli/Udaipur,** you shall be entitled to re-location benefits as per the company's policy for re-locating yourself and your family. Notwithstanding anything to the contrary mentioned herein, if you decide to leave the Company within two (2) years of your joining the Company, you shall repay the amount paid to you towards relocation expense, joining bonus, notice buy out and any other expense paid to you by the company to facilitate your joining the company; failing which the Company shall have the liberty to recover the same from your last salary or any other amount that remains due and payable to you by the Company against the full and final settlement.

4. During your employment period, you may be re-located and / or transferred to any of the other offices of the Company, located in India or abroad as per the Company's business needs.

5. You shall abide by all the policies, procedures, rules, regulations, standing orders, undertakings and other service conditions ("Company Policies") of the Company applicable to you from time to time, and the directions given by the Company or the board of directors of the Company from time to time. You shall be provided with copies of the Company's Policies which the Company expects its employees to abide by and such policies shall be an integral part of the terms of your appointment. Any breach of Company's Policies may lead to disciplinary action including termination forthwith. In case of conflict between the provisions of this agreement and the 'Company's Policies', the provisions of the 'Company's Policies' shall prevail unless the agreement provides otherwise.

6. During the tenure of your employment with the Company (including during any notice period), you will not engage in any other activity, assignment or profession, whether or not such activity is pursued for gain, profit or other pecuniary or non-pecuniary advantage or purpose, without obtaining prior permission from the Managing Director & CEO. Any contravention of this condition will entail immediate termination of your employment with the Company, without the requirement of any notice.

PI Industries Ltd.
Corporate Off.: Vipul Square, 5th Floor, B-Block, Sushant Lok, Phase I, Gurgaon – 122009, Haryana, India. Tel.: +91-124-6790000
Regd. Off.: Post Box No.20, Udaisagar Road, Udaipur – 313001, Rajasthan, India. Tel.: +91-294-2491451-5, 6651100, Fax: +91-294-2491946
Email: info@piind.com, www.piindustries.com, CIN: L24211RJ1946PLC000469

7. You shall discharge the duties which may be assigned to you from time to time with full devotion and sincerity and to the entire satisfaction of the management and carry out his duties and responsibilities in a competent and professional manner.

8. In addition to any other grounds as may be provided in this agreement , your employment is liable to be terminated without notice at any time should the following circumstances occur:
   - You are found to be medically unfit by the company's authorized medical practitioner or examination for the role for which you are being hired.
   - As and when the company comes to know of any conviction by the court of law during the tenure of your service with the company; or conviction and/or bad record in the past under any previous employer.
   - It is found out that any material information you gave us during the process of your hiring is incorrect or untrue.
   - Breach of the obligations as employee relating to 'confidentiality', 'intellectual property', and 'misappropriation / misuse of Company's property'.

9. You shall maintain the highest standards of integrity in your work and you will not divulge or disclose any secret or information about the Company's affairs or business or furnish information to any one or discuss the affairs of the Company with anyone except as may be authorized by the 'Managing Director & CEO' for your performance of your duties in the normal course of business. All information (whether in relation to the Company or otherwise) to which you shall gain access by any means or which is available to you directly or indirectly as a consequence of your employment with Company or information developed by you, whether in writing, oral, visual or any other form, including any and all information relating to the Company and/or its client's/vendors (whether past, present, or future), documents, plans, drawings, prints, trade secrets, reports, statements, correspondence, chemical formulae, methods, discoveries, ideas, concepts, know-how, techniques, designs, specifications, diagrams, data, computer programs, customer lists, studies, marketing, pricing and other strategies, and other technical, marketing and business information, sales forecasts, business plans, business secrets and price sensitive information of the Company shall be treated as 'confidential information'. The obligations of secrecy and restricted use as set forth in this Agreement shall not apply to Confidential Information, which, as evidenced by competent proof was at the time of disclosure published or generally known to the public. If at any time you are required to disclose any confidential information about the Company or its affairs under any statutory, regulatory or similar legislative requirements or requirement under a legal proceeding in any court or tribunal then you shall seek the prior written confirmation of the 'Managing Director & CEO' and you shall assist the Company to take advantage of any provisions which restricts the amount of or nature of the confidential information to be disclosed.

10. You shall use confidential information in the manner expressly authorized by the Company and only during the term of your employment with the Company. You shall not utilize such confidential information for your own use, or discuss and/or disclose such confidential information to any persons during or after your employment with the company has ceased.

11. You will be liable for a suit of prosecution for damages for discussing, divulging, sharing or parting with any such confidential information, other than as specified in the clause 9 of this Agreement, during your course of employment or on doing so after the cessation of your employment for at least a 10 year period.

12. During your employment, as and when required by the Company (including at the time of your joining the Company), you will be required to sign a non-disclosure agreement(s) with the Company.

13. Any intellectual property developed during the course of your employment will be the sole property of the Company and you shall have no right, interest and/or entitlements to use or attempt to use such intellectual property without the prior written consent of the Company. Further, you shall not attempt to acquire rights over or register such intellectual property.

14. While you are employed with the Company, you also will not assist any person or organization in competing with the Company, in preparing to compete with the Company or in hiring any employees of the Company or otherwise engage in any activity that represents a conflict of interest with the interests of the Company. You further agree that you will not participate in any activity or enter into any contractual obligation which is detrimental to the interest of the company (or interferes with the performance of your duties or otherwise constitutes a conflict of interest) or issue any waiver or reduction of any contractual requirement, credit note or discount, nor enter into settlement of any sort with any client, supplier or government authority, without the prior express permission of the 'Managing Director & CEO'. A breach of this undertaking shall entitle the company to recover from you any loss arising out of such breach.

15. You shall comply with all safety measures promulgated by the company from time to time and shall be responsible for the consequences of any failure on your part to observe safety instructions. You will also be responsible for the security and upkeep of the Company's articles and property which may be entrusted to you.

16. You shall comply with the Company's Code of Conduct, attached herein as Annexure B, at all times during the employment with the Company. You understand that any violation of the Company's Code of Conduct may result in disciplinary action, up to and including termination of employment, potential prosecution by law enforcement and monetary fines and penalties.

17. You emoluments shall be confidentlal and you shall not disclose it to any personnel of the Company.

18. You shall be liable for any income tax and all other applicable taxes arising out of the payments received by you from the Company. The Company shall also have the right to deduct from the payments to be made to you (i) any money owed by you to the Company; and (ii) any deductions mandated by applicable laws.

19. The contract of employment may then be terminated by either party by giving the other one month' notice in writing or one month' basic pay in lieu of thereof during training period and three month' notice in writing or three month basic pay in lieu of notice after confirmation. Notwithstanding anything mentioned herein, any waiver or reduction in the notice period term is at the sole discretion of the Company.

20. If any provision of this Agreement or part thereof is rendered void, illegal or unenforceable in any respect under any law and to the extent such provision is severable, then such provision shall be severed from the rest of the Agreement and the validity, legality and enforceability of the remaining provisions shall not in any way be affected or impaired thereby. The Parties agree that in the event any such provision of this Agreement is held unenforceable or invalid, then the Parties shall, in good faith, discuss and agree to such alternate provision(s) that will achieve, to the maximum extent permissible, the original commercial intent between the Parties.

21. At the time of severance of your contract with the Company, you will be required to handover to the Company all documents, articles (including cash), confidential information, return all property (including car, keys, security pass, telephone, mobile, computer, disks) of the Company in good condition, which were given to you for your use or came within your possession by virtue of your employment with the Company, and obtain a "no dues certificate" from the Company. Final settlement of your accounts will be made only on your handing over the mentioned items stated in this clause to a designated representative of the company. You shall delete or destroy (if the Company so requires) all confidential information and provide proof of such destruction to the Company. You shall also be required to irretrievably delete all information of the Company stored on any magnetic or optical disk or memory of the personal equipment owned by you and all matter derived from such information of the Company.

22. Following resignation/ termination, you will agree not to compete with the company or solicit the employees of the Company for 3 (three) years. You covenant that you shall not at any time, in any capacity whether as shareholder, director, sole trader, partner, joint venture, consultant, agent, employee or adviser during the term of your employment and for period of 3 (three) years thereafter:
    - Induce or attempt to induce any of the employees/ consultants of the company to terminate their agreements or contracts with the company;
    - Solicit or attempt to solicit the business of any entity, who during the twelve months preceding termination of your employment with the company was a client of the company; or
    - Solicit or attempt to solicit the business of any person whose business the company was, to your knowledge, cultivating at the time of termination of your employment with the company.

23. You agree that any breach of the obligations relating to 'confidentiality', 'intellectual property', 'non solicitation' and 'Company property' will cause irreparable injury to the Company and will not be adequately compensable by monetary damages alone; hence the rights and remedies of the Company hereunder maybe enforced both at the law or in the equity, by injunction or otherwise.

24. You agree to indemnify the Company and hold the Company harmless from any and all claims made by any clients or third parties for any losses, damages, liabilities and expenses arising out of or due to willful misconduct or negligence on your part or any breach of the obligations under this appointment.

25. The employment as per this offer is subject to:
    - Your acceptance in writing of the offer on or before 7 working days from issue of this letter.
    - Your joining the company on or before 18th July 2022.
    - Obtaining a medical fitness certificate, for which purpose you will undergo specified medical test in the manner indicated by us. You are requested not to initiate exit process with your current employer till you receive fitness clearance from our side.
    - Satisfactory completion of reference and background checks and submission of following documents:
        - True copy of testimonials of academic qualifications;
        - Photo copy of PAN card, Aadhar Card;
        - Two passport size photographs;
        - Crossed cheque of your saving bank account;
        - Declaration to the Company in respect of you not being employed by any person other than the Company and that you have not been arrested, or convicted of, or cautioned for, or charged with any offence.
        - Relieving letter from your previous employer (if applicable) ;

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- Last Salary Certificate from your previous employer (If applicable); and
- Code Number of your PF/EPF (If applicable) .

We eagerly look forward to your joining our team to together take our Company to the next stage of growth and professional achievement.

Please sign every page of the second copy of this letter and return the same as a token of your accepting of the offer.

Yours Sincerely,

Authorized Signatory

Encl. Annexure "A" & "B"

I have read and understood the terms and conditions of my Offer Letter No PI: HR: OFFER: 2022 dated 02nd March 2022 and have signed every page of the second copy of the aforesaid offer Letter as a token of having accepted the terms and conditions.

Place: _____

Date: _____

Signature:_____

Name: _____

Designation:_____

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Annexure - A

Compensation Structure Details

CONFIDENTIAL

Name: Mr. Sardhara Vital Shantilal
Designation: Graduate Engineering Trainee
Location: Jambusar/Panoli/Udaipur

SALARY COMPONENT	INR PA	INR PM
BASE SALARY		
BASIC	1,60,000.00	13,333.00
HRA	96,000.00	8,000.00
Con.	16,000.00	1,333.00
SPECIAL ALLOWANCE	61,387.00	5,116.00
TOTAL A	**3,33,387.00**	**27,782.00**
REIMBURSEMENTS		
LTA	13,333.00	1,111.00
TOTAL B	**13,333.00**	**1,111.00**
STATUTORY BENEFITS		
*PF-12% OF BASIC	21,600.00	1,800.00
GRATUITY	7,680.00	640.00
**APA/BONUS	24,000.00	2,000.00
TOTAL C	**53,280.00**	**4,440.00**
FIXED CTC (A+B+C)	**4,00,000.00**	**33,333.00**
CTC	**4,00,000.00**	

For **PI Industries Ltd.**

Authorized Signatory

Bharat RASAYAN LIMITED

WORKS : UNIT-II: Plot No. 42/4, Amod Road, GIDC, Dahej, District-Bharuch, Gujarat-392130, Ph.: +91-2641-291123, +91-2642-241100

BRL/DAH/HR/GET/OFFER/2022/08/01
Date: 03 August 2022

Mr. Shah Jay
S/O. Shah Vikeshkumar
59, Alembic Nagar, Refinery Road,
Opp Bapu Dargah, Gorwa, Industrial Estate,
Vadodara, Gujarat, 390016.

Sub. Offer Letter for the post of "Graduate Engineer Trainee"

With reference to your application and subsequent interview with us, we are pleased to offer you the position of **"Graduate Engineer Trainee"** in our organization on terms & conditions and salary as agreed with you.

You are required to report for duty to undersigned on or before date **16-08-2022** at around 8:30 AM at our plant at Plot No. 42/4, Amod Road, GIDC, Dahej, Dist. Bharuch (Gujarat). The Formal appointment letter will be issued to you on your joining duty. At the time of joining you are advised to submit the following documents:

1. Attested photocopies of educational & professional qualifications. (SSC onwards).
2. Relieving/Clearance certificate from the previous employer(s) (if applicable)
3. Latest salary slip / salary certificate of the previous employer(s) (if applicable)
4. Five number of passport size photographs & One Post card size family photograph.
5. Documents in support of Address proof (Ration Card / AADHAR) and Identity proof (DL / Voter Card / **PAN Card / AADHAR**) duly self-attested etc. (Please bring original ID proof with you.) PAN CARD & AADHAR are mandatory documents for submission before joining.
6. EPFO UAN Number (if applicable) & bank a/c details (A/c No, A/c Name & IFSC)
7. Your bank account detail (HDFC bank or any other bank)

You are requested to do your pre-employment medical checkup at Baroda Heart & Multispecialty Hospital, Panch Batti, Station Road, Bharuch on submission of copy this letter. Your appointment in our organization will be subject to your physical and mental fitness.

Thanking you,

For BHARAT RASAYAN LIMITED.

Ajay Kumar Gupta
(Director Operations)

AARTI INDUSTRIES LIMITED

Date: 29/01/2022

Dear Mr. Shreyas Patel

CONGRATULATIONS!!

We are pleased to offer you the position of **Officer Trainee** with **Aarti Industries Limited** under the Aarti Officer Trainee Program (AOTP).

Your tentative date of joining will be **1st June 2022**. You will undergo a training program for six months, followed by a probation period of six months from the date of joining. Upon successful completion of the training & probation period you will be confirmed as **Engineer.**

You will be paid a **Total Target Cost To Company of INR 5 LPA (Five Lakh Per Annum)** and on confirmation after 1 year your **Total Target Cost To Company will be revised to INR 5.5 LPA (Five Lakh Fifty Thousand Per Annum)**

Your joining is subject to the following terms of employment

- Successful completion of degree / Post degree examination with a minimum aggregate score of 6.0 CGPA or 60% with no active backlog
- Pre- Employment Medical examination clearance
- Background verification

Other Terms and Conditions:

- During training and probation period you may be deployed at factory/offices based on the company requirements
- If you are posted at Factory locations (Vapi, Jhagadia, Dahej, Kutch, Tarapur etc) you will be provided Bachelor's sharing Accommodation for a period of 1 year from your date of joining.
- In case if you're posted at any metro/city location you have to manage your own accommodation. However, additional HRA/city compensatory allowance will be applicable as per the company policy
- Target Variable pay will be paid on an annual basis as per company policy. First payout will happen on confirmation, subject to scheme conditions
- Notice period during training and probation period will be 1 month and post confirmation will be 2 months
- You will be eligible for your first annual compensation review, post confirmation and performance period
- Your retirement age will be 58 years
- You will have to abide by the Company's Code of Conduct, rules, regulations, organization values and culture
- Compensation and benefits are subject to taxes to be borne by the incumbent as per the prevailing tax laws
- Campus trainees will be required to work in shift timings/working hours as per business requirements
- In the event of any change in law (compliance of which is mandatory for us), if the current CTC and structure offered to you at Appendix also undergoes a change or is modified by us to meet such compliance ,we shall do so on a neutral cost basis. You shall not hold us liable or responsible for such change or restructuring , nor shall we be required to revise your CTC other than in accordance with the law.You are accepting this offer with full knowledge and awareness of the proposed Wage Code Bill that is likely to impact the existing CTC structure.

Patel..

AARTI
INDUSTRIES
LIMITED

You will receive an email from us to bring necessary documents on joining and other relevant information.
Looking forward to welcoming you to the **AARTI FAMILY.**

Kindly sign on a duplicate copy of this offer letter as a token of acceptance.

For Aarti Industries Limited,

Manoj Sharma
Joint President & CHRO

Patel. .

AARTI INDUSTRIES LIMITED

ANNEXURE 1

Target Annual Compensation			
Particulars	Cost To Company on joining (Rs Per Annum)	Cost To Company upon Confirmation (Rs Per Annum)	Remarks
Base Salary (A)			
Basic	200000	220000	Basic is paid on a monthly basis. Retirals are linked to this. Subject to tax
Housing (B)			
HRA	80000	88000	House Rent Allowance is provided to meet the cost of accommodation. HRA is calculated at 40% of the Basic pay. HRA is an allowance and is subject to income tax. The exemption on HRA is covered under Section 10(13A) of the Income Tax Act and Rule 2A of the Income Tax Rules. HRA is paid on a monthly basis.
Allowances & Reimbursements (C)			
Education Allowance	2400	2400	Educational Allowance is paid on a monthly basis, subject to Income tax.
Uniform Allowance	18000	18000	Uniform Allowance is paid on a monthly basis, subject to Income tax.
Aarti Allowance / Special Allowance	79313	89285	Special allowance is paid on a monthly basis. This element has no linkage to any component of compensation / retirals. Subject to tax.
Statutory Bonus	40000	44000	Statutory Bonus will be paid as per Payment of Bonus Act 1965. Subject to tax. Calculated at 20% of Basic Pay + Dearness Allowance(if applicable)
Leave Travel Allowance	16667	18333	Leave Travel Allowance is a reimbursement for travel within India. It is governed by IT Act where one can claim tax exemptions twice in a block of four years and should be on Privilege leave for a minimum period of 5 days and this can be clubbed with weekly off or a paid holiday

Patel..

AARTI INDUSTRIES LIMITED

Retirals (D)			
Gratuity	9620	10582	Gratuity is 4.81% of basic pay
Company's Contribution to PF	24000	26400	As per employee provident fund Act 1952, an employer is required to contribute a minimum 12% of the Basic Salary to EPF. And an equal amount will be deducted as employee contribution from monthly payroll.
Target Variable Pay (E)			
Target Variable Pay	80000	88000	The objective of the Performance Pay Scheme is to incentivize employees to achieve specific Group/Business and/or financial and strategic predetermined goals, within the Group's/Business risk appetite. This is currently paid on an annual base (April to March) and linked to individual performance ratings and business performance
Total Fixed Compensation (A+B+C+D)	**420000**	**462000**	
Total Cost to Company (CTC) (A+B+C+D+E)	**500000**	**550000**	

Yours Sincerely,
For Aarti Industries Limited,

Manoj Sharma
Joint President & CHRO

Patel..

AARTI INDUSTRIES LIMITED

Date: **02/02/2022**

Dear Mr. **Shubham Patil**

CONGRATULATIONS!!

We are pleased to offer you the position of **Officer Trainee** with **Aarti Industries Limited** under the Aarti Officer Trainee Program (AOTP).

Your tentative date of joining will be **1st June 2022**. You will undergo a training program for six months followed by a probation period of six months from the date of joining. Upon successful completion of the training & probation period you will be confirmed as **Engineer.**

You will be paid a **Total Target Cost To Company of INR 5 LPA (Five Lakh Per Annum)** and on confirmation after 1 year your **Total Target Cost To Company will be revised to INR 5.5 LPA (Five Lakh Fifty Thousand Per Annum).**

Your joining is subject to the following terms of employment :

- Successful completion of degree / Post degree examination with a minimum aggregate score of 6.0 CGPA or 60% with no active backlog
- Pre - Employment Medical examination clearance
- Background verification

Other Terms and Conditions:

- During training and probation period you may be deployed at factory/offices based on the company requirements.
- If you are posted at Factory locations (Vapi, Jhagadia, Dahej, Kutch, Tarapur etc) you will be provided Bachelor's sharing Accommodation for a period of 1 year from your date of joining.
- In case if you're posted at any metro/city location you have to manage your own accommodation. However, additional HRA/city compensatory allowance will be applicable as per the company policy
- Target Variable pay will be paid on an annual basis as per company policy. First payout will happen on confirmation, subject to scheme conditions
- Notice period during training and probation period will be 1 month and post confirmation will be 2 months
- You will be eligible for your first annual compensation review, post confirmation and performance period
- Your retirement age will be 58 years
- You will have to abide by the Company's Code of Conduct, rules, regulations, organization values and culture
- Compensation and benefits are subject to taxes to be borne by the incumbent as per the prevailing tax laws
- Campus trainees will be required to work in shift timings/working hours as per business requirements
- In the event of any change in law (compliance of which is mandatory for us), if the current CTC and structure offered to you at Appendix also undergoes a change or is modified by us to meet such compliance ,we shall do so on a neutral cost basis. You shall not hold us liable or responsible for such change or restructuring , nor shall we be required to revise your CTC other than in accordance with the law.You are accepting this offer with full knowledge and awareness of the proposed Wage Code Bill that is likely to impact the existing CTC structure.

AARTI INDUSTRIES LIMITED

You will receive an email from us to bring necessary documents on joining and other relevant information.
Looking forward to welcoming you to the **AARTI FAMILY.**

Kindly sign on a duplicate copy of this offer letter as a token of acceptance.

For Aarti Industries Limited,

Manoj Sharma
Joint President & CHRO

AARTI INDUSTRIES LIMITED

ANNEXURE 1

Target Annual Compensation			
Particulars	Cost To Company on joining (Rs Per Annum)	Cost To Company upon Confirmation (Rs Per Annum)	Remarks
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Aarti Allowance / Special Allowance	79313	89285	Special allowance is paid on a monthly basis. This element has no linkage to any component of compensation / retirals. Subject to tax.
Statutory Bonus	40000	44000	Statutory Bonus will be paid as per Payment of Bonus Act 1965. Subject to tax. Calculated at 20% of Basic Pay + Dearness Allowance(if applicable)
Leave Travel Allowance	16667	18333	Leave Travel Allowance is a reimbursement for travel within India. It is governed by IT Act where one can claim tax exemptions twice in a block of four years and should be on Privilege leave for a minimum period of 5 days and this can be clubbed with weekly off or a paid holiday

AARTI INDUSTRIES LIMITED

Retirals (D)			
Gratuity	9620	10582	Gratuity is 4.81% of basic pay
Company's Contribution to PF	24000	26400	As per employee provident fund Act 1952, an employer is required to contribute a minimum 12% of the Basic Salary to EPF. And an equal amount will be deducted as employee contribution from monthly payroll.
Target Variable Pay (E)			
Target Variable Pay	30000	33000	The objective of the Performance Pay Scheme is to incentivize employees to achieve specific Group/Business and/or financial and strategic predetermined goals, within the Group's/Business risk appetite. This is currently paid on an annual basis (April to March) and linked to individual performance ratings and business performance
Total Fixed Compensation (A+B+C+D)	**470000**	**517000**	
Total Cost to Company (CTC) (A+B+C+D+E)	**500000**	**550000**	

Yours Sincerely,
For Aarti Industries Limited,

Manoj Sharma
Joint President & CHRO

zydus

Dedicated To Life

Ref No : ZLL/API – DBH/HRSS/OFFER/22/ZYDUS21465
Date : 29/06/2022

Mr Smit Parmar
467, Gujarat Housing Board
Padra
Vadodara

Dear Mr Parmar,

We refer to your application and the subsequent interview.

We are pleased to offer you the position of **Management Trainee – Production** at our Dabhasa Manufacturing Division based at Dabhasa on the mutually agreed terms and conditions. Our offer is subject to you being found medically fit after examination by a medical practitioner appointed by us. We shall be issuing the regular letter of appointment on your joining the organization.

You are requested to send us duplicate copy duly signed by you as acceptance of this offer letter along with Accepted / Receipted copy of your resignation from your existing Organization & date of your joining our Organization within 7 days of receipt of this Offer of Employment.

At the time of joining, we expect you to carry the following documents:

1) Resignation acceptance letter of previous organization.
2) Relieving letter from previous organization.
3) Last Drawn Salary Proof - Salary Certificate / Salary Slip.
4) Bank Statement of last six months in which salary gets credited.
5) Experience/Relieving Letter from all previous employers.
6) All original mark sheets, certificates and ID proofs
7) Copies of attested Testimonials (Leaving Certificate, Mark-sheets and degree certificates) of all academic qualifications and birthdate proof.
8) Five passport size and Three stamp size photographs.
9) Two Copies of PAN card and Aadhar Card.
10) Copy of permanent address proof.

It is believed that any information furnished to the company is true to the best of your knowledge. If the same is found to be incorrect or willfully suppressed or withheld at a later date, it will be construed as a breach of integrity and can lead to immediate withdrawal of the letter of offer and in case of having already joined the organization it may lead to separation /discontinuation from the services, without any further reference to the cause.

You shall abide by all protocols for COVID 19 and any other infectious disease outbreak safeguards and safety measures that may be required, during your employment with us.

Welcome to Zydus! We look forward to a long and mutually rewarding relationship.

With best wishes,

Truly yours,

Bhavdip Antani
Sr Manager – Human Resources

I accept and shall join on or before 13/07/2022

Place & Date: Vadodara - 07/07/2022

Smit

Smit Parmar

Zydus Lifesciences Limited
(formerly known as Cadila Healthcare Limited)
Dabhasa Unit : Plot Number 26 to 29 and 31,
Dabhasa Umaraya Road, Village Dabhasa,
Taluka : Padra, Dist : Vadodara,
Gujarat 391440, India
Phone : +91-2662-679100, 679130

Regd. Office :
'Zydus Corporate Park', Scheme No. 63,
Survey No. 536, Khoraj (Gandhinagar),
Nr. Vaishnodevi Circle, S. G. Highway,
Ahmedabad-382 481, Gujarat, India.
Phone : +91-79-71800000, +91-79-48040000
website : www.zyduslife.com | CIN : L24230GJ1995PLC025878

COMMITMENT SHEET

This is to be read in conjunction with the Offer Letter. The Candidate and CHL both confirm that no other commitments have been mutually made that can be later on referred to .....

MONETARY:

Agreed at CTC Rs. 3.50 LPA as **Management Trainee – Production** at the time of joining. Your training period will be for 1 year (Rs. 3.30 LPA as gross Salary + Rs. 0.20 LPA as retention bonus. After successful completion of training period of 1 year, will reimburse the retention bonus).

On successful completion of training period, your designation will be **Senior Executive – Production** & your CTC will be Rs.4.10 LPA (Rs. 3.80 LPA as gross Salary + Rs. 0.30 LPA as retention bonus as per policy).

Your confirmation will be based on your passing of Final Year examination, and also, if there is no vacancy on completion of your training period, your services will be discontinued.

- **PERKS:**

  Not Applicable

- **PROMOTIONS:**

  Not Applicable

- **ANY OTHER COMMITMENTS:**

  Not Applicable

Bhavdip Antani
Sr Manager - HR

I accept, Smit Parmar

Date: 07/07/2022

Place: Vadodara

zydus
Dedicated To Life

Ref. No. : ZLL/API-DBH/APP/HRSS/22/132303
Date : 15/06/22

Mr. Ghetiya Smit Rajeshbhai
67 - Patel Fali,
Near New Haweli, Shapur(Sorath),
Junagadh,
Gujarat - 362205.

Dear **Mr. Ghetiya**

With reference to your application and subsequent interview held before the selection committee we are pleased to offer you the position of **Management Trainee - Technology Transfer & Process Eng.** w.e.f. **15/06/22** in our organization the terms and conditions of this offer of Trainee Appointment are as under:

1. Your training period will be for One Year from the date of your joining.
2. You shall be paid salary as under during the period you are retained for training :

Components	Salary Per Month
Basic	11666
H.R.A.	11435
Transport Allowance	1600
Bonus	1400
P.F.	1400
Total Per Month	**27501**
Total Per Annum	**330011**
*Retention Bonus (Yearly)	**20000**
Grand Total Per Annum	**350011**

* **Eligible to get amount after completion of successful training period of one year.**

3. On completion of your successful training period, your performance will be assessed and if found suitable, your services may be regularized subject to availability of vacancy in any of the Strategic Business Units.
4. During the probation period, 1 months' notice or 1 months' notice pay [i.e. primary salary] from either side.
5. After confirmation in the service, 2 months' notice or 2 months' notice pay [i.e. primary salary] from either side.
6. Your trainee services are liable to be transferred either part time or whole time to any other department / division / branch (place) / sister concerns or in subsidiary companies within India or abroad as and when desired by the management.

Zydus Lifesciences Limited
(formerly known as Cadila Healthcare Limited)
Dabhasa Unit : Plot Number 26 to 29 and 31,
Dabhasa Umaraya Road, Village Dabhasa,
Taluka : Padra, Dist : Vadodara,
Gujarat 391440, India
Phone : +91-2662-679100, 679130

Regd. Office :
'Zydus Corporate Park', Scheme No. 63,
Survey No. 536, Khoraj (Gandhinagar),
Nr. Vaishnodevi Circle, S. G. Highway,
Ahmedabad-382 481, Gujarat, India.
Phone : +91-79-71800000, +91-79-48040000
website : www.zyduslife.com | CIN : L24230GJ1995PLC025878

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Dedicated To Life

7. You shall observe the rules of discipline and decorum prevalent in the company.

8. You will not be entitled to any type of paid leave during training period.

9. During the course of employment and in performance of duties you may come to know of new contributions, research work, know-how, product recipes and inventions of value, which you will not disclose to any third party. Company will have legal right to prevent such communications, if any.

10. That all disputes and differences are to be inquired and to be dealt with and are to be settled at Ahmedabad. And that the courts, tribunals and/or authorities at Ahmedabad only shall have jurisdiction to entertain, try and decide such disputes or differences arising out of or pertaining to this appointment.

11. You will be required to sign a legal bond to serve and remain in the employment of the company for a minimum period of three years, as discussed.

12. During the tenure of your service, as Zydus and its Affiliate (as applicable), are publicly traded listed entities in India, you or your immediate relatives or any person with whom you share Material Financial Relationship, while in possession of any unpublished price sensitive information ("UPSI") of Zydus and/or its Affiliate, (i) will not do any trading in the securities of Zydus and its affiliates and (ii) will not make any unauthorised disclosure of such UPSI to any third party, which is prohibited under SEBI (Prohibition of Insider Trading) Regulations, 2015.

You are requested to communicate your acceptance of the appointment order and also indicate the date on which you are likely to join duty.

The endorsement of the acceptance below the duplicate copy of this letter should be signed and dated by you in token of your acceptance of this offer and returned to us within seven days on receipt of this letter, failing which it shall be presumed without any further reference that you are not interested in this offer and the same will be treated as cancelled.

Thanking you,
Truly yours,

Bhavdip J Antani
Senior Manager - Human Resource

ENDORSEMENT OF ACCEPTANCE:

I unconditionally accept the above offer of appointment under the company on the terms and conditions mentioned therein and agree to abide by that.

I shall positively report for duty on or before 15/06/2022

Place : Dabhasu

Date : 15/06/2022

(Signature)

Zydus Lifesciences Limited
(formerly known as Cadila Healthcare Limited)
Dabhasa Unit : Plot Number 26 to 29 and 31,
Dabhasa Umaraya Road, Village Dabhasa,
Taluka : Padra, Dist : Vadodara,
Gujarat 391440, India
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Regd. Office :
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website : www.zyduslife.com | CIN : L24230GJ1995PLC025878

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Ref. #DPL/HR/OFF/Trainee/2022/01

Date: 04th March, 2022

To,
Mr. Maniyar Smit
DDU

Sub: Offer Letter

Dear **Mr. Maniyar Smit,**

Thanks for showing interest to work with us and accordingly appeared for the selection process and personal discussion. In this regard, we are delighted to offer you the position of **Graduate Engineer Trainee - Chemical** in our organization on the following terms:

1. Your compensation will be Rs. **4.25 Lacs lac/-** per annum
2. Date of joining **8th June, 2022**
3. Your initial place of posting will be **at Dahej Plant of DPL**
4. Offer is subject to, you are found medically fit for the employment
5. Offer is subject to, satisfactory result in Final year of degree course
6. Production and verification of documents as under:
    a. Certificate of and/or mark sheets of final year of highest qualification received by you. You may be asked to furnish certificates of other additional qualification
    b. Proof of residence, date of birth & photo ID eg. Driving license / Passport / Voter ID card / PAN card (mandatory) / Aadhar card (mandatory)
    c. Four recent passport size photographs

As we are a growing organization with a strong commitment to quality and customer service; as a professional, you will surely find many challenges and growth opportunities which would go long way in adding value to the organization and your career.

Kindly return the duplicate copy of this letter duly signed as token of your acceptance of above terms.

Thanking you
Yours Faithfully,
For, DEEPAK PHENOLICS LTD.

Authorised Signatory

Received & Accepted

DEEPAK PHENOLICS LIMITED
CIN: U24100GJ2011PLC064669
Registered & Corporate Office:
1st Floor, Aaditya - II, Chhani Road, Vadodara - 390024. Gujarat, India.
Tel: +91 265 276 5500 | Fax: +91 265 276 5557
www.godeepak.com

Ref. #DPL/HR/OFF/Trainee/2022/05

Date: 04th March, 2022

To,
Mr. Smit Patel
DDU

Sub: Offer Letter

Dear **Mr. Smit Patel,**

Thanks for showing interest to work with us and accordingly appeared for the selection process and personal discussion. In this regard, we are delighted to offer you the position of **Graduate Engineer Trainee - Chemical** in our organization on the following terms:

1. Your compensation will be Rs. **4.25 Lacs lac/-** per annum
2. Date of joining **8th June, 2022**
3. Your initial place of posting will be **at Dahej Plant of DPL**
4. Offer is subject to, you are found medically fit for the employment
5. Offer is subject to, satisfactory result in Final year of degree course
6. Production and verification of documents as under:
    a. Certificate of and/or mark sheets of final year of highest qualification received by you. You may be asked to furnish certificates of other additional qualification
    b. Proof of residence, date of birth & photo ID eg. Driving license / Passport / Voter ID card / PAN card (mandatory) / Aadhar card (mandatory)
    c. Four recent passport size photographs

As we are a growing organization with a strong commitment to quality and customer service; as a professional, you will surely find many challenges and growth opportunities which would go long way in adding value to the organization and your career.

Kindly return the duplicate copy of this letter duly signed as token of your acceptance of above terms.

Thanking you
Yours Faithfully,
For, DEEPAK PHENOLICS LTD.

Authorised Signatory

Received & Accepted

_____

DEEPAK PHENOLICS LIMITED
CIN: U24100GJ2011PLC064669
Registered & Corporate Office:
1st Floor, Aaditya - II, Chhani Road, Vadodara - 390024. Gujarat, India.
Tel: +91 265 276 5500 | Fax: +91 265 276 5557
www.godeepak.com

GUJARAT FLUOROCHEMICALS
VALUE THROUGH GREEN CHEMISTRY
An INOXGFL Group Company
CIN : L24304GJ2018PLC105479

Gujarat Fluorochemicals Limited
earlier known as Inox Fluorochemicals Limited

12/A, GIDC Dahej Industrial Estate, Taluka Vagra, Distt. Bharuch-392130, Gujarat, India

Tel: +91-2641-618031 (Admin) / 618041-50 (Purchase) / 618086-87 (Security) | www.gfl.co.in

CO: HR: 2022/ 03

22nd August, 2022

Mr. Jashmin Kumar Asvin Kumar Solanki
Near Bhajaran Gathiya,
Nani Parabdi,
Dhoraji

Mobile: 6353370138

Dear Mr. Jashmin Kumar

Subject: Offer Letter

With reference to your application and subsequent interviews you had with us, we are pleased to offer you the position of **Graduate Engineer Trainee (Chemical)** at **Dahej** in our organization. Your training period will be of one year. During the training period you will be paid monthly stipend of **Rs. 30,000/-** (Rupees Thirty Thousand Only).During the training period, you will be trained in various areas of Production.

This offer is subject to:

1. Your acceptance of this offer and returning a duplicate copy of this letter duly signed in token of the same;
2. Your submitting to us, within **three days** hereof, the following documents:
   a. An acknowledged and accepted copy of your resignation letter with your present employers (If applicable).
   b. Copies of documents in support of your educational qualifications (originals will also have to be produced for verification) and present gross remuneration (in terms of cost to the company) from your present employer and the same being found to be in order;
   c. Copy of your PAN card / Passport / Drivers' License / Election Photo identity card
3. Your joining duty with us as soon as possible, but not later than **25thAugust, 2022.**

Please note that contents of this offer letter and your appointment (as also any future revisions therein) are strictly confidential and should not be disclosed to anyone.

This is only an offer letter. Subject to fulfillment of the aforesaid conditions, the formal letter of appointment shall be issued to you upon your joining duties with us.

Thanking You

Yours faithfully
For **Gujarat Fluorochemicals Limited**

Authorized Signatory

SHREE PARSHWNATH COLOURANTS LLP

Date: 24.05.22

APPOINTMENT LETTER

Mr. Tejaskumar Patel
Tavar Faliyu,
Gandhi Valia,
Bharuch, Gujarat 393135

Dear Mr Patel,
This is reference to the subsequent interview you had with us ,we are pleased to inform you that you have been selected for appointment as **"Trainee Engineer"** at our new manufacturing unit at Dahej on the following terms and conditions :-

Designation	:	"**Trainee Engineer**"
Date of joining	:	1st June, 2022
Salary	:	**Rs. 2,00,000 per year CTC (Inclusive of all like Basic+ H.R.A+ Conveyance+ City Allowance +Metro Allowance+Food,Medical Education + Special Allowance +Bonus)**
Termination Of Service	:	You have to give 2 months notice if you want to leave this organisation. However if you leave before completion of 2 months notice period , under such case company will deduct/recover one month salary from you. Company reserves the right of immediate termination if you are found violating the rules and regulations of the company.
Duties	:	You shall be responsible to discharge all the duties that may be entrusted to you by the Management from time to time.
Transfer	:	The management reserves the right to transfer your Services To any of the factories/offices with in the group.

SHREE PARSHWNATH COLOURANTS LLP

Secrecy	:	You will not give out to anyone by word of mouth or otherwise, particulars of manufacturing process, technical know-how, security arrangements, administration matters pertaining to the Company which may be your personal privilege to know by virtue of your being an employee of the company.
Rules & Regulation	:	You will be governed by the rules and regulation applicable to your category of employees.
Probation Period	:	Your probation period will be for one year starting from the date of your joining. However, this period can be cut short or extended based on the individual's performance and at the discretion of the management.
Retention Clause	:	You can not resign from the company for a duration of 2 years if you leave before completion of 2 years under such case company will deduct/recover one month salary from you.

Please sign and return the duplicate copy of this letter of appointment letter, duly signed on each page as a token of your acceptance. On the of joining you shall sign Non Disclosure Agreement and Non Compete Agreement .

With best wishes for a long and fruitful career with us.

For,
SHREE PARSHWNATH COLOURANTS LLP ,



HITESH D. JOBALIYA.

NAYARA
ENERGY

19th July 2022

Mr Uttam Rathod Subhashbhai
Dharmsinh Desai University

LETTER OF INTENT

Dear Uttam,

Welcome to the "Graduate Engineer Program" at Nayara Energy Limited

We are pleased to offer you placement in our **Graduate Engineer Program Batch 2022** to be based in Vadinar. You are required to join by on 25th July, 2022

The Graduate Engineer Program at Nayara Energy will enable you to learn various technical and behavioural aspects at different plants and work areas and further groom you to take up various responsibilities. The emoluments to be paid at the time of joining are shown in the continuation sheet attached with this letter. The detailed appointment letter will be issued to you after joining the company.

Your appointment will be subject to:-

a) You having successfully cleared your examination as per the conditions laid down by the university.
b) You being examined and found medically fit.

You are required to bring following documents at the time of joining

1. Educational Qualification certificates
2. Provisional Degree Certificate issued by the college
3. Six Recent Passport size photographs (with white background)

We look forward to a very positive relationship and welcome you to the Company.

For Nayara Energy Limited

Jay Shah
Head HR- Refinery

Nayara Energy Limited (Formerly known as Essar Oil Limited)
5th Floor, Jet Airways Godrej BKC, Plot No. C-68, G Block, Bandra 361 305, India
Kurla Complex, Bandra East, Mumbai 400051, Maharashtra, India

T +91 22 66121800 | F +91 22 6708 2177
E corp@nayaraenergy.com

Registered Office:
Khambhalia, Post Box No.24, Dist. Devbhumi Dwarka, Gujarat

T +91 2833 661444 | F +91 28 3366 2929

CIN: U11100GJ1989PLC32116
www.nayaraenergy.com

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DCM SHRIRAM

Dated: 09.10.2021

Mr. Vaibhav Kiranbhai Panchal
A/229 Akshar Vihar , Behind Legend Hotel,
Tarsali Bypass,Vadodara, GJ 390009

Dear Vaibhav,

Subject: Letter of Intent

With reference to your interview with us, we are pleased to confirm that you have been selected for the post of **Graduate Engineer Trainee** in our plant at Jhagadia, Bharuch.

This appointment will take effect from the date you join and its continuation shall be subject to your being declared successful in your final year examination with first division. You are requested to join us from 1st June, 2022 post completion of your final year examination.

Your formal appointment letter on the term discussed and finalized with you shall be issued on your joining.

Please note that this offer is valid subject to you being certified medically fit by a doctor nominated by us.

While reporting for duty, please bring along with you the following:

- Original mark sheets / provisional certificates etc. for verification and attested photocopies thereof.
- Pass-port size colored photograph – 6 nos.
- PAN Card of Income Tax.
- Photocopy of proof of permanent residence.
- Aadhar Card

Looking forward to having you as a member of the DCM Shriram family.

Thanking you.

Yours faithfully,

(VASISTHA RAWAL)
GENERAL MANAGER - HR

AARTI INDUSTRIES LIMITED

Date: **27/01/2022**

Dear Mr. **Viren Bhamani**

CONGRATULATIONS!!

We are pleased to offer you the position of **Officer Trainee** with **Aarti Industries Limited** under the Aarti Officer Trainee Program (AOTP).

Your tentative date of joining will be **1st June 2022**. You will undergo a training program for six months followed by a probation period of six months from the date of joining. Upon successful completion of the training & probation period you will be confirmed as **Engineer.**

You will be paid a **Total Target Cost To Company of INR 5 LPA (Five Lakh Per Annum)** and on confirmation after 1 year your **Total Target Cost To Company will be revised to INR 5.5 LPA (Five Lakh Fifty Thousand Per Annum).**

Your joining is subject to the following terms of employment :

- Successful completion of degree / Post degree examination with a minimum aggregate score of 6.0 CGPA or 60% with no active backlog
- Pre - Employment Medical examination clearance
- Background verification

Other Terms and Conditions:

- During training and probation period you may be deployed at factory/offices based on the company requirements.
- If you are posted at Factory locations (Vapi, Jhagadia, Dahej, Kutch, Tarapur etc) you will be provided Bachelor's sharing Accommodation for a period of 1 year from your date of joining.
- In case if you're posted at any metro/city location you have to manage your own accommodation. However, additional HRA/city compensatory allowance will be applicable as per the company policy
- Target Variable pay will be paid on an annual basis as per company policy. First payout will happen on confirmation, subject to scheme conditions
- Notice period during training and probation period will be 1 month and post confirmation will be 2 months
- You will be eligible for your first annual compensation review, post confirmation and performance period
- Your retirement age will be 58 years
- You will have to abide by the Company's Code of Conduct, rules, regulations, organization values and culture
- Compensation and benefits are subject to taxes to be borne by the incumbent as per the prevailing tax laws
- Campus trainees will be required to work in shift timings/working hours as per business requirements
- In the event of any change in law (compliance of which is mandatory for us), if the current CTC and structure offered to you at Appendix also undergoes a change or is modified by us to meet such compliance ,we shall do so on a neutral cost basis. You shall not hold us liable or responsible for such change or restructuring , nor shall we be required to revise your CTC other than in accordance with the law.You are accepting this offer with full knowledge and awareness of the proposed Wage Code Bill that is likely to impact the existing CTC structure.

AARTI INDUSTRIES LIMITED

You will receive an email from us to bring necessary documents on joining and other relevant information.
Looking forward to welcoming you to the **AARTI FAMILY.**

Kindly sign on a duplicate copy of this offer letter as a token of acceptance.

For Aarti Industries Limited,



Manoj Sharma
Joint President & CHRO

AARTI INDUSTRIES LIMITED

ANNEXURE 1

Target Annual Compensation			
Particulars	**Cost To Company on joining (Rs Per Annum)**	**Cost To Company upon Confirmation (Rs Per Annum)**	**Remarks**
Base Salary (A)			
Basic	200000	220000	Basic is paid on a monthly basis. Retirals are linked to this. Subject to tax.
Housing (B)			
HRA	80000	88000	House Rent Allowance is provided to meet the cost of accommodation. HRA is calculated at 40% of the Basic pay. HRA is an allowance and is subject to income tax. The exemption on HRA is covered under Section 10(13A) of the Income Tax Act and Rule 2A of the Income Tax Rules. HRA is paid on a monthly basis.
Allowances & Reimbursements (C)			
Education Allowance	2400	2400	Educational Allowance is paid on a monthly basis, subject to Income tax.
Uniform Allowance	18000	18000	Uniform Allowance is paid on a monthly basis, subject to Income tax.
Aarti Allowance / Special Allowance	79313	89285	Special allowance is paid on a monthly basis. This element has no linkage to any component of compensation / retirals. Subject to tax.
Statutory Bonus	40000	44000	Statutory Bonus will be paid as per Payment of Bonus Act 1965. Subject to tax. Calculated at 20% of Basic Pay + Dearness Allowance(if applicable)
Leave Travel Allowance	16667	18333	Leave Travel Allowance is a reimbursement for travel within India. It is governed by IT Act where one can claim tax exemptions twice in a block of four years and should be on Privilege leave for a minimum period of 5 days and this can be clubbed with weekly off or a paid holiday

Retirals (D)			
Gratuity	9620	10582	Gratuity is 4.81% of basic pay
Company's Contribution to PF	24000	26400	As per employee provident fund Act 1952, an employer is required to contribute a minimum 12% of the Basic Salary to EPF. And an equal amount will be deducted as employee contribution from monthly payroll.
Target Variable Pay (E)			
Target Variable Pay	30000	33000	The objective of the Performance Pay Scheme is to incentivize employees to achieve specific Group/Business and/or financial and strategic predetermined goals, within the Group's/Business risk appetite. This is currently paid on an annual basis (April to March) and linked to individual performance ratings and business performance
Total Fixed Compensation (A+B+C+D)	**470000**	**517000**	
Total Cost to Company (CTC) (A+B+C+D+E)	**500000**	**550000**	

Yours Sincerely,
For Aarti Industries Limited,



Manoj Sharma
Joint President & CHRO

19th July 2022

Mr. Vishal Kirtibhai Patel
Dharmsinh Desai University

LETTER OF INTENT

Dear Vishal,

Welcome to the “Graduate Engineer Program” at Nayara Energy Limited.

We are pleased to offer you placement in our **Graduate Engineer Program Batch 2022** to be based in Vadinar. You are required to join by on 25th July, 2022

The Graduate Engineer Program at Nayara Energy will enable you to learn various technical and behavioural aspects at different plants and work areas and further groom you to take up various responsibilities. The emoluments to be paid at the time of joining are shown in the continuation sheet attached with this letter. The detailed appointment letter will be issued to you after joining the company.

Your appointment will be subject to:-

a) You having successfully cleared your examination as per the conditions laid down by the university.
b) You being examined and found medically fit.

You are required to bring following documents at the time of joining

1. Educational Qualification certificates
2. Provisional Degree Certificate issued by the college
3. Six Recent Passport size photographs (with white background)

We look forward to a very positive relationship and welcome you to the Company.

For **Nayara Energy Limited**

Jay Shah
Head HR- Refinery

Nayara Energy Limited (Formerly known as Essar Oil Limited)
5th Floor, Jet Airways Godrej BKC, Plot No. C-68, G Block, Bandra 361 305, India
Kurla Complex, Bandra East, Mumbai 400051, Maharashtra, India

T +91 22 66121800 | F +91 22 6708 2177
E corp@nayaraenergy.com

Registered Office:
Khambhalia, Post Box No.24, Dist. Devbhumi Dwarka, Gujarat

T +91 2833 661444 | F +91 28 3366 2929

CIN: U11100GJ1989PLC32116
www.nayaraenergy.com

COMPENSATION STRUCTURE			
SAP Code	0		Nayara Energy Limited
Level	M-10	**Location**	Vadinar
Name	**Vishal Kirtibhai Patel**		
Position	**Graduate Engineering Trainee**		
SALARY COMPONENT	**MONTHLY (Rs.)**	**ANNUM (Rs.)**	**REMARKS**
BASE PAY			
Basic	16,250	1,95,000	Basic Salary is fixed guaranteed sum paid monthly. It is capped between 15% to 40% of CTC. The retiral benefits and HRA is linked to Basic.
House Rent Allowance	8,125	97,500	House Rent Allowance is an optional component paid monthly. It is capped at 60% of 'Basic' for metros and 50% of 'Basic' for non metros. For Company Leased Accommodation, actual amount will be considered
Special Allowance	20617	2,47,409	Special Allowance is fixed guaranteed sum paid monthly. It is a 'fitment' allowance. It does not have any link to the retirement benefits or any other element of compensation.
Food Coupons	1,300	15,600	Food Coupons is an optional component. An employee can opt for coupons worth Rs. 1300/- or Rs. 2600/- p.m. or Rs. 3600/- p.m.
Washing Allowance	1,000	12,000	Uniform Maintenance Allowance is a fixed guaranteed sum of Rs. 1,000 p.m. , for all employees at the plant location.
Total	**47,292**	**5,67,509**	
RETIRALS BENEFIT			
Provident Fund	1,950	23,400	Provident Fund a contributory benefit, an employer contributes 12% of basic salary of the employee and similar amounts gets deducted from the monthly salary as employee contribution.
Total	**1,950**	**23,400**	
Annual Fixed Pay			
Total Fixed Pay	**49,242**	**5,90,909**	**Annual Fixed Pay**
Annual Performance Linked Incentive			
Annual Performance Linked Incentive (APLI)	4,924	59,091	Annual Performance Linked Incentive is the performance bonus paid at the end of the annual appraisal cycle. The amount mentioned here is illustrative in nature and computed on an assumption of 100% payout. The actual payout is dependent on the employee's and Asset /Business performance.Associates, who have joined the company after October 1st of the performance year, will get their APLI pay-out along with the APLI pay-out in the subsequent performance year
Annual Compensation			
Grand Total	**54,167**	**6,50,000**	**Annual Total Potential to Earn**
OTHER BENEFITS			
Mobile bill Usage / Reimbursement	750		Per month
Health Insurance	3,50,000		For self, spouse and first two dependent children and dependent parents or parents in law
Group Accident Policy	25,00,000		For Self
Group Life Term Insurance	25,00,000		For Self
Gratuity	Payable as per Gratuity Act		
The emoluments/benefits due to you will be liable/subject to tax in accordance with the provisions of the Income Tax Act and Rules made there under as also other applicable laws, if any, as may be in force from time to time.			

Annexure – 2

Dear Vishal Kirtibhai Patel

Further to the Annual Performance Linked Incentive (APLI) clause mentioned in your appointment letter, below are details regarding the purpose and terms &conditions regarding this pay-out.

a) The purpose of our Annual Performance Linked Incentive (APLI) program is to establish a closer link between results and rewards. It aims at aligning individual performance with that of the business unit he/she is associated with as also the Group performance and pay the incentive amount directly linked to the performance and contributions of the individual.

b) <u>Annual Performance Linked Incentive (APLI) Payout Terms & Conditions:</u>

1. APLI will be paid out only to those Associates who are on the rolls (active employment) of the company on the date of disbursement of APLI and have joined the company during the corresponding performance period.

2. Associates, who have joined the company after January 01 of the performance year, will get their APLI payout along with the APLI payout in the subsequent performance year.

3. Associates who attain the age of superannuation will be eligible to receive the APLI payout on a prorated basis for the time period served by them during that performance period. This amount will be declared and disbursed along with the rest of the organization.

4. Associates who resign or exit the company on or before the date of disbursement of the APLI will NOT be entitled to the payout.

c) <u>Annual Performance Linked Incentive Calculation Methodology:</u>

Incentives for all associates will be linked to Business, Division & associate's own Individual Balanced scorecard scores.

Kind regards,
For **Nayara Energy Limited**

Jay Shah
Head HR- Refinery

Annexure - 3

Retention Bonus Letter

Dear Vishal Kirtibhai Patel

You will be eligible for a tenure linked bonus payable at the end of 36 months accrued at the rate of Rs.75,000/- per year.

Kind regards,
For **Nayara Energy Limited**



Jay Shah
Head HR- Refinery

NIRMA LIMITED

REGD. OFFICE : NIRMA HOUSE, ASHRAM ROAD, AHMEDABAD - 380 009. PHONE : 079 - 27546565, 27549000 FAX : 079 - 27546603, 27546605
CIN : U24240GJ1980PLC003670 • Email : info@nirma.co.in • www.nirma.co.in

OFEER LETTER

REF.NO:NL001103048474

03.05.2022

To
Yagnik Maheshbhai Chhayani
Chhayani Nivas / / Swaminaray
Chitaliya Road Jasdan
Rajkot - 360050 Gujarat
Contact:9825914680
Email:yagnikchhayani2001@gmail.com

Dear Sir,

With reference to your applications and the subsequent interview, you had with us. We have pleasure in informing that you have been selected for the position of as **G E T** at a Gross of Rs. **19347** per Month (Excluded Bonus Amount as per Bonus Act) and, other terms and conditions mutually discussed and agreed between us.

The formal letter of **Trainee Agreement** will be handed over to you after completion of joining formalities.

You are requested to join on or before **15.05.2022** and meet to **Sh. D G Jakhade - Factory Manager** - Employee Housing Colony, Survey No. 194, 200 P, Near Nari Chowkdi, Village - Vartej, Pin - 364060, Ta & Dist. Bhavnagar. Gujarat. India, Phone No : 0278 # 2565199 & Site : 0278 # 2885301 to 04 for joining formalities.

Please ensure that you bring all the original documents along with their Xerox copies required as per **Annexure-B, failing which you will not be allowed to join,** also note that your appointment is subject to the verification and true worthiness of all the desired documents.

We will appreciate, if you can sign and return as a token of your acceptance the duplicate copy of this letter indicating likely date of joining us, along with a copy of the acceptance of your resignation letter at the earliest.

Thanking you,

Yours faithfully,
For **NIRMA LIMITED**

sgh

(Authorized Signatory)

A C C E P T A N C E

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

Place: DDU, Nadiad **Signature:** **Likely to join on:** 15/05/2022

Date : 09/05/2022 **Name :** Yagnik Maheshbhai Chhayani

NIRMA

Better Products. Better Value. Better Living.

CamScanner

Gmail

simform result

67

Compose

Mail

Chat

Spaces

Meet

Inbox 67

Starred

Snoozed

Important

Sent

Drafts 368

Categories

More

Labels

Company_Announcement

Company_Data_Sending

company_result

Follow up

GmailDelaySend

Errors

ToSend

IT_Data_Received

Fwd: Offer Letter - Simform!

External Inbox ×



Parth Nariya <parthknariya1919@gmail.com>
to me

---------- Forwarded message ---------
From: **Mayuri Surwade** <mayuri@simformsolutions.com>
Date: Fri, Jul 30, 2021, 4:00 PM
Subject: Offer Letter - Simform!
To: parthknariya1919@gmail.com <parthknariya1919@gmail.com>

Dear Parth

Congratulations!
You have been selected at Simform as a Trainee Engineer.
Please find attached offer letter for your reference and share it back with your signature.
Please share your updated Resume.

Thank you,
Mayuri Surwade
Simform HR

SIMFORM
501, Binori B-square 2,
Nr. Doubletree by Hilton,

Thank you for your immense support from the start of the drive and giving us the opportunity for conducting the placement drive.

Along with the students, we even had memorable experiences with DDIT Students.

We are pleased to announce that we have selected 04 Students from DDIT at Aubergine Solutions out of which 01 student is selected as QA.

We congratulate all the selected students and we would be eagerly waiting to have them onboard with us.

Total Selected candidates	4
Software Engineer	3
QA	1

PFB the list of selected students below:

Sr. No	Student Name	Status
1	VAGHASIYA RAJ DINESHBHAI	Selected (QA)
2	MITHADIYA JAY GHANSHYAMBHAI	Selected
3	KAKADIYA DHRUVIK MUKESHBHAI	Selected
4	PANCHAL JAYKUMAR HEMANTKUMAR	Selected

The tentative date for internship will be confirmed by email.

Once again we would like to congratulate the students who have got selected!!! Please convey them the results!!!

Regards,
Rachna Lulla (HR Manager)

Fwd: Inexture recruitment - List and Cvs of the candidates

External

Prof. C. K. Bhensdadia <ckbhensdadia@ddu.ac.in>
to me, Bhavika

Prof. C. K. Bhensdadia
Professor & Head
CE Dept., D.D.University
Nadiad

---------- Forwarded message ---------
From: **HR Inexture** <hr@inexture.com>
Date: Wed, Aug 25, 2021 at 1:10 PM
Subject: Re: Inexture recruitment - List and Cvs of the candidates
To: Prof. C. K. Bhensdadia <ckbhensdadia@ddu.ac.in>
Cc: vrushtiinexture <vrushti.inexture@gmail.com>

Hello,
As per the technical round of interviews that happened yesterday, only **1 student has been selected for the Sof**

1. KAMANI MEET SHAILESHBHAI

Note - Apart from the selected students list, all the other students have been rejected so please convey th

--

Ref. #DCTL/OFFER/2021-22/Trainee/14

Date: 25th March 2022

To,
Mr. Sanket Prajapati
DDIT

Sub: Offer Letter

Dear **Mr. Prajapati,**

Thanks for showing interest to work with us and accordingly appeared for the selection process and personal discussion. In this regard, we are delighted to offer you the position of **Graduate Engineer Trainee – Civil** in our organization on the following terms:

1. Your compensation will be Rs. **4.25 Lacs lac/-** per annum
2. Date of joining on or before **8th June, 2022**
3. Your initial place of posting will be **at DCTL – Vadodara Location**
4. Offer is subject to, you are found medically fit for the employment
5. Offer is subject to, satisfactory result in Final year of degree course
6. Production and verification of documents as under:
    a. Certificate of and/or mark sheets of final year of highest qualification received by you. You may be asked to furnish certificates of other additional qualification
    b. Proof of residence, date of birth & photo ID e.g., Driving license / Passport / Voter ID card / PAN card (mandatory) / Aadhar card (mandatory)
    c. Four recent passport size photographs

As we are a growing organization with a strong commitment to quality and customer service; as a professional, you will surely find many challenges and growth opportunities which would go long way in adding value to the organization and your career.

Kindly return the duplicate copy of this letter duly signed as token of your acceptance of above terms.

Thanking you
Yours Faithfully,
For, DEEPAK CHEM TECH LTD.

Authorised Signatory

Received & Accepted

_____

DEEPAK CHEM TECH LIMITED
(Formerly known as DEEPAK CLEAN TECH LIMITED)
CIN: U24290GJ2020PLC117177
Registered Office:
4th Floor, Aaditya-II, Chhani Road, Vadodara- 390 024, Gujarat, India
Tel: +91 265 276 5200 / 3960200 | Fax: +91-265-2765300 / 5344
www.godeepak.com

GUJARAT FLUOROCHEMICALS
VALUE THROUGH GREEN CHEMISTRY
An INOXGFL Group Company
CIN : L24304GJ2018PLC105479

Gujarat Fluorochemicals Limited
earlier known as Inox Fluorochemicals Limited

12/A, GIDC Dahej Industrial Estate, Taluka Vagra, Distt. Bharuch-392130, Gujarat, India

Tel: +91-2641-618031 (Admin) / 618041-50 (Purchase) / 618086-87 (Security) | www.gfl.co.in

CO: HR: 2022/ 20

22nd August, 2022

Mr. Nirmal Pravin Kumar Patel
B/201, Sharnam Residency,
Zadeshwar Link Road,
Bharuch - 392011

Mobile: 9512749826

Dear Mr. Nirmal

Subject: Offer Letter

With reference to your application and subsequent interviews you had with us, we are pleased to offer you the position of **Graduate Engineer Trainee (Civil)** at **Dahej** in our organization. Your training period will be of one year. During the training period you will be paid monthly stipend of **Rs. 30,000/- (Rupees Thirty Thousand Only).** During the training period, you will be trained in various areas of Civil

This offer is subject to:

1. Your acceptance of this offer and returning a duplicate copy of this letter duly signed in token of the same;
2. Your submitting to us, within **three days** hereof, the following documents:
   a. An acknowledged and accepted copy of your resignation letter with your present employers (If applicable).
   b. Copies of documents in support of your educational qualifications (originals will also have to be produced for verification) and present gross remuneration (in terms of cost to the company) from your present employer and the same being found to be in order;
   c. Copy of your PAN card / Passport / Drivers' License / Election Photo identity card
3. Your joining duty with us as soon as possible, but not later than **25th August 2022.**

Please note that contents of this offer letter and your appointment (as also any future revisions therein) are strictly confidential and should not be disclosed to anyone.

This is only an offer letter. Subject to fulfillment of the aforesaid conditions, the formal letter of appointment shall be issued to you upon your joining duties with us.

Thanking You

Yours faithfully
For **Gujarat Fluorochemicals Limited**

Authorized Signatory

GUJARAT FLUOROCHEMICALS
VALUE THROUGH GREEN CHEMISTRY
An INOX GFL Group Company
CIN : L24304GJ2018PLC105479

Gujarat Fluorochemicals Limited
earlier known as Inox Fluorochemicals Limited

12/A, GIDC Dahej Industrial Estate, Taluka Vagra, Distt. Bharuch-392130, Gujarat, India | Tel: +91-2641-618031 (Admin) / 618041-50 (Purchase) / 618086-87 (Security) | www.gfl.co.in

CO: HR: 2022/ 19

22nd August, 2022

Mr. Abhishek Prakash Bhai Prajapati
A/5 Green Park Society,
Juna Dumaral Road,
Nadiad - 387002

Mobile: 8780436916

Dear Mr. Abhishek

Subject: Offer Letter

With reference to your application and subsequent interviews you had with us, we are pleased to offer you the position of **Graduate Engineer Trainee (Civil)** at **Dahej** in our organization. Your training period will be of one year. During the training period you will be paid monthly stipend of **Rs. 30,000/- (Rupees Thirty Thousand Only).** During the training period, you will be trained in various areas of Civil

This offer is subject to:

1. Your acceptance of this offer and returning a duplicate copy of this letter duly signed in token of the same;
2. Your submitting to us, within **three days** hereof, the following documents:
   a. An acknowledged and accepted copy of your resignation letter with your present employers (If applicable).
   b. Copies of documents in support of your educational qualifications (originals will also have to be produced for verification) and present gross remuneration (in terms of cost to the company) from your present employer and the same being found to be in order;
   c. Copy of your PAN card / Passport / Drivers' License / Election Photo identity card
3. Your joining duty with us as soon as possible, but not later than **25th August 2022.**

Please note that contents of this offer letter and your appointment (as also any future revisions therein) are strictly confidential and should not be disclosed to anyone.

This is only an offer letter. Subject to fulfillment of the aforesaid conditions, the formal letter of appointment shall be issued to you upon your joining duties with us.

Thanking You

Yours faithfully
For **Gujarat Fluorochemicals Limited**

Authorized Signatory

GNFC
Azadi Ka Amrit Mahotsav

Gujarat Narmada Valley Fertilizers & Chemicals Limited
CIN : L24110GJ1976PLC002903

An ISO 9001, ISO 14001, ISO 45001 & ISO 50001 Certified Company

P.O Narmadanagar - 392015, Dist. Bharuch, Gujarat, India
Ph. (02642) 247001, 247002 Website: www.gnfc.in

No.: HR/REC/GET/2022/ 298
Date: 10/08/2022

To,
Mr..Makwana Daksh Prahladbhai
107, Amin nagar Soc.,
Ramakaka road,
Chhani,
Vadodara - 391740.
Mob. 7567859900

E-Mail: dakshmakwana2001@gmail.com

OFFER FOR THE POST OF GRADUATE ENGINEER TRAINEE (CIVIL)

We make reference to the Interview conducted on 20/06/2022 for the engagement of **Graduate Engineer Trainee (Civil)** for our Organization.

We are pleased to inform you that you have been selected to be engaged as a **Graduate Engineer Trainee (Civil)** on the following terms & conditions:

1) You will undergo training for a period of one year from the date of joining.

2) During the period of training, you will be eligible to get a stipend of Rs. 15,000/- p.m. and Rs.15,000/- as Additional Stipend. It may be noted that you will not be eligible for any other pay, allowances/ perks etc.

3) You shall be eligible for coverage under Group Personal Accident (GPA) policy, in lieu of the compensation benefit as provided under the Employee's Compensation Act-1923.

4) You will be provided the hostel accommodation in our Township, subject to its availability. In case of non-availability of the hostel accommodation, you will be paid an additional amount of Rs.1000/- p.m. towards hostel compensation.

5) On successful completion of the training, if you are found suitable in the assessment made during the training period and subject to the requirement of Company, you will be offered contractual employment as an Engineer (On Contract) in the Company for a subsequent period of two years, and total salary shall be as under :

Components	1st year of contract	2nd year of contract
	p.m.	p.m.
Consolidated Salary	18,000	21,000
House Rent All. / Accommodation	5,400	5,400
Other Allowance	5,700	4,900
Special Allowance	700	==
Canteen / Food Coupons	3,200	3,200
Total	**33,000**	**34,500**

Gujarat Narmada Valley Fertilizers & Chemicals Limited
CIN : L24110GJ1976PLC002903
P.O Narmadanagar - 392015, Dist. Bharuch, Gujarat, India
Ph. (02642) 247001, 247002 **Website:** www.gnfc.in

No.: HR/REC/GET/2022/ 298, Date: 10/08/2022
Ref.: Offer for the position of Graduate Engineer Trainee (Civil) in respect of Mr.. Makwana Daksh Prahladbhai

However, if your work performance and conduct are not found satisfactory during the training period, your training may either be extended or terminated. After the completion of 02 (Two) years of contract period, subject to your performance and the requirement of the Company, you may be absorbed in the Officer cadre of the Company in GREO-08 grade or your contract period can be extended further.

6) A sheet containing details of CTC including above components is attached herewith at **Annexure – I** for your information please.

7) This offer is subject to the condition that you should have passed Graduate Engineering Examination with First Class.

8) Your initial posting may be at Company's main site at Bharuch or at Dahej unit of the Company. It may, however be noted that you are liable to be transferred to any department part-time or full time or any branch of the Company at any place in India or abroad on the terms and conditions applicable at the place of transfer from time to time, and you may be assigned such duties including shift duties as may be decided by the Management in the interest of the Company without payment of any extra salary / compensation.

9) You shall execute a Training-cum-Service Agreement and shall not leave the Company during the period of your training as Graduate Engineer Trainee (Civil) and serve the Company for a minimum period of 02 (Two) years if the Company appoints you upon completion of training period and you shall sign an Agreement with the Company to that effect as per the draft Agreement enclosed herewith.

10) You will make your own arrangement for transport to and fro your place of training/work.

11) You shall, before reporting for training in the Company, produce the following certificates/ documents and your appointment shall be subject to the said certificates / documents being found in order :

a) Physical Fitness Certificate from the Medical Officer of the Company, which shall be final & binding on you;
b) The Service Agreement duly completed and executed as per the draft enclosed herewith;
c) Original certificates & testimonials along with the certified copies thereof pertaining to your age, qualification & experience conforming the details mentioned by you in your original application;
d) Copy of Aadhar Card is mandatory.
e) Service Certificates from your previous employer and last salary slip, if any;
f) 6 copies of your recent Photograph (4 copies of passport size and 2 copies of 25 mm length & 20 mm width).

Gujarat Narmada Valley Fertilizers & Chemicals Limited
CIN : L24110GJ1976PLC002903
P.O Narmadanagar - 392015, Dist. Bharuch, Gujarat, India
Ph. (02642) 247001, 247002 **Website:** www.gnfc.in

No.: HR/REC/GET/2022/ 298, Date: 10/08/2022
Ref.: Offer for the position of Graduate Engineer Trainee (Civil) in respect of Mr.. Makwana Daksh Prahladbhai

12) You are requested to report for joining the Training at the HR Deptt. of the Company at P.O. Narmadanagar, Dist. Bharuch - 392 015 (Gujarat) on or before **31/08/2022**.

13) In case of disagreement regarding any of the terms and conditions of this appointment, the decision of the Managing Director of Company will be final and binding upon you.

14) In case of legal dispute, if any, arising out of this appointment or pertaining to your employment, the place of jurisdiction will be Bharuch only.

This offer of appointment is sent to you in duplicate. You are requested to sign the duplicate copy as a token of your acceptance of all the terms and conditions mentioned therein and send the same to us immediately, failing which, it will be presumed without any further reference to you that you have not accepted the appointment and our offer shall automatically stand withdrawn.

Wishing you all Good Luck and a bright & rewarding career ahead.

Yours Sincerely,
For Gujarat Narmada Valley Fertilizers & Chemicals Limited,

Pankaj Sanadhya
General Manager

DECLARATION OF ACCEPTANCE

I unconditionally accept the above terms & conditions mentioned in this offer letter and also the terms and conditions mentioned in the Training-cum-Service Agreement and agree to abide by the same.

Date: _____ Signature: _____

Place: _____ Name: _____

infinite™

Saturday, January 29, 2022

Nayan Kanzariya
Thakar Sherdi, Vadi vistar
Khambhaliya, Dwarka
Gujarat - 361306

OFFER LETTER

Dear Mr. Kanzariya,

With reference to your application and subsequent interview with us, we are pleased to offer you the position of "Graduate Trainee Engineer - Geotechnical" in our organization at a CTC of Rs.216,000 /-yearly (Rupees Two Lakh and Sixteen Thousand only).

We would expect you to join as early as possible on or before 28th March, 2022 beyond which the offer would stand withdrawn, unless a new date is mutually agreed upon, by us in writing. All company rules and regulations will be applicable to you from first day of joining.

On the date of your joining, you may please bring along the following documents. Your appointment letter will be given only after submission of all applicable documents.

1. Proof of age
2. Copies of Educational Certificates
3. Copies of professional Certificates
4. Relieving certificate from the previous employer
5. Appointment letter of the previous employer and salary revision letters
6. Last pay slip received from the previous employer
7. Form 16 (TDS certificate)
8. 2 Passport Size photographs
9. Residence and identity proofs
10. PAN Card copy

This Offer of Employment is subject to receipt of satisfactory references.

This Letter of Offer is being sent in duplicate. Kindly sign the copy as a token of your acceptance of the offer and return us the same.

Thanking You
FOR INFINITE CIVIL SOLUTION PVT.LTD.

Authorized Signatory

Signed in token of acceptance

Nayan Kanzariya

Infinite Civil Solutions Pvt. Ltd.
INFINITE HOUSE
FP- 25, Near Aditya Elegance & Railway Track,
CIMS Hospital Road, Sola, Ahmedabad-380060.

+91 97259 16639
+91 98980 12321
info@infiCivil.com
www.infiCivil.com

Ref: RSPL/OFR/GET/2022/11

F-HR-02

20-04-2022

To,
Mr. Rathod Anshukumar Harishbhai,
S/O : Rathod Harishbhai, At - Sonipura,
Kapadvanj, Kheda,
Gujarat - 387620

Subject: - Offer Letter for the Post of Graduate Engineer Trainee - Civil

Dear Mr. Anshu,

This has reference to your application for suitable position in our company. Based on your resume and the Interviews at various stages, we are pleased to make you an offer for **Graduate Engineer Trainee** for a period of One year with **RSPL Limited**.

As agreed your annual **CTC** will be **Rs. 2,66,412/- (Rupees Two Lacs Sixty Six Thousand Four Hundred Twelve Only.)** In case you have any queries or require specific clarification please feel free to contact the undersigned.

You are requested to accept this offer by **23-04-2022,** failing which this offer stands withdrawn and cancelled You are requested to join RSPL on or before **01-07-2022.** Depending upon your performance during the training and subject to availability of the vacancy, you will be absorbing in the regular cadre of the company as an Assistant Engineer, upon successful completion of one-year training. A detailed letter indicating all terms and condition of the training will be issued at the time of your joining. All joining documents as mentioned in Annexure-II should be submitted on the date of joining.

Your initial place of posting will be at **RSPL Soda Ash Plant Location, Village- Kuranga, Taluka-Dwarka, Dist - Devbhumi Dwarka, (Gujarat).** However, management reserves right to utilize your services in any of our group companies located anywhere in India or abroad, either in existence or which may come into existence.

In a meantime, we request your acceptance of this offer by returning a signed copy of this letter.

Yours sincerely
For RSPL Limited

RDwivedi

Rajesh Dwivedi
(AGM - HR)

Received & accepted

_____

Signature with Actual date

RSPL
EVOLUTION IS CONSTANT

ANNEXURE – I			
Name		**Mr. Rathod Anshukumar Harishbhai**	
Designation		**Graduate Engineer Trainee**	
Division/Location		**Soda Ash – Kuranga**	
Department		**Civil**	
Salary Components		**Per Month (INR)**	**Per Annum (INR)**
A	Basic	15100	181200
	HRA	3050	36600
	Conveyance Allowance	1525	18300
	LTA	0	0
I - Total Gross Salary (A)		**19675**	**236100**
B	PF	1800	21600
	ESIC	0	0
	Gratuity	726	8712
II - Total (B)		**2526**	**30312**
Cost to Company (I + II)		**22201**	**266412**

Signatures:

Rajesh Dwivedi

Rajesh Dwivedi
(AGM - HR)

Acceptance signature
of Mr.Rathod
Anshukumar
Harishbhai

RSPL
EVOLUTION IS CONSTANT

Annexure II

Please carry the following documents with you at the time of your joining.

Sr. No.	Pre Joining Forms
1	Acknowledged Copy of Offer letter
2	Pre-Joining Medical Examination Report
3	Seven passport size colour Photographs
4	Proof for date of birth
5	Address Proof (Passport, Voter ID, DL, Ration Card, Utility Bills)
6	Class X mark sheet and certificate
7	Class XII / Diploma mark sheet and certificate
8	Graduation / Degree certificate
9	PAN Card and Aadhar Card
10	Blood Group (Pathological Proof)

Note: Certificates / Documents: (To be verified from original documents & HR to initial along with date, on the photocopy of the certificate)

Worley India Private Limited
(formerly Jacobs Engineering India Private Limited)
New Energy House, Ramkrishna Mandir Road,
Kondivita, Andheri (East)
Mumbai – 400059

Telephone: +91.22.26812000
Fax: +91.22.28208295

worley.com
Ref No: WIPL/GET/2022/11

10 March 2022

Ms. Payal Sanjaybhai Shah
Dharmsinh Desai University

Dear Payal,

Further to your participation in our campus engagement process and the subsequent discussion you had with us, we are pleased to offer you an opportunity to undergo training, as a **Graduate Engineer Trainee,** in our organization, with a stipend of **INR 33,300** per month (Rupees Thirty-Three Thousand Three Hundred only). You are assigned to **Civil** department at our **Baroda** office. This 12-month program would start in July/August 2022. We will confirm the same closer to the date.

On the day of onboarding, kindly bring along with you necessary certificates in original to enable us to check your date of birth and qualifications for verification. Please also bring 1 stamp size and 2 passport size photographs.

This offer is valid subject to medical fitness and background verification clearance. Your formal letter will be issued to you within a week of your joining.

The Company fully reserves the right to terminate your participation in the program in future if the information/ documents provided by you are found to be discrepant.

Please return the duplicate copy of this letter, duly signed, in token of your acceptance.

Yours faithfully,

Laxmikant Prabhu
Director – Talent Acquisition

I hereby accept this offer on the terms and conditions set out in this letter.

_____	_____	_____
NAME	SIGNATURE	DATE

Worley India Private Limited
(formerly Jacobs Engineering India Private Limited)
New Energy House, Ramkrishna Mandir Road,
Kondivita, Andheri (East)
Mumbai – 400059

Telephone: +91.22.26812000
Fax: +91.22.28208295

worley.com
Ref No: WIPL/GET/2022/10

10 March 2022

Ms. Pranali Jaideepbhai Chauhan
Dharmsinh Desai University

Dear Pranali,

Further to your participation in our campus engagement process and the subsequent discussion you had with us, we are pleased to offer you an opportunity to undergo training, as a **Graduate Engineer Trainee,** in our organization, with a stipend of **INR 33,300** per month (Rupees Thirty-Three Thousand Three Hundred only). You are assigned to **Civil** department at our **Baroda** office. This 12-month program would start in July/August 2022. We will confirm the same closer to the date.

On the day of onboarding, kindly bring along with you necessary certificates in original to enable us to check your date of birth and qualifications for verification. Please also bring 1 stamp size and 2 passport size photographs.

This offer is valid subject to medical fitness and background verification clearance. Your formal letter will be issued to you within a week of your joining.

The Company fully reserves the right to terminate your participation in the program in future if the information/ documents provided by you are found to be discrepant.

Please return the duplicate copy of this letter, duly signed, in token of your acceptance.

Yours faithfully,

Laxmikant Prabhu
Director – Talent Acquisition

I hereby accept this offer on the terms and conditions set out in this letter.

_____	_____	_____
NAME	SIGNATURE	DATE

TNP EC <tnp.ec@ddu.ac.in>

Selected Candidates | Akhila Labs Pvt. Ltd.

Akhila HR <hr@akhilalabs.com> Sun, Aug 15, 2021 at 6:28 PM
Reply-To: HR <hr@akhilalabs.com>
To: Training & Placement Team <tnp.ec@ddu.ac.in>, EC Department DDU <ec@ddu.ac.in>
Cc: HR <hr@akhilalabs.com>, darshnikmakwana253@gmail.com, vyasbhumi018@gmail.com, dhruvinrajpura26@gmail.com, krutarth3ved@gmail.com

Hi Narendra, EC Dept.,

Greetings!

Thank you for the arrangements and coordination for the recruitment drive of Akhila Labs.

We are feeling great to announce that we have selected the following candidates from the recruitment drive:
1. Darshnik Dharmeshbhai Makwana (EC014)
2. Bhumi Jitendrabhai Vyas (EC100)
3. Dhruvin Chandreshbhai Rajpura (EC015)
4. Krutarth Manishbhai Trivedi (EC092)

We will be rolling out the offer letters to these respective students by tomorrow EOD.

Darshnik, Bhumi, Dhruvin, Krutarth,

Congratulations! Welcome to Akhila Labs Family! :)

Thanks,
Team HR
Akhila Labs

303 Safal Prelude, Off. Corporate Road, PrahladNagar, Ahmedabad, Gujarat 380015, INDIA

Impassioned Engineering

Date: September 23, 2021

To,
Isha Shah,
Ahmedabad.

Sub: Offer Letter

Dear **Isha,**

We are delighted to offer you Internship followed by a fulltime employment with Arastu Systems. You will begin to work as Trainee from **December 6, 2021** for the period of 6 months. After successful completion of Internship with Arastu Systems, offer shall be extended for the position of **Associate Embedded Engineer.**

Internship

1. The duration of this internship will be of 6 months.
2. Stipend amount (Rs. 5000/Month) will be paid for onsite training duration. Work from home is not allowed during internship period.
3. The Trainee need to adhere to all the rules and regulations laid out by Arastu Systems and any breach of the same will result in termination of his / her training.
4. For final Project Report, Arastu Systems will allow the Project Trainee to give only necessary part of project details. These details mentioned in project report should not harm our Intellectual Property rights, copy right details and other important information.

Salary Offered

As a fulltime employee, your annual cost to the company will be **Rs. 3,28,200** (Three Lakh twenty-eight Thousand two hundred rupees). Out of that your base salary including compliance will be **Rs. 2,53,200** (Two lakh fifty-three thousand two hundred rupees)**.**

Company is committed to offer you a loyalty bonus for your initial three years of service with the company from the date of appointment as a full-time employee. The total amount of the loyalty bonus is Rs. 1,50,000 (One lakh fifty thousand rupees). This loyalty bonus is built into your annual CTC of the first two years in equal parts. Your loyalty bonus will be realized upon the completion of three years of service with the company. In case if you leave the company for any reason, your loyalty bonus will be fully lapsed.

The detailed appointment letter indicating all terms and conditions of your employment will be given to you at the time of joining. Your base location shall be Ahmedabad.

We look forward to a mutually rewarding relationship.

Sincerely,
For, **Arastu Systems Pvt. Ltd.**

Hitesh Jani

Digitally signed by Hitesh Jani
DN: CN = Hitesh Jani, C = IN, O = Arastu Systems Pvt Ltd, OU = Director
Reason: I am approving this document
Date: 2021.09.23 15:51:30 +05'30'

Name: Hitesh Jani
Date: 23-09-2021

Accepted and Agreed

Name: Isha Shah
Date: 23-09-2021

TNP EC <tnp.ec@ddu.ac.in>

Fwd: DDIT - Proposal for Campus Drive Job Announcement –for AY 2021-22

Aalisha Patel <aalisha.patel@bacancy.com> Wed, Sep 1, 2021 at 2:15 PM
To: "Training & Placement Team (EC-DDU)" <tnp.ec@ddu.ac.in>, Campus Bacancy <campus@bacancy.com>, Nupur Chauhan <nupur.chauhan@bacancy.com>, Ankita Acharya <ankita.acharya@bacancy.com>

Hi,

I'm very glad to update you , We are going to select Chudasama Dhruty for our company.
Can you plz check with Dhruty , she is ready to accept our offer or not?.

Students Name	Offered CTC
Dhruty Anilbhai Chudasama	2.8 LPA

Aalisha Patel

Sr. Talent Acquisition| India

aalisha.patel@bacancy.com

Let's be friends on Facebook. Follow me on Twitter! Follow me on Instagram! Connected with me on LinkedIn!
Connected with me on Dribble! Connected with me on Youtube!

[Quoted text hidden]

+91-079-40037674
hr@bacancytechnology.com
www.bacancytechnology.com
www.bacancytechnology.com

Date: 05-October-2021

SUB: Offer Letter_ Training

Dear Drashti Gorakhiya,

It is our pleasure to inform you that upon assessment we have found your skills and competencies matching with our requirement. Accordingly, we offer you this opportunity with our company for a period of 6 months Initial Training. During this period, you will be designated as Trainee and You are requested to report in **December-2021**. Details and scope of the role will be provided to you after your joining. Upon successful completion of your training we will issue Training completion certificate. You have to sign a bond for 2.6 year including 6-month internship and with 1,00,000 Rs. Security cheque.

Upon successful completion of your Training, you will be on board as Employee with an annual remuneration of Rs. 2,64,000/-.

Thanking You,
For Bacancy System LLP

HR Manager

BACANCY SYSTEMS LLP

+91 - 079 - 40037674
hr@bacancy.com
www.bacancytechnology.com

805, Times Square - 1, Opp Rambagh, Thaltej-Shilaj Road, Thaltej, Ahmedabad - 380059

TNP EC <tnp.ec@ddu.ac.in>

Cognizant 2022 Final Consolidated Results Announcement - Campus GenC Elevate and GenC

Placement Cell DDU <tpo@ddu.ac.in> Wed, Oct 13, 2021 at 9:39 PM
To: AJG CL DDU <ajg.cl@ddu.ac.in>, "Dr. Mukesh M Goswami" <mgoswami.it@ddu.ac.in>, HOD MCA <hod.mca@ddu.ac.in>, "Hod MehcanicalEngg." <hod.mech@ddu.ac.in>, Jaydeep Jivani <jaydeepjivani.ch@ddu.ac.in>, "Prof. C. K. Bhensdadia" <ckbhensdadia@ddu.ac.in>, "Prof. C. K. Bhensdadia" <ckbhensdadia@gmail.com>, "Prof. Jatayu Baxi" <jatayubaxi.ce@ddu.ac.in>, "Prof. Jignesh G. Bhatt" <jigneshgbhatt.ic@ddu.ac.in>, "Prof. U. P. Patel" <uppatel.mca@ddu.ac.in>, "Prof. V. G. Gandhi" <vggandhi.ch@ddu.ac.in>, "Training & Placement (EC-DDU)" <tnp.ec@ddu.ac.in>, Vipul Dabhi <vipuldabhi.it@ddu.ac.in>, "Training & Placement Co-Ordinator CE Dept." <tpo.ce@ddu.ac.in>

Following mail was received from Cognizant.

Please inform our students accordingly.

Cognizant

Campus Hiring - 2022

From internship to higher education
We have you covered!



Dear Professor,

Greetings from Campus Recruitment Team!



Here is the most awaited Final Results of the GenC Elevate and GenC Interviews!

After an exciting Hiring season, we are happy to share the most awaited **Final Consolidated Results** for the Interviews conducted for the **Campus GenC Elevate and GenC.**

Our **heartiest congratulations** to all the selected candidates & we look forward to onboard them into the Cognizant fraternity.

We would like to extend our gratitude for collaborating with us in our completely virtual recruitment process and helping us make it a success. Once again, we would like to appreciate the partnership between Cognizant and your esteemed institution by which we have been able to identify the best talents and build a strong and skilled digital workforce. We look forward to our continued association and to further strengthen our position as the **Employer of Choice.**

Please find the final results attached herewith for your college.
Note: The LOI (Letter of Intent) will be released to the shortlisted candidates shortly. Acceptance of LOI will be considered as the offer acceptance & we will keep you updated on the progress.
Disclaimer:

- At any point in time, if the self-profile declared by the student during the registration process is found to be false or if the student is found to have indulged in any sort of malpractice, this confirmation will be withdrawn
- The selected candidates are subject to **internal audit process**. In case, any observation is found to be inappropriate, it will lead to a withdrawal of the selection.
- Kindly consider this as the final list of candidates who **successfully cleared all rounds** of the GenC & GenC Elevate recruitment processes.
- We request you to thoroughly validate the candidates' authenticity i.e. If any candidate(s) from the attached list is not from your respective college, please let us know. At the time of background verification, such candidates will get disqualified.
- Cognizant takes its hiring practices seriously and appreciates you keeping the Company informed of any individuals posing as Cognizant employees who make false job offers using Cognizant's name. We remind you that while recruiting employees, Cognizant will only communicate with you through authentic Cognizant email addresses and Cognizant will never extend any job offers to anyone based on an online application without first conducting an in-person, video, or telephone interview through verified encrypted channels. If any such mails purporting to come from Cognizant are received, we advise you to contact us at **GenCHRComplianceIND@cognizant.com**

Regards,
Human Resources – GenC

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Dr. S. S. Khandelwal
TPO, D D University
Faculty of Technology
P.O. Box 35, College Road,
Nadiad - 387 001 (Gujarat)
Ph. No. 0268-2520502 ext. 214
098243-11422 (cell)
Mail id : tpo@ddu.ac.in, sskddu@gmail.com
URL : www.ddu.ac.in

Dharmsinh Desai University, Nadiad.xlsx

12K

Superset ID	Name	Email Id	College	Phone Number	Category of Hire
1123257	Sankalp Kanubhai Sachapara	sachaparasankalp@gmail.com	Dharmsinh Desai University, Nadiad	7490906287	GenC Elevate Select
1161656	Sahilkumar Santosh Kumar Katiriya	sahilkumarkatiriya@gmail.com	Dharmsinh Desai University, Nadiad	9601110218	GenC Select
1525095	Priya Paresh Rathod	priyarathodit@gmail.com	Dharmsinh Desai University, Nadiad	9016496903	GenC Select
1168202	Dinesh Bhailalbhai Jadav	dineshjadav500@gmail.com	Dharmsinh Desai University, Nadiad	9586959406	GenC Select
1192406	Mahakbhai Subhashbhai Patel	mahakpatel0208@gmail.com	Dharmsinh Desai University, Nadiad	9737542117	GenC Select
1389444	Vijay Pareshbhai Savsani	vijaypatel2928@gmail.com	Dharmsinh Desai University, Nadiad	8849740789	GenC Select
1189564	Utsav Himanshubhai Darji	utsavdarji22@gmail.com	Dharmsinh Desai University, Nadiad	9099573008	GenC Select

TNP EC <tnp.ec@ddu.ac.in>

Shortlisted Students

Santosh Suvarna <santosh.suvarna@crestdatasys.com> Thu, Aug 19, 2021 at 5:58 PM
To: "Training & Placement Team (EC-DDU)" <tnp.ec@ddu.ac.in>

Hi Narendraji,

Below students are shortlisted after technical & HR Interview. Please inform them. We will roll out the offer tomorrow.

Name	email
Kesha Gokani	kbgokani04@gmail.com
Gaurav Singh	gauravsingh250500@gmail.com

Thanks,

Santosh Suvarna | Crest Data Systems

TNP EC <tnp.ec@ddu.ac.in>

Fwd: Talent Drive 2022 Congratulations! Shortlisted students from DDU Nadiad - Dharmsinh Desai University - Nadiad

Placement Cell DDU <tpo@ddu.ac.in> Wed, Nov 3, 2021 at 9:02 PM
To: AJG CL DDU <ajg.cl@ddu.ac.in>, "Dr. Mukesh M Goswami" <mgoswami.it@ddu.ac.in>, HOD MCA <hod.mca@ddu.ac.in>, "Hod MehcanicalEngg." <hod.mech@ddu.ac.in>, Jaydeep Jivani <jaydeepjivani.ch@ddu.ac.in>, "Prof. C. K. Bhensdadia" <ckbhensdadia@ddu.ac.in>, "Prof. C. K. Bhensdadia" <ckbhensdadia@gmail.com>, "Prof. Jatayu Baxi" <jatayubaxi.ce@ddu.ac.in>, "Prof. Jignesh G. Bhatt" <jigneshgbhatt.ic@ddu.ac.in>, "Prof. U. P. Patel" <uppatel.mca@ddu.ac.in>, "Prof. V. G. Gandhi" <vggandhi.ch@ddu.ac.in>, "Training & Placement (EC-DDU)" <tnp.ec@ddu.ac.in>, Vipul Dabhi <vipuldabhi.it@ddu.ac.in>, "Training & Placement Co-Ordinator CE Dept." <tpo.ce@ddu.ac.in>

to inform our selected students.

Congrats to them !!

---------- Forwarded message ---------
From: **Amith, Alfonse** <alfonse.amith@accenture.com>
Date: Wed, Nov 3, 2021 at 12:11 PM
Subject: Talent Drive 2022 Congratulations! Shortlisted students from DDU Nadiad - Dharmsinh Desai University - Nadiad
To: tpo@ddu.ac.in <tpo@ddu.ac.in>



Dear Placement Officer,

We thank you for partnering with us in our recruitment drive 2022. Our team has been thankful for your efforts and appreciative of your support across our process.

It gives us immense pleasure to announce **7** students have been shortlisted from your prestigious institute and we would be glad to extend a Letter of Intent to them. Students will also receive an email and SMS notification on their selection.

It has been an exciting journey for us and are glad to have had an opportunity interviewing your students. You can contact Zonal POC (alfonse.amith@accenture.com) or Zonal Lead (prakhar.d.tripathi@accenture.com) for further queries.

Our team will be in contact with students as we proceed further in the process till they onboard us.

Wishing you and students the best,

Thanks & Regards,

Alfonse **Amith**
India E School Campus Recruitment

Accenture Solutions Private Limited

Mob:- +91 8867233183

Email: alfonse.amith@accenture.com

If you have any concerns during the recruitment process, please reach out to:

1st Level- India eSchool and Exec hiring recruiting lead: Rohit.Jhamb@accenture.com

2nd Level- India Recruiting Director: Jeremy .James@accenture.com

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www.accenture.com

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Dr. S. S. Khandelwal
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Ph. No. 0268-2520502 ext. 214
098243-11422 (cell)
Mail id : tpo@ddu.ac.in, sskddu@gmail.com
URL : www.ddu.ac.in

DDU Nadiad - Dharmsinh Desai University - Nadiad.xlsx
11K

Candidate Id	College	Candidate Name	Email ID	Mobile	Final Status
2116349	U Nadiad - Dharmsinh Desai University - Nad	Purva Umesh Soni	purvsoni73@gmail.com	7567253479	Advanced ASE
2116817	U Nadiad - Dharmsinh Desai University - Nad	Dharmil Mukeshbhai Vaghasiya	dharmilvaghasia3675@gmail.com	9924682605	ASE
2116357	U Nadiad - Dharmsinh Desai University - Nad	Jwalit Chitragbhai Shah	jwalitshah2q@gmail.com	9427921800	Advanced ASE
2116363	U Nadiad - Dharmsinh Desai University - Nad	Utsav Nimeshbhai Bheda	utsavbheda2001138@gmail.com	9586607884	ASE
2116389	U Nadiad - Dharmsinh Desai University - Nad	Saloni Bhavinkumar Patel	saloni230301@gmail.com	7041866225	ASE
2117053	U Nadiad - Dharmsinh Desai University - Nad	Shashwat Pareshbhai Vora	vorashashwat14@gmail.com	8347618847	ASE
2117181	U Nadiad - Dharmsinh Desai University - Nad	Nikita Vibhakar Kulkarni	nikita.v.k.260100@gmail.com	7359041979	ASE



To,

Name : Nikita Vibhakar Kulkarni

Re: Important information post your clearance of the interview process during the Campus Visit

Dear Nikita Vibhakar Kulkarni,

This confirms you have cleared the initial interview process. Your journey for getting an Offer of Employment from Accenture has just begun. Please go through this communication to acquaint yourself of the various actions that your candidature will go through before a release of Offer of Employment by Accenture.

- **Document verification and checks -** Post accepting this Letter of Intent, you will have to submit certain prerequisites / documents. The Offer release will be contingent upon successful verification of your documents that will be submitted by you. Once you receive the offer, we would like you to accept the offer within 14 Days from the day you receive the Offer Letter.

  At all stages of the hiring process, you are expected to declare all facts honestly and act with utmost integrity while applying for any opportunity. In case of any misrepresentation of information/facts in your candidate registration process or at any stage of the hiring process, this Letter of Intent or any subsequent offer issued to you shall stand revoked.

- **Information on Accenture's Fundamental Skill Primers -Learning Module** - As part of providing our new joiners a unique learning experience, Accenture proposes an online learning program – Fundamental Skill Primers. We would like to share the details of this program in advance for your ease of information and familiarity with its conditions.

  - The learning module of this program is typically made available to potential new joiners to give them a reasonable time to learn at their pace and comfort.
  - After completing the Fundamentals Skill Primers Learning the potential new joiner will need to go through the Fundamental Skill Primers assessment.
  - After a new joiner has completed the Fundamental Skill Primers Program; they will need to undergo further Accenture stream specific trainings and assessments.

  Each of such assessments including Primer assessment will add towards the final score. A min. of 60% will needed to be scored for successful clearance. If they are unable to score 60% in the first attempt, they will have up to two additional attempts and will be required to score minimum 60% marks to clear the stream learning program.

If potential new joiners are unable to complete the Accenture specific stream training program in the given 3 attempts successfully, their services with the Company shall be terminated as per the Terms of Employment.

By completing 100% of Fundamental Skill Primers online modules before the Fundamental Skill Primers assessment and scoring 75% or above in the Fundamental Skill Primers assessment, a potential new joiner will be eligible for a learning Incentive of INR 10,000.

We wish you the best of this journey and congratulate you on clearing the interviews. Your proposed compensation for the ease of information and subject to release of an offer of employment by Accenture is as mentioned in **Annexure A**. Specific details will be mentioned in your formal offer letter.

Annexure A

- Career Level - 12
- Proposed role - Application Development Associate
- Annual fixed compensation for the fiscal will be INR 3,83,000; it includes allowances and statutory benefits and will be structured in accordance with the Company's policy.
- Local Variable Bonus - At your career level, the maximum annual target variable pay-out is estimated as INR 32,500. The pay-out that you receive will depend but not limited to your performance achievement and performance of Advance Technology Centers, India in the current company fiscal year.
- Joining Bonus - You are also eligible for a joining Bonus of INR 25,000; payable upon successful completion of initial training as per company process.
- Maximum Annual Total earning potential - 4,40,500
- Additional Benefits: Gratuity as per law (if applicable) + Insurance premium (Notion Value): INR 9,500
- Maximum Annual Total earning potential + Total Additional Benefits – INR 4,50,000/-

You may be required to relocate for project deployment to any part of India and work in 24X7 shifts basis business requirement

Please note, the above is informative and not exhaustive, specific details will be in the Offer Letter

"This is an electronically generated document does not require signatures"

TNP EC <tnp.ec@ddu.ac.in>

Candidate Selection- eInfochips (An Arrow Company)

7 messages

Himanshu Gupta <Himanshu.Gupta@einfochips.com> Fri, Sep 24, 2021 at 3:05 PM
To: "tnp.ec@ddu.ac.in" <tnp.ec@ddu.ac.in>
Cc: Manan Khandelwal <manan.khandelwal@einfochips.com>, Asghar Faraz <Asghar.Faraz@einfochips.com>, Pradeep Jana <pradeep.jana@einfochips.com>

Dear Prof. Khandelwal,

Greeting from eInfochips.

We are delighted to inform you that the following students from your college have been selected by our organization.

S. No	Name	Email	College	Qualification	Salary in INR
1.	Jahanvi Trivedi	jahanvitrivedi2000@gmail.com	Dharmsinh Desai University, Nadiad	B.Tech	400000
2.	Bhavesh Patel	k.bhavesh.t45@gmail.com	Dharmsinh Desai University, Nadiad	B.Tech	400000
3.	Insaya Gunderwala	insiya.gunderwala2504@gmail.com	Dharmsinh Desai University, Nadiad	B.Tech	400000
4.	Palak Panara	palakpanara315@gmail.com	Dharmsinh Desai University, Nadiad	B.Tech	400000
5.	Manali Hinsu	manalipatel4324@gmail.com	Dharmsinh Desai University, Nadiad	B.Tech	400000
6.	Tithi Shah	tithishah1505@gmail.com	Dharmsinh Desai University, Nadiad	B.Tech	400000
7.	Meet Zanzat	meetzankat2001@gmail.com	Dharmsinh Desai University, Nadiad	B.Tech	400000
8.	Saurabh Mori	saurabhmori10@gmail.com	Dharmsinh Desai University, Nadiad	B.Tech	400000
9.	Shivam Prasad	prasadshivam259@gmail.com	Dharmsinh Desai University, Nadiad	B.Tech	400000
10.	Rahul Parmar	parmarrahul27701@gmail.com	Dharmsinh Desai University, Nadiad	B.Tech	400000
11.	Jalpa Patel	japupatel203@gmail.com	Dharmsinh Desai University, Nadiad	B.Tech	400000
12.	Trushal Korat	trushalkorat123@gmail.com	Dharmsinh Desai University, Nadiad	B.Tech	400000
13.	Yusi nandasana	yusinandasana169@gmail.com	Dharmsinh Desai University, Nadiad	B.Tech	400000
14.	Sidhkumar Virani	18ecuog008@ddu.ac.in	Dharmsinh Desai University, Nadiad	B.Tech	400000
15.	Bhagwan P	bhagwan.pujara@gmail.com	Dharmsinh Desai University, Nadiad	B.Tech	400000
16.	SINGH GAURAV LALANPRASAD	gauravsingh250500@gmail.com	Dharmsinh Desai University, Nadiad	B.Tech	400000
17.	Krinal Rameshbhai Amipara	krinalamipara@gmail.com	Dharmsinh Desai University, Nadiad	B.Tech	400000
18.	Helina Patel	helinapatel01@gmail.com	Dharmsinh Desai University, Nadiad	B.Tech	400000
19.	Hemangi Siddhpura	siddhpurahemangi2001@gmail.com	Dharmsinh Desai University, Nadiad	B.Tech.	400000
20.	Vaya Janki Narendrabhai	jvayasoni3178@gmail.com	Dharmsinh Desai University, Nadiad	B.Tech	400000

We have sent Letter of Intent (offer letters) to the above students. We would request you to stop any further placement activities for them.

We are thankful to you and your college for the co-ordination and the efforts put in by you for ensuring a smooth process.

We look forward to your students joining our organization, we are committed to ensure not just a job but a great career for them. Pl. do get in touch with us on the below numbers for any more information / Queries.

Name	email	Ph. No.
Himanshu Gupta	himanshu.gupta@einfochips.com	9984111142
Pradeep Jana	pradeep.jana@einfochips..com	8866253225
Asghar Faraz (Manager Talent Acquisition)	asghar.faraz@einfochips.com	6387077530
Manan Khandelwal (Head Talent Acquisition)	manan.khandelwal@einfochips.com	7838838888

Best Regards,

Himanshu Gupta

Talent Acquisition Specialist-Human Resource

Himanshu.Gupta@einfochips.com



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Training & Placement Team (EC-DDU) <tnp.ec@ddu.ac.in> Sat, Sep 25, 2021 at 10:12 AM
To: Himanshu Gupta <Himanshu.Gupta@einfochips.com>
Cc: Manan Khandelwal <manan.khandelwal@einfochips.com>, Asghar Faraz <Asghar.Faraz@einfochips.com>, Pradeep Jana <pradeep.jana@einfochips.com>, TPO DDU <tpo@ddu.ac.in>, EC Department DDU <ec@ddu.ac.in>

Dear sir,

Greetings from the Department of Electronics and Communication...!!!

I hope this email finds you good.

Thanks for your confirmation email.

However, we would like to highlight the followings;

1. Mr. Gaurav Singh is already placed in other company and the same is updated to Ms. Jissmol Joseph (from HR Team) on *19th August, 2021*.

2. Mr. Prem Bhoot has received the LOI and he has already shared the signed LOI (attached herewith) to Ms. Jissmol Joseph (from HR Team) on 16th September, 2021.

We request you to omit Mr. Gaurav Singh and accommodate Mr. Prem Bhoot in your selection list.

The selected students are ready to join the company from 06th December, 2021.

With best regards,
[Quoted text hidden]
--
Thanks & Regards,

Dharmsinh Desai University
Nadiad, Gujarat – 387001
INDIA.

TRAINING & PLACEMENT TEAM
Department of Electronics & Communication Engg.
Faculty of Technology.
M: 09898449881 / 09904239597
E : tnp.ec@ddu.ac.in

Think before you print - Save Papers, Save Trees, Save Earth.

Website: https://ddu.ac.in/Technology-Departments4.php

PREM BHOOT_LOI.pdf
304K

Training & Placement Team (EC-DDU) <tnp.ec@ddu.ac.in> Thu, Sep 30, 2021 at 2:35 PM
To: Himanshu Gupta <Himanshu.Gupta@einfochips.com>
Cc: Manan Khandelwal <manan.khandelwal@einfochips.com>, Asghar Faraz <Asghar.Faraz@einfochips.com>, Pradeep Jana <pradeep.jana@einfochips.com>, TPO DDU <tpo@ddu.ac.in>, EC Department DDU <ec@ddu.ac.in>

Dear sir,

We request you to update us with the updated list (reference: forwarded email).
[Quoted text hidden]

Training & Placement Team (EC-DDU) <tnp.ec@ddu.ac.in> Mon, Oct 4, 2021 at 10:52 AM
To: Himanshu Gupta <Himanshu.Gupta@einfochips.com>
Cc: Manan Khandelwal <manan.khandelwal@einfochips.com>, Asghar Faraz <Asghar.Faraz@einfochips.com>, Pradeep Jana <pradeep.jana@einfochips.com>, TPO DDU <tpo@ddu.ac.in>, EC Department DDU <ec@ddu.ac.in>

Dear sir,

Please update if possible.
[Quoted text hidden]

Asghar Faraz <Asghar.Faraz@einfochips.com> Mon, Oct 4, 2021 at 10:55 AM
To: "Training & Placement Team (EC-DDU)" <tnp.ec@ddu.ac.in>, Himanshu Gupta <Himanshu.Gupta@einfochips.com>
Cc: Manan Khandelwal <manan.khandelwal@einfochips.com>, Pradeep Jana <pradeep.jana@einfochips.com>, TPO DDU <tpo@ddu.ac.in>, EC Department DDU <ec@ddu.ac.in>

Dear Sirs,

As you have already confirmed below that Prem Bhoot has got the LOI and he has accepted it.

There is nothing more to be done.

Best,

Asghar Faraz

Manager – TA

Cell: 6387077530

From: Training & Placement Team (EC-DDU) <tnp.ec@ddu.ac.in>
Sent: Monday, October 4, 2021 10:52 AM
To: Himanshu Gupta <Himanshu.Gupta@einfochips.com>
Cc: Manan Khandelwal <manan.khandelwal@einfochips.com>; Asghar Faraz <Asghar.Faraz@einfochips.com>; Pradeep Jana <pradeep.jana@einfochips.com>; TPO DDU <tpo@ddu.ac.in>; EC Department DDU <ec@ddu.ac.in>
Subject: [External] Re: Candidate Selection- eInfochips (An Arrow Company)

CAUTION: This email originated from outside of the organization. This message might not be safe, use caution in opening it. If in doubt, do not open the attachment nor links in the message.

[Quoted text hidden]
[Quoted text hidden]

> [Quoted text hidden]
> [Quoted text hidden]
>
> > [Quoted text hidden]

> Thanks & Regards,
>
> **Website:** https://ddu.ac.in/Technology-Departments4.php

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Thanks & Regards,

> **Website:** https://ddu.ac.in/Technology-Departments4.php

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Thanks & Regards,

Website: https://ddu.ac.in/Technology-Departments4.php

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Training & Placement Team (EC-DDU) <tnp.ec@ddu.ac.in> Mon, Oct 4, 2021 at 10:59 AM
To: Asghar Faraz <Asghar.Faraz@einfochips.com>
Cc: Himanshu Gupta <Himanshu.Gupta@einfochips.com>, Manan Khandelwal <manan.khandelwal@einfochips.com>, Pradeep Jana <pradeep.jana@einfochips.com>, TPO DDU <tpo@ddu.ac.in>, EC Department DDU <ec@ddu.ac.in>

Thanks for the confirmation.

The selected students will join your company from 06/12/2021, 10:00 AM.

Kindly confirm.

[Quoted text hidden]

Thanks & Regards,

Dharmsinh Desai University
Nadiad, Gujarat – 387001
INDIA.

TRAINING & PLACEMENT TEAM
Department of Electronics & Communication Engg.
Faculty of Technology.
M: 09898449881 / 09904239597
E : tnp.ec@ddu.ac.in

Think before you print - Save Papers, Save Trees, Save Earth.

Website: https://ddu.ac.in/Technology-Departments4.php

Manan Khandelwal <manan.khandelwal@einfochips.com> Mon, Oct 4, 2021 at 11:30 AM
To: "Training & Placement Team (EC-DDU)" <tnp.ec@ddu.ac.in>, Asghar Faraz <Asghar.Faraz@einfochips.com>
Cc: Himanshu Gupta <Himanshu.Gupta@einfochips.com>, Pradeep Jana <pradeep.jana@einfochips.com>, TPO DDU <tpo@ddu.ac.in>, EC Department DDU <ec@ddu.ac.in>

Hi,

We are working on the start date of the training and will keep you posted on the same…as we want all students to join on a particular date.

Thanks and Regards,

Manan Khandelwal
Director - Talent Acquisition | Human Resource

eInfochips An Arrow Company
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www.einfochips.com | manan.khandelwal@einfochips.com

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[Quoted text hidden]

eInfochips Limited

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Behind Cargo Motors, Off. C.G. Road,
Ellisbridge, Ahmedabad-380 006. India.
Phone Number: +91-79-2656 3705, Fa□Number: +91-79-2656 0722
Website: www.einfochips.com
CIN: U72200GJ1988PLC010830

Offer Letter □Internship

Date: 15 September 2021

To,
Mr. Yomil Shah
Ahmedabad.

Sub□ect: Intern Letter

Dear Yomil,

Pursuant to the interview you had with us, we are pleased to offer you the position of Intern in our PES Business □nit on the Terms and Conditions e□plained below.

1. The Company shall offer you Project Training for □ **months** starting from □th **December 2021 to** □th **June, 2022**.
2. Your initial reporting location shall be at **Ahmedabad**□however, it can be any of the eInfochips branches right from your start date or in the future.
3. You need to adhere to the Rules and Regulations set by the Organization. The details of which will be e□plained once you join.
4. Once selected you have to be available for the training for 5 days a week i.e. Monday to Friday from 9:30 AM to 6:30 PM.
5. You shall have to sign a Non-Disclosure agreement before the commencement of your Training.
6. During the training period, your performance will be evaluated on regular basis and if your performance is not satisfactory during this period, the company shall terminate your training.

Should you have any questions regarding any matter, please feel free to get in touch with us.
We look forward to having you aboard□
Thank you.
For, eInfochips Private Limited

Manan Khandel□al
Human Resource

CONFIRMATION
I confirm that I have accepted the terms and conditions e□plained to me and that I will join eInfochips Ltd. latest by□□□□□□□□□□□□□□□□□□□□□□□□□

Signature: □□□□□□□□□□□□□□□□□□□□
Date□□□□□□□□□□□□□□□□□□□□

Gmail

DEEP MODI <deepmodi1808@gmail.com>

eInfochips : Letter of Intent (LOI)

2 messages

Amit Jha <Amit.Jha@einfochips.com> 11 October 202
To: "deepmodi1808@gmail.com" <deepmodi1808@gmail.com>

Dear Deep Modi,

Congratulations!!

We are glad to inform you that you have been successful in the **eInfochips** assessment process. Subsequently, we extend an offer to you to join us as "**Professional Trainee**" f duration of 6 months. Post successful training, you will be hired as **Engineer** in the **PES** Business Unit based at Ahmedabad.

The following are the details of your service terms with eInfochips.

1. Designation: Engineer (Grade 9)
2. Your initial training location shall be at Ahmedabad; however, your training or the work location could be any of eInfochips branches right from your start date or in the future.
3. You will be entitled to an annual salary of **INR 4,00,000** after successful completion of your training period. Please note, the training period can be extended beyond 6 (six) mor too.
4. You will not be entitled for any benefits other than the monthly stipend of **INR 10,000** during your training period. You will be eligible for holidays as per company policy
5. The tentative start date of your training will be from 1st week of January 2022.
6. Your confirmation to full time employee will be subject to your performance as well as the behavioralaspects as evaluated by the designated mentor(s), post successful completion your training period.
7. At the time of conversion as Engineer (full time employee), you will be signing Service Agreement per which if you leave the organization within 3 years of your joining, you will liable to pay **INR 5,00,000** to the company.
8. You will be assigned to complete certain training and certifications facilitated by the organization during your training period.

This **Letter of Intent (LOI)** is subject to your successful completion of the qualifying examinations, performance feedback and the aforesaid training and certifications.

We wish you a fulfilling career with eInfochips.

Kind regards,

Deep

Deep Modi

Amit Jha

Manager – HR Operations

+91 2718 681 285 | 970 3434 184

amit.jha@einfochips.com

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TNP EC <tnp.ec@ddu.ac.in>

Fwd: Infosys Campus Recruitment Program: Students results for Systems Engineer role

Jaiminkumar Patel <jaiminkumar1299@gmail.com> Wed, Mar 2, 2022 at 2:05 PM
To: "Prof. Narendra Chauhan" <nvc.ec@ddu.ac.in>, TNP EC <tnp.ec@ddu.ac.in>
Cc: cap.jemspatel1212@gmail.com

---------- Forwarded message ---------
From: **Parth Dadhaniya** <parthdadhaniya12345@gmail.com>
Date: Wed, Mar 2, 2022 at 1:12 PM
Subject: Fwd: Infosys Campus Recruitment Program: Students results for Systems Engineer role
To: <jaiminkumar1299@gmail.com>

---------- Forwarded message ---------
From: **Dr. Mukesh M Goswami** <mgoswami.it@ddu.ac.in>
Date: Sun, 26 Dec, 2021, 9:56 am
Subject: Fwd: Infosys Campus Recruitment Program: Students results for Systems Engineer role
To: <ddu_it_2022@googlegroups.com>

FYI

Prof. (Dr.) M. M. Goswami
Assoc. Professor
Dept. of IT, Faculty of Technology,
Dharmsinh Desai University

---------- Forwarded message ---------
From: **Placement Cell DDU** <tpo@ddu.ac.in>
Date: Fri, Dec 24, 2021 at 4:37 PM
Subject: Fwd: Infosys Campus Recruitment Program: Students results for Systems Engineer role
To: <uppatel.mca@ddu.ac.in>, Arpit Gondaliya <ajg.cl@ddu.ac.in>, Dr. Mukesh Goswami <mgoswami.it@ddu.ac.in>, HOD MCA <hod.mca@ddu.ac.in>, Hod MehcanicalEngg. <hod.mech@ddu.ac.in>, Jaydeep Jivani <jaydeepjivani.ch@ddu.ac.in>, Prof. C. K. Bhensdadia <ckbhensdadia@ddu.ac.in>, Prof. Jatayu Baxi <jatayubaxi.ce@ddu.ac.in>, Prof. Jignesh G. Bhatt <jigneshgbhatt.ic@ddu.ac.in>, Prof. V. G. Gandhi <vggandhi.ch@ddu.ac.in>, Training & Placement (EC-DDU) <tnp.ec@ddu.ac.in>, Training & Placement Co-Ordinator CE Dept. <tpo.ce@ddu.ac.in>, Vipul Dabhi <vipuldabhi.it@ddu.ac.in>

to inform our students.

congrats to the selected students

---------- Forwarded message ---------
From: **Ajinkya Wagh** <ajinkya.wagh@infosys.com>
Date: Fri, Dec 24, 2021 at 4:12 PM
Subject: Infosys Campus Recruitment Program: Students results for Systems Engineer role

To: Placement Cell DDU <tpo@ddu.ac.in>
Cc: Sudhir Kumar Mishra <Sudhir_Mishra01@infosys.com>, Anivesh Joshi <anivesh.joshi@infosys.com>, Manish Singh <manish.singh41@infosys.com>, Medha Bahukhandi <medha.bahukhandi@infosys.com>



Dear Professor,

We are delighted to share the **status of the interview of the students from your institute for Infosys Campus Recruitment Program 2021-22.** Please refer to the attached excel sheet to see the list.

Kindly communicate the results with the selected students and confirm the offer acceptance status for each student immediately. We will share the joining process with you in the due course of time. Over the next few days, we will be sending the selection confirmation to all students through email.

Please note, this is a conditional job offer subject to background verification of the candidate. If falsification of data is detected during the background verification process, Infosys will revoke the job offer made to the candidate.

Thank you partnering with us for Infosys Campus Recruitment Program this year.

In case of any queries, please reach out to me.

We are looking forward to a good participation and conversions from your institute.

Best regards,
Ajinkya Wagh
Talent Acquisition
Infosys

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--

Dr. S. S. Khandelwal
TPO, D D University
Faculty of Technology
P.O. Box 35, College Road,
Nadiad - 387 001 (Gujarat)
Ph. No. 0268-2520502 ext. 214
098243-11422 (cell)
Mail id : tpo@ddu.ac.in, sskddu@gmail.com
URL : www.ddu.ac.in

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You received this message because you are subscribed to the Google Groups "ddu_it_2022" group.
To unsubscribe from this group and stop receiving emails from it, send an email to ddu_it_2022+unsubscribe@googlegroups.com.
To view this discussion on the web visit https://groups.google.com/d/msgid/ddu_it_2022/CAJWXAnJdm5%2BzS%3Dqx9uAuO%3DxV-3A%3D9zfpdB08XeJnmzPNdQPafQ%40mail.gmail.com.

2 attachments



image001.png
141K

DHARMSINH DESAI UNIVERSITY.xlsx
12K

TNP EC <tnp.ec@ddu.ac.in>

Fwd: Campus Drive : Multiple Openings - Jekson Vision Pvt. Ltd.

Placement Cell DDU <tpo@ddu.ac.in> Fri, Dec 17, 2021 at 8:07 PM
To: "Training & Placement (EC-DDU)" <tnp.ec@ddu.ac.in>

to inform Varun

---------- Forwarded message ---------
From: **Prakash Sharma** <prakash.sharma@jeksonvision.in>
Date: Fri, Dec 17, 2021 at 1:32 PM
Subject: RE: Campus Drive : Multiple Openings - Jekson Vision Pvt. Ltd.
To: Placement Cell DDU <tpo@ddu.ac.in>
Cc: Kavita Patel <kavita.patel@jeksonvision.in>, Lalit Sen <lalit.sen@jeksonvision.in>

Dear Mr. Khandelwal,

Greetings from Jekson Vision

We have shortlisted following candidate for full time job with Jekson Vision

Only final round with MD is pending which will be on next week.

Please take a note of the same.

No	Name of Students	Department	Job Location
1	Varun Hathinarayan	GET - C++	Abhishree Park - Ahmedabad

Thank You,

Prakash Sharrma

Senior Manager – Human Resources

9979865282| prakash.sharma@jeksonvision.in | www.jeksonvision.com

JEKSON VISION PVT.LTD.

5 & 6, Abhishree Corporate Park

Bopal Ambali Road, Ahmedabad.



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[Quoted text hidden]

TNP EC <tnp.ec@ddu.ac.in>

Fwd: Campus Drive : Multiple Openings - Jekson Vision Pvt. Ltd.

27 messages

Placement Cell DDU <tpo@ddu.ac.in> Thu, Apr 25, 2019 at 4:36 PM
To: "Prof. C. K. Bhensdadia" <ckbhensdadia@gmail.com>, "Prof. C. K. Bhensdadia" <ckbhensdadia@ddu.ac.in>, Jatayu Baxi <jatayubaxi.ce@ddu.ac.in>, "Training & Placement Co-Ordinator CE Dept." <tpo.ce@ddu.ac.in>, "Mukesh M. Goswami" <mukesh.goswami@gmail.com>, "Prof. U. P. Patel" <uppatel.mca@ddu.ac.in>, Vivek Vyas <vjvyas.mca@ddu.ac.in>, "Training & Placement (EC-DDU)" <tnp.ec@ddu.ac.in>, "Prof. Jignesh G. Bhatt" <jigneshgbhatt.ic@ddu.ac.in>

to send the database of the eligible and interested students to the placement cell by 27th April 2019.

---

1. Job profile - Java / C++ / Image Processing / QA
2. Eligibility criteria (percentage cut-off) – 60%+
3. Selection procedure – Technical test paper
4. Salary structure with other terms and conditions (service bond etc.) – 2.00-3.00 lacs pa with min 2 years commitment.

Note : Students who have undergone Image Processing as a branch of study/specialization as a part of their academics for Image Processing opening.

---------- Forwarded message ---------
From: **Prakash Sharma** <prakash.sharma@radixtech.co.in>
Date: Thu, Apr 25, 2019 at 3:25 PM
Subject: Campus Drive : Multiple Openings - Jekson Vision Pvt. Ltd.
To: <tpo@ddu.ac.in>

Hello Sir, ,

Greetings for the Day!

This is regarding placement drive for the students who has pursued for the major specialization in Image Processing or as a part of their curriculum. There is an opening in our Organization **Jekson Vision Pvt. Ltd.** There is a below mention detail about the company . We are an Ahmedabad based company in the Pharma Packaging space. We supply vision inspection systems and software catering specifically to the pharma industry. More details about our company is available at http://www.jeksonvision.com/

We have **Multiple openings** for GETs/PGETs for our **Software Division** and in this connection we are looking for GETs/PGETs from the field of – B.E / B. Tech / M. Tech / BCA / MCA **with minimum first class from schooling onwards** and also regarding students who have undergone Image Processing as a branch of study/specialization as a part of their academics for Image Processing opening.

Positions	Java / C++ / Image Processing / QA

We request you to forward us a list of your requirements and candidates who would be interested in the above opening.

Thank You

Prakash Sharrma

Manager - Talent Acquisition

9979865282| prakash.sharma@radixtech.co.in | www.jeksonvision.com

JEKSON VISION PVT.LTD.

5 & 6, Abhishree Corporate Park

Bopal Ambali Road, Ahmedabad.



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--

S. S. Khandelwal
TPO, D D University
Faculty of Technology
P.O. Box 35, College Road,
Nadiad - 387 001 (Gujarat)
Ph. No. 0268-2520502 ext. 214
098243-11422 (cell)
Mail id : tpo@ddu.ac.in, sskddu@gmail.com
URL : www.ddu.ac.in

Training & Placement (EC-DDU) <tnp.ec@ddu.ac.in> Sat, Apr 27, 2019 at 6:04 PM
To: ishitapathak1497@gmail.com, kausha.solanki@gmail.com, makhechaprashant15@gmail.com, mathurankit121@yahoo.com, neetinaik4@gmail.com, nidhimparmar212@gmail.com, pgashar11@gmail.com, preet_107@yahoo.in, rajal8521@gmail.com, rajat.bhagat6897@gmail.com, rajdoshi13@outlook.com, tarsariyanikunj710@gmail.com, uttam07080@gmail.com, Vankarpriyanka34@gmail.com, yashladani67@outlook.com, Aaditya Joshi <joshi.aaditya8@gmail.com>, Aashlesh Parekh <aashlesh228@gmail.com>, Abhijeet Gupta <abhijeet.gupta180997@gmail.com>, Aditya Purohit <purohitap98@gmail.com>, Akshi Surve <surveakshi40@gmail.com>, anand saju <anandtherattil@gmail.com>, Anchal Shah <anchal1597@gmail.com>, Anushka Prajose <prajanu2026@gmail.com>, Arohi Vekariya <arohi.vekariya11@gmail.com>, Arpan Upadhyay <arpanupadhyay1997@gmail.com>, Avi Bhatt <avibhatt16@gmail.com>, Avi Bhatt <bhattavi73@gmail.com>, AVINASH SINGH <singhavinashkr96@gmail.com>, avnish mishra <avnish8110@gmail.com>, Azhar Khan <azharkhanbond@gmail.com>, Bhargav Manavadariya <bmanavadariya24@gmail.com>, Bhavesh Bambhaniya <bbhavesh1997@gmail.com>, Darji Utsav <darjiutsav12@gmail.com>, Fatema Unwala <fatema.unwala9@gmail.com>, Gaurang Boghara <gaurang.boghara@gmail.com>, gunjan kulkarni <gunjankulkarni27@gmail.com>, hand966 <nachidranzer@gmail.com>, Harshil Desai <harshildesai2310.hd@gmail.com>, Harshil Shah <harshil34567@gmail.com>, Hemank Tank <hemank9697@gmail.com>, Himalay Parmar <Himalay.h.parmar@gmail.com>, isha sheth <isha.sheth26@gmail.com>, Ishwari Pathak <ishwaripathak16@gmail.com>, Jay Biyawala <jaybiyawala29@gmail.com>, JAY JOSHI <jayddit2014@gmail.com>,

Jenish Savaliya <j.savalia1998@gmail.com>, Jhanavi Behl <jhanavibehl@gmail.com>, Kajal Kapadiya <kajalkapadiya18@gmail.com>, Kapadiya Brijesh <kapadiyabrijesh28635@gmail.com>, Karan Prajapati <karanprajapati9977@gmail.com>, Karansinh Sodha <karansinh.sodha1998@gmail.com>, Kartik koul <kartik.koul2@gmail.com>, Keyur Sorathia <keyursorathia@gmail.com>, Keyuri <keyuridarbar@gmail.com>, kishan savani <kishansavani22@gmail.com>, Kotadiya Mahesh <maheshkotadiya7198@gmail.com>, Krishna Vyas <vyaskrishna924@gmail.com>, Krunal Tamboli <krunaltamboli10@gmail.com>, kshiti vankar <kshitivankar@gmail.com>, Kushal Desai <desaikushal2805@gmail.com>, Laxmikant Upadhyay <laxmikant.u1@gmail.com>, Madhavi <madhavisukhanandi@gmail.com>, Maharshi Shah <Maharshishah3333@gmail.com>, Mayank Vekariya <mayankvekariya007@gmail.com>, Monil kalpeshbhai Patel <monilkpatel6@gmail.com>, Mrityunjay Khare <khare.1997@gmail.com>, naimish mehta <naimish.mehta1998@gmail.com>, Neal Modi <nealmodi16@gmail.com>, Nikhil Patel <patelnikhil292@gmail.com>, Nikhil Sharma <nsnikhil00@gmail.com>, Nirali Nakarani <niralinakarani@gmail.com>, Omkar Trivedi <trivedi.omkar2897@gmail.com>, Pankaj Sharma <sharmapankaj9569@gmail.com>, Parth Oza <parthoza5834@gmail.com>, Parth Parashar <Parthparashar21@gmail.com>, Piyush Satasiya <piyushsat99@gmail.com>, Pragya Pusp <pragyapusp7@gmail.com>, pranesh soni <pranesh.soni2009@gmail.com>, Pratik Gupta <pratik2996@gmail.com>, Priya Gagnani <priyagagnani9@gmail.com>, Raj Patel <patelraj773@gmail.com>, Raj Vala <vala_raj@yahoo.com>, Raktim Das <raktimdas12@gmail.com>, Ravi Makwana <rvmakwana12@gmail.com>, Rohan Patel <rohanpatel_12@yahoo.com>, Rucha Shah <ruchashah98@gmail.com>, Rupal Agrawal <rupalagrawal94ra@gmail.com>, Sachi Devnani <sachidevnani@gmail.com>, Sakshi Shah <sakshi.shah2103@gmail.com>, Savan Patel <patelsavan238@gmail.com>, Shraddha Devaiya <shraddha.devaiya.1998@gmail.com>, Silvi Jain <silvijain123@gmail.com>, smit shah <smitshah220@gmail.com>, Sneha <snehajadhav1205@gmail.com>, Sunny Moliya <sunny.moliya001@gmail.com>, Sushanth Bandi <sushanth0201@gmail.com>, tejas kevadiya <tejaskevadiya1264@gmail.com>, Vaidehi Mistry <vaidehijmistry28@gmail.com>, Vandana Choksi <vandana.choksi1098@gmail.com>, Vipul patel <Vipulpatel195491@gmail.com>, vrunda Sukhadia <sukhadiavrunda@gmail.com>, yash gujar <gujaryash1997@gmail.com>

Dear all,

Please find the forwarded email and share your updated CV in reply if interested.

Deadline : 28/04/2019, 12:00 noon

On Thu, Apr 25, 2019 at 4:36 PM Placement Cell DDU <tpo@ddu.ac.in> wrote:

> to send the database of the eligible and interested students to the placement cell by 27th April 2019.
>
> ---
>
> 1. Job profile - Java / C++ / Image Processing / QA
>
> 2. Eligibility criteria (percentage cut-off) – 60%+
>
> 3. Selection procedure – Technical test paper
>
> 4. Salary structure with other terms and conditions (service bond etc.) – 2.00-3.00 lacs pa with min 2 years commitment.
>
> Note : Students who have undergone Image Processing as a branch of study/specialization as a part of their academics for Image Processing opening.
>
> ---------- Forwarded message ---------
> From: **Prakash Sharma** <prakash.sharma@radixtech.co.in>
> Date: Thu, Apr 25, 2019 at 3:25 PM
> Subject: Campus Drive : Multiple Openings - Jekson Vision Pvt. Ltd.
> To: <tpo@ddu.ac.in>
>
> Hello Sir, ,
>
> Greetings for the Day!
>
> This is regarding placement drive for the students who has pursued for the major specialization in Image Processing or as a part of their curriculum. There is an opening in our Organization **Jekson Vision Pvt. Ltd.** There is a below mention detail about the company . We are an Ahmedabad based company in the Pharma Packaging space. We supply vision inspection systems and software catering specifically to the pharma industry. More details about our company is available at http://www.jeksonvision.com/
>
> We have **Multiple openings** for GETs/PGETs for our **Software Division** and in this connection we are looking for GETs/PGETs from the field of – B.E / B. Tech / M. Tech / BCA / MCA **with minimum first class from schooling onwards** and also regarding

students who have undergone Image Processing as a branch of study/specialization as a part of their academics for Image Processing opening.

Positions	Java / C++ / Image Processing / QA

We request you to forward us a list of your requirements and candidates who would be interested in the above opening.

Thank You

Prakash Sharrma

Manager - Talent Acquisition

www.jeksonvision.com

JEKSON VISION PVT.LTD.

5 & 6, Abhishree Corporate Park

Bopal Ambali Road, Ahmedabad.



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[Quoted text hidden]

--

Thanks & Regards,

Training & Placement In-charge,
Dept. of Electronics & Communication,
Faculty of Technology,
Dharmsinh Desai University, Nadiad, Gujarat.
Mobile : +91 9898449881

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http://ddu.ac.in/Technology-Departments4.php

Himalay Parmar <himalay.h.parmar@gmail.com> Sat, Apr 27, 2019 at 6:13 PM
To: TNP EC <tnp.ec@ddu.ac.in>

[Quoted text hidden]

EC054_Himalay_2019.pdf
288K

Mrityunjay Khare <khare.1997@gmail.com> Sun, Apr 28, 2019 at 9:41 AM
To: TNP EC <tnp.ec@ddu.ac.in>

Sir am interested to appear for jekson vision. I am Mriyyunjay.
[Quoted text hidden]

15ECUOG064_EC049.pdf
133K

Training & Placement (EC-DDU) <tnp.ec@ddu.ac.in> Tue, Apr 30, 2019 at 10:48 AM
To: Placement Cell DDU <tpo@ddu.ac.in>

Dear sir,

Please find the attached files.

On Thu, Apr 25, 2019 at 4:36 PM Placement Cell DDU <tpo@ddu.ac.in> wrote:
[Quoted text hidden]

[Quoted text hidden]

2 attachments

15ECUOG064_EC049.pdf
133K

EC054_Himalay_2019.pdf
288K

Placement Cell DDU <tpo@ddu.ac.in> Tue, Sep 28, 2021 at 10:31 AM
To: "Prof. C. K. Bhensdadia" <ckbhensdadia@ddu.ac.in>, "Prof. C. K. Bhensdadia" <ckbhensdadia@gmail.com>, "Prof. Jatayu Baxi" <jatayubaxi.ce@ddu.ac.in>, "Training & Placement Co-Ordinator CE Dept." <tpo.ce@ddu.ac.in>, "Dr. Mukesh M Goswami" <mgoswami.it@ddu.ac.in>, Vipul Dabhi <vipuldabhi.it@ddu.ac.in>, "Prof. U. P. Patel" <uppatel.mca@ddu.ac.in>, HOD MCA <hod.mca@ddu.ac.in>, "Training & Placement (EC-DDU)" <tnp.ec@ddu.ac.in>

to send the database of the eligible and interested students to the placement cell by 30th September, 2021

---------- Forwarded message ---------
From: **Prakash Sharma** <prakash.sharma@jeksonvision.in>
Date: Tue, Sep 28, 2021 at 10:19 AM
Subject: Campus Drive : Multiple Openings - Jekson Vision Pvt. Ltd.
To: Placement Cell DDU <tpo@ddu.ac.in>

Hello Sir, ,

Greetings for the Day!

This is regarding placement drive for the students who has pursued for the major specialization in Image Processing or as a part of their curriculum. There is an opening in our Organization **Jekson Vision Pvt. Ltd.** There is a below mention detail about the company . We are an Ahmedabad based company in the Pharma Packaging space. We supply vision inspection systems and software catering specifically to the pharma industry. More details about our company is available at http://www.jeksonvision.com/

We have **Multiple openings** for GETs/PGETs for our **Software Division** and in this connection we are looking for GETs/PGETs from the field of – B.E / B. Tech / M. Tech / BCA / MCA **with minimum first class from schooling onwards** and also regarding students

who have undergone Image Processing as a branch of study/specialization as a part of their academics for Image Processing opening.

Positions	Java / C++ / Image Processing / QA

We request you to forward us a list of your requirements and candidates who would be interested in the above opening.

Please find the other details :

1. Job profile - Java / C++ / Image Processing / QA

2. Eligibility criteria (percentage cut-off) – 60%+

3. Selection procedure – Technical test paper

4. Salary structure with other terms and conditions (service bond etc.) – for 1st year Rs.2,04,000 CTC per annum and from 2nd year salary will be revised to Rs.4,00,000/- per annum

Note : Students who have undergone Image Processing as a branch of study/specialization as a part of their academics for Image Processing opening.

Please feel free to contact me .

Thank You,

Prakash Sharrma

Manager – Human Resources

9979865282| prakash.sharma@jeksonvision.in | www.jeksonvision.com

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--

Dr. S. S. Khandelwal

[Quoted text hidden]

Training & Placement Team (EC-DDU) <tnp.ec@ddu.ac.in> Tue, Sep 28, 2021 at 10:39 AM
To: 0609.rv@gmail.com, EC045 Rahul Parmar <18ecubg100@ddu.ac.in>, EC013 Dhruty Chudasama <18ecubs099@ddu.ac.in>, aarsh.shah09@gmail.com, aditya.chindaliya03@gmail.com, akshatrathod16@gmail.com, anshimunshi22@gmail.com, ayushoza6@gmail.com, BHAGWAN.PUJARA@gmail.com, bhalanirishil89@gmail.com, bhavesh55vyas@gmail.com, chaitanyasoni1210@gmail.com, chirayudarji2000@gmail.com, darshanzinzuwadiya44@gmail.com, darshilmodha@gmail.com, darshnikmakwana253@gmail.com, deepmodi1808@gmail.com, devanshichauhan54@gmail.com, devanshuraghvani382001@gmail.com, dhararana402@gmail.com, dhrumilvaidya2000@gmail.com, dhruti.sata1998@gmail.com, dhruveshspandya12@gmail.com, dhruvinrajpura26@gmail.com, dhruvsatasiya2101@gmail.com, drashtigorakhiya2901@gmail.com, dysolanki4@gmail.com, forampatel1212@gmail.com, foratri07@gmail.com, gajjarjay791@gmail.com, gauravsingh250500@gmail.com, gokulpatel200@gmail.com, gurvir1320@yahoo.com, hansoravinayhareshbhai30797@gmail.com, harsh18solanki@gmail.com, helinapatel01@gmail.com, hvardhangiri@gmail.com, imdhruvsutariya@gmail.com, insiya.gunderwala2504@gmail.com, j2joshi2014@gmail.com, jahanvitrivedi2000@gmail.com, jaiminkumar1299@gmail.com, japupatel203@gmail.com, jehanshukla2@gmail.com, jvayasoni3178@gmail.com, k.bhavesh.t45@gmail.com, kartavya1109@gmail.com, kath9266@gmail.com, kbgokani04@gmail.com, kbp1805@gmail.com, kiinjll.parmar@gmail.com, kotakviraj1999@gmail.com, kr96848@gmail.com, krinalamipara@gmail.com, krutarth3ved@gmail.com, kush.zalavadiya@gmail.com, m.jahir2541@gmail.com, maharshi.oza.00@outlook.com, mailmepreeti17@gmail.com, manalipatel4324@gmail.com, mananthakkar585@gmail.com, meetkachhadiya821@gmail.com, meetpachchigar4761@gmail.com, meetzankat2001@gmail.com, nbaldaniya1051@gmail.com, nikita.v.k.260100@gmail.com, nishitaluhana@gmail.com, palakpanara315@gmail.com, patel15132@gmail.com, patelvrajesh1208@gmail.com, prasadshivam259@gmail.com, prembhoot007@gmail.com, priyanshirabari1818@gmail.com, rikin.shah2000@gmail.com, rudrapatel2300@gmail.com, sachaparasankalp@gmail.com, sahilkumarkatiriya@gmail.com, sainipiyush15284@gmail.com, sandipvadher2001@gmail.com, saunakprajapati9900@gmail.com, saurabhmori10@gmail.com, shahansh691@gmail.com, shahisha2806@gmail.com, shaikhujama7@gmail.com, shaily792000@gmail.com, shanpatel303@gmail.com, shivbhatt.8@gmail.com, siddhpurahemangi2001@gmail.com, siddhvirani041220@gmail.com, snigdhalokre25369@gmail.com, sruthi.cg162@gmail.com, sumedhamitra2000@gmail.com, thakkarflora123@gmail.com, tirth3454@gmail.com, tirtheshshah167@gmail.com, tithishah1505@gmail.com, trushalkorat123@gmail.com, usadeki@gmail.com, varunhathinarayan@gmail.com, vp203263@gmail.com, vrajdesai8888@gmail.com, vrundp1308@gmail.com, vyasbhumi018@gmail.com, yomil2000@gmail.com, yusinandasana169@gmail.com
Cc: "Patel Harshit M. Prof." <hmpatel.ec@ddu.ac.in>

Dear all,

Interested and eligible student to register to Prof. Harshit Patel on or before 29/09/2021, 11:00 AM.

[Quoted text hidden]
[Quoted text hidden]
[Quoted text hidden]
[Quoted text hidden]
[Quoted text hidden]

www.jeksonvision.com

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[Quoted text hidden]

--
Thanks & Regards,

Dharmsinh Desai University
Nadiad, Gujarat – 387001
INDIA.

TRAINING & PLACEMENT TEAM
Department of Electronics & Communication Engg.
Faculty of Technology.
M: 09898449881 / 09904239597
E : tnp.ec@ddu.ac.in

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Website: https://ddu.ac.in/Technology-Departments4.php

Training & Placement Team (EC-DDU) <tnp.ec@ddu.ac.in> Wed, Sep 29, 2021 at 2:05 PM
To: Placement Cell DDU <tpo@ddu.ac.in>
Cc: EC Department DDU <ec@ddu.ac.in>

Respected sir,

Please find the attached file.
[Quoted text hidden]
[Quoted text hidden]

Jakson Vision_2022.xlsx
17K

Placement Cell DDU <tpo@ddu.ac.in> Tue, Oct 5, 2021 at 10:44 AM
To: "Prof. U. P. Patel" <uppatel.mca@ddu.ac.in>, HOD MCA <hod.mca@ddu.ac.in>, "Training & Placement (EC-DDU)" <tnp.ec@ddu.ac.in>

Is it possible for students to go to company place ??

---------- Forwarded message ---------
From: **Prakash Sharma** <prakash.sharma@jeksonvision.in>
Date: Tue, Oct 5, 2021 at 10:36 AM
Subject: RE: Campus Drive : Multiple Openings - Jekson Vision Pvt. Ltd.
To: Placement Cell DDU <tpo@ddu.ac.in>
Cc: Rajan Sundavadra <rajan@jeksonvision.in>, Vishal Mehta <vishal.mehta@jeksonvision.in>

Dear Sir,

Can we have all the candidates at our Development center for the walk ins ??

Please confirm the same so that we will arrange one day for walk ins at our Development center the address is as under.

JEKSON VISION PVT.LTD.

5 & 6, Abhishree Corporate Park

Iskon - Ambali Road, Ahmedabad.

Thank You,

Prakash Sharrma

Senior Manager – Human Resources

9979865282| prakash.sharma@jeksonvision.in | www.jeksonvision.com

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[Quoted text hidden]

Training & Placement Team (EC-DDU) <tnp.ec@ddu.ac.in> Tue, Oct 5, 2021 at 2:33 PM
To: Placement Cell DDU <tpo@ddu.ac.in>

Respected sir

Yes , students are ready to visit workplace for interview
[Quoted text hidden]
[Quoted text hidden]

Placement Cell DDU <tpo@ddu.ac.in> Wed, Oct 6, 2021 at 8:37 AM
To: "Dr. Mukesh M Goswami" <mgoswami.it@ddu.ac.in>, Vipul Dabhi <vipuldabhi.it@ddu.ac.in>, "Prof. U. P. Patel" <uppatel.mca@ddu.ac.in>, HOD MCA <hod.mca@ddu.ac.in>, "Training & Placement (EC-DDU)" <tnp.ec@ddu.ac.in>

to send CVs to the placement cell by 4.00pm on 6th Oct., 2021

---------- Forwarded message ---------
From: **Prakash Sharma** <prakash.sharma@jeksonvision.in>
Date: Tue, Oct 5, 2021 at 4:01 PM
Subject: RE: Campus Drive : Multiple Openings - Jekson Vision Pvt. Ltd.
To: Placement Cell DDU <tpo@ddu.ac.in>
Cc: Rajan Sundavadra <rajan@jeksonvision.in>, Vishal Mehta <vishal.mehta@jeksonvision.in>

Dear Sir,

In continuation of below mail kindly share the resumes of all the students as well

Thank You,

Prakash Sharrma

Senior Manager – Human Resources

9979865282| prakash.sharma@jeksonvision.in | www.jeksonvision.com

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Bopal Ambali Road, Ahmedabad.



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From: Prakash Sharma [mailto:prakash.sharma@jeksonvision.in]
Sent: Tuesday, October 5, 2021 10:36 AM
To: Placement Cell DDU <tpo@ddu.ac.in>
Cc: Rajan Sundavadra <rajan@jeksonvision.in>; Vishal Mehta <vishal.mehta@jeksonvision.in>
Subject: RE: Campus Drive : Multiple Openings - Jekson Vision Pvt. Ltd.

Dear Sir,

Can we have all the candidates at our Development center for the walk ins ??

Please confirm the same so that we will arrange one day for walk ins at our Development center the address is as under.

JEKSON VISION PVT.LTD.

5 & 6, Abhishree Corporate Park

Iskon - Ambali Road, Ahmedabad.

Thank You,

Prakash Sharrma

Senior Manager – Human Resources

9979865282| prakash.sharma@jeksonvision.in | www.jeksonvision.com

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From: Placement Cell DDU [mailto:tpo@ddu.ac.in]
Sent: Thursday, September 30, 2021 3:43 PM
To: Prakash Sharma <prakash.sharma@jeksonvision.in>
Subject: Re: Campus Drive : Multiple Openings - Jekson Vision Pvt. Ltd.

Dear Mr. Sharma

Please find attached herewith the database of our students as required by you.

with regards

On Tue, Sep 28, 2021 at 10:19 AM Prakash Sharma <prakash.sharma@jeksonvision.in> wrote:

> Hello Sir, ,
>
> Greetings for the Day!
>
> This is regarding placement drive for the students who has pursued for the major specialization in Image Processing or as a part of their curriculum. There is an opening in our Organization **Jekson Vision Pvt. Ltd.** There is a below mention detail about the company . We are an Ahmedabad based company in the Pharma Packaging space. We supply vision inspection systems and software catering specifically to the pharma industry. More details about our company is available at http://www.jeksonvision.com/
>
> We have **Multiple openings** for GETs/PGETs for our **Software Division** and in this connection we are looking for GETs/PGETs from the field of – B.E / B. Tech / M. Tech / BCA / MCA **with minimum first class from schooling onwards** and also regarding students who have undergone Image Processing as a branch of study/specialization as a part of their academics for Image Processing opening.
>
> | | |
> |---|---|
> | Positions | Java / C++ / Image Processing / QA |
>
> We request you to forward us a list of your requirements and candidates who would be interested in the above opening.
>
> **Please find the other details :**
>
> 1. Job profile - Java / C++ / Image Processing / QA
>
> 2. Eligibility criteria (percentage cut-off) – 60%+
>
> 3. Selection procedure – Technical test paper
>
> 4. Salary structure with other terms and conditions (service bond etc.) – for 1st year Rs.2,04,000 CTC per annum and from 2nd year salary will be revised to Rs.4,00,000/- per annum
>
> Note : Students who have undergone Image Processing as a branch of study/specialization as a part of their academics for Image Processing opening.
>
> Please feel free to contact me .
>
> Thank You,
>
> **Prakash Sharrma**
>
> Manager – Human Resources
>
> [Quoted text hidden]
> [Quoted text hidden]

[Quoted text hidden]
[Quoted text hidden]
[Quoted text hidden]

Training & Placement Team (EC-DDU) <tnp.ec@ddu.ac.in> Wed, Oct 6, 2021 at 9:38 AM
To: "Patel Harshit M. Prof." <hmpatel.ec@ddu.ac.in>

To do the needful

---------- Forwarded message ---------
From: **Placement Cell DDU** <tpo@ddu.ac.in>
[Quoted text hidden]
[Quoted text hidden]

[Quoted text hidden]

Patel Harshit M. Prof. <hmpatel.ec@ddu.ac.in> Thu, Oct 7, 2021 at 2:03 PM
To: "Training & Placement Team (EC-DDU)" <tnp.ec@ddu.ac.in>

Required CVs of students

[Quoted text hidden]
--
Thanks & Regards...

Prof. Harshit kumar M Patel
Assistant Professor,
Department of Electronics & Communication,
Faculty of Technology,
Dharmsinh Desai University, Nadiad.-387001
Gujarat, India.
E-mail : harshit_patel007@yahoo.co.in, hmp1983@gmail.com
Mobile No. : 9904239597

10 attachments

- **EC023_Vinay_Hansora - vinay Hansora.pdf** 36K
- **EC030_NikitaKulkarni - EC030 Nikita Kulkarni.pdf** 101K
- **EC059 saunak Prajapati.pdf** 180K
- **EC073_Ansh shah - EC073 Ansh shah.pdf** 111K
- **EC066 Rana KiranKumar.pdf** 498K
- **EC088_Flora Thakkar - EC088 Flora Thakkar.pdf** 142K
- **Maharshi's Resume updated CV.pdf** 42K
- **EC090 Foram Trivedi.pdf** 495K
- **EC004 NAYAN BALDANIYA.pdf** 1314K
- **EC016_CHAITANYA_FICHADIYA - Chaitanya Soni.pdf** 79K

Training & Placement Team (EC-DDU) <tnp.ec@ddu.ac.in> Thu, Oct 7, 2021 at 2:44 PM
To: Placement Cell DDU <tpo@ddu.ac.in>
Cc: EC Department DDU <ec@ddu.ac.in>

Respected sir,

Please find the attached files
[Quoted text hidden]
[Quoted text hidden]

10 attachments

- **EC023_Vinay_Hansora - vinay Hansora.pdf** 36K

EC030_NikitaKulkarni - EC030 Nikita Kulkarni.pdf
101K

EC073_Ansh shah - EC073 Ansh shah.pdf
111K

EC059 saunak Prajapati.pdf
180K

EC066 Rana KiranKumar.pdf
498K

Maharshi's Resume updated CV.pdf
42K

EC088_Flora Thakkar - EC088 Flora Thakkar.pdf
142K

EC090 Foram Trivedi.pdf
495K

EC016_CHAITANYA_FICHADIYA - Chaitanya Soni.pdf
79K

EC004 NAYAN BALDANIYA.pdf
1314K

Placement Cell DDU <tpo@ddu.ac.in> Mon, Oct 11, 2021 at 5:36 PM
To: "Training & Placement (EC-DDU)" <tnp.ec@ddu.ac.in>

to inform our students

---------- Forwarded message ---------
From: **Prakash Sharma** <prakash.sharma@jeksonvision.in>
Date: Mon, Oct 11, 2021 at 5:31 PM
Subject: RE: Campus Drive : Multiple Openings - Jekson Vision Pvt. Ltd.
To: Placement Cell DDU <tpo@ddu.ac.in>
Cc: Rajan Sundavadra <rajan@jeksonvision.in>, Vishal Mehta <vishal.mehta@jeksonvision.in>

Dear Sir,

As per telecom we are planning to schedule walk - ins for the attached students on next to next Saturday dated 23.10.2021 at our Development center @Ahmedabad

Address :

JEKSON VISION PVT.LTD.

5 & 6, Abhishree Corporate Park

Bopal Ambali Road, Ahmedabad-380058.

Contact Person : Prakash Sharma – Sr.Manager-HR - 9979865282

Awaiting your confirmation.

Thank You,

Prakash Sharrma

Senior Manager – Human Resources

9979865282| prakash.sharma@jeksonvision.in | www.jeksonvision.com

JEKSON VISION PVT.LTD.

5 & 6, Abhishree Corporate Park

Bopal Ambali Road, Ahmedabad.



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[Quoted text hidden]

EC 2022 Jekson Vision.zip
2855K

Training & Placement Team (EC-DDU) <tnp.ec@ddu.ac.in> Tue, Oct 12, 2021 at 10:14 AM
To: 0609.rv@gmail.com, EC045 Rahul Parmar <18ecubg100@ddu.ac.in>, EC013 Dhruty Chudasama <18ecubs099@ddu.ac.in>, aarsh.shah09@gmail.com, aditya.chindaliya03@gmail.com, akshatrathod16@gmail.com, anshimunshi22@gmail.com, ayushoza6@gmail.com, BHAGWAN.PUJARA@gmail.com, bhalanirishil89@gmail.com, bhavesh55vyas@gmail.com, chaitanyasoni1210@gmail.com, chirayudarji2000@gmail.com, darshanzinzuwadiya44@gmail.com, darshilmodha@gmail.com, darshnikmakwana253@gmail.com, deepmodi1808@gmail.com, devanshichauhan54@gmail.com, devanshuraghvani382001@gmail.com, dhararana402@gmail.com, dhrumilvaidya2000@gmail.com, dhruti.sata1998@gmail.com, dhruveshspandya12@gmail.com, dhruvinrajpura26@gmail.com, dhruvsatasiya2101@gmail.com, drashtigorakhiya2901@gmail.com, dysolanki4@gmail.com, forampatel1212@gmail.com, foratri07@gmail.com, gajjarjay791@gmail.com, gauravsingh250500@gmail.com, gokulpatel200@gmail.com, gurvir1320@yahoo.com, hansoravinayhareshbhai30797@gmail.com, harsh18solanki@gmail.com, helinapatel01@gmail.com, hvardhangiri@gmail.com, imdhruvsutariya@gmail.com, insiya.gunderwala2504@gmail.com, j2joshi2014@gmail.com, jahanvitrivedi2000@gmail.com, jaiminkumar1299@gmail.com, japupatel203@gmail.com, jehanshukla2@gmail.com, jvayasoni3178@gmail.com, k.bhavesh.t45@gmail.com, kartavya1109@gmail.com, kath9266@gmail.com, kbgokani04@gmail.com, kbp1805@gmail.com, kiinjll.parmar@gmail.com, kotakviraj1999@gmail.com, kr96848@gmail.com, krinalamipara@gmail.com, krutarth3ved@gmail.com, kush.zalavadiya@gmail.com, m.jahir2541@gmail.com, maharshi.oza.00@outlook.com, mailmepreeti17@gmail.com, manalipatel4324@gmail.com, mananthakkar585@gmail.com, meetkachhadiya821@gmail.com, meetpachchigar4761@gmail.com, meetzankat2001@gmail.com, nbaldaniya1051@gmail.com, nikita.v.k.260100@gmail.com, nishitaluhana@gmail.com, palakpanara315@gmail.com, patel15132@gmail.com, patelvrajesh1208@gmail.com, prasadshivam259@gmail.com, prembhoot007@gmail.com, priyanshirabari1818@gmail.com,

rikin.shah2000@gmail.com, rudrapatel2300@gmail.com, sachaparasankalp@gmail.com, sahilkumarkatiriya@gmail.com, sainipiyush15284@gmail.com, sandipvadher2001@gmail.com, saunakprajapati9900@gmail.com, saurabhmori10@gmail.com, shahansh691@gmail.com, shahisha2806@gmail.com, shaikhujama7@gmail.com, shaily792000@gmail.com, shanpatel303@gmail.com, shivbhatt.8@gmail.com, siddhpurahemangi2001@gmail.com, siddhvirani041220@gmail.com, snigdhalokre25369@gmail.com, sruthi.cg162@gmail.com, thakkarflora123@gmail.com, tirth3454@gmail.com, tirtheshshah167@gmail.com, tithishah1505@gmail.com, trushalkorat123@gmail.com, usadeki@gmail.com, varunhathinarayan@gmail.com, vp203263@gmail.com, vrajdesai8888@gmail.com, vrundp1308@gmail.com, vyasbhumi018@gmail.com, yomil2000@gmail.com, yusinandasana169@gmail.com

For Jackson Vision registered students.

Interview schedule:
Saturday dated 23.10.2021 at our Development center @Ahmedabad

Address :

JEKSON VISION PVT.LTD.

5 & 6, Abhishree Corporate Park

Bopal Ambali Road, Ahmedabad-380058.

Contact Person : Prakash Sharma – Sr.Manager-HR - 9979865282

---------- Forwarded message ---------
From: **Placement Cell DDU** <tpo@ddu.ac.in>
Date: Mon, Oct 11, 2021 at 5:36 PM
Subject: Fwd: Campus Drive : Multiple Openings - Jekson Vision Pvt. Ltd.
To: Training & Placement (EC-DDU) <tnp.ec@ddu.ac.in>

to inform our students

---------- Forwarded message ---------
From: **Prakash Sharma**

[Quoted text hidden]
[Quoted text hidden]

[Quoted text hidden]

EC 2022 Jekson Vision.zip
2855K

Placement Cell DDU <tpo@ddu.ac.in> Tue, Oct 19, 2021 at 11:46 AM
To: "Prof. U. P. Patel" <uppatel.mca@ddu.ac.in>, HOD MCA <hod.mca@ddu.ac.in>, "Training & Placement (EC-DDU)" <tnp.ec@ddu.ac.in>

to inform our students

---------- Forwarded message ---------
From: **Prakash Sharma** <prakash.sharma@jeksonvision.in>
Date: Tue, Oct 19, 2021 at 11:01 AM
Subject: RE: Campus Drive : Multiple Openings - Jekson Vision Pvt. Ltd.
To: Placement Cell DDU <tpo@ddu.ac.in>
Cc: Rajan Sundavadra <rajan@jeksonvision.in>, Vishal Mehta <vishal.mehta@jeksonvision.in>

Dear Sir,

As per our last discussion yesterday we have decided to schedule interview for all the students on coming next Saturday dated 23.10.2021 at 9.15 am at our Development center @Ahmedabad . The address is as below.

You are requested tom send all the students to the below address at 9.15 am sharp. Please acknowledge the same.

[Quoted text hidden]
[Quoted text hidden]
[Quoted text hidden]

Training & Placement Team (EC-DDU) <tnp.ec@ddu.ac.in> Tue, Oct 19, 2021 at 11:48 AM
To: 0609.rv@gmail.com, EC045 Rahul Parmar <18ecubg100@ddu.ac.in>, EC013 Dhruty Chudasama <18ecubs099@ddu.ac.in>, aarsh.shah09@gmail.com, aditya.chindaliya03@gmail.com, akshatrathod16@gmail.com, anshimunshi22@gmail.com, ayushoza6@gmail.com, BHAGWAN.PUJARA@gmail.com, bhalanirishil89@gmail.com, bhavesh55vyas@gmail.com, chaitanyasoni1210@gmail.com, chirayudarji2000@gmail.com, darshanzinzuwadiya44@gmail.com, darshilmodha@gmail.com, darshnikmakwana253@gmail.com, deepmodi1808@gmail.com, devanshichauhan54@gmail.com, devanshuraghvani382001@gmail.com, dhararana402@gmail.com, dhrumilvaidya2000@gmail.com, dhruti.sata1998@gmail.com, dhruveshspandya12@gmail.com, dhruvinrajpura26@gmail.com, dhruvsatasiya2101@gmail.com, drashtigorakhiya2901@gmail.com, dysolanki4@gmail.com, forampatel1212@gmail.com, foratri07@gmail.com, gajjarjay791@gmail.com, gauravsingh250500@gmail.com, gokulpatel200@gmail.com, gurvir1320@yahoo.com, hansoravinayhareshbhai30797@gmail.com, harsh18solanki@gmail.com, helinapatel01@gmail.com, hvardhangiri@gmail.com, imdhruvsutariya@gmail.com, insiya.gunderwala2504@gmail.com, j2joshi2014@gmail.com, jahanvitrivedi2000@gmail.com, jaiminkumar1299@gmail.com, japupatel203@gmail.com, jehanshukla2@gmail.com, jvayasoni3178@gmail.com, k.bhavesh.t45@gmail.com, kartavya1109@gmail.com, kath9266@gmail.com, kbgokani04@gmail.com, kbp1805@gmail.com, kiinjll.parmar@gmail.com, kotakviraj1999@gmail.com, kr96848@gmail.com, krinalamipara@gmail.com, krutarth3ved@gmail.com, kush.zalavadiya@gmail.com, m.jahir2541@gmail.com, maharshi.oza.00@outlook.com, mailmepreeti17@gmail.com, manalipatel4324@gmail.com, mananthakkar585@gmail.com, meetkachhadiya821@gmail.com, meetpachchigar4761@gmail.com, meetzankat2001@gmail.com, nbaldaniya1051@gmail.com, nikita.v.k.260100@gmail.com, nishitaluhana@gmail.com, palakpanara315@gmail.com, patel15132@gmail.com, patelvrajesh1208@gmail.com, prasadshivam259@gmail.com, prembhoot007@gmail.com, priyanshirabari1818@gmail.com, rikin.shah2000@gmail.com, rudrapatel2300@gmail.com, sachaparasankalp@gmail.com, sahilkumarkatiriya@gmail.com, sainipiyush15284@gmail.com, sandipvadher2001@gmail.com, saunakprajapati9900@gmail.com, saurabhmori10@gmail.com, shahansh691@gmail.com, shahisha2806@gmail.com, shaikhujama7@gmail.com, shaily792000@gmail.com, shanpatel303@gmail.com, shivbhatt.8@gmail.com, siddhpurahemangi2001@gmail.com, siddhvirani041220@gmail.com, snigdhalokre25369@gmail.com, sruthi.cg162@gmail.com, thakkarflora123@gmail.com, tirth3454@gmail.com, tirtheshshah167@gmail.com, tithishah1505@gmail.com, trushalkorat123@gmail.com, usadeki@gmail.com, varunhathinarayan@gmail.com, vp203263@gmail.com, vrajdesai8888@gmail.com, vrundp1308@gmail.com, vyasbhumi018@gmail.com, yomil2000@gmail.com, yusinandasana169@gmail.com

For Jackson Vision registered students to do the needful.

Reach there as per the schedule given.

---------- Forwarded message ---------
From: **Placement Cell DDU** <tpo@ddu.ac.in>
Date: Tue, Oct 19, 2021 at 11:46 AM
Subject: Fwd: Campus Drive : Multiple Openings - Jekson Vision Pvt. Ltd.
To: Prof. U. P. Patel <uppatel.mca@ddu.ac.in>, HOD MCA <hod.mca@ddu.ac.in>, Training & Placement (EC-DDU) <tnp.ec@ddu.ac.in>

to inform our students

---------- Forwarded message ---------
From: **Prakash Sharma**

Dear Sir,

As per our last discussion yesterday we have decided to schedule an interview for all the students on coming next Saturday dated 23.10.2021 at 9.15 am at our Development center @Ahmedabad . The address is as below.

You are requested to send all the students to the below address at 9.15 am sharp. Please acknowledge the same.

Address :

JEKSON VISION PVT.LTD.

5 & 6, Abhishree Corporate Park

Bopal Ambali Road, Ahmedabad-380058.

Contact Person : Prakash Sharma – Sr.Manager-HR - 9979865282

Awaiting your confirmation.

Thank You,

Prakash Sharrma

Senior Manager – Human Resources



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--

Dr. S. S. Khandelwal
TPO, D D University
Faculty of Technology
P.O. Box 35, College Road,
Nadiad - 387 001 (Gujarat)
Ph. No. 0268-2520502 ext. 214
098243-11422 (cell)
Mail id : tpo@ddu.ac.in, sskddu@gmail.com
URL : www.ddu.ac.in

[Quoted text hidden]

Training & Placement Team (EC-DDU) <tnp.ec@ddu.ac.in> Tue, Oct 19, 2021 at 11:49 AM
To: EC Department DDU <ec@ddu.ac.in>

Respected sir,

For your information

---------- Forwarded message ---------
From: **Placement Cell DDU** <tpo@ddu.ac.in>
Date: Tue, Oct 19, 2021 at 11:46 AM
Subject: Fwd: Campus Drive : Multiple Openings - Jekson Vision Pvt. Ltd.
To: Prof. U. P. Patel <uppatel.mca@ddu.ac.in>, HOD MCA <hod.mca@ddu.ac.in>, Training & Placement (EC-DDU) <tnp.ec@ddu.ac.in>

[Quoted text hidden]

[Quoted text hidden]

Placement Cell DDU <tpo@ddu.ac.in> Wed, Oct 20, 2021 at 11:03 AM
To: "Prof. U. P. Patel" <uppatel.mca@ddu.ac.in>, HOD MCA <hod.mca@ddu.ac.in>, "Training & Placement (EC-DDU)" <tnp.ec@ddu.ac.in>

Students are supposed to go to company place
[Quoted text hidden]

Placement Cell DDU <tpo@ddu.ac.in> Fri, Oct 22, 2021 at 4:03 PM
To: "Dr. Mukesh M Goswami" <mgoswami.it@ddu.ac.in>, HOD MCA <hod.mca@ddu.ac.in>, "Prof. U. P. Patel" <uppatel.mca@ddu.ac.in>, "Training & Placement (EC-DDU)" <tnp.ec@ddu.ac.in>, Vipul Dabhi <vipuldabhi.it@ddu.ac.in>

for departmental information

---------- Forwarded message ---------
From: **Prakash Sharma** <prakash.sharma@jeksonvision.in>
Date: Fri, Oct 22, 2021 at 3:36 PM
Subject: RE: Campus Drive : Multiple Openings - Jekson Vision Pvt. Ltd.
To: Vishal Mehta <vishal.mehta@jeksonvision.in>, Rajan Sundavadra <rajan@jeksonvision.in>, Lalit Sen <lalit.sen@jeksonvision.in>
Cc: Placement Cell DDU <tpo@ddu.ac.in>

Dear Team,

The following students will come for interview tomorrow dated 23/10/21 as Abhishree from Dharmsinh Desai Institute Anand.

I have personally confirmed with all the candidates. I am attaching candidates resume for your reference

Please plan your day accordingly

They will come between 9-9.30 am

No	Name of Students
1	Nayan Baldaniya
2	Vinay Hansora
3	Nikita Kulkarni
4	Shaunak Prajapati
5	Kirankumar Rana
6	Ansh Shah
7	Flora Thakkar
8	Foram Trivedi

Thank You,

Prakash Sharrma

Senior Manager – Human Resources

9979865282| prakash.sharma@jeksonvision.in | www.jeksonvision.com

JEKSON VISION PVT.LTD.

5 & 6, Abhishree Corporate Park

Bopal Ambali Road, Ahmedabad.



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[Quoted text hidden]

8 attachments

- **EC004 NAYAN BALDANIYA.pdf**
  1314K
- **EC023_Vinay_Hansora - vinay Hansora.pdf**
  36K
- **EC030_NikitaKulkarni - EC030 Nikita Kulkarni.pdf**
  101K
- **EC059 saunak Prajapati.pdf**
  180K
- **EC066 Rana KiranKumar.pdf**
  498K
- **EC073_Ansh shah - EC073 Ansh shah.pdf**
  111K
- **EC088_Flora Thakkar - EC088 Flora Thakkar.pdf**
  142K
- **EC090 Foram Trivedi.pdf**
  495K

Training & Placement Team (EC-DDU) <tnp.ec@ddu.ac.in> Fri, Oct 22, 2021 at 4:51 PM
To: Placement Cell DDU <tpo@ddu.ac.in>
Cc: EC Department DDU <ec@ddu.ac.in>

Respected sir,

The following students are placed in VVDN Technologies, Gandhinagar. Henceforth, they may not report at the company.

1. Flora Thakkar
2. Rana Kirankumar

[Quoted text hidden]
[Quoted text hidden]

Placement Cell DDU <tpo@ddu.ac.in> Mon, Oct 25, 2021 at 3:04 PM
To: "Training & Placement (EC-DDU)" <tnp.ec@ddu.ac.in>, "Prof. U. P. Patel" <uppatel.mca@ddu.ac.in>, HOD MCA <hod.mca@ddu.ac.in>

to inform our students

---------- Forwarded message ---------
From: **Prakash Sharma** <prakash.sharma@jeksonvision.in>
Date: Mon, Oct 25, 2021 at 1:00 PM
Subject: RE: Campus Drive : Multiple Openings - Jekson Vision Pvt. Ltd.
To: Placement Cell DDU <tpo@ddu.ac.in>
Cc: Vishal Mehta <vishal.mehta@jeksonvision.in>, Kavita Patel <kavita.patel@jeksonvision.in>

Dear Sir,

Following are shortlisted for further round of interview with MD which will happen this week will inform in advance .

No	Name of Students	Status
1	Nayan Baldaniya	Shortlisted for MD's round for C++
4	Shaunak Prajapati	Shortlisted for MD's round for SQA
6	Ansh Shah	Shortlisted for MD's round for SQA

Thank You,

Prakash Sharrma

Senior Manager – Human Resources

9979865282| prakash.sharma@jeksonvision.in | www.jeksonvision.com

JEKSON VISION PVT.LTD.

5 & 6, Abhishree Corporate Park

Bopal Ambali Road, Ahmedabad.



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[Quoted text hidden]

Training & Placement Team (EC-DDU) <tnp.ec@ddu.ac.in> Mon, Oct 25, 2021 at 3:21 PM
To: kiinjll.parmar@gmail.com, nbaldaniya1051@gmail.com, snigdhalokre25369@gmail.com, foratri07@gmail.com, vyasbhumi018@gmail.com, kush.zalavadiya@gmail.com, meetzankat2001@gmail.com, dhararana402@gmail.com, trushalkorat123@gmail.com, harsh18solanki@gmail.com, priyanshirabari1818@gmail.com, varunhathinarayan@gmail.com, kbgokani04@gmail.com, dhruti.sata1998@gmail.com, k.bhavesh.t45@gmail.com, darshilmodha@gmail.com, shaily792000@gmail.com, meetkachhadiya821@gmail.com, meetpachchigar4761@gmail.com, jaiminkumar1299@gmail.com, yusinandasana169@gmail.com, devanshuraghvani382001@gmail.com, shanpatel303@gmail.com, shahansh691@gmail.com, dysolanki4@gmail.com, imdhruvsutariya@gmail.com, dhrumilvaidya2000@gmail.com, darshanzinzuwadiya44@gmail.com, patel15132@gmail.com, chirayudarji2000@gmail.com, aarsh.shah09@gmail.com, saurabhmori10@gmail.com, krinalamipara@gmail.com, sainipiyush15284@gmail.com, thakkarflora123@gmail.com, BHAGWAN.PUJARA@gmail.com, ayushoza6@gmail.com, siddhpurahemangi2001@gmail.com, rudrapatel2300@gmail.com, mananthakkar585@gmail.com, drashtigorakhiya2901@gmail.com, yomil2000@gmail.com, saunakprajapati9900@gmail.com, mailmepreeti17@gmail.com, bhalanirishil89@gmail.com, dhruveshspandya12@gmail.com, patelvrajesh1208@gmail.com, gurvir1320@yahoo.com, shivbhatt.8@gmail.com, akshatrathod16@gmail.com, gokulpatel200@gmail.com, hansoravinayhareshbhai30797@gmail.com, 0609.rv@gmail.com, krutarth3ved@gmail.com, deepmodi1808@gmail.com, gauravsingh250500@gmail.com, chaitanyasoni1210@gmail.com, shahisha2806@gmail.com, sahilkumarkatiriya@gmail.com, jahanvitrivedi2000@gmail.com, tirth3454@gmail.com, kartavya1109@gmail.com, siddhvirani041220@gmail.com, aditya.chindaliya03@gmail.com, prasadshivam259@gmail.com, vp203263@gmail.com, anshimunshi22@gmail.com, darshnikmakwana253@gmail.com, usadeki@gmail.com, insiya.gunderwala2504@gmail.com, sachaparasankalp@gmail.com, tithishah1505@gmail.com, japupatel203@gmail.com, nishitaluhana@gmail.com, forampatel1212@gmail.com, hvardhangiri@gmail.com, prembhoot007@gmail.com, maharshi.oza.00@outlook.com, jvayasoni3178@gmail.com, manalipatel4324@gmail.com, nikita.v.k.260100@gmail.com, j2joshi2014@gmail.com, tirtheshshah167@gmail.com, kbp1805@gmail.com, gajjarjay791@gmail.com, dhruvinrajpura26@gmail.com, sruthi.cg162@gmail.com, m.jahir2541@gmail.com, jehanshukla2@gmail.com, EC045 Rahul Parmar <18ecubg100@ddu.ac.in>, vrundp1308@gmail.com, shaikhujama7@gmail.com, helinapatel01@gmail.com, dhruvsatasiya2101@gmail.com, vrajdesai8888@gmail.com, bhavesh55vyas@gmail.com, palakpanara315@gmail.com, kr96848@gmail.com, rikin.shah2000@gmail.com, kath9266@gmail.com, sandipvadher2001@gmail.com, devanshichauhan54@gmail.com, kotakviraj1999@gmail.com, EC013 Dhruty Chudasama <18ecubs099@ddu.ac.in>

Wish you all the best...!!!!

---------- Forwarded message ---------
From: **Placement Cell DDU** <tpo@ddu.ac.in>
Date: Mon, Oct 25, 2021 at 3:05 PM
Subject: Fwd: Campus Drive : Multiple Openings - Jekson Vision Pvt. Ltd.
To: Training & Placement (EC-DDU) <tnp.ec@ddu.ac.in>, Prof. U. P. Patel <uppatel.mca@ddu.ac.in>, HOD MCA <hod.mca@ddu.ac.in>

to inform our students

---------- Forwarded message ---------
From: **Prakash Sharma**
Date: Mon, Oct 25, 2021 at 1:00 PM
Subject: RE: Campus Drive : Multiple Openings - Jekson Vision Pvt. Ltd.
To: Placement Cell DDU <tpo@ddu.ac.in>

Dear Sir,

Following are shortlisted for further round of interview with MD which will happen this week will inform in advance .

No	Name of Students	Status
1	Nayan Baldaniya	Shortlisted for MD's round for C++
4	Shaunak Prajapati	Shortlisted for MD's round for SQA
6	Ansh Shah	Shortlisted for MD's round for SQA

Thank You,

Prakash Sharrma

Senior Manager – Human Resources

JEKSON VISION PVT.LTD.

5 & 6, Abhishree Corporate Park

Bopal Ambali Road, Ahmedabad.



This message (which includes any attachments) is intended only for the designated recipient(s). It may contain confidential or proprietary information and may be subject to the attorney-client privilege or other confidentiality protections. If you are not a designated recipient, you may not review, use, copy or distribute this message. If you received this in error, please notify the sender by reply e-mail and delete this message. Thank you.

--
Dr. S. S. Khandelwal
TPO, D D University
Faculty of Technology
P.O. Box 35, College Road,
Nadiad - 387 001 (Gujarat)
Ph. No. 0268-2520502 ext. 214
098243-11422 (cell)
Mail id : tpo@ddu.ac.in, sskddu@gmail.com
URL : www.ddu.ac.in

[Quoted text hidden]

Training & Placement Team (EC-DDU) <tnp.ec@ddu.ac.in> Mon, Oct 25, 2021 at 3:22 PM
To: EC Department DDU <ec@ddu.ac.in>

Respected sir,

For your information

---------- Forwarded message ---------
From: **Placement Cell DDU** <tpo@ddu.ac.in>
Date: Mon, Oct 25, 2021 at 3:05 PM
Subject: Fwd: Campus Drive : Multiple Openings - Jekson Vision Pvt. Ltd.
To: Training & Placement (EC-DDU) <tnp.ec@ddu.ac.in>, Prof. U. P. Patel <uppatel.mca@ddu.ac.in>, HOD MCA <hod.mca@ddu.ac.in>

[Quoted text hidden]

[Quoted text hidden]

Placement Cell DDU <tpo@ddu.ac.in> Mon, Nov 1, 2021 at 12:29 PM
To: "Training & Placement (EC-DDU)" <tnp.ec@ddu.ac.in>, "Prof. U. P. Patel" <uppatel.mca@ddu.ac.in>, HOD MCA <hod.mca@ddu.ac.in>

to inform the selected students.

Congratulations to them !!

---------- Forwarded message ---------
From: **Prakash Sharma** <prakash.sharma@jeksonvision.in>
Date: Mon, Nov 1, 2021 at 12:25 PM
Subject: RE: Campus Drive : Multiple Openings - Jekson Vision Pvt. Ltd.
To: Placement Cell DDU <tpo@ddu.ac.in>
Cc: Vishal Mehta <vishal.mehta@jeksonvision.in>, Kavita Patel <kavita.patel@jeksonvision.in>

Dear Sir,

We have selected following candidates for full time job with Jekson Vision

We are going to issue an offer letter in a hour

Please take a note of the same.

No	Name of Students	Department	Job Location
1	Nayan Baldaniya	GET - C++	Abhishree Park - Ahmedabad
4	Shaunak Prajapati	GET - SQA	Changodar Office - Ahmedabad
6	Ansh Shah	GET - SQA	Changodar Office - Ahmedabad

Thank You,

Prakash Sharrma

Senior Manager – Human Resources

9979865282| prakash.sharma@jeksonvision.in | www.jeksonvision.com

JEKSON VISION PVT.LTD.

5 & 6, Abhishree Corporate Park

Bopal Ambali Road, Ahmedabad.



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[Quoted text hidden]

Training & Placement Team (EC-DDU) <tnp.ec@ddu.ac.in> Tue, Nov 2, 2021 at 11:54 AM
To: kiinjll.parmar@gmail.com, nbaldaniya1051@gmail.com, snigdhalokre25369@gmail.com, foratri07@gmail.com, vyasbhumi018@gmail.com, kush.zalavadiya@gmail.com, meetzankat2001@gmail.com, dhararana402@gmail.com, trushalkorat123@gmail.com, harsh18solanki@gmail.com, priyanshirabari1818@gmail.com, varunhathinarayan@gmail.com, kbgokani04@gmail.com, dhruti.sata1998@gmail.com, k.bhavesh.t45@gmail.com, darshilmodha@gmail.com, shaily792000@gmail.com, meetkachhadiya821@gmail.com, meetpachchigar4761@gmail.com, jaiminkumar1299@gmail.com, yusinandasana169@gmail.com, devanshuraghvani382001@gmail.com, shanpatel303@gmail.com, shahansh691@gmail.com, dysolanki4@gmail.com, imdhruvsutariya@gmail.com, dhrumilvaidya2000@gmail.com, darshanzinzuwadiya44@gmail.com, patel15132@gmail.com,

chirayudarji2000@gmail.com, aarsh.shah09@gmail.com, saurabhmori10@gmail.com, krinalamipara@gmail.com, sainipiyush15284@gmail.com, thakkarflora123@gmail.com, BHAGWAN.PUJARA@gmail.com, ayushoza6@gmail.com, siddhpurahemangi2001@gmail.com, rudrapatel2300@gmail.com, mananthakkar585@gmail.com, drashtigorakhiya2901@gmail.com, yomil2000@gmail.com, saunakprajapati9900@gmail.com, mailmepreeti17@gmail.com, bhalanirishil89@gmail.com, dhruveshspandya12@gmail.com, patelvrajesh1208@gmail.com, gurvir1320@yahoo.com, shivbhatt.8@gmail.com, akshatrathod16@gmail.com, gokulpatel200@gmail.com, hansoravinayhareshbhai30797@gmail.com, 0609.rv@gmail.com, krutarth3ved@gmail.com, deepmodi1808@gmail.com, gauravsingh250500@gmail.com, chaitanyasoni1210@gmail.com, shahisha2806@gmail.com, sahilkumarkatiriya@gmail.com, jahanvitrivedi2000@gmail.com, tirth3454@gmail.com, kartavya1109@gmail.com, siddhvirani041220@gmail.com, aditya.chindaliya03@gmail.com, prasadshivam259@gmail.com, vp203263@gmail.com, anshimunshi22@gmail.com, darshnikmakwana253@gmail.com, usadeki@gmail.com, insiya.gunderwala2504@gmail.com, sachaparasankalp@gmail.com, tithishah1505@gmail.com, japupatel203@gmail.com, nishitaluhana@gmail.com, forampatel1212@gmail.com, hvardhangiri@gmail.com, prembhoot007@gmail.com, maharshi.oza.00@outlook.com, jvayasoni3178@gmail.com, manalipatel4324@gmail.com, nikita.v.k.260100@gmail.com, j2joshi2014@gmail.com, tirtheshshah167@gmail.com, kbp1805@gmail.com, gajjarjay791@gmail.com, dhruvinrajpura26@gmail.com, sruthi.cg162@gmail.com, m.jahir2541@gmail.com, jehanshukla2@gmail.com, EC045 Rahul Parmar <18ecubg100@ddu.ac.in>, vrundp1308@gmail.com, shaikhujama7@gmail.com, helinapatel01@gmail.com, dhruvsatasiya2101@gmail.com, vrajdesai8888@gmail.com, bhavesh55vyas@gmail.com, palakpanara315@gmail.com, kr96848@gmail.com, rikin.shah2000@gmail.com, kath9266@gmail.com, sandipvadher2001@gmail.com, devanshichauhan54@gmail.com, kotakviraj1999@gmail.com, EC013 Dhruty Chudasama <18ecubs099@ddu.ac.in>

Congratulations to the selected students...!!!!

---------- Forwarded message ---------
From: **Placement Cell DDU** <tpo@ddu.ac.in>
Date: Mon, Nov 1, 2021 at 12:29 PM
Subject: Fwd: Campus Drive : Multiple Openings - Jekson Vision Pvt. Ltd.
To: Training & Placement (EC-DDU) <tnp.ec@ddu.ac.in>, Prof. U. P. Patel <uppatel.mca@ddu.ac.in>, HOD MCA <hod.mca@ddu.ac.in>

to inform the selected students.

Congratulations to them !!

---------- Forwarded message ---------
From: **Prakash Sharma**

Dear Sir,

We have selected following candidates for full time job with Jekson Vision

We are going to issue an offer letter in a hour

Please take a note of the same.

No	Name of Students	Department	Job Location
1	Nayan Baldaniya	GET - C++	Abhishree Park - Ahmedabad
4	Shaunak Prajapati	GET - SQA	Changodar Office - Ahmedabad
6	Ansh Shah	GET - SQA	Changodar Office - Ahmedabad

Thank You,

Prakash Sharrma

Senior Manager – Human Resources

JEKSON VISION PVT.LTD.

5 & 6, Abhishree Corporate Park

Bopal Ambali Road, Ahmedabad.



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--

Dr. S. S. Khandelwal
TPO, D D University
Faculty of Technology
P.O. Box 35, College Road,
Nadiad - 387 001 (Gujarat)
Ph. No. 0268-2520502 ext. 214
098243-11422 (cell)
Mail id : tpo@ddu.ac.in, sskddu@gmail.com
URL : www.ddu.ac.in

[Quoted text hidden]

Date: 1st November, 2021

Mr. Ansh Shah
B 30 Ab ibapa Flat,
Near Ekta To er,
Ahmedabad,
Gu arat – 3 0007

OFFER LETTER

Dear Shah,

With reference to your application and the subsequent Interview, we are pleased to make you an offer as **Graduate Engineer Trainee** in our organisation.

You are e pected to join on or before th **December 2021.** Your annual compensation (CTC) will be of **Rs.2,0 ,000/ (Rupees T o Lacs Four Thousand only)**. The breakup of the same is attached herewith for your ready reference.

Benefits and allowances are subjected to the rules and regulations as in force and as amended from time to time and to the rules of the income ta and other statutory regulations.

You will be required to e ecute Non-Disclosure agreement/Confidentiality Non-Disclosure agreement at the time of your joining. Your employment is subject to successful Medical and Background Verification.

Under the provision of Provident Fund Act, employee's contribution to provident fund shall be deducted from monthly gross salary and will be deposited with Govt. along with contribution from employer.

At the time of joining, please bring following documents to complete the joining formalities:

- One photocopy of educational and professional certificates, (Original for Verification)
- Original relieving letter from previous employer
- One photocopy of PAN card, (Original for Verification)
- One photocopy of Aadhar card, (Original for Verification) OR
- Photocopy of Passport, (Original for Verification)
- Three passport size photographs

Please note that you will be required to open an account with A is bank in which your salary can be deposited every month.

Please confirm your acceptance of our offer by return email / signing the duplicate of this letter. You are also required to forward to us your resignation acceptance confirmation from your current employer within 10 Days of the receipt of our offer failing which may be treated as cancelled.

You will be issued a formal appointment letter at the time of your joining. We look forward to welcoming you to the **Jekson Vision** family.

Regards,

For Jekson Vision Private Limited,

Kavita Patel

Kavita Patel
Head HR

JEKSON Vision Securing Healthcare

JEKSON VISION PVT LTD

CTC SALARY STRUCTURE

Name of Employee	Ansh Shah	
Designation	Graduate Engineer Trainee	
Date of Joining	08.11.2021	
Bifurcation	**Monthly (Rs.)**	**Annually (Rs.)**
Earnings		
Basic Salary	6800	81600
HRA	2720	32640
Business Attire	1000	12000
LTA	2000	24000
Other Allowance	1601	19212
Total Earnings -- (A)	**14121**	**169452**
Statutory Benefits (Employer Contribution)		
Gratuity	327	3924
PF	1368	16416
ESIC	459	5508
Bonus/Ex-Gratia	725	8700
Total Statutory Benefits -- (B)	**2879**	**34548**
Total Cost to Company -- (X) = (A+B)	**17000**	**204000**
Deduction		
PT	200	2400
PF	1368	16416
ESIC	106	1272
Total Deduction (Y)	**1674**	**20088**
Net Take Home Salary -- (Z) = (A-Y)	**12447**	**149364**

Note:-

1) Payment of Gratuity will be done as per the payment of Gratuity Act,1972

2) Bonus will be paid annually

3) Your salary will be revised to Rs.4,00,000/ per annum after successful completion of 1 year with JVPL , after completion of 2 years with JVPL your salary will be revised to Rs.5,76,000/- per annum subject to Yearly Performance Review on the KRAs/KPIs fixed at the time of your joining by your reporting manager & then after New GET Policy -2021 will apply.

Kavita Patel

Head - HR

Date: 1st November, 2021

Mr. Nayan Baldaniya
Meldi Mana Mandir Pase,
Goradka,
Amreli,
Gu□arat – 3□□522

OFFER LETTER

Dear Baldaniya,

With reference to your application and the subsequent Interview, we are pleased to make you an offer as **Graduate Engineer Trainee** in our organisation.

You are e□pected to join on or before □th **December 2021.** Your annual compensation (CTC) will be of **Rs.2,0□,000/□ (Rupees T□o Lacs Four Thousand only)**. The breakup of the same is attached herewith for your ready reference.

Benefits and allowances are subjected to the rules and regulations as in force and as amended from time to time and to the rules of the income ta□and other statutory regulations.

You will be required to e□ecute Non-Disclosure agreement/Confidentiality Non-Disclosure agreement at the time of your joining. Your employment is subject to successful Medical and Background Verification.

Under the provision of Provident Fund Act, employee's contribution to provident fund shall be deducted from monthly gross salary and will be deposited with Govt. along with contribution from employer.

At the time of joining, please bring following documents to complete the joining formalities:

- One photocopy of educational and professional certificates, (Original for Verification)
- Original relieving letter from previous employer
- One photocopy of PAN card, (Original for Verification)
- One photocopy of Aadhar card, (Original for Verification) OR
- Photocopy of Passport, (Original for Verification)
- Three passport size photographs

Please note that you will be required to open an account with A□is bank in which your salary can be deposited every month.

Please confirm your acceptance of our offer by return email / signing the duplicate of this letter. You are also required to forward to us your resignation acceptance confirmation from your current employer within 10 Days of the receipt of our offer failing which may be treated as cancelled.

You will be issued a formal appointment letter at the time of your joining. We look forward to welcoming you to the **Jekson Vision** family.

Regards,

For Jekson Vision Private Limited,

Kavita Patel

Kavita Patel
Head HR

JEKSON Vision Securing Healthcare

JEKSON VISION PVT LTD

CTC SALARY STRUCTURE

Name of Employee	Nayan Baldaniya	
Designation	Graduate Engineer Trainee	
Date of Joining	08.11.2021	
Bifurcation	**Monthly (Rs.)**	**Annually (Rs.)**
Earnings		
Basic Salary	6800	81600
HRA	2720	32640
Business Attire	1000	12000
LTA	2000	24000
Other Allowance	1601	19212
Total Earnings -- (A)	**14121**	**169452**
Statutory Benefits (Employer Contribution)		
Gratuity	327	3924
PF	1368	16416
ESIC	459	5508
Bonus/Ex-Gratia	725	8700
Total Statutory Benefits -- (B)	**2879**	**34548**
Total Cost to Company -- (X) = (A+B)	**17000**	**204000**
Deduction		
PT	200	2400
PF	1368	16416
ESIC	106	1272
Total Deduction (Y)	**1674**	**20088**
Net Take Home Salary -- (Z) = (A-Y)	**12447**	**149364**

Note:-

1) Payment of Gratuity will be done as per the payment of Gratuity Act,1972

2) Bonus will be paid annually

3) Your salary will be revised to Rs.4,00,000/ per annum after successful completion of 1 year with JVPL , after completion of 2 years with JVPL your salary will be revised to Rs.5,76,000/- per annum subject to Yearly Performance Review on the KRAs/KPIs fixed at the time of your joining by your reporting manager & then after New GET Policy -2021 will apply.

Kavita Patel

Head - HR

Date: 1st November, 2021

Mr. Saunak Pra□apati
1□ Gangasagar Society,
Vaishali Cinema Road,
B/H □ ater Tank,
Nadiad,
Gu□arat – 3□7002

OFFER LETTER

Dear Prajapati,

With reference to your application and the subsequent Interview, we are pleased to make you an offer as **Graduate Engineer Trainee** in our organisation.

You are e□pected to join on or before □th **December 2021.** Your annual compensation (CTC) will be of **Rs.2,0□,000/□ (Rupees T□o Lacs Four Thousand only)**. The breakup of the same is attached herewith for your ready reference.

Benefits and allowances are subjected to the rules and regulations as in force and as amended from time to time and to the rules of the income ta□ and other statutory regulations.

You will be required to e□ecute Non-Disclosure agreement/Confidentiality Non-Disclosure agreement at the time of your joining. Your employment is subject to successful Medical and Background Verification.

Under the provision of Provident Fund Act, employee's contribution to provident fund shall be deducted from monthly gross salary and will be deposited with Govt. along with contribution from employer.

At the time of joining, please bring following documents to complete the joining formalities:

- One photocopy of educational and professional certificates, (Original for Verification)
- Original relieving letter from previous employer
- One photocopy of PAN card, (Original for Verification)
- One photocopy of Aadhar card, (Original for Verification) OR
- Photocopy of Passport, (Original for Verification)
- Three passport size photographs

Please note that you will be required to open an account with A□is bank in which your salary can be deposited every month.

Please confirm your acceptance of our offer by return email / signing the duplicate of this letter. You are also required to forward to us your resignation acceptance confirmation from your current employer within 10 Days of the receipt of our offer failing which may be treated as cancelled.

You will be issued a formal appointment letter at the time of your joining. We look forward to welcoming you to the **Jekson Vision** family.

Regards,

For Jekson Vision Private Limited,

Kavita Patel

Kavita Patel
Head HR

JEKSON VISION PVT LTD

CTC SALARY STRUCTURE

Name of Employee	Saunak Prajapati	
Designation	Graduate Engineer Trainee	
Date of Joining	08.11.2021	
Bifurcation	**Monthly (Rs.)**	**Annually (Rs.)**
Earnings		
Basic Salary	6800	81600
HRA	2720	32640
Business Attire	1000	12000
LTA	2000	24000
Other Allowance	1601	19212
Total Earnings -- (A)	**14121**	**169452**
Statutory Benefits (Employer Contribution)		
Gratuity	327	3924
PF	1368	16416
ESIC	459	5508
Bonus/Ex-Gratia	725	8700
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Total Cost to Company -- (X) = (A+B)	**17000**	**204000**
Deduction		
PT	200	2400
PF	1368	16416
ESIC	106	1272
Total Deduction (Y)	**1674**	**20088**
Net Take Home Salary -- (Z) = (A-Y)	**12447**	**149364**

Note:-

1) Payment of Gratuity will be done as per the payment of Gratuity Act,1972

2) Bonus will be paid annually

3) Your salary will be revised to Rs.4,00,000/ per annum after successful completion of 1 year with JVPL , after completion of 2 years with JVPL your salary will be revised to Rs.5,76,000/- per annum subject to Yearly Performance Review on the KRAs/KPIs fixed at the time of your joining by your reporting manager & then after New GET Policy -2021 will apply.

Kavita Patel

Head - HR

KNOVATOR
TECHNOLOGIES

1st Floor, B/45-46 Ram Krishna Society, Lambe Hanuman Rd, Near Ram Krushna School, Surat.

https://knovator.com
+91-94995 01397 / hr@knovator.com

Job Offer Letter

29/12/2021

Mr. Risheel Bhalani

Sub: Joining Offer for the Position of Node JS Developer

In reference to your application we would like to congratulate you on being selected for employment with **Knovator Technologies** based at **Surat**. All of us at **Knovator** are excited that you will be joining our team!

The overall CTC offered to you is 1,30,104/- (Rupees One Lacs Thirty Thousand One Hundred Four per annum). The detailed breakup has been provided in Annexure-I attached with this letter. **First 3 months will be your probation period. You are required to give 1 month notice or pay in lieu thereof if you wish to resign.** Management can terminate the services of the employee with one month notice or pay in lieu thereof unless the termination is on disciplinary grounds (in which case, no notice or pay in lieu will be eligible).

Your role and responsibility shall be discussed and agreed upon at the beginning of every year. This needs to be taken up with full commitment and devotion so that desired improvement in performance in every aspect is achieved year after year.

We take great pleasure in welcoming you to our organization and sincerely hope that your period of service with us will be long, pleasant and of mutual benefit. We hope you will find this offer acceptable and wait to welcome you to the Knovator Team.

Drajput

Scanned with CamScanner

TNP EC <tnp.ec@ddu.ac.in>

Magna Electronics : Opportunity for DDU Students (B.Tech. Electronics & Communication)

21 messages

Khandagale, Aparna <Aparna.Khandagale@partner.magna.com> Tue, May 25, 2021 at 4:50 PM
To: "Training & Placement (EC-DDU)" <tnp.ec@ddu.ac.in>
Cc: "Thakkar Shital P. Prof." <shitalthakkar.ec@ddu.ac.in>

Dear Sir,

Hope you are doing well!!

We have received your invitation for recruitment of Candidates who has done Image processing project.

Please share your contact number so we can connect with you for further process.

Aparna K

Magna Electronics

ME Pune

OM Chambers T-29/31, 2nd Floor

Bhosari MIDC, Pune, India

Email: Aparna.khandagale@partner.Magna.com

Visit our website at

http://www.magnaelectronics.com

Training & Placement (EC-DDU) <tnp.ec@ddu.ac.in> Thu, May 27, 2021 at 1:39 PM
To: "Khandagale, Aparna" <Aparna.Khandagale@partner.magna.com>
Cc: EC Department DDU <ec@ddu.ac.in>, "Thakkar Shital P. Prof." <shitalthakkar.ec@ddu.ac.in>

Dear Aparna,

I hope this mail finds you well.

Thank you for giving an opportunity to our DDU EC students.

Please find the attached CV of interested students for your reference.

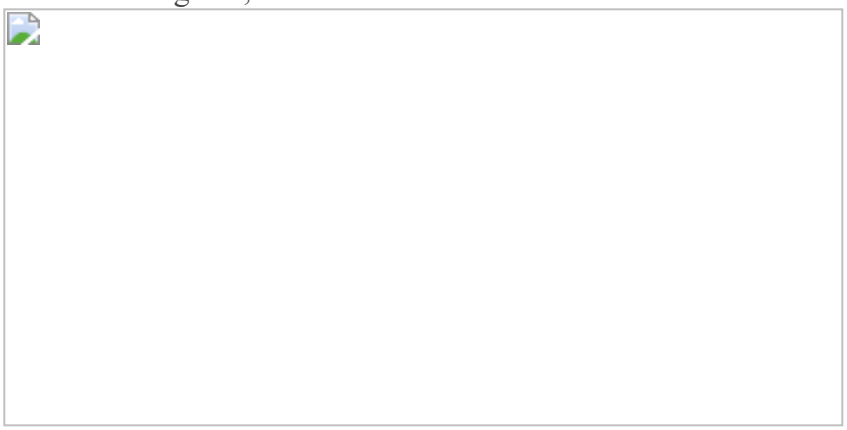
Let us know your next steps for recruitment process.

Moreover, we would be happy to share our B.Tech. EC syllabus with you.

We offer image processing subject during VII semester.

https://www.ddu.ac.in/Technology-Departments4.php

Thanks & Regards,
Training and Placement Team,
Dept. of EC
Faculty of Technology,
Dharmsinh Desai University
Nadiad, Gujarat 387001
INDIA.
[Quoted text hidden]
--
Thanks & Regards,



Website: https://ddu.ac.in/Technology-Departments4.php

4 attachments

Riddhi_Patel__cv (1).pdf
137K

Resume_Samira (1).pdf
476K

Smit_Patel (1).pdf
136K

BIO.pdf
108K

Khandagale, Aparna <Aparna.Khandagale@partner.magna.com> Thu, May 27, 2021 at 3:38 PM
To: "Training & Placement (EC-DDU)" <tnp.ec@ddu.ac.in>
Cc: EC Department DDU <ec@ddu.ac.in>, "Thakkar Shital P. Prof." <shitalthakkar.ec@ddu.ac.in>

Thank you Sir.

From: Training & Placement (EC-DDU) <tnp.ec@ddu.ac.in>
Sent: 27 May 2021 13:40
To: Khandagale, Aparna <Aparna.Khandagale@partner.magna.com>
Cc: EC Department DDU <ec@ddu.ac.in>; Thakkar Shital P. Prof. <shitalthakkar.ec@ddu.ac.in>
Subject: Re: Magna Electronics : Opportunity for DDU Students (B.Tech. Electronics & Communication)

WARNING: This e-mail originated from outside of Magna. Be cautious with links and attachments.

[Quoted text hidden]

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Khandagale, Aparna <Aparna.Khandagale@partner.magna.com> Fri, May 28, 2021 at 2:51 PM
To: "Training & Placement (EC-DDU)" <tnp.ec@ddu.ac.in>
Cc: EC Department DDU <ec@ddu.ac.in>, "Thakkar Shital P. Prof." <shitalthakkar.ec@ddu.ac.in>, "Momin, Ambreen" <Ambreen.Momin@magna.com>

Dear Sir,

We can go ahead with below candidates.

1) Samira Sheikh
2) Smit Patel

Please let us know the availability of Samira and Smit for an interview in next week.

Rest 2 Candidates were not relevant, we need profiles form relevant to Vision domain.

Thanks

Aparna

From: Training & Placement (EC-DDU) <tnp.ec@ddu.ac.in>
Sent: 27 May 2021 13:40
To: Khandagale, Aparna <Aparna.Khandagale@partner.magna.com>
Cc: EC Department DDU <ec@ddu.ac.in>; Thakkar Shital P. Prof. <shitalthakkar.ec@ddu.ac.in>
Subject: Re: Magna Electronics : Opportunity for DDU Students (B.Tech. Electronics & Communication)

WARNING: This e-mail originated from outside of Magna. Be cautious with links and attachments.

Dear Aparna,

[Quoted text hidden]
[Quoted text hidden]

[Quoted text hidden]

Training & Placement (EC-DDU) <tnp.ec@ddu.ac.in> Sat, May 29, 2021 at 3:33 PM
To: mirasheikh00@gmail.com, smitpatel20101999@gmail.com

We are planning to arrange online meet on Tuesday 3 pm.

Let us know if you have any issue by end of the day.

Your email confirmation is expected by end of the day.
[Quoted text hidden]

Smit Patel <smitpatel20101999@gmail.com> Sat, May 29, 2021 at 3:51 PM
To: "Training & Placement (EC-DDU)" <tnp.ec@ddu.ac.in>

I am interested for this opportunity .I don't have an issue I will be there in the meeting.

Thank you.
[Quoted text hidden]

Training & Placement (EC-DDU) <tnp.ec@ddu.ac.in> Sun, May 30, 2021 at 5:19 PM
To: "Khandagale, Aparna" <Aparna.Khandagale@partner.magna.com>
Cc: EC Department DDU <ec@ddu.ac.in>, "Thakkar Shital P. Prof." <shitalthakkar.ec@ddu.ac.in>, "Momin, Ambreen" <Ambreen.Momin@magna.com>, TPO DDU <tpo@ddu.ac.in>

Dear Aparna,

Thanks for your email.

According to our institute policy, if the student selected in one company can not opt for the other company for recruitment process. Henceforth, only Mr. Smit Patel will be available for the further recruitment process at your company.

We may go ahead for the recruitment process on Tuesday (01/06/2021) at 03:00 pm if feasible at your end.

Kindly confirm the same.

[Quoted text hidden]

Khandagale, Aparna <Aparna.Khandagale@partner.magna.com> Thu, Sep 16, 2021 at 4:23 PM
To: "Training & Placement (EC-DDU)" <tnp.ec@ddu.ac.in>
Cc: EC Department DDU <ec@ddu.ac.in>, "Thakkar Shital P. Prof." <shitalthakkar.ec@ddu.ac.in>, "Momin, Ambreen" <Ambreen.Momin@magna.com>, TPO DDU <tpo@ddu.ac.in>

Dear Sir,

Hope you are doing well!!

We are looking interns for 6 months period, please share contact details for discussion.

Regards,

Aparna

09765407178

[Quoted text hidden]

Training & Placement Team (EC-DDU) <tnp.ec@ddu.ac.in> Fri, Sep 17, 2021 at 1:03 PM
To: "Khandagale, Aparna" <Aparna.Khandagale@partner.magna.com>
Cc: EC Department DDU <ec@ddu.ac.in>, "Thakkar Shital P. Prof." <shitalthakkar.ec@ddu.ac.in>, "Momin, Ambreen" <Ambreen.Momin@magna.com>

Dear madam,

Greetings from the Department of Electronics and Communication....!!!!

I hope this email finds you in good health.

Thanks for your email showing the internship opportunity to our DDU_EC Students.

We seek for the following informations for further process:

1. Will there be any stipend during the internship period? If yes, please share the same.

2. Possibility for a job after completion of the internship? If yes, please share the package details.

3. What is the mode of the internship (Online/Offline)?

Please note that according to our University academic calendar, the final year Industrial training/project commences from *06th December 2021 to 31st March 2022.*

Thank you in advance.

[Quoted text hidden]

Momin, Ambreen <Ambreen.Momin@magna.com> Fri, Sep 17, 2021 at 1:11 PM
To: "Training & Placement Team (EC-DDU)" <tnp.ec@ddu.ac.in>, "Khandagale, Aparna" <Aparna.Khandagale@partner.magna.com>
Cc: EC Department DDU <ec@ddu.ac.in>, "Thakkar Shital P. Prof." <shitalthakkar.ec@ddu.ac.in>

Hi Team,

Please find below highlighted comments to the queries raised.

Regards,

Ambreen

From: Training & Placement Team (EC-DDU) <tnp.ec@ddu.ac.in>
Sent: 17 September 2021 13:03
To: Khandagale, Aparna <Aparna.Khandagale@partner.magna.com>
Cc: EC Department DDU <ec@ddu.ac.in>; Thakkar Shital P. Prof. <shitalthakkar.ec@ddu.ac.in>; Momin, Ambreen <Ambreen.Momin@magna.com>
Subject: Re: Magna Electronics : Opportunity for DDU Students (B.Tech. Electronics & Communication)

WARNING: This e-mail originated from outside of Magna. Be cautious with links and attachments.

Dear madam,

Greetings from the Department of Electronics and Communication....!!!!

I hope this email finds you in good health.

Thanks for your email showing the internship opportunity to our DDU_EC Students.

We seek for the following informations for further process:

1. Will there be any stipend during the internship period? If yes, please share the same. – Yes, 15K per month

2. Possibility for a job after completion of the internship? If yes, please share the package details.- Yes based on performance of the individual

3. What is the mode of the internship (Online/Offline)? – I did not understand this!

Please note that according to our University academic calendar, the final year Industrial training/project commences from *06th December 2021 to 31st March 2022- Got it thanks*

Thank you in advance.

[Quoted text hidden]
[Quoted text hidden]

Training & Placement Team (EC-DDU) <tnp.ec@ddu.ac.in> Mon, Sep 20, 2021 at 4:30 PM
To: "Khandagale, Aparna" <Aparna.Khandagale@partner.magna.com>
Cc: EC Department DDU <ec@ddu.ac.in>, "Thakkar Shital P. Prof." <shitalthakkar.ec@ddu.ac.in>, "Momin, Ambreen" <Ambreen.Momin@magna.com>

Dear madam,

Please find the attached file containing the list of students interested to pursue final year Industrial training at your esteemed company.

Please let us know the further steps in this regard.

Please feel free to connect in case of any query.

[Quoted text hidden]

Magna_2022.xlsx
16K

Khandagale, Aparna <Aparna.Khandagale@partner.magna.com> Fri, Sep 24, 2021 at 6:08 PM
To: "Training & Placement Team (EC-DDU)" <tnp.ec@ddu.ac.in>
Cc: EC Department DDU <ec@ddu.ac.in>, "Thakkar Shital P. Prof." <shitalthakkar.ec@ddu.ac.in>, "Momin, Ambreen" <Ambreen.Momin@magna.com>

Dear Sir,

For assessment of students we have come with attached process.

Date of assessment : 29th Sept 2021, Wednesday

Time : 3 to 4 pm

Guidelines for Selection :

- Interns will be given 3 assignments, which will include c++ + image processing
- One meeting of 1 hour would be set with all the candidates to conduct this assessment, below are the rules which needs to be followed
  - Camera should be on for full time
  - No discussions allowed during the assessment, 15 mins of time would be used to explain the rules, assignment and to address any queries
  - All candidate would be given 45 mins of time to submit their assignment
  - Assignment shall be submitted by email at the end of assignment time

– Candidate is recommended to keep word document open on which they will have to write the answers

– If by chance any candidate drops from the call, he/she shall join the call back within 5 mins, else candidate would be disqualified

– Assessment questions and email id to submit the results would be displayed on screen

– Any email with answers submitted after meeting time, shall not be considered for assessment

- Decision of recruiter shall be full and final
- Selected candidate would have to go through one more round of interview

Let me know if you have any queries regarding the same. Kindly communicate the same to students.

Regards,

Aparna

[Quoted text hidden]

Magna_2022.xlsx
16K

Training & Placement Team (EC-DDU) <tnp.ec@ddu.ac.in> Sat, Sep 25, 2021 at 9:54 AM
To: "Khandagale, Aparna" <Aparna.Khandagale@partner.magna.com>
Cc: EC Department DDU <ec@ddu.ac.in>, "Thakkar Shital P. Prof." <shitalthakkar.ec@ddu.ac.in>, "Momin, Ambreen" <Ambreen.Momin@magna.com>

Acknowledged.
[Quoted text hidden]

Training & Placement Team (EC-DDU) <tnp.ec@ddu.ac.in> Thu, Sep 30, 2021 at 2:31 PM
To: "Khandagale, Aparna" <Aparna.Khandagale@partner.magna.com>
Cc: EC Department DDU <ec@ddu.ac.in>, "Thakkar Shital P. Prof." <shitalthakkar.ec@ddu.ac.in>, "Momin, Ambreen" <Ambreen.Momin@magna.com>

Dear madam,

Thanks for your email.

We have informed the students mentioned below for the next procedure.

#	Roll No.	STUDENT ID	NAME
1	EC033	18ECUOS097	MAHARSHI OZA
2	EC070	18ECUOS009	SATASIYA DHRUV HARSHADBHAI

3	EC072	18ECUBS098	SHAH AARSH JANAK

Interview Schedule:

Date: 5th Oct 2021, Tuesday

Time: 15:00 to 16:00

[Quoted text hidden]

Training & Placement Team (EC-DDU) <tnp.ec@ddu.ac.in> Wed, Oct 6, 2021 at 3:41 PM
To: "Khandagale, Aparna" <Aparna.Khandagale@partner.magna.com>
Cc: EC Department DDU <ec@ddu.ac.in>

Dear madam,

Please find the attached sample copy of the offer letter.

Request to not disclose the same.
[Quoted text hidden]

SignedLOI_PalakPanara_einfochips.pdf
127K

Training & Placement Team (EC-DDU) <tnp.ec@ddu.ac.in> Thu, Oct 7, 2021 at 3:26 PM
To: "Khandagale, Aparna" <Aparna.Khandagale@partner.magna.com>
Cc: "Momin, Ambreen" <Ambreen.Momin@magna.com>, "Thakkar Shital P. Prof." <shitalthakkar.ec@ddu.ac.in>, "Tilve, Mangesh" <Mangesh.Tilve@magna.com>, "Vasoya, Jignesh" <jignesh.vasoya@magna.com>

Dear madam,

Please update with the selection process (if any).
[Quoted text hidden]

Momin, Ambreen <Ambreen.Momin@magna.com> Thu, Oct 7, 2021 at 3:35 PM
To: "Training & Placement Team (EC-DDU)" <tnp.ec@ddu.ac.in>
Cc: "Thakkar Shital P. Prof." <shitalthakkar.ec@ddu.ac.in>, "Khandagale, Aparna" <Aparna.Khandagale@partner.magna.com>

Hi Team,

We have selected one candidate. We will be sharing on letter with you with all the terms and conditions.

Then we will appoint the intern with the decided stipend.

We can now skip Managers from the email. This will be taken ahead by me.

We are waiting for the draft from our internal team.

We will keep you updated.

[Quoted text hidden]

Khandagale, Aparna <Aparna.Khandagale@partner.magna.com> Tue, Oct 19, 2021 at 1:55 PM
To: "Training & Placement Team (EC-DDU)" <tnp.ec@ddu.ac.in>
Cc: "Thakkar Shital P. Prof." <shitalthakkar.ec@ddu.ac.in>, "Momin, Ambreen" <Ambreen.Momin@magna.com>

Dear Sir,

Shortlisted candidate is MAHARSHI OZA.

Our internal team will share draft with us till that time please consider this mail as confirmation.

Regards,

Aparna

[Quoted text hidden]

Training & Placement Team (EC-DDU) <tnp.ec@ddu.ac.in> Tue, Oct 19, 2021 at 2:22 PM
To: EC Department DDU <ec@ddu.ac.in>

Respected sir

For your information

---------- Forwarded message ---------
From: **Khandagale, Aparna** <Aparna.Khandagale@partner.magna.com>
[Quoted text hidden]
[Quoted text hidden]

Training & Placement Team (EC-DDU) <tnp.ec@ddu.ac.in> Thu, Oct 21, 2021 at 11:34 AM
To: "Khandagale, Aparna" <Aparna.Khandagale@partner.magna.com>
Cc: "Momin, Ambreen" <Ambreen.Momin@magna.com>
Bcc: maharshi.oza.00@outlook.com

Dear madam,

We sincerely thank you for your selection email.

However, we request you to share the offer letter.
[Quoted text hidden]

Khandagale, Aparna <Aparna.Khandagale@partner.magna.com> Thu, Oct 28, 2021 at 11:06 AM
To: "Training & Placement Team (EC-DDU)" <tnp.ec@ddu.ac.in>
Cc: "Thakkar Shital P. Prof." <shitalthakkar.ec@ddu.ac.in>, "Momin, Ambreen" <Ambreen.Momin@magna.com>

Dear Sir,

Maharshi Oza can start internship with us from 6th Dec 21 from Pune.

Possibility for a job after completion of the internship? Yes based on performance of the individual(CTC will be 4.5 LPA)

Regards,

Aparna

[Quoted text hidden]

TNP EC <tnp.ec@ddu.ac.in>

Requirement of BE - EC students

Smit Majithia <smit@masibus.com> Wed, Sep 29, 2021 at 11:35 AM
To: "Training & Placement Team (EC-DDU)" <tnp.ec@ddu.ac.in>
Cc: Usha Nair <usha@masibus.com>, EC Department DDU <ec@ddu.ac.in>

Hello Sir,

Sorry for the delay,
We selected the below candidates.
Please confirm the same.

1) SOLANKI DHRUV YOGESH
2) SOLANKI HARSHAL RAMESHBHAI
3) ZINZUWADIYA DARSHAN MAHENDRABHAI
4) PATEL FORAMKUMAR BHUPENDRABHAI
5) BARODIYA KARTAVYAKUMAR DINESHCHANDRA
[Quoted text hidden]

Regards,

Smit Majithia| Executive R&D Engineer
Masibus Automation & Instrumentation Pvt. Ltd.
B-30, GIDC Electronics Estate, Sector-25, Gandhinagar-382044, Gujarat, India
E: smit@masibus.com
D: +91 79 23287275-79 (251)
M: +91 9409656237
W: www.masibus.com | www.rhombusglobal.com |www.masibusuae.com
Masibus CIN - U32201GJ1987PTC009994

Sender notified by Mailtrack

TNP EC <tnp.ec@ddu.ac.in>

Congratulations - Piyush

Samarth Modi <samarth@nebmicro.com> Sat, Aug 14, 2021 at 7:56 PM
To: "sainipiyush15284@gmail.com" <sainipiyush15284@gmail.com>
Cc: "Training & Placement Team (EC-DDU)" <tnp.ec@ddu.ac.in>, Ashutosh Joharapurkar <ashutosh@nebmicro.com>

Dear Piyush

Congratulations!

You are selected for Nebula Microsystems for final year internship + employment.

We will be releasing offer letter soon!

Your CTC will be 6 lakh/ annum during employment.

Regards
Samarth Modi

+91-63588 28830

TNP EC <tnp.ec@ddu.ac.in>

Congratulations to Snigdha !!

Samarth Modi <samarth@nebmicro.com> Sun, Aug 15, 2021 at 4:10 PM
To: "snigdhalokre25369@gmail.com" <snigdhalokre25369@gmail.com>
Cc: "Training & Placement Team (EC-DDU)" <tnp.ec@ddu.ac.in>, Ashutosh Joharapurkar <ashutosh@nebmicro.com>

Dear Snigdha

Congratulations!

You are selected for Nebula Microsystems for final year internship + employment.

We will be releasing offer letter soon!

Your CTC will be 6 lakh/ annum during employment.

We look forward to working with you.

Regards
Samarth Modi

+91-63588 28830

TNP EC <tnp.ec@ddu.ac.in>

Industrial Training for students 2021-2022

10 messages

HR DEPARTMENT <info@nessa.in> Tue, Sep 28, 2021 at 3:11 PM
Reply-To: info@nessa.in
To: Nikhil Kothari <nil_kothari@ddu.ac.in>, "Training & Placement (EC-DDU)" <tnp.ec@ddu.ac.in>
Cc: HEAD DEPARTMENT <HO@nessa.in>, Nessa R&D Electronics <research.elec@nessa.in>, R&D DEPARTMENT <RESEARCH@nessa.in>

Dear Sir,

We are pleased to inform you that we are open to a regular Training (Internship Program) at NESSA ILLUMINATION TECHNOLOGIES PVT LTD. We are willing to offer training to students from the electronics & communication department of DDIT. So if you have an interested students database who are willing to do their regular Industrial Training please share resumes for the same.

If you have any query then kindly let me know.

Thanks & Best Regards,

HR Department.

Nessa Illumination Technologies PVT LTD. Devraj Industrial park, shade no:122 plot no 36/A
opp Sameep fabrics, Piplaj, Ahmadabad-382405.
Office Time: 10:00 Am to 06:30 Pm

www.nessa.in

Training & Placement Team (EC-DDU) <tnp.ec@ddu.ac.in> Wed, Sep 29, 2021 at 10:44 AM
To: Information Wing <info@nessa.in>
Cc: HEAD DEPARTMENT <HO@nessa.in>, Nessa R&D Electronics <research.elec@nessa.in>, R&D DEPARTMENT <RESEARCH@nessa.in>, EC Department DDU <ec@ddu.ac.in>

Dear Sir/Madam,

Greetings from the Department of Electronics and Communication...!!!

I hope this email finds you good.

We seek for the following informations for further process:

1. Will there be any stipend during the internship period? If yes, please share the same.

2. Possibility for a job after completion of the internship? If yes, please share the package details.

3. What is the mode of the internship (Work from home/Work at Office)?

Please note that according to our University academic calendar, the final year Industrial training/project commences from *06th December 2021 to 31st March 2022.*

Thank you in advance.
[Quoted text hidden]
--
Thanks & Regards,



Dharmsinh Desai University
Nadiad, Gujarat – 387001
INDIA.

TRAINING & PLACEMENT TEAM
Department of Electronics & Communication Engg.
Faculty of Technology.
M: 09898449881 / 09904239597
E : tnp.ec@ddu.ac.in

Think before you print - Save Papers, Save Trees, Save Earth.

Website: https://ddu.ac.in/Technology-Departments4.php

HR DEPARTMENT <info@nessa.in> Sat, Oct 30, 2021 at 6:24 PM
Reply-To: info@nessa.in
To: "Training & Placement Team (EC-DDU)" <tnp.ec@ddu.ac.in>
Cc: HEAD DEPARTMENT <HO@nessa.in>, Nessa R&D Electronics <research.elec@nessa.in>, R&D DEPARTMENT <RESEARCH@nessa.in>, EC Department DDU <ec@ddu.ac.in>

Dear Sir,

Please find below responses to your queries:

1. Will there be any stipend during the internship period? If yes, please share the same.
- Yes, INR 3000/- pm

2. Possibility for a job after completion of the internship? If yes, please share the package details.
- Yes, it will be based on the evaluation of the students at the end of the internship.

3. What is the mode of the internship (Work from home/Work at Office)?
- Work at office

Thanks & Best Regards,

HR Department.
Nessa Illumination Technologies PVT LTD. Devraj Industrial park, shade no:122 plot no 36/A
opp Sameep fabrics, Piplaj, Ahmadabad-382405.
www.nessa.in

[Quoted text hidden]

> [Quoted text hidden]
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[Quoted text hidden]

Training & Placement Team (EC-DDU) <tnp.ec@ddu.ac.in> Tue, Nov 2, 2021 at 12:06 PM
To: info@nessa.in

Cc: HEAD DEPARTMENT <ho@nessa.in>, Nessa R&D Electronics <research.elec@nessa.in>, R&D DEPARTMENT <research@nessa.in>, EC Department DDU <ec@ddu.ac.in>

Dear sir/madam,

We will revert back to you with the update soon.
[Quoted text hidden]

Training & Placement Team (EC-DDU) <tnp.ec@ddu.ac.in> Tue, Nov 9, 2021 at 4:40 PM
To: info@nessa.in
Cc: HEAD DEPARTMENT <ho@nessa.in>, Nessa R&D Electronics <research.elec@nessa.in>, R&D DEPARTMENT <research@nessa.in>, EC Department DDU <ec@ddu.ac.in>

Dear sir/madam,

Greetings of the day..!!!

Please find the attached file containing the list of interested students.

Please note that the final year Internship starts from 06th December, 2021 to 31st March, 2022.

Wish you a happy new year.

[Quoted text hidden]

Nessa illumination 2022.xlsx
12K

HR DEPARTMENT <info@nessa.in> Wed, Nov 10, 2021 at 2:23 PM
Reply-To: info@nessa.in
To: "Training & Placement Team (EC-DDU)" <tnp.ec@ddu.ac.in>
Cc: HEAD DEPARTMENT <HO@nessa.in>

Dear Mr. Solanki,

As per our discussion, Personal Interviews for all the candidates will be as per the below schedule:

Interview Date: 11-NOV-2021
Interview Time: Between 11:00am-02:00pm
Venue:

Nessa Illumination Technologies Pvt. Ltd.

36/A Devraj Industrial Park

Opp Sameep Fabrics, Piplaj-Pirana Road

Ahmedabad-382405 (Gujarat)

The virtual location link will be shared on your Whatsapp number separately.

Please feel free to contact the undersigned, if any queries.

Regards,

ILYAS SHAIKH

Manager - HR

Nessa Illumination Technologies Pvt. Ltd.

36/A Devraj Industrial Park

Opp Sameep Fabrics, Piplaj-Pirana Road

Ahmedabad-382405 (Gujarat)

www.nessa.in

[Quoted text hidden]

HR DEPARTMENT <info@nessa.in> Fri, Nov 12, 2021 at 5:30 PM
Reply-To: info@nessa.in
To: "Training & Placement Team (EC-DDU)" <tnp.ec@ddu.ac.in>
Cc: HEAD DEPARTMENT <HO@nessa.in>

Dear Mr. Narendra Chauhan,

The following students have been selected for the internship.

SrNo	Roll No.	STUDENT ID	NAME	GENDER
1	EC044	18ECUSG060	PARMAR KINJALBEN VIJAYKUMAR	FEMALE
2	EC054	18ECUBS025	PATEL SHAN ARUNKUMAR	MALE
3	EC081	18ECUOS034	SHUKLA JEHAN CHINMAY	MALE

Request to complete the document formalities from your end and confirm when students can start the internship with us.

Regards,

ILYAS SHAIKH

Manager - HR

Nessa Illumination Technologies Pvt. Ltd.

36/A Devraj Industrial Park

Opp Sameep Fabrics, Piplaj-Pirana Road

Ahmedabad-382405 (Gujarat)

www.nessa.in

[Quoted text hidden]

Training & Placement Team (EC-DDU) <tnp.ec@ddu.ac.in> Fri, Nov 12, 2021 at 5:59 PM
To: Information Wing <info@nessa.in>
Cc: HEAD DEPARTMENT <HO@nessa.in>, EC Department DDU <ec@ddu.ac.in>

Dear sir,

Thanks for your selection email.

According to our University academic calendar, the final year Industrial training/project commences from 06th December 2021 to 31st March 2022. Hence, the selected students will report to you on 06th December, 2021 at 10.30 AM.

With regards

[Quoted text hidden]

HR DEPARTMENT <info@nessa.in> Sat, Nov 13, 2021 at 1:50 PM
Reply-To: info@nessa.in
To: "Training & Placement Team (EC-DDU)" <tnp.ec@ddu.ac.in>
Cc: HEAD DEPARTMENT <HO@nessa.in>, EC Department DDU <ec@ddu.ac.in>

Dear Mr. Narendra Chauhan,

Thank you for the information.

Please make sure they will come with all required supporting documents including NOCs.

Regards,

ILYAS SHAIKH

Manager - HR

Nessa Illumination Technologies Pvt. Ltd.

36/A Devraj Industrial Park

Opp Sameep Fabrics, Piplaj-Pirana Road

Ahmedabad-382405 (Gujarat)

www.nessa.in

[Quoted text hidden]

Training & Placement Team (EC-DDU) <tnp.ec@ddu.ac.in> Sat, Nov 13, 2021 at 1:51 PM
To: Information Wing <info@nessa.in>
Cc: HEAD DEPARTMENT <HO@nessa.in>, EC Department DDU <ec@ddu.ac.in>

Noted with thanks.
[Quoted text hidden]

TNP EC <tnp.ec@ddu.ac.in>

Internship/Placement confirmation for Darshil Modha

2 messages

Archana Mehta <archana@perfectvips.com> Mon, Dec 6, 2021 at 11:20 AM
To: "Training & Placement Team (EC-DDU)" <tnp.ec@ddu.ac.in>
Cc: Mamita Bhattacharjee <mamita@perfectvips.com>, Parthav Vyas <parthav@perfectvips.com>, Umesh Gayakwad <umesh@perfectvips.com>, Sanjay Vaidya <sanjay@perfectvips.com>, Namrata Patnaik <namrata@perfectvips.com>, "vinay_thumar@ddu.ac.in" <vinay_thumar@ddu.ac.in>

Dear Sir/Madam,

We are confirming Darshil Modha's Internship with Perfect VIPs along with the placement after his internship completed with us based on his assessments.

Kindly take a note of same.

Regards,

Archana Mehta

Senior HR Executive| Perfect VIPs | +91-9427419743

Training & Placement Team (EC-DDU) <tnp.ec@ddu.ac.in> Mon, Dec 6, 2021 at 3:33 PM
To: EC Department DDU <ec@ddu.ac.in>

[Quoted text hidden]

--

Thanks & Regards,

Dharmsinh Desai University
Nadiad, Gujarat – 387001
INDIA.

TRAINING & PLACEMENT TEAM
Department of Electronics & Communication Engg.
Faculty of Technology.
M: 09898449881 / 09904239597
E : tnp.ec@ddu.ac.in

Think before you print - Save Papers, Save Trees, Save Earth.

Website: https://ddu.ac.in/Technology-Departments4.php

TNP EC <tnp.ec@ddu.ac.in>

Placement Drive at DDIT by Pronesis Technologies

Chitrarth Patel <chitrarth.patel@pronesis-tech.com> Fri, Aug 27, 2021 at 1:00 PM
To: "Training & Placement Team (EC-DDU)" <tnp.ec@ddu.ac.in>
Cc: EC Department DDU <ec@ddu.ac.in>, TPO DDU <tpo@ddu.ac.in>, jainam.shah@pronesis-tech.com

Hello Sir,

We have finalise 3 students for our placement drive. Below is the list of students.
1) PATEL RUDRA NITINKUMAR
2) PANDYA DHRUVESHKUMAR SHAILESHBHAI
3) MANSURI JAHIRBHAI IKBALBHAI

I'll send them final offer letter later today.
I'll copy you in all 3 mails.

Thanks,
Chitrarth
[Quoted text hidden]

RAVEN TECHNOLABS
INSPIRED BY IMAGINATION

6th December 2021

Mr. Tirth M. Patel
Dharmsinh Desai University
Nadiad

Subject: **Final Semester Training**

Dear **Mr. Tirth**,

In reference to your application, we would like to congratulate you on being selected for internship with **Raven Technolabs** based at **Ahmedabad**. Your training is scheduled to start effective on **13th December**. All of us at **Raven Technolabs** are excited that you will be joining our team!

As such, your internship will include training/orientation and focus primarily on learning and developing new skills and gaining a deeper understanding of concepts through hands-on application of the knowledge you earned in class. Based on your performance, you can be offered another opportunity in our organization.

The project details and technical platform will be shared with you on or before commencement of training.

Again, congratulations and we look forward to working with you.

Yours sincerely,
Raven Technolabs

Mr. Vivek Purohit
CEO

+91 84695 36960
raventechnolabs.com
info@raventechnolabs.com
204 Skylar, Corporate Rd,
Prahlad Nagar,
Ahhmedabad, Gujrat 380015

SMARTfill
WEIGH FILL CHECK

Date: 3 Mar. 2022

OFFER LETTER

Dear Vinay Hansora,

Congratulations!!!

We are pleased to offer you the role of Production Engineer at our Vatva, Ahmedabad office. Please let us know your Date of Joining the Organisation. The annual starting CTC salary for this position is INR 1.95 lac. You will receive the Employment Agreement within two days of your date of joining.

Request you to share the below mention documents or bring them on day of joining for further process:

1. ID Proof (Pan Card)
2. Address Proof (Aadhaar Card)
3. Cancelled cheque
4. Last three months' Salary Slip
5. Relieving Letter
6. Two References for background verification

Reporting Address:
SMARTfill Solutions LLP
Survey No. 242/3,
Panchratna Industrial Estate Lane,
Near Ramol Cross Road,
Ramol, Vatva,
Ahmedabad - 382445

We are looking forward for you to join SMARTfill Solutions LLP Family.
Wish you all the best.

Please let me know if you have any questions or would like to discuss the offer in more detail.

Regards,

Smit Patel

SMARTfill Solutions LLP

TNP EC <tnp.ec@ddu.ac.in>

Fwd: Softnautics : Freshers & Interns Hiring

Tansi Joshi <Tansi.Joshi@softnautics.com> Wed, Sep 1, 2021 at 6:25 PM
To: "Training & Placement Team (EC-DDU)" <tnp.ec@ddu.ac.in>
Cc: Pooja Panchal <Pooja.Panchal@softnautics.com>, EC Department DDU <ec@ddu.ac.in>, TPO DDU <tpo@ddu.ac.in>

Dear Narendra,

PFB the feedback of all the interviews.

No	Name	Feedback
1	THAKKAR FLORA VIJAY	Reject
2	CHUDASAMA DHRUTY ANILBHAI	Reject
3	CHAUHAN DEVANSHI ALPESHBHAI	Select
4	Bhavesh Vyas	Reject
5	Vinay Hansora	Reject
6	Rana Kiran Narendra Bhai	Reject
7	Vivek Ghetiya	Select

Please block Devanshi (As discussed in last email) and Vivek Ghetiya. They both are selected from our end.

For further documentation part we will communicate with you soon.

Regards

—

Tansi Joshi

Associate Manager – Talent Acquisition

+91 9998068080

Connect with me on Email | LinkedIn | Twitter | Facebook

Softnautics

From: Tansi Joshi
Sent: 01 September 2021 16:00
To: Training & Placement Team (EC-DDU) <tnp.ec@ddu.ac.in>
Cc: Pooja Panchal <Pooja.Panchal@softnautics.com>; EC Department DDU <ec@ddu.ac.in>; TPO DDU <tpo@ddu.ac.in>
Subject: RE: Softnautics : Freshers & Interns Hiring

Dear Narendra,

Devanshi Chauhan is shortlisted by us. So please block her candidature. Other documentation part we will proceed soon.

Feedback of others I will update soon.

Regards

—

Tansi Joshi

Associate Manager – Talent Acquisition

+91 9998068080

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Softnautics

From: Tansi Joshi
Sent: 01 September 2021 12:08
To: Training & Placement Team (EC-DDU) <tnp.ec@ddu.ac.in>
Cc: Pooja Panchal <Pooja.Panchal@softnautics.com>; EC Department DDU <ec@ddu.ac.in>; TPO DDU <tpo@ddu.ac.in>
Subject: RE: Softnautics : Freshers & Interns Hiring

Dear Narendra,

PFB the schedule of the interviews of today. Please update the students

Name	Date	Time
Flora Thakkar	01.09.2021	12:00pm
Bhavesh Vyas	01.09.2021	2:00pm
Vinay Hansora	01.09.2021	3:00pm

Vivek Ghetiya	01.09.2021	4:30pm
Devanshi Chauhan	01.09.2021	2:30pm
Dhruty Chudasma	01.09.2021	2:00pm
Kiran Rana	01.09.2021	3:00pm

I will share the link to join on their personal email id. Please ask the students to join before 5 minutes.

Regards

—

Tansi Joshi

Associate Manager – Talent Acquisition

+91 9998068080

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Softnautics

From: Training & Placement Team (EC-DDU) <tnp.ec@ddu.ac.in>
Sent: 01 September 2021 10:32
To: Tansi Joshi <Tansi.Joshi@softnautics.com>
Cc: Pooja Panchal <Pooja.Panchal@softnautics.com>; EC Department DDU <ec@ddu.ac.in>; TPO DDU <tpo@ddu.ac.in>
Subject: Re: Softnautics : Freshers & Interns Hiring

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe. Please report suspicious emails here

Dear madam,

With reference to your trailing email, please find the below details for the students who didn't appear for the online test.

Requesting you (if possible) to accommodate the students who are willing to undergo *final year Industrial training* at your company.

Please note that as per our University academic calendar, the final year Industrial training/internship commences from *06th December 2021* ***to*** *31st March 2022.*

Sr. No.	Name	Remarks
1	AMIPARA KRINAL RAMESHBHAI	Placed in other company
2	CHIRAYU PRANAV DARJI	Interested for final year Internship only
3	MANALI HINSU	Placed in other company
4	MANSURI JAHIRBHAI IKBALBHAI	Placed in other company
5	MODHA DARSHIL BIPINCHANDRA	Interested for final year Internship only
6	MORI SAURABH DHIRUBHAI	Placed in other company
7	NANDASANA YUSI BHAVESHBHAI	Placed in other company

8	PANDYA DHRUVESHKUMAR SHAILESHBHAI	Placed in other company
9	PARMAR RAHUL DHARMENDRABHAI	Placed in other company
10	PATEL BHAVESH TALASHIBHAI	Placed in other company
11	PATEL HELINA HARESHKUMAR	Placed in other company
12	PATEL JALPABEN RAJESHKUMAR	Placed in other company
13	PRASAD SHIVAM BIRANCHISINGH	Placed in other company
14	PUJARA JANMEJAYA HITESH	Placed in other company
15	SHAH YOMIL PARAGKUMAR	Interested for final year Internship only
16	SHAH ISHA AMISHBHAI	Interested for final year Internship only
17	SHAH TITHI	Placed in other company
18	TRIVEDI JAHANVI AMBRISHBHAI	Placed in other company
19	VERMA PREETI RAJESHKUMAR	Interested for final year Internship only
20	VIRANI SIDDHKUMAR JAYNTIBHAI	Placed in other company
21	VRAJ PINAL DESAI	Interested for final year Internship only
22	ZANKAT MEET NATHABHAI	Placed in other company
23	ZINZUWADIYA DARSHAN MAHENDRABHAI	Interested for final year Internship only

On Tue, Aug 31, 2021 at 3:59 PM Training & Placement Team (EC-DDU) <tnp.ec@ddu.ac.in> wrote:

> Dear madam,
>
> Please find the attached file containing the CVs of the shortlisted students.
>
> On Tue, Aug 31, 2021 at 3:04 PM Tansi Joshi <Tansi.Joshi@softnautics.com> wrote:
>
> > Dear Narendra,
> >
> > Following students have cleared the test. Please share their CVs on prior basis to start their interview process.
> >
> > **VLSI Test**
> >
> > | | |
> > |---|---|
> > | BALDANIYA NAYAN BABUBHAI | nbaldaniya1051@gmail.com |
> > | MUNSHI ANSHI JIGNESHBHAI | anshimunshi22@gmail.com |
> > | PACHCHIGAR MEET ASHISHKUMAR | meetpachchigar4761@gmail.com |
> >
> > **Software Test**
> >
> > | | |
> > |---|---|
> > | THAKKAR FLORA VIJAY | thakkarflora123@gmail.com |
> > | CHUDASAMA DHRUTY ANILBHAI | dhruty.shreenarayan@gmail.com |
> > | CHAUHAN DEVANSHI ALPESHBHAI | devanshichauhan54@gmail.com |
> > | Bhavesh Vyas | bhavesh66vyas@gmail.com |

vinay	hansoravinayhareshbhai30797@gmail.com
Rana Kiran Narendra Bhai	kr96848@gmail.com
Vivek	vp203263@gmail.com

Also, following students have not appeared in the test. Let us know if they want to appear or not.

AMIPARA KRINAL RAMESHBHAI	krinalamipara@gmail.com
CHIRAYU PRANAV DARJI	chirayudarji2000@gmail.com
MANALI HINSU	manalipatel4324@gmail.com
MANSURI JAHIRBHAI IKBALBHAI	m.jahir2541@gmail.com
MODHA DARSHIL BIPINCHANDRA	darshilmodha@gmail.com
MORI SAURABH DHIRUBHAI	saurabhmori10@gmial.com
NANDASANA YUSI BHAVESHBHAI	yusinandasana169@gmail.com
PANDYA DHRUVESHKUMAR SHAILESHBHAI	dhruveshspandya12@gmail.com
PARMAR RAHUL DHARMENDRABHAI	parmarrahul27701@gmail.com
PATEL BHAVESH TALASHIBHAI	k.bhavesh.t45@gmail.com
PATEL HELINA HARESHKUMAR	helinapatel01@gmail.com
PATEL JALPABEN RAJESHKUMAR	jalpapatel31996@gmail.com

PRASAD SHIVAM BIRANCHISINGH	prasadshivam259@gmail.com
PUJARA JANMEJAYA HITESH	bhagwan.pujara@gmail.com
SHAH YOMIL PARAGKUMAR	yomil2000@gmail.com
SHAH ISHA AMISHBHAI	shahisha2806@gmail.com
SHAH TITHI	tithi1505@gmail.com
TRIVEDI JAHANVI AMBRISHBHAI	jahanvitrivedi2000@gmail.com
VERMA PREETI RAJESHKUMAR	mailmepreeti17@gmail.com
VIRANI SIDDHKUMAR JAYNTIBHAI	siddhvirani041220@gmail.com
VRAJ PINAL DESAI	VRAJDESAI8888@GMAIL.COM
ZANKAT MEET NATHABHAI	meetzankat2001@gmail.com
ZINZUWADIYA DARSHAN MAHENDRABHAI	darshanzinzuwadiya44@gmail.com

Regards

—

Tansi Joshi

Associate Manager – Talent Acquisition

+91 9998068080

Connect with me on Email | LinkedIn | Twitter | Facebook

Softnautics

From: Tansi Joshi
Sent: 27 August 2021 16:43
To: Training & Placement Team (EC-DDU) <tnp.ec@ddu.ac.in>
Subject: RE: Softnautics : Freshers & Interns Hiring

Dear Narendra,

They have been given the software test rights from 5:00pm today to 5:00pm tomorrow

Also VLSI test have been rolled out with other 33 students with the same timeline.

Regards

—

Tansi Joshi

Associate Manager – Talent Acquisition

+91 9998068080

Connect with me on Email | LinkedIn | Twitter | Facebook

Softnautics

From: Training & Placement Team (EC-DDU) <tnp.ec@ddu.ac.in>
Sent: 27 August 2021 16:30
To: Tansi Joshi <Tansi.Joshi@softnautics.com>
Subject: Re: Softnautics : Freshers & Interns Hiring

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe. Please report suspicious emails here

Dear madam,

Please share the Embedded test link to the following candidates if possible.

1. Bhavesh Vyas
2. Kartavya Barodiya
3. Vivek Ghetiya
4. Kiran Rana
5. Vinay Hansora

On Thu, Aug 26, 2021 at 10:53 AM Tansi Joshi <Tansi.Joshi@softnautics.com> wrote:

> Thanks for your acknowledgement.
>
> Also all EC students are going to appear for EC/VLSI test? Or Anyone is interested for Software test? Please confirm.
>
> Regards
>
> —
>
> Tansi Joshi

Associate Manager – Talent Acquisition

+91 9998068080

Connect with me on Email | LinkedIn | Twitter | Facebook

Softnautics

From: Training & Placement Team (EC-DDU) <tnp.ec@ddu.ac.in>
Sent: 26 August 2021 09:38
To: Tansi Joshi <Tansi.Joshi@softnautics.com>
Cc: Pooja Panchal <Pooja.Panchal@softnautics.com>; EC Department DDU <ec@ddu.ac.in>; TPO DDU <tpo@ddu.ac.in>
Subject: Re: Softnautics : Freshers & Interns Hiring

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe. Please report suspicious emails here

Noted with thanks.

EC students will be made available as per the schedule.

On Wed, Aug 25, 2021 at 5:27 PM Tansi Joshi <Tansi.Joshi@softnautics.com> wrote:

> Dear **Mr. Narendra,**
>
> As discussed, we are conducting **"Orientation about Softnautics"** virtually so that students can know about the company and culture.
>
> **Date:** 27th August 2021

Time: 12pm to 1pm

Link to join: Click here to join the meeting (Kindly circulate among all registered students and ask them to join prior 5 minutes of the scheduled time)

Faculties and students who have not registered they can also join presentation if they want.

After Induction, we will keep 2 hours window open in case if more students are interested to register and then by 3pm we will send out the technical test to all the registered students.

There are two types of test:

1. Software Test (Eligible candidates EC/IT/Compute students) Time Duration 90 Mins
2. VLSI Test (Eligible candidates – EC students only) Time Duration 150 Mins

Kindly help us to differentiate the list of students that how many students are going to appear for Software test or VLSI test so accordingly we can directly send them the links on their IDs. Please share the list by tomorrow 3pm.

Feel free to connect in case of any queries.

Regards

—

Tansi Joshi

Associate Manager – Talent Acquisition

+91 9998068080

Connect with me on Email | LinkedIn | Twitter | Facebook

Softnautics

From: Pooja Panchal <Pooja.Panchal@softnautics.com>
Sent: 24 August 2021 11:53
To: tnp.ec@ddu.ac.in
Cc: Tansi Joshi <Tansi.Joshi@softnautics.com>
Subject: Softnautics : Freshers & Interns Hiring

Dear Narendra,

Greetings from Softnautics !! Hope you are doing well.

Thank you for the invitation for virtual drive.

We are ideally looking to hire total 30 interns for the year 2021 – 22. We are planning to start the process of recruitment from this week itself. Request you to share data of interested students at earliest.

Company Info: Softnautics Inc. is 10 years old, Niche Product Engineering Solutions company with expertise in IP Solutions and Embedded Software. Our headquarters is in CA, USA and we have 2 offices in India: Ahmedabad and Pune. Armed with Product oriented mind frame, Market awareness, and domain experts, we design optimal solutions for our customer's needs. Our diverse talent pool with multiple global centres enables us to provide optimized, effective, scalable and cost-effective end to end solutions, enabling our customers to rely on us for their products in the competitive market. Softnautics has successfully developed Wireless Mesh, Cloud-based Wi-Fi AP, Bluetooth Watch, Bluetooth LE Tokens, 4K Video Processing Acceleration, Noise canceling Audio for Mobile Market, Machine Learning, Automotive Control Unit, and Scalable Cloud-based IoT Platform. For more info, please visit our website: https://www.softnautics.com/

Attached is the Job description which can be shared with the students. Kindly share us the list of students who agree with the below terms and conditions with all their academic and contact details. Please also share a copy of their updated resume along with the list.

Primary skills required for:

1. Good in C/C++ language
2. Good understanding of Linux Operating system

Educational Criteria:

- B.E / B. Tech in Electronics and Communications / Computer Science/ Information Technology Engineering
- Should have scored more than 60 % in the academics

Skillset: Machine Learning, Embedded technologies, QA & Automation etc.

All the other terms and conditions are listed below:

Conditions for Internship:

- Full time internship for 6 months starting from **January 2022**
- Selected students will be paid a stipend of **INR 6000 per month**
- Candidates have to work only on the task assigned by the company.
- Candidates are not allowed to take any leaves during the training period (exceptions in case they need to attend college or any other college related activities)
- On successful completion of training period and satisfactory performance students will be offered a full time opportunity
- Selected students will be given a provisional offer letter with the terms and conditions for full time employment

Conditions once they are taken full time employee:

- Students will be offered 6,000/- stipend during their internship of six months and once they are taken on board as full time employees based on their performance and offer approval from management after confirmation, package will be revised between 3.25-3.50 LPA
- They should be ready to sign bond for 2 years of INR 2,00,000 once they are converted from interns to full time employees.
- First two months' salary will be paid half and rest will be retained and paid after students completes 2 years with the organization
- Final place of job posting (Ahmedabad / Pune) to be decided by Softnautics. Students should be open to relocate at any given location.

Process for selection and interview:

1. We would like to do an online seminar with the interested students to brief them about the company, work culture etc.
2. All interested students will then go through the below process

    a. They need to fill an online form confirming all the details and their interest
    b. Online Test (covering)

        i. Aptitude

        ii. Technical Test (on programming C)

c. Online Technical Interview (via Microsoft Teams)

i. Students have to attend the same via laptop

ii. Keep a pen and paper ready

iii. It will be a video interview

d. HR Round
e. Final Offer Release

If all terms and conditions are suitable with your institute then please confirm so that we can move ahead accordingly.

Looking forward to hear from you soon!

Thanks & Regards

—

Pooja Panchal

Senior Executive, Human Resources

+91 9978601019

Connect with me on Email | LinkedIn | Twitter | Facebook

Softnautics

--

Thanks & Regards,



Website: https://ddu.ac.in/Technology-Departments4.php

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Thanks & Regards,



Website: https://ddu.ac.in/Technology-Departments4.php

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Thanks & Regards,



Website: https://ddu.ac.in/Technology-Departments4.php

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Thanks & Regards,



Website: https://ddu.ac.in/Technology-Departments4.php

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TNP EC <tnp.ec@ddu.ac.in>

Fwd: TCS Ninja Hiring - Interview Results -DDIT

5 messages

Placement Cell DDU <tpo@ddu.ac.in> Tue, Oct 12, 2021 at 9:57 AM
To: AJG CL DDU <ajg.cl@ddu.ac.in>, "Dr. Mukesh M Goswami" <mgoswami.it@ddu.ac.in>, HOD MCA <hod.mca@ddu.ac.in>, "Hod MehcanicalEngg." <hod.mech@ddu.ac.in>, Jaydeep Jivani <jaydeepjivani.ch@ddu.ac.in>, "Prof. C. K. Bhensdadia" <ckbhensdadia@ddu.ac.in>, "Prof. C. K. Bhensdadia" <ckbhensdadia@gmail.com>, "Prof. Jatayu Baxi" <jatayubaxi.ce@ddu.ac.in>, "Prof. Jignesh G. Bhatt" <jigneshgbhatt.ic@ddu.ac.in>, "Prof. U. P. Patel" <uppatel.mca@ddu.ac.in>, "Prof. V. G. Gandhi" <vggandhi.ch@ddu.ac.in>, "Training & Placement (EC-DDU)" <tnp.ec@ddu.ac.in>, Vipul Dabhi <vipuldabhi.it@ddu.ac.in>, "Training & Placement Co-Ordinator CE Dept." <tpo.ce@ddu.ac.in>

to inform the selected students.

Congrats to them !!

---------- Forwarded message ---------
From: **Supriya Iyer** <iyer.supriya@tcs.com>
Date: Mon, Oct 11, 2021 at 7:10 PM
Subject: TCS Ninja Hiring - Interview Results -DDIT
To: tpo@ddu.ac.in <tpo@ddu.ac.in>
Cc: ckbhensdadia@gmail.com <ckbhensdadia@gmail.com>, Nirav Brahmbhatt <nirav.brahmbhatt@tcs.com>, Saurabh Pardeshi <pardeshi.saurabh@tcs.com>

Confidential

Dear Sir,

Greetings from Tata Consultancy Services !

Trust you and your loved ones are continuing to be safe and in good health.

We are glad to share the results of TCS Ninja Hiring Interview Process.

Sharing the attached file which contains the details of students **who have been interviewed so far** and **are selected for TCS Ninja offers.**

We congratulate all the students from your institute and you may share the interview results with the selected students.

Offers for the selected students and their subsequent joining with TCS will be subject to meeting TCS eligibility criteria.

Request you to kindly confirm the students for TCS basis your placement guidelines.

Reference ID	Name
CT20203343923	PREETI VERMA
CT20213711283	SALONI Bhavinkumar PATEL
DT20206543608	MAHAK Subhashbhai PATEL
DT20218128764	SAGARBHAI Girdharbhai PANDAV
DT20218128802	UTKARSH Sanjay PAREKH
DT20218322499	ABHISHEKKUMAR Bijendrasingh RAJPUT

Please feel free to revert for any queries.

Thanks & Regards
Supriya Iyer

Regional Lead – Campus Hiring
Talent Acquisition Group- Ahmedabad
Tata Consultancy Services

Garima Park, Gandhinagar-382007, Gujarat, India
Mailto: iyer.supriya@tcs.com| Website:http://www.tcs.com



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=====----------=====-----=====
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Dr. S. S. Khandelwal
TPO, D D University
Faculty of Technology
P.O. Box 35, College Road,
Nadiad - 387 001 (Gujarat)
Ph. No. 0268-2520502 ext. 214
098243-11422 (cell)
Mail id : tpo@ddu.ac.in, sskddu@gmail.com
URL : www.ddu.ac.in

Placement Cell DDU <tpo@ddu.ac.in> Tue, Oct 12, 2021 at 10:01 AM
To: AJG CL DDU <ajg.cl@ddu.ac.in>, "Dr. Mukesh M Goswami" <mgoswami.it@ddu.ac.in>, HOD MCA <hod.mca@ddu.ac.in>, "Hod MehcanicalEngg." <hod.mech@ddu.ac.in>, Jaydeep Jivani <jaydeepjivani.ch@ddu.ac.in>, "Prof. C. K. Bhensdadia" <ckbhensdadia@ddu.ac.in>, "Prof. C. K. Bhensdadia" <ckbhensdadia@gmail.com>, "Prof. Jatayu Baxi" <jatayubaxi.ce@ddu.ac.in>, "Prof. Jignesh G. Bhatt" <jigneshgbhatt.ic@ddu.ac.in>, "Prof. U. P. Patel" <uppatel.mca@ddu.ac.in>, "Prof. V. G. Gandhi" <vggandhi.ch@ddu.ac.in>, "Training & Placement (EC-DDU)" <tnp.ec@ddu.ac.in>, Vipul Dabhi <vipuldabhi.it@ddu.ac.in>, "Training & Placement Co-Ordinator CE Dept." <tpo.ce@ddu.ac.in>

Send names of the students of your branch to the placement cell as it is not clear from the list that the students belong to which branch.
[Quoted text hidden]

Training & Placement Team (EC-DDU) <tnp.ec@ddu.ac.in> Tue, Oct 12, 2021 at 10:08 AM
To: Placement Cell DDU <tpo@ddu.ac.in>
Cc: EC Department DDU <ec@ddu.ac.in>

Ms. Preeti Verma is from EC.
[Quoted text hidden]
--
Thanks & Regards,



Dharmsinh Desai University
Nadiad, Gujarat – 387001
INDIA.

TRAINING & PLACEMENT TEAM
Department of Electronics & Communication Engg.
Faculty of Technology.
M: 09898449881 / 09904239597
E : tnp.ec@ddu.ac.in

Think before you print - Save Papers, Save Trees, Save Earth.

Website: https://ddu.ac.in/Technology-Departments4.php

Training & Placement Team (EC-DDU) <tnp.ec@ddu.ac.in> Tue, Oct 12, 2021 at 10:09 AM
To: 0609.rv@gmail.com, EC045 Rahul Parmar <18ecubg100@ddu.ac.in>, EC013 Dhruty Chudasama <18ecubs099@ddu.ac.in>, aarsh.shah09@gmail.com, aditya.chindaliya03@gmail.com, akshatrathod16@gmail.com, anshimunshi22@gmail.com, ayushoza6@gmail.com, BHAGWAN.PUJARA@gmail.com, bhalanirishil89@gmail.com, bhavesh55vyas@gmail.com, chaitanyasoni1210@gmail.com, chirayudarji2000@gmail.com, darshanzinzuwadiya44@gmail.com, darshilmodha@gmail.com, darshnikmakwana253@gmail.com, deepmodi1808@gmail.com, devanshichauhan54@gmail.com, devanshuraghvani382001@gmail.com, dhararana402@gmail.com, dhrumilvaidya2000@gmail.com, dhruti.sata1998@gmail.com, dhruveshspandya12@gmail.com, dhruvinrajpura26@gmail.com, dhruvsatasiya2101@gmail.com, drashtigorakhiya2901@gmail.com, dysolanki4@gmail.com, forampatel1212@gmail.com, foratri07@gmail.com, gajjarjay791@gmail.com, gauravsingh250500@gmail.com, gokulpatel200@gmail.com, gurvir1320@yahoo.com, hansoravinayhareshbhai30797@gmail.com, harsh18solanki@gmail.com, helinapatel01@gmail.com, hvardhangiri@gmail.com, imdhruvsutariya@gmail.com, insiya.gunderwala2504@gmail.com, j2joshi2014@gmail.com, jahanvitrivedi2000@gmail.com, jaiminkumar1299@gmail.com, japupatel203@gmail.com, jehanshukla2@gmail.com, jvayasoni3178@gmail.com, k.bhavesh.t45@gmail.com, kartavya1109@gmail.com, kath9266@gmail.com, kbgokani04@gmail.com, kbp1805@gmail.com, kiinjll.parmar@gmail.com, kotakviraj1999@gmail.com, kr96848@gmail.com, krinalamipara@gmail.com, krutarth3ved@gmail.com, kush.zalavadiya@gmail.com, m.jahir2541@gmail.com, maharshi.oza.00@outlook.com, mailmepreeti17@gmail.com, manalipatel4324@gmail.com, mananthakkar585@gmail.com, meetkachhadiya821@gmail.com, meetpachchigar4761@gmail.com, meetzankat2001@gmail.com, nbaldaniya1051@gmail.com, nikita.v.k.260100@gmail.com, nishitaluhana@gmail.com, palakpanara315@gmail.com, patel15132@gmail.com, patelvrajesh1208@gmail.com, prasadshivam259@gmail.com, prembhoot007@gmail.com, priyanshirabari1818@gmail.com, rikin.shah2000@gmail.com, rudrapatel2300@gmail.com, sachaparasankalp@gmail.com, sahilkumarkatiriya@gmail.com, sainipiyush15284@gmail.com, sandipvadher2001@gmail.com, saunakprajapati9900@gmail.com, saurabhmori10@gmail.com, shahansh691@gmail.com, shahisha2806@gmail.com, shaikhujama7@gmail.com, shaily792000@gmail.com, shanpatel303@gmail.com, shivbhatt.8@gmail.com, siddhpurahemangi2001@gmail.com, siddhvirani041220@gmail.com, snigdhalokre25369@gmail.com, sruthi.cg162@gmail.com, thakkarflora123@gmail.com, tirth3454@gmail.com, tirtheshshah167@gmail.com, tithishah1505@gmail.com, trushalkorat123@gmail.com, usadeki@gmail.com, varunhathinarayan@gmail.com, vp203263@gmail.com, vrajdesai8888@gmail.com, vrundp1308@gmail.com, vyasbhumi018@gmail.com, yomil2000@gmail.com, yusinandasana169@gmail.com

Congrats to Preeti Verma.
[Quoted text hidden]
[Quoted text hidden]

Placement Cell DDU <tpo@ddu.ac.in> Thu, Oct 14, 2021 at 12:18 PM
To: AJG CL DDU <ajg.cl@ddu.ac.in>, "Dr. Mukesh M Goswami" <mgoswami.it@ddu.ac.in>, HOD MCA <hod.mca@ddu.ac.in>, "Hod MehcanicalEngg." <hod.mech@ddu.ac.in>, Jaydeep Jivani <jaydeepjivani.ch@ddu.ac.in>, "Prof. C. K. Bhensdadia" <ckbhensdadia@ddu.ac.in>, "Prof. C. K. Bhensdadia" <ckbhensdadia@gmail.com>, "Prof. Jatayu Baxi" <jatayubaxi.ce@ddu.ac.in>, "Prof. Jignesh G. Bhatt" <jigneshgbhatt.ic@ddu.ac.in>, "Prof. U. P. Patel" <uppatel.mca@ddu.ac.in>, "Prof. V. G. Gandhi" <vggandhi.ch@ddu.ac.in>, "Training & Placement (EC-DDU)" <tnp.ec@ddu.ac.in>, Vipul Dabhi <vipuldabhi.it@ddu.ac.in>, "Training & Placement Co-Ordinator CE Dept." <tpo.ce@ddu.ac.in>

to inform our students

---------- Forwarded message ---------
From: **Supriya Iyer** <iyer.supriya@tcs.com>
Date: Thu, Oct 14, 2021 at 11:58 AM
Subject: Re: TCS Ninja Hiring - Interview Results -DDIT
To: tpo@ddu.ac.in <tpo@ddu.ac.in>
Cc: ckbhensdadia@gmail.com <ckbhensdadia@gmail.com>, Nirav Brahmbhatt <nirav.brahmbhatt@tcs.com>, Saurabh Pardeshi <pardeshi.saurabh@tcs.com>

Confidential

Dear Sir,

Sharing the additional list of students who have been shortlisted for Ninja offer.

We congratulate all the students from your institute and you may share the interview results with the selected students.

Offers for the selected students and their subsequent joining with TCS will be subject to meeting TCS eligibility criteria.

Request you to kindly confirm the students for TCS basis your placement guidelines.

Reference ID	Name
CT20213763478	GURVIR Singh RATANN
DT20218097149	KUSH Bhavesh PATEL
DT20218127843	JAY H PANCHAL
DT20218128663	DEEPKUMAR Ashitkumar KANANI
DT20218128714	HARNISH Keyurbhai PATEL
DT20218204289	CHAITANYA Rajeshbhai FICHADIYA
DT20218304773	SHIVANI Shaileshkumar PATEL
DT20218351229	PRIYA Pareshbhai RATHOD
DT20218351237	MITSU KANSAGARA
DT20218422219	VIDHI Jayeshbhai MAHERIYA
DT20218457825	MEETKUMAR Maheshbhai KANSAGARA
DT20218465049	NIRAVKUMAR Dilipbhai DARJI
DT20218469272	VIJAY Pareshbhai SAVSANI

Supriya Iyer
Regional Lead- Campus Hiring
Talent Acquisition Group - Ahmedabad
Tata Consultancy Services
GARIMA PARK,IT/ITES SEZ,
PLOT # 41,
Gandhinagar - 382007,Gujarat
India
Ph:-079 61707119
Buzz: 4797119

Mailto: iyer.supriya@tcs.com
Website: http://www.tcs.com

From: Supriya Iyer
Sent: Monday, October 11, 2021 7:09 PM
To: tpo@ddu.ac.in <tpo@ddu.ac.in>
Cc: ckbhensdadia@gmail.com <ckbhensdadia@gmail.com>; Nirav Brahmbhatt <nirav.brahmbhatt@tcs.com>; Saurabh Pardeshi <pardeshi.saurabh@tcs.com>
Subject: TCS Ninja Hiring - Interview Results -DDIT

Dear Sir,

[Quoted text hidden]
[Quoted text hidden]
[Quoted text hidden]
[Quoted text hidden]

TNP EC <tnp.ec@ddu.ac.in>

Fwd: list of selected students

Placement Cell DDU <tpo@ddu.ac.in> Thu, Aug 12, 2021 at 5:25 PM
To: "Training & Placement (EC-DDU)" <tnp.ec@ddu.ac.in>

to inform the selected students.

congrats to them !!

---------- Forwarded message ---------
From: **tejas.thakker** <tejas.thakker@volansys.com>
Date: Thu, Aug 12, 2021 at 4:33 PM
Subject: list of selected students
To: Suresh S Khandelwal <sskddu@gmail.com>, TPO DDU <tpo@ddu.ac.in>
Cc: Soniya Modi <soniya.modi@volansys.com>, Rushad Shah <rushad.shah@volansys.com>

Dear Mr. Suresh,

Thank you so much for providing us an opportunity of online campus recruitment drive at DDU. we are also thankful to you, faculty members & students coordinators for all the help extended to us.

Please note that we have selected the below mentioned students for our internship + employment program.

First Name	Last Name	Email Address	College	CTC
SHAH	RIKIN RAJENDRA	rikin.shah2000@gmail.com	DDIT	3.70 LPA
BHALODIYA	GOKULKUMAR JAMANBHAI	gokulpatel200@gmail.com	DDIT	3.70 LPA
SHAH	KATHAN JIGNESHKUMAR	kath9266@gmail.com	DDIT	3.70 LPA

A	HARSHVARDHAN GIRI	hvardhangiri@gmail.com	DDIT	3.70 LPA
AYUSH	OZA	ayushoza6@gmail.com	DDIT	3.70 LPA

Please consider this email as offer confirmation from Volansys for the above students.

Regards

Tejas Thakker

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Faculty of Technology
P.O. Box 35, College Road,
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Ph. No. 0268-2520502 ext. 214
098243-11422 (cell)
Mail id : tpo@ddu.ac.in, sskddu@gmail.com
URL : www.ddu.ac.in

TNP EC <tnp.ec@ddu.ac.in>

Fwd: VVDN - Virtual Drive 2022 Information and Prerequisites

11 messages

Placement Cell DDU <tpo@ddu.ac.in>
To: "Training & Placement (EC-DDU)" <tnp.ec@ddu.ac.in>, "Prof. C. K. Bhensdadia" <ckbhensdadia@ddu.ac.in>, "Prof. C. K. Bhensdadia" <ckbhensdadia@gmail.com>, "Prof. Jatayu Baxi" <ja
Dept." <tpo.ce@ddu.ac.in>, "Dr. Mukesh M Goswami" <mgoswami.it@ddu.ac.in>, Vipul Dabhi <vipuldabhi.it@ddu.ac.in>

To send the database of the eligible and interested students to the placement cell by 11th Sept., 2021

---------- Forwarded message ---------
From: **Ujjwal Mane** <ujjwal.mane@vvdntech.in>
Date: Thu, Sep 9, 2021 at 11:01 AM
Subject: VVDN - Virtual Drive 2022 Information and Prerequisites
To: TPO DDU <tpo@ddu.ac.in>

Dear TPO,

Greetings from VVDN Technologies Pvt Ltd.,

We at VVDN, would like to **Thank You** wholeheartedly, for all for the consistent support extended in hiring fresher in the previous year and we would like to receive the overwhelming suppo

VVDN (PREMIER ELECTRONICS ENGINEERING & MANUFACTURING COMPANY-CREATING OPPORTUNITIES & TRANSFORMING LIVES) is hiring 2022 batch freshers.

Company profile:

VVDN is a Product Engineering & Manufacturing company focused on designing & manufacturing end-to-end products across several technology vertical markets (5G, Data Center, Vision, Ne located at Gurgaon, India and its North America HQ's is located in San Jose, CA, USA. VVDN serves global customers across several regions including US, Canada, Europe, India, Vietnam, Ko Engineering Services and ODM Services. VVDN's Product Engineering Team Strength is 2,500+ and VVDN's Manufacturing Strength is 3,000+ in staff. VVDN has 9 advanced Product Engine complete hardware & software required to develop a complete product or solution. VVDN's Manufacturing facilities are located at Manesar, Gurgaon, India which includes in-house best-in-cla Factory, and Product Certifications labs. VVDN's Engineering & Manufacturing facilities are fully complied to develop & manufacture Enterprise, Consumer, Industrial, and Automotive-grade

Our key services includes:

- Embedded Hardware, Software and Applications Development
- Product Test and Production Test Systems
- Mechanical and Thermal Design
- Cloud Services, Mobile Application
- Electronics Manufacturing Services

We are looking for talented engineers from ECE/EEE/EIE/ICE/CS/IT only to become part of our growing organization.

Please go through http://www.vvdntech.com for more details.

Recruitment Process Criteria:

Educational qualification:

- B.E/B.Tech 2022 Batch
- ECE/EEE/EIE/ICE/CS/IT
- No current arrears
- 70% and above throughout

"Selection" Process:

- Online Test (Electronic stream - Aptitude, Communication, C Programming and Electronics, CS Stream - Aptitude, Communication, C programming, and Java Program)
- Technical Interviews
- HR Interview

"After Selection" Process:

- Offering a designation of Trainee - Engineer SW/Engineer HW/Engineer QA
- Work Location: Chennai/Kochi/Bangalore/Pune/Ahmedabad/Gurgaon/Noida/Pollachi/Bhubaneshwar
- CTC: 3.2 LPA
- Service Agreement applicable (3 Years)
- VVDN Internship Cum Training Program for 3 to 6 months depends on which domain the candidate is being trained for

Online Test Instructions:

- Invigilators from the college need to be present online via google meet or zoom during the test. The name and emailID of the invigilators need to be shared with us in advance
- Connect with students in advance and Instruct them on the following
  - Proper internet connectivity
  - An isolated place for taking the exam
  - No mobiles nearby
  - No one else shall be in the same room
  - Webcam in their laptop should be functional
- Students and invigilators should keep their camera on always during the test duration. Notice of any deviation or malpractices will end up in disqualification.
- Students need to be muted always unless it is requested by VVDN HR or Invigilator.
- Kindly share the following with HR in Excel file(.xlsx format) to enroll for the exam
  - Student registration number
  - Email ID (This should be active and students should be aware of this particular ID, it will be requested during exam for confirmation)
  - Mobile number
  - Date of birth
  - Gender
  - 10th Percentage
  - 12th Percentage / Diploma

  - Branch
  - Course
  - BE CGPA(till 6th sem)
- The examination link and the credential details will be shared just before the exam
- Opening any other browser during the exam will terminate the exam and you will not be permitted to enter the exam again.
- Do not press the browser back button or keyboard backspace, which will end up in termination of the exam
- For any technical glitch, please get in touch with the HR Team via google or zoom chat

System Requirements

- PC or Laptop with minimum dual core processor and 1 GB RAM
- Recommended browsers chrome and firefox (Be on latest version)
- Preferred OS Linux or windows
- Functional webcam tested with meeting application like gmeet or zoom
- Proper mic and speaker tested with meeting applications
- Highly not recommended to take it through mobile phones.

"Online Test" Details will be shared later.

Excel format for your reference,

stu_id*	name*	mobile*	email*	DOB*	branch*	college*	gender*	tenth_percentage*	twelfth_pe
Numeric	Alphabet	Numeric	Alphanumeric	Numeric(MM/DD/YY)	Alphabet	Alphabet	Alphabet	Numeric	Numeric

*Mandatory fields
With Best Regards,
Ujjwal Mane
VVDN Technologies Pvt. Ltd
Cell: +91 7405047740



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098243-11422 (cell)
Mail id : tpo@ddu.ac.in, sskddu@gmail.com
URL : www.ddu.ac.in

Training & Placement Team (EC-DDU) <tnp.ec@ddu.ac.in> Thu, Sep 9, 2021 at 1:18 PM
To: 0609.rv@gmail.com, EC045 Rahul Parmar <18ecubg100@ddu.ac.in>, EC013 Dhruty Chudasama <18ecubs099@ddu.ac.in>, aarsh.shah09@gmail.com, aditya.chindaliya03@gmail.com, akshatrathod16@gmail.com, anshimunshi22@gmail.com, ayushoza6@gmail.com, BHAGWAN.PUJARA@gmail.com, bhalanirishil89@gmail.com, bhavesh55vyas@gmail.com, chaitanyasoni1210@gmail.com, chirayudarji2000@gmail.com, darshanzinzuwadiya44@gmail.com, darshilmodha@gmail.com, darshnikmakwana253@gmail.com, deepmodi1808@gmail.com, devanshichauhan54@gmail.com, devanshuraghvani382001@gmail.com, dhararana402@gmail.com, dhrumilvaidya2000@gmail.com, dhruti.sata1998@gmail.com, dhruveshspandya12@gmail.com, dhruvinrajpura26@gmail.com, dhruvsatasiya2101@gmail.com, drashtigorakhiya2901@gmail.com, dysolanki4@gmail.com, forampatel1212@gmail.com, foratri07@gmail.com, gajjarjay791@gmail.com, gauravsingh250500@gmail.com, gokulpatel200@gmail.com, gurvir1320@yahoo.com, hansoravinayhareshbhai30797@gmail.com, harsh18solanki@gmail.com, helinapatel01@gmail.com, hvardhangiri@gmail.com, imdhruvsutariya@gmail.com, insiya.gunderwala2504@gmail.com, j2joshi2014@gmail.com, jahanvitrivedi2000@gmail.com, jaiminkumar1299@gmail.com, japupatel203@gmail.com, jehanshukla2@gmail.com, jvayasoni3178@gmail.com, k.bhavesh.t45@gmail.com, kartavya1109@gmail.com, kath9266@gmail.com, kbgokani04@gmail.com, kbp1805@gmail.com, kiinjll.parmar@gmail.com, kotakviraj1999@gmail.com, kr96848@gmail.com, krinalamipara@gmail.com, krutarth3ved@gmail.com, kush.zalavadiya@gmail.com, m.jahir2541@gmail.com, maharshi.oza.00@outlook.com, mailmepreeti17@gmail.com, manalipatel4324@gmail.com, mananthakkar585@gmail.com, meetkachhadiya821@gmail.com, meetpachchigar4761@gmail.com, meetzankat2001@gmail.com, nbaldaniya1051@gmail.com, nikita.v.k.260100@gmail.com, nishitaluhana@gmail.com, palakpanara315@gmail.com, patel15132@gmail.com, patelvrajesh1208@gmail.com, prasadshivam259@gmail.com, prembhoot007@gmail.com, priyanshirabari1818@gmail.com, rikin.shah2000@gmail.com, rudrapatel2300@gmail.com, sachaparasankalp@gmail.com, sahilkumarkatiriya@gmail.com, sainipiyush15284@gmail.com, sandipvadher2001@gmail.com, saunakprajapati9900@gmail.com, saurabhmori10@gmail.com, shahansh691@gmail.com, shahisha2806@gmail.com, shaikhujama7@gmail.com, shaily792000@gmail.com, shanpatel303@gmail.com, shivbhatt.8@gmail.com, siddhpurahemangi2001@gmail.com, siddhvirani041220@gmail.com, snigdhalokre25369@gmail.com, sruthi.cg162@gmail.com, sumedhamitra2000@gmail.com, thakkarflora123@gmail.com, tirth3454@gmail.com, tirtheshshah167@gmail.com, tithishah1505@gmail.com, trushalkorat123@gmail.com, usadeki@gmail.com, varunhathinarayan@gmail.com, vp203263@gmail.com, vrajdesai8888@gmail.com, vrundp1308@gmail.com, vyasbhumi018@gmail.com, yomil2000@gmail.com, yusinandasana169@gmail.com

Dear All

Read the trailing mail carefully

INterested and eligible students have to fill the given excel sheet (link given below)

Deadline - 11th August 2021, 11.00AM

https://docs.google.com/spreadsheets/d/13o1pQKCXCae5uuK4lJvePtU4XIp0PkFRSeGjLrhhwrc/edit?usp=sharing

[Quoted text hidden]
--
Thanks & Regards,

Dharmsinh Desai University
Nadiad, Gujarat – 387001
INDIA.

TRAINING & PLACEMENT TEAM
Department of Electronics & Communication Engg.
Faculty of Technology.
M: 09898449881 / 09904239597
E : tnp.ec@ddu.ac.in

Think before you print - Save Papers, Save Trees, Save Earth.

Website: https://ddu.ac.in/Technology-Departments4.php

Training & Placement Team (EC-DDU) <tnp.ec@ddu.ac.in> Sat, Sep 11, 2021 at 11:45 AM
To: Placement Cell DDU <tpo@ddu.ac.in>
Cc: EC Department DDU <ec@ddu.ac.in>

Respected Sir,

Please find the attachment containing the database of interested students as per the required format
[Quoted text hidden]
[Quoted text hidden]

VVDN_2022.xlsx
10K

Placement Cell DDU <tpo@ddu.ac.in> Wed, Sep 29, 2021 at 3:02 PM
To: "Training & Placement (EC-DDU)" <tnp.ec@ddu.ac.in>

to inform our students

---------- Forwarded message ---------
From: **Ujjwal Mane** <ujjwal.mane@vvdntech.in>
Date: Wed, Sep 29, 2021 at 1:39 PM
Subject: Re: VVDN - Virtual Drive 2022 Information and Prerequisites
To: Placement Cell DDU <tpo@ddu.ac.in>

Dear TPO,

Thanks for sharing the nominations. Hereby sharing the assessment details below for the VVDN campus drive.

Online Test Instructions:

- Invigilators from the college need to be present online via google meet or zoom during the test. The name and emailID of the invigilators need to be shared with us in advance
- Connect with students in advance and Instruct them on the following
  - Proper internet connectivity
  - Isolated place for taking the exam
  - No mobiles nearby
  - No one else shall be in the same room
  - Webcam in their laptop should be functional
- Students and invigilators should keep their camera on always during the test duration. Notice of any deviation or malpractices will end up in disqualification.
- Students need to in mute always unless it is requested by VVDN HR or Invigilator.
- The examination link and the credential details will be shared just before the exam
- Opening any other browser during the exam will terminate the exam and you will not be permitted to enter the exam again.
- Do not press the browser back button or keyboard backspace, which will end up in termination of exam
- For any technical glitch, please get in touch with the HR Team via google or zoom chat

System Requirements

- PC or Laptop with minimum dual core processor and 1 GB RAM
- Recommended browsers Firefox or Safari (Be on latest version)
- Preferred OS linux or windows
- Functional webcam tested with meeting application like gmeet or zoom
- Proper mic and speaker tested with meeting applications
- Highly not recommended to take it through mobile phones.

"Online Test" Details:
Date - 30th Sep 2021, Thursday
Time - 03:00 PM - 05:00 PM
Meeting link : Zoom Link
Meeting ID: 419 944 7584
Passcode: 12321

With Best Regards,
Ujjwal Mane
VVDN Technologies Pvt. Ltd
Cell: +91 7405047740

[Quoted text hidden]

Training & Placement Team (EC-DDU) <tnp.ec@ddu.ac.in> Wed, Sep 29, 2021 at 3:44 PM
To: 0609.rv@gmail.com, EC045 Rahul Parmar <18ecubg100@ddu.ac.in>, EC013 Dhruty Chudasama <18ecubs099@ddu.ac.in>, aarsh.shah09@gmail.com, aditya.chindaliya03@gmail.com, akshatrathod16@gmail.com, anshimunshi22@gmail.com, ayushoza6@gmail.com, BHAGWAN.PUJARA@gmail.com, bhalanirishil89@gmail.com, bhavesh55vyas@gmail.com, chaitanyasoni1210@gmail.com, chirayudarji2000@gmail.com, darshanzinzuwadiya44@gmail.com, darshilmodha@gmail.com, darshnikmakwana253@gmail.com, deepmodi1808@gmail.com, devanshichauhan54@gmail.com, devanshuraghvani382001@gmail.com, dhararana402@gmail.com, dhrumilvaidya2000@gmail.com, dhruti.sata1998@gmail.com, dhruveshspandya12@gmail.com, dhruvinrajpura26@gmail.com, dhruvsatasiya2101@gmail.com, drashtigorakhiya2901@gmail.com, dysolanki4@gmail.com, forampatel1212@gmail.com, foratri07@gmail.com, gajjarjay791@gmail.com, gauravsingh250500@gmail.com, gokulpatel200@gmail.com, gurvir1320@yahoo.com, hansoravinayhareshbhai30797@gmail.com, harsh18solanki@gmail.com, helinapatel01@gmail.com, hvardhangiri@gmail.com, imdhruvsutariya@gmail.com, insiya.gunderwala2504@gmail.com, j2joshi2014@gmail.com, jahanvitrivedi2000@gmail.com, jaiminkumar1299@gmail.com, japupatel203@gmail.com, jehanshukla2@gmail.com, jvayasoni3178@gmail.com, k.bhavesh.t45@gmail.com, kartavya1109@gmail.com, kath9266@gmail.com, kbgokani04@gmail.com, kbp1805@gmail.com, kiinjll.parmar@gmail.com, kotakviraj1999@gmail.com, kr96848@gmail.com, krinalamipara@gmail.com, krutarth3ved@gmail.com, kush.zalavadiya@gmail.com, m.jahir2541@gmail.com, maharshi.oza.00@outlook.com, mailmepreeti17@gmail.com, manalipatel4324@gmail.com, mananthakkar585@gmail.com, meetkachhadiya821@gmail.com, meetpachchigar4761@gmail.com, meetzankat2001@gmail.com, nbaldaniya1051@gmail.com, nikita.v.k.260100@gmail.com, nishitaluhana@gmail.com, palakpanara315@gmail.com, patel15132@gmail.com, patelvrajesh1208@gmail.com, prasadshivam259@gmail.com, prembhoot007@gmail.com, priyanshirabari1818@gmail.com, rikin.shah2000@gmail.com, rudrapatel2300@gmail.com, sachaparasankalp@gmail.com, sahilkumarkatiriya@gmail.com, sainipiyush15284@gmail.com, sandipvadher2001@gmail.com, saunakprajapati9900@gmail.com, saurabhmori10@gmail.com, shahansh691@gmail.com, shahisha2806@gmail.com, shaikhujama7@gmail.com, shaily792000@gmail.com, shanpatel303@gmail.com, shivbhatt.8@gmail.com, siddhpurahemangi2001@gmail.com, siddhvirani041220@gmail.com, snigdhalokre25369@gmail.com, sruthi.cg162@gmail.com, sumedhamitra2000@gmail.com, thakkarflora123@gmail.com, tirth3454@gmail.com, tirtheshshah167@gmail.com, tithishah1505@gmail.com, trushalkorat123@gmail.com, usadeki@gmail.com, varunhathinarayan@gmail.com, vp203263@gmail.com, vrajdesai8888@gmail.com, vrundp1308@gmail.com, vyasbhumi018@gmail.com, yomil2000@gmail.com, yusinandasana169@gmail.com

For VVDN, Gandhinagar registered students.

"Online Test" Details:
Date - 30th Sep 2021, Thursday
Time - 03:00 PM - 05:00 PM
Meeting link : Zoom Link
Meeting ID: 419 944 7584
Passcode: 12321

The students who are already placed should motivate the remaining.

---------- Forwarded message ---------
From: **Placement Cell DDU** <tpo@ddu.ac.in>
Date: Wed, Sep 29, 2021 at 3:02 PM
Subject: Fwd: VVDN - Virtual Drive 2022 Information and Prerequisites
To: Training & Placement (EC-DDU) <tnp.ec@ddu.ac.in>

[Quoted text hidden]

--
Dr. S. S. Khandelwal
TPO, D D University
Faculty of Technology
P.O. Box 35, College Road,
Nadiad - 387 001 (Gujarat)
Ph. No. 0268-2520502 ext. 214
098243-11422 (cell)
Mail id : tpo@ddu.ac.in, sskddu@gmail.com
URL : www.ddu.ac.in

[Quoted text hidden]

Training & Placement Team (EC-DDU) <tnp.ec@ddu.ac.in> Wed, Sep 29, 2021 at 3:44 PM
To: EC Department DDU <ec@ddu.ac.in>

Respected sir,

For your information

---------- Forwarded message ---------
From: **Placement Cell DDU** <tpo@ddu.ac.in>
Date: Wed, Sep 29, 2021 at 3:02 PM
Subject: Fwd: VVDN - Virtual Drive 2022 Information and Prerequisites
To: Training & Placement (EC-DDU) <tnp.ec@ddu.ac.in>

[Quoted text hidden]

[Quoted text hidden]

Training & Placement Team (EC-DDU) <tnp.ec@ddu.ac.in> Thu, Sep 30, 2021 at 10:01 AM
To: 0609.rv@gmail.com, EC045 Rahul Parmar <18ecubg100@ddu.ac.in>, EC013 Dhruty Chudasama <18ecubs099@ddu.ac.in>, aarsh.shah09@gmail.com, aditya.chindaliya03@gmail.com, akshatrathod16@gmail.com, anshimunshi22@gmail.com, ayushoza6@gmail.com, BHAGWAN.PUJARA@gmail.com, bhalanirishil89@gmail.com, bhavesh55vyas@gmail.com, chaitanyasoni1210@gmail.com, chirayudarji2000@gmail.com, darshanzinzuwadiya44@gmail.com, darshilmodha@gmail.com, darshnikmakwana253@gmail.com, deepmodi1808@gmail.com, devanshichauhan54@gmail.com, devanshuraghvani382001@gmail.com, dhararana402@gmail.com, dhrumilvaidya2000@gmail.com, dhruti.sata1998@gmail.com, dhruveshspandya12@gmail.com, dhruvinrajpura26@gmail.com, dhruvsatasiya2101@gmail.com, drashtigorakhiya2901@gmail.com, dysolanki4@gmail.com, forampatel1212@gmail.com, foratri07@gmail.com, gajjarjay791@gmail.com, gauravsingh250500@gmail.com, gokulpatel200@gmail.com, gurvir1320@yahoo.com, hansoravinayhareshbhai30797@gmail.com, harsh18solanki@gmail.com, helinapatel01@gmail.com, hvardhangiri@gmail.com, imdhruvsutariya@gmail.com, insiya.gunderwala2504@gmail.com, j2joshi2014@gmail.com, jahanvitrivedi2000@gmail.com, jaiminkumar1299@gmail.com, japupatel203@gmail.com, jehanshukla2@gmail.com, jvayasoni3178@gmail.com, k.bhavesh.t45@gmail.com, kartavya1109@gmail.com, kath9266@gmail.com, kbgokani04@gmail.com, kbp1805@gmail.com, kiinjll.parmar@gmail.com, kotakviraj1999@gmail.com, kr96848@gmail.com, krinalamipara@gmail.com, krutarth3ved@gmail.com, kush.zalavadiya@gmail.com, m.jahir2541@gmail.com, maharshi.oza.00@outlook.com, mailmepreeti17@gmail.com, manalipatel4324@gmail.com, mananthakkar585@gmail.com, meetkachhadiya821@gmail.com, meetpachchigar4761@gmail.com, meetzankat2001@gmail.com, nbaldaniya1051@gmail.com, nikita.v.k.260100@gmail.com, nishitaluhana@gmail.com, palakpanara315@gmail.com, patel15132@gmail.com, patelvrajesh1208@gmail.com, prasadshivam259@gmail.com, prembhoot007@gmail.com, priyanshirabari1818@gmail.com, rikin.shah2000@gmail.com, rudrapatel2300@gmail.com, sachaparasankalp@gmail.com, sahilkumarkatiriya@gmail.com, sainipiyush15284@gmail.com, sandipvadher2001@gmail.com, saunakprajapati9900@gmail.com, saurabhmori10@gmail.com, shahansh691@gmail.com, shahisha2806@gmail.com, shaikhujama7@gmail.com, shaily792000@gmail.com, shanpatel303@gmail.com, shivbhatt.8@gmail.com, siddhpurahemangi2001@gmail.com, siddhvirani041220@gmail.com, snigdhalokre25369@gmail.com, sruthi.cg162@gmail.com, sumedhamitra2000@gmail.com, thakkarflora123@gmail.com, tirth3454@gmail.com, tirtheshshah167@gmail.com, tithishah1505@gmail.com, trushalkorat123@gmail.com, usadeki@gmail.com, varunhathinarayan@gmail.com, vp203263@gmail.com, vrajdesai8888@gmail.com, vrundp1308@gmail.com, vyasbhumi018@gmail.com, yomil2000@gmail.com, yusinandasana169@gmail.com

Reminder...!!!
[Quoted text hidden]

Placement Cell DDU <tpo@ddu.ac.in> Sat, Oct 2, 2021 at 10:39 AM
To: "Training & Placement (EC-DDU)" <tnp.ec@ddu.ac.in>

to inform our students

---------- Forwarded message ---------
From: **Ujjwal Mane** <ujjwal.mane@vvdntech.in>
Date: Fri, Oct 1, 2021 at 6:51 PM
Subject: Re: VVDN - Virtual Drive 2022 Information and Prerequisites
To: Placement Cell DDU <tpo@ddu.ac.in>

Dear All,

Following students are shortlisted in the written assessment,

ID	Name	College
18ECUBD002	RANA KIRANKUMAR NARENDRABHAI	DHARMSINH DESAI UNIVERSITY
18ECUOS102	FICHADIYA CHAITANYA	DHARMSINH DESAI UNIVERSITY
18ECUOS110	FLORA THAKKAR	DHARMSINH DESAI UNIVERSITY

With Best Regards,
Ujjwal Mane
VVDN Technologies Pvt. Ltd
Cell: +91 7405047740

[Quoted text hidden]
[Quoted text hidden]
[Quoted text hidden]
VVDN Technologies Pvt. Ltd
Cell: +91 7405047740

On Sat, Sep 11, 2021 at 11:48 AM Placement Cell DDU <tpo@ddu.ac.in> wrote:
Dear Mr. Mane

So far, we have received the registrations of our EC students.

Same is sent to you for your kind consideration.

with regards

[Quoted text hidden]
[Quoted text hidden]
[Quoted text hidden]

Online Test Instructions:

- Invigilators from the college need to be present online via google meet or zoom during the test. The name and emailID of the invigilators need to be shared with us in advance
- Connect with students in advance and Instruct them on the following
  - Proper internet connectivity
  - An isolated place for taking the exam
  - No mobiles nearby
  - No one else shall be in the same room
  - Webcam in their laptop should be functional
- Students and invigilators should keep their camera on always during the test duration. Notice of any deviation or malpractices will end up in disqualification.
- Students need to be muted always unless it is requested by VVDN HR or Invigilator.
- Kindly share the following with HR in Excel file(.xlsx format) to enroll for the exam
  - Student registration number
  - Email ID (This should be active and students should be aware of this particular ID, it will be requested during exam for confirmation)
  - Mobile number
  - Date of birth
  - Gender
  - 10th Percentage
  - 12th Percentage / Diploma
  - Branch
  - Course
  - BE CGPA(till 6th sem)
- The examination link and the credential details will be shared just before the exam
- Opening any other browser during the exam will terminate the exam and you will not be permitted to enter the exam again.
- Do not press the browser back button or keyboard backspace, which will end up in termination of the exam
- For any technical glitch, please get in touch with the HR Team via google or zoom chat

System Requirements

- PC or Laptop with minimum dual core processor and 1 GB RAM
- Recommended browsers chrome and firefox (Be on latest version)
- Preferred OS Linux or windows
- Functional webcam tested with meeting application like gmeet or zoom
- Proper mic and speaker tested with meeting applications
- Highly not recommended to take it through mobile phones.

[Quoted text hidden]

With Best Regards,
Ujjwal Mane
VVDN Technologies Pvt. Ltd
Cell: +91 7405047740



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--
Dr. S. S. Khandelwal
TPO, D D University
Faculty of Technology
P.O. Box 35, College Road,
Nadiad - 387 001 (Gujarat)
Ph. No. 0268-2520502 ext. 214
098243-11422 (cell)
Mail id : tpo@ddu.ac.in, sskddu@gmail.com
URL : www.ddu.ac.in



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[Quoted text hidden]

Placement Cell DDU <tpo@ddu.ac.in> Wed, Oct 6, 2021 at 12:01 PM
To: "Training & Placement (EC-DDU)" <tnp.ec@ddu.ac.in>

please send CVs by 4 pm on 6th Oct., 2021

---------- Forwarded message ---------
From: **Ujjwal Mane** <ujjwal.mane@vvdntech.in>
Date: Wed, Oct 6, 2021 at 10:21 AM
Subject: Re: VVDN - Virtual Drive 2022 Information and Prerequisites
To: Placement Cell DDU <tpo@ddu.ac.in>

Dear TPO,

Please share the resumes of shortlisted students for the interview process.
With Best Regards,
Ujjwal Mane
VVDN Technologies Pvt. Ltd
Cell: +91 7405047740

[Quoted text hidden]
[Quoted text hidden]

Training & Placement Team (EC-DDU) <tnp.ec@ddu.ac.in> Wed, Oct 6, 2021 at 12:38 PM
To: Placement Cell DDU <tpo@ddu.ac.in>
Cc: EC Department DDU <ec@ddu.ac.in>

Respected sir,

Please find the attached files.
[Quoted text hidden]
[Quoted text hidden]

3 attachments

EC088_Flora Thakkar - EC088 Flora Thakkar.pdf
142K

EC016_CHAITANYA_FICHADIYA - Chaitanya Soni.pdf
79K

EC066_Kiran Rana - EC066 Rana KiranKumar.pdf
498K

Placement Cell DDU <tpo@ddu.ac.in> Fri, Oct 22, 2021 at 4:04 PM
To: "Training & Placement (EC-DDU)" <tnp.ec@ddu.ac.in>

to inform the selected students.

Congrats to them !!

---------- Forwarded message ---------
From: **Ujjwal Mane** <ujjwal.mane@vvdntech.in>
Date: Fri, Oct 22, 2021 at 3:27 PM
Subject: Re: VVDN - Virtual Drive 2022 Information and Prerequisites
To: Placement Cell DDU <tpo@ddu.ac.in>

Hi Team,

Following students are shortlisted for final selection, please block them from other drives.

ID	Name	College
18ECUBD002	RANA KIRANKUMAR NARENDRABHAI	DHARMSINH DESAI UNIVERSITY
18ECUOS110	FLORA THAKKAR	DHARMSINH DESAI UNIVERSITY

With Best Regards,
Ujjwal Mane
VVDN Technologies Pvt. Ltd
Cell: +91 7405047740

On Wed, Oct 6, 2021 at 1:11 PM Placement Cell DDU <tpo@ddu.ac.in> wrote:

> Dear Mr. Mane
>
> Please find attached herewith the CVs as required by uo.
>
> with regards
> [Quoted text hidden]

[Quoted text hidden]
[Quoted text hidden]

TNP EC <tnp.ec@ddu.ac.in>

Engibrains Technologies: BTech EC/CE Engineers [Final semester projects + Employment]

Avanim Engibrains <avanim@engibrains.com> Fri, Sep 3, 2021 at 3:21 PM
To: "Training & Placement Team (EC-DDU)" <tnp.ec@ddu.ac.in>
Cc: HK Sheth <harikrushna.sheth@engibrains.com>, TPO DDU <tpo@ddu.ac.in>, EC Department DDU <ec@ddu.ac.in>

Dear Sir,

I am glad to inform you that we have selected and offered Mr. Bhavesh Vyas for 8th Sem Project training & Employment with Engibrains Technologies.

Thank you for your kind help.

Thanks and Regards,
Avani Mehta
Sr. HR Executive
Call: 079 4002 3554 (O), 96018 28118 (M)
Engibrains Technologies

[Quoted text hidden]

TNP EC <tnp.ec@ddu.ac.in>

Welcome to Hex Wireless Pvt Ltd. || Technical Support Executive - Intern|| Chirayu Darji || DOJ - December 6, 2021

HR Manager <hrm@hexwireless.com> Fri, Oct 29, 2021 at 6:15 PM
To: chirayudarji2000@gmail.com
Cc: TNP EC <tnp.ec@ddu.ac.in>, tpo@ddu.ac.in

Hi Chirayu

I am pleased to inform you that you've been selected for the internship of 4 months.

Your joining date as Intern is December 6, 2021.

Required Documents:

- 3 Copies - Adhar card, PAN card - Photo copy
- 10th, 12th Mark Sheet - Photocopy
- B.E (E&C Engineering) Marksheet - all the semester - Photocopy

"All the documents must be self attested"

Terms and Conditions:

- Unpaid internship
- Work from office , Duration : 4 months
- Working time : Monday to Saturday: 10:00 AM to 7:00 PM
- Based on performance during internship we can proceed further for employment.
- Approx offer CTC per annum : 2.4 Lac to 3.25 Lac per annum

Do share your postal address with acceptance of this offer as an intern.

Anjali Parmar
Senior Talent Acquisition Manager, Hex Wireless Pvt. Ltd.

+919586347474 | hrm@hexwireless.com
www.hexwireless.com
FF 02/03 AATMIYA HEIGHTS, Maneja Crossing, Makarpura, Vadodara- 13

Sender notified by
Mailtrack

Gmail Hemangi Siddhpura <siddhpurahemangi2001@gmail.com>

Letter of Intent (LOI)- eInfochips Private Limited

Asghar Faraz <Asghar.Faraz@einfochips.com> Fri, Sep 24, 2021 at 1:43 PM
To: "siddhpurahemangi2001@gmail.com" <siddhpurahemangi2001@gmail.com>



eInfochips Private Limited

Registered Office: 11 A/B, Chandra Colony,Behind Cargo Motors, Off. C.G. Road, Ellisbridge,
Ahmedabad-380 006. India.

Phone Number: +91-79-2656 3705, Fax Number: +91-79-2656 0722Website: www.einfochips.com

CIN: U72200GJ1988PLC010830

Date: 23rd Sep 2021

Name: Hemangi Siddhpura

College Name: Dharmsinh Desai University, Nadiad

LETTER OF INTENT

Congratulations!

You are successfully qualified in the assessment process of eInfochips. We are happy to inform you that we extend an offer to you to join eInfochips as "**Project Trainee**" for the duration of 6 months. Post successful training, you will be hired as **Engineer** in the ASIC Business Unit based at Ahmedabad

The following are the details of your service terms with eInfochips:

1. Designation: **Engineer (Grade – A)**

2. Your initial training location shall be at Ahmedabad; however, your training or the work location canbe any of the eInfochips branches right from your start date or in the future**.**

3. You will be entitled to an annual salary of **INR 400000/-** after successful completion of your training period. Please note, the training period can be extended beyond 6 (six) months, too.

4. You will not be entitled for any benefits other than the monthly stipend of **INR 10,000** during your training period. You will be eligible for holidays as per company policy.

5. The tentative start date of your training will be from 1st week of January 2022.

6. Your confirmation to full time employee will be subject to your performance as well as the behavioralaspects as evaluated by the designated mentor(s), post successful completion of your training period.

7. At the time of conversion as Engineer (full time employee), you will be signing Service Agreement per which if you leave the organization within 3 years of your joining, you will be liable to pay Rs. 5 lacs to the company.

8. You are requested to complete the following Training and/or Certifications:a.

b.

This **Letter of Intent** is subject to your successful completion of the qualifying examinations, performance feedback and the aforesaid training and certifications.

Wish you good luck!

For, **eInfochips Private Ltd**.

Campus Recruitment Team India(Human Resources)

ACKNOWLEDGED



Hemangi Siddhpura

Trainee Name and SignatureDate:

2 attachments



image001.jpg
18K

image003.jpg
17K

Letter of Intent (LOI)- eInfochips Private Limited
1 message

Asghar Faraz <Asghar.Faraz@einfochips.com>
To: insiya.gunderwala2504@gmail.com <insiya.gunderwala2504@gmail.com>

Fri, 24 Sep 2021 at 1:42 pm

eInfochips
An Arrow Company

eInfochips Private Limited

Registered Office. 11 A/B, Chandra Colony,Behind Cargo Motors, Off. C.G. Road, Ellisbridge, Ahmedabad-380 006. India.

Phone Number: +91-79-2656 3705, Fax Number: +91-79-2656 0722Website: www.einfochips.com

---

CIN: U72200GJ1988PLC010830

Date: 23rd Sep 2021

Name: Insaya Gunderwala

College Name: Dharmsinh Desai University, Nadiad

LETTER OF INTENT

Congratulations!

You are successfully qualified in the assessment process of eInfochips. We are happy to inform you that we extend an offer to you to join eInfochips as "**Project Trainee**" for the duration of 6 months. Post successful training, you will be hired as **Engineer** in the PES Business Unit based at Ahmedabad

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Wish you good luck!

For, **eInfochips Private Ltd.**

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Campus Recruitment Team India(Human Resources)

ACKNOWLEDGED

Insiya Gundewala

Trainee Name and Signature

05/9/21

Scanned by CamScanner

Letter of Intent (LOI)- eInfochips Private Limited

1 message

Asghar Faraz <Asghar.Faraz@einfochips.com> Fri, 24 Sep, 2021 at 1:42 PM
To: japupatel203@gmail.com <japupatel203@gmail.com>

eInfochips Private Limited

Registered Office: 11 A/B, Chandra Colony,Behind Cargo Motors, Off. C.G. Road, Ellisbridge, Ahmedabad-380 006. India.

Phone Number: +91-79-2656 3705, Fax Number: +91-79-2656 0722Website: www.einfochips.com

CIN: U72200GJ1988PLC010830

Date: 23rd Sep 2021

Name: Jalpa Patel

College Name: Dharmsinh Desai University, Nadiad

LETTER OF INTENT

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Wish you good luck!

For, **eInfochips Private Ltd**.

Campus Recruitment Team India(Human Resources)

ACKNOWLEDGED



Patel Jalpa

Trainee Name and SignatureDate: 24/09/2021

Gmail PJ 13-01-18 <bhagwan.pujara@gmail.com>

Letter of Intent (LOI)- eInfochips Private Limited

Asghar Faraz <Asghar.Faraz@einfochips.com> Fri, Sep 24, 2021 at 1:43 PM
To: "bhagwan.pujara@gmail.com" <bhagwan.pujara@gmail.com>

eInfochips Private Limited

Registered Office: 11 A/B, Chandra Colony,Behind Cargo Motors, Off. C.G. Road, Ellisbridge, Ahmedabad-380 006. India.

Phone Number: +91-79-2656 3705, Fax Number: +91-79-2656 0722Website: www.einfochips.com

CIN: U72200GJ1988PLC010830

Date: 23rd Sep 2021

Name: Bhagwan P

College Name: Dharmsinh Desai University, Nadiad

LETTER OF INTENT

Congratulations!

You are successfully qualified in the assessment process of eInfochips. We are happy to inform you that we extend an offer to you to join eInfochips as "**Project Trainee**" for the duration of 6 months. Post successful training, you will be hired as **Engineer** in the PES Business Unit based at Ahmedabad

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Wish you good luck!

For, **eInfochips Private Ltd**.

Campus Recruitment Team India(Human Resources)

ACKNOWLEDGED



Janmejaya Pujara

Trainee Name and SignatureDate:

2 attachments



image001.jpg
18K

image003.jpg
17K

Letter of Intent (LOI)- eInfochips Private Limited

1 message

Asghar Faraz <Asghar.Faraz@einfochips.com> Fri, 24 Sep 2021 at 1:42 pm
To: parmarrahul27701@gmail.com <parmarrahul27701@gmail.com>

eInfochips Private Limited

Registered Office: 11 A/B, Chandra Colony,Behind Cargo Motors, Off. C.G. Road, Ellisbridge, Ahmedabad-380 006. India.

Phone Number: +91-79-2656 3705, Fax Number: +91-79-2656 0722Website: www.einfochips.com

CIN: U72200GJ1988PLC010830

Date: 23rd Sep 2021

Name: Rahul Parmar

College Name: Dharmsinh Desai University, Nadiad

LETTER OF INTENT

Congratulations!

You are successfully qualified in the assessment process of eInfochips. We are happy to inform you that we extend an offer to you to join eInfochips as "**Project Trainee**" for the duration of 6 months. Post successful training, you will be hired as **Engineer** in the ASIC Business Unit based at Ahmedabad

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This **Letter of Intent** is subject to your successful completion of the qualifying examinations, performance feedback and the aforesaid training and certifications.

Wish you good luck!

For, **eInfochips Private Ltd**.

Campus Recruitment Team India (Human Resources)

ACKNOWLEDGED

Parmar Rahul
Dharmendrabhai

R.D. Parmar

Trainee Name and Signature Date:

Date = 24-09-2021

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M

Letter of Intent (LOI)- eInfochips Private Limited

1 message

Asghar Faraz <Asghar.Faraz@einfochips.com>
To: tithishah1505@gmail.com <tithishah1505@gmail.com>

Fri, 24 Sep 2021 at 13:42

eInfochips Private Limited

Registered Office: 11 A/B, Chandra Colony,Behind Cargo Motors, Off. C.G. Road, Ellisbridge, Ahmedabad-380 006. India

Phone Number: +91-79-2656 3705, Fax Number: +91-79-2656 0722Website: www.einfochips.com

CIN: U72200GJ1988PLC010830

Date: 23rd Sep 2021

Name: Tithi Shah

College Name: Dharmsinh Desai University, Nadiad

LETTER OF INTENT

Congratulations!

You are successfully qualified in the assessment process of eInfochips. We are happy to inform you that we extend an offer to you to join eInfochips as **"Project Trainee"** for the duration of 6 months. Post successful training, you will be hired as Engineer in the ASIC Business Unit based at Ahmedabad

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Wish you good luck!

For, eInfochips Private Ltd

Campus Recruitment Team India(Human Resources)

ACKNOWLEDGED

Tithi Shah

Tshah

Trainee Name and Signature Date:

24/09/21

Gmail

Yusi Nandasana <yusinandasana169@gmail.com>

Letter of Intent (LOI)- eInfochips Private Limited

1 message

Asghar Faraz <Asghar.Faraz@einfochips.com> 24 September 2021 at 13:43
To: "yusinandasana169@gmail.com" <yusinandasana169@gmail.com>

eInfochips Private Limited

Registered Office: 11 A/B, Chandra Colony,Behind Cargo Motors, Off. C.G. Road, Ellisbridge, Ahmedabad-380 006. India.

Phone Number: +91-79-2656 3705, Fax Number: +91-79-2656 0722Website: www.einfochips.com

CIN: U72200GJ1988PLC010830

Date: 23rd Sep 2021

Name: Yusi nandasana

College Name: Dharmsinh Desai University, Nadiad

LETTER OF INTENT

Congratulations!

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b.

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Wish you good luck!

For, **eInfochips Private Ltd**.

Campus Recruitment Team India(Human Resources)

ACKNOWLEDGED

Yusi nandasana

Trainee Name and SignatureDate:

2 attachments



image001.jpg
18K

image003.jpg
17K

From: Asghar Faraz
Sent: 24 September 2021 13:42
To: jahanvitrivedi2000@gmail.com
Subject: Letter of Intent (LOI)- eInfochips Private Limited



eInfochips Private Limited

Registered Office: 11 A/B,
Chandra Colony,Behind
Cargo Motors, Off. C.G.
Road, Ellisbridge,
Ahmedabad-380 006. India.
Phone Number: +91-79-2656 3705, Fax Number:
+91-79-2656 0722Website: www.einfochips.com

CTN: U72200GJ1988PLC010830

Date: 23rd Sep 2021
Name: Jahanvi Trivedi
College Name:
Dharamsinh Desai
University

LETTER OF INTENT

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Wish you good luck!

For, **eInfochips Private Ltd.**

Campus Recruitment Team India(Human Resources)

ACKNOWLEDGED

Trivedi Jahanvi Ambrishbhai
Trivedi J.A

Trainee Name and Signature Date:

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Gmail

Janki Vaya <jvayasoni3178@gmail.com>

Letter of Intent (LOI)- eInfochips Private Limited
1 message

Asghar Faraz <Asghar.Faraz@einfochips.com>
To: "jvayasoni3178@gmail.com" <jvayasoni3178@gmail.com>

24 September 2021 at 13:43

eInfochips An Arrow Company eInfochips Private Limited

Registered Office: 11 A/B, Chandra Colony,Behind Cargo Motors, Off. C.G. Road, Ellisbridge, Ahmedabad-380 006, India.

Phone Number: +91-79-2656 3705, Fax Number: +91-79-2656 0722Website: www.einfochips.com

CIN: U72200GJ1988PLC010830

Date: 23rd Sep 2021

Name: Vaya Janki Narendrabhai

College Name: Dharmsinh Desai University, Nadiad

LETTER OF INTENT

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For, **eInfochips Private Ltd.**

Campus Recruitment Team India(Human Resources)

ACKNOWLEDGED

JANKI VAYA

Trainee Name and Signature Vaya

Date: 24th Sep 2021

2 attachments

eInfochips An Arrow Company **image001.jpg** 18K

image003.jpg 17K

Gmail

Krinal Amipara <krinalamipara@gmail.com>

Letter of Intent (LOI)- eInfochips Private Limited

Asghar Faraz <Asghar.Faraz@einfochips.com>
To. "krinalamipara@gmail.com" <krinalamipara@gmail.com>

Fri, Sep 24, 2021 at 1:43 PM

eInfochips
An Arrow Company

eInfochips Private Limited

Registered Office: 11 A/B, Chandra Colony,Behind Cargo Motors, Off. C.G. Road, Ellisbridge, Ahmedabad-380 006. India.

Phone Number: +91-79-2656 3705, Fax Number: +91-79-2656 0722Website: www.einfochips.com

CIN: U72200GJ1988PLC010830

Date: 23rd Sep 2021

Name: Krinal Rameshbhai Amipara

College Name: Dharmsinh Desai University, Nadiad

LETTER OF INTENT

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Wish you good luck!

For, **eInfochips Private Ltd.**

Campus Recruitment Team India(Human Resources)

ACKNOWLEDGED

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Krinal Amipara

Trainee Name and SignatureDate: 24/9/2021

2 attachments



image001.jpg
18K

image003.jpg
17K

Scanned by CamScanner

Gmail

TRUSHAL KORAT <trushalkorat123@gmail.com>

Letter of Intent (LOI)- eInfochips Private Limited
1 message

Asghar Faraz <Asghar.Faraz@einfochips.com>
To: "trushalkorat123@gmail.com" <trushalkorat123@gmail.com>
24 September 2021 at 13:43

eInfochips Private Limited

Registered Office: 11 A/B, Chandra Colony,Behind Cargo Motors, Off. C.G. Road, Ellisbridge, Ahmedabad-380 006. India.

Phone Number: +91-79-2656 3705, Fax Number: +91-79-2656 0722Website: www.einfochips.com

CIN: U72200GJ1988PLC010830

Date: 23rd Sep 2021

Name: Trushal Korat

College Name: Dharmsinh Desai University, Nadiad

LETTER OF INTENT

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7. At the time of conversion as Engineer (full time employee), you will be signing Service Agreement per which if you leave the organization within 3 years of your joining, you will be liable to pay Rs. 5 lacs to the company.
8. You are requested to complete the following Training and/or Certifications: a.
   b.

This **Letter of Intent** is subject to your successful completion of the qualifying examinations, performance feedback and the aforesaid training and certifications.

Wish you good luck!

For, **eInfochips Private Ltd.**

Campus Recruitment Team India(Human Resources)

ACKNOWLEDGED

Pushpal
24/09/2021.

Trainee Name and Signature Date:

2 attachments



image001.jpg
18K

image003.jpg
17K

Letter of Intent (LOI)- eInfochips Private Limited

1 message

Asghar Faraz <Asghar.Faraz@einfochips.com>
To: manalipatel4324@gmail.com <manalipatel4324@gmail.com>

Fri, Sep 24, 2021 at 1:42 PM

eInfochips Private Limited

Registered Office: 11 A/B, Chandra Colony,Behind Cargo Motors, Off. C.G. Road,
Ellisbridge, Ahmedabad-380 006. India.

Phone Number: +91-79-2656 3705, Fax Number: +91-79-2656 0722Website: www.einfochips.com

CIN: U72200GJ1988PLC010830

Date: 23rd Sep 2021

Name: Manali Hinsu

College Name: Dharmsinh Desai University, Nadiad

LETTER OF INTENT

Congratulations!

You are successfully qualified in the assessment process of eInfochips. We are happy to inform you that we extend an offer to you to join eInfochips as **"Project Trainee"** for the duration of 6 months. Post successful training, you will be hired as **Engineer** in the ASIC Business Unit based at Ahmedabad

The following are the details of your service terms with eInfochips:

1. Designation: **Engineer (Grade – A)**
2. Your initial training location shall be at Ahmedabad; however, your training or the work location canbe any of the eInfochips branches right from your start date or in the future.
3. You will be entitled to an annual salary of **INR 400000/-** after successful completion of your training period. Please note, the training period can be extended beyond 6 (six) months, too.
4. You will not be entitled for any benefits other than the monthly stipend of **INR 10,000** during your training period. You will be eligible for holidays as per company policy.
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   b.

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Wish you good luck!

For, **eInfochips Private Ltd.**

Campus Recruitment Team India(Human Resources)

ACKNOWLEDGED

Manali Hinsu

manali.

Trainee Name and SignatureDate: 24th Sept 2021

Gmail Helina Patel <helinapatel01@gmail.com>

Letter of Intent (LOI)- eInfochips Private Limited

2 messages

Asghar Faraz <Asghar.Faraz@einfochips.com>
To: "helinapatel01@gmail.com" <helinapatel01@gmail.com>

24 September 2021 at 13:43

eInfochips Private Limited

Registered Office: 11 A/B, Chandra Colony,Behind Cargo Motors, Off. C.G. Road. Ellisbridge, Ahmedabad-380 006. India.

Phone Number: +91-79-2656 3705, Fax Number: +91-79-2656 0722Website: www.einfochips.com

CIN: U72200GJ1988PLC010830

Date: 23rd Sep 2021

Name: Helina Patel

College Name: Dharmsinh Desai University, Nadiad

LETTER OF INTENT

Congratulations!

You are successfully qualified in the assessment process of eInfochips. We are happy to inform you that we extend an offer to you to join eInfochips as "**Project Trainee**" for the duration of 6 months. Post successful training, you will be hired as **Engineer** in the ASIC Business Unit based at Ahmedabad

The following are the details of your service terms with eInfochips.

1. Designation: **Engineer (Grade – A)**

2. Your initial training location shall be at Ahmedabad, however, your training or the work location canbe any of the eInfochips branches right from your start date or in the future.

3. You will be entitled to an annual salary of **INR 400000/-** after successful completion of your training period. Please note, the training period can be extended beyond 6 (six) months, too.

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8. You are requested to complete the following Training and/or Certifications:a.

b.

This **Letter of Intent** is subject to your successful completion of the qualifying examinations, performance feedback and the aforesaid training and certifications.

Wish you good luck!

For, **eInfochips Private Ltd.**

Campus Recruitment Team India(Human Resources)

ACKNOWLEDGED

Patel Helina Hareshkumar

Trainee Name and SignatureDate: 24 September 2021

2 attachments



image001.jpg
18K

image003.jpg
17K

Letter of Intent (LOI)- eInfochips Private Limited

Asghar Faraz <Asghar.Faraz@einfochips.com>
To: saurabhmori10@gmail.com <saurabhmori10@gmail.com>

Fri, 24 Sep, 2021 at 1:42 pm

eInfochips Private Limited

Registered Office: 11 A/B, Chandra Colony,Behind Cargo Motors, Off. C.G. Road, Ellisbridge, Ahmedabad-380 006. India.

Phone Number: +91-79-2656 3705, Fax Number: +91-79-2656 0722Website: www.einfochips.com

CIN: U72200GJ1988PLC010830

Date: 23rd Sep 2021

Name: Saurabh Mori

College Name: Dharmsinh Desai University, Nadiad

LETTER OF INTENT

Congratulations!

You are successfully qualified in the assessment process of eInfochips. We are happy to inform you that we extend an offer to you to join eInfochips as **"Project Trainee"** for the duration of 6 months. Post successful training, you will be hired as **Engineer** in the ASIC Business Unit based at Ahmedabad

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8. You are requested to complete the following Training and/or Certifications:a.

b.

This **Letter of Intent** is subject to your successful completion of the qualifying examinations, performance feedback and the aforesaid training and certifications.

Wish you good luck!

For, **eInfochips Private Ltd.**

Campus Recruitment Team India(Human Resources)

ACKNOWLEDGED

Saurabh Mori

24/09/2021

Trainee Name and SignatureDate:

From: **Asghar Faraz** Asghar.Faraz@einfochips.com
Subject: Letter of Intent (LOI)- eInfochips Private Limited
Date: 24 September 2021 at 1:43 PM
To: 18ecuog008@ddu.ac.in

eInfochips Private Limited
Registered Office: 11 A/B, Chandra Colony,Behind Cargo Motors, Off. C.G. Road, Ellisbridge, Ahmedabad-380 006. India.
Phone Number: +91-79-2656 3705, Fax Number: +91-79-2656 0722Website: www.einfochips.com

CIN: U72200GJ1988PLC010830

Date: 23rd Sep 2021
Name: Sidhkumar Virani
College Name: Dharmsinh Desai University, Nadiad

LETTER OF INTENT

Congratulations!

You are successfully qualified in the assessment process of eInfochips. We are happy to inform you that we extend an offer to you to join eInfochips as "**Project Trainee**" for the duration of 6 months. Post successful training, you will be hired as **Engineer** in the ASIC Business Unit based at Ahmedabad

The following are the details of your service terms with eInfochips:

1. Designation: **Engineer (Grade – A)**
2. Your initial training location shall be at Ahmedabad; however, your training or the work location can be any of the eInfochips branches right from your start date or in the future**.**
3. You will be entitled to an annual salary of **INR 400000/-** after successful completion of your training period. Please note, the training period can be extended beyond 6 (six) months, too.
4. You will not be entitled for any benefits other than the monthly stipend of **INR 10,000** during your training period. You will be eligible for holidays as per company policy.
5. The tentative start date of your training will be from 1st week of January 2022.
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8. You are requested to complete the following Training and/or Certifications: a.
   b.

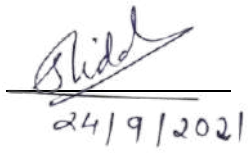
This **Letter of Intent** is subject to your successful completion of the qualifying examinations, performance feedback and the aforesaid training and certifications.

Wish you good luck!

For, **eInfochips Private Ltd**.

Campus Recruitment Team India(Human Resources)

ACKNOWLEDGED



Trainee Name and Signature Date:

eInfochips Private Limited
Registered Office: 11 A/B, Chandra Colony, Behind Cargo Motors, Off. C.G. Road,
Ellisbridge, Ahmedabad-380 006. India.
Phone Number: +91-79-2656 3705, Fa□ Number: +91-79-2656 0722
Website: www.einfochips.com

CIN: □72200GJ1□□□PLC010□30

Date: 23rd Sep 2021
Name: Shivam Prasad
College Name: Dharmsinh Desai □niversity, Nadiad

LETTER OF INTENT

Congratulations□

You are successfully qualified in the assessment process of eInfochips. We are happy to inform you that we e□tend an offer to you to join eInfochips as "**Pro□ect Trainee**" for the duration of 6 months. Post successful training, you will be hired as **Engineer** in the ASIC Business □nit based at Ahmedabad

The following are the details of your service terms with eInfochips:

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2. Your initial training location shall be at Ahmedabad□however, your training or the work location can be any of the eInfochips branches right from your start date or in the future**.**
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   b.

This **Letter of Intent** is subject to your successful completion of the qualifying e□aminations, performance feedback and the aforesaid training and certifications.

Wish you good luck□

For, **eInfochips Private Ltd**.

Campus Recruitment Team India (Human Resources)

ACKNO□ LEDGED



Shivam Prasad
24/09/2021

Letter of Intent (LOI)- eInfochips Private Limited

Asghar Faraz <Asghar.Faraz@einfochips.com>
To: meetzankat2001@gmail.com <meetzankat2001@gmail.com>

Fri, 24 Sep 2021 at 1:42 pm

eInfochips Private Limited

Registered Office: 11 A/B, Chandra Colony,Behind Cargo Motors, Off. C.G. Road, Ellisbridge, Ahmedabad-380 006. India.

Phone Number: +91-79-2656 3705, Fax Number: +91-79-2656 0722Website: www.einfochips.com

CIN: U72200GJ1988PLC010830

Date: 23rd Sep 2021

Name: Meet Zanzat

College Name: Dharmsinh Desai University, Nadiad

LETTER OF INTENT

Congratulations!

You are successfully qualified in the assessment process of eInfochips. We are happy to inform you that we extend an offer to you to join eInfochips as **"Project Trainee"** for the duration of 6 months. Post successful training, you will be hired as Engineer in the ASIC Business Unit based at Ahmedabad

The following are the details of your service terms with eInfochips:

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   b.

This **Letter of Intent** is subject to your successful completion of the qualifying examinations, performance feedback and the aforesaid training and certifications.

Wish you good luck!

For, eInfochips Private Ltd.

Scanned with CamScanner

Campus Recruitment Team India(Human Resources)

ACKNOWLEDGED

Meet Zankat



Trainee Name and SignatureDate:

Scanned with CamScanner

Letter of Intent (LOI)- eInfochips Private Limited

1 message

Asghar Faraz <Asghar.Faraz@einfochips.com> Fri, 24 Sep 2021 at 1:42 pm
To: palakpanara315@gmail.com <palakpanara315@gmail.com>

eInfochips Private Limited

Registered Office: 11 A/B, Chandra Colony,Behind Cargo Motors, Off. C.G. Road, Ellisbridge,
Ahmedabad-380 006. India.

Phone Number: +91-79-2656 3705, Fax Number: +91-79-2656 0722Website: www.einfochips.com

CIN: U72200GJ1988PLC010830

Date: 23rd Sep 2021

Name: Palak Panara

College Name: Dharmsinh Desai University, Nadiad

LETTER OF INTENT

Congratulations!

You are successfully qualified in the assessment process of eInfochips. We are happy to inform you that we extend an offer to you to join eInfochips as "**Project Trainee**" for the duration of 6 months. Post successful training, you will be hired as **Engineer** in the ASIC Business Unit based at Ahmedabad

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Wish you good luck!

For, **eInfochips Private Ltd**.

Campus Recruitment Team India(Human Resources)

ACKNOWLEDGED



Palak Panara

Trainee Name and SignatureDate:

24/09/2021

Letter of Intent (LOI)- eInfochips Private Limited

1 message

Asghar Faraz <Asghar.Faraz@einfochips.com>
To: k.bhavesh.t45@gmail.com <k.bhavesh.t45@gmail.com>

Fri, 24 Sep, 2021 at 1:42 pm

eInfochips Private Limited

Registered Office: 11 A/B, Chandra Colony,Behind Cargo Motors, Off. C.G. Road, Ellisbridge, Ahmedabad-380 006. India.

Phone Number: +91-79-2656 3705, Fax Number: +91-79-2656 0722Website: www.einfochips.com

CIN: U72200GJ1988PLC010830

Date: 23rd Sep 2021

Name: Bhavesh Patel

College Name: Dharmsinh Desai University, Nadiad

LETTER OF INTENT

Congratulations!

You are successfully qualified in the assessment process of eInfochips. We are happy to inform you that we extend an offer to you to join eInfochips as **"Project Trainee"** for the duration of 6 months. Post successful training, you will be hired as **Engineer** in the ASIC Business Unit based at Ahmedabad

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Wish you good luck!

For, **eInfochips Private Ltd**

Campus Recruitment Team India(Human Resources)

ACKNOWLEDGED

Patel Bhavesh Tulashibhai

Trainee Name and SignatureDate:

24/09/2021

AARTI INDUSTRIES LIMITED

Date: **24/01/2022**

Dear Mr. **Dhruv Kanyal**

CONGRATULATIONS!!

We are pleased to offer you the position of **Officer Trainee** with **Aarti Industries Limited** under the Aarti Officer Trainee Program (AOTP).

Your tentative date of joining will be **1st June 2022**. You will undergo a training program for six months followed by a probation period of six months from the date of joining. Upon successful completion of the training & probation period you will be confirmed as **Engineer.**

You will be paid a **Total Target Cost To Company of INR 5 LPA (Five Lakh Per Annum)** and on confirmation after 1 year your **Total Target Cost To Company will be revised to INR 5.5 LPA (Five Lakh Fifty Thousand Per Annum).**

Your joining is subject to the following terms of employment :

- Successful completion of degree / Post degree examination with a minimum aggregate score of 6.0 CGPA or 60% with no active backlog
- Pre - Employment Medical examination clearance
- Background verification

Other Terms and Conditions:

- During training and probation period you may be deployed at factory/offices based on the company requirements.
- If you are posted at Factory locations (Vapi, Jhagadia, Dahej, Kutch, Tarapur etc) you will be provided Bachelor's sharing Accommodation for a period of 1 year from your date of joining.
- In case if you're posted at any metro/city location you have to manage your own accommodation. However, additional HRA/city compensatory allowance will be applicable as per the company policy
- Target Variable pay will be paid on an annual basis as per company policy. First payout will happen on confirmation, subject to scheme conditions
- Notice period during training and probation period will be 1 month and post confirmation will be 2 months
- You will be eligible for your first annual compensation review, post confirmation and performance period
- Your retirement age will be 58 years
- You will have to abide by the Company's Code of Conduct, rules, regulations, organization values and culture
- Compensation and benefits are subject to taxes to be borne by the incumbent as per the prevailing tax laws
- Campus trainees will be required to work in shift timings/working hours as per business requirements
- In the event of any change in law (compliance of which is mandatory for us), if the current CTC and structure offered to you at Appendix also undergoes a change or is modified by us to meet such compliance ,we shall do so on a neutral cost basis. You shall not hold us liable or responsible for such change or restructuring , nor shall we be required to revise your CTC other than in accordance with the law.You are accepting this offer with full knowledge and awareness of the proposed Wage Code Bill that is likely to impact the existing CTC structure.

AARTI INDUSTRIES LIMITED

You will receive an email from us to bring necessary documents on joining and other relevant information.
Looking forward to welcoming you to the **AARTI FAMILY.**

Kindly sign on a duplicate copy of this offer letter as a token of acceptance.

For Aarti Industries Limited,



Manoj Sharma
Joint President & CHRO



Accepted with Thanks,
Dhruv Kanyal
dhruvkanyal111@gmail.com

AARTI INDUSTRIES LIMITED

ANNEXURE 1

Target Annual Compensation			
Particulars	**Cost To Company on joining (Rs Per Annum)**	**Cost To Company upon Confirmation (Rs Per Annum)**	**Remarks**
Base Salary (A)			
Basic	200000	220000	Basic is paid on a monthly basis. Retirals are linked to this. Subject to tax.
Housing (B)			
HRA	80000	88000	House Rent Allowance is provided to meet the cost of accommodation. HRA is calculated at 40% of the Basic pay. HRA is an allowance and is subject to income tax. The exemption on HRA is covered under Section 10(13A) of the Income Tax Act and Rule 2A of the Income Tax Rules. HRA is paid on a monthly basis.
Allowances & Reimbursements (C)			
Education Allowance	2400	2400	Educational Allowance is paid on a monthly basis, subject to Income tax.
Uniform Allowance	18000	18000	Uniform Allowance is paid on a monthly basis, subject to Income tax.
Aarti Allowance / Special Allowance	79313	89285	Special allowance is paid on a monthly basis. This element has no linkage to any component of compensation / retirals. Subject to tax.
Statutory Bonus	40000	44000	Statutory Bonus will be paid as per Payment of Bonus Act 1965. Subject to tax. Calculated at 20% of Basic Pay + Dearness Allowance(if applicable)
Leave Travel Allowance	16667	18333	Leave Travel Allowance is a reimbursement for travel within India. It is governed by IT Act where one can claim tax exemptions twice in a block of four years and should be on Privilege leave for a minimum period of 5 days and this can be clubbed with weekly off or a paid holiday

Retirals (D)			
Gratuity	9620	10582	Gratuity is 4.81% of basic pay
Company's Contribution to PF	24000	26400	As per employee provident fund Act 1952, an employer is required to contribute a minimum 12% of the Basic Salary to EPF. And an equal amount will be deducted as employee contribution from monthly payroll.
Target Variable Pay (E)			
Target Variable Pay	30000	33000	The objective of the Performance Pay Scheme is to incentivize employees to achieve specific Group/Business and/or financial and strategic predetermined goals, within the Group's/Business risk appetite. This is currently paid on an annual basis (April to March) and linked to individual performance ratings and business performance
Total Fixed Compensation (A+B+C+D)	**470000**	**517000**	
Total Cost to Company (CTC) (A+B+C+D+E)	**500000**	**550000**	

Yours Sincerely,
For Aarti Industries Limited,



Manoj Sharma
Joint President & CHRO



Accepted with Thanks,
Dhruv Kanyal
dhruvkanyal111@gmail.com

AARTI INDUSTRIES LIMITED

Date: **24/01/2022**

Dear Mr. **Harsh Hariyani**

CONGRATULATIONS!!

We are pleased to offer you the position of **Officer Trainee** with **Aarti Industries Limited** under the Aarti Officer Trainee Program (AOTP).

Your tentative date of joining will be **1st June 2022**. You will undergo a training program for si□ months followed by a probation period of si□ months from the date of joining. □pon successful completion of the training & probation period you will be confirmed as**Engineer.**

You will be paid a **Total Target Cost To Company of INR 5 LPA (Five Lakh Per Annum)** and on confirmation after 1 year your **Total Target Cost To Company will be revised to INR 5.5 LPA (Five Lakh Fifty Thousand Per Annum).**

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- Pre-EmploymentMedicale□aminationclearance
- Backgroundverification

Other Terms and Conditions:

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- If you are posted at Factory locations (Vapi, Jhagadia, Dahej, Kutch, Tarapur etc) you will be providedBachelor'ssharingAccommodationforaperiodof1yearfromyourdateofjoining.
- In case if you're posted at any metro/city location you have to manage your own accommodation. However, additional HRA/city compensatory allowance will be applicable as per the companypolicy
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- Notice period during training and probation period will be 1 month and post confirmation will be 2months
- You will be eligible for your first annual compensation review, post confirmation and performanceperiod
- Your retirement age will be 58years
- You will have to abide by the Company's Code of Conduct, rules, regulations, organization values andculture
- Compensation and benefits are subject to taxes to be borne by the incumbent as per the prevailing ta□laws
- Campus trainees will be required to work in shift timings/working hours as per business requirements
- In the event of any change in law (compliance of which is mandatory for us), if the current CTC and structure offered to you at Appendix also undergoes a change or is modified by us to meet such compliance ,we shall do so on a neutral cost basis. You shall not hold us liable or responsible for such change or restructuring , nor shall we be required to revise your CTC other than in accordance with the law.You are accepting this offer with full knowledge and awarenessoftheproposedWageCodeBillthatislikelytoimpactthee□istingCTCstructure.

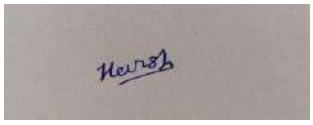
You will receive an email from us to bring necessary documents on joining and other relevant information.
Looking forward to welcoming you to the **AARTI FAMILY.**

Kindly sign on a duplicate copy of this offer letter as a token of acceptance. For

Aarti Industries Limited,



Manoj Sharma
Joint President & CHRO



Accepted with thanks,
Harsh Hariyani,
harshhariyani01@gmail.com

ANNEXURE
1

Target AnnualCompensation			
Particulars	**Cost To Company on □oining (Rs Per Annum)**	**Cost To Company upon Confirmation (Rs Per Annum)**	**Remarks**
Base Salary (A)			
Basic	200000	220000	Basic is paid on a monthly basis. Retirals are linked to this. Subject to ta□
Housing (B)			
HRA	80000	88000	House Rent Allowance is provided to meet the cost of accommodation. HRA is calculated at 40□ of the Basic pay. HRA is an allowance and is subject to income ta□ The e□emption on HRA is covered under Section 10(13A) of the Income Ta□ Act and Rule 2A of the Income Ta□Rules. HRA is paid on a monthly basis.
Allo□ances □ Reimbursements (C)			
Education Allowance	2400	2400	Educational Allowance is paid on a monthly basis, subject to Income ta□

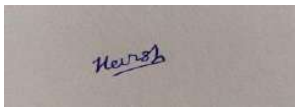
□niform Allowance	18000	18000	□niform Allowance is paid on a monthly basis, subject to Income ta□
Aarti Allowance / Special Allowance	79313	89285	Special allowance is paid on a monthly basis. This element has no linkage to any component of compensation / retirals. Subject to ta□
Statutory Bonus	40000	44000	Statutory Bonus will be paid as per Payment of Bonus Act1965.Subjecttota□Calculatedat20□ ofBasicPay+ Dearness Allowance(ifapplicable)
Leave Travel Allowance	16667	18333	Leave Travel Allowance is a reimbursement for travel within India. It is governed by IT Act where one can claim ta□e□emptions twice in a block of four years and should be on Privilege leave for a minimum period of 5 days and this can be clubbed with weekly off or a paid holiday

Retirals (D)			
Gratuity	9620	10582	Gratuity is 4.81□ of basic pay
Company's Contribution to PF	24000	26400	As per employee provident fund Act 1952, an employer is required to contribute a minimum 12□ of the Basic Salary to EPF. And an equal amount will be deducted as employee contribution from monthly payroll.
Target Variable Pay (E)			
Target Variable Pay	30000	33000	The objective of the Performance Pay Scheme is to incentivize employees to achieve specific Group/Business and/or financial and strategic predetermined goals, within the Group's/Business risk appetite. This is currently paid on an annual basis (April to March) and linked to individual performance ratings and business performance
Total Fixed Compensation (A□B□C□D)	**□70000**	**517000**	
Total Cost to Company (CTC) (A□B□C□D□E)	**500000**	**550000**	

Yours Sincerely,
For Aarti Industries Limited,



Manoj Sharma
Joint President & CHRO



Accepted with thanks,
Harsh Hariyani,
harshhariyani01@gmail.com

AARTI INDUSTRIES LIMITED

Date: **24/01/2022**

Dear Mr. **Mayur Patel**

CONGRATULATIONS!

!

We are pleased to offer you the position of **Officer Trainee** with **Aarti Industries Limited** under the Aarti Officer Trainee Program (AOTP).

Your tentative date of joining will be **1st June 2022**. You will undergo a training program for six months followed by a probation period of six months from the date of joining. Upon successful completion of the training & probation period you will be confirmed as **Engineer.**

You will be paid a **Total Target Cost To Company of INR 5 LPA (Five Lakh Per Annum)** and on confirmation after 1 year your **Total Target Cost To Company will be revised to INR 5.5 LPA (Five Lakh Fifty Thousand Per Annum).**

Your joining is subject to the following terms of employment :

- Successful completion of degree / Post degree examination with a minimum aggregate score of 6.0 CGPA or 60% with no active backlog
- Pre - Employment Medical examination clearance
- Background verification

Other Terms and Conditions:

- During training and probation period you may be deployed at factory/offices based on the company requirements.
- If you are posted at Factory locations (Vapi, Jhagadia, Dahej, Kutch, Tarapur etc) you will be provided Bachelor's sharing Accommodation for a period of 1 year from your date of joining.
- In case if you're posted at any metro/city location you have to manage your own accommodation. However, additional HRA/city compensatory allowance will be applicable as per the company policy
- Target Variable pay will be paid on an annual basis as per company policy. First payout will happen on confirmation, subject to scheme conditions
- Notice period during training and probation period will be 1 month and post confirmation will be 2 months
- You will be eligible for your first annual compensation review, post confirmation and performance period
- Your retirement age will be 58 years
- You will have to abide by the Company's Code of Conduct, rules, regulations, organization values and culture
- Compensation and benefits are subject to taxes to be borne by the incumbent as per the prevailing tax laws
- Campus trainees will be required to work in shift timings/working hours as per business requirements
- In the event of any change in law (compliance of which is mandatory for us), if the current CTC and structure offered to you at Appendix also undergoes a change or is modified by us to meet such compliance ,we shall do so on a neutral cost basis. You shall not hold us liable or responsible for such change or restructuring , nor shall we be required to revise your CTC other than in accordance with the law.You are accepting this offer with full knowledge and awareness of the proposed Wage Code Bill that is likely to impact the existing CTC structure.

AARTI INDUSTRIES LIMITED

You will receive an email from us to bring necessary documents on joining and other relevant information. Looking forward to welcoming you to the **AARTI FAMILY.**

Kindly sign on a duplicate copy of this offer letter as a token of acceptance.

For Aarti Industries Limited,



Manoj Sharma
Joint President & CHRO



Accepted with Thanks,
Mayur Patel
mp723093@gmail.com

AARTI INDUSTRIES LIMITED

ANNEXURE 1

Target Annual Compensation			
Particulars	**Cost To Company on joining (Rs Per Annum)**	**Cost To Company upon Confirmation (Rs Per Annum)**	**Remarks**
Base Salary (A)			
Basic	200000	220000	Basic is paid on a monthly basis. Retirals are linked to this. Subject to tax.
Housing (B)			
HRA	80000	88000	House Rent Allowance is provided to meet the cost of accommodation. HRA is calculated at 40% of the Basic pay. HRA is an allowance and is subject to income tax. The exemption on HRA is covered under Section 10(13A) of the Income Tax Act and Rule 2A of the Income Tax Rules. HRA is paid on a monthly basis.
Allowances & Reimbursements (C)			
Education Allowance	2400	2400	Educational Allowance is paid on a monthly basis, subject to Income tax.
Uniform Allowance	18000	18000	Uniform Allowance is paid on a monthly basis, subject to Income tax.
Aarti Allowance / Special Allowance	79313	89285	Special allowance is paid on a monthly basis. This element has no linkage to any component of compensation / retirals. Subject to tax.
Statutory Bonus	40000	44000	Statutory Bonus will be paid as per Payment of Bonus Act 1965. Subject to tax. Calculated at 20% of Basic Pay + Dearness Allowance(if applicable)
Leave Travel Allowance	16667	18333	Leave Travel Allowance is a reimbursement for travel within India. It is governed by IT Act where one can claim tax exemptions twice in a block of four years and should be on Privilege leave for a minimum period of 5 days and this can be clubbed with weekly off or a paid holiday

Retirals (D)			
Gratuity	9620	10582	Gratuity is 4.81% of basic pay
Company's Contribution to PF	24000	26400	As per employee provident fund Act 1952, an employer is required to contribute a minimum 12% of the Basic Salary to EPF. And an equal amount will be deducted as employee contribution from monthly payroll.
Target Variable Pay (E)			
Target Variable Pay	30000	33000	The objective of the Performance Pay Scheme is to incentivize employees to achieve specific Group/Business and/or financial and strategic predetermined goals, within the Group's/Business risk appetite. This is currently paid on an annual basis (April to March) and linked to individual performance ratings and business performance
Total Fixed Compensation (A+B+C+D)	**470000**	**517000**	
Total Cost to Company (CTC) (A+B+C+D+E)	**500000**	**550000**	

Yours Sincerely,
For Aarti Industries Limited,



Manoj Sharma
Joint President & CHRO



Accepted with Thanks,
Mayur Patel
mp723093@gmail.com

AARTI INDUSTRIES LIMITED

Date: **24/01/2022**

Dear Mr. **Prit Shah**

CONGRATULATIONS!!

We are pleased to offer you the position of **Officer Trainee** with **Aarti Industries Limited** under the Aarti Officer Trainee Program (AOTP).

Your tentative date of joining will be **1st June 2022**. You will undergo a training program for six months followed by a probation period of six months from the date of joining. Upon successful completion of the training & probation period you will be confirmed as **Engineer.**

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- Campus trainees will be required to work in shift timings/working hours as per business requirements
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AARTI INDUSTRIES LIMITED

You will receive an email from us to bring necessary documents on joining and other relevant information.
Looking forward to welcoming you to the **AARTI FAMILY.**

Kindly sign on a duplicate copy of this offer letter as a token of acceptance.

For Aarti Industries Limited,

Manoj Sharma
Joint President & CHRO

Accepted with Thanks

AARTI INDUSTRIES LIMITED

ANNEXURE 1

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AARTI INDUSTRIES LIMITED

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Total Fixed Compensation (A+B+C+D)	**470000**	**517000**	
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Yours Sincerely,
For Aarti Industries Limited,

Manoj Sharma
Joint President & CHRO

Accepted with Thanks

REL-TG/GET/HR/22-23/204
27-Aug-22

Keval Bharatbhai Maghudiya
C&I
Dharmsinh Desai University

PRE-PLACEMENT LETTER OF INTENT FOR GRADUATE ENGINEER TRAINEE (GET)

Dear Keval,

Congratulations on your selection as a **Graduate Engineer Trainee (GET)** with Adani Group.

You have been selected for Thermal Generation. Your posting will be at Tiroda.

The general terms and conditions of your appointment would be as follows:

1. This letter of intent is valid subject to you passing the qualifying exam with an aggregate 60% or above marks or with an equivalent grade, without any pending backlog/ATKT, and being found medically fit at the time of joining.
2. There will be a Six month probationary period during which you will be given objectives to achieve. Upon satisfactory completion of the probationary period, you will be considered a permanent employee. Unsatisfactory performance at any time during the probation period could lead to the further extension of the Probation period or termination of your employment upon one month of notice.
3. The detailed breakup of the CTC is given as per Annexure-A.
4. For the first two annual performance cycles, your CTC will be changed solely on the basis of merit increases based on your performance appraisal. Offered CTC will not change (increase or decrease) on the basis of your job or business transferred to another location within two years of your joining. (Refer to clause 6 of Annexure-B)
5. Other terms and conditions for this job offer are enclosed in Annexure-B.
6. You are required to present documents as mentioned in Annexure-C in original at the time of joining. In the event of any deviation, you may submit the explanation to the satisfaction of management, failing which the management shall have the liberty to cancel the LOI if deemed necessary.

Please read and confirm your acceptance by e-mail within two working days of receipt of this Letter of Intent (LoI).

We wish you all the best and welcome you to be a part of Adani Parivar.

Yours sincerely.
For Raipur Energen Limited,



Deepak Singh
Head HR - APL

Raipur Energen Limited
(Formerly Known as GMR Chhattisgarh Energy Limited)
Adani Corporate House
Shantigram, S G Highway
Ahmedabad 382 421
Gujarat India
CIN : U40108KA2008PLC047974

Tel +91 79 2656 7555
Fax +91 79 2555 7177
info@adani.com
www.adani.com

Registered Office: Skip House, 25/1 Museum Road, Bangalore Karnataka – 560025, India

adani
Power

27-Aug-22

Annexure A

Name Keval Bharatbhai Maghudiya

rticular	r Month Rs.)	r Annum Rs.)
sic Salary	20.000/-	2,40,000/-
use Rent Allowance	8,000/-	96,000/-
ner Allowances* fer to the table below for tax saving options which can be rcised out of this amount as per IT rules)	17,400/-	2,08,800/-
atutory Bonus / Ex-gratia	1,400/-	16,800/-
ovident Fund (Employer Contribution)	2,400/-	28,800/-
atuity rable on separation only after completion of 5 years of tinuous service)	800/-	9,600/-
tal Fixed Cost to Company (CTC)	**50,000/-**	**6,00,000/-**

Taxes on the above shall be borne by the employee.

x-Free Flexi Components	p.m.	p.a.
tional Pension Scheme (NPS)	x. contribution @10% of Basic	
ave Travel Allowance	750	9,000
al Coupons	2,500	30,000
iform Allowance *	500	6,000
ildren Hostel Allowance ^	600	7,200
ildren Education Allowance ^	200	2,400
ly in case of site posting where uniform has been provided by the company is is maximum, considering 2 children.		

For Raipur Energen Limited,

Deepak Singh
Head HR - APL

Raipur Energen Limited
(Formerly Known as GMR Chhattisgarh Energy Limited)
Adani Corporate House
Shantigram, S G Highway
Ahmedabad 382 421
Gujarat India
CIN : U40108KA2008PLC047974

Tel +91 79 2656 7555
Fax +91 79 2555 7177
info@adani.com
www.adani.com

Registered Office: Skip House, 25/1 Museum Road, Bangalore Karnataka – 560025, India

27-Aug-22

Annexure B

General Terms & Condition

1. INCREMENTS

Increment and promotion are entirely merit-based, depending on your performance and abilities and shall always be dependent on the sole discretion and judgment of the Management of the company.

2. STATUTORY AND OTHER BENEFITS

You will be eligible for various benefits such as leave, provident fund & Gratuity (as per the Act) etc. as per the policies of the Company as per your grade/level as amended from time to time. As per policy, you will be covered under Group Personal Accident insurance and Group Mediclaim schemes.

3. ACCOMMODATION

You will be responsible for your accommodation unless otherwise agreed by Company in writing in Annexure-A.

4. STATUTORY AND ANY OTHER DEDUCTIONS

All statutory deductions in respect of Professional Tax, Income tax and employees' contributions of PF / Pension Fund and ESI (if applicable) will be affected by the salary payable to you.

5. NO CONFLICT

You will devote full time to the work of the company and shall not undertake any direct/indirect business or work, honorary or remunerative, except with the permission of the Management.

Also, you shall not seek membership in any local or public bodies without first obtaining written permission from the management.

6. WORK LOCATION AND TRANSFERABILITY

Your place of appointment will be at present at Tiroda. However, you are liable to be transferred to another department, post or place whether in existence or coming into existence hereafter, either at the place of posting or at any other place where the management may establish/open its branch later on. You are also liable to be transferred to any station and in any company in which Adani Group or any of its holding/subsidiary companies have an interest. Upon such transfer, the rules and regulations applicable to such a post or at the place of

transfer will automatically become applicable to you and you will be deemed to be in the continuity of service (unless prevented by some legal depravity) and all previously accrued social security benefits would ensue and passed on in your favour in the transferred company.

7. RULES, REGULATIONS & GOVERNANCE

During employment, you will be bound by the company's rules and regulations, framed and enforced from time to time. The company reserves the right to amend or alter these at its discretion, without any notice thereof and these will be deemed as rules and regulations in terms of your employment.

8. MAINTAINING DIGNITY, LOYALTY AND COMPANY INTEREST

Company holds in high esteem, the dignity and respect for human rights at the workplace and expects you to adopt the humane approach in dealing with employees and stakeholders in your area of work and carry out your duties with diligence and loyalty at all times, keeping the Company's interest paramount. You will abide by the tenets of POSH policy (Prevention of Sexual Harassment at workplace) of the company in letter and spirit.

9. CONFIDENTIALITY

The terms and conditions of service are confidential and may not be disclosed to or discussed with anyone not authorized for the same. You hereby give an undertaking that during employment you will not take out any copies whatsoever of drawings, plan specifications, reports or any written statements either prepared by you or by any other employee of the company and will not disclose, divulge or communicate to any person(s) whomsoever, any information/business data of a secret or confidential nature regarding trade or business of the company or to any of the matters mentioned above including methods, processes or appliances used by the company, failing which appropriate action would be taken, including dispensing with your services.

10. PRINT, DIGITAL AND SOCIAL MEDIA INTERACTION

You will not interact with the media - print, electronic and social media or otherwise;

i. India or overseas, during or outside work hours, either in a personal capacity or on behalf of the Company unless you have express and direct approval from the Management to interact with the media as the representative of the Company. Only persons duly authorized by the Management are allowed to interact with media on specified subjects. Disclosure of any information other than statutory or those specified by the Management is prohibited.

ii. Disclosure of information on proceedings of meetings (board/ committee/ internal) and disclosure of forward-looking statements is prohibited unless such

disclosure is specifically approved by the Management. These will need to be combined with cautionary statements, wherever required.

iii. You shall also not disclose non-public information selectively to any particular group as it may lead to unfair advantage/ discrimination.

iv. For any outside publication of books, articles or manuscripts which relate specifically to the Company's business, policies, and processes, you must take the approval of the Management before its release.

v. Any violation of the Company's media policy, is tantamount to a breach of the terms & conditions of employment and may result in termination of the contract of service.

11. INTELLECTUAL PROPERTY RIGHTS AND IT'S OWNERSHIP

You will disclose to the Company forthwith any discovery, invention, process or improvement made or discovered by you while in our service, and such discovery, invention, process or improvement shall absolutely/exclusively be the property of the company. You can be directed to apply at the Company's expense for the latter's Patent, Licenses or other rights, privileges or protection in respect of any such discovery, invention, process or improvement for accrual of benefits to the company and you will execute and do all instruments, acts, deeds and things, which may be required for assigning, transferring or otherwise vesting the same and all accruing benefits in company's favour or such other person or persons, firms or companies, as we may direct as the sole beneficiary thereof.

12. NON-SOLICITATION AND NON-COMPETE

You shall not at any time during the tenure of your employment with the Company and thereafter, directly or indirectly solicit or attempt to solicit the Company's and/or any of its subsidiaries and/or its affiliates and /or group Companies' personnel to leave the employment of the Company and/or its subsidiaries and/or its affiliates. You have further agreed that you will not engage in soliciting business or allied business that in any way, similar, identical, or competitive with the business, activities, or services of the Company or with those customers with whom you may have contact during your employment with the Company and for a period of one year after your employment ceases with the company.

13. PROPER MAINTENANCE AND SAFE CUSTODY OF COMPANY'S PROPERTIES

You will be responsible for the safekeeping and proper maintenance of the company's properties and shall return in good condition and well in order, all the properties of the company, which may be in your use, custody, care or charge. For the loss of any property of the company in your possession, the company will have a right to assess on its own basis and recover the estimated

cost/damages of all such materials from you and to take such other action as it deems fit and proper in the event of failure to account for such material or property to its satisfaction.

14. INFORMATION TO COMPANY ON PERSONAL RECORD CHANGES

You will be responsible to communicate in writing to Management about any change of address, professional qualification or any other particulars including your family members already given by you in the application form.

15. SAFETY

The company is committed towards occupational health, safety and well-being of its employees and always strive for zero workplace injuries and occupational illness and influences employee behaviour so that safety becomes a way of life both on and off the job.

The Company requires you to comply with all health, safety and environment standards that apply to your workplace. It is expected that you shall,

i. Read, and understand the Company's Safety and Environment Policies and other Company policies.
ii. Follow all Company safety and health rules and regulations, and wear or use prescribed protective equipment while working
iii. Follow safe work practices for your job, as directed by your superior.
iv. Report any job-related injury or illness to your supervisor, superior or safety committee.
v. Report hazardous conditions to your supervisor, superior or safety committee.
vi. Be accountable for your safety performance.
vii. Be obliged to stop a job or decline to perform a job if it is not safe or cannot be performed safely.

16. SMOKING

i. Smoking is discouraged and prohibited in all open areas and buildings of the Adani Business Sites / Locations except in areas that are specifically designated as smoking areas.
ii. Any contravention of the smoking rules will result in strict disciplinary action.

17. SUBSTANCE ABUSE

i. Unauthorized possession, distribution, consumption, dispensing or misuse of substances (banned drugs, tobacco, gutka, pan masala etc.) and alcoholic beverages, are in violation of Company regulations and is prohibited whilst on the duty of the company.

ii. Employees violating this policy will be subject to strict disciplinary action up to and including termination of employment.

18. POSSESSION OF DANGEROUS WEAPONS

Irrespective of any license granted by any authority, whether on duty or not, you are not permitted to carry firearms or other weapons when on company premises and are liable for instant dismissal if you do so. Only authorized personnel are permitted to carry the Weapons within the company premises.

19. CODE OF CONDUCT

You will abide by the code of conduct of Adani Group which you will read and sign separately.

20. ARBITRATION CLAUSE FOR RESOLUTION OF DISPUTES

Any controversy or claim arising out of or relating to this contract of appointment, or the breach thereof, shall be settled by arbitration administered by the Indian Arbitration and conciliation Act 1996. The number of arbitrators shall be [one or three]. The place of arbitration shall be at Ahmedabad (Gujarat).

21. JURISDICTION

Any dispute arising out of this contract of employment will be subject to the jurisdiction of the court of law at Ahmedabad in the state of Gujarat.

22. AGE OF SUPERANNUATION

You shall superannuate/retire from service upon completion of the age of 58 years, which is presently the age of superannuation/retirement in the Company. However, the company may grant an extension of service after attaining the age of superannuation, if you are found physically fit and based on the requirements of the company.

23. SEPARATION

i. Your services can be terminated by giving 60 Days notice or basic salary in lieu thereof from either side.
ii. However, if the exigencies of work are so required, the management may not relieve you earlier than the expiry of the entire period of notice. It shall, however, be open to the management to accept your resignation with effect from any date earlier than the one offered by you in your resignation or stipulated as per terms of your notice period.
iii. In the event of your elevation to a higher level by the company, the notice period and all rules and regulations applicable in that new level will be applicable to you.
iv. The company reserves its rights to terminate your services without notice or payment of any kind in lieu of notice or holding of enquiry in case of any act of

misconduct, moral turpitude or loss of confidence/conviction by a court of law in criminal case, financial irregularity. continued ill-health/ incapacitation including loss of efficiency or breach of any of the terms of this employment implied or expressed on your part or any act or conduct or any altercation with superior/colleagues, indulging in act/acts of sexual harassment against anyone which is detrimental to company's interests. This is without prejudice to any other right or remedy which may be available to the company.

A. HANDING OVER COMPANY'S PROPERTY & DOCUMENTS ON CESSATION OF SERVICE

You are obligated to hand over the charge of Letter of Authority or Power of Attorney or any other instrument in your favour issued to you or any property / material of the company in your possession at the time of cessation of your employment with the company.

B. NO DUES CLEARANCE

On your separation from the company due to any reason, you shall clear all the dues of the Company promptly and if at the time, any sum remains outstanding, the company shall have the right and your standing/consent/authority to deduct the same from amounts due and payable to you.

24. CONTINUOUS ABSENCE ON WORK WITHOUT NOTICE

Should you remain continually absent from work without reasonable explanation, including absence when on leave though applied but not granted or overstay of leave for more than seven consecutive days, it shall be presumed that you are no longer interested in having lien on the job of the company and have voluntarily abandoned your employment thereby terminating your contract of service. In such case, you will not be entitled to any notice period salary and separation compensation as you are presumed to have voluntarily terminated the contract of employment.

25. MEDICAL CHECK-UP AND FITNESS

i. Your employment is subject to your having been found medically fit at the time of your appointment and remaining fit thereafter.
ii. During your work, you may be required to undergo medical tests for fitness to work, including tests for detecting the presence of drugs or alcohol. These tests are intended to aid in protecting the health and well-being of individuals and their co-workers. They are designed to complement safe working practices.
iii. if you refuse to submit to a prescribed test, or if the medical evaluation results are not satisfactory, you will be required to stop work that may be endangering your health and safety, the health and safety of other employees, or the proper functioning of the workplace.
iv. In such cases before discharge from service, a reasonable period of time will be allowed to seek other employment.

26. REFERENCE & BACKGROUND VERIFICATION

This appointment is subject to acceptable feedback from references and data provided to the company about your qualification and experience. The background check shall be executed vide your background verification form and Information Release Form. In case, the information so provided by you in your forms or otherwise is found to be incorrect, the company shall have the right to dispense with your services forthwith without any notice and reserves the right to take legal action against you for providing false information to the company.

Raipur Energen Limited
(Formerly Known as GMR Chhattisgarh Energy Limited)
Adani Corporate House
Shantigram, S G Highway
Ahmedabad 382 421
Gujarat India
CIN : U40108KA2008PLC047974

Tel +91 79 2656 7555
Fax +91 79 2555 7177
info@adani.com
www.adani.com

Registered Office: Skip House, 25/1 Museum Road, Bangalore Karnataka – 560025, India

27-Aug-22

Annexure C

Name Keval Bharatbhai Maghudiya

We request you to provide us with the following personal information for maintaining your service record file as applicable.

1. All Qualification Certificates and Mark Sheets (S.S.C. & above - Attested Copies & Original Copy for Verification)
2. Copy of Aadhar Card & PAN Card (Mandatory)
3. Permanent Address Proof
4. Passport Size Photographs: 3 nos.
5. Past employer relieving and experience certificate (if any)

You are requested to bring these documents at the time of your joining.

IMPORTANT:
Please declare immediately by filling Annexure D, if you are suffering from any disease or disorder or you are currently under any medical surveillance. You will be subject to screening for presence of alcohol and / or drugs either for pre-employment or on a random basis.

Self-Declaration:
I will submit all relevant copies of documents against each item that I require to submit at the time of joining the company. I declare that all the dates and records which will be furnished are correct and true. In the event of any false representation of facts and records, I consent to abide by the decision of the management including forgoing my employment offer.

Accepted:
Keval Bharatbhai Maghudiya
Date: _____
Place:_____

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PASTE YOUR RECENT PASSPORT SIZE PHOTOGRAPH

Annexure-D

Self-Declaration

PERSONAL DETAILS:

st Name) (Middle Name) (Surname/ Last Name)

_____

nder (male / female): _____ Age (Years): _____

st Applied for: **GRADUATE ENGINEER TRAINEE (GET)**

ght (cm):_____ Weight (Kg):_____ Blood Pressure:_____

PREVIOUS EMPLOYMENT: Yes / No (If yes specify)

#	Company Name	Nature of Work	Duration (in years)

PERSONAL HABITS:

	YES	NO
oking		
acco Chewing		
hol		
Other (Please specify)		

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MEDICAL HISTORY:

DISABILITY: Yes / No
(If yes specify the details and disability % if certified)

.....

VISION:
Acuity of Vision:
Are you using Spectacles / Glasses: Yes / No (If yes specify power below)

Right Eye: _____ Left Eye: _____

Colour Vision:
Color Blindness: Yes / No (If yes pls mention details below)

_____

PAST HISTORY:

Any illness / injury / accidents / hospitalization after your last Annual Health Checkup:

Yes / No (If yes specify) _____

Any illness / injury / accidents in past: Yes / No (If yes specify)

_____

Any job-related disease and / or injury: Yes / No (If yes specify)

_____

Terminated or Rejected on medical grounds: Yes / No (If yes specify)

_____

IMMUNIZATIONS:

COWIN Vaccination	Yes	No
VID Vaccine 1st Dose		
VID Vaccine 2nd Dose		
oster Dose		

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RECENT HISTORY:

On medication for following (Answer Yes or No.)

Details	Yes	No
h Blood Pressure (Hypertension)		
h Blood Sugar (Diabetes)		
art Disease		
ney Disease		
erculosis		
onic Lung Disease		
Disease		
aring Problem		
nting, Fits, Epilepsy, Dizziness		
mental disorder		
patitis B		
liver disorder		
ncer		
oke or Brain problem		
Other, please specify		

I declare that the above statements are true and complete to the best of my knowledge and belief. In case this information is found to be false by the company, then the company reserves the right to terminate my services without giving any notice. I agree that the results of this medical examination in general terms may be revealed to the company if required. I also fully understand that in case I am declared medically unfit due to any reason, I shall not be entitled for the employment in the company. However, the decision taken by recruitment committee about my medical fitness will be final and binding to me.

.....

Keval Bharatbhai Maghudiya

(Signature of Candidate)

Date: .....

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REL-TG/GET/HR/22-23/203
27-Aug-22

Nisarg Pareshkumar Gajjar
C&I
Dharmsinh Desai University

PRE-PLACEMENT LETTER OF INTENT FOR GRADUATE ENGINEER TRAINEE (GET)

Dear Nisarg,

Congratulations on your selection as a **Graduate Engineer Trainee (GET)** with Adani Group.

You have been selected for Thermal Generation. Your posting will be at Tiroda.

The general terms and conditions of your appointment would be as follows:

1. This letter of intent is valid subject to you passing the qualifying exam with an aggregate 60% or above marks or with an equivalent grade, without any pending backlog/ATKT, and being found medically fit at the time of joining.
2. There will be a Six month probationary period during which you will be given objectives to achieve. Upon satisfactory completion of the probationary period, you will be considered a permanent employee. Unsatisfactory performance at any time during the probation period could lead to the further extension of the Probation period or termination of your employment upon one month of notice.
3. The detailed breakup of the CTC is given as per Annexure-A.
4. For the first two annual performance cycles, your CTC will be changed solely on the basis of merit increases based on your performance appraisal. Offered CTC will not change (increase or decrease) on the basis of your job or business transferred to another location within two years of your joining. (Refer to clause 6 of Annexure-B)
5. Other terms and conditions for this job offer are enclosed in Annexure-B.
6. You are required to present documents as mentioned in Annexure-C in original at the time of joining. In the event of any deviation, you may submit the explanation to the satisfaction of management, failing which the management shall have the liberty to cancel the LOI if deemed necessary.

Please read and confirm your acceptance by e-mail within two working days of receipt of this Letter of Intent (LoI).

We wish you all the best and welcome you to be a part of Adani Parivar.

Yours sincerely.
For Raipur Energen Limited,



Deepak Singh
Head HR - APL

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27-Aug-22

Annexure A

Name Nisarg Pareshkumar Gajjar

articular	**er Month** n Rs.)	**er Annum** n Rs.)
asic Salary	20.000/-	2,40,000/-
ouse Rent Allowance	8,000/-	96,000/-
ther Allowances* efer to the table below for tax saving options which can be ercised out of this amount as per IT rules)	17,400/-	2,08,800/-
tatutory Bonus / Ex-gratia	1,400/-	16,800/-
rovident Fund (Employer Contribution)	2,400/-	28,800/-
ratuity ayable on separation only after completion of 5 years of ntinuous service)	800/-	9,600/-
otal Fixed Cost to Company (CTC)	**50,000/-**	**6,00,000/-**

Taxes on the above shall be borne by the employee.

ax-Free Flexi Components	**s. p.m.**	**s. p.a.**
ational Pension Scheme (NPS)	ax. contribution @10% of Basic	
eave Travel Allowance	750	9,000
eal Coupons	2,500	30,000
niform Allowance *	500	6,000
hildren Hostel Allowance ^	600	7,200
hildren Education Allowance ^	200	2,400

nly in case of site posting where uniform has been provided by the company
This is maximum, considering 2 children.

For Raipur Energen Limited,

Deepak Singh
Head HR - APL

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Annexure B

General Terms & Condition

1. INCREMENTS

Increment and promotion are entirely merit-based, depending on your performance and abilities and shall always be dependent on the sole discretion and judgment of the Management of the company.

2. STATUTORY AND OTHER BENEFITS

You will be eligible for various benefits such as leave, provident fund & Gratuity (as per the Act) etc. as per the policies of the Company as per your grade/level as amended from time to time. As per policy, you will be covered under Group Personal Accident insurance and Group Mediclaim schemes.

3. ACCOMMODATION

You will be responsible for your accommodation unless otherwise agreed by Company in writing in Annexure-A.

4. STATUTORY AND ANY OTHER DEDUCTIONS

All statutory deductions in respect of Professional Tax, Income tax and employees' contributions of PF / Pension Fund and ESI (if applicable) will be affected by the salary payable to you.

5. NO CONFLICT

You will devote full time to the work of the company and shall not undertake any direct/indirect business or work, honorary or remunerative, except with the permission of the Management.

Also, you shall not seek membership in any local or public bodies without first obtaining written permission from the management.

6. WORK LOCATION AND TRANSFERABILITY

Your place of appointment will be at present at Tiroda. However, you are liable to be transferred to another department, post or place whether in existence or coming into existence hereafter, either at the place of posting or at any other place where the management may establish/open its branch later on. You are also liable to be transferred to any station and in any company in which Adani Group or any of its holding/subsidiary companies have an interest. Upon such transfer, the rules and regulations applicable to such a post or at the place of

transfer will automatically become applicable to you and you will be deemed to be in the continuity of service (unless prevented by some legal depravity) and all previously accrued social security benefits would ensue and passed on in your favour in the transferred company.

7. RULES, REGULATIONS & GOVERNANCE

During employment, you will be bound by the company's rules and regulations, framed and enforced from time to time. The company reserves the right to amend or alter these at its discretion, without any notice thereof and these will be deemed as rules and regulations in terms of your employment.

8. MAINTAINING DIGNITY, LOYALTY AND COMPANY INTEREST

Company holds in high esteem, the dignity and respect for human rights at the workplace and expects you to adopt the humane approach in dealing with employees and stakeholders in your area of work and carry out your duties with diligence and loyalty at all times, keeping the Company's interest paramount. You will abide by the tenets of POSH policy (Prevention of Sexual Harassment at workplace) of the company in letter and spirit.

9. CONFIDENTIALITY

The terms and conditions of service are confidential and may not be disclosed to or discussed with anyone not authorized for the same. You hereby give an undertaking that during employment you will not take out any copies whatsoever of drawings, plan specifications, reports or any written statements either prepared by you or by any other employee of the company and will not disclose, divulge or communicate to any person(s) whomsoever, any information/business data of a secret or confidential nature regarding trade or business of the company or to any of the matters mentioned above including methods, processes or appliances used by the company, failing which appropriate action would be taken, including dispensing with your services.

10. PRINT, DIGITAL AND SOCIAL MEDIA INTERACTION

You will not interact with the media - print, electronic and social media or otherwise;

i. India or overseas, during or outside work hours, either in a personal capacity or on behalf of the Company unless you have express and direct approval from the Management to interact with the media as the representative of the Company. Only persons duly authorized by the Management are allowed to interact with media on specified subjects. Disclosure of any information other than statutory or those specified by the Management is prohibited.

ii. Disclosure of information on proceedings of meetings (board/ committee/ internal) and disclosure of forward-looking statements is prohibited unless

such disclosure is specifically approved by the Management. These will need to be combined with cautionary statements, wherever required.

iii. You shall also not disclose non-public information selectively to any particular group as it may lead to unfair advantage/ discrimination.

iv. For any outside publication of books, articles or manuscripts which relate specifically to the Company's business, policies, and processes, you must take the approval of the Management before its release.

v. Any violation of the Company's media policy, is tantamount to a breach of the terms & conditions of employment and may result in termination of the contract of service.

11. INTELLECTUAL PROPERTY RIGHTS AND IT'S OWNERSHIP

You will disclose to the Company forthwith any discovery, invention, process or improvement made or discovered by you while in our service, and such discovery, invention, process or improvement shall absolutely/exclusively be the property of the company. You can be directed to apply at the Company's expense for the latter's Patent, Licenses or other rights, privileges or protection in respect of any such discovery, invention, process or improvement for accrual of benefits to the company and you will execute and do all instruments, acts, deeds and things, which may be required for assigning, transferring or otherwise vesting the same and all accruing benefits in company's favour or such other person or persons, firms or companies, as we may direct as the sole beneficiary thereof.

12. NON-SOLICITATION AND NON-COMPETE

You shall not at any time during the tenure of your employment with the Company and thereafter, directly or indirectly solicit or attempt to solicit the Company's and/or any of its subsidiaries and/or its affiliates and /or group Companies' personnel to leave the employment of the Company and/or its subsidiaries and/or its affiliates. You have further agreed that you will not engage in soliciting business or allied business that in any way, similar, identical, or competitive with the business, activities, or services of the Company or with those customers with whom you may have contact during your employment with the Company and for a period of one year after your employment ceases with the company.

13. PROPER MAINTENANCE AND SAFE CUSTODY OF COMPANY'S PROPERTIES

You will be responsible for the safekeeping and proper maintenance of the company's properties and shall return in good condition and well in order, all the properties of the company, which may be in your use, custody, care or charge. For the loss of any property of the company in your possession, the company will have a right to assess on its own basis and recover the estimated

cost/damages of all such materials from you and to take such other action as it deems fit and proper in the event of failure to account for such material or property to its satisfaction.

14. INFORMATION TO COMPANY ON PERSONAL RECORD CHANGES

You will be responsible to communicate in writing to Management about any change of address, professional qualification or any other particulars including your family members already given by you in the application form.

15. SAFETY

The company is committed towards occupational health, safety and well-being of its employees and always strive for zero workplace injuries and occupational illness and influences employee behaviour so that safety becomes a way of life both on and off the job.

The Company requires you to comply with all health, safety and environment standards that apply to your workplace. It is expected that you shall,

i. Read, and understand the Company's Safety and Environment Policies and other Company policies.
ii. Follow all Company safety and health rules and regulations, and wear or use prescribed protective equipment while working
iii. Follow safe work practices for your job, as directed by your superior.
iv. Report any job-related injury or illness to your supervisor, superior or safety committee.
v. Report hazardous conditions to your supervisor, superior or safety committee.
vi. Be accountable for your safety performance.
vii. Be obliged to stop a job or decline to perform a job if it is not safe or cannot be performed safely.

16. SMOKING

i. Smoking is discouraged and prohibited in all open areas and buildings of the Adani Business Sites / Locations except in areas that are specifically designated as smoking areas.
ii. Any contravention of the smoking rules will result in strict disciplinary action.

17. SUBSTANCE ABUSE

i. Unauthorized possession, distribution, consumption, dispensing or misuse of substances (banned drugs, tobacco, gutka, pan masala etc.) and alcoholic beverages, are in violation of Company regulations and is prohibited whilst on the duty of the company.

ii. Employees violating this policy will be subject to strict disciplinary action up to and including termination of employment.

18. POSSESSION OF DANGEROUS WEAPONS

Irrespective of any license granted by any authority, whether on duty or not, you are not permitted to carry firearms or other weapons when on company premises and are liable for instant dismissal if you do so. Only authorized personnel are permitted to carry the Weapons within the company premises.

19. CODE OF CONDUCT

You will abide by the code of conduct of Adani Group which you will read and sign separately.

20. ARBITRATION CLAUSE FOR RESOLUTION OF DISPUTES

Any controversy or claim arising out of or relating to this contract of appointment, or the breach thereof, shall be settled by arbitration administered by the Indian Arbitration and conciliation Act 1996. The number of arbitrators shall be [one or three]. The place of arbitration shall be at Ahmedabad (Gujarat).

21. JURISDICTION

Any dispute arising out of this contract of employment will be subject to the jurisdiction of the court of law at Ahmedabad in the state of Gujarat.

22. AGE OF SUPERANNUATION

You shall superannuate/retire from service upon completion of the age of 58 years, which is presently the age of superannuation/retirement in the Company. However, the company may grant an extension of service after attaining the age of superannuation, if you are found physically fit and based on the requirements of the company.

23. SEPARATION

i. Your services can be terminated by giving 60 Days notice or basic salary in lieu thereof from either side.
ii. However, if the exigencies of work are so required, the management may not relieve you earlier than the expiry of the entire period of notice. It shall, however, be open to the management to accept your resignation with effect from any date earlier than the one offered by you in your resignation or stipulated as per terms of your notice period.
iii. In the event of your elevation to a higher level by the company, the notice period and all rules and regulations applicable in that new level will be applicable to you.

iv. The company reserves its rights to terminate your services without notice or payment of any kind in lieu of notice or holding of enquiry in case of any act of misconduct, moral turpitude or loss of confidence/conviction by a court of law in criminal case, financial irregularity. continued ill-health/ incapacitation including loss of efficiency or breach of any of the terms of this employment implied or expressed on your part or any act or conduct or any altercation with superior/colleagues, indulging in act/acts of sexual harassment against anyone which is detrimental to company's interests. This is without prejudice to any other right or remedy which may be available to the company.

A. HANDING OVER COMPANY'S PROPERTY & DOCUMENTS ON CESSATION OF SERVICE

You are obligated to hand over the charge of Letter of Authority or Power of Attorney or any other instrument in your favour issued to you or any property / material of the company in your possession at the time of cessation of your employment with the company.

B. NO DUES CLEARANCE

On your separation from the company due to any reason, you shall clear all the dues of the Company promptly and if at the time, any sum remains outstanding, the company shall have the right and your standing/consent/authority to deduct the same from amounts due and payable to you.

24. CONTINUOUS ABSENCE ON WORK WITHOUT NOTICE

Should you remain continually absent from work without reasonable explanation, including absence when on leave though applied but not granted or overstay of leave for more than seven consecutive days, it shall be presumed that you are no longer interested in having lien on the job of the company and have voluntarily abandoned your employment thereby terminating your contract of service. In such case, you will not be entitled to any notice period salary and separation compensation as you are presumed to have voluntarily terminated the contract of employment.

25. MEDICAL CHECK-UP AND FITNESS

i. Your employment is subject to your having been found medically fit at the time of your appointment and remaining fit thereafter.
ii. During your work, you may be required to undergo medical tests for fitness to work, including tests for detecting the presence of drugs or alcohol. These tests are intended to aid in protecting the health and well-being of individuals and their co-workers. They are designed to complement safe working practices.
iii. if you refuse to submit to a prescribed test, or if the medical evaluation results are not satisfactory, you will be required to stop work that may be endangering your health and safety, the health and safety of other employees, or the proper functioning of the workplace.

iv. In such cases before discharge from service, a reasonable period of time will be allowed to seek other employment.

26. REFERENCE & BACKGROUND VERIFICATION

This appointment is subject to acceptable feedback from references and data provided to the company about your qualification and experience. The background check shall be executed vide your background verification form and Information Release Form. In case, the information so provided by you in your forms or otherwise is found to be incorrect, the company shall have the right to dispense with your services forthwith without any notice and reserves the right to take legal action against you for providing false information to the company.

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27-Aug-22

Annexure C

Name Nisarg Pareshkumar Gajjar

We request you to provide us with the following personal information for maintaining your service record file as applicable.

1. All Qualification Certificates and Mark Sheets (S.S.C. & above - Attested Copies & Original Copy for Verification)
2. Copy of Aadhar Card & PAN Card (Mandatory)
3. Permanent Address Proof
4. Passport Size Photographs: 3 nos.
5. Past employer relieving and experience certificate (if any)

You are requested to bring these documents at the time of your joining.

IMPORTANT:
Please declare immediately by filling Annexure D, if you are suffering from any disease or disorder or you are currently under any medical surveillance. You will be subject to screening for presence of alcohol and / or drugs either for pre-employment or on a random basis.

Self-Declaration:
I will submit all relevant copies of documents against each item that I require to submit at the time of joining the company. I declare that all the dates and records which will be furnished are correct and true. In the event of any false representation of facts and records, I consent to abide by the decision of the management including forgoing my employment offer.

Accepted:
Nisarg Pareshkumar Gajjar
Date: _____
Place:_____

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adani
Power

PASTE YOUR RECENT PASSPORT SIZE PHOTOGRAPH

Annexure-D

Self-Declaration

PERSONAL DETAILS:

irst Name) (Middle Name) (Surname/ Last Name)

_____

ender (male / female): _____ Age (Years): _____

ost Applied for: **GRADUATE ENGINEER TRAINEE (GET)**

eight (cm):_____ Weight (Kg):_____ Blood Pressure:_____

PREVIOUS EMPLOYMENT: Yes / No (If yes specify)

#	Company Name	Nature of Work	Duration (in years)

PERSONAL HABITS:

	YES	NO
noking		
obacco Chewing		
cohol		
ny Other (Please specify)		

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MEDICAL HISTORY:

DISABILITY: Yes / No
(If yes specify the details and disability % if certified)

.....

VISION:
Acuity of Vision:
Are you using Spectacles / Glasses: Yes / No (If yes specify power below)

Right Eye: _____ Left Eye: _____

Colour Vision:
Color Blindness: Yes / No (If yes pls mention details below)

_____

PAST HISTORY:

Any illness / injury / accidents / hospitalization after your last Annual Health Checkup:

Yes / No (If yes specify) _____

Any illness / injury / accidents in past: Yes / No (If yes specify)

_____

Any job-related disease and / or injury: Yes / No (If yes specify)

_____

Terminated or Rejected on medical grounds: Yes / No (If yes specify)

_____

IMMUNIZATIONS:

COWIN Vaccination	Yes	No
OVID Vaccine 1st Dose		
OVID Vaccine 2nd Dose		
oster Dose		

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RECENT HISTORY:

On medication for following (Answer Yes or No.)

Details	Yes	No
gh Blood Pressure (Hypertension)		
gh Blood Sugar (Diabetes)		
eart Disease		
dney Disease		
uberculosis		
hronic Lung Disease		
ar Disease		
earing Problem		
ainting, Fits, Epilepsy, Dizziness		
ny mental disorder		
epatitis B		
ny liver disorder		
ancer		
troke or Brain problem		
ny Other, please specify		

I declare that the above statements are true and complete to the best of my knowledge and belief. In case this information is found to be false by the company, then the company reserves the right to terminate my services without giving any notice. I agree that the results of this medical examination in general terms may be revealed to the company if required. I also fully understand that in case I am declared medically unfit due to any reason, I shall not be entitled for the employment in the company. However, the decision taken by recruitment committee about my medical fitness will be final and binding to me.

.....

Nisarg Pareshkumar Gajjar

(Signature of Candidate)

Date: .....

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Atul Ltd

Atul 396 020, Gujarat, India
contact@atul.co.in | www.atul.co.in
(+91 2632) 230000

HR|Offer|GT|22-23|38

March 24, 2022

OFFER LETTER

Mr Nishant Jadav
A | 202, Vrajbhumi
Opposite Pranav Bunglows
Ajwa Road, Vadodara, Gujarat
India

Dear Mr Jadav,

Congratulations on your selection!

With reference to your application and subsequent interviews, it gives us immense pleasure to offer you the position of **Graduate Trainee - Projects** in **Utilities and Services (U&S) Unit** based at **Atul** on the terms and conditions mutually agreed. Your offer stands valid subject to you being found medically fit.

You would need to submit the following documents mandatorily on joining. Please carry the original certificates for verification.

1. **4 passport sized photographs**
2. **Proof of date of birth**
3. **Education credentials**
4. **PAN card | Aadhar card**

(Please refer to the attached annexure for complete details.)

If any information given is found to be incorrect | false in any aspect, this offer letter shall stand null and void.

You are expected to commence work on or before **July 04, 2022.**

All other terms and conditions of your employment will be elaborated in the letter of appointment, which will be issued to you upon commencement of work.

This offer is extended to you to become a part of great culture of our organization wherein Integrity, Understanding, Unity, Responsibility and Excellence form our core values in our day to day operations.

We look forward to welcoming you and hope to see you grow in an enriching environment that fosters learning and development.

Having already accepted the proposal, if you do not join the Company by **July 04, 2022**, you will be liable to pay damages of **Rs 5,000/-** within 30 days of your refusal to join by the specified date.

Please sign and return a copy of this letter by **March 28, 2022.**

Yours sincerely,
For Atul Ltd:

Sharat Tripathi
President – Human Resources

Accepted with Thanks,
Nishant Jadav
nishujadav07@gmail.com

ATUL LTD • HUMAN RESOURCES •

HR|Offer|GT|22-23|38

March 24, 2022

Dear Mr Jadav,

Details of the consolidated monthly stipend rates applicable during your training period are as follows:

Monthly components	Monthly (Rs)	Annual (Rs)
Stipend	7,775	93,300
Uniform Wash	1,400	16,800
Attire Allowance	1,000	12,000
Professional Pursuit	900	10,800
Special allowance	12,903	154,836
HRA	8000	96,000
Provident Fund (Company's contribution)	1,800	21,600
Total	**33,778**	**4,05,336**

*Annual components	Annual (Rs)
Assured bonus	33,756
Performance-based bonus	33,756
Total	**67,512**

Cost to Company	Monthly (Rs)	Annual (Rs)
	39,404	**4,72,848**

***applicable on confirmation (rating should be atleast P3)**
P1 = 100% payout
P2 = 75% payout
P3 = 50% payout

'Please note that the salary components may change keeping overall CTC amount constant'.

HRA component may change, but overall CTC will remain same

Other benefits

- Medical facilities
- Uniform (total 4 pairs)
- Access to Atul Club at subsidised rates

ATUL LTD • HUMAN RESOURCES • ATUL

Accepted with Thanks,
Nishant Jadav
nishujadav07@gmail.com

Amal Ltd

310 B, Veer Savarkar Marg, Dadar (West), Mumbai 400 028, Maharashtra, India
amal@amal.co.in | (+91 22) 62559700 | www.amal.co.in
CIN: L24100MH1974PLC017594

HR|Offer|GT|22-23|01

March 23, 2022

OFFER LETTER

Mr Kenil Patel
25| 2 Zaver Nagar, Kanjari Road
Halol 389 350, Gujarat
India

Dear Mr Patel,

Congratulations on your selection!

With reference to your application and subsequent interviews, it gives us immense pleasure to offer you the position of **Graduate Trainee - Instrumentation Maintenance** at **Ankleshwar** on the terms and conditions mutually agreed. Your offer stands valid subject to you being found medically fit.

You would need to submit the following documents mandatorily on joining. Please carry the original certificates for verification.

1. **4 passport sized photographs**
2. **Proof of date of birth**
3. **Education credentials**
4. **PAN card | Aadhar card**

(Please refer to the attached annexure for complete details.)

If any information given is found to be incorrect | false in any aspect, this offer letter shall stand null and void.

You are expected to commence work on or before **July 04, 2022.**

All other terms and conditions of your employment will be elaborated in the letter of appointment, which will be issued to you upon commencement of work.

This offer is extended to you to become a part of great culture of our organization wherein Integrity, Understanding, Unity, Responsibility and Excellence form our core values in our day to day operations.

We look forward to welcoming you and hope to see you grow in an enriching environment that fosters learning and development.

Having already accepted the proposal, if you do not join the Company by **July 04, 2022**, you will be liable to pay damages of **Rs 5,000/-** within 30 days of your refusal to join by the specified date.

Please sign and return a copy of this letter by **March 28, 2022.**

Yours sincerely,
For Amal Ltd:

Sharat Tripathi
Authorised Signatory

AMAL LTD. ANKLESHWAR HUMAN RESOURCES

Kenil

Accepted with Thanks,
Kenil Patel
ddukenil@gmail.com

HR|Offer|GT|22-23|01

March 23, 2022

Dear Mr Patel,

Details of the consolidated monthly stipend rates applicable during your training period are as follows:

Monthly components	Monthly (Rs)	Annual (Rs)
Stipend	7,775	93,300
Uniform Wash	1,400	16,800
Attire Allowance	1,000	12,000
Professional Pursuit	900	10,800
Special allowance	12,903	154,836
HRA	8000	96,000
Provident Fund (Company's contribution)	1,800	21,600
Total	**33,778**	**4,05,336**

*Annual components	Annual (Rs)
Assured bonus	33,756
Performance-based bonus	33,756
Total	**67,512**

Cost to Company	Monthly (Rs)	Annual (Rs)
	39,404	**4,72,848**

***applicable on confirmation (rating should be atleast P3)**
P1 = 100% payout
P2 = 75% payout
P3 = 50% payout

'Please note that the salary components may change keeping overall CTC amount constant'.

HRA component may change, but overall CTC will remain same

Other benefits

- Medical facilities
- Uniform (total 4 pairs)
- Access to Atul Club at subsidised rates

Kenil

Accepted with Thanks,
Kenil Patel
ddukenil@gmail.com

ZV

AMAL LTD • HUMAN RESOURCES • ANKLESHWAR

DCM SHRIRAM

Dated: 09.10.2021

Mr. Chandresh Mahendrabhai Vala
F-21, Gcw Township, Utcl Colony, Kovaya
Dist.-Amreli GJ 365541

Dear Chandresh,

Subject: Letter of Intent

With reference to your interview with us, we are pleased to confirm that you have been selected for the post of **Graduate Engineer Trainee** in our plant at Jhagadia, Bharuch.

This appointment will take effect from the date you join and its continuation shall be subject to your being declared successful in your final year examination with first division. You are requested to join us from 1st June, 2022 post completion of your final year examination.

Your formal appointment letter on the term discussed and finalized with you shall be issued on your joining.

Please note that this offer is valid subject to you being certified medically fit by a doctor nominated by us.

While reporting for duty, please bring along with you the following:

- Original mark sheets / provisional certificates etc. for verification and attested photocopies thereof.
- Pass-port size colored photograph – 6 nos.
- PAN Card of Income Tax.
- Photocopy of proof of permanent residence.
- Aadhar Card

Looking forward to having you as a member of the DCM Shriram family.

Thanking you.

Chandresh Vala

(CHANDRESH MAHENDRABHAI VALA)

Date: 12/10/2021

Yours faithfully,

(VASISTHA RAWAL)
GENERAL MANAGER - HR

SHRIRAM ALKALI & CHEMICALS

749, GIDC Industrial Estate, Jhagadia Dist. Bharuch, Gujarat-393110 Tel: +91 2645 226021-23 Fax: +91 2645 226037
Registered Office: DCM Shriram Ltd, 2nd Floor, (West Wing), Worldmark 1, Aerocity, New Delhi - 110037, India
www.dcmshriram.com
CIN No L74899DL1989PLC034923

Ref. #DCTL/OFFER/2021-22/Trainee/18

Date: 25th April 2022

To,
Ms. Nishita Panchal
DDU

Sub: Offer Letter

Dear **Ms. Nishita Panchal,**

Thanks for showing interest to work with us and accordingly appeared for the selection process and personal discussion. In this regard, we are delighted to offer you the position of **Graduate Engineer Trainee – Instrumentation** in our organization on the following terms:

1. Your compensation will be Rs. **4.25 Lacs lac/-** per annum
2. Date of joining on or before **8th June 2022**
3. Your initial place of posting will be **at DCTL – Vadodara Location**
4. Offer is subject to, you are found medically fit for the employment
5. Offer is subject to, satisfactory result in Final year of degree course
6. Production and verification of documents as under:
    a. Certificate of and/or mark sheets of final year of highest qualification received by you. You may be asked to furnish certificates of other additional qualification
    b. Proof of residence, date of birth & photo ID eg. Driving license / Passport / Voter ID card / PAN card (mandatory) / Aadhar card (mandatory)
    c. Four recent passport size photographs

As we are a growing organization with a strong commitment to quality and customer service; as a professional, you will surely find many challenges and growth opportunities which would go long way in adding value to the organization and your career.

Kindly return the duplicate copy of this letter duly signed as token of your acceptance of above terms.

Thanking you
Yours Faithfully,
For, DEEPAK CHEM TECH LTD.

Authorised Signatory

Received & Accepted

DEEPAK CHEM TECH LIMITED
(Formerly known as DEEPAK CLEAN TECH LIMITED)
CIN: U24290GJ2020PLC117177
Registered Office:
4th Floor, Aaditya-II, Chhani Road, Vadodara- 390 024, Gujarat, India
Tel: +91-265-276 5200/ 3960200 | Fax: +91-265-2765300 / 5344
www.godeepak.com

RESPONSIBLE CARE®

DEEPAK NITRITE

Ref: DNL/HR/Offer/Campus/2022-23

Date: 13-June-2022

Mr. Yash Pandav
B-25, Raman Nagar Society, Behind Akhand Anand College,
Ved Road, Surat, Gujarat - 395004

Sub: Offer Letter – Graduate Engineer Trainee

Dear Mr Yash,

We are pleased to offer you the position of **Graduate Engineer Trainee** in our company.

You will be paid total stipend of **Rs. 4.25 Lakhs (Rupees Four Lakhs Twenty Five Thousand Only) per annum**, the breakup of which is as per **Annexure – A** payable to you subject to statutory and other deductions as per company policy and applicable rules.

Your date of joining will be **14th June 2022.** At the time of joining you are required to submit documents as mentioned in Annexure A.

Your appointment is subject to –

1. You successfully passing graduate degree OR post-graduate degree exam (as applicable) by securing aggregate of 60% or equivalent
2. You found being medically fit by an MBBS/MD (as per prescribed format)

You will be governed by rules, regulations, policies and practices of Deepak Nitrite Limited as applicable.

As a token of acceptance of offer, please sign and return a copy of this letter indicating your acceptance.

We welcome you to the **Deepak Nitrite family** and look forward to your joining us at the earliest.

Wishing you all the success in your association with us.

For Deepak Nitrite Limited,

M. Phadke

Mahesh Phadke
General Manager - Human Resources

Read and accepted

Yash

Signature of candidate
Name: Yash D. Pandav
Date: 13/06/2022

RESPONSIBLE CARE®

DEEPAK NITRITE

Annexure A		
Name of candidate	**Yash Pandav**	
Designation	**Graduate Engineer Trainee – Instrumentation – Performance Products- Dahej**	
Grade	**T01**	
Monthly Earnings	**Monthly**	**Annual**
Basic	15500	186000
HRA	4650	55800
Prof. Dev. Allowance	10307	123684
Total A	**30457**	**365484**
Annual / Deferred Benefits		
Festival Allowance/Bonus (@ 20% of Basic)	3100	37200
PF -Employer's contribution (@12% of Basic)	1860	22320
Total B	**4960**	**59520**
Cost To Company (CTC) = A+B	**35417**	**425000**

Other Perks/Benefits

1. Group Personal Accident Insurance – as per policy
2. Leaves (per annum) – as per policy

List of documents duly attested to be submitted for records on joining along with original for verification

1. All educational qualification certificates, school leaving certificate
2. Certificate of date of birth
3. 4 recent coloured passport size photographs
4. Copy of PAN Card, Aadhaar Card, Passport and Driving License
5. Bank Account details either ICICI Bank Ltd OR Axis Bank Ltd
6. Original Medical Form Duly filled and attested (if applicable)
7. Relieving and Experience Letter of all previous organizations (if applicable)
8. Last drawn salary slip, Form 16 and Full & Final certificate of last employer (if applicable)
9. PF Number (if available)

For Deepak Nitrite Limited,

Mahesh Phadke
General Manager - Human Resources

Read and accepted

Signature of candidate
Name: Yash D. Pandav
Date: 13/06/2022.

DEEPAK NITRITE LIMITED
CIN: L24110GJ1970PLC001735
Registered & Corporate Office:
Aditya-I, Chhani Road, Vadodara-390 024. Gujarat, India.
Tel: +91 265 276 5200/396 0200 | Fax: +91 265 276 5344
Investor Relations Contact: investor@godeepak.com
www.godeepak.com

DCM SHRIRAM

Dated: 09.10.2021

Mr. Parmar Kaushal Rajeshkumar
B-30 , Narayanpark Society
Maktampur, Bharuch , 392012

Dear Kaushal,

Subject: Letter of Intent

With reference to your interview with us, we are pleased to confirm that you have been selected for the post of **Graduate Engineer Trainee** in our plant at Jhagadia, Bharuch.

This appointment will take effect from the date you join and its continuation shall be subject to your being declared successful in your final year examination with first division. You are requested to join us from 1st June, 2022 post completion of your final year examination.

Your formal appointment letter on the term discussed and finalized with you shall be issued on your joining.

Please note that this offer is valid subject to you being certified medically fit by a doctor nominated by us.

While reporting for duty, please bring along with you the following:

- Original mark sheets / provisional certificates etc. for verification and attested photocopies thereof.
- Pass-port size colored photograph – 6 nos.
- PAN Card of Income Tax.
- Photocopy of proof of permanent residence.
- Aadhar Card

Looking forward to having you as a member of the DCM Shriram family.

Thanking you.

Candidate Sign. :

Kaushal

(Parmar Kaushal R.)

Date: 11/10/2021

Yours faithfully,

(VASISTHA RAWAL)
GENERAL MANAGER - HR

SHRIRAM ALKALI & CHEMICALS

749, GIDC Industrial Estate, Jhagadia Dist. Bharuch, Gujarat-393110 Tel: +91 2645 226021-23 Fax: +91 2645 226037
Registered Office: DCM Shriram Ltd, 2nd Floor, (West Wing), Worldmark 1, Aerocity, New Delhi - 110037, India
www.dcmshriram.com
CIN No. L74899DL1989PLC034923

DCM SHRIRAM

Dated: 09.10.2021

Mr. Rohan Jitendra Pandya
D-701 Kanha City, Ajwa Crossing N.H. 48,
Vadodara, Gujarat - 390019

Dear Rohan,

Subject: Letter of Intent

With reference to your interview with us, we are pleased to confirm that you have been selected for the post of **Graduate Engineer Trainee** in our plant at Jhagadia, Bharuch.

This appointment will take effect from the date you join and its continuation shall be subject to your being declared successful in your final year examination with first division. You are requested to join us from 1st June, 2022 post completion of your final year examination.

Your formal appointment letter on the term discussed and finalized with you shall be issued on your joining.

Please note that this offer is valid subject to you being certified medically fit by a doctor nominated by us.

While reporting for duty, please bring along with you the following:

- Original mark sheets / provisional certificates etc. for verification and attested photocopies thereof.
- Pass-port size colored photograph – 6 nos.
- PAN Card of Income Tax.
- Photocopy of proof of permanent residence.
- Aadhar Card

Looking forward to having you as a member of the DCM Shriram family.

Thanking you.

Received with thanks
11/10/2021

Yours faithfully,

(VASISTHA RAWAL)
GENERAL MANAGER - HR

SHRIRAM ALKALI & CHEMICALS

749, GIDC Industrial Estate, Jhagadia Dist. Bharuch, Gujarat-393110 Tel: +91 2645 226021-23 Fax: +91 2645 226037
Registered Office: DCM Shriram Ltd, 2nd Floor, (West Wing), Worldmark 1, Aerocity, New Delhi - 110037, India
www.dcmshriram.com
CIN No. L74899DL1989PLC034923

EMERSON

Emerson Export Engineering Centre-II
I.T. Park, Plot No 29/1, MIDC Ambad
Nashik, Pin – 422010
Ph No : 91-0253-6684000

Ref.: EEEC II/HR/2022/676
Date : 21-Jan-22

Dhruvi Dilipkumar Suthar
42, Sanskar Park, Nr. Pragatinagar, Piplod,
Surat – 395007

Dear **Ms Dhruvi**,

With reference to your application and the interview you had with us, we would be willing to appoint you as a **"Graduate Engineer Trainee"** for a One-year period.

You will be required to take up the assignment with us on **11-Jul-22**. The date of joining mentioned here is of indicative nature and can be preponed or postponed depending upon the business exigencies.

Your remuneration, inclusive of all benefits and targeted Performance Incentive works out to be **Rs 420545/-** per annum. Please refer the Annexure for the details. Company shall deduct TDS from this amount in accordance with applicable income tax rules. Your appointment is subject to you being declared fit in the Medical test post joining.

Depending upon your performance, company will be willing to extend your services further and take you as a regular employee at the end of one-year period.

This offer letter is subject to your passing Semester VI, VII & VIII of B.Tech (Instrumentation and Controls) successfully and your clear intent to serve our organization on a long term basis as has been confirmed by you during above interview. You are also required to submit your mark sheet for Semester VI, VII & VIII upon declaration of results of respective semesters. We expect that you would make every effort to ensure academic excellence by way of securing atleast 1st class in the remaining 2 semesters.

A detailed letter shall be issued by us upon taking up the assignment.

This letter is being issued in duplicate and you are requested to please sign the 2nd copy as a token of your acceptance and returning back to us.

For **Emerson Export Engineering Centre II**

Chaphekar

Shirish Chaphekar
Sr. Director

Accepted:
I agree and confirm that I will comply with all the above rules and also confirm my long term association with the company for the period mentioned.

Suthar Dhruvi

(Dhruvi Dilipkumar Suthar)

EMERSON

Emerson Export Engineering Centre II
Page:
Ref:
Date:

Annexure

Name: Dhruvi Dilipkumar Suthar

Date of Joining : 11-Jul-22

Detailed breakup of Cost To Company

Sr. No	Particulars	Amount per month (Rs.)	Amount per annum (Rs.)	Remarks
	PART A			
1	Basic	15358	184,296	
2	House Rent Allowance	6143	73,716	
3	Conveyance	3072	36,864	
4	Supplemantary Allowance	2260	27,120	
5	Company's contribution to PF/Grat	2304	27,644	
6	Medical Reimbursement	1250	15,000	Paid monthly. Tax exemption upon submission of Medical bills/ receipts
7	Leave Travel Allowance	1280	15,360	Paid monthly. Tax exemption upon submission of Travel bills/ receipts
8	**Sub total Part A**		**380,000**	
	PART B			
9	Targeted Performance linked Variable Pay @ Performance factor 1		**40,545**	Subject to evaluation of performance. This is at centre point.This includes the statutory bonus if applicable
10	**Total Cost to Company**		**420,545**	

Other Benefits

1	Kit Allowance		15,000	Varies from 5000/- to 15000/- depending upon the overseas duration / no. of official tours
2	Insurance coverage-		10,000	Estimated Premium paid by the Company directly to Insurance Company towards 1. Group Mediclaim Insurance 2. Group Personal Accident Policy 3. Group Life Term Insurance.

For Emerson Export Engineering Centre II, Nashik

Shirish Chaphekar
Sr. Director

EMERSON

Emerson Export Engineering Centre-II
I.T. Park, Plot No 29/1, MIDC Ambad
Nashik, Pin – 422010
Ph No : 91-0253-6684000

Ref.: EEEC II/HR/2022/677
Date : 21-Jan-22

Jaydeepkumar Mahendrabhai Patel
Flat No. 10 Satyam Apartment,
Purusottam Nagar Society,
Sayan Road, Amroli, Surat- 394107

Dear **Mr Jaydeepkumar,**

With reference to your application and the interview you had with us, we would be willing to appoint you as a **"Graduate Engineer Trainee"** for a One-year period.

You will be required to take up the assignment with us on **11-Jul-22**. The date of joining mentioned here is of indicative nature and can be preponed or postponed depending upon the business exigencies.

Your remuneration, inclusive of all benefits and targeted Performance Incentive works out to be **Rs 420545/-** per annum. Please refer the Annexure for the details. Company shall deduct TDS from this amount in accordance with applicable income tax rules. Your appointment is subject to you being declared fit in the Medical test post joining.

Depending upon your performance, company will be willing to extend your services further and take you as a regular employee at the end of one-year period.

This offer letter is subject to your passing Semester VI, VII & VIII of B.Tech (Instrumentation and Controls) successfully and your clear intent to serve our organization on a long term basis as has been confirmed by you during above interview. You are also required to submit your mark sheet for Semester VI, VII & VIII upon declaration of results of respective semesters. We expect that you would make every effort to ensure academic excellence by way of securing atleast 1st class in the remaining 2 semesters.

A detailed letter shall be issued by us upon taking up the assignment.

This letter is being issued in duplicate and you are requested to please sign the 2nd copy as a token of your acceptance and returning back to us.

For **Emerson Export Engineering Centre II**

Chaphekar

Shirish Chaphekar
Sr. Director

Accepted:
I agree and confirm that I will comply with all the above rules and also confirm my long term association with the company for the period mentioned.

Patel Jaydeep.

(Jaydeepkumar Mahendrabhai Patel)

EMERSON

Emerson Export Engineering Centre II
Page:
Ref:
Date:

Annexure

Name: Jaydeepkumar Mahendrabhai Patel

Date of Joining : 11-Jul-22

Detailed breakup of Cost To Company

Sr. No	Particulars	Amount per month (Rs.)	Amount per annum (Rs.)	Remarks
	PART A			
1	Basic	15358	184,296	
2	House Rent Allowance	6143	73,716	
3	Conveyance	3072	36,864	
4	Supplemantary Allowance	2260	27,120	
5	Company's contribution to PF/Grat	2304	27,644	
6	Medical Reimbursement	1250	15,000	Paid monthly. Tax exemption upon submission of Medical bills/ receipts
7	Leave Travel Allowance	1280	15,360	Paid monthly. Tax exemption upon submission of Travel bills/ receipts
8	**Sub total Part A**		**380,000**	
	PART B			
9	Targeted Performance linked Variable Pay @ Performance factor 1		**40,545**	Subject to evaluation of performance. This is at centre point.This includes the statutory bonus if applicable
10	**Total Cost to Company**		**420,545**	

Other Benefits

1	Kit Allowance		15,000	Varies from 5000/- to 15000/- depending upon the overseas duration / no. of official tours
2	Insurance coverage-		10,000	Estimated Premium paid by the Company directly to Insurance Company towards 1. Group Mediclaim Insurance 2. Group Personal Accident Policy 3. Group Life Term Insurance

For Emerson Export Engineering Centre II, Nashik

Shirish Chaphekar
Sr. Director

EMERSON

Emerson Export Engineering Centre-II
I.T. Park, Plot No 29/1, MIDC Ambad
Nashik, Pin – 422010
Ph No : 91-0253-6684000

Ref.: EEEC II/HR/2022/675
Date : 21-Jan-22

Jaykumar Mistry
3F/A-304, Royal Residency,
Opp. Voltamp Transformers,
Maneja, Vadodara – 390013. Gujarat, India

Dear **Mr Jaykumar**,

With reference to your application and the interview you had with us, we would be willing to appoint you as a **"Graduate Engineer Trainee"** for a One-year period.

You will be required to take up the assignment with us on **11-Jul-22**. The date of joining mentioned here is of indicative nature and can be preponed or postponed depending upon the business exigencies.

Your remuneration, inclusive of all benefits and targeted Performance Incentive works out to be **Rs 420545/-** per annum. Please refer the Annexure for the details. Company shall deduct TDS from this amount in accordance with applicable income tax rules. Your appointment is subject to you being declared fit in the Medical test post joining.

Depending upon your performance, company will be willing to extend your services further and take you as a regular employee at the end of one-year period.

This offer letter is subject to your passing Semester VI, VII & VIII of B.Tech (Instrumentation and Controls) successfully and your clear intent to serve our organization on a long term basis as has been confirmed by you during above interview. You are also required to submit your mark sheet for Semester VI, VII & VIII upon declaration of results of respective semesters. We expect that you would make every effort to ensure academic excellence by way of securing atleast 1st class in the remaining 2 semesters.

A detailed letter shall be issued by us upon taking up the assignment.

This letter is being issued in duplicate and you are requested to please sign the 2nd copy as a token of your acceptance and returning back to us.

For **Emerson Export Engineering Centre II**

Shirish Chaphekar
Sr. Director

Accepted:
I agree and confirm that I will comply with all the above rules and also confirm my long term association with the company for the period mentioned.

(Jaykumar Mistry)

EMERSON

Emerson Export Engineering Centre II
Page:
Ref:
Date:

Annexure

Name: Jaykumar Mistry

Date of Joining : 11-Jul-22

Detailed breakup of Cost To Company

Sr. No	Particulars	Amount per month (Rs.)	Amount per annum (Rs.)	Remarks
	PART A			
1	Basic	15358	184,296	
2	House Rent Allowance	6143	73,716	
3	Conveyance	3072	36,864	
4	Supplemantary Allowance	2260	27,120	
5	Company's contribution to PF/Grat	2304	27,644	
6	Medical Reimbursement	1250	15,000	Paid monthly. Tax exemption upon submission of Medical bills/ receipts
7	Leave Travel Allowance	1280	15,360	Paid monthly. Tax exemption upon submission of Travel bills/ receipts
8	**Sub total Part A**		**380,000**	
	PART B			
9	Targeted Performance linked Variable Pay @ Performance factor 1		**40,545**	Subject to evaluation of performance. This is at centre point.This includes the statutory bonus if applicable
10	**Total Cost to Company**		**420,545**	

Other Benefits

1	Kit Allowance		15,000	Varies from 5000/- to 15000/- depending upon the overseas duration / no. of official tours
2	Insurance coverage-		10,000	Estimated Premium paid by the Company directly to Insurance Company towards 1. Group Mediclaim Insurance 2. Group Personal Accident Policy 3. Group Life Term Insurance

For Emerson Export Engineering Centre II, Nashik

Shirish Chaphekar
Sr. Director

EMERSON.

Emerson Export Engineering Centre-II
I.T. Park, Plot No 29/1, MIDC Ambad
Nashik, Pin – 422010
Ph No : 91-0253-6684000

Ref.: EEEC II/HR/2022/678
Date : 21-Jan-22

Jensie Jayesh Shah
106, Pratik Raw House, Honey Park Road,
Surat, Gujarat 395009

Dear **Ms Jensie**,

With reference to your application and the interview you had with us, we would be willing to appoint you as a **"Graduate Engineer Trainee"** for a One-year period.

You will be required to take up the assignment with us on **11-Jul-22**. The date of joining mentioned here is of indicative nature and can be preponed or postponed depending upon the business exigencies.

Your remuneration, inclusive of all benefits and targeted Performance Incentive works out to be **Rs 420545/-** per annum. Please refer the Annexure for the details. Company shall deduct TDS from this amount in accordance with applicable income tax rules. Your appointment is subject to you being declared fit in the Medical test post joining.

Depending upon your performance, company will be willing to extend your services further and take you as a regular employee at the end of one-year period.

This offer letter is subject to your passing Semester VI, VII & VIII of B.Tech (Instrumentation and Controls) successfully and your clear intent to serve our organization on a long term basis as has been confirmed by you during above interview. You are also required to submit your mark sheet for Semester VI, VII & VIII upon declaration of results of respective semesters. We expect that you would make every effort to ensure academic excellence by way of securing atleast 1st class in the remaining 2 semesters.

A detailed letter shall be issued by us upon taking up the assignment.

This letter is being issued in duplicate and you are requested to please sign the 2nd copy as a token of your acceptance and returning back to us.

For **Emerson Export Engineering Centre II**

Shirish Chaphekar
Sr. Director

Accepted:
I agree and confirm that I will comply with all the above rules and also confirm my long term association with the company for the period mentioned.

(Jensie Jayesh Shah)

EMERSON.

Emerson Export Engineering Centre II
Page:
Ref:
Date:

Annexure

Name: Jensie Jayesh Shah

Date of Joining : 11-Jul-22

Detailed breakup of Cost To Company

Sr. No	Particulars	Amount per month (Rs.)	Amount per annum (Rs.)	Remarks
	PART A			
1	Basic	15358	184,296	
2	House Rent Allowance	6143	73,716	
3	Conveyance	3072	36,864	
4	Supplemantary Allowance	2260	27,120	
5	Company's contribution to PF/Grat	2304	27,644	
6	Medical Reimbursement	1250	15,000	Paid monthly. Tax exemption upon submission of Medical bills/ receipts
7	Leave Travel Allowance	1280	15,360	Paid monthly. Tax exemption upon submission of Travel bills/ receipts
8	**Sub total Part A**		**380,000**	
	PART B			
9	Targeted Performance linked Variable Pay @ Performance factor 1		**40,545**	Subject to evaluation of performance. This is at centre point.This includes the statutory bonus if applicable
10	**Total Cost to Company**		**420,545**	

Other Benefits

1	Kit Allowance		15,000	Varies from 5000/- to 15000/- depending upon the overseas duration / no. of official tours
2	Insurance coverage-		10,000	Estimated Premium paid by the Company directly to Insurance Company towards 1. Group Mediclaim Insurance 2. Group Personal Accident Policy 3. Group Life Term Insurance

For Emerson Export Engineering Centre II, Nashik

Shirish Chaphekar
Sr. Director

Jensie

fives
Industry can do it

22nd February 2022

Mr. Akshar Panchal
41, Sahajanand, Duplex,
Opp. Mangalmurti Soc,
Pramuh Swami Road, Waghodia,
Vadodara - 391760

Dear Akshar,

With reference to the interview you had with us, we have pleasure in selecting you as **GRADUATE ENGINEER TRAINEE** on the following terms and conditions.

1. Your period of training will be for 12 months from the date of joining. However, you will join the company within **10th May 2022.**

2. Your Headquarters will be at Baroda, India but you may be required to travel both within India and overseas, if required. If circumstances necessitate, the services may be transferred anywhere in India. The terms of services wherever transferred will remain identical with those set out in this letter unless an alteration of such terms has been arranged in writing.

3. The description of the remuneration package is attached and part of the contract of employment.

4. During the period of training, you will be entitled for weekly off and the National & Festival Holidays as applicable to Fives Combustion Systems, not entitled for any other leave.

5. You shall not at any time engage in, or be concerned with, or be interested in, directly or indirectly, any business, work or activity other than that of the Company or commit any act prejudicial to the interests of the Company and/or its business (the Company being the sole judge thereof).

6. The Company may at its sole discretion terminate the Contract of Employment without notice and / or salary in lieu of notice, if in the opinion of the Company, the continuance of your employment is detrimental to the interest of the Company.

7. You agree to observe the strictest discretion on all activities pertaining to the activities of the Group to which you will have access within the execution of your function. You will not divulge to anyone any information resulting from work executed in the office or on a job site, including without limitation drawings, designs, specifications, calculations, prices and technical know-how etc.

8. On successful completion of the said 12 months training period to the satisfaction of the Company of which the Company shall be sole judge, at that time you will be considered for appointment.

Energy

Fives Combustion Systems Pvt. Ltd.
Registered Office: Plot No. 230, Padra-Jambusar Highway, Dabhasa-391 440, District - Vadodara, Gujarat - INDIA
CIN: U74999GJ1981PTC079214
Tel: +91-2662-618200, 244459, 244483 - Fax: +91-2662-618222 - Email: fivescombustionsystems@fivesgroup.com
www.fivesgroup.com

Designer and manufacturer of Fives Pillard and CBL products

ISO 14001 TÜV SÜD ISO 9001 ISO 45001

fives

9. The Company reserves the right to verify your documents and background through internal or external agencies. These may include your current / previous employment history, educational/professional credentials and other background checks.

10. It has been agreed and accepted by you that you will work for minimum two years after the completion of your one year training period.

At the time of joining, please contact our HR department along with the following documents in original and two attested Xerox copies:

a. S.S.C or equivalent examination mark-sheet.
b. Mark Sheets of Degree in Graduation, of all the Semesters/Years
c. Attested copies of degree certificate and final year / semester marksheets should be forwarded to us within 3 months of your joining. (Except final semester/final year, if results have not been declared).
d. Proof of age – either S.S.C or school leaving certificate.

Waiver

The failure or delay to insist on the performance of any provision of this contract is not a waiver of its rights.

General

Your services will be governed by the rules and regulations of the company and instructions from the Management from time to time during the course of your employment.

Any dispute arising out of this appointment will be under the jurisdiction of Baroda.

Acceptance

This appointment order is prepared in two originals. Kindly sign and return one original.

For FIVES COMBUSTION SYSTEMS PRIVATE LIMITED

RAHUL RAJGOR
MANAGING DIRECTOR

Signature

Akshar Panchal
(Accepted and Agreed)

fives

Remuneration Annexure w.e.f 10th May 2022

Name: Akshar Panchal
Designation: GET

	Amounts (Rs.)	
MONTHLY COMPONANTS (A)	**Monthly**	**Annual**
Basic	12,000	1,44,000
HRA	4,800	57,600
Conveyance	1,600	19,200
Telephone Allowance	500	6,000
Other Allowance	4,336	52,032
Medical Allowance	1,000	12,000
Sub Total (A)	**24,236**	**2,90,832**
ANNUAL BENEFITS (B)		
Ex Gratia / Bonus	1,665	19,980
Retention Pay (Payable on completion of 1 year)	1,500	18,000
Sub Total (B)	**3,165**	**37,980**
RETIREMENT BENEFITS (C)		
PF (12% of basic)	1,440	17,280
Sub Total (C)	**1,440**	**17,280**
WELFARE BENEFITS (D)		
Group Medical Insurance	250	3,004
Group Personal Accident	75	904
Sub Total (D)	**326**	**3,908**
CTC per annum (A+B+C+D)	**29,166**	**3,50,000**

For FIVES COMBUSTION SYSTEMS PRIVATE LIMITED

RAHUL RAJGOR
MANAGING DIRECTOR

Signature

Akshar Panchal
(Accepted and Agreed)

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Industry can do it

22nd February 2022

Mr. Akshar Panchal
41, Sahajanand, Duplex,
Opp. Mangalmurti Soc,
Pramuh Swami Road, Waghodia,
Vadodara - 391760

Dear Akshar,

With reference to the interview you had with us, we have pleasure in selecting you as **GRADUATE ENGINEER TRAINEE** on the following terms and conditions.

1. Your period of training will be for 12 months from the date of joining. However, you will join the company within **10th May 2022.**

2. Your Headquarters will be at Baroda, India but you may be required to travel both within India and overseas, if required. If circumstances necessitate, the services may be transferred anywhere in India. The terms of services wherever transferred will remain identical with those set out in this letter unless an alteration of such terms has been arranged in writing.

3. The description of the remuneration package is attached and part of the contract of employment.

4. During the period of training, you will be entitled for weekly off and the National & Festival Holidays as applicable to Fives Combustion Systems, not entitled for any other leave.

5. You shall not at any time engage in, or be concerned with, or be interested in, directly or indirectly, any business, work or activity other than that of the Company or commit any act prejudicial to the interests of the Company and/or its business (the Company being the sole judge thereof).

6. The Company may at its sole discretion terminate the Contract of Employment without notice and / or salary in lieu of notice, if in the opinion of the Company, the continuance of your employment is detrimental to the interest of the Company.

7. You agree to observe the strictest discretion on all activities pertaining to the activities of the Group to which you will have access within the execution of your function. You will not divulge to anyone any information resulting from work executed in the office or on a job site, including without limitation drawings, designs, specifications, calculations, prices and technical know-how etc.

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Designer and manufacturer of Fives Pillard and CBL products

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fives

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At the time of joining, please contact our HR department along with the following documents in original and two attested Xerox copies:

a. S.S.C or equivalent examination mark-sheet.
b. Mark Sheets of Degree in Graduation, of all the Semesters/Years
c. Attested copies of degree certificate and final year / semester marksheets should be forwarded to us within 3 months of your joining. (Except final semester/final year, if results have not been declared).
d. Proof of age – either S.S.C or school leaving certificate.

Waiver

The failure or delay to insist on the performance of any provision of this contract is not a waiver of its rights.

General

Your services will be governed by the rules and regulations of the company and instructions from the Management from time to time during the course of your employment.

Any dispute arising out of this appointment will be under the jurisdiction of Baroda.

Acceptance

This appointment order is prepared in two originals. Kindly sign and return one original.

For FIVES COMBUSTION SYSTEMS PRIVATE LIMITED

RAHUL RAJGOR
MANAGING DIRECTOR

Signature

Akshar Panchal
(Accepted and Agreed)

fives

Remuneration Annexure w.e.f 10th May 2022

Name: Akshar Panchal
Designation: GET

	Amounts (Rs.)	
MONTHLY COMPONANTS (A)	**Monthly**	**Annual**
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Retention Pay (Payable on completion of 1 year)	1,500	18,000
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Sub Total (C)	**1,440**	**17,280**
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Group Medical Insurance	250	3,004
Group Personal Accident	75	904
Sub Total (D)	**326**	**3,908**
CTC per annum (A+B+C+D)	**29,166**	**3,50,000**

For FIVES COMBUSTION SYSTEMS PRIVATE LIMITED

RAHUL RAJGOR
MANAGING DIRECTOR

Signature

Akshar Panchal
(Accepted and Agreed)

GHCL Limited

GHCL: SA: 2021-22
22nd March'22

Mr. Harsh Damani
5, Shivshraddha Apartment behind covent school
Gandhigram,
Junagadh – 362 001

Sub: Letter of Offer

Dear Mr. Damani,

Please refer to your application for training and the subsequent discussion we had with you.

We are pleased to provide you an opportunity in our organization in the position of **Graduate Engineer Trainee (GET).** You will undergo training in the Soda Ash Division of the company on the following terms and conditions.

1. During your training you will be entitled to a gross salary of Rs. 2,50,000/- (Rs. Two Lac fifty Thousand only) per annum inclusive of all benefits.

2. You would be on training for a period of **one year** from the date of your joining. The training period is liable to be extended, at the sole discretion of the Management, if your performance or your conduct is not satisfactory.

3 You shall be assessed for your performance at the end of your training period and may be absorbed on the rolls of the company, subject to your performance and existence of an appropriate vacancy in the company. However, to mention that absorption shall not be deemed to have taken place unless you have been informed to that effect in writing.

4. This offer for training is subject to your successfully completing the B. Tech Course and submitting proof of it, failing which, your training will be discontinued forthwith

You are requested to report for training on or before 15th June 2022 at the following address:

GHCL Limited
Works: Sutrapada, Dist. Gir-Somnath
Sutrapada, Gujarat – 362275, India

At the time of reporting for training please bring the following documents with you.

- 5 recent passport size photographs
- Originals with a photocopy of each of your certificates
- Proof of age
- Medical fitness certificate from an MBBS Doctor

Kindly sign and return the duplicate copy of this letter confirming your acceptance of the training.

We welcome you and wish you a successful training with us.

Yours faithfully,
For GHCL Limited

Anil Kumar Singh
Vice President – Human Resources

Harsh Damani

GHCL Limited

Compensation Structure – Mr. Harsh Damani

Name	Harsh Damani
Designation	Graduate Engineer Trainee
Division	Soda Ash
Location/Division	Sutrapada
Salary Components	**Amount in Rs.**
Basic Salary Per Month	8500
House Rent Allowance Per Month	5100
Personal Allowance Per Month	1974
Food Allowance Per Month	2500
Washing Allowance Per Month	1000
Monthly Gross Salary (Rs.)	19074
Annual Gross Salary (Rs.)	228888
Provident Fund Per Annum	15084
Sub Total (Rs.) Per Annum **	243972
Gratuity Per Annum	6033
Gross Total (Rs.) Per Annum	250000

** Minimum 50% of the Subtotal will be deemed to be wages for the purpose of Gratuity

Anil Kumar Singh
Vice President – HR & IR

Works : Sutrapada, Dist. Gir Somnath, Gujarat - 362275, India. Tel. +91-02876-263401-03, 263551-56 Fax : +91-02876-263480-83
CIN : L24100GJ1983PLC006513, E-mail : ghcl.info@ghcl.co.in, Website : www.ghcl.co.in

Regd. Office : GHCL House, Swastik Society, Opp. Panjrapole Hall, Navrangpura, Ahmedabad, Gujarat-380009, India. Tel. +91-079-26427519-818 Fax : +91-079-26423623
Head Office : GHCL House, B- 38, Institutional Area, Sector - 1, Noida, Uttar Pradesh - 201301, India. Ph. : +91-120-2535335, 3358000, Fax : +91-120-2535209

Gujarat State Petronet Ltd.
GSPL Bhavan,
E-18, GIDC Electronics Estate, Nr. K-7 Circle,
Sector-26, Gandhinagar-382028.
Tel.: +91-79-23268500/600 Fax : +91-79-23268506
Website : www.gspcgroup.com

GSPL/HR&Admin./2022
28th April 2022

Mr. Marmik Patel
875,Narayan Darshan-2,
Bholav, Bharuch-392015
Mobile: 9067083520

Sub: Offer of Appointment

Dear Mr. Patel,

1. Further to the interview you had with us, we are pleased to make you an offer of appointment for the position of Engineer Trainee (ET) at a Compensation package of Rs.6.75/- Lakhs per annum, initially for a period of one year from the date of your joining duty.

2. You will be required to join by June 2022 on successful completion of your course. However, prior to joining, you need to successfully complete medical formalities as required by us, details of which will be intimated to you separately.

3. On your joining, you will be issued a formal letter of appointment detailing the terms and conditions of your appointment.

4. At the time of joining, you would be required to bring the originals and submit one set of photocopies **(certified true copies)** of the following documents:

   - Birth certificate and School Leaving Certificate (LC)
   - Certificates as well as mark sheets from 10th Standard onwards (as applicable-Year-wise/Semester-wise)
   - Experience certificates from your joining (as applicable)
   - Certificate / Proof of the last salary drawn (as applicable)
   - Relieving letter
   - Five passport size photographs
   - Copy of the PAN Card/Aadhar Card/Passport/Voter Card
   - Copy of Election card/Passport of your parents

Accepted with thanks
Marmik 04/05/2022

5. Your joining with the Company stands valid on the basis of clearance of your pre-employment medical checkup.

6. If you accept this offer of appointment, please submit a signed copy of this letter within 7 Days from the date of this letter, failing which this offer will automatically stand withdrawn.

Thanking you,

Yours sincerely,

Peeush Upadhyay
Executive Director – HR & Admin.

Accepted with thanks
Manis.. 04/05/2022

Reference Check Form

Candidate Information

Candidate Name: Mr. Marmik Patel	Position Applied For: Engineer Trainee
Address: 875,Narayan Darshan-2, Bholav, Bharuch-392015	Email ID: ddumarmik@gmail.com
Recruiting Officer Name: Mr. Peeush Upadhyay, Gujarat State Petronet Limited, Gandhinagar	Date: 31-May-22

Reference Information

Name: Prof. Jignesh G. Bhatt	Nature of Interaction with the candidate: Teacher-Professor-Dept. Placement Coordinator	
Organization: Dharmsinh Desai University, Nadiad	Title: Associate Professor	Contact Number: 9426703566
Address: Department of Instrumentation and Control Engineering, Faculty of Technology, Dharmsinh Desai University, Nadiad-387001	Email ID: jigneshgbhatt.ic@ddu.ac.in1	

Reference Comment

Was the applicant an employee of your organization?	Yes	No, he was our student
If yes, what was the duration & period of employment?	During 2018-22 for his study of BTech (IC Engg.) degree course	
What was the applicant's position on the last of employment?	He was our UG student	

What were the applicant's responsibilities?
Study of the courses taught under the Under Graduate course of Bachelor of Technology program at the Department of Instrumentation and Control Engineering, Faculty of Technology, Dharmsinh Desai University, Nadiad-387001, Gujarat, India.

What were the applicant's strengths?
Honest
Committed to work
Fast learning and adaptive nature
Good team player with leadership skills

What were the applicant's areas for improvement?
He should enhance his patience and calmness, especially while handling large assignments.

What were the applicant's reasons for leaving your organization? (If applicable)
Passing out the BTech (IC Engg.) program from our university

Would you rehire this applicant? (If applicable)
Not applicable

Any other comments:
My personal best wishes for the candidate's successful and prosperous future with blessings

Date: 31/05/2022

Signature: 

Making our world more productive

Mr. Kathan Talati

302,Omsairesidency
Junabazar,
Bharuch,Pin-392001,Gujarat

07/06/2022

Subject: **Appointment as "Trainee Engineer"**

Dear Mr. Talati,

Further to your application seeking training with Linde Engineering India Pvt Ltd ('Company'), we hereby offer you an appointment in our Company at the position of **"Trainee Engineer"** on the general terms and conditions set out hereunder:

1. You will be on training for a period of 12 months from the date of your joining which will be **18/07/2022**. This training period of 12 months may be extended at the discretion of the Company.

2. The training is subject to your agreeing to render your services to the company as its employee for a period of two (2) years from the date of satisfactory completion of training period. In case you leave the Company during the training period or within two years after successful completion of training, you shall be liable to pay liquidated damages of **INR 2,00,000/-** (Rupees Two Lakhs Only) to the company. The Company shall be entitled to recover the said damages from any of the monetary dues/claims you may have against the Company and/or by taking legal proceeding against you entirely at your risks and costs and consequences.

3. During the period of training, the Company reserves the right to terminate your appointment without notice. In case you decide to leave the company during the training period, you shall give 30 days clear notice to the company.

4. However, completion of your training period or extension thereof will not make you entitled for any lien on employment present or future and your appointment with the Company will cease automatically on completion of the training period unless the company employs your services as stated in point no. 2 above.

5. Your annual remuneration during training period will be INR 500000 (Rupees Five Lakh Only). The breakup of the same is represented in ANNEXURE – I. As a part of the total renumeration, you will also be entitled to a Loyalty Reward of INR 60000/- (Rupees Sixty Thousand Only) as a one-time payment on successful completion of your training. As a trainee, you shall not be entitled to any of the facilities/benefits applicable to company's regular employees. In case the training period is reduced or terminated by company, the loyalty reward will also be reduced pro-rata in accordance with the actual training period. However, there will not be any increase in the amount if the training period is extended beyond 1 year.

6. Company will provide accommodation on twin sharing basis for outside Vadodara candidates in hotel up to a maximum of **TWO WEEKS ONLY**. Cost of further extension in stay shall be borne by the Trainee.

Linde Engineering India Pvt Ltd
Corporate & Registered Office:
"Linde House"
Linde House, Near Nilamber Circle, Vasna - Gotri Road, Vasna,
Vadodara - 391410, Gujarat, India
Phone +91.265.305-6789
Fax +91.265.246-1757
Website www.linde-india.com
Email: india@linde-le.com
Corporate Identity Number: U64203GJ1987PTC097873

7. You shall have to bear your own taxation, if any, which will be deducted from your monthly gross salary.

8. Your appointment shall be governed by Company's Employment Conditions, Rules and Policies, which may be brought into force from time to time.

9. You shall carry out such duties and work as may be entrusted to you from time to time in the interest of training for your future development.

10. This appointment is subject to your being medically fit and continuing to remain so. You are required to submit medical fitness certificate from any medical practitioner.

11. You will also be governed by the general rules & regulations of the company for your day-to-day functions.

12. Leave

You will be entitled for 20 days Leave during the training period of 12 months. Leave is granted at the convenience of the Company and with prior approval. Unutilised leave at the end of the training period will lapse.

13. General

13.1 Your appointment is subject to your successful completion of final year graduation examination.

13.2 This letter is issued to you on the understanding that all the information furnished by you in your bio-data & other documents is correct and true. If at any time, it is found that the information given by you is not correct or you have suppressed any information, the Company will have the right either to withdraw this letter before you commence the training or to terminate your training without any notice or compensation after you have taken up the training.

13.3 During the training you will maintain a daily diary recording your day-to-day work. You will adhere to the instructions of your supervisors and abide by the rules of discipline either existing or enforced from time to time.

13.4 To achieve optimum effective training hours and interaction with mentors, trainers and other employees of the company, the training schedule to be followed is below:

Working days: Monday to Saturday

Working hours: 9.00 AM to 6.00 PM, with max. 30 minutes lunch break.

Flexible timing is not applicable for trainees.

Company may, at its discretion, with or without notice, change the above timing as it deems necessary for imparting effective training. If required, Trainees shall attend training sessions during weekly offs. You should strictly adhere to instructions given by Training Administrator or an authorized person of the

Linde Engineering India Pvt Ltd
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Fax +91.265.246-1757
Website www.linde-india.com
Email: india@linde-le.com
Corporate Identity Number: U64203GJ1987PTC097873

company w.r.t. training schedule, off days, outbound training programmes or any other activities required to be undertaken as a part of training.

13.5 During the Term of your employment (whether regular or contractual) with the Company, you will be entitled to, in addition to statutory insurance, employee insurance plans, practices and programs currently maintained by the Company, as mentioned below (collectively, "Employee Insurance Program"):

Mediclaim (Sum assured - **INR 8,00,000 (Rupees Eight Lakh)** floater, Covered - Self, Spouse, children - 2 and Parents or In-laws, Effective - from date of joining, Pre-existing diseases - covered, No Medical required)
Group Term Life Insurance (Sum Insured - 2 times of CTC or **INR 50,00,000 (Rupees Fifty Lakhs)** (subject to max 10 times of CTC) whichever is higher, Covered - Self only)
Group Personal Accident (Sum Insured - Ranges from **INR 30,00,000 (Rupees Thirty Lakh)** to **INR 1,00,00,000 (Rupees One Crore)** depending upon CTC, Covered - Self only)
Health Check Up (Covered - Self and Spouse, Annual - 40 years of age and above; Biennial - below 40 years of age)

This being a jointly funded scheme by company and its employees, there will be mandatory deduction of INR 375/- per month per member from your monthly salary based on family members covered by the employee under the mediclaim policy.

The above Employee Insurance Program is subject to Company's Policy on Insurance, as modified from time to time, and insurance policy issued by insurer. Further, Employee Insurance Program is mere privilege extended by the Company, and hence Company reserves the right to amend, vary, discontinue or cancel, any one or more insurances, which are part of Employee Insurance Program, at any time in its sole discretion.

By signing this Agreement, the Employee expressly accepts all of the provisions of Company's Policy on Insurance and Employee Insurance Program. The Employee hereby agrees and acknowledges that inclusion of the Insurance benefits in this Agreement cannot give rise to any additional rights for the Employee other than those granted to him in the insurance policies issued by the insurer and in force.

14 COMPLIANCE

14.1 You acknowledge that you will read and understand the Linde Code of business integrity available at https://intranet.lindeplc.grp/en/images/4-17166-Code%20of%20business%20integrity-6_tcm1326-514550.pdf within 15 days of joining and confirm that you shall, at all times, be acting in full compliance with the rules of Linde Code of Business integrity while in training period with the Company and/or deployed with Linde's Group companies.

14.2 You further acknowledge that you will also read within 15 days of joining, understand and shall adhere to other compliance requirement of Linde AG such as but not limited to Business Partner Compliance Guide

("BPCG"), Anti-Corruption Compliance Guide (ACCG"), Competition Law Compliance, Data Privacy & Data Transfer etc. available at below link:
https://intranet1.linde.grp/en/global_functions/support/legal_and_compliance/compliance/our-focus-areas/anti-corruption/index.html)

You acknowledge that this offer letter, once accepted by you, shall be a binding contract between you and the Company ("Contract of Employment"). Further, the time is the essence of Contract of Employment and hence, in case you fail to join the Company on committed date (i.e. date of joining), unless mutually extended, it shall cause the Company financial loss and therefore the Company reserves its right to seek remedy available as per law.

As a token of acceptance of the aforesaid terms, we request you to sign the attached copy of this letter for the Company's records. Your date of joining shall be 18/07/2022.

Thanking you,

Yours truly,
For LINDE ENGINEERING INDIA PVT. LTD

Matthias Bertsch
Managing Director

K. B. Talati

Kathan Talati
I accept and expressly agree to abide by the terms mentioned herein.

Note - Kindly submit documents as mentioned in Annexure II. You are requested to make your own system arrangements as mentioned in Annexure III.

Linde Engineering India Pvt Ltd
Corporate & Registered Office:
"Linde House"
Linde House, Near Nilamber Circle, Vasna - Gotri Road, Vasna,
Vadodara - 391410, Gujarat, India
Phone +91.265.305-6789
Fax +91.265.246-1757
Website www.linde-india.com
Email: india@linde-le.com
Corporate Identity Number: U64203GJ1987PTC097873

Annexure I - CTC Breakup

Sr No.	Employee Name		Kathan Talati
	Department		Engineering Trainees
	Designation		Trainee Engineer
	Particulars		Amt.in Rs/p.a.
1	Salary	X	180000
2	House Rent Allowance	X	90000
3	Special Allowance	X	77401
4	Childrens' Education Allowance	X	0
5	Childrens' Hostel Allowance	X	0
6	Internet Allowance	X	12000
7	Leave Travel Concession	XX	15000
8	Exgratia / Bonus	XXX	30000
9	Meal Card	XXXXX	0
10	Festival Gift	XXXXXX	4999
	Subtotal 1		**409400**
	Retirement Benefits :		
11	Provident Fund	XXXXXXX	21600
12	Gratuity	XXXXXXX	9000
13	National Pension Scheme (through employer)		0
	Subtotal 2		**30600**
	Total CTC (1+2)		**440000**
	Loyalty Reward		**60000**
	Total CTC Including Loyalty Reward		**500000**

Schedule of payments: (Pro-rata from DOJ)

X	- Payable monthly pro-rata	29,950
XX	- Payable in December	15,000
XXX	- Payable twice a year (50% in September & remaining 50% in March)	30,000
XXXXX	- Amount loaded in meal card at the beginning of every month	-
XXXXXX	- Payable in the month of Diwali festival	4,999
XXXXXXX	- Contributions to retirement benefit funds / trusts	30,600

Note:	Amount calculated for monthly pro-rata payments as indicated in the schedule of payments above is a "Gross Amount". Applicable taxes (income tax, professional tax etc.), employee's contribution to PF & other statutory contributions from employee(if any) will be deducted from it.
	Loyalty Reward will be paid on successful completion of training period.

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Annexure II - Joining Documents

1. Full vaccination certificate
2. School Leaving/Birth date Certificate
3. Mark sheets of 10th, 12th, Diploma/Degree/Post-graduation, as applicable
4. Passing Certificate of Diploma/Degree/Post-graduation, as applicable
5. Pan Card/Driving Licence/Aadhaar Card
6. Passport, if available
7. Medical fitness certificate (from a registered medical practitioner, min. MBBS)
8. Two Visa Size (3.5 cm x 4.5 cm) photographs with 80% facial coverage (white shirt with blue background)
9. Experience/Training/Internship Certificate, if any
10. Extra - curricular activities certificates, if any

Annexure III – System / IT Requirements for working on LE Cloud

1. 04-06 Mbps internet Broadband bandwidth or if accessing from Mobile 4G Internet speed

2. Citrix receiver 4.9 or above can be downloaded from: Citrix Workspace app 1911 for windows

https://www.citrix.com/en-in/downloads/workspace-app/windows/workspace-app-for-windowslatest.Html

3. Hardware Req. PC/Notebook (Recommended):
i) Intel i3 or i5 processor
ii) 8 GB Memory
iii) 1 GB HDD free space
iv) Windows 07 or above
v) Internet Explorer 11 or Google Chrome 73.0. above
vi) Mouse
vii) For CAD applications at least one 19" monitor. If employee has own laptop provision to connect external monitor.

Note – Instruction manual document for 'Connecting office desktop remotely' is attached separately.

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Website www.linde-india.com
Email: india@linde-le.com
Corporate Identity Number: U64203GJ1987PTC097873

Making our world more productive

Mr. Vaibhav Mistry

J/4, Balaji Nagar Soc.,
behind samta flats,
Subhanpura, Vadodara,
Pin-390023, Gujarat.

07/06/2022

Subject: **Appointment as "Trainee Engineer"**

Dear Mr. Mistry,

Further to your application seeking training with Linde Engineering India Pvt Ltd ('Company'), we hereby offer you an appointment in our Company at the position of **"Trainee Engineer"** on the general terms and conditions set out hereunder:

1. You will be on training for a period of 12 months from the date of your joining which will be **18/07/2022.** This training period of 12 months may be extended at the discretion of the Company.

2. The training is subject to your agreeing to render your services to the company as its employee for a period of two (2) years from the date of satisfactory completion of training period. In case you leave the Company during the training period or within two years after successful completion of training, you shall be liable to pay liquidated damages of **INR 2,00,000/-** (Rupees Two Lakhs Only) to the company. The Company shall be entitled to recover the said damages from any of the monetary dues/claims you may have against the Company and/or by taking legal proceeding against you entirely at your risks and costs and consequences.

3. During the period of training, the Company reserves the right to terminate your appointment without notice. In case you decide to leave the company during the training period, you shall give 30 days clear notice to the company.

4. However, completion of your training period or extension thereof will not make you entitled for any lien on employment present or future and your appointment with the Company will cease automatically on completion of the training period unless the company employs your services as stated in point no. 2 above.

5. Your annual remuneration during training period will be INR 500000 (Rupees Five Lakh Only). The breakup of the same is represented in ANNEXURE – I. As a part of the total renumeration, you will also be entitled to a Loyalty Reward of INR 60000/- (Rupees Sixty Thousand Only) as a one-time payment on successful completion of your training. As a trainee, you shall not be entitled to any of the facilities/benefits applicable to company's regular employees. In case the training period is reduced or terminated by company, the loyalty reward will also be reduced pro-rata in accordance with the actual training period. However, there will not be any increase in the amount if the training period is extended beyond 1 year.

6. Company will provide accommodation on twin sharing basis for outside Vadodara candidates in hotel up to a maximum of **TWO WEEKS ONLY**. Cost of further extension in stay shall be borne by the Trainee.

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7. You shall have to bear your own taxation, if any, which will be deducted from your monthly gross salary.

8. Your appointment shall be governed by Company's Employment Conditions, Rules and Policies, which may be brought into force from time to time.

9. You shall carry out such duties and work as may be entrusted to you from time to time in the interest of training for your future development.

10. This appointment is subject to your being medically fit and continuing to remain so. You are required to submit medical fitness certificate from any medical practitioner.

11. You will also be governed by the general rules & regulations of the company for your day-to-day functions.

12. Leave

You will be entitled for 20 days Leave during the training period of 12 months. Leave is granted at the convenience of the Company and with prior approval. Unutilised leave at the end of the training period will lapse.

13. General

13.1 Your appointment is subject to your successful completion of final year graduation examination.

13.2 This letter is issued to you on the understanding that all the information furnished by you in your bio-data & other documents is correct and true. If at any time, it is found that the information given by you is not correct or you have suppressed any information, the Company will have the right either to withdraw this letter before you commence the training or to terminate your training without any notice or compensation after you have taken up the training.

13.3 During the training you will maintain a daily diary recording your day-to-day work. You will adhere to the instructions of your supervisors and abide by the rules of discipline either existing or enforced from time to time.

13.4 To achieve optimum effective training hours and interaction with mentors, trainers and other employees of the company, the training schedule to be followed is below:

Working days: Monday to Saturday

Working hours: 9.00 AM to 6.00 PM, with max. 30 minutes lunch break.

Flexible timing is not applicable for trainees.

Company may, at its discretion, with or without notice, change the above timing as it deems necessary for imparting effective training. If required, Trainees shall attend training sessions during weekly offs. You

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should strictly adhere to instructions given by Training Administrator or an authorized person of the company w.r.t. training schedule, off days, outbound training programmes or any other activities required to be undertaken as a part of training.

13.5 During the Term of your employment (whether regular or contractual) with the Company, you will be entitled to, in addition to statutory insurance, employee insurance plans, practices and programs currently maintained by the Company, as mentioned below (collectively, "Employee Insurance Program") :

Mediclaim (Sum assured – **INR 8,00,000 (Rupees Eight Lakh)** floater, Covered – Self, Spouse, children – 2 and Parents or In-laws, Effective – from date of joining, Pre-existing diseases – covered, No Medical required)
Group Term Life Insurance (Sum Insured – 2 times of CTC or **INR 50,00,000 (Rupees Fifty Lakhs)** (subject to max 10 times of CTC) whichever is higher, Covered – Self only)
Group Personal Accident (Sum Insured – Ranges from **INR 30,00,000 (Rupees Thirty Lakh)** to **INR 1,00,00,000 (Rupees One Crore)** depending upon CTC, Covered – Self only)
Health Check Up (Covered - Self and Spouse, Annual – 40 years of age and above; Biennial – below 40 years of age)

This being a jointly funded scheme by company and its employees, there will be mandatory deduction of INR 375/- per month per member from your monthly salary based on family members covered by the employee under the mediclaim policy.

The above Employee Insurance Program is subject to Company's Policy on Insurance, as modified from time to time, and insurance policy issued by insurer. Further, Employee Insurance Program is mere privilege extended by the Company, and hence Company reserves the right to amend, vary, discontinue or cancel, any one or more insurances, which are part of Employee Insurance Program, at any time in its sole discretion.

By signing this Agreement, the Employee expressly accepts all of the provisions of Company's Policy on Insurance and Employee Insurance Program. The Employee hereby agrees and acknowledges that inclusion of the Insurance benefits in this Agreement cannot give rise to any additional rights for the Employee other than those granted to him in the insurance policies issued by the insurer and in force.

14 COMPLIANCE

14.1 You acknowledge that you will read and understand the Linde Code of business integrity available at https://intranet.lindeplc.grp/en/images/4-17166-Code%20of%20business%20integrity-6_tcm1326-514550.pdf within 15 days of joining and confirm that you shall, at all times, be acting in full compliance with the rules of Linde Code of Business integrity while in training period with the Company and/or deployed with Linde's Group companies.

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14.2 You further acknowledge that you will also read within 15 days of joining, understand and shall adhere to other compliance requirement of Linde AG such as but not limited to Business Partner Compliance Guide ("BPCG"), Anti-Corruption Compliance Guide (ACCG"), Competition Law Compliance, Data Privacy & Data Transfer etc. available at below link:
https://intranet1.linde.grp/en/global_functions/support/legal_and_compliance/compliance/our-focus-areas/anti-corruption/index.html)

You acknowledge that this offer letter, once accepted by you, shall be a binding contract between you and the Company ("Contract of Employment"). Further, the time is the essence of Contract of Employment and hence, in case you fail to join the Company on committed date (i.e. date of joining), unless mutually extended, it shall cause the Company financial loss and therefore the Company reserves its right to seek remedy available as per law.

As a token of acceptance of the aforesaid terms, we request you to sign the attached copy of this letter for the Company's records. Your date of joining shall be 18/07/2022.

Thanking you,

Yours truly,
For LINDE ENGINEERING INDIA PVT. LTD

Matthias Bertsch
Managing Director

Vaibhav Mistry
I accept and expressly agree to abide by the terms mentioned herein.

Note – Kindly submit documents as mentioned in Annexure II. You are requested to make your own system arrangements as mentioned in Annexure III.

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Making our world more productive



Annexure I – CTC Breakup

Sr No.	Employee Name		Vaibhav Mistry
	Department		Engineering Trainees
	Designation		Trainee Engineer
	Particulars		Amt.in Rs/p.a.
1	Salary	X	180000
2	House Rent Allowance	X	90000
3	Special Allowance	X	77401
4	Childrens' Education Allowance	X	0
5	Childrens' Hostel Allowance	X	0
6	Internet Allowance	X	12000
7	Leave Travel Concession	XX	15000
8	Exgratia / Bonus	XXX	30000
9	Meal Card	XXXXX	0
10	Festival Gift	XXXXXX	4999
	Subtotal 1		409400
	Retirement Benefits :		
11	Provident Fund	XXXXXXX	21600
12	Gratuity	XXXXXXX	9000
13	National Pension Scheme (through employer)		0
	Subtotal 2		30600
	Total CTC (1+2)		440000
	Loyalty Reward		60000
	Total CTC Including Loyalty Reward		500000

Schedule of payments: (Pro-rata from DOJ)

X	- Payable monthly pro-rata	29,950
XX	- Payable in December	15,000
XXX	- Payable twice a year (50% in September & remaining 50% in March)	30,000
XXXXX	- Amount loaded in meal card at the beginning of every month	-
XXXXXX	- Payable in the month of Diwali festival	4,999
XXXXXXX	- Contributions to retirement benefit funds / trusts	30,600

Note:	Amount calculated for monthly pro-rata payments as indicated in the schedule of payments above is a "Gross Amount". Applicable taxes (income tax, professional tax etc.), employee's contribution to PF & other statutory contributions from employee(if any) will be deducted from it.
	Loyalty Reward will be paid on successful completion of training period.

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Annexure II - Joining Documents

1. Full vaccination certificate
2. School Leaving/Birth date Certificate
3. Mark sheets of 10th, 12th, Diploma/Degree/Post-graduation, as applicable
4. Passing Certificate of Diploma/Degree/Post-graduation, as applicable
5. Pan Card/Driving Licence/Aadhaar Card
6. Passport, if available
7. Medical fitness certificate (from a registered medical practitioner, min. MBBS)
8. Two Visa Size (3.5 cm x 4.5 cm) photographs with 80% facial coverage (white shirt with blue background)
9. Experience/Training/Internship Certificate, if any
10. Extra - curricular activities certificates, if any

Annexure III – System / IT Requirements for working on LE Cloud

1. 04-06 Mbps internet Broadband bandwidth or if accessing from Mobile 4G Internet speed

2. Citrix receiver 4.9 or above can be downloaded from: Citrix Workspace app 1911 for windows

https://www.citrix.com/en-in/downloads/workspace-app/windows/workspace-app-for-windowslatest.Html

3. Hardware Req. PC/Notebook (Recommended):
i) Intel i3 or i5 processor
ii) 8 GB Memory
iii) 1 GB HDD free space
iv) Windows 07 or above
v) Internet Explorer 11 or Google Chrome 73.0. above
vi) Mouse
vii) For CAD applications at least one 19" monitor. If employee has own laptop provision to connect external monitor.

Note – Instruction manual document for 'Connecting office desktop remotely' is attached separately.

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Reference Check Form

Candidate Information

Candidate Name: Mr. Nihir Vadher	Position Applied For: Engineer Trainee
Address: Rajmoti Park-1, Balkrishna Society, Khamdhrol Road, Near R.T.O., Junagadh-362001	Email ID: nihirvadher2601@gmail.com
Recruiting Officer Name: Mr. Peeush Upadhyay, Gujarat State Petronet Limited, Gandhinagar	Date: 31-May-22

Reference Information

Name: Prof. Jignesh G. Bhatt	Nature of Interaction with the candidate: Teacher-Professor-Dept. Placement Coordinator	
Organization: Dharmsinh Desai University, Nadiad	Title: Associate Professor	Contact Number: 9426703566
Address: Department of Instrumentation and Control Engineering, Faculty of Technology, Dharmsinh Desai University, Nadiad-387001	Email ID: jigneshgbhatt.ic@ddu.ac.in	

Reference Comment

Was the applicant an employee of your organization?		No, he was our student
If yes, what was the duration & period of employment?	During 2018-22 for his study of BTech (IC Engg.) degree course	
What was the applicant's position on the last of employment?	He was our UG student	

What were the applicant's responsibilities?
Study of the courses taught under the Under Graduate course of Bachelor of Technology program at the Department of Instrumentation and Control Engineering, Faculty of Technology, Dharmsinh Desai University, Nadiad-387001, Gujarat, India.

What were the applicant's strengths?
Honest
Hardworking
Good learning ability
Cooperative nature

What were the applicant's areas for improvement?
He becomes slightly impatient when expected results are not generated.

What were the applicant's reasons for leaving your organization? (If applicable)
Passing out the BTech (IC Engg.) program from our university

Would you rehire this applicant? (If applicable)
Not applicable

Any other comments:
My personal best wishes for the candidate's bright career with blessings

Date: 31/05/2022

Signature: 

GSPL INDIA GASNET LIMITED
GSPL Bhavan,
Plot No. E-18, GIDC Electronic Estate, Nr. K-7 Circle,
Sector-26, Gandhinagar - 382028, Gujarat, India
Phone: +91-79-23268500/600 Fax: +91-79-23268506
E-mail: gigl@gspc.in Websit: www.gspcgroup.com

GIGL/HR&Admin./2022
28th April 2022

Mr. Nihir Vadher
Rajmoti Park-1, Balkrishna Society,
Khamdhrol Road, Near R.T.O.,
Junagadh-362001
Mobile: 8866866636

Sub: Offer of Appointment

Dear Mr. Vadher,

1. Further to the interview you had with us, we are pleased to make you an offer of appointment for the position of Engineer Trainee (ET) at a Compensation package of Rs.6.75/- Lakhs per annum, initially for a period of one year from the date of your joining duty.

2. You will be required to join by June 2022 on successful completion of your course. However, prior to joining, you need to successfully complete medical formalities as required by us, details of which will be intimated to you separately.

3. On your joining, you will be issued a formal letter of appointment detailing the terms and conditions of your appointment.

4. At the time of joining, you would be required to bring the originals and submit one set of photocopies **(certified true copies)** of the following documents:

   - Birth certificate and School Leaving Certificate (LC)
   - Certificates as well as mark sheets from 10th Standard onwards (as applicable-Year-wise/Semester-wise)
   - Experience certificates from your joining (as applicable)
   - Certificate / Proof of the last salary drawn (as applicable)
   - Relieving letter
   - Five passport size photographs
   - Copy of the PAN Card/Aadhar Card/Passport/Voter Card
   - Copy of Election card/Passport of your parents

Accepted with thanks
Nadhar 04-05-22

5. Your joining with the Company stands valid on the basis of clearance of your pre-employment medical checkup.

6. If you accept this offer of appointment, please submit a signed copy of this letter within 7 Days from the date of this letter, failing which this offer will automatically stand withdrawn.

Thanking you,

Yours sincerely,

Peeush Upadhyay
Executive Director – HR & Admin.

Accepted with thanks
04-05-22

L&T Technology Services

Ref LTTS/HR/ET/2022-23/PE016

Date: 23rd May 2022

Name: Vaghela Asitsinh Kishorsinh

Letter of Intent

Dear Vaghela Asitsinh Kishorsinh

Greeting from L&T Technology Services Ltd.!

We are pleased to share with you this Letter of intent for the position of **Associate Engineer (Trainee).** We trust that this opportunity finds you mutually excited about your new employment with L&T Technology Services (hereinafter referred as "Company"). We reiterate that you have made the right decision and we are certain that you will have a great career with us!

Upon your acceptance of this Letter of Intent and subject to you meeting all the applicable requirements under this Letter of Intent, we shall share a detailed Appointment Letter, which will outline the specific employment terms, conditions and detailed breakup of remuneration. Please note this Letter of Intent is not an offer or offer of employment or a legally binding contract of employment.

The content of this Letter of Intent is strictly between you and the Company. Please treat this Letter of Intent and the contents here as personal and confidential.

This Letter of Intent is valid subject to you

- Having secured more than 60% in SSC / X and HSC / XII std (10th and 12th).
- Having secured 60% aggregate in Engineering Graduation
- Found medically fit by the Company authorized doctors.
- **Submitting a Service Agreement, agreeing to serve the company for a period of up to 2 years and 3 months from the date of commencement of training cum employment.**
- Submitting all necessary documents at the time of joining
- No drop in any semester/ year throughout the course

If any information provided by you during the selection process is found to be incorrect and / or false, the Company reserves the right to revoke this Letter of Intent without any notice.

This Letter of Intent is also contingent upon us working together to determine an appropriate start date for your employment. The date of commencement of training cum employment and venue for reporting will be intimated to you at a later date.

You will be continuously assessed during your training cum employment. If you do not complete the class room / on the job training to our satisfaction, your appointment automatically stand cancelled.

During your employment with LTTS, you will be paid a Total Compensation of INR 4,00,000/- per annum. A detailed compensation sheet will be shared along with the appointment letter.

During your period of Training cum Employment, you can be posted / transferred to any of our SEZ / STPI sites across India. Your employment will be governed by the rules, regulations and policies of the company.

L&T Technology Services

If the above stated terms are acceptable to you, kindly sign and return the duplicate copy of this Letter of Intent within three (3) days from the date of issue. If we do not receive your acceptance within the stipulated time frame, this Letter of Intent will be deemed to have been rejected by you.

All communications / notices should be addressed to:

Human Resource Dept – Talent Acquisition (Campus Hiring)
L&T - Technology Services, SEZ Unit II,
Hazel-Block L3, Ground Floor, Manyata Embassy Business Park,
Nagawara, Bangalore 560045

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

Yours truly,
For L&T Technology Services Limited

Prakash Krishnamoorthy
Head – Leadership Hiring and Strategic Talent Initiatives

Acceptance by applicant below

.....

I have read this Letter of Intent and accept the same

Name: Vaghela Asitsinh Kishorsinh

College: DHARMSINH DESAI UNIVERSITY, NADIAD.

Signature AKvaghela

Date: 24/05/2022

L&T Technology Services

Ref LTTS/HR/ET/2022-23/PE015 Date: 23rd May 2022

Name: Prajapati Bhawarlal Prakashbhai

Letter of Intent

Dear Prajapati Bhawarlal Prakashbhai

Greeting from L&T Technology Services Ltd.!

We are pleased to share with you this Letter of intent for the position of **Associate Engineer (Trainee).** We trust that this opportunity finds you mutually excited about your new employment with L&T Technology Services (hereinafter referred as "Company"). We reiterate that you have made the right decision and we are certain that you will have a great career with us!

Upon your acceptance of this Letter of Intent and subject to you meeting all the applicable requirements under this Letter of Intent, we shall share a detailed Appointment Letter, which will outline the specific employment terms, conditions and detailed breakup of remuneration. Please note this Letter of Intent is not an offer or offer of employment or a legally binding contract of employment.

The content of this Letter of Intent is strictly between you and the Company. Please treat this Letter of Intent and the contents here as personal and confidential.

This Letter of Intent is valid subject to you

- Having secured more than 60% in SSC / X and HSC / XII std (10th and 12th).
- Having secured 60% aggregate in Engineering Graduation
- Found medically fit by the Company authorized doctors.
- **Submitting a Service Agreement, agreeing to serve the company for a period of up to 2 years and 3 months from the date of commencement of training cum employment.**
- Submitting all necessary documents at the time of joining
- No drop in any semester/ year throughout the course

If any information provided by you during the selection process is found to be incorrect and / or false, the Company reserves the right to revoke this Letter of Intent without any notice.

This Letter of Intent is also contingent upon us working together to determine an appropriate start date for your employment. The date of commencement of training cum employment and venue for reporting will be intimated to you at a later date.

You will be continuously assessed during your training cum employment. If you do not complete the class room / on the job training to our satisfaction, your appointment automatically stand cancelled.

During your employment with LTTS, you will be paid a Total Compensation of INR 4,00,000/- per annum. A detailed compensation sheet will be shared along with the appointment letter.

During your period of Training cum Employment, you can be posted / transferred to any of our SEZ / STPI sites across India. Your employment will be governed by the rules, regulations and policies of the company.

Scanned with CamScanner

L&T Technology Services

If the above stated terms are acceptable to you, kindly sign and return the duplicate copy of this Letter of Intent within three (3) days from the date of issue. If we do not receive your acceptance within the stipulated time frame, this Letter of Intent will be deemed to have been rejected by you.

All communications / notices should be addressed to:

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L&T - Technology Services, SEZ Unit II,
Hazel-Block L3, Ground Floor, Manyata Embassy Business Park,
Nagawara, Bangalore 560045

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

Yours truly,
For L&T Technology Services Limited

Prakash Krishnamoorthy
Head – Leadership Hiring and Strategic Talent Initiatives

Acceptance by applicant below

I have read this Letter of Intent and accept the same

Name: Prajapati Bhawarlal Prakashbhai

College: Dharamshinh Desai University.

Signature

Date: 24th May 2022.

Scanned with CamScanner

Inspired by Science

PI: HR: OFFER: 2022
Date: 02nd March 2022

Mr. Shukla Rushit Hiteshbhai
Location: Nadiad

Dear: Shukla Rushit Hiteshbhai

Further to our discussions, I am delighted to formally extend you an offer for **Graduate Engineering Trainee** as per the terms and conditions contained herein. This is an **E1** grade position in our Company. The mutually agreed compensation, set out in Annexure – A, shall accrue on a day to day basis and be payable in arrears at the beginning of next month on a pro-rata basis, net of applicable withholding taxes.

1. Your appointment will be with effect from the date of your joining our organization, which shall be no later than 18th July 2022. The background on PI Industries Limited ("PIL" and "Company"), its business growth plans and also a detailed write up on the role and profile has been discussed and shared with you. You will be on training for a period of one year from the date of joining.

2. Your services can be confirmed by written order on completion of your training period and subject to satisfactory work and conduct during the training period. The management reserves the right to extend the training period depending on progress of your training.

3. You will be based at either of our manufacturing sites **Jambusar/Panoli/Udaipur**. Kindly note that if you will be re-locating yourself from your current location to **Jambusar/Panoli/Udaipur**, you shall be entitled to re-location benefits as per the company's policy for re-locating yourself and your family. Notwithstanding anything to the contrary mentioned herein, if you decide to leave the Company within two (2) years of your joining the Company, you shall repay the amount paid to you towards relocation expense, joining bonus, notice buy out and any other expense paid to you by the company to facilitate your joining the company; failing which the Company shall have the liberty to recover the same from your last salary or any other amount that remains due and payable to you by the Company against the full and final settlement.

4. During your employment period, you may be re-located and / or transferred to any of the other offices of the Company, located in India or abroad as per the Company's business needs.

5. You shall abide by all the policies, procedures, rules, regulations, standing orders, undertakings and other service conditions ("Company Policies") of the Company applicable to you from time to time, and the directions given by the Company or the board of directors of the Company from time to time. You shall be provided with copies of the Company's Policies which the Company expects its employees to abide by and such policies shall be an integral part of the terms of your appointment. Any breach of Company's Policies may lead to disciplinary action including termination forthwith. In case of conflict between the provisions of this agreement and the 'Company's Policies', the provisions of the 'Company's Policies' shall prevail unless the agreement provides otherwise.

6. During the tenure of your employment with the Company (including during any notice period), you will not engage in any other activity, assignment or profession, whether or not such activity is pursued for gain, profit or other pecuniary or non-pecuniary advantage or purpose, without obtaining prior permission from the Managing Director & CEO. Any contravention of this condition will entail immediate termination of your employment with the Company, without the requirement of any notice.

PI Industries Ltd.
Corporate Off.: Vipul Square, 5th Floor, B-Block, Sushant Lok, Phase I, Gurgaon – 122009, Haryana, India. Tel.: +91-124-6790000
Regd. Off.: Post Box No.20, Udaisagar Road, Udaipur – 313001, Rajasthan, India. Tel.: +91-294-2491451-5, 6651100, Fax: +91-294-2491946
Email: info@piind.com, www.piindustries.com, CIN: L24211RJ1946PLC000469

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7. You shall discharge the duties which may be assigned to you from time to time with full devotion and sincerity and to the entire satisfaction of the management and carry out his duties and responsibilities in a competent and professional manner.

8. In addition to any other grounds as may be provided in this agreement , your employment is liable to be terminated without notice at any time should the following circumstances occur:
   - You are found to be medically unfit by the company's authorized medical practitioner or examination for the role for which you are being hired.
   - As and when the company comes to know of any conviction by the court of law during the tenure of your service with the company; or conviction and/or bad record in the past under any previous employer.
   - It is found out that any material information you gave us during the process of your hiring is incorrect or untrue.
   - Breach of the obligations as employee relating to 'confidentiality', 'intellectual property', and 'misappropriation / misuse of Company's property'.

9. You shall maintain the highest standards of integrity in your work and you will not divulge or disclose any secret or information about the Company's affairs or business or furnish information to any one or discuss the affairs of the Company with anyone except as may be authorized by the 'Managing Director & CEO' for your performance of your duties in the normal course of business. All information (whether in relation to the Company or otherwise) to which you shall gain access by any means or which is available to you directly or indirectly as a consequence of your employment with Company or information developed by you, whether in writing, oral, visual or any other form, including any and all information relating to the Company and/or its client's/vendors (whether past, present, or future), documents, plans, drawings, prints, trade secrets, reports, statements, correspondence, chemical formulae, methods, discoveries, ideas, concepts, know-how, techniques, designs, specifications, diagrams, data, computer programs, customer lists, studies, marketing, pricing and other strategies, and other technical, marketing and business information, sales forecasts, business plans, business secrets and price sensitive information of the Company shall be treated as 'confidential information'. The obligations of secrecy and restricted use as set forth in this Agreement shall not apply to Confidential Information, which, as evidenced by competent proof was at the time of disclosure published or generally known to the public. If at any time you are required to disclose any confidential information about the Company or its affairs under any statutory, regulatory or similar legislative requirements or requirement under a legal proceeding in any court or tribunal then you shall seek the prior written confirmation of the 'Managing Director & CEO' and you shall assist the Company to take advantage of any provisions which restricts the amount of or nature of the confidential Information to be disclosed.

10. You shall use confidential information in the manner expressly authorized by the Company and only during the term of your employment with the Company. You shall not utilize such confidential information for your own use, or discuss and/or disclose such confidential information to any persons during or after your employment with the company has ceased.

11. You will be liable for a suit of prosecution for damages for discussing, divulging, sharing or parting with any such confidential information, other than as specified in the clause 9 of this Agreement, during your course of employment or on doing so after the cessation of your employment for at least a 10 year period.

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12. During your employment, as and when required by the Company (including at the time of your joining the Company), you will be required to sign a non-disclosure agreement(s) with the Company.

13. Any intellectual property developed during the course of your employment will be the sole property of the Company and you shall have no right, interest and/or entitlements to use or attempt to use such intellectual property without the prior written consent of the Company. Further, you shall not attempt to acquire rights over or register such intellectual property.

14. While you are employed with the Company, you also will not assist any person or organization in competing with the Company, in preparing to compete with the Company or in hiring any employees of the Company or otherwise engage in any activity that represents a conflict of interest with the interests of the Company. You further agree that you will not participate in any activity or enter into any contractual obligation which is detrimental to the interest of the company (or interferes with the performance of your duties or otherwise constitutes a conflict of interest) or issue any waiver or reduction of any contractual requirement, credit note or discount, nor enter into settlement of any sort with any client, supplier or government authority, without the prior express permission of the 'Managing Director & CEO'. A breach of this undertaking shall entitle the company to recover from you any loss arising out of such breach.

15. You shall comply with all safety measures promulgated by the company from time to time and shall be responsible for the consequences of any failure on your part to observe safety instructions. You will also be responsible for the security and upkeep of the Company's articles and property which may be entrusted to you.

16. You shall comply with the Company's Code of Conduct, attached herein as Annexure B, at all times during the employment with the Company. You understand that any violation of the Company's Code of Conduct may result in disciplinary action, up to and including termination of employment, potential prosecution by law enforcement and monetary fines and penalties.

17. You emoluments shall be confidential and you shall not disclose it to any personnel of the Company.

18. You shall be liable for any income tax and all other applicable taxes arising out of the payments received by you from the Company. The Company shall also have the right to deduct from the payments to be made to you (i) any money owed by you to the Company; and (ii) any deductions mandated by applicable laws.

19. The contract of employment may then be terminated by either party by giving the other one month' notice in writing or one month' basic pay in lieu of thereof during training period and three month' notice in writing or three month basic pay in lieu of notice after confirmation. Notwithstanding anything mentioned herein, any waiver or reduction in the notice period term is at the sole discretion of the Company.

20. If any provision of this Agreement or part thereof is rendered void, illegal or unenforceable in any respect under any law and to the extent such provision is severable, then such provision shall be severed from the rest of the Agreement and the validity, legality and enforceability of the remaining provisions shall not in any way be affected or impaired thereby. The Parties agree that in the event any such provision of this Agreement is held unenforceable or invalid, then the Parties shall, in good faith, discuss and agree to such alternate provision(s) that will achieve, to the maximum extent permissible, the original commercial intent between the Parties.

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21. At the time of severance of your contract with the Company, you will be required to handover to the Company all documents, articles (including cash), confidential information, return all property (including car, keys, security pass, telephone, mobile, computer, disks) of the Company in good condition, which were given to you for your use or came within your possession by virtue of your employment with the Company, and obtain a "no dues certificate" from the Company. Final settlement of your accounts will be made only on your handing over the mentioned items stated in this clause to a designated representative of the company. You shall delete or destroy (if the Company so requires) all confidential information and provide proof of such destruction to the Company. You shall also be required to irretrievably delete all information of the Company stored on any magnetic or optical disk or memory of the personal equipment owned by you and all matter derived from such information of the Company.

22. Following resignation/ termination, you will agree not to compete with the company or solicit the employees of the Company for 3 (three) years. You covenant that you shall not at any time, in any capacity whether as shareholder, director, sole trader, partner, joint venture, consultant, agent, employee or adviser during the term of your employment and for period of 3 (three) years thereafter:
    - Induce or attempt to induce any of the employees/ consultants of the company to terminate their agreements or contracts with the company;
    - Solicit or attempt to solicit the business of any entity, who during the twelve months preceding termination of your employment with the company was a client of the company; or
    - Solicit or attempt to solicit the business of any person whose business the company was, to your knowledge, cultivating at the time of termination of your employment with the company.

23. You agree that any breach of the obligations relating to 'confidentiality', 'intellectual property', 'non solicitation' and 'Company property' will cause irreparable injury to the Company and will not be adequately compensable by monetary damages alone; hence the rights and remedies of the Company hereunder maybe enforced both at the law or in the equity, by injunction or otherwise.

24. You agree to indemnify the Company and hold the Company harmless from any and all claims made by any clients or third parties for any losses, damages, liabilities and expenses arising out of or due to willful misconduct or negligence on your part or any breach of the obligations under this appointment.

25. The employment as per this offer is subject to:
    - Your acceptance in writing of the offer on or before 7 working days from issue of this letter.
    - Your joining the company on or before 18th July 2022.
    - Obtaining a medical fitness certificate, for which purpose you will undergo specified medical test in the manner indicated by us. You are requested not to initiate exit process with your current employer till you receive fitness clearance from our side.
    - Satisfactory completion of reference and background checks and submission of following documents:
        - True copy of testimonials of academic qualifications;
        - Photo copy of PAN card, Aadhar Card;
        - Two passport size photographs;
        - Crossed cheque of your saving bank account;
        - Declaration to the Company in respect of you not being employed by any person other than the Company and that you have not been arrested, or convicted of, or cautioned for, or charged with any offence.
        - Relieving letter from your previous employer (If applicable) ;

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- Last Salary Certificate from your previous employer (If applicable); and
- Code Number of your PF/EPF (If applicable) .

We eagerly look forward to your joining our team to together take our Company to the next stage of growth and professional achievement.

Please sign every page of the second copy of this letter and return the same as a token of your accepting of the offer.

Yours Sincerely,

Authorized Signatory

Encl. Annexure "A" & "B"

I have read and understood the terms and conditions of my Offer Letter No PI: HR: OFFER: 2022 dated 02nd March 2022 and have signed every page of the second copy of the aforesaid offer Letter as a token of having accepted the terms and conditions.

Accepted With Thanks,

Place: NADIAD

Date: 5/3/22

Signature:

Name: SHUKLA RUSHIT H.

Designation: B.Tech CIC Engg. Student

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Annexure - A

Compensation Structure Details

CONFIDENTIAL

Name: Mr. Shukla Rushit Hiteshbhai
Designation: Graduate Engineering Trainee
Location: Jambusar/Panoli/Udaipur

SALARY COMPONENT	INR PA	INR PM
BASE SALARY		
BASIC	1,60,000.00	13,333.00
HRA	96,000.00	8,000.00
Con.	16,000.00	1,333.00
SPECIAL ALLOWANCE	61,387.00	5,116.00
TOTAL A	**3,33,387.00**	**27,782.00**
REIMBURSEMENTS		
LTA	13,333.00	1,111.00
TOTAL B	**13,333.00**	**1,111.00**
STATUTORY BENEFITS		
*PF-12% OF BASIC	21,600.00	1,800.00
GRATUITY	7,680.00	640.00
**APA/BONUS	24,000.00	2,000.00
TOTAL C	53,280.00	4,440.00
FIXED CTC (A+B+C)	4,00,000.00	**33,333.00**
CTC	4,00,000.00	

For PI Industries Ltd.

Authorized Signatory

GET □Indicative Compensation Details □B.Techs

GET Total Pay Details - B.Tech Degree	
On Joining	**Fixed Pay - Rs. 7.50 lacs p.a.**
On Completion of 12 months	**Fixed Pay - Rs. 8.00 lacs p.a.** **ACB - Rs. 0.88 lacs p.a.** Will be confirmed in Grade "J" on successful completion of Training & Validation Post confirmation you will become eligible for annual increment and bonus, as per company policy
Medical & Insurance	Group Personal Accident Insurance worth Rs 25 Lacs p.a. Floater Mediclaim policy - Total coverage INR 5 Lakhs, Plus Additional floater Mediclaim policy of INR 5 Lakhs. Coverage for Family of 7 members (Max) - Self, spouse, 3 dependent children (up to 25 years), 2 dependent parents
Bonus	One-Time Deferred Bonus of Rs. 3 Lacs on completion of 2 years post confirmation

Indicative Take Home Salary Details - GETs - B.Tech Degree			
Particulars	**Amount in Rupees Per Annum (Month 1 to 12)**	**Amount in Rupees Per Annum (Month 13 onwards)**	**Remarks**
Base Pay	300,000	320,000	Comprises of Basic Pay & employer's contribution towards PF & Gratuity.
Choice Pay	450,000	480,000	An employee can distribute among the following Tax Friendly elements - HRA, LTA, Conveyance Allowance, Standard Medical Domiciliary Expenses, Office Wear Allowance, Children Education Allowance, Food & Beverages Coupons, Gift Vouchers, and Fuel & Maintenance Expenses. Balance unchosen amount will be paid as "Residual Choice Pay".
Fixed Pay (i)	**750,000**	**800,000**	
Mandatory Debits			
Personal Accident Insurance (A)	679	679	All Employees are mandatorily covered under the Group Personal Accident Insurance scheme. The sum insured is upto INR 25 lakhs.
Hospitalisation Insurance for Self, Spouse, Dependent Children & Dependent Parents (B)	41,190	41,190	Floater Mediclaim policy - Total coverage INR 5 Lakhs, Plus Additional floater Mediclaim policy of INR 5 Lakhs. Coverage for Family of 7 members (Max) - Self, spouse, 3 dependent children (up to 25 years), 2 dependent parents
Group Term Life Insurance (C)	3,688	3,688	All employees are mandatorily insured under Group Term Life Insurance.
Value of Uniform (D)	3,000	3,000	Employees working at Manufacturing Sites are provided with 4 shirts & 3 trousers every year(varying Site wise)
Mandatory Debits (ii)	**48557**	**48557**	ii = (A+B+C+D)
Fixed Pay - Mandatory Debits p.a. (i) - (ii)	**701,443**	**751,443**	Includes IT Tax, Professional Tax, Employee Contribution to PF Etc.

Reliance
Industries Limited

Date: 4 Jul 2022

Ref: RIL/80169797/30030844/040722/1737

Dear Aum Amish Anajwala,

Letter of Appointment

With reference to written tests / interview you had with Reliance Group of Companies, we are delighted to appoint you in the position "Graduate Engineer Trainee C&I" in Group , based upon following terms and conditions.

Documentation

This appointment letter consists of the below mentioned attachments:

A compensation term sheet
Components of Compensation
Terms and conditions
Other applicable paperwork based upon your specific needs

You are required to read these before you commence your employment

01. Place of Posting

Your initial place of posting will be at the place of your training. During your training period, you may be posted / transferred / to any of the offices / projects / divisions / departments / units of the company existing or to be set up at any location in India or abroad without any additional remuneration. Your services are also liable to be transferred to any of the group companies.

You will report for training on or before **04-Aug-22** failing which this letter of appointment shall automatically stand withdrawn and cancelled.

02. Mandatory Criteria:

i. Score eligibility:
Your appointment is subject to your securing minimum CGPA of 6.0 / 60% & above marks over 8 semesters, wherever applicable.

ii. Pre-employment Medical Check:
Pre-employment Medical Check clearance from RIL certified doctor. System generated information will be received for initiating the same on acceptance of this appointment letter.

03. Confirmation:

You will be under training for a period of one year from the date of joining the Company. During training you will be undergoing various assessments at the end of which there will be a final assessment. Your confirmation on permanent rolls of the company solely depends on the discretion of the management and the same is not a matter of right in any manner whatsoever.
Management reserves the right to terminate your training either during the training period or on completion of the same without assigning any reasons whatsoever.

(This letter is computer generated and does not necessarily require a signature)

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Register Office : Maker Chambers IV, 3rd Floor, 222, Nariman Point, Mumbai - 400 021, India. CIN - L17110MH1973PLC019786

We would also like to draw your particular attention to our Values and Behaviours. We have six values that express our shared understanding of what we believe, how we aim to behave and what we aspire to be as an organisation. Our values are about delivering customer value, having an ownership mind-set, showing respect and integrity, pursuing excellence and being one team.

Next Steps

This is system generated appointment letter based on the offer letter received. Please confirm your acceptance of this appointment letter by clicking 'Accept' button online. This letter of appointment shall automatically stand withdrawn in case we do not receive your acknowledgement online within ten days from receipt of this letter.

This offer of employment is subject to you providing all of the information and documentation requested BEFORE you commence employment with us. All information / documentation submitted by you will be considered as submitted on your own freewill and consent.

This appointment is confidential and you must not discuss this or disclose any documentation related to it with anyone other than your immediate family. Any disclosure of the details of this offer to a third party other than your immediate family may result in withdrawal of the offer.

We reserve the right to withdraw our offer of employment/terminate your employment with us without assigning any reason whatsoever thereof, or delay your start date if you do not provide the required information and documentation within the required timelines or if during this process you intentionally leave out any information or provide any information which is inaccurate or untrue.

In case of any dispute regarding interpretation of any word or clause of this latter, the decision of the management shall be final and binding.

We look forward to your joining out team for a long, successful and pleasant association.

Sincerely yours,
Reliance Industries Ltd.

Authorized Signatory

(This letter is computer generated and does not necessarily require a signature)

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Industries Limited

ANNEXURE A

1.1 Annual Compensation Summary

ANNEXURE 1.1 - A		
Name: Aum Amish Anajwala		
Compensation Breakup	**Monthly (INR)**	**Annual (INR)**
Basic Pay	21,402	2,56,827
House Rent Allowance	10,701	1,28,414
Residual Choice Pay	22,395	2,68,744
Insurance		
Group Personal Accident Insurancee Premium (GPAI)	57	679
Group Term Life Insurance Premium (GTLI)	400	4,794
Medical Insurance Premium* (Self, Spouse, 3 Dependent Children & Dependent Parents)	3,947	47,369
SUB TOTAL - I	58,902	7,06,827
Employer's Contribution to Provident Fund: PF (12% of Basic Pay)	2,568	30,819
Gratuity (4.81% of Basic Pay)	1,029	12,353
SUB TOTAL - II	3,598	43,173
TOTAL- FIXED PAY [I + II]	62,500	7,50,000

Residual Choice Pay can be distributed among the following Tax Friendly elements - HRA, LTA, Conveyance Allowance, Office Wear Allowance, Children Education Allowance, Food & Beverage Coupons, Gift Vouchers and Fuel & maintenance Expenses. Remaining amount will be paid as "Residual Choice Pay", as applicable.

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1.2 Tax Status of compensation elements

Below table shows all of the Total Pay components and their taxability status.

S.No.	Total Pay Components	Taxability Status (as per prevailing norms)
I	**Base Salary**	
a.	Basic Salary	Taxable
b.	Provident Fund Contribution (PF)	Please refer Annexure B
c.	Gratuity	Please refer Annexure B
II	**Choice Pay**	
a.	Medical Reimbursement	Taxable
b.	Food Coupon	Tax exempt subject to conditions
c.	Gift Coupon	Tax exempt subject to conditions
d.	Leave Travel Allowance (LTA)	Tax exempt subject to conditions
e.	Office Wear Allowance (OWA)	Tax exempt subject to conditions (only applicable to locations having a 'Uniform Policy')
f.	Children's Education Allowance (CEA)	Tax exempt subject to conditions
g.	Children's Hostel Allowance (CHA)	Tax exempt subject to conditions
h.	Residual Choice Pay (RCP)	Taxable
i.	**Vehicle**	
1.	Company Lease Vehicle Scheme	Tax exempt (up to the value of EMI)
2.	Fuel and Vehicle Maintenance Reimbursement	Tax exempt (Taxable Perquisite Notional Value)
3.	Conveyance Allowance	Taxable
j.	**Housing**	
1.	House Rent Allowance (HRA)	Tax exempt subject to conditions
2.	Company Accommodation (where it is provided)	Taxable Perquisite
k.	**Insurance**	
1.	Group Personal Accident Insurance Premium (GPA)	Tax exempt
2.	Group Term Life Insurance Premium (GTLI)	Tax exempt
3.	Medical Insurance Premium	Tax exempt
III	**Annual Cash Bonus (ACB) / Performance Linked Incentive (PLI)**	Taxable, If Applicable

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Please Note:-

- The income tax calculation is provisional and is based on the current income tax rules (**Rules**). Any change in the Rules may impact the income tax projections.

- You shall bear and pay the tax liabilities, if any, applicable in relation to all the perquisites or benefits provided to you in accordance with the provisions of this Agreement. Please note that all the details set out above are indicative and subject to change with change in Indian tax policies and rules.

- Employee shall be solely responsible for the payment of any and all taxes on salary / income, employee benefits and personal income. You are advised to get updated information in relation to the income tax calculation on your salary from independent external advisors

- Fixed Pay elements like fuel and maintenance reimbursement, office wear allowance, medical reimbursement, LTA will be reimbursed at actuals based on the bills submitted and in case the reimbursement amount falls short of the amount chosen, the balance will be paid as taxable allowance.

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Annexure B

Components of Total Pay

The Company follows a Total Pay structure that reflects the total cost of an employee to the Company this includes all direct and indirect payments including all benefits, perquisites, subsidies, and Annual Cash Bonus (**ACB**) / Performance Linked Incentive **(PLI)**. This structure is being followed so as to provide flexibility to the employees in structuring their compensation package. The components within each category of payments are discretionary and these components may be changed by the Company from time to time without notice.

The main components under the Total Pay structure are as follows:

I. Components of Compensation

1. **Base Salary:** This is first part of the total pay, which may include Basic Salary, PF and Gratuity

   a. **Basic Salary:** This is the base pay component of the fixed pay and is the reference salary for provident fund and gratuity contribution.

   b. **Provident Fund (PF)**:

   The contributions payable by the Employer under the scheme shall be at the rate specified under the Employees' Provident Funds and Miscellaneous Provisions Act, 1952 (**PF Act**). The current rate of contribution is 12% of PF Salary. Employee also contributes an equal amount from employee's monthly salary, as per PF Act. Both of these are remitted on a monthly basis to the Company's PF Trust / RPFC.

   Out of the Employer's contribution, a portion (presently 8.33% of PF Salary subject to a maximum of INR 1250) is deposited into the Employees' Pension Scheme. The part of the company's contribution deposited under Employees' Pension Scheme to RPFC is to provide employees with pension on retirement or after completion of a specified period of service. TDS recovery from PF settlement will be as per the relevant provision of the Income Tax Act, 1961.

   Benefits associated with Employees' Provident Fund and Employees' Pension Scheme will be as per the prevailing rules and regulations outlined in the Employees' Provident Funds and Miscellaneous Provisions Act, 1952. Employees are advised to refer to EPFO site (http://www.epfindia.com/) for detailed rules, procedures and any other updates.

   Please note that the contribution amounts, limits, withdrawals and other rules applicable to the PF and pension are subject to applicable Indian laws in force from time to time. Employee is bound to adhere to all changes in the applicable law. Any implications on contribution, accumulation and withdrawal conditions outlined in the Employees' Provident Fund and Employees' Pension Scheme is to be borne by the employee. To understand implications associated with any such change in relevant laws or the Employees' Provident Fund and Employees' Pension Scheme, employees are recommended to solicit independent external advice.

   c. **Gratuity**

   Employer's contribution to the Company's Gratuity Fund will be as specified under 'The Payment of Gratuity Act ,1972'. Currently, the Employer's contribution to the Company's Gratuity fund is @ 4.81% of Basic Salary. Gratuity shall be payable to an employee on completion / end of their employment with the Company provided employee has rendered continuous service for a minimum period of 4 years and 240 days. However, eligibility for contribution to the Gratuity Trust / Fund commences from the first day of employment and in the event of separation prior to such 4 years and 240 days, the same will be paid as ex-gratia, except in case of separation due to disciplinary grounds.

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Gratuity is calculated as follows:

(Last Drawn Salary / 26 Days) x 15 days x Number of completed years of service (In the case of death, the minimum service requirement does not apply)

For every completed year of service or part thereof in excess of 6 months, the employer will pay the employee gratuity at the rate of 15 days wages based on the rate of wages last drawn by such employee. Income Tax on the gratuity payment will be applicable as per Income Tax Rules. In the event an employee fails to complete 4 years and 240 days of continuous service, ex-gratia will be paid up to the amount of gratuity accumulated and will be subject to prevailing Income Tax Rules.

Maximum Amount of Gratuity which will be exempt from Income Tax will be as per 'The Payment of Gratuity Act, 1972'.

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2. Choice Pay :

This is second part of the total pay. Subject to eligibility and availability of amount mentioned under various components in Annexure A, an employee may opt for all the allowances or combination of them

a. Medical Reimbursement

Employee may opt for medical reimbursement for expenses incurred by the employee to meet health related expenditure, such as medicines, doctor's fees etc. of the employee and employee's family members. Medical expenses up to a maximum of INR 15,000 per annum will be reimbursed at actuals against production of bills.

This component is taxable.

b. Food Coupons

Employee may opt for Sodexo / Accor Pass Meal Vouchers. These are food coupons that can be exchanged for food and beverages at all approved affiliated establishments across India.

However, once purchased, these coupons cannot be redeemed for cash.

c. Gift Coupons

Employee may opt for gift coupons. Company provides Sodexo / Accor Pass Gift Vouchers that can be used to buy dailynecessities at over 6000 affiliated establishments across India.

However, once purchased, these coupons cannot be redeemed for cash.

Up to INR 5,000 per annum is tax exempt.

d. Leave Travel Allowance (LTA)

Employee may opt for LTA. It refers to reimbursement by Company of actual expenses incurred only on travel by employee along with their dependents to any place within India. Expenses such as hotel accommodation, sightseeing, food etc. are not eligible to be reimbursed as LTA or for tax exemption. The following qualifying criteria are to be met for claiming LTA:

1. Employee must necessarily take 5 days of continuous Privilege Leave.
2. The family for this purpose includes spouse, unmarried dependent children (maximum of two only), parents and dependent brothers and sisters.
3. No advance is given towards LTA. It must be claimed as a reimbursement against actual bills and travel documents.

Entitlement: Employee has to decide on the quantum of LTA (could be up to 2 months' basic salary) that employee wishes to avail as part of employee's choice pay component. This choice has to be made by employee initially at the time of joining and thereafter at the beginning of each financial year. A mid-year change in the quantum of LTA is not permissible.

As per current Income Tax rules, tax exemption for LTA is allowed twice in a block of 4 calendar years. Tax authorities have defined the current 4 year block as being from 1 January 2018 - 31 December 2021.

The quantum of exemption is subject to following maximum limits depending on the mode of transport used or available:-

1. Journey by air: Economy class air fare of national carrier by shortest route or the actual amount spent, whichever is lesser
2. Journey by rail: AC first class fare by shortest route or the actual amount spent, whichever is lesser
3. Place of origin and place of destination connected by rail but journey performed by other mode of transport: AC first class fare by shortest route or the actual amount spent, whichever is lesser
4. Place of origin and place of destination not connected by rail (partially or fully) and not connected by other recognized public transport system: AC first class fare by the shortest route or the actual amount spent, whichever is lesser

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e. Office Wear Allowance (OWA)

Only employees' working at locations where a `Uniform Policy' is in place may opt for OWA.

OWA is an allowance provided to employees to meet expenditures incurred by employee towards purchase of uniform to be worn at the workplace.

OWA is tax exempt subject to the following limits:-

a. For all Grade: INR 24,000

f. Children's Education Allowance (CEA)

Employee may opt for CEA to meet education expenses of their children.

INR 100 per month per child subject to a maximum of two children is tax exempt

g. Children's Hostel Allowance (CHA)

Employee may opt for CHA to meet hostel expenses of their children.

INR 300 per month per child subject to a maximum of two children, is tax exempt

h. Residual Choice Pay (RCP)

The balance un-utilized amount is paid under the salary head as "Residual Choice Pay" and is subject to tax.

Please note that you are required to make a declaration within 7 days of joining the Company and at the beginning of each financial year and thereafter from time to time within the timelines notified by the company, regarding the amounts to be claimed under each expense mentioned above. You are required to submit all bills and other supporting documents on or by 15th January for each financial year

i. Vehicle

1. Company Leased Vehicle Scheme (CLV)

As part of the compensation structure the company offers an option of availing a vehicle under the prevailing company vehicle policy, subject to eligibility. The major features of the scheme are as follows:

Parameter	Four Wheeler
Scheme Details	Company Leased Vehicle (CLV)
EMI Calculation Base	Vehicle Invoice Value (Final on-road price, excluding taxes)
EMI Limit	Grade `H' and above - upto 100% of Residual Choice Pay Grade `I' and below - upto 50% of Residual Choice Pay
Interest rate	11.5 % per annum on monthly reducing balance basis
Vehicle Cost Limit	NA
Tenure	2 to 4 Years (Upto 48 Instalments)
Insurance Coverage Options	1.Comprehensive 2.Bumper to Bumper (Zero depreciation)

Mandatory debits towards Vehicle Insurance would be applicable to those opting this scheme.

The company vehicle policy provides more details regarding the vehicle scheme.

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2. Fuel and Vehicle Maintenance Reimbursements

All employees covered by the Company Vehicle Scheme are eligible for fuel and vehicle maintenance reimbursements. Employees using self-owned vehicles are also eligible for such reimbursement.

The limits for Fuel & Vehicle Maintenance for Own Vehicles and Vehicles under Company Vehicle Scheme are as under:

Level	4 Wheeler	2 Wheeler
All Grades	INR 1,80,000 p.a.	INR 36,000 p.a.

In case an employee is using a self-owned vehicle, employee needs to maintain a vehicle usage log in the system (ESS). Tax exemption will be available upto the limits set out above, subject to submission of supporting documents.

3. Conveyance Allowance

To be opted by an employee to meet the expenditure incurred for the purpose of commuting between place of employee's residence and place of employee's duty. However, this option may be availed only if the employee is not opting for fuel and maintenance reimbursement.

This component is taxable.

j. Housing

1. House Rent Allowance (HRA)

House Rent Allowance is paid in respect of expenses incurred on rented accommodation.

As per Section 10(13A) and Rule 2A of the Income Tax Act and Rules respectively, the lesser of the following is

exempt from tax-

1. An amount equal to 50% of the salary, where the residential house is situated at Mumbai, Kolkata, Delhi or Chennai and an amount equal to 40% of salary where the residential house is situated at any other place;
2. House rent allowance received by the employee in respect of the period during which the rental accommodation is occupied by the employee during the previous year
3. The excess of rent paid over 10% of salary

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2. Company provided Accommodation

In case the employee is opting for an accommodation provided by the company, the basis of valuation will be as under-

Population of City as per 2001 census where Accommodation is provided	Where the Accommodation is owned by the Employer	Where the Accommodation is taken on lease or rent by the Employer
Exceeding 25 lakhs	15% of Salary in respect of the period during which the accommodation is occupied by the Employee	1. 15% of Salary; or 2. Lease rent (paid or payable) by the Employer, whichever is less
Exceeding 10 lakhs but not exceeding 25 lakhs	10% of the Salary in respect of period during which the accommodation is occupied by the Employee	
Any other	7.5% of the Salary in respect of period during which the accommodation is occupied by the Employee	

k. Insurance

i. Group Personal Accident Insurance (GPA)

All Employees are mandatorily covered under the Group Personal Accident Insurance scheme.

The sum insured is INR 25 lakhs and the corresponding debit towards premium is INR 679 per annum.

Benefit Clauses:

1. Death: 100% of sum insured
2. Permanent Total Disablement: 100% of sum insured as per insurance policy
3. Permanent Partial Disablement: varies from 1% to 75% of sum insured as per insurance policy
4. Temporary Total disablement: 1% of capital sum insured per week subject a maximum of INR 5000 per week for a period of 100 weeks.

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ii. Group Term Life Insurance (GTLI)

All employees are mandatorily insured under Group Term Life Insurance. The insured amount and corresponding premium [mandatory debit] are as follows:

Fixed Pay (Base Pay + Choice Pay)	Sum Assured	Mandatory Debit (per annum)
Up to INR 24,99,975	INR 25 Lakhs	INR 4,794
From INR 24,99,975 to below INR 49,99,975	INR 50 Lakhs	INR 17,679
From INR 49,99,975 to below INR 74,99,975	INR 75 Lakhs	INR 26,520
INR 74,99,975 and above	INR 100 Lakhs	INR 36,167

Benefit Clause: -

Total sum assured is payable to the employee's nominee upon death of the employee. However, nothing is payable on survival.

iii. Medical Coverage

The Company endeavors to ensure that financial support is available to all employees to meet their medical needs and those of their dependent family members. All employees are mandatorily covered under this scheme. The coverage and mandatory debits in respect of the same are as follows-

Level	Family Definition	Benefits of Mandatory Coverage
B to F: Company's Management Medical Scheme	Self, Spouse, 3 dependent children (up to 25 years)	Floater Mediclaim Policy of INR 5 Lakhs, Plus Additional floater Mediclaim policy of Domiciliary reimbursement at actuals (as per INR 5 Lakhs the Management Medical Scheme)
	Dependent parents	Floater Mediclaim coverage of INR 5 Lakhs irrespective of the number of members covered, Plus Additional floater Mediclaim policy of INR 5 Lakhs
	1. Hospitalization room category up to Deluxe Single AC Room 2. Dental treatment reimbursement up to INR 15,000 per family p.a. (cosmetics not covered) 3. Full time Retainers shall be covered as per commitment / joining terms 4. For non-allopathy (e.g. Homeopathy, Ayurveda, Unani or other Medical practitioner) treatment, the medical practitioner should be registered as per the guidelines of Indian Medical Association	
G to Below: Group Mediclaim Policy	Family of 7 members - Self, spouse, 3 dependent children (up to 25 years), 2 dependent parents	Floater Mediclaim coverage of INR 5 Lakhs irrespective of the number of members covered, Plus Additional floater Mediclaim policy of INR 5 Lakhs
	1. Hospital Room Category - Eligibility of up to Non- Deluxe Single AC Room 2. Sub limit of Maternity benefit (for first three children) up to INR 50,000 3. Sub limit for OPD basis treatment for Dental INR 1,500 (excluding the cost of dentures, bridges, crowns, scaling, filling, cleaning, polishing and cosmetic dentistry) 4. Sub limit for OPD basis treatment for Eye INR 500 (excluding cost of contact Lens, spectacles and cosmetic treatments)	

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Medical Insurance Debits:

F & Above grades :

- INR 30,864 per annum per person for self and spouse
- INR 15,944 per annum per child (upto 25 years)
- INR 13,841 per annum for **Additional Medical floater** cover of INR 5 Lakhs for self, spouse and child covered under mandatory policy
- INR 33,528 per annum for dependent parents
- INR 13,841 per annum for **Additional Medical floater** cover of INR 5 Lakhs for parents.

G & Below grades :

- INR 33,528 per annum per family unit of 7 members
- INR 13,841 per annum for **Additional** Medical floater cover of INR 5 Lakhs

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Reliance
Industries Limited

Annexure C

Terms and Conditions

01. MEDICAL FITNESS & VERIFICATION OF PARTICULARS:

Your appointment is subject to:

i. Medical Fitness: Your being declared medically fit by a Medical Officer or by a Doctor specified by the Company .

ii. Verification of Particulars: In case the particulars mentioned in your application or the representations or warranties or any other information provided by you are found to be false, inaccurate or unsatisfactory, your services would be liable for termination at any time without any notice or any compensation in lieu thereof.

02. REPRESENTATIONS AND WARRANTIES:

The Company's agreement to continue to employ you and the compensation and benefits payable to you are in consideration of the terms, covenants, and conditions stated in the offer of employment including this Annexure C, and you represent, warrant and covenant to the Company that:

i. You are under no contractual or other restriction or obligation which is inconsistent with the terms or conditions contained herein, the performance of your duties hereunder, or the other rights of the Company hereunder;

ii. You are under no physical or mental disability that may hinder the performance of your duties / obligations contained herein;

iii. You shall not raise any issue as to the reasonableness of the terms, covenants, or conditions contained herein in any proceeding to enforce these terms, covenants and/or conditions;

iv. You have full right and authority to execute this contract and that you are not bound by any contract or arrangement, including any employment contract, bond or covenant not to compete, that is inconsistent herewith

v. These terms, covenants, and/or conditions shall survive the termination of your employment with the Company.

You acknowledge that the terms, covenants, and conditions set forth herein are essential for the Company's protection and are not unreasonable and that the Company has relied on these representations, warranties, and covenants provided by you.

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03. DUTIES AND RESPONSIBILITIES:

i. **Exclusivity:** You agree to perform your duties, responsibilities and obligations efficiently and to the best of your ability exclusively for the Company. You agree that you will devote all of your working time, attention and best efforts in performing your duties, responsibilities and obligations throughout the term of employment. You also agree that you will not engage in any other employment or business activities during the terms hereof. You agree that all of your activities as an employee of the Company shall be in conformity with all the policies, rules, regulations and directions of the Company, as applicable from time to time.

ii. **Non Solicitation:** You will not, during the term of your employment or at any time thereafter, without the prior written consent of the Company, directly or indirectly, solicit for employment, or employ or otherwise contract for the services of, any person who is employed or engaged (either as an employee or consultant) by the Company or any of its affiliates or associated companies or directly or indirectly induce any such employee to leave their employment.

This covenant shall survive the termination of your employment with the Company.

iii. **Other Interests:** You shall not seek membership of any local or public bodies without first obtaining written permission from the Company.

iv. **Controlling Interest:** You agree that, so long as you are employed by the Company, you will not own, directly or indirectly, any controlling or substantial shareholding or other beneficial interest in any business enterprise or entity which is engaged in, or is in competition with, any business engaged in by the Company or any of its affiliates or associated companies. Notwithstanding the foregoing, you may own, directly or indirectly, up to 5% of the outstanding securities of any business or entity whose securities are traded on any national stock exchanges or in the over-the-counter market.

v. **Work hours:** Your working hours at your place of posting shall be as per the rules and regulations of the Company, as specified from time to time. However, you may be required to work additional hours, from time to time, to carry out your duties and responsibilities effectively.

vi. **Confidentiality and Non-disclosure:** You shall keep confidential and not disclose to any person or entity any information received or that comes to your knowledge during the course of your employment including in relation to the Company, its affiliates, associated companies, and third parties, in relation to any of our or their businesses or operations, particulars or details of manufacturing processes, technical know-how, security arrangements, analysis, compilations, forecasts, studies, summaries, notes, ideas(whether patentable or not), schematics, trade secrets, technology, customer lists (potential or actual) and other customer-related information, supplier information, sales statistics, pricing information, market intelligence, marketing and other business model/strategies, administrative organizational matters and any other information important for the Company. This shall include information in relation to third parties received by the Company in relation to any transaction being contemplated by the Company. Your obligation to maintain confidentiality of such information shall continue notwithstanding expiry or termination of your employment with the Company.

Third party Confidential obligations & prevention of IP contamination: You shall not use or disclose to the Company any confidential information of any third party received by you in your personal capacity from such a third party under an obligation of confidentiality, or knowingly induce use of such information in the business of the Company. Your employment/engagement with the Company shall not violate any obligation of confidentiality or non-solicitation of employment/assignment with any other party and that in case you are made aware of any such change in circumstances, you will inform the Company immediately of such change in the circumstances. You shall refrain from using/applying information/data in your current employment which qualifies as third party intellectual property to avoid any potential scenario of Intellectual Property contamination.

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vii. **Proprietary Rights:** You will disclose to the Company forthwith any discovery, invention, process or improvement made or discovered by you while in the service of the Company or thereafter, and all the rights, title, interest in such discovery, invention, process or improvement shall automatically belong absolutely to the Company and be the sole, absolute and exclusive property of the Company immediately upon discovery, invention or creation of process or improvement, whether or not delivered to the Company. If and when required to do so by the Company, you shall at the Company's expense, take out or apply for letter's patent, licenses or other rights, privileges or protection as may be directed by the Company in respect of any such discovery, invention, process or improvement so that the benefit thereof shall accrue to the Company and you will execute and deliver all such deeds and documents, including in particular instruments of assignment and do all such acts and things as may be required by the Company for assigning, transferring or otherwise vesting all rights, title and interest in the same and all benefits arising in respect thereof in favor of the Company or its nominee.

You will assign (and you hereby do assign) in perpetuity to the Company or its nominee all of your rights to all such new ideas (including all inventions), and to applications for patent or copyrights in all countries, if any, and execute such documents and take such lawful action as may be reasonably required to assign such new ideas to the Company or its nominee.

You will execute and deliver promptly to the Company (without charge to you but at the expense of the Company) such written instruments and cooperate and do such other acts as the Company in its sole discretion deems necessary or desirable to assign and transfer title in such new ideas to the Company and / or its nominee and to assist the Company in preserving the property right in such new ideas (including against forfeiture, abandonment, or loss) and to vest the entire right and title and interest therein exclusively in the Company and / or its nominee.

viii. **Safe-keeping of Company's property:** You will be responsible for safe keeping of and returning in good order and condition all properties of the Company, its affiliates and associated companies which may be in your possession, custody, care or charge or being used by you. In case of loss of any such property, the Company will be entitled to assess the value of the loss / damages caused to it and recover the same from you and to take such other action as it deems proper in the event of your failure to account for such material or property to its satisfaction.

ix. **Return of the Company's Property and records:** Upon termination of your employment, you shall forthwith hand over any letter of authority or power of attorney issued in your favour and any property or material of the Company or any of its affiliates or associated companies in your possession at the time of cessation of your employment with the Company. You shall also return to the Company all documents, files, records, keys, and other property of the Company in your possession regardless of the media on which such items are stored, and you shall not retain any copies or duplicates thereof.

x. **Authorizations for activities:** You will not enter into any commitments or dealings on behalf of the Company for which you have not been expressly authorised nor will you 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 written consent of the Company. You will avoid any issue which may result in a conflict between your personal interests and the interests of the Company in dealing with suppliers, customers and all other organizations or individuals doing or seeking to do business with the Company.

xi. **Non-disparagement:** You agree that you shall act with the highest standards of propriety and professionalism and shall not criticize, ridicule or make any statement which disparages or is derogatory of the Company, any of its affiliate or associated companies or any other employee or business associate of the Company or any of its affiliates or associated companies in any public or non-public communication with any customer, client or member of the investment community or media or in any communication whatsoever.

xii. **Confidential nature of terms of employment:** You agree that, save and except as may be required by applicable law, (with the prior consent of the Company), you shall not disclose the terms of your employment to any person.

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xiii. Enforceability: You acknowledge and agree that any violation of any of your duties and responsibilities may result in irreparable damage to the Company, and, accordingly, the Company may obtain injunctive and other equitable relief for any breach or threatened breach of such duties and obligations, in addition to any other remedies available to the Company.

You agree that the restrictions and remedies contained herein are reasonable and that it is your intention that such restrictions and remedies shall be enforceable to the fullest extent permissible by law. If it shall be found by a court of competent jurisdiction that any such restriction or remedy is unenforceable but would be enforceable if some part thereof were deleted or the period or area of application reduced, then such restriction or remedy shall apply with such modification as shall be necessary to make it enforceable.

Further, you hereby agree to indemnify and keep fully and effectively indemnified and hold harmless the Company, its affiliates, associates subsidiaries, and the directors, trustees, officers, employees, agents, authorized representatives and successors of all the foregoing from and against any and all claims, suits, actions, legal or other proceedings, demands, damages, liabilities, interest, costs, expenses (including attorney fees), and losses of whatsoever kind or nature incurred or sustained by Company or any of the third party directly or indirectly arising due to breach of any of obligations mentioned in the letter of employment and/or these terms and conditions.

04. TERMINATION OF EMPLOYMENT:

i. Employment At-Will: You acknowledge that your employment is and shall continue to be AT-WILL. This means that you have the right to terminate your employment with the Company at any time without providing any reason in accordance with the provisions hereof. Similarly, the Company may terminate your employment with or without cause at any time and for any reason in accordance with the provisions hereof. Accordingly, this letter of employment is not to be construed or interpreted as containing any guarantee of continued employment. As such, the recitation of certain time periods in this letter is solely for the purpose of defining your compensation. It is also not to be construed or interpreted as containing any guarantee of any particular level or nature of compensation.

ii. Superannuation: In the normal course, you will retire from the company on attaining superannuation at the age of 58 years.

iii. Absenteeism: If you absent yourself without leave or remain absent beyond the period of leave originally granted or subsequently extended, you shall be considered as having voluntarily terminated your employment without giving any notice unless you:

a. return to work within 8 days from the commencement of such absence, and

b. give an explanation to the satisfaction of the Company regarding such absence

iv. Medical Fitness: The Company has the right to request you to get yourself medically examined by a certified medical practitioner specified by the Company during the tenure of your employment. In case you are found to be medically unfit to perform your duties, your employment may be terminated.

v. Notice Period: Notwithstanding anything contained herein, the Company, in its sole discretion, may terminate your employment without cause by giving one month notice in writing or payment of one month Basic Salary on a pro rata basis, in lieu thereof. Similarly, you may resign from the Company's employment without cause by giving one month notice in writing or by payment of one month Basic Salary on a pro rata basis, in lieu thereof. In the event of your resignation, the Company may in its sole discretion opt to accept the same and relieve you prior to the completion of the stipulated notice period of one month, without any pay in lieu of the notice period.

vi. Termination for Misconduct: Your services are liable to be terminated without any notice or salary in lieu thereof for fraud, misconduct, negligence or breach of any of the terms and conditions of your letter of employment which includes this Annexure C. Without prejudice to the general meaning of the term "misconduct", "misconduct" shall include any case of reasonable suspicion of misconduct, disloyalty, commission of an act involving moral turpitude, or any action of indiscipline or inefficiency.

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vii. Non-compete: In the event of your separation from the Company for any reason whatsoever, you will not take up any job or assignment either full time or otherwise, either directly or indirectly, for a period of three months from the date of separation in any industry or business involved in similar/competing business as the Company or any of its affiliates or associate companies.

viii. Recovery of Payments: (If applicable) Payments made towards recovery of notice period by your previous employer and relocation expenses by us will be recovered in full in the event of your separation from the Company prior to completion of 1 year from joining the Company.

05. GENERAL:

i. Training: You may be selected and sponsored by the Company for familiarization/ training assignments with our technical collaborators or any other institutions/ organizations in India and/or abroad, based on terms and conditions stipulated at such time. You will diligently and beneficially take part in the training and such assignments in accordance with Company policies and directives.

ii. Rules, Regulations and Policies on Ethics: You will be governed by the service rules, regulations and policies including conduct, discipline and administrative orders and any such other rules or orders of the Company that may come into force from time to time. You must observe the policies that the Company publishes / notifies from time to time. These policies include requirement that you maintain the highest standards of conduct and act with the highest ethical principles.

a. You must not do anything that may be a conflict of interest with your responsibilities as an employee.

b. You are required to read and understand all policies applicable to you, all of which are available in the Reliance Management System ("RMS") portal. If you have any questions, now or in the future, please ask the Human Resources Department through the Query Management System in the ESS portal. You may also be required to sign and abide by the Policy on Ethics of the Company and undertake to sign such declarations that the Policy may demand from time to time.

c. Women employees will be entitled to all the statutory benefits provided by the Company under the Maternity Benefit Act 1961, and its subsequent amendments, if any, details of which are set out in the RMS/ESS portal.

iii. Media Interaction: You will not interact with the media - electronic, print or otherwise in

a. India or overseas, during or outside work hours, either in your own personal capacity or on behalf of the Company unless you have express and direct approval from the Company to interact with the media as a representative of the Company. Only persons duly authorized by the Company are permitted to interact with media and then only on specified subjects. Disclosure of any information other than those specifically authorized by the Company is prohibited.

b. Disclosure of information on proceedings of meetings (board / committee / internal) and disclosure of forward-looking statements is prohibited unless such disclosure is specifically approved by the Company.

c. You shall also not disclose non-public information selectively to any particular group as it may lead to unfair advantage / discrimination.

d. For any outside publication of books, articles or manuscripts which relate in any manner to the Company's business, policies and processes, you are required to obtain prior written approval of the Company prior to its publication or release.

e. Any violation of the Company's media policy, will tantamount to a breach of the terms and conditions of employment and may result in termination of the contract.

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iv. **Jurisdiction:** The letter of employment is made at Mumbai and competent courts of Mumbai shall have jurisdiction over any dispute or difference whatsoever arising out of, under, in relation to or in connection with the letter of employment or breach hereof or in respect of any matter or thing herein contained.

v. **Entire Agreement:** This contract and the document referred to herein contain the entire agreement and understanding of the parties with respect to the subject matter hereof and shall supersede any and all prior or contemporaneous communications, representations, or agreements between the parties, whether oral or written, regarding the subject matter of this contract.

vi. **Age:** Your age mentioned in the Matriculation / Higher Secondary Certificate / Passport will be deemed to be the conclusive proof of your date of birth.

vii. **Change of address:** You will intimate in writing to the Company any change of your residential address within a week of the same changing, failing which any communication sent to you on your last recorded address shall be deemed to have been duly served on you.

viii. **Passport:** You are required to have a valid passport at all times and ensure that the same is renewed from time to time.

ix. **Suspension:** You may be placed under suspension pending enquiry into the charges of misconduct or any other breach hereof. The salary for the suspension period will be paid to you only if you are found not guilty of any of the charges for which you are suspended and not otherwise.

x. **Travel:** You shall make your own transport arrangements to and from the place of work.

xi. **Documentation:** Please submit the following documents, if not submitted earlier:

   a. Certificates in support of your educational professional qualifications, experience, date of birth and other testimonials in original together with copies thereof.

   b. Three copies of your recent passport size photographs with blue background.

   c. Relieving letter and salary certificate from your last employer, in case you are/were employed.

xii. **Severability**: If any term or provision of this letter of employment shall be held to be invalid for any reason whatsoever, such invalidity shall not affect the validity, operation or enforceability of the remainder hereof. If the remainder of this letter is not materially affected by such declaration or finding and is capable of substantial performance, then that term or provision or part thereof shall to that extent be deemed not to form part of this letter of employment and such provision shall be replaced by a substitute provision that is legal and enforceable and is as nearly as possible consistent with the intentions underlying the original provision.

xiii. **Non Waiver**: No delay or omission on the part of Company in exercising any right, power, privilege or remedy in respect of your employment terms shall neither impair such right, power, privilege or remedy, or be construed as a waiver of it, nor shall any single partial exercise of such right, power, privilege or remedy, preclude any further exercise of it or the exercise of any other right, power, privilege or remedy.

I confirm that I have read and understood the terms and conditions set out herein and unconditionally and irrevocably accept the above terms and conditions.

Employee Name: Aum Amish Anajwala

Signature: .....

Date: 4 Jul 2022

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Reliance
Industries Limited

Date: 5 Jul 2022

Ref: RIL/80181202/30031283/050722/1224

Dear Dhruvi Dhabuwala,

Letter of Appointment

With reference to written tests / interview you had with Reliance Group of Companies, we are delighted to appoint you in the position "Graduate Engr Trainee - Instru" in Group , based upon following terms and conditions.

Documentation

This appointment letter consists of the below mentioned attachments:

A compensation term sheet
Components of Compensation
Terms and conditions
Other applicable paperwork based upon your specific needs

You are required to read these before you commence your employment

01. Place of Posting

Your initial place of posting will be at the place of your training. During your training period, you may be posted / transferred / to any of the offices / projects / divisions / departments / units of the company existing or to be set up at any location in India or abroad without any additional remuneration. Your services are also liable to be transferred to any of the group companies.

You will report for training on or before **04-Aug-22** failing which this letter of appointment shall automatically stand withdrawn and cancelled.

02. Mandatory Criteria:

i. Score eligibility:
Your appointment is subject to your securing minimum CGPA of 6.0 / 60% & above marks over 8 semesters, wherever applicable.

ii. Pre-employment Medical Check:
Pre-employment Medical Check clearance from RIL certified doctor. System generated information will be received for initiating the same on acceptance of this appointment letter.

03. Confirmation:

You will be under training for a period of one year from the date of joining the Company. During training you will be undergoing various assessments at the end of which there will be a final assessment. Your confirmation on permanent rolls of the company solely depends on the discretion of the management and the same is not a matter of right in any manner whatsoever.
Management reserves the right to terminate your training either during the training period or on completion of the same without assigning any reasons whatsoever.

(This letter is computer generated and does not necessarily require a signature)

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We would also like to draw your particular attention to our Values and Behaviours. We have six values that express our shared understanding of what we believe, how we aim to behave and what we aspire to be as an organisation. Our values are about delivering customer value, having an ownership mind-set, showing respect and integrity, pursuing excellence and being one team.

Next Steps

This is system generated appointment letter based on the offer letter received. Please confirm your acceptance of this appointment letter by clicking 'Accept' button online. This letter of appointment shall automatically stand withdrawn in case we do not receive your acknowledgement online within ten days from receipt of this letter.

This offer of employment is subject to you providing all of the information and documentation requested BEFORE you commence employment with us. All information / documentation submitted by you will be considered as submitted on your own freewill and consent.

This appointment is confidential and you must not discuss this or disclose any documentation related to it with anyone other than your immediate family. Any disclosure of the details of this offer to a third party other than your immediate family may result in withdrawal of the offer.

We reserve the right to withdraw our offer of employment/terminate your employment with us without assigning any reason whatsoever thereof, or delay your start date if you do not provide the required information and documentation within the required timelines or if during this process you intentionally leave out any information or provide any information which is inaccurate or untrue.

In case of any dispute regarding interpretation of any word or clause of this latter, the decision of the management shall be final and binding.

We look forward to your joining out team for a long, successful and pleasant association.

Sincerely yours,
Reliance Industries Ltd.

Authorized Signatory

(This letter is computer generated and does not necessarily require a signature)

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Reliance
Industries Limited

ANNEXURE A

1.1 Annual Compensation Summary

ANNEXURE 1.1 - A		
Name: Dhruvi Dhabuwala		
Compensation Breakup	**Monthly (INR)**	**Annual (INR)**
Basic Pay	21,402	2,56,827
House Rent Allowance	10,701	1,28,414
Residual Choice Pay	22,395	2,68,744
Insurance		
Group Personal Accident Insurancee Premium (GPAI)	57	679
Group Term Life Insurance Premium (GTLI)	400	4,794
Medical Insurance Premium* (Self, Spouse, 3 Dependent Children & Dependent Parents)	3,947	47,369
SUB TOTAL - I	58,902	7,06,827
Employer's Contribution to Provident Fund: PF (12% of Basic Pay)	2,568	30,819
Gratuity (4.81% of Basic Pay)	1,029	12,353
SUB TOTAL - II	3,598	43,173
TOTAL- FIXED PAY [I + II]	62,500	7,50,000

Residual Choice Pay can be distributed among the following Tax Friendly elements - HRA, LTA, Conveyance Allowance, Office Wear Allowance, Children Education Allowance, Food & Beverage Coupons, Gift Vouchers and Fuel & maintenance Expenses. Remaining amount will be paid as "Residual Choice Pay", as applicable.

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1.2 Tax Status of compensation elements

Below table shows all of the Total Pay components and their taxability status.

S.No.	Total Pay Components	Taxability Status (as per prevailing norms)
I	**Base Salary**	
a.	Basic Salary	Taxable
b.	Provident Fund Contribution (PF)	Please refer Annexure B
c.	Gratuity	Please refer Annexure B
II	**Choice Pay**	
a.	Medical Reimbursement	Taxable
b.	Food Coupon	Tax exempt subject to conditions
c.	Gift Coupon	Tax exempt subject to conditions
d.	Leave Travel Allowance (LTA)	Tax exempt subject to conditions
e.	Office Wear Allowance (OWA)	Tax exempt subject to conditions (only applicable to locations having a 'Uniform Policy')
f.	Children's Education Allowance (CEA)	Tax exempt subject to conditions
g.	Children's Hostel Allowance (CHA)	Tax exempt subject to conditions
h.	Residual Choice Pay (RCP)	Taxable
i.	**Vehicle**	
1.	Company Lease Vehicle Scheme	Tax exempt (up to the value of EMI)
2.	Fuel and Vehicle Maintenance Reimbursement	Tax exempt (Taxable Perquisite Notional Value)
3.	Conveyance Allowance	Taxable
j.	**Housing**	
1.	House Rent Allowance (HRA)	Tax exempt subject to conditions
2.	Company Accommodation (where it is provided)	Taxable Perquisite
k.	**Insurance**	
1.	Group Personal Accident Insurance Premium (GPA)	Tax exempt
2.	Group Term Life Insurance Premium (GTLI)	Tax exempt
3.	Medical Insurance Premium	Tax exempt
III	**Annual Cash Bonus (ACB) / Performance Linked Incentive (PLI)**	Taxable, If Applicable

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Please Note:-

- The income tax calculation is provisional and is based on the current income tax rules (**Rules**). Any change in the Rules may impact the income tax projections.

- You shall bear and pay the tax liabilities, if any, applicable in relation to all the perquisites or benefits provided to you in accordance with the provisions of this Agreement. Please note that all the details set out above are indicative and subject to change with change in Indian tax policies and rules.

- Employee shall be solely responsible for the payment of any and all taxes on salary / income, employee benefits and personal income. You are advised to get updated information in relation to the income tax calculation on your salary from independent external advisors

- Fixed Pay elements like fuel and maintenance reimbursement, office wear allowance, medical reimbursement, LTA will be reimbursed at actuals based on the bills submitted and in case the reimbursement amount falls short of the amount chosen, the balance will be paid as taxable allowance.

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Annexure B

Components of Total Pay

The Company follows a Total Pay structure that reflects the total cost of an employee to the Company this includes all direct and indirect payments including all benefits, perquisites, subsidies, and Annual Cash Bonus (**ACB**) / Performance Linked Incentive **(PLI)**. This structure is being followed so as to provide flexibility to the employees in structuring their compensation package. The components within each category of payments are discretionary and these components may be changed by the Company from time to time without notice.

The main components under the Total Pay structure are as follows:

I. Components of Compensation

1. **Base Salary:** This is first part of the total pay, which may include Basic Salary, PF and Gratuity

   a. **Basic Salary:** This is the base pay component of the fixed pay and is the reference salary for provident fund and gratuity contribution.

   b. **Provident Fund (PF)**:

   The contributions payable by the Employer under the scheme shall be at the rate specified under the Employees' Provident Funds and Miscellaneous Provisions Act, 1952 (**PF Act**). The current rate of contribution is 12% of PF Salary. Employee also contributes an equal amount from employee's monthly salary, as per PF Act. Both of these are remitted on a monthly basis to the Company's PF Trust / RPFC.

   Out of the Employer's contribution, a portion (presently 8.33% of PF Salary subject to a maximum of INR 1250) is deposited into the Employees' Pension Scheme. The part of the company's contribution deposited under Employees' Pension Scheme to RPFC is to provide employees with pension on retirement or after completion of a specified period of service. TDS recovery from PF settlement will be as per the relevant provision of the Income Tax Act, 1961.

   Benefits associated with Employees' Provident Fund and Employees' Pension Scheme will be as per the prevailing rules and regulations outlined in the Employees' Provident Funds and Miscellaneous Provisions Act, 1952. Employees are advised to refer to EPFO site (http://www.epfindia.com/) for detailed rules, procedures and any other updates.

   Please note that the contribution amounts, limits, withdrawals and other rules applicable to the PF and pension are subject to applicable Indian laws in force from time to time. Employee is bound to adhere to all changes in the applicable law. Any implications on contribution, accumulation and withdrawal conditions outlined in the Employees' Provident Fund and Employees' Pension Scheme is to be borne by the employee. To understand implications associated with any such change in relevant laws or the Employees' Provident Fund and Employees' Pension Scheme, employees are recommended to solicit independent external advice.

   c. **Gratuity**

   Employer's contribution to the Company's Gratuity Fund will be as specified under 'The Payment of Gratuity Act ,1972'. Currently, the Employer's contribution to the Company's Gratuity fund is @ 4.81% of Basic Salary. Gratuity shall be payable to an employee on completion / end of their employment with the Company provided employee has rendered continuous service for a minimum period of 4 years and 240 days. However, eligibility for contribution to the Gratuity Trust / Fund commences from the first day of employment and in the event of separation prior to such 4 years and 240 days, the same will be paid as ex-gratia, except in case of separation due to disciplinary grounds.

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Gratuity is calculated as follows:

(Last Drawn Salary / 26 Days) x 15 days x Number of completed years of service (In the case of death, the minimum service requirement does not apply)

For every completed year of service or part thereof in excess of 6 months, the employer will pay the employee gratuity at the rate of 15 days wages based on the rate of wages last drawn by such employee. Income Tax on the gratuity payment will be applicable as per Income Tax Rules. In the event an employee fails to complete 4 years and 240 days of continuous service, ex-gratia will be paid up to the amount of gratuity accumulated and will be subject to prevailing Income Tax Rules.

Maximum Amount of Gratuity which will be exempt from Income Tax will be as per 'The Payment of Gratuity Act, 1972'.

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2. Choice Pay :

This is second part of the total pay. Subject to eligibility and availability of amount mentioned under various components in Annexure A, an employee may opt for all the allowances or combination of them

a. Medical Reimbursement

Employee may opt for medical reimbursement for expenses incurred by the employee to meet health related expenditure, such as medicines, doctor's fees etc. of the employee and employee's family members. Medical expenses up to a maximum of INR 15,000 per annum will be reimbursed at actuals against production of bills.

This component is taxable.

b. Food Coupons

Employee may opt for Sodexo / Accor Pass Meal Vouchers. These are food coupons that can be exchanged for food and beverages at all approved affiliated establishments across India.

However, once purchased, these coupons cannot be redeemed for cash.

c. Gift Coupons

Employee may opt for gift coupons. Company provides Sodexo / Accor Pass Gift Vouchers that can be used to buy dailynecessities at over 6000 affiliated establishments across India.

However, once purchased, these coupons cannot be redeemed for cash.

Up to INR 5,000 per annum is tax exempt.

d. Leave Travel Allowance (LTA)

Employee may opt for LTA. It refers to reimbursement by Company of actual expenses incurred only on travel by employee along with their dependents to any place within India. Expenses such as hotel accommodation, sightseeing, food etc. are not eligible to be reimbursed as LTA or for tax exemption. The following qualifying criteria are to be met for claiming LTA:

1. Employee must necessarily take 5 days of continuous Privilege Leave.
2. The family for this purpose includes spouse, unmarried dependent children (maximum of two only), parents and dependent brothers and sisters.
3. No advance is given towards LTA. It must be claimed as a reimbursement against actual bills and travel documents.

Entitlement: Employee has to decide on the quantum of LTA (could be up to 2 months' basic salary) that employee wishes to avail as part of employee's choice pay component. This choice has to be made by employee initially at the time of joining and thereafter at the beginning of each financial year. A mid-year change in the quantum of LTA is not permissible.

As per current Income Tax rules, tax exemption for LTA is allowed twice in a block of 4 calendar years. Tax authorities have defined the current 4 year block as being from 1 January 2018 - 31 December 2021.

The quantum of exemption is subject to following maximum limits depending on the mode of transport used or available:-

1. Journey by air: Economy class air fare of national carrier by shortest route or the actual amount spent, whichever is lesser
2. Journey by rail: AC first class fare by shortest route or the actual amount spent, whichever is lesser
3. Place of origin and place of destination connected by rail but journey performed by other mode of transport: AC first class fare by shortest route or the actual amount spent, whichever is lesser
4. Place of origin and place of destination not connected by rail (partially or fully) and not connected by other recognized public transport system: AC first class fare by the shortest route or the actual amount spent, whichever is lesser

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e. Office Wear Allowance (OWA)

Only employees' working at locations where a `Uniform Policy' is in place may opt for OWA.

OWA is an allowance provided to employees to meet expenditures incurred by employee towards purchase of uniform to be worn at the workplace.

OWA is tax exempt subject to the following limits:-

a. For all Grade: INR 24,000

f. Children's Education Allowance (CEA)

Employee may opt for CEA to meet education expenses of their children.

INR 100 per month per child subject to a maximum of two children is tax exempt

g. Children's Hostel Allowance (CHA)

Employee may opt for CHA to meet hostel expenses of their children.

INR 300 per month per child subject to a maximum of two children, is tax exempt

h. Residual Choice Pay (RCP)

The balance un-utilized amount is paid under the salary head as "Residual Choice Pay" and is subject to tax.

Please note that you are required to make a declaration within 7 days of joining the Company and at the beginning of each financial year and thereafter from time to time within the timelines notified by the company, regarding the amounts to be claimed under each expense mentioned above. You are required to submit all bills and other supporting documents on or by 15th January for each financial year

i. Vehicle

1. Company Leased Vehicle Scheme (CLV)

As part of the compensation structure the company offers an option of availing a vehicle under the prevailing company vehicle policy, subject to eligibility. The major features of the scheme are as follows:

Parameter	Four Wheeler
Scheme Details	Company Leased Vehicle (CLV)
EMI Calculation Base	Vehicle Invoice Value (Final on-road price, excluding taxes)
EMI Limit	Grade `H' and above - upto 100% of Residual Choice Pay Grade `I' and below - upto 50% of Residual Choice Pay
Interest rate	11.5 % per annum on monthly reducing balance basis
Vehicle Cost Limit	NA
Tenure	2 to 4 Years (Upto 48 Instalments)
Insurance Coverage Options	1.Comprehensive 2.Bumper to Bumper (Zero depreciation)

Mandatory debits towards Vehicle Insurance would be applicable to those opting this scheme.

The company vehicle policy provides more details regarding the vehicle scheme.

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2. Fuel and Vehicle Maintenance Reimbursements

All employees covered by the Company Vehicle Scheme are eligible for fuel and vehicle maintenance reimbursements. Employees using self-owned vehicles are also eligible for such reimbursement.

The limits for Fuel & Vehicle Maintenance for Own Vehicles and Vehicles under Company Vehicle Scheme are as under:

Level	4 Wheeler	2 Wheeler
All Grades	INR 1,80,000 p.a.	INR 36,000 p.a.

In case an employee is using a self-owned vehicle, employee needs to maintain a vehicle usage log in the system (ESS). Tax exemption will be available upto the limits set out above, subject to submission of supporting documents.

3. Conveyance Allowance

To be opted by an employee to meet the expenditure incurred for the purpose of commuting between place of employee's residence and place of employee's duty. However, this option may be availed only if the employee is not opting for fuel and maintenance reimbursement.

This component is taxable.

j. Housing

1. House Rent Allowance (HRA)

House Rent Allowance is paid in respect of expenses incurred on rented accommodation.

As per Section 10(13A) and Rule 2A of the Income Tax Act and Rules respectively, the lesser of the following is

exempt from tax-

1. An amount equal to 50% of the salary, where the residential house is situated at Mumbai, Kolkata, Delhi or Chennai and an amount equal to 40% of salary where the residential house is situated at any other place;
2. House rent allowance received by the employee in respect of the period during which the rental accommodation is occupied by the employee during the previous year
3. The excess of rent paid over 10% of salary

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2. Company provided Accommodation

In case the employee is opting for an accommodation provided by the company, the basis of valuation will be as under-

Population of City as per 2001 census where Accommodation is provided	Where the Accommodation is owned by the Employer	Where the Accommodation is taken on lease or rent by the Employer
Exceeding 25 lakhs	15% of Salary in respect of the period during which the accommodation is occupied by the Employee	1. 15% of Salary; or 2. Lease rent (paid or payable) by the Employer, whichever is less
Exceeding 10 lakhs but not exceeding 25 lakhs	10% of the Salary in respect of period during which the accommodation is occupied by the Employee	
Any other	7.5% of the Salary in respect of period during which the accommodation is occupied by the Employee	

k. Insurance

i. Group Personal Accident Insurance (GPA)

All Employees are mandatorily covered under the Group Personal Accident Insurance scheme.

The sum insured is INR 25 lakhs and the corresponding debit towards premium is INR 679 per annum.

Benefit Clauses:

1. Death: 100% of sum insured
2. Permanent Total Disablement: 100% of sum insured as per insurance policy
3. Permanent Partial Disablement: varies from 1% to 75% of sum insured as per insurance policy
4. Temporary Total disablement: 1% of capital sum insured per week subject a maximum of INR 5000 per week for a period of 100 weeks.

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ii. Group Term Life Insurance (GTLI)

All employees are mandatorily insured under Group Term Life Insurance. The insured amount and corresponding premium [mandatory debit] are as follows:

Fixed Pay (Base Pay + Choice Pay)	Sum Assured	Mandatory Debit (per annum)
Up to INR 24,99,975	INR 25 Lakhs	INR 4,794
From INR 24,99,975 to below INR 49,99,975	INR 50 Lakhs	INR 17,679
From INR 49,99,975 to below INR 74,99,975	INR 75 Lakhs	INR 26,520
INR 74,99,975 and above	INR 100 Lakhs	INR 36,167

Benefit Clause: -

Total sum assured is payable to the employee's nominee upon death of the employee. However, nothing is payable on survival.

iii. Medical Coverage

The Company endeavors to ensure that financial support is available to all employees to meet their medical needs and those of their dependent family members. All employees are mandatorily covered under this scheme. The coverage and mandatory debits in respect of the same are as follows-

Level	Family Definition	Benefits of Mandatory Coverage
B to F: Company's Management Medical Scheme	Self, Spouse, 3 dependent children (up to 25 years)	Floater Mediclaim Policy of INR 5 Lakhs, Plus Additional floater Mediclaim policy of Domiciliary reimbursement at actuals (as per INR 5 Lakhs the Management Medical Scheme)
	Dependent parents	Floater Mediclaim coverage of INR 5 Lakhs irrespective of the number of members covered, Plus Additional floater Mediclaim policy of INR 5 Lakhs
	1. Hospitalization room category up to Deluxe Single AC Room 2. Dental treatment reimbursement up to INR 15,000 per family p.a. (cosmetics not covered) 3. Full time Retainers shall be covered as per commitment / joining terms 4. For non-allopathy (e.g. Homeopathy, Ayurveda, Unani or other Medical practitioner) treatment, the medical practitioner should be registered as per the guidelines of Indian Medical Association	
G to Below: Group Mediclaim Policy	Family of 7 members - Self, spouse, 3 dependent children (up to 25 years), 2 dependent parents	Floater Mediclaim coverage of INR 5 Lakhs irrespective of the number of members covered, Plus Additional floater Mediclaim policy of INR 5 Lakhs
	1. Hospital Room Category - Eligibility of up to Non- Deluxe Single AC Room 2. Sub limit of Maternity benefit (for first three children) up to INR 50,000 3. Sub limit for OPD basis treatment for Dental INR 1,500 (excluding the cost of dentures, bridges, crowns, scaling, filling, cleaning, polishing and cosmetic dentistry) 4. Sub limit for OPD basis treatment for Eye INR 500 (excluding cost of contact Lens, spectacles and cosmetic treatments)	

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Medical Insurance Debits:

F & Above grades :

- INR 30,864 per annum per person for self and spouse
- INR 15,944 per annum per child (upto 25 years)
- INR 13,841 per annum for **Additional Medical floater** cover of INR 5 Lakhs for self, spouse and child covered under mandatory policy
- INR 33,528 per annum for dependent parents
- INR 13,841 per annum for **Additional Medical floater** cover of INR 5 Lakhs for parents.

G & Below grades :

- INR 33,528 per annum per family unit of 7 members
- INR 13,841 per annum for **Additional** Medical floater cover of INR 5 Lakhs

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Reliance
Industries Limited

Annexure C

Terms and Conditions

01. MEDICAL FITNESS & VERIFICATION OF PARTICULARS:

Your appointment is subject to:

i. Medical Fitness: Your being declared medically fit by a Medical Officer or by a Doctor specified by the Company .

ii. Verification of Particulars: In case the particulars mentioned in your application or the representations or warranties or any other information provided by you are found to be false, inaccurate or unsatisfactory, your services would be liable for termination at any time without any notice or any compensation in lieu thereof.

02. REPRESENTATIONS AND WARRANTIES:

The Company's agreement to continue to employ you and the compensation and benefits payable to you are in consideration of the terms, covenants, and conditions stated in the offer of employment including this Annexure C, and you represent, warrant and covenant to the Company that:

i. You are under no contractual or other restriction or obligation which is inconsistent with the terms or conditions contained herein, the performance of your duties hereunder, or the other rights of the Company hereunder;

ii. You are under no physical or mental disability that may hinder the performance of your duties / obligations contained herein;

iii. You shall not raise any issue as to the reasonableness of the terms, covenants, or conditions contained herein in any proceeding to enforce these terms, covenants and/or conditions;

iv. You have full right and authority to execute this contract and that you are not bound by any contract or arrangement, including any employment contract, bond or covenant not to compete, that is inconsistent herewith

v. These terms, covenants, and/or conditions shall survive the termination of your employment with the Company.

You acknowledge that the terms, covenants, and conditions set forth herein are essential for the Company's protection and are not unreasonable and that the Company has relied on these representations, warranties, and covenants provided by you.

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03. DUTIES AND RESPONSIBILITIES:

i. **Exclusivity:** You agree to perform your duties, responsibilities and obligations efficiently and to the best of your ability exclusively for the Company. You agree that you will devote all of your working time, attention and best efforts in performing your duties, responsibilities and obligations throughout the term of employment. You also agree that you will not engage in any other employment or business activities during the terms hereof. You agree that all of your activities as an employee of the Company shall be in conformity with all the policies, rules, regulations and directions of the Company, as applicable from time to time.

ii. **Non Solicitation:** You will not, during the term of your employment or at any time thereafter, without the prior written consent of the Company, directly or indirectly, solicit for employment, or employ or otherwise contract for the services of, any person who is employed or engaged (either as an employee or consultant) by the Company or any of its affiliates or associated companies or directly or indirectly induce any such employee to leave their employment.

This covenant shall survive the termination of your employment with the Company.

iii. **Other Interests:** You shall not seek membership of any local or public bodies without first obtaining written permission from the Company.

iv. **Controlling Interest:** You agree that, so long as you are employed by the Company, you will not own, directly or indirectly, any controlling or substantial shareholding or other beneficial interest in any business enterprise or entity which is engaged in, or is in competition with, any business engaged in by the Company or any of its affiliates or associated companies. Notwithstanding the foregoing, you may own, directly or indirectly, up to 5% of the outstanding securities of any business or entity whose securities are traded on any national stock exchanges or in the over-the-counter market.

v. **Work hours:** Your working hours at your place of posting shall be as per the rules and regulations of the Company, as specified from time to time. However, you may be required to work additional hours, from time to time, to carry out your duties and responsibilities effectively.

vi. **Confidentiality and Non-disclosure:** You shall keep confidential and not disclose to any person or entity any information received or that comes to your knowledge during the course of your employment including in relation to the Company, its affiliates, associated companies, and third parties, in relation to any of our or their businesses or operations, particulars or details of manufacturing processes, technical know-how, security arrangements, analysis, compilations, forecasts, studies, summaries, notes, ideas(whether patentable or not), schematics, trade secrets, technology, customer lists (potential or actual) and other customer-related information, supplier information, sales statistics, pricing information, market intelligence, marketing and other business model/strategies, administrative organizational matters and any other information important for the Company. This shall include information in relation to third parties received by the Company in relation to any transaction being contemplated by the Company. Your obligation to maintain confidentiality of such information shall continue notwithstanding expiry or termination of your employment with the Company.

Third party Confidential obligations & prevention of IP contamination: You shall not use or disclose to the Company any confidential information of any third party received by you in your personal capacity from such a third party under an obligation of confidentiality, or knowingly induce use of such information in the business of the Company. Your employment/engagement with the Company shall not violate any obligation of confidentiality or non-solicitation of employment/assignment with any other party and that in case you are made aware of any such change in circumstances, you will inform the Company immediately of such change in the circumstances. You shall refrain from using/applying information/data in your current employment which qualifies as third party intellectual property to avoid any potential scenario of Intellectual Property contamination.

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vii. **Proprietary Rights:** You will disclose to the Company forthwith any discovery, invention, process or improvement made or discovered by you while in the service of the Company or thereafter, and all the rights, title, interest in such discovery, invention, process or improvement shall automatically belong absolutely to the Company and be the sole, absolute and exclusive property of the Company immediately upon discovery, invention or creation of process or improvement, whether or not delivered to the Company. If and when required to do so by the Company, you shall at the Company's expense, take out or apply for letter's patent, licenses or other rights, privileges or protection as may be directed by the Company in respect of any such discovery, invention, process or improvement so that the benefit thereof shall accrue to the Company and you will execute and deliver all such deeds and documents, including in particular instruments of assignment and do all such acts and things as may be required by the Company for assigning, transferring or otherwise vesting all rights, title and interest in the same and all benefits arising in respect thereof in favor of the Company or its nominee.

You will assign (and you hereby do assign) in perpetuity to the Company or its nominee all of your rights to all such new ideas (including all inventions), and to applications for patent or copyrights in all countries, if any, and execute such documents and take such lawful action as may be reasonably required to assign such new ideas to the Company or its nominee.

You will execute and deliver promptly to the Company (without charge to you but at the expense of the Company) such written instruments and cooperate and do such other acts as the Company in its sole discretion deems necessary or desirable to assign and transfer title in such new ideas to the Company and / or its nominee and to assist the Company in preserving the property right in such new ideas (including against forfeiture, abandonment, or loss) and to vest the entire right and title and interest therein exclusively in the Company and / or its nominee.

viii. **Safe-keeping of Company's property:** You will be responsible for safe keeping of and returning in good order and condition all properties of the Company, its affiliates and associated companies which may be in your possession, custody, care or charge or being used by you. In case of loss of any such property, the Company will be entitled to assess the value of the loss / damages caused to it and recover the same from you and to take such other action as it deems proper in the event of your failure to account for such material or property to its satisfaction.

ix. **Return of the Company's Property and records:** Upon termination of your employment, you shall forthwith hand over any letter of authority or power of attorney issued in your favour and any property or material of the Company or any of its affiliates or associated companies in your possession at the time of cessation of your employment with the Company. You shall also return to the Company all documents, files, records, keys, and other property of the Company in your possession regardless of the media on which such items are stored, and you shall not retain any copies or duplicates thereof.

x. **Authorizations for activities:** You will not enter into any commitments or dealings on behalf of the Company for which you have not been expressly authorised nor will you 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 written consent of the Company. You will avoid any issue which may result in a conflict between your personal interests and the interests of the Company in dealing with suppliers, customers and all other organizations or individuals doing or seeking to do business with the Company.

xi. **Non-disparagement:** You agree that you shall act with the highest standards of propriety and professionalism and shall not criticize, ridicule or make any statement which disparages or is derogatory of the Company, any of its affiliate or associated companies or any other employee or business associate of the Company or any of its affiliates or associated companies in any public or non-public communication with any customer, client or member of the investment community or media or in any communication whatsoever.

xii. **Confidential nature of terms of employment:** You agree that, save and except as may be required by applicable law, (with the prior consent of the Company), you shall not disclose the terms of your employment to any person.

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xiii. Enforceability: You acknowledge and agree that any violation of any of your duties and responsibilities may result in irreparable damage to the Company, and, accordingly, the Company may obtain injunctive and other equitable relief for any breach or threatened breach of such duties and obligations, in addition to any other remedies available to the Company.

You agree that the restrictions and remedies contained herein are reasonable and that it is your intention that such restrictions and remedies shall be enforceable to the fullest extent permissible by law. If it shall be found by a court of competent jurisdiction that any such restriction or remedy is unenforceable but would be enforceable if some part thereof were deleted or the period or area of application reduced, then such restriction or remedy shall apply with such modification as shall be necessary to make it enforceable.

Further, you hereby agree to indemnify and keep fully and effectively indemnified and hold harmless the Company, its affiliates, associates subsidiaries, and the directors, trustees, officers, employees, agents, authorized representatives and successors of all the foregoing from and against any and all claims, suits, actions, legal or other proceedings, demands, damages, liabilities, interest, costs, expenses (including attorney fees), and losses of whatsoever kind or nature incurred or sustained by Company or any of the third party directly or indirectly arising due to breach of any of obligations mentioned in the letter of employment and/or these terms and conditions.

04. TERMINATION OF EMPLOYMENT:

i. Employment At-Will: You acknowledge that your employment is and shall continue to be AT-WILL. This means that you have the right to terminate your employment with the Company at any time without providing any reason in accordance with the provisions hereof. Similarly, the Company may terminate your employment with or without cause at any time and for any reason in accordance with the provisions hereof. Accordingly, this letter of employment is not to be construed or interpreted as containing any guarantee of continued employment. As such, the recitation of certain time periods in this letter is solely for the purpose of defining your compensation. It is also not to be construed or interpreted as containing any guarantee of any particular level or nature of compensation.

ii. Superannuation: In the normal course, you will retire from the company on attaining superannuation at the age of 58 years.

iii. Absenteeism: If you absent yourself without leave or remain absent beyond the period of leave originally granted or subsequently extended, you shall be considered as having voluntarily terminated your employment without giving any notice unless you:

a. return to work within 8 days from the commencement of such absence, and

b. give an explanation to the satisfaction of the Company regarding such absence

iv. Medical Fitness: The Company has the right to request you to get yourself medically examined by a certified medical practitioner specified by the Company during the tenure of your employment. In case you are found to be medically unfit to perform your duties, your employment may be terminated.

v. Notice Period: Notwithstanding anything contained herein, the Company, in its sole discretion, may terminate your employment without cause by giving one month notice in writing or payment of one month Basic Salary on a pro rata basis, in lieu thereof. Similarly, you may resign from the Company's employment without cause by giving one month notice in writing or by payment of one month Basic Salary on a pro rata basis, in lieu thereof. In the event of your resignation, the Company may in its sole discretion opt to accept the same and relieve you prior to the completion of the stipulated notice period of one month, without any pay in lieu of the notice period.

vi. Termination for Misconduct: Your services are liable to be terminated without any notice or salary in lieu thereof for fraud, misconduct, negligence or breach of any of the terms and conditions of your letter of employment which includes this Annexure C. Without prejudice to the general meaning of the term "misconduct", "misconduct" shall include any case of reasonable suspicion of misconduct, disloyalty, commission of an act involving moral turpitude, or any action of indiscipline or inefficiency.

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vii. Non-compete: In the event of your separation from the Company for any reason whatsoever, you will not take up any job or assignment either full time or otherwise, either directly or indirectly, for a period of three months from the date of separation in any industry or business involved in similar/competing business as the Company or any of its affiliates or associate companies.

viii. Recovery of Payments: (If applicable) Payments made towards recovery of notice period by your previous employer and relocation expenses by us will be recovered in full in the event of your separation from the Company prior to completion of 1 year from joining the Company.

05. GENERAL:

i. Training: You may be selected and sponsored by the Company for familiarization/ training assignments with our technical collaborators or any other institutions/ organizations in India and/or abroad, based on terms and conditions stipulated at such time. You will diligently and beneficially take part in the training and such assignments in accordance with Company policies and directives.

ii. Rules, Regulations and Policies on Ethics: You will be governed by the service rules, regulations and policies including conduct, discipline and administrative orders and any such other rules or orders of the Company that may come into force from time to time. You must observe the policies that the Company publishes / notifies from time to time. These policies include requirement that you maintain the highest standards of conduct and act with the highest ethical principles.

a. You must not do anything that may be a conflict of interest with your responsibilities as an employee.

b. You are required to read and understand all policies applicable to you, all of which are available in the Reliance Management System ("RMS") portal. If you have any questions, now or in the future, please ask the Human Resources Department through the Query Management System in the ESS portal. You may also be required to sign and abide by the Policy on Ethics of the Company and undertake to sign such declarations that the Policy may demand from time to time.

c. Women employees will be entitled to all the statutory benefits provided by the Company under the Maternity Benefit Act 1961, and its subsequent amendments, if any, details of which are set out in the RMS/ESS portal.

iii. Media Interaction: You will not interact with the media - electronic, print or otherwise in

a. India or overseas, during or outside work hours, either in your own personal capacity or on behalf of the Company unless you have express and direct approval from the Company to interact with the media as a representative of the Company. Only persons duly authorized by the Company are permitted to interact with media and then only on specified subjects. Disclosure of any information other than those specifically authorized by the Company is prohibited.

b. Disclosure of information on proceedings of meetings (board / committee / internal) and disclosure of forward-looking statements is prohibited unless such disclosure is specifically approved by the Company.

c. You shall also not disclose non-public information selectively to any particular group as it may lead to unfair advantage / discrimination.

d. For any outside publication of books, articles or manuscripts which relate in any manner to the Company's business, policies and processes, you are required to obtain prior written approval of the Company prior to its publication or release.

e. Any violation of the Company's media policy, will tantamount to a breach of the terms and conditions of employment and may result in termination of the contract.

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iv. **Jurisdiction:** The letter of employment is made at Mumbai and competent courts of Mumbai shall have jurisdiction over any dispute or difference whatsoever arising out of, under, in relation to or in connection with the letter of employment or breach hereof or in respect of any matter or thing herein contained.

v. **Entire Agreement:** This contract and the document referred to herein contain the entire agreement and understanding of the parties with respect to the subject matter hereof and shall supersede any and all prior or contemporaneous communications, representations, or agreements between the parties, whether oral or written, regarding the subject matter of this contract.

vi. **Age:** Your age mentioned in the Matriculation / Higher Secondary Certificate / Passport will be deemed to be the conclusive proof of your date of birth.

vii. **Change of address:** You will intimate in writing to the Company any change of your residential address within a week of the same changing, failing which any communication sent to you on your last recorded address shall be deemed to have been duly served on you.

viii. **Passport:** You are required to have a valid passport at all times and ensure that the same is renewed from time to time.

ix. **Suspension:** You may be placed under suspension pending enquiry into the charges of misconduct or any other breach hereof. The salary for the suspension period will be paid to you only if you are found not guilty of any of the charges for which you are suspended and not otherwise.

x. **Travel:** You shall make your own transport arrangements to and from the place of work.

xi. **Documentation:** Please submit the following documents, if not submitted earlier:

a. Certificates in support of your educational professional qualifications, experience, date of birth and other testimonials in original together with copies thereof.

b. Three copies of your recent passport size photographs with blue background.

c. Relieving letter and salary certificate from your last employer, in case you are/were employed.

xii. **Severability**: If any term or provision of this letter of employment shall be held to be invalid for any reason whatsoever, such invalidity shall not affect the validity, operation or enforceability of the remainder hereof. If the remainder of this letter is not materially affected by such declaration or finding and is capable of substantial performance, then that term or provision or part thereof shall to that extent be deemed not to form part of this letter of employment and such provision shall be replaced by a substitute provision that is legal and enforceable and is as nearly as possible consistent with the intentions underlying the original provision.

xiii. **Non Waiver**: No delay or omission on the part of Company in exercising any right, power, privilege or remedy in respect of your employment terms shall neither impair such right, power, privilege or remedy, or be construed as a waiver of it, nor shall any single partial exercise of such right, power, privilege or remedy, preclude any further exercise of it or the exercise of any other right, power, privilege or remedy.

I confirm that I have read and understood the terms and conditions set out herein and unconditionally and irrevocably accept the above terms and conditions.

Employee Name: Dhruvi Dhabuwala

Signature: 

Date: 5 Jul 2022

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Reliance
Industries Limited

Date: 4 Jul 2022

Ref: RIL/80169801/30030845/040722/1736

Dear Dhruvi Nareshbhai Koshiya,

Letter of Appointment

With reference to written tests / interview you had with Reliance Group of Companies, we are delighted to appoint you in the position "Graduate Engineer Trainee C&I" in Group , based upon following terms and conditions.

Documentation

This appointment letter consists of the below mentioned attachments:

A compensation term sheet
Components of Compensation
Terms and conditions
Other applicable paperwork based upon your specific needs

You are required to read these before you commence your employment

01. Place of Posting

Your initial place of posting will be at the place of your training. During your training period, you may be posted / transferred / to any of the offices / projects / divisions / departments / units of the company existing or to be set up at any location in India or abroad without any additional remuneration. Your services are also liable to be transferred to any of the group companies.

You will report for training on or before **04-Aug-22** failing which this letter of appointment shall automatically stand withdrawn and cancelled.

02. Mandatory Criteria:

i. Score eligibility:
Your appointment is subject to your securing minimum CGPA of 6.0 / 60% & above marks over 8 semesters, wherever applicable.

ii. Pre-employment Medical Check:
Pre-employment Medical Check clearance from RIL certified doctor. System generated information will be received for initiating the same on acceptance of this appointment letter.

03. Confirmation:

You will be under training for a period of one year from the date of joining the Company. During training you will be undergoing various assessments at the end of which there will be a final assessment. Your confirmation on permanent rolls of the company solely depends on the discretion of the management and the same is not a matter of right in any manner whatsoever.
Management reserves the right to terminate your training either during the training period or on completion of the same without assigning any reasons whatsoever.

(This letter is computer generated and does not necessarily require a signature)

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We would also like to draw your particular attention to our Values and Behaviours. We have six values that express our shared understanding of what we believe, how we aim to behave and what we aspire to be as an organisation. Our values are about delivering customer value, having an ownership mind-set, showing respect and integrity, pursuing excellence and being one team.

Next Steps

This is system generated appointment letter based on the offer letter received. Please confirm your acceptance of this appointment letter by clicking 'Accept' button online. This letter of appointment shall automatically stand withdrawn in case we do not receive your acknowledgement online within ten days from receipt of this letter.

This offer of employment is subject to you providing all of the information and documentation requested BEFORE you commence employment with us. All information / documentation submitted by you will be considered as submitted on your own freewill and consent.

This appointment is confidential and you must not discuss this or disclose any documentation related to it with anyone other than your immediate family. Any disclosure of the details of this offer to a third party other than your immediate family may result in withdrawal of the offer.

We reserve the right to withdraw our offer of employment/terminate your employment with us without assigning any reason whatsoever thereof, or delay your start date if you do not provide the required information and documentation within the required timelines or if during this process you intentionally leave out any information or provide any information which is inaccurate or untrue.

In case of any dispute regarding interpretation of any word or clause of this latter, the decision of the management shall be final and binding.

We look forward to your joining out team for a long, successful and pleasant association.

Sincerely yours,
Reliance Industries Ltd.

Authorized Signatory

(This letter is computer generated and does not necessarily require a signature)

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ANNEXURE A

1.1 Annual Compensation Summary

ANNEXURE 1.1 - A		
Name: Dhruvi Nareshbhai Koshiya		
Compensation Breakup	**Monthly (INR)**	**Annual (INR)**
Basic Pay	21,402	2,56,827
House Rent Allowance	10,701	1,28,414
Residual Choice Pay	22,395	2,68,744
Insurance		
Group Personal Accident Insurancee Premium (GPAI)	57	679
Group Term Life Insurance Premium (GTLI)	400	4,794
Medical Insurance Premium* (Self, Spouse, 3 Dependent Children & Dependent Parents)	3,947	47,369
SUB TOTAL - I	58,902	7,06,827
Employer's Contribution to Provident Fund: PF (12% of Basic Pay)	2,568	30,819
Gratuity (4.81% of Basic Pay)	1,029	12,353
SUB TOTAL - II	3,598	43,173
TOTAL- FIXED PAY [I + II]	62,500	7,50,000

Residual Choice Pay can be distributed among the following Tax Friendly elements - HRA, LTA, Conveyance Allowance, Office Wear Allowance, Children Education Allowance, Food & Beverage Coupons, Gift Vouchers and Fuel & maintenance Expenses. Remaining amount will be paid as "Residual Choice Pay", as applicable.

Date: 4 Jul 2022

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1.2 Tax Status of compensation elements

Below table shows all of the Total Pay components and their taxability status.

S.No.	Total Pay Components	Taxability Status (as per prevailing norms)
I	**Base Salary**	
a.	Basic Salary	Taxable
b.	Provident Fund Contribution (PF)	Please refer Annexure B
c.	Gratuity	Please refer Annexure B
II	**Choice Pay**	
a.	Medical Reimbursement	Taxable
b.	Food Coupon	Tax exempt subject to conditions
c.	Gift Coupon	Tax exempt subject to conditions
d.	Leave Travel Allowance (LTA)	Tax exempt subject to conditions
e.	Office Wear Allowance (OWA)	Tax exempt subject to conditions (only applicable to locations having a 'Uniform Policy')
f.	Children's Education Allowance (CEA)	Tax exempt subject to conditions
g.	Children's Hostel Allowance (CHA)	Tax exempt subject to conditions
h.	Residual Choice Pay (RCP)	Taxable
i.	**Vehicle**	
1.	Company Lease Vehicle Scheme	Tax exempt (up to the value of EMI)
2.	Fuel and Vehicle Maintenance Reimbursement	Tax exempt (Taxable Perquisite Notional Value)
3.	Conveyance Allowance	Taxable
j.	**Housing**	
1.	House Rent Allowance (HRA)	Tax exempt subject to conditions
2.	Company Accommodation (where it is provided)	Taxable Perquisite
k.	**Insurance**	
1.	Group Personal Accident Insurance Premium (GPA)	Tax exempt
2.	Group Term Life Insurance Premium (GTLI)	Tax exempt
3.	Medical Insurance Premium	Tax exempt
III	**Annual Cash Bonus (ACB) / Performance Linked Incentive (PLI)**	Taxable, If Applicable

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Please Note:-

- The income tax calculation is provisional and is based on the current income tax rules (Rules). Any change in the Rules may impact the income tax projections.
- You shall bear and pay the tax liabilities, if any, applicable in relation to all the perquisites or benefits provided to you in accordance with the provisions of this Agreement. Please note that all the details set out above are indicative and subject to change with change in Indian tax policies and rules.
- Employee shall be solely responsible for the payment of any and all taxes on salary / income, employee benefits and personal income. You are advised to get updated information in relation to the income tax calculation on your salary from independent external advisors
- Fixed Pay elements like fuel and maintenance reimbursement, office wear allowance, medical reimbursement, LTA will be reimbursed at actuals based on the bills submitted and in case the reimbursement amount falls short of the amount chosen, the balance will be paid as taxable allowance.

Date: 4 Jul 2022

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Annexure B

Components of Total Pay

The Company follows a Total Pay structure that reflects the total cost of an employee to the Company this includes all direct and indirect payments including all benefits, perquisites, subsidies, and Annual Cash Bonus (**ACB**) / Performance Linked Incentive (**PLI**). This structure is being followed so as to provide flexibility to the employees in structuring their compensation package. The components within each category of payments are discretionary and these components may be changed by the Company from time to time without notice.

The main components under the Total Pay structure are as follows:

I. Components of Compensation

1. **Base Salary:** This is first part of the total pay, which may include Basic Salary, PF and Gratuity

   a. **Basic Salary:** This is the base pay component of the fixed pay and is the reference salary for provident fund and gratuity contribution.

   b. **Provident Fund (PF):**
   The contributions payable by the Employer under the scheme shall be at the rate specified under the Employees' Provident Funds and Miscellaneous Provisions Act, 1952 (**PF Act**). The current rate of contribution is 12% of PF Salary. Employee also contributes an equal amount from employee's monthly salary, as per PF Act. Both of these are remitted on a monthly basis to the Company's PF Trust / RPFC.

   Out of the Employer's contribution, a portion (presently 8.33% of PF Salary subject to a maximum of INR 1250) is deposited into the Employees' Pension Scheme. The part of the company's contribution deposited under Employees' Pension Scheme to RPFC is to provide employees with pension on retirement or after completion of a specified period of service. TDS recovery from PF settlement will be as per the relevant provision of the Income Tax Act, 1961.

   Benefits associated with Employees' Provident Fund and Employees' Pension Scheme will be as per the prevailing rules and regulations outlined in the Employees' Provident Funds and Miscellaneous Provisions Act, 1952. Employees are advised to refer to EPFO site (http://www.epfindia.com/) for detailed rules, procedures and any other updates.

   Please note that the contribution amounts, limits, withdrawals and other rules applicable to the PF and pension are subject to applicable Indian laws in force from time to time. Employee is bound to adhere to all changes in the applicable law. Any implications on contribution, accumulation and withdrawal conditions outlined in the Employees' Provident Fund and Employees' Pension Scheme is to be borne by the employee. To understand implications associated with any such change in relevant laws or the Employees' Provident Fund and Employees' Pension Scheme, employees are recommended to solicit independent external advice.

   c. **Gratuity**

   Employer's contribution to the Company's Gratuity Fund will be as specified under 'The Payment of Gratuity Act ,1972'. Currently, the Employer's contribution to the Company's Gratuity fund is @ 4.81% of Basic Salary. Gratuity shall be payable to an employee on completion / end of their employment with the Company provided employee has rendered continuous service for a minimum period of 4 years and 240 days. However, eligibility for contribution to the Gratuity Trust / Fund commences from the first day of employment and in the event of separation prior to such 4 years and 240 days, the same will be paid as ex-gratia, except in case of separation due to disciplinary grounds.

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Gratuity is calculated as follows:

(Last Drawn Salary / 26 Days) x 15 days x Number of completed years of service (In the case of death, the minimum service requirement does not apply)

For every completed year of service or part thereof in excess of 6 months, the employer will pay the employee gratuity at the rate of 15 days wages based on the rate of wages last drawn by such employee. Income Tax on the gratuity payment will be applicable as per Income Tax Rules. In the event an employee fails to complete 4 years and 240 days of continuous service, ex-gratia will be paid up to the amount of gratuity accumulated and will be subject to prevailing Income Tax Rules.

Maximum Amount of Gratuity which will be exempt from Income Tax will be as per 'The Payment of Gratuity Act, 1972'.

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2. **Choice Pay :**

This is second part of the total pay. Subject to eligibility and availability of amount mentioned under various components in Annexure A, an employee may opt for all the allowances or combination of them

a. Medical Reimbursement

Employee may opt for medical reimbursement for expenses incurred by the employee to meet health related expenditure, such as medicines, doctor's fees etc. of the employee and employee's family members. Medical expenses up to a maximum of INR 15,000 per annum will be reimbursed at actuals against production of bills.

This component is taxable.

b. Food Coupons

Employee may opt for Sodexo / Accor Pass Meal Vouchers. These are food coupons that can be exchanged for food and beverages at all approved affiliated establishments across India.

However, once purchased, these coupons cannot be redeemed for cash.

c. Gift Coupons

Employee may opt for gift coupons. Company provides Sodexo / Accor Pass Gift Vouchers that can be used to buy dailynecessities at over 6000 affiliated establishments across India.

However, once purchased, these coupons cannot be redeemed for cash.

Up to INR 5,000 per annum is tax exempt.

d. Leave Travel Allowance (LTA)

Employee may opt for LTA. It refers to reimbursement by Company of actual expenses incurred only on travel by employee along with their dependents to any place within India. Expenses such as hotel accommodation, sightseeing, food etc. are not eligible to be reimbursed as LTA or for tax exemption. The following qualifying criteria are to be met for claiming LTA:

1. Employee must necessarily take 5 days of continuous Privilege Leave.
2. The family for this purpose includes spouse, unmarried dependent children (maximum of two only), parents and dependent brothers and sisters.
3. No advance is given towards LTA. It must be claimed as a reimbursement against actual bills and travel documents.

Entitlement: Employee has to decide on the quantum of LTA (could be up to 2 months' basic salary) that employee wishes to avail as part of employee's choice pay component. This choice has to be made by employee initially at the time of joining and thereafter at the beginning of each financial year. A mid-year change in the quantum of LTA is not permissible.

As per current Income Tax rules, tax exemption for LTA is allowed twice in a block of 4 calendar years. Tax authorities have defined the current 4 year block as being from 1 January 2018 - 31 December 2021.

The quantum of exemption is subject to following maximum limits depending on the mode of transport used or available:-

1. Journey by air: Economy class air fare of national carrier by shortest route or the actual amount spent, whichever is lesser
2. Journey by rail: AC first class fare by shortest route or the actual amount spent, whichever is lesser
3. Place of origin and place of destination connected by rail but journey performed by other mode of transport: AC first class fare by shortest route or the actual amount spent, whichever is lesser
4. Place of origin and place of destination not connected by rail (partially or fully) and not connected by other recognized public transport system: AC first class fare by the shortest route or the actual amount spent, whichever is lesser

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e. **Office Wear Allowance (OWA)**

Only employees' working at locations where a 'Uniform Policy' is in place may opt for OWA.

OWA is an allowance provided to employees to meet expenditures incurred by employee towards purchase of uniform to be worn at the workplace.

OWA is tax exempt subject to the following limits:-

a. For all Grade: INR 24,000

f. **Children's Education Allowance (CEA)**

Employee may opt for CEA to meet education expenses of their children.

INR 100 per month per child subject to a maximum of two children is tax exempt

g. **Children's Hostel Allowance (CHA)**

Employee may opt for CHA to meet hostel expenses of their children.

INR 300 per month per child subject to a maximum of two children, is tax exempt

h. **Residual Choice Pay (RCP)**

The balance un-utilized amount is paid under the salary head as "Residual Choice Pay" and is subject to tax.

Please note that you are required to make a declaration within 7 days of joining the Company and at the beginning of each financial year and thereafter from time to time within the timelines notified by the company, regarding the amounts to be claimed under each expense mentioned above. You are required to submit all bills and other supporting documents on or by 15th January for each financial year

I. **Vehicle**

1. **Company Leased Vehicle Scheme (CLV)**

As part of the compensation structure the company offers an option of availing a vehicle under the prevailing company vehicle policy, subject to eligibility. The major features of the scheme are as follows:

Parameter	Four Wheeler
Scheme Details	Company Leased Vehicle (CLV)
EMI Calculation Base	Vehicle Invoice Value (Final on-road price, excluding taxes)
EMI Limit	Grade 'H' and above - upto 100% of Residual Choice Pay Grade 'I' and below - upto 50% of Residual Choice Pay
Interest rate	11.5 % per annum on monthly reducing balance basis
Vehicle Cost Limit	NA
Tenure	2 to 4 Years (Upto 48 Instalments)
Insurance Coverage Options	1.Comprehensive 2.Bumper to Bumper (Zero depreciation)

Mandatory debits towards Vehicle Insurance would be applicable to those opting this scheme.

The company vehicle policy provides more details regarding the vehicle scheme.

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2. Fuel and Vehicle Maintenance Reimbursements

All employees covered by the Company Vehicle Scheme are eligible for fuel and vehicle maintenance reimbursements. Employees using self-owned vehicles are also eligible for such reimbursement.

The limits for Fuel & Vehicle Maintenance for Own Vehicles and Vehicles under Company Vehicle Scheme are as under:

Level	4 Wheeler	2 Wheeler
All Grades	INR 1,80,000 p.a.	INR 36,000 p.a.

In case an employee is using a self-owned vehicle, employee needs to maintain a vehicle usage log in the system (ESS). Tax exemption will be available upto the limits set out above, subject to submission of supporting documents.

3. Conveyance Allowance

To be opted by an employee to meet the expenditure incurred for the purpose of commuting between place of employee's residence and place of employee's duty. However, this option may be availed only if the employee is not opting for fuel and maintenance reimbursement.

This component is taxable.

j. Housing

1. House Rent Allowance (HRA)

House Rent Allowance is paid in respect of expenses incurred on rented accommodation.

As per Section 10(13A) and Rule 2A of the Income Tax Act and Rules respectively, the lesser of the following is

exempt from tax-

1. An amount equal to 50% of the salary, where the residential house is situated at Mumbai, Kolkata, Delhi or Chennai and an amount equal to 40% of salary where the residential house is situated at any other place;
2. House rent allowance received by the employee in respect of the period during which the rental accommodation is occupied by the employee during the previous year
3. The excess of rent paid over 10% of salary

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2. **Company provided Accommodation**

In case the employee is opting for an accommodation provided by the company, the basis of valuation will be as under-

Population of City as per 2001 census where Accommodation is provided	Where the Accommodation is owned by the Employer	Where the Accommodation is taken on lease or rent by the Employer
Exceeding 25 lakhs	15% of Salary in respect of the period during which the accommodation is occupied by the Employee	1. 15% of Salary; or 2. Lease rent (paid or payable) by the Employer, whichever is less
Exceeding 10 lakhs but not exceeding 25 lakhs	10% of the Salary in respect of period during which the accommodation is occupied by the Employee	
Any other	7.5% of the Salary in respect of period during which the accommodation is occupied by the Employee	

k. Insurance

i. Group Personal Accident Insurance (GPA)

All Employees are mandatorily covered under the Group Personal Accident Insurance scheme.

The sum insured is INR 25 lakhs and the corresponding debit towards premium is INR 679 per annum.

Benefit Clauses:

1. Death: 100% of sum insured
2. Permanent Total Disablement: 100% of sum insured as per insurance policy
3. Permanent Partial Disablement: varies from 1% to 75% of sum insured as per insurance policy
4. Temporary Total disablement: 1% of capital sum insured per week subject a maximum of INR 5000 per week for a period of 100 weeks.

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ii. **Group Term Life Insurance (GTLI)**

All employees are mandatorily insured under Group Term Life Insurance. The insured amount and corresponding premium [mandatory debit] are as follows:

Fixed Pay (Base Pay + Choice Pay)	Sum Assured	Mandatory Debit (per annum)
Up to INR 24,99,975	INR 25 Lakhs	INR 4,794
From INR 24,99,975 to below INR 49,99,975	INR 50 Lakhs	INR 17,679
From INR 49,99,975 to below INR 74,99,975	INR 75 Lakhs	INR 26,520
INR 74,99,975 and above	INR 100 Lakhs	INR 36,167

Benefit Clause: -

Total sum assured is payable to the employee's nominee upon death of the employee. However, nothing is payable on survival.

iii. **Medical Coverage**

The Company endeavors to ensure that financial support is available to all employees to meet their medical needs and those of their dependent family members. All employees are mandatorily covered under this scheme. The coverage and mandatory debits in respect of the same are as follows-

Level	Family Definition	Benefits of Mandatory Coverage
B to F: Company's Management Medical Scheme	Self, Spouse, 3 dependent children (up to 25 years)	Floater Mediclaim Policy of INR 5 Lakhs, Plus Additional floater Mediclaim policy of INR 5 Lakhs the Management Medical Scheme)
	Dependent parents	Floater Mediclaim coverage of INR 5 Lakhs irrespective of the number of members covered, Plus Additional floater Mediclaim policy of INR 5 Lakhs
		1. Hospitalization room category up to Deluxe Single AC Room 2. Dental treatment reimbursement up to INR 15,000 per family p.a. (cosmetics not covered) 3. Full time Retainers shall be covered as per commitment / joining terms 4. For non-allopathy (e.g. Homeopathy, Ayurveda, Unani or other Medical practitioner) treatment, the medical practitioner should be registered as per the guidelines of Indian Medical Association
G to Below: Group Mediclaim Policy	Family of 7 members - Self, spouse, 3 dependent children (up to 25 years), 2 dependent parents	Floater Mediclaim coverage of INR 5 Lakhs irrespective of the number of members covered, Plus Additional floater Mediclaim policy of INR 5 Lakhs
		1. Hospital Room Category - Eligibility of up to Non- Deluxe Single AC Room 2. Sub limit of Maternity benefit (for first three children) up to INR 50,000 3. Sub limit for OPD basis treatment for Dental INR 1,500 (excluding the cost of dentures, bridges, crowns, scaling, filling, cleaning, polishing and cosmetic dentistry) 4. Sub limit for OPD basis treatment for Eye INR 500 (excluding cost of contact Lens, spectacles and cosmetic treatments)

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Industries Limited

Medical Insurance Debits:

F & Above grades :

- INR 30,864 per annum per person for self and spouse
- INR 15,944 per annum per child (upto 25 years)
- INR 13,841 per annum for **Additional Medical floater** cover of INR 5 Lakhs for self, spouse and child covered under mandatory policy
- INR 33,528 per annum for dependent parents
- INR 13,841 per annum for **Additional Medical floater** cover of INR 5 Lakhs for parents.

G & Below grades :

- INR 33,528 per annum per family unit of 7 members
- INR 13,841 per annum for **Additional** Medical floater cover of INR 5 Lakhs

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Industries Limited

Annexure C

Terms and Conditions

01. MEDICAL FITNESS & VERIFICATION OF PARTICULARS:

Your appointment is subject to:

i. Medical Fitness: Your being declared medically fit by a Medical Officer or by a Doctor specified by the Company .

ii. Verification of Particulars: In case the particulars mentioned in your application or the representations or warranties or any other information provided by you are found to be false, inaccurate or unsatisfactory, your services would be liable for termination at any time without any notice or any compensation in lieu thereof.

02. REPRESENTATIONS AND WARRANTIES:

The Company's agreement to continue to employ you and the compensation and benefits payable to you are in consideration of the terms, covenants, and conditions stated in the offer of employment including this Annexure C, and you represent, warrant and covenant to the Company that:

i. You are under no contractual or other restriction or obligation which is inconsistent with the terms or conditions contained herein, the performance of your duties hereunder, or the other rights of the Company hereunder;

ii. You are under no physical or mental disability that may hinder the performance of your duties / obligations contained herein;

iii. You shall not raise any issue as to the reasonableness of the terms, covenants, or conditions contained herein in any proceeding to enforce these terms, covenants and/or conditions;

iv. You have full right and authority to execute this contract and that you are not bound by any contract or arrangement, including any employment contract, bond or covenant not to compete, that is inconsistent herewith

v. These terms, covenants, and/or conditions shall survive the termination of your employment with the Company.

You acknowledge that the terms, covenants, and conditions set forth herein are essential for the Company's protection and are not unreasonable and that the Company has relied on these representations, warranties, and covenants provided by you.

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03. DUTIES AND RESPONSIBILITIES:

i. **Exclusivity:** You agree to perform your duties, responsibilities and obligations efficiently and to the best of your ability exclusively for the Company. You agree that you will devote all of your working time, attention and best efforts in performing your duties, responsibilities and obligations throughout the term of employment. You also agree that you will not engage in any other employment or business activities during the terms hereof. You agree that all of your activities as an employee of the Company shall be in conformity with all the policies, rules, regulations and directions of the Company, as applicable from time to time.

ii. **Non Solicitation:** You will not, during the term of your employment or at any time thereafter, without the prior written consent of the Company, directly or indirectly, solicit for employment, or employ or otherwise contract for the services of, any person who is employed or engaged (either as an employee or consultant) by the Company or any of its affiliates or associated companies or directly or indirectly induce any such employee to leave their employment.

This covenant shall survive the termination of your employment with the Company.

iii. **Other Interests:** You shall not seek membership of any local or public bodies without first obtaining written permission from the Company.

iv. **Controlling Interest:** You agree that, so long as you are employed by the Company, you will not own, directly or indirectly, any controlling or substantial shareholding or other beneficial interest in any business enterprise or entity which is engaged in, or is in competition with, any business engaged in by the Company or any of its affiliates or associated companies. Notwithstanding the foregoing, you may own, directly or indirectly, up to 5% of the outstanding securities of any business or entity whose securities are traded on any national stock exchanges or in the over-the-counter market.

v. **Work hours:** Your working hours at your place of posting shall be as per the rules and regulations of the Company, as specified from time to time. However, you may be required to work additional hours, from time to time, to carry out your duties and responsibilities effectively.

vi. **Confidentiality and Non-disclosure:** You shall keep confidential and not disclose to any person or entity any information received or that comes to your knowledge during the course of your employment including in relation to the Company, its affiliates, associated companies, and third parties, in relation to any of our or their businesses or operations, particulars or details of manufacturing processes, technical know-how, security arrangements, analysis, compilations, forecasts, studies, summaries, notes, ideas(whether patentable or not), schematics, trade secrets, technology, customer lists (potential or actual) and other customer-related information, supplier information, sales statistics, pricing information, market intelligence, marketing and other business model/strategies, administrative organizational matters and any other information important for the Company. This shall include information in relation to third parties received by the Company in relation to any transaction being contemplated by the Company. Your obligation to maintain confidentiality of such information shall continue notwithstanding expiry or termination of your employment with the Company.

Third party Confidential obligations & prevention of IP contamination: You shall not use or disclose to the Company any confidential information of any third party received by you in your personal capacity from such a third party under an obligation of confidentiality, or knowingly induce use of such information in the business of the Company. Your employment/engagement with the Company shall not violate any obligation of confidentiality or non-solicitation of employment/assignment with any other party and that in case you are made aware of any such change in circumstances, you will inform the Company immediately of such change in the circumstances. You shall refrain from using/applying information/data in your current employment which qualifies as third party intellectual property to avoid any potential scenario of Intellectual Property contamination.

Date: 4 Jul 2022

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vii. **Proprietary Rights:** You will disclose to the Company forthwith any discovery, invention, process or improvement made or discovered by you while in the service of the Company or thereafter, and all the rights, title, interest in such discovery, invention, process or improvement shall automatically belong absolutely to the Company and be the sole, absolute and exclusive property of the Company immediately upon discovery, invention or creation of process or improvement, whether or not delivered to the Company. If and when required to do so by the Company, you shall at the Company's expense, take out or apply for letter's patent, licenses or other rights, privileges or protection as may be directed by the Company in respect of any such discovery, invention, process or improvement so that the benefit thereof shall accrue to the Company and you will execute and deliver all such deeds and documents, including in particular instruments of assignment and do all such acts and things as may be required by the Company for assigning, transferring or otherwise vesting all rights, title and interest in the same and all benefits arising in respect thereof in favor of the Company or its nominee.

You will assign (and you hereby do assign) in perpetuity to the Company or its nominee all of your rights to all such new ideas (including all inventions), and to applications for patent or copyrights in all countries, if any, and execute such documents and take such lawful action as may be reasonably required to assign such new ideas to the Company or its nominee.

You will execute and deliver promptly to the Company (without charge to you but at the expense of the Company) such written instruments and cooperate and do such other acts as the Company in its sole discretion deems necessary or desirable to assign and transfer title in such new ideas to the Company and / or its nominee and to assist the Company in preserving the property right in such new ideas (including against forfeiture, abandonment, or loss) and to vest the entire right and title and interest therein exclusively in the Company and / or its nominee.

viii. **Safe-keeping of Company's property:** You will be responsible for safe keeping of and returning in good order and condition all properties of the Company, its affiliates and associated companies which may be in your possession, custody, care or charge or being used by you. In case of loss of any such property, the Company will be entitled to assess the value of the loss / damages caused to it and recover the same from you and to take such other action as it deems proper in the event of your failure to account for such material or property to its satisfaction.

ix. **Return of the Company's Property and records:** Upon termination of your employment, you shall forthwith hand over any letter of authority or power of attorney issued in your favour and any property or material of the Company or any of its affiliates or associated companies in your possession at the time of cessation of your employment with the Company. You shall also return to the Company all documents, files, records, keys, and other property of the Company in your possession regardless of the media on which such items are stored, and you shall not retain any copies or duplicates thereof.

x. **Authorizations for activities:** You will not enter into any commitments or dealings on behalf of the Company for which you have not been expressly authorised nor will you 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 written consent of the Company. You will avoid any issue which may result in a conflict between your personal interests and the interests of the Company in dealing with suppliers, customers and all other organizations or individuals doing or seeking to do business with the Company.

xi. **Non-disparagement:** You agree that you shall act with the highest standards of propriety and professionalism and shall not criticize, ridicule or make any statement which disparages or is derogatory of the Company, any of its affiliate or associated companies or any other employee or business associate of the Company or any of its affiliates or associated companies in any public or non-public communication with any customer, client or member of the investment community or media or in any communication whatsoever.

xii. **Confidential nature of terms of employment:** You agree that, save and except as may be required by applicable law, (with the prior consent of the Company), you shall not disclose the terms of your employment to any person.

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xiii. **Enforceability:** You acknowledge and agree that any violation of any of your duties and responsibilities may result in irreparable damage to the Company, and, accordingly, the Company may obtain injunctive and other equitable relief for any breach or threatened breach of such duties and obligations, in addition to any other remedies available to the Company.

You agree that the restrictions and remedies contained herein are reasonable and that it is your intention that such restrictions and remedies shall be enforceable to the fullest extent permissible by law. If it shall be found by a court of competent jurisdiction that any such restriction or remedy is unenforceable but would be enforceable if some part thereof were deleted or the period or area of application reduced, then such restriction or remedy shall apply with such modification as shall be necessary to make it enforceable.

Further, you hereby agree to indemnify and keep fully and effectively indemnified and hold harmless the Company, its affiliates, associates subsidiaries, and the directors, trustees, officers, employees, agents, authorized representatives and successors of all the foregoing from and against any and all claims, suits, actions, legal or other proceedings, demands, damages, liabilities, interest, costs, expenses (including attorney fees), and losses of whatsoever kind or nature incurred or sustained by Company or any of the third party directly or indirectly arising due to breach of any of obligations mentioned in the letter of employment and/or these terms and conditions.

04. TERMINATION OF EMPLOYMENT:

i. Employment At-Will: You acknowledge that your employment is and shall continue to be AT-WILL. This means that you have the right to terminate your employment with the Company at any time without providing any reason in accordance with the provisions hereof. Similarly, the Company may terminate your employment with or without cause at any time and for any reason in accordance with the provisions hereof. Accordingly, this letter of employment is not to be construed or interpreted as containing any guarantee of continued employment. As such, the recitation of certain time periods in this letter is solely for the purpose of defining your compensation. It is also not to be construed or interpreted as containing any guarantee of any particular level or nature of compensation.

ii. Superannuation: In the normal course, you will retire from the company on attaining superannuation at the age of 58 years.

iii. Absenteeism: If you absent yourself without leave or remain absent beyond the period of leave originally granted or subsequently extended, you shall be considered as having voluntarily terminated your employment without giving any notice unless you:

a. return to work within 8 days from the commencement of such absence, and

b. give an explanation to the satisfaction of the Company regarding such absence

iv. Medical Fitness: The Company has the right to request you to get yourself medically examined by a certified medical practitioner specified by the Company during the tenure of your employment. In case you are found to be medically unfit to perform your duties, your employment may be terminated.

v. Notice Period: Notwithstanding anything contained herein, the Company, in its sole discretion, may terminate your employment without cause by giving one month notice in writing or payment of one month Basic Salary on a pro rata basis, in lieu thereof. Similarly, you may resign from the Company's employment without cause by giving one month notice in writing or by payment of one month Basic Salary on a pro rata basis, in lieu thereof. In the event of your resignation, the Company may in its sole discretion opt to accept the same and relieve you prior to the completion of the stipulated notice period of one month, without any pay in lieu of the notice period.

vi. Termination for Misconduct: Your services are liable to be terminated without any notice or salary in lieu thereof for fraud, misconduct, negligence or breach of any of the terms and conditions of your letter of employment which includes this Annexure C. Without prejudice to the general meaning of the term "misconduct", "misconduct" shall include any case of reasonable suspicion of misconduct, disloyalty, commission of an act involving moral turpitude, or any action of indiscipline or inefficiency.

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vii. Non-compete: In the event of your separation from the Company for any reason whatsoever, you will not take up any job or assignment either full time or otherwise, either directly or indirectly, for a period of three months from the date of separation in any industry or business involved in similar/competing business as the Company or any of its affiliates or associate companies.

viii. Recovery of Payments: (If applicable) Payments made towards recovery of notice period by your previous employer and relocation expenses by us will be recovered in full in the event of your separation from the Company prior to completion of 1 year from joining the Company.

05. GENERAL:

i. **Training:** You may be selected and sponsored by the Company for familiarization/ training assignments with our technical collaborators or any other institutions/ organizations in India and/or abroad, based on terms and conditions stipulated at such time. You will diligently and beneficially take part in the training and such assignments in accordance with Company policies and directives.

ii. **Rules, Regulations and Policies on Ethics**: You will be governed by the service rules, regulations and policies including conduct, discipline and administrative orders and any such other rules or orders of the Company that may come into force from time to time. You must observe the policies that the Company publishes / notifies from time to time. These policies include requirement that you maintain the highest standards of conduct and act with the highest ethical principles.

   a. You must not do anything that may be a conflict of interest with your responsibilities as an employee.

   b. You are required to read and understand all policies applicable to you, all of which are available in the Reliance Management System ("RMS") portal. If you have any questions, now or in the future, please ask the Human Resources Department through the Query Management System in the ESS portal. You may also be required to sign and abide by the Policy on Ethics of the Company and undertake to sign such declarations that the Policy may demand from time to time.

   c. Women employees will be entitled to all the statutory benefits provided by the Company under the Maternity Benefit Act 1961, and its subsequent amendments, if any, details of which are set out in the RMS/ESS portal.

iii. **Media Interaction:** You will not interact with the media - electronic, print or otherwise in

   a. India or overseas, during or outside work hours, either in your own personal capacity or on behalf of the Company unless you have express and direct approval from the Company to interact with the media as a representative of the Company. Only persons duly authorized by the Company are permitted to interact with media and then only on specified subjects. Disclosure of any information other than those specifically authorized by the Company is prohibited.

   b. Disclosure of information on proceedings of meetings (board / committee / internal) and disclosure of forward-looking statements is prohibited unless such disclosure is specifically approved by the Company.

   c. You shall also not disclose non-public information selectively to any particular group as it may lead to unfair advantage / discrimination.

   d. For any outside publication of books, articles or manuscripts which relate in any manner to the Company's business, policies and processes, you are required to obtain prior written approval of the Company prior to its publication or release.

   e. Any violation of the Company's media policy, will tantamount to a breach of the terms and conditions of employment and may result in termination of the contract.

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iv. **Jurisdiction:** The letter of employment is made at Mumbai and competent courts of Mumbai shall have jurisdiction over any dispute or difference whatsoever arising out of, under, in relation to or in connection with the letter of employment or breach hereof or in respect of any matter or thing herein contained.

v. **Entire Agreement:** This contract and the document referred to herein contain the entire agreement and understanding of the parties with respect to the subject matter hereof and shall supersede any and all prior or contemporaneous communications, representations, or agreements between the parties, whether oral or written, regarding the subject matter of this contract.

vi. **Age:** Your age mentioned in the Matriculation / Higher Secondary Certificate / Passport will be deemed to be the conclusive proof of your date of birth.

vii. **Change of address:** You will intimate in writing to the Company any change of your residential address within a week of the same changing, failing which any communication sent to you on your last recorded address shall be deemed to have been duly served on you.

viii. **Passport:** You are required to have a valid passport at all times and ensure that the same is renewed from time to time.

ix. **Suspension:** You may be placed under suspension pending enquiry into the charges of misconduct or any other breach hereof. The salary for the suspension period will be paid to you only if you are found not guilty of any of the charges for which you are suspended and not otherwise.

x. **Travel:** You shall make your own transport arrangements to and from the place of work.

xi. **Documentation:** Please submit the following documents, if not submitted earlier:

   a. Certificates in support of your educational professional qualifications, experience, date of birth and other testimonials in original together with copies thereof.

   b. Three copies of your recent passport size photographs with blue background.

   c. Relieving letter and salary certificate from your last employer, in case you are/were employed.

xii. **Severability**: If any term or provision of this letter of employment shall be held to be invalid for any reason whatsoever, such invalidity shall not affect the validity, operation or enforceability of the remainder hereof. If the remainder of this letter is not materially affected by such declaration or finding and is capable of substantial performance, then that term or provision or part thereof shall to that extent be deemed not to form part of this letter of employment and such provision shall be replaced by a substitute provision that is legal and enforceable and is as nearly as possible consistent with the intentions underlying the original provision.

xiii. **Non Waiver**: No delay or omission on the part of Company in exercising any right, power, privilege or remedy in respect of your employment terms shall neither impair such right, power, privilege or remedy, or be construed as a waiver of it, nor shall any single partial exercise of such right, power, privilege or remedy, preclude any further exercise of it or the exercise of any other right, power, privilege or remedy.

I confirm that I have read and understood the terms and conditions set out herein and unconditionally and irrevocably accept the above terms and conditions.

Employee Name: Dhruvi Nareshbhai Koshiya

Signature:

Date: 4 Jul 2022

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Reliance
Industries Limited

Date: 5 Jul 2022

Ref: RIL/80185205/30031546/050722/0005

Dear Hardik Rosiya,

Letter of Appointment

With reference to written tests / interview you had with Reliance Group of Companies, we are delighted to appoint you in the position "Graduate Engineer Trainee - Instru" in Group , based upon following terms and conditions.

Documentation

This appointment letter consists of the below mentioned attachments:

A compensation term sheet
Components of Compensation
Terms and conditions
Other applicable paperwork based upon your specific needs

You are required to read these before you commence your employment

01. Place of Posting

Your initial place of posting will be at the place of your training. During your training period, you may be posted / transferred / to any of the offices / projects / divisions / departments / units of the company existing or to be set up at any location in India or abroad without any additional remuneration. Your services are also liable to be transferred to any of the group companies.

You will report for training on or before **04-Aug-22** failing which this letter of appointment shall automatically stand withdrawn and cancelled.

02. Mandatory Criteria:

i. Score eligibility:
Your appointment is subject to your securing minimum CGPA of 6.0 / 60% & above marks over 8 semesters, wherever applicable.

ii. Pre-employment Medical Check:
Pre-employment Medical Check clearance from RIL certified doctor. System generated information will be received for initiating the same on acceptance of this appointment letter.

03. Confirmation:

You will be under training for a period of one year from the date of joining the Company. During training you will be undergoing various assessments at the end of which there will be a final assessment. Your confirmation on permanent rolls of the company solely depends on the discretion of the management and the same is not a matter of right in any manner whatsoever.
Management reserves the right to terminate your training either during the training period or on completion of the same without assigning any reasons whatsoever.

(This letter is computer generated and does not necessarily require a signature)

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Reliance
Industries Limited

We would also like to draw your particular attention to our Values and Behaviours. We have six values that express our shared understanding of what we believe, how we aim to behave and what we aspire to be as an organisation. Our values are about delivering customer value, having an ownership mind-set, showing respect and integrity, pursuing excellence and being one team.

Next Steps

This is system generated appointment letter based on the offer letter received. Please confirm your acceptance of this appointment letter by clicking 'Accept' button online. This letter of appointment shall automatically stand withdrawn in case we do not receive your acknowledgement online within ten days from receipt of this letter.

This offer of employment is subject to you providing all of the information and documentation requested BEFORE you commence employment with us. All information / documentation submitted by you will be considered as submitted on your own freewill and consent.

This appointment is confidential and you must not discuss this or disclose any documentation related to it with anyone other than your immediate family. Any disclosure of the details of this offer to a third party other than your immediate family may result in withdrawal of the offer.

We reserve the right to withdraw our offer of employment/terminate your employment with us without assigning any reason whatsoever thereof, or delay your start date if you do not provide the required information and documentation within the required timelines or if during this process you intentionally leave out any information or provide any information which is inaccurate or untrue.

In case of any dispute regarding interpretation of any word or clause of this latter, the decision of the management shall be final and binding.

We look forward to your joining out team for a long, successful and pleasant association.

Sincerely yours,
Reliance Industries Ltd.

Authorized Signatory

(This letter is computer generated and does not necessarily require a signature)

Date: 5 Jul 2022

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ANNEXURE A

1.1 Annual Compensation Summary

ANNEXURE 1.1 - A		
Name: Hardik Rosiya		
Compensation Breakup	**Monthly (INR)**	**Annual (INR)**
Basic Pay	21,402	2,56,827
House Rent Allowance	10,701	1,28,414
Residual Choice Pay	22,395	2,68,744
Insurance		
Group Personal Accident Insurancee Premium (GPAI)	57	679
Group Term Life Insurance Premium (GTLI)	400	4,794
Medical Insurance Premium* (Self, Spouse, 3 Dependent Children & Dependent Parents)	3,947	47,369
SUB TOTAL - I	58,902	7,06,827
Employer's Contribution to Provident Fund: PF (12% of Basic Pay)	2,568	30,819
Gratuity (4.81% of Basic Pay)	1,029	12,353
SUB TOTAL - II	3,598	43,173
TOTAL- FIXED PAY [I + II]	62,500	7,50,000

Residual Choice Pay can be distributed among the following Tax Friendly elements - HRA, LTA, Conveyance Allowance, Office Wear Allowance, Children Education Allowance, Food & Beverage Coupons, Gift Vouchers and Fuel & maintenance Expenses. Remaining amount will be paid as "Residual Choice Pay", as applicable.

Date: 5 Jul 2022

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1.2 Tax Status of compensation elements

Below table shows all of the Total Pay components and their taxability status.

S.No.	Total Pay Components	Taxability Status (as per prevailing norms)
I	**Base Salary**	
a.	Basic Salary	Taxable
b.	Provident Fund Contribution (PF)	Please refer Annexure B
c.	Gratuity	Please refer Annexure B
II	**Choice Pay**	
a.	Medical Reimbursement	Taxable
b.	Food Coupon	Tax exempt subject to conditions
c.	Gift Coupon	Tax exempt subject to conditions
d.	Leave Travel Allowance (LTA)	Tax exempt subject to conditions
e.	Office Wear Allowance (OWA)	Tax exempt subject to conditions (only applicable to locations having a 'Uniform Policy')
f.	Children's Education Allowance (CEA)	Tax exempt subject to conditions
g.	Children's Hostel Allowance (CHA)	Tax exempt subject to conditions
h.	Residual Choice Pay (RCP)	Taxable
i.	**Vehicle**	
1.	Company Lease Vehicle Scheme	Tax exempt (up to the value of EMI)
2.	Fuel and Vehicle Maintenance Reimbursement	Tax exempt (Taxable Perquisite Notional Value)
3.	Conveyance Allowance	Taxable
j.	**Housing**	
1.	House Rent Allowance (HRA)	Tax exempt subject to conditions
2.	Company Accommodation (where it is provided)	Taxable Perquisite
k.	**Insurance**	
1.	Group Personal Accident Insurance Premium (GPA)	Tax exempt
2.	Group Term Life Insurance Premium (GTLI)	Tax exempt
3.	Medical Insurance Premium	Tax exempt
III	**Annual Cash Bonus (ACB) / Performance Linked Incentive (PLI)**	Taxable, If Applicable

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Please Note:-

- The income tax calculation is provisional and is based on the current income tax rules (**Rules**). Any change in the Rules may impact the income tax projections.
- You shall bear and pay the tax liabilities, if any, applicable in relation to all the perquisites or benefits provided to you in accordance with the provisions of this Agreement. Please note that all the details set out above are indicative and subject to change with change in Indian tax policies and rules.
- Employee shall be solely responsible for the payment of any and all taxes on salary / income, employee benefits and personal income. You are advised to get updated information in relation to the income tax calculation on your salary from independent external advisors
- Fixed Pay elements like fuel and maintenance reimbursement, office wear allowance, medical reimbursement, LTA will be reimbursed at actuals based on the bills submitted and in case the reimbursement amount falls short of the amount chosen, the balance will be paid as taxable allowance.

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Annexure B

Components of Total Pay

The Company follows a Total Pay structure that reflects the total cost of an employee to the Company this includes all direct and indirect payments including all benefits, perquisites, subsidies, and Annual Cash Bonus (**ACB**) / Performance Linked Incentive **(PLI)**. This structure is being followed so as to provide flexibility to the employees in structuring their compensation package. The components within each category of payments are discretionary and these components may be changed by the Company from time to time without notice.

The main components under the Total Pay structure are as follows:

I. Components of Compensation

1. **Base Salary**: This is first part of the total pay, which may include Basic Salary, PF and Gratuity

   a. **Basic Salary**: This is the base pay component of the fixed pay and is the reference salary for provident fund and gratuity contribution.

   b. **Provident Fund (PF)**:
   The contributions payable by the Employer under the scheme shall be at the rate specified under the Employees' Provident Funds and Miscellaneous Provisions Act, 1952 (**PF Act**). The current rate of contribution is 12% of PF Salary. Employee also contributes an equal amount from employee's monthly salary, as per PF Act. Both of these are remitted on a monthly basis to the Company's PF Trust / RPFC.

   Out of the Employer's contribution, a portion (presently 8.33% of PF Salary subject to a maximum of INR 1250) is deposited into the Employees' Pension Scheme. The part of the company's contribution deposited under Employees' Pension Scheme to RPFC is to provide employees with pension on retirement or after completion of a specified period of service. TDS recovery from PF settlement will be as per the relevant provision of the Income Tax Act, 1961.

   Benefits associated with Employees' Provident Fund and Employees' Pension Scheme will be as per the prevailing rules and regulations outlined in the Employees' Provident Funds and Miscellaneous Provisions Act, 1952. Employees are advised to refer to EPFO site (http://www.epfindia.com/) for detailed rules, procedures and any other updates.

   Please note that the contribution amounts, limits, withdrawals and other rules applicable to the PF and pension are subject to applicable Indian laws in force from time to time. Employee is bound to adhere to all changes in the applicable law. Any implications on contribution, accumulation and withdrawal conditions outlined in the Employees' Provident Fund and Employees' Pension Scheme is to be borne by the employee. To understand implications associated with any such change in relevant laws or the Employees' Provident Fund and Employees' Pension Scheme, employees are recommended to solicit independent external advice.

   c. **Gratuity**

   Employer's contribution to the Company's Gratuity Fund will be as specified under 'The Payment of Gratuity Act ,1972'. Currently, the Employer's contribution to the Company's Gratuity fund is @ 4.81% of Basic Salary. Gratuity shall be payable to an employee on completion / end of their employment with the Company provided employee has rendered continuous service for a minimum period of 4 years and 240 days. However, eligibility for contribution to the Gratuity Trust / Fund commences from the first day of employment and in the event of separation prior to such 4 years and 240 days, the same will be paid as ex-gratia, except in case of separation due to disciplinary grounds.

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Gratuity is calculated as follows:

(Last Drawn Salary / 26 Days) x 15 days x Number of completed years of service (In the case of death, the minimum service requirement does not apply)

For every completed year of service or part thereof in excess of 6 months, the employer will pay the employee gratuity at the rate of 15 days wages based on the rate of wages last drawn by such employee. Income Tax on the gratuity payment will be applicable as per Income Tax Rules. In the event an employee fails to complete 4 years and 240 days of continuous service, ex-gratia will be paid up to the amount of gratuity accumulated and will be subject to prevailing Income Tax Rules.

Maximum Amount of Gratuity which will be exempt from Income Tax will be as per 'The Payment of Gratuity Act, 1972'.

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2. **Choice Pay :**

This is second part of the total pay. Subject to eligibility and availability of amount mentioned under various components in Annexure A, an employee may opt for all the allowances or combination of them

a. Medical Reimbursement

Employee may opt for medical reimbursement for expenses incurred by the employee to meet health related expenditure, such as medicines, doctor's fees etc. of the employee and employee's family members. Medical expenses up to a maximum of INR 15,000 per annum will be reimbursed at actuals against production of bills.

This component is taxable.

b. Food Coupons

Employee may opt for Sodexo / Accor Pass Meal Vouchers. These are food coupons that can be exchanged for food and beverages at all approved affiliated establishments across India.

However, once purchased, these coupons cannot be redeemed for cash.

c. Gift Coupons

Employee may opt for gift coupons. Company provides Sodexo / Accor Pass Gift Vouchers that can be used to buy dailynecessities at over 6000 affiliated establishments across India.

However, once purchased, these coupons cannot be redeemed for cash.

Up to INR 5,000 per annum is tax exempt.

d. Leave Travel Allowance (LTA)

Employee may opt for LTA. It refers to reimbursement by Company of actual expenses incurred only on travel by employee along with their dependents to any place within India. Expenses such as hotel accommodation, sightseeing, food etc. are not eligible to be reimbursed as LTA or for tax exemption. The following qualifying criteria are to be met for claiming LTA:

1. Employee must necessarily take 5 days of continuous Privilege Leave.
2. The family for this purpose includes spouse, unmarried dependent children (maximum of two only), parents and dependent brothers and sisters.
3. No advance is given towards LTA. It must be claimed as a reimbursement against actual bills and travel documents.

Entitlement: Employee has to decide on the quantum of LTA (could be up to 2 months' basic salary) that employee wishes to avail as part of employee's choice pay component. This choice has to be made by employee initially at the time of joining and thereafter at the beginning of each financial year. A mid-year change in the quantum of LTA is not permissible.

As per current Income Tax rules, tax exemption for LTA is allowed twice in a block of 4 calendar years. Tax authorities have defined the current 4 year block as being from 1 January 2018 - 31 December 2021.

The quantum of exemption is subject to following maximum limits depending on the mode of transport used or available:-

1. Journey by air: Economy class air fare of national carrier by shortest route or the actual amount spent, whichever is lesser
2. Journey by rail: AC first class fare by shortest route or the actual amount spent, whichever is lesser
3. Place of origin and place of destination connected by rail but journey performed by other mode of transport: AC first class fare by shortest route or the actual amount spent, whichever is lesser
4. Place of origin and place of destination not connected by rail (partially or fully) and not connected by other recognized public transport system: AC first class fare by the shortest route or the actual amount spent, whichever is lesser

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e. **Office Wear Allowance (OWA)**

Only employees' working at locations where a `Uniform Policy' is in place may opt for OWA.

OWA is an allowance provided to employees to meet expenditures incurred by employee towards purchase of uniform to be worn at the workplace.

OWA is tax exempt subject to the following limits:-

a. For all Grade: INR 24,000

f. **Children's Education Allowance (CEA)**

Employee may opt for CEA to meet education expenses of their children.

INR 100 per month per child subject to a maximum of two children is tax exempt

g. **Children's Hostel Allowance (CHA)**

Employee may opt for CHA to meet hostel expenses of their children.

INR 300 per month per child subject to a maximum of two children, is tax exempt

h. **Residual Choice Pay (RCP)**

The balance un-utilized amount is paid under the salary head as "Residual Choice Pay" and is subject to tax.

Please note that you are required to make a declaration within 7 days of joining the Company and at the beginning of each financial year and thereafter from time to time within the timelines notified by the company, regarding the amounts to be claimed under each expense mentioned above. You are required to submit all bills and other supporting documents on or by 15th January for each financial year

i. **Vehicle**

1. **Company Leased Vehicle Scheme (CLV)**

As part of the compensation structure the company offers an option of availing a vehicle under the prevailing company vehicle policy, subject to eligibility. The major features of the scheme are as follows:

Parameter	Four Wheeler
Scheme Details	Company Leased Vehicle (CLV)
EMI Calculation Base	Vehicle Invoice Value (Final on-road price, excluding taxes)
EMI Limit	Grade `H' and above - upto 100% of Residual Choice Pay Grade `I' and below - upto 50% of Residual Choice Pay
Interest rate	11.5 % per annum on monthly reducing balance basis
Vehicle Cost Limit	NA
Tenure	2 to 4 Years (Upto 48 Instalments)
Insurance Coverage Options	1.Comprehensive 2.Bumper to Bumper (Zero depreciation)

Mandatory debits towards Vehicle Insurance would be applicable to those opting this scheme.

The company vehicle policy provides more details regarding the vehicle scheme.

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2. **Fuel and Vehicle Maintenance Reimbursements**

All employees covered by the Company Vehicle Scheme are eligible for fuel and vehicle maintenance reimbursements. Employees using self-owned vehicles are also eligible for such reimbursement.

The limits for Fuel & Vehicle Maintenance for Own Vehicles and Vehicles under Company Vehicle Scheme are as under:

Level	4 Wheeler	2 Wheeler
All Grades	INR 1,80,000 p.a.	INR 36,000 p.a.

In case an employee is using a self-owned vehicle, employee needs to maintain a vehicle usage log in the system (ESS). Tax exemption will be available upto the limits set out above, subject to submission of supporting documents.

3. **Conveyance Allowance**

To be opted by an employee to meet the expenditure incurred for the purpose of commuting between place of employee's residence and place of employee's duty. However, this option may be availed only if the employee is not opting for fuel and maintenance reimbursement.

This component is taxable.

j. **Housing**

1. **House Rent Allowance (HRA)**

House Rent Allowance is paid in respect of expenses incurred on rented accommodation.

As per Section 10(13A) and Rule 2A of the Income Tax Act and Rules respectively, the lesser of the following is

exempt from tax-

1. An amount equal to 50% of the salary, where the residential house is situated at Mumbai, Kolkata, Delhi or Chennai and an amount equal to 40% of salary where the residential house is situated at any other place;
2. House rent allowance received by the employee in respect of the period during which the rental accommodation is occupied by the employee during the previous year
3. The excess of rent paid over 10% of salary

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2. **Company provided Accommodation**

In case the employee is opting for an accommodation provided by the company, the basis of valuation will be as under-

Population of City as per 2001 census where Accommodation is provided	Where the Accommodation is owned by the Employer	Where the Accommodation is taken on lease or rent by the Employer
Exceeding 25 lakhs	15% of Salary in respect of the period during which the accommodation is occupied by the Employee	1. 15% of Salary; or 2. Lease rent (paid or payable) by the Employer, whichever is less
Exceeding 10 lakhs but not exceeding 25 lakhs	10% of the Salary in respect of period during which the accommodation is occupied by the Employee	
Any other	7.5% of the Salary in respect of period during which the accommodation is occupied by the Employee	

k. Insurance

i. Group Personal Accident Insurance (GPA)

All Employees are mandatorily covered under the Group Personal Accident Insurance scheme.

The sum insured is INR 25 lakhs and the corresponding debit towards premium is INR 679 per annum.

Benefit Clauses:

1. Death: 100% of sum insured
2. Permanent Total Disablement: 100% of sum insured as per insurance policy
3. Permanent Partial Disablement: varies from 1% to 75% of sum insured as per insurance policy
4. Temporary Total disablement: 1% of capital sum insured per week subject a maximum of INR 5000 per week for a period of 100 weeks.

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ii. **Group Term Life Insurance (GTLI)**

All employees are mandatorily insured under Group Term Life Insurance. The insured amount and corresponding premium (mandatory debit) are as follows:

Fixed Pay (Base Pay + Choice Pay)	Sum Assured	Mandatory Debit (per annum)
Up to INR 24,99,975	INR 25 Lakhs	INR 4,794
From INR 24,99,975 to below INR 49,99,975	INR 50 Lakhs	INR 17,679
From INR 49,99,975 to below INR 74,99,975	INR 75 Lakhs	INR 26,520
INR 74,99,975 and above	INR 100 Lakhs	INR 36,167

Benefit Clause: -

Total sum assured is payable to the employee's nominee upon death of the employee. However, nothing is payable on survival.

iii. **Medical Coverage**

The Company endeavors to ensure that financial support is available to all employees to meet their medical needs and those of their dependent family members. All employees are mandatorily covered under this scheme. The coverage and mandatory debits in respect of the same are as follows-

Level	Family Definition	Benefits of Mandatory Coverage
B to F: Company's Management Medical Scheme	Self, Spouse, 3 dependent children (up to 25 years)	Floater Mediclaim Policy of INR 5 Lakhs, Plus Additional floater Mediclaim policy of Domiciliary reimbursement at actuals (as per INR 5 Lakhs the Management Medical Scheme)
	Dependent parents	Floater Mediclaim coverage of INR 5 Lakhs irrespective of the number of members covered, Plus Additional floater Mediclaim policy of INR 5 Lakhs
	1. Hospitalization room category up to Deluxe Single AC Room 2. Dental treatment reimbursement up to INR 15,000 per family p.a. (cosmetics not covered) 3. Full time Retainers shall be covered as per commitment / joining terms 4. For non-allopathy (e.g. Homeopathy, Ayurveda, Unani or other Medical practitioner) treatment, the medical practitioner should be registered as per the guidelines of Indian Medical Association	
G to Below: Group Mediclaim Policy	Family of 7 members - Self, spouse, 3 dependent children (up to 25 years), 2 dependent parents	Floater Mediclaim coverage of INR 5 Lakhs irrespective of the number of members covered, Plus Additional floater Mediclaim policy of INR 5 Lakhs
	1. Hospital Room Category - Eligibility of up to Non- Deluxe Single AC Room 2. Sub limit of Maternity benefit (for first three children) up to INR 50,000 3. Sub limit for OPD basis treatment for Dental INR 1,500 (excluding the cost of dentures, bridges, crowns, scaling, filling, cleaning, polishing and cosmetic dentistry) 4. Sub limit for OPD basis treatment for Eye INR 500 (excluding cost of contact Lens, spectacles and cosmetic treatments)	

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Medical Insurance Debits:

F & Above grades :

- INR 30,864 per annum per person for self and spouse
- INR 15,944 per annum per child (upto 25 years)
- INR 13,841 per annum for **Additional Medical floater** cover of INR 5 Lakhs for self, spouse and child covered under mandatory policy
- INR 33,528 per annum for dependent parents
- INR 13,841 per annum for **Additional Medical floater** cover of INR 5 Lakhs for parents.

G & Below grades :

- INR 33,528 per annum per family unit of 7 members
- INR 13,841 per annum for **Additional** Medical floater cover of INR 5 Lakhs

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Annexure C

Terms and Conditions

01. **MEDICAL FITNESS & VERIFICATION OF PARTICULARS:**

Your appointment is subject to:

i. Medical Fitness: Your being declared medically fit by a Medical Officer or by a Doctor specified by the Company .

ii. Verification of Particulars: In case the particulars mentioned in your application or the representations or warranties or any other information provided by you are found to be false, inaccurate or unsatisfactory, your services would be liable for termination at any time without any notice or any compensation in lieu thereof.

02. **REPRESENTATIONS AND WARRANTIES:**

The Company's agreement to continue to employ you and the compensation and benefits payable to you are in consideration of the terms, covenants, and conditions stated in the offer of employment including this Annexure C, and you represent, warrant and covenant to the Company that:

i. You are under no contractual or other restriction or obligation which is inconsistent with the terms or conditions contained herein, the performance of your duties hereunder, or the other rights of the Company hereunder;

ii. You are under no physical or mental disability that may hinder the performance of your duties / obligations contained herein;

iii. You shall not raise any issue as to the reasonableness of the terms, covenants, or conditions contained herein in any proceeding to enforce these terms, covenants and/or conditions;

iv. You have full right and authority to execute this contract and that you are not bound by any contract or arrangement, including any employment contract, bond or covenant not to compete, that is inconsistent herewith

v. These terms, covenants, and/or conditions shall survive the termination of your employment with the Company.

You acknowledge that the terms, covenants, and conditions set forth herein are essential for the Company's protection and are not unreasonable and that the Company has relied on these representations, warranties, and covenants provided by you.

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03. **DUTIES AND RESPONSIBILITIES:**

i. **Exclusivity:** You agree to perform your duties, responsibilities and obligations efficiently and to the best of your ability exclusively for the Company. You agree that you will devote all of your working time, attention and best efforts in performing your duties, responsibilities and obligations throughout the term of employment. You also agree that you will not engage in any other employment or business activities during the terms hereof. You agree that all of your activities as an employee of the Company shall be in conformity with all the policies, rules, regulations and directions of the Company, as applicable from time to time.

ii. **Non Solicitation:** You will not, during the term of your employment or at any time thereafter, without the prior written consent of the Company, directly or indirectly, solicit for employment, or employ or otherwise contract for the services of, any person who is employed or engaged (either as an employee or consultant) by the Company or any of its affiliates or associated companies or directly or indirectly induce any such employee to leave their employment.

This covenant shall survive the termination of your employment with the Company.

iii. **Other Interests:** You shall not seek membership of any local or public bodies without first obtaining written permission from the Company.

iv. **Controlling Interest:** You agree that, so long as you are employed by the Company, you will not own, directly or indirectly, any controlling or substantial shareholding or other beneficial interest in any business enterprise or entity which is engaged in, or is in competition with, any business engaged in by the Company or any of its affiliates or associated companies. Notwithstanding the foregoing, you may own, directly or indirectly, up to 5% of the outstanding securities of any business or entity whose securities are traded on any national stock exchanges or in the over-the-counter market.

v. **Work hours:** Your working hours at your place of posting shall be as per the rules and regulations of the Company, as specified from time to time. However, you may be required to work additional hours, from time to time, to carry out your duties and responsibilities effectively.

vi. **Confidentiality and Non-disclosure:** You shall keep confidential and not disclose to any person or entity any information received or that comes to your knowledge during the course of your employment including in relation to the Company, its affiliates, associated companies, and third parties, in relation to any of our or their businesses or operations, particulars or details of manufacturing processes, technical know-how, security arrangements, analysis, compilations, forecasts, studies, summaries, notes, ideas(whether patentable or not), schematics, trade secrets, technology, customer lists (potential or actual) and other customer-related information, supplier information, sales statistics, pricing information, market intelligence, marketing and other business model/strategies, administrative organizational matters and any other information important for the Company. This shall include information in relation to third parties received by the Company in relation to any transaction being contemplated by the Company. Your obligation to maintain confidentiality of such information shall continue notwithstanding expiry or termination of your employment with the Company.

Third party Confidential obligations & prevention of IP contamination: You shall not use or disclose to the Company any confidential information of any third party received by you in your personal capacity from such a third party under an obligation of confidentiality, or knowingly induce use of such information in the business of the Company. Your employment/engagement with the Company shall not violate any obligation of confidentiality or non-solicitation of employment/assignment with any other party and that in case you are made aware of any such change in circumstances, you will inform the Company immediately of such change in the circumstances. You shall refrain from using/applying information/data in your current employment which qualifies as third party intellectual property to avoid any potential scenario of Intellectual Property contamination.

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vii. **Proprietary Rights**: You will disclose to the Company forthwith any discovery, invention, process or improvement made or discovered by you while in the service of the Company or thereafter, and all the rights, title, interest in such discovery, invention, process or improvement shall automatically belong absolutely to the Company and be the sole, absolute and exclusive property of the Company immediately upon discovery, invention or creation of process or improvement, whether or not delivered to the Company. If and when required to do so by the Company, you shall at the Company's expense, take out or apply for letter's patent, licenses or other rights, privileges or protection as may be directed by the Company in respect of any such discovery, invention, process or improvement so that the benefit thereof shall accrue to the Company and you will execute and deliver all such deeds and documents, including in particular instruments of assignment and do all such acts and things as may be required by the Company for assigning, transferring or otherwise vesting all rights, title and interest in the same and all benefits arising in respect thereof in favor of the Company or its nominee.

You will assign (and you hereby do assign) in perpetuity to the Company or its nominee all of your rights to all such new ideas (including all inventions), and to applications for patent or copyrights in all countries, if any, and execute such documents and take such lawful action as may be reasonably required to assign such new ideas to the Company or its nominee.

You will execute and deliver promptly to the Company (without charge to you but at the expense of the Company) such written instruments and cooperate and do such other acts as the Company in its sole discretion deems necessary or desirable to assign and transfer title in such new ideas to the Company and / or its nominee and to assist the Company in preserving the property right in such new ideas (including against forfeiture, abandonment, or loss) and to vest the entire right and title and interest therein exclusively in the Company and / or its nominee.

viii. **Safe-keeping of Company's property:** You will be responsible for safe keeping of and returning in good order and condition all properties of the Company, its affiliates and associated companies which may be in your possession, custody, care or charge or being used by you. In case of loss of any such property, the Company will be entitled to assess the value of the loss / damages caused to it and recover the same from you and to take such other action as it deems proper in the event of your failure to account for such material or property to its satisfaction.

ix. **Return of the Company's Property and records:** Upon termination of your employment, you shall forthwith hand over any letter of authority or power of attorney issued in your favour and any property or material of the Company or any of its affiliates or associated companies in your possession at the time of cessation of your employment with the Company. You shall also return to the Company all documents, files, records, keys, and other property of the Company in your possession regardless of the media on which such items are stored, and you shall not retain any copies or duplicates thereof.

x. **Authorizations for activities:** You will not enter into any commitments or dealings on behalf of the Company for which you have not been expressly authorised nor will you 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 written consent of the Company. You will avoid any issue which may result in a conflict between your personal interests and the interests of the Company in dealing with suppliers, customers and all other organizations or individuals doing or seeking to do business with the Company.

xi. **Non-disparagement:** You agree that you shall act with the highest standards of propriety and professionalism and shall not criticize, ridicule or make any statement which disparages or is derogatory of the Company, any of its affiliate or associated companies or any other employee or business associate of the Company or any of its affiliates or associated companies in any public or non-public communication with any customer, client or member of the investment community or media or in any communication whatsoever.

xii. **Confidential nature of terms of employment:** You agree that, save and except as may be required by applicable law, (with the prior consent of the Company), you shall not disclose the terms of your employment to any person.

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xiii. **Enforceability:** You acknowledge and agree that any violation of any of your duties and responsibilities may result in irreparable damage to the Company, and, accordingly, the Company may obtain injunctive and other equitable relief for any breach or threatened breach of such duties and obligations, in addition to any other remedies available to the Company.

You agree that the restrictions and remedies contained herein are reasonable and that it is your intention that such restrictions and remedies shall be enforceable to the fullest extent permissible by law. If it shall be found by a court of competent jurisdiction that any such restriction or remedy is unenforceable but would be enforceable if some part thereof were deleted or the period or area of application reduced, then such restriction or remedy shall apply with such modification as shall be necessary to make it enforceable.

Further, you hereby agree to indemnify and keep fully and effectively indemnified and hold harmless the Company, its affiliates, associates subsidiaries, and the directors, trustees, officers, employees, agents, authorized representatives and successors of all the foregoing from and against any and all claims, suits, actions, legal or other proceedings, demands, damages, liabilities, interest, costs, expenses (including attorney fees), and losses of whatsoever kind or nature incurred or sustained by Company or any of the third party directly or indirectly arising due to breach of any of obligations mentioned in the letter of employment and/or these terms and conditions.

04. TERMINATION OF EMPLOYMENT:

i. Employment At-Will: You acknowledge that your employment is and shall continue to be AT-WILL. This means that you have the right to terminate your employment with the Company at any time without providing any reason in accordance with the provisions hereof. Similarly, the Company may terminate your employment with or without cause at any time and for any reason in accordance with the provisions hereof. Accordingly, this letter of employment is not to be construed or interpreted as containing any guarantee of continued employment. As such, the recitation of certain time periods in this letter is solely for the purpose of defining your compensation. It is also not to be construed or interpreted as containing any guarantee of any particular level or nature of compensation.

ii. Superannuation: In the normal course, you will retire from the company on attaining superannuation at the age of 58 years.

iii. Absenteeism: If you absent yourself without leave or remain absent beyond the period of leave originally granted or subsequently extended, you shall be considered as having voluntarily terminated your employment without giving any notice unless you:

a. return to work within 8 days from the commencement of such absence, and

b. give an explanation to the satisfaction of the Company regarding such absence

iv. Medical Fitness: The Company has the right to request you to get yourself medically examined by a certified medical practitioner specified by the Company during the tenure of your employment. In case you are found to be medically unfit to perform your duties, your employment may be terminated.

v. Notice Period: Notwithstanding anything contained herein, the Company, in its sole discretion, may terminate your employment without cause by giving one month notice in writing or payment of one month Basic Salary on a pro rata basis, in lieu thereof. Similarly, you may resign from the Company's employment without cause by giving one month notice in writing or by payment of one month Basic Salary on a pro rata basis, in lieu thereof. In the event of your resignation, the Company may in its sole discretion opt to accept the same and relieve you prior to the completion of the stipulated notice period of one month, without any pay in lieu of the notice period.

vi. Termination for Misconduct: Your services are liable to be terminated without any notice or salary in lieu thereof for fraud, misconduct, negligence or breach of any of the terms and conditions of your letter of employment which includes this Annexure C. Without prejudice to the general meaning of the term "misconduct", "misconduct" shall include any case of reasonable suspicion of misconduct, disloyalty, commission of an act involving moral turpitude, or any action of indiscipline or inefficiency.

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vii. Non-compete: In the event of your separation from the Company for any reason whatsoever, you will not take up any job or assignment either full time or otherwise, either directly or indirectly, for a period of three months from the date of separation in any industry or business involved in similar/competing business as the Company or any of its affiliates or associate companies.

viii. Recovery of Payments: (If applicable) Payments made towards recovery of notice period by your previous employer and relocation expenses by us will be recovered in full in the event of your separation from the Company prior to completion of 1 year from joining the Company.

05. **GENERAL:**

i. **Training:** You may be selected and sponsored by the Company for familiarization/ training assignments with our technical collaborators or any other institutions/ organizations in India and/or abroad, based on terms and conditions stipulated at such time. You will diligently and beneficially take part in the training and such assignments in accordance with Company policies and directives.

ii. **Rules, Regulations and Policies on Ethics**: You will be governed by the service rules, regulations and policies including conduct, discipline and administrative orders and any such other rules or orders of the Company that may come into force from time to time. You must observe the policies that the Company publishes / notifies from time to time. These policies include requirement that you maintain the highest standards of conduct and act with the highest ethical principles.

a. You must not do anything that may be a conflict of interest with your responsibilities as an employee.

b. You are required to read and understand all policies applicable to you, all of which are available in the Reliance Management System ("RMS") portal. If you have any questions, now or in the future, please ask the Human Resources Department through the Query Management System in the ESS portal. You may also be required to sign and abide by the Policy on Ethics of the Company and undertake to sign such declarations that the Policy may demand from time to time.

c. Women employees will be entitled to all the statutory benefits provided by the Company under the Maternity Benefit Act 1961, and its subsequent amendments, if any, details of which are set out in the RMS/ESS portal.

iii. **Media Interaction:** You will not interact with the media - electronic, print or otherwise in

a. India or overseas, during or outside work hours, either in your own personal capacity or on behalf of the Company unless you have express and direct approval from the Company to interact with the media as a representative of the Company. Only persons duly authorized by the Company are permitted to interact with media and then only on specified subjects. Disclosure of any information other than those specifically authorized by the Company is prohibited.

b. Disclosure of information on proceedings of meetings (board / committee / internal) and disclosure of forward-looking statements is prohibited unless such disclosure is specifically approved by the Company.

c. You shall also not disclose non-public information selectively to any particular group as it may lead to unfair advantage / discrimination.

d. For any outside publication of books, articles or manuscripts which relate in any manner to the Company's business, policies and processes, you are required to obtain prior written approval of the Company prior to its publication or release.

e. Any violation of the Company's media policy, will tantamount to a breach of the terms and conditions of employment and may result in termination of the contract.

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iv. **Jurisdiction:** The letter of employment is made at Mumbai and competent courts of Mumbai shall have jurisdiction over any dispute or difference whatsoever arising out of, under, in relation to or in connection with the letter of employment or breach hereof or in respect of any matter or thing herein contained.

v. **Entire Agreement:** This contract and the document referred to herein contain the entire agreement and understanding of the parties with respect to the subject matter hereof and shall supersede any and all prior or contemporaneous communications, representations, or agreements between the parties, whether oral or written, regarding the subject matter of this contract.

vi. **Age:** Your age mentioned in the Matriculation / Higher Secondary Certificate / Passport will be deemed to be the conclusive proof of your date of birth.

vii. **Change of address:** You will intimate in writing to the Company any change of your residential address within a week of the same changing, failing which any communication sent to you on your last recorded address shall be deemed to have been duly served on you.

viii. **Passport:** You are required to have a valid passport at all times and ensure that the same is renewed from time to time.

ix. **Suspension:** You may be placed under suspension pending enquiry into the charges of misconduct or any other breach hereof. The salary for the suspension period will be paid to you only if you are found not guilty of any of the charges for which you are suspended and not otherwise.

x. **Travel:** You shall make your own transport arrangements to and from the place of work.

xi. **Documentation:** Please submit the following documents, if not submitted earlier:

   a. Certificates in support of your educational professional qualifications, experience, date of birth and other testimonials in original together with copies thereof.

   b. Three copies of your recent passport size photographs with blue background.

   c. Relieving letter and salary certificate from your last employer, in case you are/were employed.

xii. **Severability**: If any term or provision of this letter of employment shall be held to be invalid for any reason whatsoever, such invalidity shall not affect the validity, operation or enforceability of the remainder hereof. If the remainder of this letter is not materially affected by such declaration or finding and is capable of substantial performance, then that term or provision or part thereof shall to that extent be deemed not to form part of this letter of employment and such provision shall be replaced by a substitute provision that is legal and enforceable and is as nearly as possible consistent with the intentions underlying the original provision.

xiii. **Non Waiver**: No delay or omission on the part of Company in exercising any right, power, privilege or remedy in respect of your employment terms shall neither impair such right, power, privilege or remedy, or be construed as a waiver of it, nor shall any single partial exercise of such right, power, privilege or remedy, preclude any further exercise of it or the exercise of any other right, power, privilege or remedy.

I confirm that I have read and understood the terms and conditions set out herein and unconditionally and irrevocably accept the above terms and conditions.

Employee Name: Hardik Rosiya

Signature: Hardik Rosiya

Date: 5 Jul 2022

Date: 5 Jul 2022

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Reliance
Industries Limited

Date: 4 Jul 2022

Ref: RIL/80167143/30032101/040722/1926

Dear Mansi Dudhat,

Letter of Appointment

With reference to written tests / interview you had with Reliance Group of Companies, we are delighted to appoint you in the position "Graduate Engineer Trainee C&I" in Group , based upon following terms and conditions.

Documentation

This appointment letter consists of the below mentioned attachments:

A compensation term sheet
Components of Compensation
Terms and conditions
Other applicable paperwork based upon your specific needs

You are required to read these before you commence your employment

01. Place of Posting

Your initial place of posting will be at the place of your training. During your training period, you may be posted / transferred / to any of the offices / projects / divisions / departments / units of the company existing or to be set up at any location in India or abroad without any additional remuneration. Your services are also liable to be transferred to any of the group companies.

You will report for training on or before **04-Aug-22** failing which this letter of appointment shall automatically stand withdrawn and cancelled.

02. Mandatory Criteria:

i. Score eligibility:
Your appointment is subject to your securing minimum CGPA of 6.0 / 60% & above marks over 8 semesters, wherever applicable.

ii. Pre-employment Medical Check:
Pre-employment Medical Check clearance from RIL certified doctor. System generated information will be received for initiating the same on acceptance of this appointment letter.

03. Confirmation:

You will be under training for a period of one year from the date of joining the Company. During training you will be undergoing various assessments at the end of which there will be a final assessment. Your confirmation on permanent rolls of the company solely depends on the discretion of the management and the same is not a matter of right in any manner whatsoever.
Management reserves the right to terminate your training either during the training period or on completion of the same without assigning any reasons whatsoever.

(This letter is computer generated and does not necessarily require a signature)

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We would also like to draw your particular attention to our Values and Behaviours. We have six values that express our shared understanding of what we believe, how we aim to behave and what we aspire to be as an organisation. Our values are about delivering customer value, having an ownership mind-set, showing respect and integrity, pursuing excellence and being one team.

Next Steps

This is system generated appointment letter based on the offer letter received. Please confirm your acceptance of this appointment letter by clicking 'Accept' button online. This letter of appointment shall automatically stand withdrawn in case we do not receive your acknowledgement online within ten days from receipt of this letter.

This offer of employment is subject to you providing all of the information and documentation requested BEFORE you commence employment with us. All information / documentation submitted by you will be considered as submitted on your own freewill and consent.

This appointment is confidential and you must not discuss this or disclose any documentation related to it with anyone other than your immediate family. Any disclosure of the details of this offer to a third party other than your immediate family may result in withdrawal of the offer.

We reserve the right to withdraw our offer of employment/terminate your employment with us without assigning any reason whatsoever thereof, or delay your start date if you do not provide the required information and documentation within the required timelines or if during this process you intentionally leave out any information or provide any information which is inaccurate or untrue.

In case of any dispute regarding interpretation of any word or clause of this latter, the decision of the management shall be final and binding.

We look forward to your joining out team for a long, successful and pleasant association.

Sincerely yours,
Reliance Industries Ltd.

Authorized Signatory

(This letter is computer generated and does not necessarily require a signature)

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Reliance
Industries Limited

ANNEXURE A

1.1 Annual Compensation Summary

ANNEXURE 1.1 - A		
Name: Mansi Dudhat		
Compensation Breakup	**Monthly (INR)**	**Annual (INR)**
Basic Pay	21,402	2,56,827
House Rent Allowance	10,701	1,28,414
Residual Choice Pay	22,395	2,68,744
Insurance		
Group Personal Accident Insurancee Premium (GPAI)	57	679
Group Term Life Insurance Premium (GTLI)	400	4,794
Medical Insurance Premium* (Self, Spouse, 3 Dependent Children & Dependent Parents)	3,947	47,369
SUB TOTAL - I	58,902	7,06,827
Employer's Contribution to Provident Fund: PF (12% of Basic Pay)	2,568	30,819
Gratuity (4.81% of Basic Pay)	1,029	12,353
SUB TOTAL - II	3,598	43,173
TOTAL- FIXED PAY [I + II]	62,500	7,50,000

Residual Choice Pay can be distributed among the following Tax Friendly elements - HRA, LTA, Conveyance Allowance, Office Wear Allowance, Children Education Allowance, Food & Beverage Coupons, Gift Vouchers and Fuel & maintenance Expenses. Remaining amount will be paid as "Residual Choice Pay", as applicable.

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1.2 Tax Status of compensation elements

Below table shows all of the Total Pay components and their taxability status.

S.No.	Total Pay Components	Taxability Status (as per prevailing norms)
I	**Base Salary**	
a.	Basic Salary	Taxable
b.	Provident Fund Contribution (PF)	Please refer Annexure B
c.	Gratuity	Please refer Annexure B
II	**Choice Pay**	
a.	Medical Reimbursement	Taxable
b.	Food Coupon	Tax exempt subject to conditions
c.	Gift Coupon	Tax exempt subject to conditions
d.	Leave Travel Allowance (LTA)	Tax exempt subject to conditions
e.	Office Wear Allowance (OWA)	Tax exempt subject to conditions (only applicable to locations having a 'Uniform Policy')
f.	Children's Education Allowance (CEA)	Tax exempt subject to conditions
g.	Children's Hostel Allowance (CHA)	Tax exempt subject to conditions
h.	Residual Choice Pay (RCP)	Taxable
i.	**Vehicle**	
1.	Company Lease Vehicle Scheme	Tax exempt (up to the value of EMI)
2.	Fuel and Vehicle Maintenance Reimbursement	Tax exempt (Taxable Perquisite Notional Value)
3.	Conveyance Allowance	Taxable
j.	**Housing**	
1.	House Rent Allowance (HRA)	Tax exempt subject to conditions
2.	Company Accommodation (where it is provided)	Taxable Perquisite
k.	**Insurance**	
1.	Group Personal Accident Insurance Premium (GPA)	Tax exempt
2.	Group Term Life Insurance Premium (GTLI)	Tax exempt
3.	Medical Insurance Premium	Tax exempt
III	**Annual Cash Bonus (ACB) / Performance Linked Incentive (PLI)**	Taxable, If Applicable

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Please Note:-

- The income tax calculation is provisional and is based on the current income tax rules (**Rules**). Any change in the Rules may impact the income tax projections.

- You shall bear and pay the tax liabilities, if any, applicable in relation to all the perquisites or benefits provided to you in accordance with the provisions of this Agreement. Please note that all the details set out above are indicative and subject to change with change in Indian tax policies and rules.

- Employee shall be solely responsible for the payment of any and all taxes on salary / income, employee benefits and personal income. You are advised to get updated information in relation to the income tax calculation on your salary from independent external advisors

- Fixed Pay elements like fuel and maintenance reimbursement, office wear allowance, medical reimbursement, LTA will be reimbursed at actuals based on the bills submitted and in case the reimbursement amount falls short of the amount chosen, the balance will be paid as taxable allowance.

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Annexure B

Components of Total Pay

The Company follows a Total Pay structure that reflects the total cost of an employee to the Company this includes all direct and indirect payments including all benefits, perquisites, subsidies, and Annual Cash Bonus (**ACB**) / Performance Linked Incentive **(PLI)**. This structure is being followed so as to provide flexibility to the employees in structuring their compensation package. The components within each category of payments are discretionary and these components may be changed by the Company from time to time without notice.

The main components under the Total Pay structure are as follows:

I. Components of Compensation

1. **Base Salary:** This is first part of the total pay, which may include Basic Salary, PF and Gratuity

   a. **Basic Salary:** This is the base pay component of the fixed pay and is the reference salary for provident fund and gratuity contribution.

   b. **Provident Fund (PF)**:

   The contributions payable by the Employer under the scheme shall be at the rate specified under the Employees' Provident Funds and Miscellaneous Provisions Act, 1952 (**PF Act**). The current rate of contribution is 12% of PF Salary. Employee also contributes an equal amount from employee's monthly salary, as per PF Act. Both of these are remitted on a monthly basis to the Company's PF Trust / RPFC.

   Out of the Employer's contribution, a portion (presently 8.33% of PF Salary subject to a maximum of INR 1250) is deposited into the Employees' Pension Scheme. The part of the company's contribution deposited under Employees' Pension Scheme to RPFC is to provide employees with pension on retirement or after completion of a specified period of service. TDS recovery from PF settlement will be as per the relevant provision of the Income Tax Act, 1961.

   Benefits associated with Employees' Provident Fund and Employees' Pension Scheme will be as per the prevailing rules and regulations outlined in the Employees' Provident Funds and Miscellaneous Provisions Act, 1952. Employees are advised to refer to EPFO site (http://www.epfindia.com/) for detailed rules, procedures and any other updates.

   Please note that the contribution amounts, limits, withdrawals and other rules applicable to the PF and pension are subject to applicable Indian laws in force from time to time. Employee is bound to adhere to all changes in the applicable law. Any implications on contribution, accumulation and withdrawal conditions outlined in the Employees' Provident Fund and Employees' Pension Scheme is to be borne by the employee. To understand implications associated with any such change in relevant laws or the Employees' Provident Fund and Employees' Pension Scheme, employees are recommended to solicit independent external advice.

   c. **Gratuity**

   Employer's contribution to the Company's Gratuity Fund will be as specified under 'The Payment of Gratuity Act ,1972'. Currently, the Employer's contribution to the Company's Gratuity fund is @ 4.81% of Basic Salary. Gratuity shall be payable to an employee on completion / end of their employment with the Company provided employee has rendered continuous service for a minimum period of 4 years and 240 days. However, eligibility for contribution to the Gratuity Trust / Fund commences from the first day of employment and in the event of separation prior to such 4 years and 240 days, the same will be paid as ex-gratia, except in case of separation due to disciplinary grounds.

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Gratuity is calculated as follows:

(Last Drawn Salary / 26 Days) x 15 days x Number of completed years of service (In the case of death, the minimum service requirement does not apply)

For every completed year of service or part thereof in excess of 6 months, the employer will pay the employee gratuity at the rate of 15 days wages based on the rate of wages last drawn by such employee. Income Tax on the gratuity payment will be applicable as per Income Tax Rules. In the event an employee fails to complete 4 years and 240 days of continuous service, ex-gratia will be paid up to the amount of gratuity accumulated and will be subject to prevailing Income Tax Rules.

Maximum Amount of Gratuity which will be exempt from Income Tax will be as per 'The Payment of Gratuity Act, 1972'.

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2. Choice Pay :

This is second part of the total pay. Subject to eligibility and availability of amount mentioned under various components in Annexure A, an employee may opt for all the allowances or combination of them

a. Medical Reimbursement

Employee may opt for medical reimbursement for expenses incurred by the employee to meet health related expenditure, such as medicines, doctor's fees etc. of the employee and employee's family members. Medical expenses up to a maximum of INR 15,000 per annum will be reimbursed at actuals against production of bills.

This component is taxable.

b. Food Coupons

Employee may opt for Sodexo / Accor Pass Meal Vouchers. These are food coupons that can be exchanged for food and beverages at all approved affiliated establishments across India.

However, once purchased, these coupons cannot be redeemed for cash.

c. Gift Coupons

Employee may opt for gift coupons. Company provides Sodexo / Accor Pass Gift Vouchers that can be used to buy dailynecessities at over 6000 affiliated establishments across India.

However, once purchased, these coupons cannot be redeemed for cash.

Up to INR 5,000 per annum is tax exempt.

d. Leave Travel Allowance (LTA)

Employee may opt for LTA. It refers to reimbursement by Company of actual expenses incurred only on travel by employee along with their dependents to any place within India. Expenses such as hotel accommodation, sightseeing, food etc. are not eligible to be reimbursed as LTA or for tax exemption. The following qualifying criteria are to be met for claiming LTA:

1. Employee must necessarily take 5 days of continuous Privilege Leave.
2. The family for this purpose includes spouse, unmarried dependent children (maximum of two only), parents and dependent brothers and sisters.
3. No advance is given towards LTA. It must be claimed as a reimbursement against actual bills and travel documents.

Entitlement: Employee has to decide on the quantum of LTA (could be up to 2 months' basic salary) that employee wishes to avail as part of employee's choice pay component. This choice has to be made by employee initially at the time of joining and thereafter at the beginning of each financial year. A mid-year change in the quantum of LTA is not permissible.

As per current Income Tax rules, tax exemption for LTA is allowed twice in a block of 4 calendar years. Tax authorities have defined the current 4 year block as being from 1 January 2018 - 31 December 2021.

The quantum of exemption is subject to following maximum limits depending on the mode of transport used or available:-

1. Journey by air: Economy class air fare of national carrier by shortest route or the actual amount spent, whichever is lesser
2. Journey by rail: AC first class fare by shortest route or the actual amount spent, whichever is lesser
3. Place of origin and place of destination connected by rail but journey performed by other mode of transport: AC first class fare by shortest route or the actual amount spent, whichever is lesser
4. Place of origin and place of destination not connected by rail (partially or fully) and not connected by other recognized public transport system: AC first class fare by the shortest route or the actual amount spent, whichever is lesser

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e. Office Wear Allowance (OWA)

Only employees' working at locations where a `Uniform Policy' is in place may opt for OWA.

OWA is an allowance provided to employees to meet expenditures incurred by employee towards purchase of uniform to be worn at the workplace.

OWA is tax exempt subject to the following limits:-

a. For all Grade: INR 24,000

f. Children's Education Allowance (CEA)

Employee may opt for CEA to meet education expenses of their children.

INR 100 per month per child subject to a maximum of two children is tax exempt

g. Children's Hostel Allowance (CHA)

Employee may opt for CHA to meet hostel expenses of their children.

INR 300 per month per child subject to a maximum of two children, is tax exempt

h. Residual Choice Pay (RCP)

The balance un-utilized amount is paid under the salary head as "Residual Choice Pay" and is subject to tax.

Please note that you are required to make a declaration within 7 days of joining the Company and at the beginning of each financial year and thereafter from time to time within the timelines notified by the company, regarding the amounts to be claimed under each expense mentioned above. You are required to submit all bills and other supporting documents on or by 15th January for each financial year

i. Vehicle

1. Company Leased Vehicle Scheme (CLV)

As part of the compensation structure the company offers an option of availing a vehicle under the prevailing company vehicle policy, subject to eligibility. The major features of the scheme are as follows:

Parameter	Four Wheeler
Scheme Details	Company Leased Vehicle (CLV)
EMI Calculation Base	Vehicle Invoice Value (Final on-road price, excluding taxes)
EMI Limit	Grade `H' and above - upto 100% of Residual Choice Pay Grade `I' and below - upto 50% of Residual Choice Pay
Interest rate	11.5 % per annum on monthly reducing balance basis
Vehicle Cost Limit	NA
Tenure	2 to 4 Years (Upto 48 Instalments)
Insurance Coverage Options	1.Comprehensive 2.Bumper to Bumper (Zero depreciation)

Mandatory debits towards Vehicle Insurance would be applicable to those opting this scheme.

The company vehicle policy provides more details regarding the vehicle scheme.

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2. Fuel and Vehicle Maintenance Reimbursements

All employees covered by the Company Vehicle Scheme are eligible for fuel and vehicle maintenance reimbursements. Employees using self-owned vehicles are also eligible for such reimbursement.

The limits for Fuel & Vehicle Maintenance for Own Vehicles and Vehicles under Company Vehicle Scheme are as under:

Level	4 Wheeler	2 Wheeler
All Grades	INR 1,80,000 p.a.	INR 36,000 p.a.

In case an employee is using a self-owned vehicle, employee needs to maintain a vehicle usage log in the system (ESS). Tax exemption will be available upto the limits set out above, subject to submission of supporting documents.

3. Conveyance Allowance

To be opted by an employee to meet the expenditure incurred for the purpose of commuting between place of employee's residence and place of employee's duty. However, this option may be availed only if the employee is not opting for fuel and maintenance reimbursement.

This component is taxable.

j. Housing

1. House Rent Allowance (HRA)

House Rent Allowance is paid in respect of expenses incurred on rented accommodation.

As per Section 10(13A) and Rule 2A of the Income Tax Act and Rules respectively, the lesser of the following is

exempt from tax-

1. An amount equal to 50% of the salary, where the residential house is situated at Mumbai, Kolkata, Delhi or Chennai and an amount equal to 40% of salary where the residential house is situated at any other place;
2. House rent allowance received by the employee in respect of the period during which the rental accommodation is occupied by the employee during the previous year
3. The excess of rent paid over 10% of salary

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2. Company provided Accommodation

In case the employee is opting for an accommodation provided by the company, the basis of valuation will be as under-

Population of City as per 2001 census where Accommodation is provided	Where the Accommodation is owned by the Employer	Where the Accommodation is taken on lease or rent by the Employer
Exceeding 25 lakhs	15% of Salary in respect of the period during which the accommodation is occupied by the Employee	1. 15% of Salary; or 2. Lease rent (paid or payable) by the Employer, whichever is less
Exceeding 10 lakhs but not exceeding 25 lakhs	10% of the Salary in respect of period during which the accommodation is occupied by the Employee	
Any other	7.5% of the Salary in respect of period during which the accommodation is occupied by the Employee	

k. Insurance

i. Group Personal Accident Insurance (GPA)

All Employees are mandatorily covered under the Group Personal Accident Insurance scheme.

The sum insured is INR 25 lakhs and the corresponding debit towards premium is INR 679 per annum.

Benefit Clauses:

1. Death: 100% of sum insured
2. Permanent Total Disablement: 100% of sum insured as per insurance policy
3. Permanent Partial Disablement: varies from 1% to 75% of sum insured as per insurance policy
4. Temporary Total disablement: 1% of capital sum insured per week subject a maximum of INR 5000 per week for a period of 100 weeks.

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ii. Group Term Life Insurance (GTLI)

All employees are mandatorily insured under Group Term Life Insurance. The insured amount and corresponding premium [mandatory debit] are as follows:

Fixed Pay (Base Pay + Choice Pay)	Sum Assured	Mandatory Debit (per annum)
Up to INR 24,99,975	INR 25 Lakhs	INR 4,794
From INR 24,99,975 to below INR 49,99,975	INR 50 Lakhs	INR 17,679
From INR 49,99,975 to below INR 74,99,975	INR 75 Lakhs	INR 26,520
INR 74,99,975 and above	INR 100 Lakhs	INR 36,167

Benefit Clause: -

Total sum assured is payable to the employee's nominee upon death of the employee. However, nothing is payable on survival.

iii. Medical Coverage

The Company endeavors to ensure that financial support is available to all employees to meet their medical needs and those of their dependent family members. All employees are mandatorily covered under this scheme. The coverage and mandatory debits in respect of the same are as follows-

Level	Family Definition	Benefits of Mandatory Coverage
B to F: Company's Management Medical Scheme	Self, Spouse, 3 dependent children (up to 25 years)	Floater Mediclaim Policy of INR 5 Lakhs, Plus Additional floater Mediclaim policy of Domiciliary reimbursement at actuals (as per INR 5 Lakhs the Management Medical Scheme)
	Dependent parents	Floater Mediclaim coverage of INR 5 Lakhs irrespective of the number of members covered, Plus Additional floater Mediclaim policy of INR 5 Lakhs
	1. Hospitalization room category up to Deluxe Single AC Room 2. Dental treatment reimbursement up to INR 15,000 per family p.a. (cosmetics not covered) 3. Full time Retainers shall be covered as per commitment / joining terms 4. For non-allopathy (e.g. Homeopathy, Ayurveda, Unani or other Medical practitioner) treatment, the medical practitioner should be registered as per the guidelines of Indian Medical Association	
G to Below: Group Mediclaim Policy	Family of 7 members - Self, spouse, 3 dependent children (up to 25 years), 2 dependent parents	Floater Mediclaim coverage of INR 5 Lakhs irrespective of the number of members covered, Plus Additional floater Mediclaim policy of INR 5 Lakhs
	1. Hospital Room Category - Eligibility of up to Non- Deluxe Single AC Room 2. Sub limit of Maternity benefit (for first three children) up to INR 50,000 3. Sub limit for OPD basis treatment for Dental INR 1,500 (excluding the cost of dentures, bridges, crowns, scaling, filling, cleaning, polishing and cosmetic dentistry) 4. Sub limit for OPD basis treatment for Eye INR 500 (excluding cost of contact Lens, spectacles and cosmetic treatments)	

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Medical Insurance Debits:

F & Above grades :

- INR 30,864 per annum per person for self and spouse
- INR 15,944 per annum per child (upto 25 years)
- INR 13,841 per annum for **Additional Medical floater** cover of INR 5 Lakhs for self, spouse and child covered under mandatory policy
- INR 33,528 per annum for dependent parents
- INR 13,841 per annum for **Additional Medical floater** cover of INR 5 Lakhs for parents.

G & Below grades :

- INR 33,528 per annum per family unit of 7 members
- INR 13,841 per annum for **Additional** Medical floater cover of INR 5 Lakhs

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Reliance
Industries Limited

Annexure C

Terms and Conditions

01. MEDICAL FITNESS & VERIFICATION OF PARTICULARS:

Your appointment is subject to:

i. Medical Fitness: Your being declared medically fit by a Medical Officer or by a Doctor specified by the Company .

ii. Verification of Particulars: In case the particulars mentioned in your application or the representations or warranties or any other information provided by you are found to be false, inaccurate or unsatisfactory, your services would be liable for termination at any time without any notice or any compensation in lieu thereof.

02. REPRESENTATIONS AND WARRANTIES:

The Company's agreement to continue to employ you and the compensation and benefits payable to you are in consideration of the terms, covenants, and conditions stated in the offer of employment including this Annexure C, and you represent, warrant and covenant to the Company that:

i. You are under no contractual or other restriction or obligation which is inconsistent with the terms or conditions contained herein, the performance of your duties hereunder, or the other rights of the Company hereunder;

ii. You are under no physical or mental disability that may hinder the performance of your duties / obligations contained herein;

iii. You shall not raise any issue as to the reasonableness of the terms, covenants, or conditions contained herein in any proceeding to enforce these terms, covenants and/or conditions;

iv. You have full right and authority to execute this contract and that you are not bound by any contract or arrangement, including any employment contract, bond or covenant not to compete, that is inconsistent herewith

v. These terms, covenants, and/or conditions shall survive the termination of your employment with the Company.

You acknowledge that the terms, covenants, and conditions set forth herein are essential for the Company's protection and are not unreasonable and that the Company has relied on these representations, warranties, and covenants provided by you.

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03. DUTIES AND RESPONSIBILITIES:

i. **Exclusivity:** You agree to perform your duties, responsibilities and obligations efficiently and to the best of your ability exclusively for the Company. You agree that you will devote all of your working time, attention and best efforts in performing your duties, responsibilities and obligations throughout the term of employment. You also agree that you will not engage in any other employment or business activities during the terms hereof. You agree that all of your activities as an employee of the Company shall be in conformity with all the policies, rules, regulations and directions of the Company, as applicable from time to time.

ii. **Non Solicitation:** You will not, during the term of your employment or at any time thereafter, without the prior written consent of the Company, directly or indirectly, solicit for employment, or employ or otherwise contract for the services of, any person who is employed or engaged (either as an employee or consultant) by the Company or any of its affiliates or associated companies or directly or indirectly induce any such employee to leave their employment.

This covenant shall survive the termination of your employment with the Company.

iii. **Other Interests:** You shall not seek membership of any local or public bodies without first obtaining written permission from the Company.

iv. **Controlling Interest:** You agree that, so long as you are employed by the Company, you will not own, directly or indirectly, any controlling or substantial shareholding or other beneficial interest in any business enterprise or entity which is engaged in, or is in competition with, any business engaged in by the Company or any of its affiliates or associated companies. Notwithstanding the foregoing, you may own, directly or indirectly, up to 5% of the outstanding securities of any business or entity whose securities are traded on any national stock exchanges or in the over-the-counter market.

v. **Work hours:** Your working hours at your place of posting shall be as per the rules and regulations of the Company, as specified from time to time. However, you may be required to work additional hours, from time to time, to carry out your duties and responsibilities effectively.

vi. **Confidentiality and Non-disclosure:** You shall keep confidential and not disclose to any person or entity any information received or that comes to your knowledge during the course of your employment including in relation to the Company, its affiliates, associated companies, and third parties, in relation to any of our or their businesses or operations, particulars or details of manufacturing processes, technical know-how, security arrangements, analysis, compilations, forecasts, studies, summaries, notes, ideas(whether patentable or not), schematics, trade secrets, technology, customer lists (potential or actual) and other customer-related information, supplier information, sales statistics, pricing information, market intelligence, marketing and other business model/strategies, administrative organizational matters and any other information important for the Company. This shall include information in relation to third parties received by the Company in relation to any transaction being contemplated by the Company. Your obligation to maintain confidentiality of such information shall continue notwithstanding expiry or termination of your employment with the Company.

Third party Confidential obligations & prevention of IP contamination: You shall not use or disclose to the Company any confidential information of any third party received by you in your personal capacity from such a third party under an obligation of confidentiality, or knowingly induce use of such information in the business of the Company. Your employment/engagement with the Company shall not violate any obligation of confidentiality or non-solicitation of employment/assignment with any other party and that in case you are made aware of any such change in circumstances, you will inform the Company immediately of such change in the circumstances. You shall refrain from using/applying information/data in your current employment which qualifies as third party intellectual property to avoid any potential scenario of Intellectual Property contamination.

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vii. **Proprietary Rights:** You will disclose to the Company forthwith any discovery, invention, process or improvement made or discovered by you while in the service of the Company or thereafter, and all the rights, title, interest in such discovery, invention, process or improvement shall automatically belong absolutely to the Company and be the sole, absolute and exclusive property of the Company immediately upon discovery, invention or creation of process or improvement, whether or not delivered to the Company. If and when required to do so by the Company, you shall at the Company's expense, take out or apply for letter's patent, licenses or other rights, privileges or protection as may be directed by the Company in respect of any such discovery, invention, process or improvement so that the benefit thereof shall accrue to the Company and you will execute and deliver all such deeds and documents, including in particular instruments of assignment and do all such acts and things as may be required by the Company for assigning, transferring or otherwise vesting all rights, title and interest in the same and all benefits arising in respect thereof in favor of the Company or its nominee.

You will assign (and you hereby do assign) in perpetuity to the Company or its nominee all of your rights to all such new ideas (including all inventions), and to applications for patent or copyrights in all countries, if any, and execute such documents and take such lawful action as may be reasonably required to assign such new ideas to the Company or its nominee.

You will execute and deliver promptly to the Company (without charge to you but at the expense of the Company) such written instruments and cooperate and do such other acts as the Company in its sole discretion deems necessary or desirable to assign and transfer title in such new ideas to the Company and / or its nominee and to assist the Company in preserving the property right in such new ideas (including against forfeiture, abandonment, or loss) and to vest the entire right and title and interest therein exclusively in the Company and / or its nominee.

viii. **Safe-keeping of Company's property:** You will be responsible for safe keeping of and returning in good order and condition all properties of the Company, its affiliates and associated companies which may be in your possession, custody, care or charge or being used by you. In case of loss of any such property, the Company will be entitled to assess the value of the loss / damages caused to it and recover the same from you and to take such other action as it deems proper in the event of your failure to account for such material or property to its satisfaction.

ix. **Return of the Company's Property and records:** Upon termination of your employment, you shall forthwith hand over any letter of authority or power of attorney issued in your favour and any property or material of the Company or any of its affiliates or associated companies in your possession at the time of cessation of your employment with the Company. You shall also return to the Company all documents, files, records, keys, and other property of the Company in your possession regardless of the media on which such items are stored, and you shall not retain any copies or duplicates thereof.

x. **Authorizations for activities:** You will not enter into any commitments or dealings on behalf of the Company for which you have not been expressly authorised nor will you 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 written consent of the Company. You will avoid any issue which may result in a conflict between your personal interests and the interests of the Company in dealing with suppliers, customers and all other organizations or individuals doing or seeking to do business with the Company.

xi. **Non-disparagement:** You agree that you shall act with the highest standards of propriety and professionalism and shall not criticize, ridicule or make any statement which disparages or is derogatory of the Company, any of its affiliate or associated companies or any other employee or business associate of the Company or any of its affiliates or associated companies in any public or non-public communication with any customer, client or member of the investment community or media or in any communication whatsoever.

xii. **Confidential nature of terms of employment:** You agree that, save and except as may be required by applicable law, (with the prior consent of the Company), you shall not disclose the terms of your employment to any person.

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xiii. Enforceability: You acknowledge and agree that any violation of any of your duties and responsibilities may result in irreparable damage to the Company, and, accordingly, the Company may obtain injunctive and other equitable relief for any breach or threatened breach of such duties and obligations, in addition to any other remedies available to the Company.

You agree that the restrictions and remedies contained herein are reasonable and that it is your intention that such restrictions and remedies shall be enforceable to the fullest extent permissible by law. If it shall be found by a court of competent jurisdiction that any such restriction or remedy is unenforceable but would be enforceable if some part thereof were deleted or the period or area of application reduced, then such restriction or remedy shall apply with such modification as shall be necessary to make it enforceable.

Further, you hereby agree to indemnify and keep fully and effectively indemnified and hold harmless the Company, its affiliates, associates subsidiaries, and the directors, trustees, officers, employees, agents, authorized representatives and successors of all the foregoing from and against any and all claims, suits, actions, legal or other proceedings, demands, damages, liabilities, interest, costs, expenses (including attorney fees), and losses of whatsoever kind or nature incurred or sustained by Company or any of the third party directly or indirectly arising due to breach of any of obligations mentioned in the letter of employment and/or these terms and conditions.

04. TERMINATION OF EMPLOYMENT:

i. Employment At-Will: You acknowledge that your employment is and shall continue to be AT-WILL. This means that you have the right to terminate your employment with the Company at any time without providing any reason in accordance with the provisions hereof. Similarly, the Company may terminate your employment with or without cause at any time and for any reason in accordance with the provisions hereof. Accordingly, this letter of employment is not to be construed or interpreted as containing any guarantee of continued employment. As such, the recitation of certain time periods in this letter is solely for the purpose of defining your compensation. It is also not to be construed or interpreted as containing any guarantee of any particular level or nature of compensation.

ii. Superannuation: In the normal course, you will retire from the company on attaining superannuation at the age of 58 years.

iii. Absenteeism: If you absent yourself without leave or remain absent beyond the period of leave originally granted or subsequently extended, you shall be considered as having voluntarily terminated your employment without giving any notice unless you:

a. return to work within 8 days from the commencement of such absence, and

b. give an explanation to the satisfaction of the Company regarding such absence

iv. Medical Fitness: The Company has the right to request you to get yourself medically examined by a certified medical practitioner specified by the Company during the tenure of your employment. In case you are found to be medically unfit to perform your duties, your employment may be terminated.

v. Notice Period: Notwithstanding anything contained herein, the Company, in its sole discretion, may terminate your employment without cause by giving one month notice in writing or payment of one month Basic Salary on a pro rata basis, in lieu thereof. Similarly, you may resign from the Company's employment without cause by giving one month notice in writing or by payment of one month Basic Salary on a pro rata basis, in lieu thereof. In the event of your resignation, the Company may in its sole discretion opt to accept the same and relieve you prior to the completion of the stipulated notice period of one month, without any pay in lieu of the notice period.

vi. Termination for Misconduct: Your services are liable to be terminated without any notice or salary in lieu thereof for fraud, misconduct, negligence or breach of any of the terms and conditions of your letter of employment which includes this Annexure C. Without prejudice to the general meaning of the term "misconduct", "misconduct" shall include any case of reasonable suspicion of misconduct, disloyalty, commission of an act involving moral turpitude, or any action of indiscipline or inefficiency.

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vii. Non-compete: In the event of your separation from the Company for any reason whatsoever, you will not take up any job or assignment either full time or otherwise, either directly or indirectly, for a period of three months from the date of separation in any industry or business involved in similar/competing business as the Company or any of its affiliates or associate companies.

viii. Recovery of Payments: (If applicable) Payments made towards recovery of notice period by your previous employer and relocation expenses by us will be recovered in full in the event of your separation from the Company prior to completion of 1 year from joining the Company.

05. GENERAL:

i. Training: You may be selected and sponsored by the Company for familiarization/ training assignments with our technical collaborators or any other institutions/ organizations in India and/or abroad, based on terms and conditions stipulated at such time. You will diligently and beneficially take part in the training and such assignments in accordance with Company policies and directives.

ii. Rules, Regulations and Policies on Ethics: You will be governed by the service rules, regulations and policies including conduct, discipline and administrative orders and any such other rules or orders of the Company that may come into force from time to time. You must observe the policies that the Company publishes / notifies from time to time. These policies include requirement that you maintain the highest standards of conduct and act with the highest ethical principles.

a. You must not do anything that may be a conflict of interest with your responsibilities as an employee.

b. You are required to read and understand all policies applicable to you, all of which are available in the Reliance Management System ("RMS") portal. If you have any questions, now or in the future, please ask the Human Resources Department through the Query Management System in the ESS portal. You may also be required to sign and abide by the Policy on Ethics of the Company and undertake to sign such declarations that the Policy may demand from time to time.

c. Women employees will be entitled to all the statutory benefits provided by the Company under the Maternity Benefit Act 1961, and its subsequent amendments, if any, details of which are set out in the RMS/ESS portal.

iii. Media Interaction: You will not interact with the media - electronic, print or otherwise in

a. India or overseas, during or outside work hours, either in your own personal capacity or on behalf of the Company unless you have express and direct approval from the Company to interact with the media as a representative of the Company. Only persons duly authorized by the Company are permitted to interact with media and then only on specified subjects. Disclosure of any information other than those specifically authorized by the Company is prohibited.

b. Disclosure of information on proceedings of meetings (board / committee / internal) and disclosure of forward-looking statements is prohibited unless such disclosure is specifically approved by the Company.

c. You shall also not disclose non-public information selectively to any particular group as it may lead to unfair advantage / discrimination.

d. For any outside publication of books, articles or manuscripts which relate in any manner to the Company's business, policies and processes, you are required to obtain prior written approval of the Company prior to its publication or release.

e. Any violation of the Company's media policy, will tantamount to a breach of the terms and conditions of employment and may result in termination of the contract.

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iv. **Jurisdiction:** The letter of employment is made at Mumbai and competent courts of Mumbai shall have jurisdiction over any dispute or difference whatsoever arising out of, under, in relation to or in connection with the letter of employment or breach hereof or in respect of any matter or thing herein contained.

v. **Entire Agreement:** This contract and the document referred to herein contain the entire agreement and understanding of the parties with respect to the subject matter hereof and shall supersede any and all prior or contemporaneous communications, representations, or agreements between the parties, whether oral or written, regarding the subject matter of this contract.

vi. **Age:** Your age mentioned in the Matriculation / Higher Secondary Certificate / Passport will be deemed to be the conclusive proof of your date of birth.

vii. **Change of address:** You will intimate in writing to the Company any change of your residential address within a week of the same changing, failing which any communication sent to you on your last recorded address shall be deemed to have been duly served on you.

viii. **Passport:** You are required to have a valid passport at all times and ensure that the same is renewed from time to time.

ix. **Suspension:** You may be placed under suspension pending enquiry into the charges of misconduct or any other breach hereof. The salary for the suspension period will be paid to you only if you are found not guilty of any of the charges for which you are suspended and not otherwise.

x. **Travel:** You shall make your own transport arrangements to and from the place of work.

xi. **Documentation:** Please submit the following documents, if not submitted earlier:

a. Certificates in support of your educational professional qualifications, experience, date of birth and other testimonials in original together with copies thereof.

b. Three copies of your recent passport size photographs with blue background.

c. Relieving letter and salary certificate from your last employer, in case you are/were employed.

xii. **Severability**: If any term or provision of this letter of employment shall be held to be invalid for any reason whatsoever, such invalidity shall not affect the validity, operation or enforceability of the remainder hereof. If the remainder of this letter is not materially affected by such declaration or finding and is capable of substantial performance, then that term or provision or part thereof shall to that extent be deemed not to form part of this letter of employment and such provision shall be replaced by a substitute provision that is legal and enforceable and is as nearly as possible consistent with the intentions underlying the original provision.

xiii. **Non Waiver**: No delay or omission on the part of Company in exercising any right, power, privilege or remedy in respect of your employment terms shall neither impair such right, power, privilege or remedy, or be construed as a waiver of it, nor shall any single partial exercise of such right, power, privilege or remedy, preclude any further exercise of it or the exercise of any other right, power, privilege or remedy.

I confirm that I have read and understood the terms and conditions set out herein and unconditionally and irrevocably accept the above terms and conditions.

Employee Name: Mansi Dudhat

Signature:

Date: 4 Jul 2022

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Reliance
Industries Limited

Date: 5 Jul 2022

Ref: RIL/80185205/30031547/050722/0004

Dear Mrunal Zinzuvadia,

Letter of Appointment

With reference to written tests / interview you had with Reliance Group of Companies, we are delighted to appoint you in the position "Graduate Engineer Trainee - Instru" in Group , based upon following terms and conditions.

Documentation

This appointment letter consists of the below mentioned attachments:

A compensation term sheet
Components of Compensation
Terms and conditions
Other applicable paperwork based upon your specific needs

You are required to read these before you commence your employment

01. Place of Posting

Your initial place of posting will be at the place of your training. During your training period, you may be posted / transferred / to any of the offices / projects / divisions / departments / units of the company existing or to be set up at any location in India or abroad without any additional remuneration. Your services are also liable to be transferred to any of the group companies.

You will report for training on or before **04-Aug-22** failing which this letter of appointment shall automatically stand withdrawn and cancelled.

02. Mandatory Criteria:

i. Score eligibility:
Your appointment is subject to your securing minimum CGPA of 6.0 / 60% & above marks over 8 semesters, wherever applicable.

ii. Pre-employment Medical Check:
Pre-employment Medical Check clearance from RIL certified doctor. System generated information will be received for initiating the same on acceptance of this appointment letter.

03. Confirmation:

You will be under training for a period of one year from the date of joining the Company. During training you will be undergoing various assessments at the end of which there will be a final assessment. Your confirmation on permanent rolls of the company solely depends on the discretion of the management and the same is not a matter of right in any manner whatsoever.
Management reserves the right to terminate your training either during the training period or on completion of the same without assigning any reasons whatsoever.

(This letter is computer generated and does not necessarily require a signature)

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We would also like to draw your particular attention to our Values and Behaviours. We have six values that express our shared understanding of what we believe, how we aim to behave and what we aspire to be as an organisation. Our values are about delivering customer value, having an ownership mind-set, showing respect and integrity, pursuing excellence and being one team.

Next Steps

This is system generated appointment letter based on the offer letter received. Please confirm your acceptance of this appointment letter by clicking 'Accept' button online. This letter of appointment shall automatically stand withdrawn in case we do not receive your acknowledgement online within ten days from receipt of this letter.

This offer of employment is subject to you providing all of the information and documentation requested BEFORE you commence employment with us. All information / documentation submitted by you will be considered as submitted on your own freewill and consent.

This appointment is confidential and you must not discuss this or disclose any documentation related to it with anyone other than your immediate family. Any disclosure of the details of this offer to a third party other than your immediate family may result in withdrawal of the offer.

We reserve the right to withdraw our offer of employment/terminate your employment with us without assigning any reason whatsoever thereof, or delay your start date if you do not provide the required information and documentation within the required timelines or if during this process you intentionally leave out any information or provide any information which is inaccurate or untrue.

In case of any dispute regarding interpretation of any word or clause of this latter, the decision of the management shall be final and binding.

We look forward to your joining out team for a long, successful and pleasant association.

Sincerely yours,
Reliance Industries Ltd.

Authorized Signatory

(This letter is computer generated and does not necessarily require a signature)

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Reliance
Industries Limited

ANNEXURE A

1.1 Annual Compensation Summary

ANNEXURE 1.1 - A		
Name: Mrunal Zinzuvadia		
Compensation Breakup	**Monthly (INR)**	**Annual (INR)**
Basic Pay	21,402	2,56,827
House Rent Allowance	10,701	1,28,414
Residual Choice Pay	22,395	2,68,744
Insurance		
Group Personal Accident Insurancee Premium (GPAI)	57	679
Group Term Life Insurance Premium (GTLI)	400	4,794
Medical Insurance Premium* (Self, Spouse, 3 Dependent Children & Dependent Parents)	3,947	47,369
SUB TOTAL - I	58,902	7,06,827
Employer's Contribution to Provident Fund: PF (12% of Basic Pay)	2,568	30,819
Gratuity (4.81% of Basic Pay)	1,029	12,353
SUB TOTAL - II	3,598	43,173
TOTAL- FIXED PAY [I + II]	62,500	7,50,000

Residual Choice Pay can be distributed among the following Tax Friendly elements - HRA, LTA, Conveyance Allowance, Office Wear Allowance, Children Education Allowance, Food & Beverage Coupons, Gift Vouchers and Fuel & maintenance Expenses. Remaining amount will be paid as "Residual Choice Pay", as applicable.

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1.2 Tax Status of compensation elements

Below table shows all of the Total Pay components and their taxability status.

S.No.	Total Pay Components	Taxability Status (as per prevailing norms)
I	**Base Salary**	
a.	Basic Salary	Taxable
b.	Provident Fund Contribution (PF)	Please refer Annexure B
c.	Gratuity	Please refer Annexure B
II	**Choice Pay**	
a.	Medical Reimbursement	Taxable
b.	Food Coupon	Tax exempt subject to conditions
c.	Gift Coupon	Tax exempt subject to conditions
d.	Leave Travel Allowance (LTA)	Tax exempt subject to conditions
e.	Office Wear Allowance (OWA)	Tax exempt subject to conditions (only applicable to locations having a 'Uniform Policy')
f.	Children's Education Allowance (CEA)	Tax exempt subject to conditions
g.	Children's Hostel Allowance (CHA)	Tax exempt subject to conditions
h.	Residual Choice Pay (RCP)	Taxable
i.	**Vehicle**	
1.	Company Lease Vehicle Scheme	Tax exempt (up to the value of EMI)
2.	Fuel and Vehicle Maintenance Reimbursement	Tax exempt (Taxable Perquisite Notional Value)
3.	Conveyance Allowance	Taxable
j.	**Housing**	
1.	House Rent Allowance (HRA)	Tax exempt subject to conditions
2.	Company Accommodation (where it is provided)	Taxable Perquisite
k.	**Insurance**	
1.	Group Personal Accident Insurance Premium (GPA)	Tax exempt
2.	Group Term Life Insurance Premium (GTLI)	Tax exempt
3.	Medical Insurance Premium	Tax exempt
III	**Annual Cash Bonus (ACB) / Performance Linked Incentive (PLI)**	Taxable, If Applicable

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Please Note:-

- The income tax calculation is provisional and is based on the current income tax rules (**Rules**). Any change in the Rules may impact the income tax projections.

- You shall bear and pay the tax liabilities, if any, applicable in relation to all the perquisites or benefits provided to you in accordance with the provisions of this Agreement. Please note that all the details set out above are indicative and subject to change with change in Indian tax policies and rules.

- Employee shall be solely responsible for the payment of any and all taxes on salary / income, employee benefits and personal income. You are advised to get updated information in relation to the income tax calculation on your salary from independent external advisors

- Fixed Pay elements like fuel and maintenance reimbursement, office wear allowance, medical reimbursement, LTA will be reimbursed at actuals based on the bills submitted and in case the reimbursement amount falls short of the amount chosen, the balance will be paid as taxable allowance.

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Annexure B

Components of Total Pay

The Company follows a Total Pay structure that reflects the total cost of an employee to the Company this includes all direct and indirect payments including all benefits, perquisites, subsidies, and Annual Cash Bonus (**ACB**) / Performance Linked Incentive **(PLI)**. This structure is being followed so as to provide flexibility to the employees in structuring their compensation package. The components within each category of payments are discretionary and these components may be changed by the Company from time to time without notice.

The main components under the Total Pay structure are as follows:

I. Components of Compensation

1. **Base Salary:** This is first part of the total pay, which may include Basic Salary, PF and Gratuity

   a. **Basic Salary:** This is the base pay component of the fixed pay and is the reference salary for provident fund and gratuity contribution.

   b. **Provident Fund (PF)**:

   The contributions payable by the Employer under the scheme shall be at the rate specified under the Employees' Provident Funds and Miscellaneous Provisions Act, 1952 (**PF Act**). The current rate of contribution is 12% of PF Salary. Employee also contributes an equal amount from employee's monthly salary, as per PF Act. Both of these are remitted on a monthly basis to the Company's PF Trust / RPFC.

   Out of the Employer's contribution, a portion (presently 8.33% of PF Salary subject to a maximum of INR 1250) is deposited into the Employees' Pension Scheme. The part of the company's contribution deposited under Employees' Pension Scheme to RPFC is to provide employees with pension on retirement or after completion of a specified period of service. TDS recovery from PF settlement will be as per the relevant provision of the Income Tax Act, 1961.

   Benefits associated with Employees' Provident Fund and Employees' Pension Scheme will be as per the prevailing rules and regulations outlined in the Employees' Provident Funds and Miscellaneous Provisions Act, 1952. Employees are advised to refer to EPFO site (http://www.epfindia.com/) for detailed rules, procedures and any other updates.

   Please note that the contribution amounts, limits, withdrawals and other rules applicable to the PF and pension are subject to applicable Indian laws in force from time to time. Employee is bound to adhere to all changes in the applicable law. Any implications on contribution, accumulation and withdrawal conditions outlined in the Employees' Provident Fund and Employees' Pension Scheme is to be borne by the employee. To understand implications associated with any such change in relevant laws or the Employees' Provident Fund and Employees' Pension Scheme, employees are recommended to solicit independent external advice.

   c. **Gratuity**

   Employer's contribution to the Company's Gratuity Fund will be as specified under 'The Payment of Gratuity Act ,1972'. Currently, the Employer's contribution to the Company's Gratuity fund is @ 4.81% of Basic Salary. Gratuity shall be payable to an employee on completion / end of their employment with the Company provided employee has rendered continuous service for a minimum period of 4 years and 240 days. However, eligibility for contribution to the Gratuity Trust / Fund commences from the first day of employment and in the event of separation prior to such 4 years and 240 days, the same will be paid as ex-gratia, except in case of separation due to disciplinary grounds.

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Gratuity is calculated as follows:

(Last Drawn Salary / 26 Days) x 15 days x Number of completed years of service (In the case of death, the minimum service requirement does not apply)

For every completed year of service or part thereof in excess of 6 months, the employer will pay the employee gratuity at the rate of 15 days wages based on the rate of wages last drawn by such employee. Income Tax on the gratuity payment will be applicable as per Income Tax Rules. In the event an employee fails to complete 4 years and 240 days of continuous service, ex-gratia will be paid up to the amount of gratuity accumulated and will be subject to prevailing Income Tax Rules.

Maximum Amount of Gratuity which will be exempt from Income Tax will be as per 'The Payment of Gratuity Act, 1972'.

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2. Choice Pay :

This is second part of the total pay. Subject to eligibility and availability of amount mentioned under various components in Annexure A, an employee may opt for all the allowances or combination of them

a. Medical Reimbursement

Employee may opt for medical reimbursement for expenses incurred by the employee to meet health related expenditure, such as medicines, doctor's fees etc. of the employee and employee's family members. Medical expenses up to a maximum of INR 15,000 per annum will be reimbursed at actuals against production of bills.

This component is taxable.

b. Food Coupons

Employee may opt for Sodexo / Accor Pass Meal Vouchers. These are food coupons that can be exchanged for food and beverages at all approved affiliated establishments across India.

However, once purchased, these coupons cannot be redeemed for cash.

c. Gift Coupons

Employee may opt for gift coupons. Company provides Sodexo / Accor Pass Gift Vouchers that can be used to buy dailynecessities at over 6000 affiliated establishments across India.

However, once purchased, these coupons cannot be redeemed for cash.

Up to INR 5,000 per annum is tax exempt.

d. Leave Travel Allowance (LTA)

Employee may opt for LTA. It refers to reimbursement by Company of actual expenses incurred only on travel by employee along with their dependents to any place within India. Expenses such as hotel accommodation, sightseeing, food etc. are not eligible to be reimbursed as LTA or for tax exemption. The following qualifying criteria are to be met for claiming LTA:

1. Employee must necessarily take 5 days of continuous Privilege Leave.
2. The family for this purpose includes spouse, unmarried dependent children (maximum of two only), parents and dependent brothers and sisters.
3. No advance is given towards LTA. It must be claimed as a reimbursement against actual bills and travel documents.

Entitlement: Employee has to decide on the quantum of LTA (could be up to 2 months' basic salary) that employee wishes to avail as part of employee's choice pay component. This choice has to be made by employee initially at the time of joining and thereafter at the beginning of each financial year. A mid-year change in the quantum of LTA is not permissible.

As per current Income Tax rules, tax exemption for LTA is allowed twice in a block of 4 calendar years. Tax authorities have defined the current 4 year block as being from 1 January 2018 - 31 December 2021.

The quantum of exemption is subject to following maximum limits depending on the mode of transport used or available:-

1. Journey by air: Economy class air fare of national carrier by shortest route or the actual amount spent, whichever is lesser
2. Journey by rail: AC first class fare by shortest route or the actual amount spent, whichever is lesser
3. Place of origin and place of destination connected by rail but journey performed by other mode of transport: AC first class fare by shortest route or the actual amount spent, whichever is lesser
4. Place of origin and place of destination not connected by rail (partially or fully) and not connected by other recognized public transport system: AC first class fare by the shortest route or the actual amount spent, whichever is lesser

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e. Office Wear Allowance (OWA)

Only employees' working at locations where a `Uniform Policy' is in place may opt for OWA.

OWA is an allowance provided to employees to meet expenditures incurred by employee towards purchase of uniform to be worn at the workplace.

OWA is tax exempt subject to the following limits:-

a. For all Grade: INR 24,000

f. Children's Education Allowance (CEA)

Employee may opt for CEA to meet education expenses of their children.

INR 100 per month per child subject to a maximum of two children is tax exempt

g. Children's Hostel Allowance (CHA)

Employee may opt for CHA to meet hostel expenses of their children.

INR 300 per month per child subject to a maximum of two children, is tax exempt

h. Residual Choice Pay (RCP)

The balance un-utilized amount is paid under the salary head as "Residual Choice Pay" and is subject to tax.

Please note that you are required to make a declaration within 7 days of joining the Company and at the beginning of each financial year and thereafter from time to time within the timelines notified by the company, regarding the amounts to be claimed under each expense mentioned above. You are required to submit all bills and other supporting documents on or by 15th January for each financial year

i. Vehicle

1. Company Leased Vehicle Scheme (CLV)

As part of the compensation structure the company offers an option of availing a vehicle under the prevailing company vehicle policy, subject to eligibility. The major features of the scheme are as follows:

Parameter	Four Wheeler
Scheme Details	Company Leased Vehicle (CLV)
EMI Calculation Base	Vehicle Invoice Value (Final on-road price, excluding taxes)
EMI Limit	Grade `H' and above - upto 100% of Residual Choice Pay Grade `I' and below - upto 50% of Residual Choice Pay
Interest rate	11.5 % per annum on monthly reducing balance basis
Vehicle Cost Limit	NA
Tenure	2 to 4 Years (Upto 48 Instalments)
Insurance Coverage Options	1.Comprehensive 2.Bumper to Bumper (Zero depreciation)

Mandatory debits towards Vehicle Insurance would be applicable to those opting this scheme.

The company vehicle policy provides more details regarding the vehicle scheme.

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2. Fuel and Vehicle Maintenance Reimbursements

All employees covered by the Company Vehicle Scheme are eligible for fuel and vehicle maintenance reimbursements. Employees using self-owned vehicles are also eligible for such reimbursement.

The limits for Fuel & Vehicle Maintenance for Own Vehicles and Vehicles under Company Vehicle Scheme are as under:

Level	4 Wheeler	2 Wheeler
All Grades	INR 1,80,000 p.a.	INR 36,000 p.a.

In case an employee is using a self-owned vehicle, employee needs to maintain a vehicle usage log in the system (ESS). Tax exemption will be available upto the limits set out above, subject to submission of supporting documents.

3. Conveyance Allowance

To be opted by an employee to meet the expenditure incurred for the purpose of commuting between place of employee's residence and place of employee's duty. However, this option may be availed only if the employee is not opting for fuel and maintenance reimbursement.

This component is taxable.

j. Housing

1. House Rent Allowance (HRA)

House Rent Allowance is paid in respect of expenses incurred on rented accommodation.

As per Section 10(13A) and Rule 2A of the Income Tax Act and Rules respectively, the lesser of the following is

exempt from tax-

1. An amount equal to 50% of the salary, where the residential house is situated at Mumbai, Kolkata, Delhi or Chennai and an amount equal to 40% of salary where the residential house is situated at any other place;
2. House rent allowance received by the employee in respect of the period during which the rental accommodation is occupied by the employee during the previous year
3. The excess of rent paid over 10% of salary

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2. Company provided Accommodation

In case the employee is opting for an accommodation provided by the company, the basis of valuation will be as under-

Population of City as per 2001 census where Accommodation is provided	Where the Accommodation is owned by the Employer	Where the Accommodation is taken on lease or rent by the Employer
Exceeding 25 lakhs	15% of Salary in respect of the period during which the accommodation is occupied by the Employee	1. 15% of Salary; or 2. Lease rent (paid or payable) by the Employer, whichever is less
Exceeding 10 lakhs but not exceeding 25 lakhs	10% of the Salary in respect of period during which the accommodation is occupied by the Employee	
Any other	7.5% of the Salary in respect of period during which the accommodation is occupied by the Employee	

k. Insurance

i. Group Personal Accident Insurance (GPA)

All Employees are mandatorily covered under the Group Personal Accident Insurance scheme.

The sum insured is INR 25 lakhs and the corresponding debit towards premium is INR 679 per annum.

Benefit Clauses:

1. Death: 100% of sum insured
2. Permanent Total Disablement: 100% of sum insured as per insurance policy
3. Permanent Partial Disablement: varies from 1% to 75% of sum insured as per insurance policy
4. Temporary Total disablement: 1% of capital sum insured per week subject a maximum of INR 5000 per week for a period of 100 weeks.

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ii. Group Term Life Insurance (GTLI)

All employees are mandatorily insured under Group Term Life Insurance. The insured amount and corresponding premium [mandatory debit] are as follows:

Fixed Pay (Base Pay + Choice Pay)	Sum Assured	Mandatory Debit (per annum)
Up to INR 24,99,975	INR 25 Lakhs	INR 4,794
From INR 24,99,975 to below INR 49,99,975	INR 50 Lakhs	INR 17,679
From INR 49,99,975 to below INR 74,99,975	INR 75 Lakhs	INR 26,520
INR 74,99,975 and above	INR 100 Lakhs	INR 36,167

Benefit Clause: -

Total sum assured is payable to the employee's nominee upon death of the employee. However, nothing is payable on survival.

iii. Medical Coverage

The Company endeavors to ensure that financial support is available to all employees to meet their medical needs and those of their dependent family members. All employees are mandatorily covered under this scheme. The coverage and mandatory debits in respect of the same are as follows-

Level	Family Definition	Benefits of Mandatory Coverage
B to F: Company's Management Medical Scheme	Self, Spouse, 3 dependent children (up to 25 years)	Floater Mediclaim Policy of INR 5 Lakhs, Plus Additional floater Mediclaim policy of Domiciliary reimbursement at actuals (as per INR 5 Lakhs the Management Medical Scheme)
	Dependent parents	Floater Mediclaim coverage of INR 5 Lakhs irrespective of the number of members covered, Plus Additional floater Mediclaim policy of INR 5 Lakhs
	1. Hospitalization room category up to Deluxe Single AC Room 2. Dental treatment reimbursement up to INR 15,000 per family p.a. (cosmetics not covered) 3. Full time Retainers shall be covered as per commitment / joining terms 4. For non-allopathy (e.g. Homeopathy, Ayurveda, Unani or other Medical practitioner) treatment, the medical practitioner should be registered as per the guidelines of Indian Medical Association	
G to Below: Group Mediclaim Policy	Family of 7 members - Self, spouse, 3 dependent children (up to 25 years), 2 dependent parents	Floater Mediclaim coverage of INR 5 Lakhs irrespective of the number of members covered, Plus Additional floater Mediclaim policy of INR 5 Lakhs
	1. Hospital Room Category - Eligibility of up to Non- Deluxe Single AC Room 2. Sub limit of Maternity benefit (for first three children) up to INR 50,000 3. Sub limit for OPD basis treatment for Dental INR 1,500 (excluding the cost of dentures, bridges, crowns, scaling, filling, cleaning, polishing and cosmetic dentistry) 4. Sub limit for OPD basis treatment for Eye INR 500 (excluding cost of contact Lens, spectacles and cosmetic treatments)	

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Medical Insurance Debits:

F & Above grades :

- INR 30,864 per annum per person for self and spouse
- INR 15,944 per annum per child (upto 25 years)
- INR 13,841 per annum for **Additional Medical floater** cover of INR 5 Lakhs for self, spouse and child covered under mandatory policy
- INR 33,528 per annum for dependent parents
- INR 13,841 per annum for **Additional Medical floater** cover of INR 5 Lakhs for parents.

G & Below grades :

- INR 33,528 per annum per family unit of 7 members
- INR 13,841 per annum for **Additional** Medical floater cover of INR 5 Lakhs

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Reliance
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Annexure C

Terms and Conditions

01. MEDICAL FITNESS & VERIFICATION OF PARTICULARS:

Your appointment is subject to:

i. Medical Fitness: Your being declared medically fit by a Medical Officer or by a Doctor specified by the Company .

ii. Verification of Particulars: In case the particulars mentioned in your application or the representations or warranties or any other information provided by you are found to be false, inaccurate or unsatisfactory, your services would be liable for termination at any time without any notice or any compensation in lieu thereof.

02. REPRESENTATIONS AND WARRANTIES:

The Company's agreement to continue to employ you and the compensation and benefits payable to you are in consideration of the terms, covenants, and conditions stated in the offer of employment including this Annexure C, and you represent, warrant and covenant to the Company that:

i. You are under no contractual or other restriction or obligation which is inconsistent with the terms or conditions contained herein, the performance of your duties hereunder, or the other rights of the Company hereunder;

ii. You are under no physical or mental disability that may hinder the performance of your duties / obligations contained herein;

iii. You shall not raise any issue as to the reasonableness of the terms, covenants, or conditions contained herein in any proceeding to enforce these terms, covenants and/or conditions;

iv. You have full right and authority to execute this contract and that you are not bound by any contract or arrangement, including any employment contract, bond or covenant not to compete, that is inconsistent herewith

v. These terms, covenants, and/or conditions shall survive the termination of your employment with the Company.

You acknowledge that the terms, covenants, and conditions set forth herein are essential for the Company's protection and are not unreasonable and that the Company has relied on these representations, warranties, and covenants provided by you.

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03. DUTIES AND RESPONSIBILITIES:

i. **Exclusivity:** You agree to perform your duties, responsibilities and obligations efficiently and to the best of your ability exclusively for the Company. You agree that you will devote all of your working time, attention and best efforts in performing your duties, responsibilities and obligations throughout the term of employment. You also agree that you will not engage in any other employment or business activities during the terms hereof. You agree that all of your activities as an employee of the Company shall be in conformity with all the policies, rules, regulations and directions of the Company, as applicable from time to time.

ii. **Non Solicitation:** You will not, during the term of your employment or at any time thereafter, without the prior written consent of the Company, directly or indirectly, solicit for employment, or employ or otherwise contract for the services of, any person who is employed or engaged (either as an employee or consultant) by the Company or any of its affiliates or associated companies or directly or indirectly induce any such employee to leave their employment.

This covenant shall survive the termination of your employment with the Company.

iii. **Other Interests:** You shall not seek membership of any local or public bodies without first obtaining written permission from the Company.

iv. **Controlling Interest:** You agree that, so long as you are employed by the Company, you will not own, directly or indirectly, any controlling or substantial shareholding or other beneficial interest in any business enterprise or entity which is engaged in, or is in competition with, any business engaged in by the Company or any of its affiliates or associated companies. Notwithstanding the foregoing, you may own, directly or indirectly, up to 5% of the outstanding securities of any business or entity whose securities are traded on any national stock exchanges or in the over-the-counter market.

v. **Work hours:** Your working hours at your place of posting shall be as per the rules and regulations of the Company, as specified from time to time. However, you may be required to work additional hours, from time to time, to carry out your duties and responsibilities effectively.

vi. **Confidentiality and Non-disclosure:** You shall keep confidential and not disclose to any person or entity any information received or that comes to your knowledge during the course of your employment including in relation to the Company, its affiliates, associated companies, and third parties, in relation to any of our or their businesses or operations, particulars or details of manufacturing processes, technical know-how, security arrangements, analysis, compilations, forecasts, studies, summaries, notes, ideas(whether patentable or not), schematics, trade secrets, technology, customer lists (potential or actual) and other customer-related information, supplier information, sales statistics, pricing information, market intelligence, marketing and other business model/strategies, administrative organizational matters and any other information important for the Company. This shall include information in relation to third parties received by the Company in relation to any transaction being contemplated by the Company. Your obligation to maintain confidentiality of such information shall continue notwithstanding expiry or termination of your employment with the Company.

Third party Confidential obligations & prevention of IP contamination: You shall not use or disclose to the Company any confidential information of any third party received by you in your personal capacity from such a third party under an obligation of confidentiality, or knowingly induce use of such information in the business of the Company. Your employment/engagement with the Company shall not violate any obligation of confidentiality or non-solicitation of employment/assignment with any other party and that in case you are made aware of any such change in circumstances, you will inform the Company immediately of such change in the circumstances. You shall refrain from using/applying information/data in your current employment which qualifies as third party intellectual property to avoid any potential scenario of Intellectual Property contamination.

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vii. **Proprietary Rights:** You will disclose to the Company forthwith any discovery, invention, process or improvement made or discovered by you while in the service of the Company or thereafter, and all the rights, title, interest in such discovery, invention, process or improvement shall automatically belong absolutely to the Company and be the sole, absolute and exclusive property of the Company immediately upon discovery, invention or creation of process or improvement, whether or not delivered to the Company. If and when required to do so by the Company, you shall at the Company's expense, take out or apply for letter's patent, licenses or other rights, privileges or protection as may be directed by the Company in respect of any such discovery, invention, process or improvement so that the benefit thereof shall accrue to the Company and you will execute and deliver all such deeds and documents, including in particular instruments of assignment and do all such acts and things as may be required by the Company for assigning, transferring or otherwise vesting all rights, title and interest in the same and all benefits arising in respect thereof in favor of the Company or its nominee.

You will assign (and you hereby do assign) in perpetuity to the Company or its nominee all of your rights to all such new ideas (including all inventions), and to applications for patent or copyrights in all countries, if any, and execute such documents and take such lawful action as may be reasonably required to assign such new ideas to the Company or its nominee.

You will execute and deliver promptly to the Company (without charge to you but at the expense of the Company) such written instruments and cooperate and do such other acts as the Company in its sole discretion deems necessary or desirable to assign and transfer title in such new ideas to the Company and / or its nominee and to assist the Company in preserving the property right in such new ideas (including against forfeiture, abandonment, or loss) and to vest the entire right and title and interest therein exclusively in the Company and / or its nominee.

viii. **Safe-keeping of Company's property:** You will be responsible for safe keeping of and returning in good order and condition all properties of the Company, its affiliates and associated companies which may be in your possession, custody, care or charge or being used by you. In case of loss of any such property, the Company will be entitled to assess the value of the loss / damages caused to it and recover the same from you and to take such other action as it deems proper in the event of your failure to account for such material or property to its satisfaction.

ix. **Return of the Company's Property and records:** Upon termination of your employment, you shall forthwith hand over any letter of authority or power of attorney issued in your favour and any property or material of the Company or any of its affiliates or associated companies in your possession at the time of cessation of your employment with the Company. You shall also return to the Company all documents, files, records, keys, and other property of the Company in your possession regardless of the media on which such items are stored, and you shall not retain any copies or duplicates thereof.

x. **Authorizations for activities:** You will not enter into any commitments or dealings on behalf of the Company for which you have not been expressly authorised nor will you 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 written consent of the Company. You will avoid any issue which may result in a conflict between your personal interests and the interests of the Company in dealing with suppliers, customers and all other organizations or individuals doing or seeking to do business with the Company.

xi. **Non-disparagement:** You agree that you shall act with the highest standards of propriety and professionalism and shall not criticize, ridicule or make any statement which disparages or is derogatory of the Company, any of its affiliate or associated companies or any other employee or business associate of the Company or any of its affiliates or associated companies in any public or non-public communication with any customer, client or member of the investment community or media or in any communication whatsoever.

xii. **Confidential nature of terms of employment:** You agree that, save and except as may be required by applicable law, (with the prior consent of the Company), you shall not disclose the terms of your employment to any person.

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xiii. Enforceability: You acknowledge and agree that any violation of any of your duties and responsibilities may result in irreparable damage to the Company, and, accordingly, the Company may obtain injunctive and other equitable relief for any breach or threatened breach of such duties and obligations, in addition to any other remedies available to the Company.

You agree that the restrictions and remedies contained herein are reasonable and that it is your intention that such restrictions and remedies shall be enforceable to the fullest extent permissible by law. If it shall be found by a court of competent jurisdiction that any such restriction or remedy is unenforceable but would be enforceable if some part thereof were deleted or the period or area of application reduced, then such restriction or remedy shall apply with such modification as shall be necessary to make it enforceable.

Further, you hereby agree to indemnify and keep fully and effectively indemnified and hold harmless the Company, its affiliates, associates subsidiaries, and the directors, trustees, officers, employees, agents, authorized representatives and successors of all the foregoing from and against any and all claims, suits, actions, legal or other proceedings, demands, damages, liabilities, interest, costs, expenses (including attorney fees), and losses of whatsoever kind or nature incurred or sustained by Company or any of the third party directly or indirectly arising due to breach of any of obligations mentioned in the letter of employment and/or these terms and conditions.

04. TERMINATION OF EMPLOYMENT:

i. Employment At-Will: You acknowledge that your employment is and shall continue to be AT-WILL. This means that you have the right to terminate your employment with the Company at any time without providing any reason in accordance with the provisions hereof. Similarly, the Company may terminate your employment with or without cause at any time and for any reason in accordance with the provisions hereof. Accordingly, this letter of employment is not to be construed or interpreted as containing any guarantee of continued employment. As such, the recitation of certain time periods in this letter is solely for the purpose of defining your compensation. It is also not to be construed or interpreted as containing any guarantee of any particular level or nature of compensation.

ii. Superannuation: In the normal course, you will retire from the company on attaining superannuation at the age of 58 years.

iii. Absenteeism: If you absent yourself without leave or remain absent beyond the period of leave originally granted or subsequently extended, you shall be considered as having voluntarily terminated your employment without giving any notice unless you:

a. return to work within 8 days from the commencement of such absence, and

b. give an explanation to the satisfaction of the Company regarding such absence

iv. Medical Fitness: The Company has the right to request you to get yourself medically examined by a certified medical practitioner specified by the Company during the tenure of your employment. In case you are found to be medically unfit to perform your duties, your employment may be terminated.

v. Notice Period: Notwithstanding anything contained herein, the Company, in its sole discretion, may terminate your employment without cause by giving one month notice in writing or payment of one month Basic Salary on a pro rata basis, in lieu thereof. Similarly, you may resign from the Company's employment without cause by giving one month notice in writing or by payment of one month Basic Salary on a pro rata basis, in lieu thereof. In the event of your resignation, the Company may in its sole discretion opt to accept the same and relieve you prior to the completion of the stipulated notice period of one month, without any pay in lieu of the notice period.

vi. Termination for Misconduct: Your services are liable to be terminated without any notice or salary in lieu thereof for fraud, misconduct, negligence or breach of any of the terms and conditions of your letter of employment which includes this Annexure C. Without prejudice to the general meaning of the term "misconduct", "misconduct" shall include any case of reasonable suspicion of misconduct, disloyalty, commission of an act involving moral turpitude, or any action of indiscipline or inefficiency.

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vii. Non-compete: In the event of your separation from the Company for any reason whatsoever, you will not take up any job or assignment either full time or otherwise, either directly or indirectly, for a period of three months from the date of separation in any industry or business involved in similar/competing business as the Company or any of its affiliates or associate companies.

viii. Recovery of Payments: (If applicable) Payments made towards recovery of notice period by your previous employer and relocation expenses by us will be recovered in full in the event of your separation from the Company prior to completion of 1 year from joining the Company.

05. GENERAL:

i. Training: You may be selected and sponsored by the Company for familiarization/ training assignments with our technical collaborators or any other institutions/ organizations in India and/or abroad, based on terms and conditions stipulated at such time. You will diligently and beneficially take part in the training and such assignments in accordance with Company policies and directives.

ii. Rules, Regulations and Policies on Ethics: You will be governed by the service rules, regulations and policies including conduct, discipline and administrative orders and any such other rules or orders of the Company that may come into force from time to time. You must observe the policies that the Company publishes / notifies from time to time. These policies include requirement that you maintain the highest standards of conduct and act with the highest ethical principles.

a. You must not do anything that may be a conflict of interest with your responsibilities as an employee.

b. You are required to read and understand all policies applicable to you, all of which are available in the Reliance Management System ("RMS") portal. If you have any questions, now or in the future, please ask the Human Resources Department through the Query Management System in the ESS portal. You may also be required to sign and abide by the Policy on Ethics of the Company and undertake to sign such declarations that the Policy may demand from time to time.

c. Women employees will be entitled to all the statutory benefits provided by the Company under the Maternity Benefit Act 1961, and its subsequent amendments, if any, details of which are set out in the RMS/ESS portal.

iii. Media Interaction: You will not interact with the media - electronic, print or otherwise in

a. India or overseas, during or outside work hours, either in your own personal capacity or on behalf of the Company unless you have express and direct approval from the Company to interact with the media as a representative of the Company. Only persons duly authorized by the Company are permitted to interact with media and then only on specified subjects. Disclosure of any information other than those specifically authorized by the Company is prohibited.

b. Disclosure of information on proceedings of meetings (board / committee / internal) and disclosure of forward-looking statements is prohibited unless such disclosure is specifically approved by the Company.

c. You shall also not disclose non-public information selectively to any particular group as it may lead to unfair advantage / discrimination.

d. For any outside publication of books, articles or manuscripts which relate in any manner to the Company's business, policies and processes, you are required to obtain prior written approval of the Company prior to its publication or release.

e. Any violation of the Company's media policy, will tantamount to a breach of the terms and conditions of employment and may result in termination of the contract.

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iv. **Jurisdiction:** The letter of employment is made at Mumbai and competent courts of Mumbai shall have jurisdiction over any dispute or difference whatsoever arising out of, under, in relation to or in connection with the letter of employment or breach hereof or in respect of any matter or thing herein contained.

v. **Entire Agreement:** This contract and the document referred to herein contain the entire agreement and understanding of the parties with respect to the subject matter hereof and shall supersede any and all prior or contemporaneous communications, representations, or agreements between the parties, whether oral or written, regarding the subject matter of this contract.

vi. **Age:** Your age mentioned in the Matriculation / Higher Secondary Certificate / Passport will be deemed to be the conclusive proof of your date of birth.

vii. **Change of address:** You will intimate in writing to the Company any change of your residential address within a week of the same changing, failing which any communication sent to you on your last recorded address shall be deemed to have been duly served on you.

viii. **Passport:** You are required to have a valid passport at all times and ensure that the same is renewed from time to time.

ix. **Suspension:** You may be placed under suspension pending enquiry into the charges of misconduct or any other breach hereof. The salary for the suspension period will be paid to you only if you are found not guilty of any of the charges for which you are suspended and not otherwise.

x. **Travel:** You shall make your own transport arrangements to and from the place of work.

xi. **Documentation:** Please submit the following documents, if not submitted earlier:

   a. Certificates in support of your educational professional qualifications, experience, date of birth and other testimonials in original together with copies thereof.

   b. Three copies of your recent passport size photographs with blue background.

   c. Relieving letter and salary certificate from your last employer, in case you are/were employed.

xii. **Severability**: If any term or provision of this letter of employment shall be held to be invalid for any reason whatsoever, such invalidity shall not affect the validity, operation or enforceability of the remainder hereof. If the remainder of this letter is not materially affected by such declaration or finding and is capable of substantial performance, then that term or provision or part thereof shall to that extent be deemed not to form part of this letter of employment and such provision shall be replaced by a substitute provision that is legal and enforceable and is as nearly as possible consistent with the intentions underlying the original provision.

xiii. **Non Waiver**: No delay or omission on the part of Company in exercising any right, power, privilege or remedy in respect of your employment terms shall neither impair such right, power, privilege or remedy, or be construed as a waiver of it, nor shall any single partial exercise of such right, power, privilege or remedy, preclude any further exercise of it or the exercise of any other right, power, privilege or remedy.

I confirm that I have read and understood the terms and conditions set out herein and unconditionally and irrevocably accept the above terms and conditions.

Employee Name: Mrunal Zinzuvadia

Signature:

Date: 5 Jul 2022

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Reliance
Industries Limited

Date: 6 Jul 2022

Ref: RIL/80160828/30031549/060722/1413

Dear Premsinh Parmar,

Letter of Appointment

With reference to written tests / interview you had with Reliance Group of Companies, we are delighted to appoint you in the position "Graduate Engr Trainee - Instru" in Group , based upon following terms and conditions.

Documentation

This appointment letter consists of the below mentioned attachments:

A compensation term sheet
Components of Compensation
Terms and conditions
Other applicable paperwork based upon your specific needs

You are required to read these before you commence your employment

01. Place of Posting

Your initial place of posting will be at the place of your training. During your training period, you may be posted / transferred / to any of the offices / projects / divisions / departments / units of the company existing or to be set up at any location in India or abroad without any additional remuneration. Your services are also liable to be transferred to any of the group companies.

You will report for training on or before **04-Aug-22** failing which this letter of appointment shall automatically stand withdrawn and cancelled.

02. Mandatory Criteria:

i. Score eligibility:
Your appointment is subject to your securing minimum CGPA of 6.0 / 60% & above marks over 8 semesters, wherever applicable.

ii. Pre-employment Medical Check:
Pre-employment Medical Check clearance from RIL certified doctor. System generated information will be received for initiating the same on acceptance of this appointment letter.

03. Confirmation:

You will be under training for a period of one year from the date of joining the Company. During training you will be undergoing various assessments at the end of which there will be a final assessment. Your confirmation on permanent rolls of the company solely depends on the discretion of the management and the same is not a matter of right in any manner whatsoever.
Management reserves the right to terminate your training either during the training period or on completion of the same without assigning any reasons whatsoever.

(This letter is computer generated and does not necessarily require a signature)

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We would also like to draw your particular attention to our Values and Behaviours. We have six values that express our shared understanding of what we believe, how we aim to behave and what we aspire to be as an organisation. Our values are about delivering customer value, having an ownership mind-set, showing respect and integrity, pursuing excellence and being one team.

Next Steps

This is system generated appointment letter based on the offer letter received. Please confirm your acceptance of this appointment letter by clicking 'Accept' button online. This letter of appointment shall automatically stand withdrawn in case we do not receive your acknowledgement online within ten days from receipt of this letter.

This offer of employment is subject to you providing all of the information and documentation requested BEFORE you commence employment with us. All information / documentation submitted by you will be considered as submitted on your own freewill and consent.

This appointment is confidential and you must not discuss this or disclose any documentation related to it with anyone other than your immediate family. Any disclosure of the details of this offer to a third party other than your immediate family may result in withdrawal of the offer.

We reserve the right to withdraw our offer of employment/terminate your employment with us without assigning any reason whatsoever thereof, or delay your start date if you do not provide the required information and documentation within the required timelines or if during this process you intentionally leave out any information or provide any information which is inaccurate or untrue.

In case of any dispute regarding interpretation of any word or clause of this latter, the decision of the management shall be final and binding.

We look forward to your joining out team for a long, successful and pleasant association.

Sincerely yours,
Reliance Industries Ltd.

Authorized Signatory

(This letter is computer generated and does not necessarily require a signature)

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Reliance
Industries Limited

ANNEXURE A

1.1 Annual Compensation Summary

ANNEXURE 1.1 - A		
Name: Premsinh Parmar		
Compensation Breakup	**Monthly (INR)**	**Annual (INR)**
Basic Pay	21,402	2,56,827
House Rent Allowance	10,701	1,28,414
Residual Choice Pay	22,395	2,68,744
Insurance		
Group Personal Accident Insurancee Premium (GPAI)	57	679
Group Term Life Insurance Premium (GTLI)	400	4,794
Medical Insurance Premium* (Self, Spouse, 3 Dependent Children & Dependent Parents)	3,947	47,369
SUB TOTAL - I	58,902	7,06,827
Employer's Contribution to Provident Fund: PF (12% of Basic Pay)	2,568	30,819
Gratuity (4.81% of Basic Pay)	1,029	12,353
SUB TOTAL - II	3,598	43,173
TOTAL- FIXED PAY [I + II]	62,500	7,50,000

Residual Choice Pay can be distributed among the following Tax Friendly elements - HRA, LTA, Conveyance Allowance, Office Wear Allowance, Children Education Allowance, Food & Beverage Coupons, Gift Vouchers and Fuel & maintenance Expenses. Remaining amount will be paid as "Residual Choice Pay", as applicable.

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1.2 Tax Status of compensation elements

Below table shows all of the Total Pay components and their taxability status.

S.No.	Total Pay Components	Taxability Status (as per prevailing norms)
I	**Base Salary**	
a.	Basic Salary	Taxable
b.	Provident Fund Contribution (PF)	Please refer Annexure B
c.	Gratuity	Please refer Annexure B
II	**Choice Pay**	
a.	Medical Reimbursement	Taxable
b.	Food Coupon	Tax exempt subject to conditions
c.	Gift Coupon	Tax exempt subject to conditions
d.	Leave Travel Allowance (LTA)	Tax exempt subject to conditions
e.	Office Wear Allowance (OWA)	Tax exempt subject to conditions (only applicable to locations having a 'Uniform Policy')
f.	Children's Education Allowance (CEA)	Tax exempt subject to conditions
g.	Children's Hostel Allowance (CHA)	Tax exempt subject to conditions
h.	Residual Choice Pay (RCP)	Taxable
i.	**Vehicle**	
1.	Company Lease Vehicle Scheme	Tax exempt (up to the value of EMI)
2.	Fuel and Vehicle Maintenance Reimbursement	Tax exempt (Taxable Perquisite Notional Value)
3.	Conveyance Allowance	Taxable
j.	**Housing**	
1.	House Rent Allowance (HRA)	Tax exempt subject to conditions
2.	Company Accommodation (where it is provided)	Taxable Perquisite
k.	**Insurance**	
1.	Group Personal Accident Insurance Premium (GPA)	Tax exempt
2.	Group Term Life Insurance Premium (GTLI)	Tax exempt
3.	Medical Insurance Premium	Tax exempt
III	**Annual Cash Bonus (ACB) / Performance Linked Incentive (PLI)**	Taxable, If Applicable

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Please Note:-

- The income tax calculation is provisional and is based on the current income tax rules (**Rules**). Any change in the Rules may impact the income tax projections.

- You shall bear and pay the tax liabilities, if any, applicable in relation to all the perquisites or benefits provided to you in accordance with the provisions of this Agreement. Please note that all the details set out above are indicative and subject to change with change in Indian tax policies and rules.

- Employee shall be solely responsible for the payment of any and all taxes on salary / income, employee benefits and personal income. You are advised to get updated information in relation to the income tax calculation on your salary from independent external advisors

- Fixed Pay elements like fuel and maintenance reimbursement, office wear allowance, medical reimbursement, LTA will be reimbursed at actuals based on the bills submitted and in case the reimbursement amount falls short of the amount chosen, the balance will be paid as taxable allowance.

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Annexure B

Components of Total Pay

The Company follows a Total Pay structure that reflects the total cost of an employee to the Company this includes all direct and indirect payments including all benefits, perquisites, subsidies, and Annual Cash Bonus (**ACB**) / Performance Linked Incentive (**PLI**). This structure is being followed so as to provide flexibility to the employees in structuring their compensation package. The components within each category of payments are discretionary and these components may be changed by the Company from time to time without notice.

The main components under the Total Pay structure are as follows:

I. Components of Compensation

1. **Base Salary:** This is first part of the total pay, which may include Basic Salary, PF and Gratuity

   a. **Basic Salary:** This is the base pay component of the fixed pay and is the reference salary for provident fund and gratuity contribution.

   b. **Provident Fund (PF):**
   The contributions payable by the Employer under the scheme shall be at the rate specified under the Employees' Provident Funds and Miscellaneous Provisions Act, 1952 (**PF Act**). The current rate of contribution is 12% of PF Salary. Employee also contributes an equal amount from employee's monthly salary, as per PF Act. Both of these are remitted on a monthly basis to the Company's PF Trust / RPFC.

   Out of the Employer's contribution, a portion (presently 8.33% of PF Salary subject to a maximum of INR 1250) is deposited into the Employees' Pension Scheme. The part of the company's contribution deposited under Employees' Pension Scheme to RPFC is to provide employees with pension on retirement or after completion of a specified period of service. TDS recovery from PF settlement will be as per the relevant provision of the Income Tax Act, 1961.

   Benefits associated with Employees' Provident Fund and Employees' Pension Scheme will be as per the prevailing rules and regulations outlined in the Employees' Provident Funds and Miscellaneous Provisions Act, 1952. Employees are advised to refer to EPFO site (http://www.epfindia.com/) for detailed rules, procedures and any other updates.

   Please note that the contribution amounts, limits, withdrawals and other rules applicable to the PF and pension are subject to applicable Indian laws in force from time to time. Employee is bound to adhere to all changes in the applicable law. Any implications on contribution, accumulation and withdrawal conditions outlined in the Employees' Provident Fund and Employees' Pension Scheme is to be borne by the employee. To understand implications associated with any such change in relevant laws or the Employees' Provident Fund and Employees' Pension Scheme, employees are recommended to solicit independent external advice.

   c. **Gratuity**

   Employer's contribution to the Company's Gratuity Fund will be as specified under 'The Payment of Gratuity Act ,1972'. Currently, the Employer's contribution to the Company's Gratuity fund is @ 4.81% of Basic Salary. Gratuity shall be payable to an employee on completion / end of their employment with the Company provided employee has rendered continuous service for a minimum period of 4 years and 240 days. However, eligibility for contribution to the Gratuity Trust / Fund commences from the first day of employment and in the event of separation prior to such 4 years and 240 days, the same will be paid as ex-gratia, except in case of separation due to disciplinary grounds.

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Gratuity is calculated as follows:

(Last Drawn Salary / 26 Days) x 15 days x Number of completed years of service (In the case of death, the minimum service requirement does not apply)

For every completed year of service or part thereof in excess of 6 months, the employer will pay the employee gratuity at the rate of 15 days wages based on the rate of wages last drawn by such employee. Income Tax on the gratuity payment will be applicable as per Income Tax Rules. In the event an employee fails to complete 4 years and 240 days of continuous service, ex-gratia will be paid up to the amount of gratuity accumulated and will be subject to prevailing Income Tax Rules.

Maximum Amount of Gratuity which will be exempt from Income Tax will be as per 'The Payment of Gratuity Act, 1972'.

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2. **Choice Pay :**

This is second part of the total pay. Subject to eligibility and availability of amount mentioned under various components in Annexure A, an employee may opt for all the allowances or combination of them

a. Medical Reimbursement

Employee may opt for medical reimbursement for expenses incurred by the employee to meet health related expenditure, such as medicines, doctor's fees etc. of the employee and employee's family members. Medical expenses up to a maximum of INR 15,000 per annum will be reimbursed at actuals against production of bills.

This component is taxable.

b. Food Coupons

Employee may opt for Sodexo / Accor Pass Meal Vouchers. These are food coupons that can be exchanged for food and beverages at all approved affiliated establishments across India.

However, once purchased, these coupons cannot be redeemed for cash.

c. Gift Coupons

Employee may opt for gift coupons. Company provides Sodexo / Accor Pass Gift Vouchers that can be used to buy dailynecessities at over 6000 affiliated establishments across India.

However, once purchased, these coupons cannot be redeemed for cash.

Up to INR 5,000 per annum is tax exempt.

d. Leave Travel Allowance (LTA)

Employee may opt for LTA. It refers to reimbursement by Company of actual expenses incurred only on travel by employee along with their dependents to any place within India. Expenses such as hotel accommodation, sightseeing, food etc. are not eligible to be reimbursed as LTA or for tax exemption. The following qualifying criteria are to be met for claiming LTA:

1. Employee must necessarily take 5 days of continuous Privilege Leave.
2. The family for this purpose includes spouse, unmarried dependent children (maximum of two only), parents and dependent brothers and sisters.
3. No advance is given towards LTA. It must be claimed as a reimbursement against actual bills and travel documents.

Entitlement: Employee has to decide on the quantum of LTA (could be up to 2 months' basic salary) that employee wishes to avail as part of employee's choice pay component. This choice has to be made by employee initially at the time of joining and thereafter at the beginning of each financial year. A mid-year change in the quantum of LTA is not permissible.

As per current Income Tax rules, tax exemption for LTA is allowed twice in a block of 4 calendar years. Tax authorities have defined the current 4 year block as being from 1 January 2018 - 31 December 2021.

The quantum of exemption is subject to following maximum limits depending on the mode of transport used or available:-

1. Journey by air: Economy class air fare of national carrier by shortest route or the actual amount spent, whichever is lesser
2. Journey by rail: AC first class fare by shortest route or the actual amount spent, whichever is lesser
3. Place of origin and place of destination connected by rail but journey performed by other mode of transport: AC first class fare by shortest route or the actual amount spent, whichever is lesser
4. Place of origin and place of destination not connected by rail (partially or fully) and not connected by other recognized public transport system: AC first class fare by the shortest route or the actual amount spent, whichever is lesser

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e. **Office Wear Allowance (OWA)**

Only employees' working at locations where a `Uniform Policy' is in place may opt for OWA.

OWA is an allowance provided to employees to meet expenditures incurred by employee towards purchase of uniform to be worn at the workplace.

OWA is tax exempt subject to the following limits:-

a. For all Grade: INR 24,000

f. **Children's Education Allowance (CEA)**

Employee may opt for CEA to meet education expenses of their children.

INR 100 per month per child subject to a maximum of two children is tax exempt

g. **Children's Hostel Allowance (CHA)**

Employee may opt for CHA to meet hostel expenses of their children.

INR 300 per month per child subject to a maximum of two children, is tax exempt

h. **Residual Choice Pay (RCP)**

The balance un-utilized amount is paid under the salary head as "Residual Choice Pay" and is subject to tax.

Please note that you are required to make a declaration within 7 days of joining the Company and at the beginning of each financial year and thereafter from time to time within the timelines notified by the company, regarding the amounts to be claimed under each expense mentioned above. You are required to submit all bills and other supporting documents on or by 15th January for each financial year

i. **Vehicle**

1. **Company Leased Vehicle Scheme (CLV)**

As part of the compensation structure the company offers an option of availing a vehicle under the prevailing company vehicle policy, subject to eligibility. The major features of the scheme are as follows:

Parameter	Four Wheeler
Scheme Details	Company Leased Vehicle (CLV)
EMI Calculation Base	Vehicle Invoice Value (Final on-road price, excluding taxes)
EMI Limit	Grade `H' and above - upto 100% of Residual Choice Pay Grade `I' and below - upto 50% of Residual Choice Pay
Interest rate	11.5 % per annum on monthly reducing balance basis
Vehicle Cost Limit	NA
Tenure	2 to 4 Years (Upto 48 Instalments)
Insurance Coverage Options	1.Comprehensive 2.Bumper to Bumper (Zero depreciation)

Mandatory debits towards Vehicle Insurance would be applicable to those opting this scheme.

The company vehicle policy provides more details regarding the vehicle scheme.

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2. **Fuel and Vehicle Maintenance Reimbursements**

All employees covered by the Company Vehicle Scheme are eligible for fuel and vehicle maintenance reimbursements. Employees using self-owned vehicles are also eligible for such reimbursement.

The limits for Fuel & Vehicle Maintenance for Own Vehicles and Vehicles under Company Vehicle Scheme are as under:

Level	4 Wheeler	2 Wheeler
All Grades	INR 1,80,000 p.a.	INR 36,000 p.a.

In case an employee is using a self-owned vehicle, employee needs to maintain a vehicle usage log in the system (ESS). Tax exemption will be available upto the limits set out above, subject to submission of supporting documents.

3. **Conveyance Allowance**

To be opted by an employee to meet the expenditure incurred for the purpose of commuting between place of employee's residence and place of employee's duty. However, this option may be availed only if the employee is not opting for fuel and maintenance reimbursement.

This component is taxable.

j. Housing

1. **House Rent Allowance (HRA)**

House Rent Allowance is paid in respect of expenses incurred on rented accommodation.

As per Section 10(13A) and Rule 2A of the Income Tax Act and Rules respectively, the lesser of the following is

exempt from tax-

1. An amount equal to 50% of the salary, where the residential house is situated at Mumbai, Kolkata, Delhi or Chennai and an amount equal to 40% of salary where the residential house is situated at any other place;
2. House rent allowance received by the employee in respect of the period during which the rental accommodation is occupied by the employee during the previous year
3. The excess of rent paid over 10% of salary

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2. Company provided Accommodation

In case the employee is opting for an accommodation provided by the company, the basis of valuation will be as under-

Population of City as per 2001 census where Accommodation is provided	Where the Accommodation is owned by the Employer	Where the Accommodation is taken on lease or rent by the Employer
Exceeding 25 lakhs	15% of Salary in respect of the period during which the accommodation is occupied by the Employee	1. 15% of Salary; or 2. Lease rent (paid or payable) by the Employer, whichever is less
Exceeding 10 lakhs but not exceeding 25 lakhs	10% of the Salary in respect of period during which the accommodation is occupied by the Employee	
Any other	7.5% of the Salary in respect of period during which the accommodation is occupied by the Employee	

k. Insurance

i. Group Personal Accident Insurance (GPA)

All Employees are mandatorily covered under the Group Personal Accident Insurance scheme.

The sum insured is INR 25 lakhs and the corresponding debit towards premium is INR 679 per annum.

Benefit Clauses:

1. Death: 100% of sum insured
2. Permanent Total Disablement: 100% of sum insured as per insurance policy
3. Permanent Partial Disablement: varies from 1% to 75% of sum insured as per insurance policy
4. Temporary Total disablement: 1% of capital sum insured per week subject a maximum of INR 5000 per week for a period of 100 weeks.

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ii. **Group Term Life Insurance (GTLI)**

All employees are mandatorily insured under Group Term Life Insurance. The insured amount and corresponding premium [mandatory debit] are as follows:

Fixed Pay (Base Pay + Choice Pay)	Sum Assured	Mandatory Debit (per annum)
Up to INR 24,99,975	INR 25 Lakhs	INR 4,794
From INR 24,99,975 to below INR 49,99,975	INR 50 Lakhs	INR 17,679
From INR 49,99,975 to below INR 74,99,975	INR 75 Lakhs	INR 26,520
INR 74,99,975 and above	INR 100 Lakhs	INR 36,167

Benefit Clause: -

Total sum assured is payable to the employee's nominee upon death of the employee. However, nothing is payable on survival.

iii. **Medical Coverage**

The Company endeavors to ensure that financial support is available to all employees to meet their medical needs and those of their dependent family members. All employees are mandatorily covered under this scheme. The coverage and mandatory debits in respect of the same are as follows-

Level	Family Definition	Benefits of Mandatory Coverage
B to F: Company's Management Medical Scheme	Self, Spouse, 3 dependent children (up to 25 years)	Floater Mediclaim Policy of INR 5 Lakhs, Plus Additional floater Mediclaim policy of Domiciliary reimbursement at actuals (as per INR 5 Lakhs the Management Medical Scheme)
	Dependent parents	Floater Mediclaim coverage of INR 5 Lakhs irrespective of the number of members covered, Plus Additional floater Mediclaim policy of INR 5 Lakhs
	1. Hospitalization room category up to Deluxe Single AC Room 2. Dental treatment reimbursement up to INR 15,000 per family p.a. (cosmetics not covered) 3. Full time Retainers shall be covered as per commitment / joining terms 4. For non-allopathy (e.g. Homeopathy, Ayurveda, Unani or other Medical practitioner) treatment, the medical practitioner should be registered as per the guidelines of Indian Medical Association	
G to Below: Group Mediclaim Policy	Family of 7 members - Self, spouse, 3 dependent children (up to 25 years), 2 dependent parents	Floater Mediclaim coverage of INR 5 Lakhs irrespective of the number of members covered, Plus Additional floater Mediclaim policy of INR 5 Lakhs
	1. Hospital Room Category - Eligibility of up to Non- Deluxe Single AC Room 2. Sub limit of Maternity benefit (for first three children) up to INR 50,000 3. Sub limit for OPD basis treatment for Dental INR 1,500 (excluding the cost of dentures, bridges, crowns, scaling, filling, cleaning, polishing and cosmetic dentistry) 4. Sub limit for OPD basis treatment for Eye INR 500 (excluding cost of contact Lens, spectacles and cosmetic treatments)	

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Medical Insurance Debits:
F & Above grades :

- INR 30,864 per annum per person for self and spouse
- INR 15,944 per annum per child (upto 25 years)
- INR 13,841 per annum for **Additional Medical floater** cover of INR 5 Lakhs for self, spouse and child covered under mandatory policy
- INR 33,528 per annum for dependent parents
- INR 13,841 per annum for **Additional Medical floater** cover of INR 5 Lakhs for parents.

G & Below grades :

- INR 33,528 per annum per family unit of 7 members
- INR 13,841 per annum for **Additional** Medical floater cover of INR 5 Lakhs

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Annexure C

Terms and Conditions

01. **MEDICAL FITNESS & VERIFICATION OF PARTICULARS:**

Your appointment is subject to:

i. Medical Fitness: Your being declared medically fit by a Medical Officer or by a Doctor specified by the Company .

ii. Verification of Particulars: In case the particulars mentioned in your application or the representations or warranties or any other information provided by you are found to be false, inaccurate or unsatisfactory, your services would be liable for termination at any time without any notice or any compensation in lieu thereof.

02. **REPRESENTATIONS AND WARRANTIES:**

The Company's agreement to continue to employ you and the compensation and benefits payable to you are in consideration of the terms, covenants, and conditions stated in the offer of employment including this Annexure C, and you represent, warrant and covenant to the Company that:

i. You are under no contractual or other restriction or obligation which is inconsistent with the terms or conditions contained herein, the performance of your duties hereunder, or the other rights of the Company hereunder;

ii. You are under no physical or mental disability that may hinder the performance of your duties / obligations contained herein;

iii. You shall not raise any issue as to the reasonableness of the terms, covenants, or conditions contained herein in any proceeding to enforce these terms, covenants and/or conditions;

iv. You have full right and authority to execute this contract and that you are not bound by any contract or arrangement, including any employment contract, bond or covenant not to compete, that is inconsistent herewith

v. These terms, covenants, and/or conditions shall survive the termination of your employment with the Company.

You acknowledge that the terms, covenants, and conditions set forth herein are essential for the Company's protection and are not unreasonable and that the Company has relied on these representations, warranties, and covenants provided by you.

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03. DUTIES AND RESPONSIBILITIES:

i. **Exclusivity:** You agree to perform your duties, responsibilities and obligations efficiently and to the best of your ability exclusively for the Company. You agree that you will devote all of your working time, attention and best efforts in performing your duties, responsibilities and obligations throughout the term of employment. You also agree that you will not engage in any other employment or business activities during the terms hereof. You agree that all of your activities as an employee of the Company shall be in conformity with all the policies, rules, regulations and directions of the Company, as applicable from time to time.

ii. **Non Solicitation:** You will not, during the term of your employment or at any time thereafter, without the prior written consent of the Company, directly or indirectly, solicit for employment, or employ or otherwise contract for the services of, any person who is employed or engaged (either as an employee or consultant) by the Company or any of its affiliates or associated companies or directly or indirectly induce any such employee to leave their employment.

This covenant shall survive the termination of your employment with the Company.

iii. **Other Interests:** You shall not seek membership of any local or public bodies without first obtaining written permission from the Company.

iv. **Controlling Interest**: You agree that, so long as you are employed by the Company, you will not own, directly or indirectly, any controlling or substantial shareholding or other beneficial interest in any business enterprise or entity which is engaged in, or is in competition with, any business engaged in by the Company or any of its affiliates or associated companies. Notwithstanding the foregoing, you may own, directly or indirectly, up to 5% of the outstanding securities of any business or entity whose securities are traded on any national stock exchanges or in the over-the-counter market.

v. **Work hours:** Your working hours at your place of posting shall be as per the rules and regulations of the Company, as specified from time to time. However, you may be required to work additional hours, from time to time, to carry out your duties and responsibilities effectively.

vi. **Confidentiality and Non-disclosure:** You shall keep confidential and not disclose to any person or entity any information received or that comes to your knowledge during the course of your employment including in relation to the Company, its affiliates, associated companies, and third parties, in relation to any of our or their businesses or operations, particulars or details of manufacturing processes, technical know-how, security arrangements, analysis, compilations, forecasts, studies, summaries, notes, ideas(whether patentable or not), schematics, trade secrets, technology, customer lists (potential or actual) and other customer-related information, supplier information, sales statistics, pricing information, market intelligence, marketing and other business model/strategies, administrative organizational matters and any other information important for the Company. This shall include information in relation to third parties received by the Company in relation to any transaction being contemplated by the Company. Your obligation to maintain confidentiality of such information shall continue notwithstanding expiry or termination of your employment with the Company.

Third party Confidential obligations & prevention of IP contamination: You shall not use or disclose to the Company any confidential information of any third party received by you in your personal capacity from such a third party under an obligation of confidentiality, or knowingly induce use of such information in the business of the Company. Your employment/engagement with the Company shall not violate any obligation of confidentiality or non-solicitation of employment/assignment with any other party and that in case you are made aware of any such change in circumstances, you will inform the Company immediately of such change in the circumstances. You shall refrain from using/applying information/data in your current employment which qualifies as third party intellectual property to avoid any potential scenario of Intellectual Property contamination.

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vii. **Proprietary Rights:** You will disclose to the Company forthwith any discovery, invention, process or improvement made or discovered by you while in the service of the Company or thereafter, and all the rights, title, interest in such discovery, invention, process or improvement shall automatically belong absolutely to the Company and be the sole, absolute and exclusive property of the Company immediately upon discovery, invention or creation of process or improvement, whether or not delivered to the Company. If and when required to do so by the Company, you shall at the Company's expense, take out or apply for letter's patent, licenses or other rights, privileges or protection as may be directed by the Company in respect of any such discovery, invention, process or improvement so that the benefit thereof shall accrue to the Company and you will execute and deliver all such deeds and documents, including in particular instruments of assignment and do all such acts and things as may be required by the Company for assigning, transferring or otherwise vesting all rights, title and interest in the same and all benefits arising in respect thereof in favor of the Company or its nominee.

You will assign (and you hereby do assign) in perpetuity to the Company or its nominee all of your rights to all such new ideas (including all inventions), and to applications for patent or copyrights in all countries, if any, and execute such documents and take such lawful action as may be reasonably required to assign such new ideas to the Company or its nominee.

You will execute and deliver promptly to the Company (without charge to you but at the expense of the Company) such written instruments and cooperate and do such other acts as the Company in its sole discretion deems necessary or desirable to assign and transfer title in such new ideas to the Company and / or its nominee and to assist the Company in preserving the property right in such new ideas (including against forfeiture, abandonment, or loss) and to vest the entire right and title and interest therein exclusively in the Company and / or its nominee.

viii. **Safe-keeping of Company's property:** You will be responsible for safe keeping of and returning in good order and condition all properties of the Company, its affiliates and associated companies which may be in your possession, custody, care or charge or being used by you. In case of loss of any such property, the Company will be entitled to assess the value of the loss / damages caused to it and recover the same from you and to take such other action as it deems proper in the event of your failure to account for such material or property to its satisfaction.

ix. **Return of the Company's Property and records:** Upon termination of your employment, you shall forthwith hand over any letter of authority or power of attorney issued in your favour and any property or material of the Company or any of its affiliates or associated companies in your possession at the time of cessation of your employment with the Company. You shall also return to the Company all documents, files, records, keys, and other property of the Company in your possession regardless of the media on which such items are stored, and you shall not retain any copies or duplicates thereof.

x. **Authorizations for activities:** You will not enter into any commitments or dealings on behalf of the Company for which you have not been expressly authorised nor will you 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 written consent of the Company. You will avoid any issue which may result in a conflict between your personal interests and the interests of the Company in dealing with suppliers, customers and all other organizations or individuals doing or seeking to do business with the Company.

xi. **Non-disparagement**: You agree that you shall act with the highest standards of propriety and professionalism and shall not criticize, ridicule or make any statement which disparages or is derogatory of the Company, any of its affiliate or associated companies or any other employee or business associate of the Company or any of its affiliates or associated companies in any public or non-public communication with any customer, client or member of the investment community or media or in any communication whatsoever.

xii. **Confidential nature of terms of employment:** You agree that, save and except as may be required by applicable law, (with the prior consent of the Company), you shall not disclose the terms of your employment to any person.

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xiii. **Enforceability**: You acknowledge and agree that any violation of any of your duties and responsibilities may result in irreparable damage to the Company, and, accordingly, the Company may obtain injunctive and other equitable relief for any breach or threatened breach of such duties and obligations, in addition to any other remedies available to the Company.

You agree that the restrictions and remedies contained herein are reasonable and that it is your intention that such restrictions and remedies shall be enforceable to the fullest extent permissible by law. If it shall be found by a court of competent jurisdiction that any such restriction or remedy is unenforceable but would be enforceable if some part thereof were deleted or the period or area of application reduced, then such restriction or remedy shall apply with such modification as shall be necessary to make it enforceable.

Further, you hereby agree to indemnify and keep fully and effectively indemnified and hold harmless the Company, its affiliates, associates subsidiaries, and the directors, trustees, officers, employees, agents, authorized representatives and successors of all the foregoing from and against any and all claims, suits, actions, legal or other proceedings, demands, damages, liabilities, interest, costs, expenses (including attorney fees), and losses of whatsoever kind or nature incurred or sustained by Company or any of the third party directly or indirectly arising due to breach of any of obligations mentioned in the letter of employment and/or these terms and conditions.

04. TERMINATION OF EMPLOYMENT:

i. **Employment At-Will:** You acknowledge that your employment is and shall continue to be AT-WILL. This means that you have the right to terminate your employment with the Company at any time without providing any reason in accordance with the provisions hereof. Similarly, the Company may terminate your employment with or without cause at any time and for any reason in accordance with the provisions hereof. Accordingly, this letter of employment is not to be construed or interpreted as containing any guarantee of continued employment. As such, the recitation of certain time periods in this letter is solely for the purpose of defining your compensation. It is also not to be construed or interpreted as containing any guarantee of any particular level or nature of compensation.

ii. **Superannuation**: In the normal course, you will retire from the company on attaining superannuation at the age of 58 years.

iii. **Absenteeism:** If you absent yourself without leave or remain absent beyond the period of leave originally granted or subsequently extended, you shall be considered as having voluntarily terminated your employment without giving any notice unless you:

a. return to work within 8 days from the commencement of such absence, and

b. give an explanation to the satisfaction of the Company regarding such absence

iv. **Medical Fitness:**The Company has the right to request you to get yourself medically examined by a certified medical practitioner specified by the Company during the tenure of your employment. In case you are found to be medically unfit to perform your duties, your employment may be terminated.

v. **Notice Period:** Notwithstanding anything contained herein, the Company, in its sole discretion, may terminate your employment without cause by giving one month notice in writing or payment of one month Basic Salary on a pro rata basis, in lieu thereof. Similarly, you may resign from the Company's employment without cause by giving one month notice in writing or by payment of one month Basic Salary on a pro rata basis, in lieu thereof. In the event of your resignation, the Company may in its sole discretion opt to accept the same and relieve you prior to the completion of the stipulated notice period of one month, without any pay in lieu of the notice period.

vi. **Termination for Misconduct:** Your services are liable to be terminated without any notice or salary in lieu thereof for fraud, misconduct, negligence or breach of any of the terms and conditions of your letter of employment which includes this Annexure C. Without prejudice to the general meaning of the term "misconduct", "misconduct" shall include any case of reasonable suspicion of misconduct, disloyalty, commission of an act involving moral turpitude, or any action of indiscipline or inefficiency.

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vii. Non-compete: In the event of your separation from the Company for any reason whatsoever, you will not take up any job or assignment either full time or otherwise, either directly or indirectly, for a period of three months from the date of separation in any industry or business involved in similar/competing business as the Company or any of its affiliates or associate companies.

viii. Recovery of Payments: (If applicable) Payments made towards recovery of notice period by your previous employer and relocation expenses by us will be recovered in full in the event of your separation from the Company prior to completion of 1 year from joining the Company.

05. GENERAL:

i. Training: You may be selected and sponsored by the Company for familiarization/ training assignments with our technical collaborators or any other institutions/ organizations in India and/or abroad, based on terms and conditions stipulated at such time. You will diligently and beneficially take part in the training and such assignments in accordance with Company policies and directives.

ii. Rules, Regulations and Policies on Ethics: You will be governed by the service rules, regulations and policies including conduct, discipline and administrative orders and any such other rules or orders of the Company that may come into force from time to time. You must observe the policies that the Company publishes / notifies from time to time. These policies include requirement that you maintain the highest standards of conduct and act with the highest ethical principles.

a. You must not do anything that may be a conflict of interest with your responsibilities as an employee.

b. You are required to read and understand all policies applicable to you, all of which are available in the Reliance Management System ("RMS") portal. If you have any questions, now or in the future, please ask the Human Resources Department through the Query Management System in the ESS portal. You may also be required to sign and abide by the Policy on Ethics of the Company and undertake to sign such declarations that the Policy may demand from time to time.

c. Women employees will be entitled to all the statutory benefits provided by the Company under the Maternity Benefit Act 1961, and its subsequent amendments, if any, details of which are set out in the RMS/ESS portal.

iii. Media Interaction: You will not interact with the media - electronic, print or otherwise in

a. India or overseas, during or outside work hours, either in your own personal capacity or on behalf of the Company unless you have express and direct approval from the Company to interact with the media as a representative of the Company. Only persons duly authorized by the Company are permitted to interact with media and then only on specified subjects. Disclosure of any information other than those specifically authorized by the Company is prohibited.

b. Disclosure of information on proceedings of meetings (board / committee / internal) and disclosure of forward-looking statements is prohibited unless such disclosure is specifically approved by the Company.

c. You shall also not disclose non-public information selectively to any particular group as it may lead to unfair advantage / discrimination.

d. For any outside publication of books, articles or manuscripts which relate in any manner to the Company's business, policies and processes, you are required to obtain prior written approval of the Company prior to its publication or release.

e. Any violation of the Company's media policy, will tantamount to a breach of the terms and conditions of employment and may result in termination of the contract.

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iv. **Jurisdiction:** The letter of employment is made at Mumbai and competent courts of Mumbai shall have jurisdiction over any dispute or difference whatsoever arising out of, under, in relation to or in connection with the letter of employment or breach hereof or in respect of any matter or thing herein contained.

v. **Entire Agreement:** This contract and the document referred to herein contain the entire agreement and understanding of the parties with respect to the subject matter hereof and shall supersede any and all prior or contemporaneous communications, representations, or agreements between the parties, whether oral or written, regarding the subject matter of this contract.

vi. **Age:** Your age mentioned in the Matriculation / Higher Secondary Certificate / Passport will be deemed to be the conclusive proof of your date of birth.

vii. **Change of address:** You will intimate in writing to the Company any change of your residential address within a week of the same changing, failing which any communication sent to you on your last recorded address shall be deemed to have been duly served on you.

viii. **Passport:** You are required to have a valid passport at all times and ensure that the same is renewed from time to time.

ix. **Suspension:** You may be placed under suspension pending enquiry into the charges of misconduct or any other breach hereof. The salary for the suspension period will be paid to you only if you are found not guilty of any of the charges for which you are suspended and not otherwise.

x. **Travel:** You shall make your own transport arrangements to and from the place of work.

xi. **Documentation:** Please submit the following documents, if not submitted earlier:

   a. Certificates in support of your educational professional qualifications, experience, date of birth and other testimonials in original together with copies thereof.

   b. Three copies of your recent passport size photographs with blue background.

   c. Relieving letter and salary certificate from your last employer, in case you are/were employed.

xii. **Severability**: If any term or provision of this letter of employment shall be held to be invalid for any reason whatsoever, such invalidity shall not affect the validity, operation or enforceability of the remainder hereof. If the remainder of this letter is not materially affected by such declaration or finding and is capable of substantial performance, then that term or provision or part thereof shall to that extent be deemed not to form part of this letter of employment and such provision shall be replaced by a substitute provision that is legal and enforceable and is as nearly as possible consistent with the intentions underlying the original provision.

xiii. **Non Waiver**: No delay or omission on the part of Company in exercising any right, power, privilege or remedy in respect of your employment terms shall neither impair such right, power, privilege or remedy, or be construed as a waiver of it, nor shall any single partial exercise of such right, power, privilege or remedy, preclude any further exercise of it or the exercise of any other right, power, privilege or remedy.

I confirm that I have read and understood the terms and conditions set out herein and unconditionally and irrevocably accept the above terms and conditions.

Employee Name: Premsinh Parmar

Signature:

Date: 6 Jul 2022

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Reliance
Industries Limited

Date: 5 Jul 2022

Ref: RIL/80185205/30031545/050722/0006

Dear Vinesha Shah,

Letter of Appointment

With reference to written tests / interview you had with Reliance Group of Companies, we are delighted to appoint you in the position "Graduate Engineer Trainee - Instru" in Group , based upon following terms and conditions.

Documentation

This appointment letter consists of the below mentioned attachments:

A compensation term sheet
Components of Compensation
Terms and conditions
Other applicable paperwork based upon your specific needs

You are required to read these before you commence your employment

01. Place of Posting

Your initial place of posting will be at the place of your training. During your training period, you may be posted / transferred / to any of the offices / projects / divisions / departments / units of the company existing or to be set up at any location in India or abroad without any additional remuneration. Your services are also liable to be transferred to any of the group companies.

You will report for training on or before **04-Aug-22** failing which this letter of appointment shall automatically stand withdrawn and cancelled.

02. Mandatory Criteria:

i. Score eligibility:
Your appointment is subject to your securing minimum CGPA of 6.0 / 60% & above marks over 8 semesters, wherever applicable.

ii. Pre-employment Medical Check:
Pre-employment Medical Check clearance from RIL certified doctor. System generated information will be received for initiating the same on acceptance of this appointment letter.

03. Confirmation:

You will be under training for a period of one year from the date of joining the Company. During training you will be undergoing various assessments at the end of which there will be a final assessment. Your confirmation on permanent rolls of the company solely depends on the discretion of the management and the same is not a matter of right in any manner whatsoever.
Management reserves the right to terminate your training either during the training period or on completion of the same without assigning any reasons whatsoever.

(This letter is computer generated and does not necessarily require a signature)

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We would also like to draw your particular attention to our Values and Behaviours. We have six values that express our shared understanding of what we believe, how we aim to behave and what we aspire to be as an organisation. Our values are about delivering customer value, having an ownership mind-set, showing respect and integrity, pursuing excellence and being one team.

Next Steps

This is system generated appointment letter based on the offer letter received. Please confirm your acceptance of this appointment letter by clicking 'Accept' button online. This letter of appointment shall automatically stand withdrawn in case we do not receive your acknowledgement online within ten days from receipt of this letter.

This offer of employment is subject to you providing all of the information and documentation requested BEFORE you commence employment with us. All information / documentation submitted by you will be considered as submitted on your own freewill and consent.

This appointment is confidential and you must not discuss this or disclose any documentation related to it with anyone other than your immediate family. Any disclosure of the details of this offer to a third party other than your immediate family may result in withdrawal of the offer.

We reserve the right to withdraw our offer of employment/terminate your employment with us without assigning any reason whatsoever thereof, or delay your start date if you do not provide the required information and documentation within the required timelines or if during this process you intentionally leave out any information or provide any information which is inaccurate or untrue.

In case of any dispute regarding interpretation of any word or clause of this latter, the decision of the management shall be final and binding.

We look forward to your joining out team for a long, successful and pleasant association.

Sincerely yours,
Reliance Industries Ltd.

Authorized Signatory

(This letter is computer generated and does not necessarily require a signature)

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Reliance
Industries Limited

ANNEXURE A

1.1 Annual Compensation Summary

ANNEXURE 1.1 - A		
Name: Vinesha Shah		
Compensation Breakup	**Monthly (INR)**	**Annual (INR)**
Basic Pay	21,402	2,56,827
House Rent Allowance	10,701	1,28,414
Residual Choice Pay	22,395	2,68,744
Insurance		
Group Personal Accident Insurancee Premium (GPAI)	57	679
Group Term Life Insurance Premium (GTLI)	400	4,794
Medical Insurance Premium* (Self, Spouse, 3 Dependent Children & Dependent Parents)	3,947	47,369
SUB TOTAL - I	58,902	7,06,827
Employer's Contribution to Provident Fund: PF (12% of Basic Pay)	2,568	30,819
Gratuity (4.81% of Basic Pay)	1,029	12,353
SUB TOTAL - II	3,598	43,173
TOTAL- FIXED PAY [I + II]	62,500	7,50,000

Residual Choice Pay can be distributed among the following Tax Friendly elements - HRA, LTA, Conveyance Allowance, Office Wear Allowance, Children Education Allowance, Food & Beverage Coupons, Gift Vouchers and Fuel & maintenance Expenses. Remaining amount will be paid as "Residual Choice Pay", as applicable.

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1.2 Tax Status of compensation elements

Below table shows all of the Total Pay components and their taxability status.

S.No.	Total Pay Components	Taxability Status (as per prevailing norms)
I	**Base Salary**	
a.	Basic Salary	Taxable
b.	Provident Fund Contribution (PF)	Please refer Annexure B
c.	Gratuity	Please refer Annexure B
II	**Choice Pay**	
a.	Medical Reimbursement	Taxable
b.	Food Coupon	Tax exempt subject to conditions
c.	Gift Coupon	Tax exempt subject to conditions
d.	Leave Travel Allowance (LTA)	Tax exempt subject to conditions
e.	Office Wear Allowance (OWA)	Tax exempt subject to conditions (only applicable to locations having a 'Uniform Policy')
f.	Children's Education Allowance (CEA)	Tax exempt subject to conditions
g.	Children's Hostel Allowance (CHA)	Tax exempt subject to conditions
h.	Residual Choice Pay (RCP)	Taxable
i.	**Vehicle**	
1.	Company Lease Vehicle Scheme	Tax exempt (up to the value of EMI)
2.	Fuel and Vehicle Maintenance Reimbursement	Tax exempt (Taxable Perquisite Notional Value)
3.	Conveyance Allowance	Taxable
j.	**Housing**	
1.	House Rent Allowance (HRA)	Tax exempt subject to conditions
2.	Company Accommodation (where it is provided)	Taxable Perquisite
k.	**Insurance**	
1.	Group Personal Accident Insurance Premium (GPA)	Tax exempt
2.	Group Term Life Insurance Premium (GTLI)	Tax exempt
3.	Medical Insurance Premium	Tax exempt
III	**Annual Cash Bonus (ACB) / Performance Linked Incentive (PLI)**	Taxable, If Applicable

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Please Note:-

- The income tax calculation is provisional and is based on the current income tax rules (**Rules**). Any change in the Rules may impact the income tax projections.

- You shall bear and pay the tax liabilities, if any, applicable in relation to all the perquisites or benefits provided to you in accordance with the provisions of this Agreement. Please note that all the details set out above are indicative and subject to change with change in Indian tax policies and rules.

- Employee shall be solely responsible for the payment of any and all taxes on salary / income, employee benefits and personal income. You are advised to get updated information in relation to the income tax calculation on your salary from independent external advisors

- Fixed Pay elements like fuel and maintenance reimbursement, office wear allowance, medical reimbursement, LTA will be reimbursed at actuals based on the bills submitted and in case the reimbursement amount falls short of the amount chosen, the balance will be paid as taxable allowance.

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Annexure B

Components of Total Pay

The Company follows a Total Pay structure that reflects the total cost of an employee to the Company this includes all direct and indirect payments including all benefits, perquisites, subsidies, and Annual Cash Bonus (**ACB**) / Performance Linked Incentive **(PLI)**. This structure is being followed so as to provide flexibility to the employees in structuring their compensation package. The components within each category of payments are discretionary and these components may be changed by the Company from time to time without notice.

The main components under the Total Pay structure are as follows:

I. Components of Compensation

1. **Base Salary:** This is first part of the total pay, which may include Basic Salary, PF and Gratuity

   a. **Basic Salary:** This is the base pay component of the fixed pay and is the reference salary for provident fund and gratuity contribution.

   b. **Provident Fund (PF)**:

   The contributions payable by the Employer under the scheme shall be at the rate specified under the Employees' Provident Funds and Miscellaneous Provisions Act, 1952 (**PF Act**). The current rate of contribution is 12% of PF Salary. Employee also contributes an equal amount from employee's monthly salary, as per PF Act. Both of these are remitted on a monthly basis to the Company's PF Trust / RPFC.

   Out of the Employer's contribution, a portion (presently 8.33% of PF Salary subject to a maximum of INR 1250) is deposited into the Employees' Pension Scheme. The part of the company's contribution deposited under Employees' Pension Scheme to RPFC is to provide employees with pension on retirement or after completion of a specified period of service. TDS recovery from PF settlement will be as per the relevant provision of the Income Tax Act, 1961.

   Benefits associated with Employees' Provident Fund and Employees' Pension Scheme will be as per the prevailing rules and regulations outlined in the Employees' Provident Funds and Miscellaneous Provisions Act, 1952. Employees are advised to refer to EPFO site (http://www.epfindia.com/) for detailed rules, procedures and any other updates.

   Please note that the contribution amounts, limits, withdrawals and other rules applicable to the PF and pension are subject to applicable Indian laws in force from time to time. Employee is bound to adhere to all changes in the applicable law. Any implications on contribution, accumulation and withdrawal conditions outlined in the Employees' Provident Fund and Employees' Pension Scheme is to be borne by the employee. To understand implications associated with any such change in relevant laws or the Employees' Provident Fund and Employees' Pension Scheme, employees are recommended to solicit independent external advice.

   c. **Gratuity**

   Employer's contribution to the Company's Gratuity Fund will be as specified under 'The Payment of Gratuity Act ,1972'. Currently, the Employer's contribution to the Company's Gratuity fund is @ 4.81% of Basic Salary. Gratuity shall be payable to an employee on completion / end of their employment with the Company provided employee has rendered continuous service for a minimum period of 4 years and 240 days. However, eligibility for contribution to the Gratuity Trust / Fund commences from the first day of employment and in the event of separation prior to such 4 years and 240 days, the same will be paid as ex-gratia, except in case of separation due to disciplinary grounds.

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Gratuity is calculated as follows:

(Last Drawn Salary / 26 Days) x 15 days x Number of completed years of service (In the case of death, the minimum service requirement does not apply)

For every completed year of service or part thereof in excess of 6 months, the employer will pay the employee gratuity at the rate of 15 days wages based on the rate of wages last drawn by such employee. Income Tax on the gratuity payment will be applicable as per Income Tax Rules. In the event an employee fails to complete 4 years and 240 days of continuous service, ex-gratia will be paid up to the amount of gratuity accumulated and will be subject to prevailing Income Tax Rules.

Maximum Amount of Gratuity which will be exempt from Income Tax will be as per 'The Payment of Gratuity Act, 1972'.

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2. Choice Pay :

This is second part of the total pay. Subject to eligibility and availability of amount mentioned under various components in Annexure A, an employee may opt for all the allowances or combination of them

a. Medical Reimbursement

Employee may opt for medical reimbursement for expenses incurred by the employee to meet health related expenditure, such as medicines, doctor's fees etc. of the employee and employee's family members. Medical expenses up to a maximum of INR 15,000 per annum will be reimbursed at actuals against production of bills.

This component is taxable.

b. Food Coupons

Employee may opt for Sodexo / Accor Pass Meal Vouchers. These are food coupons that can be exchanged for food and beverages at all approved affiliated establishments across India.

However, once purchased, these coupons cannot be redeemed for cash.

c. Gift Coupons

Employee may opt for gift coupons. Company provides Sodexo / Accor Pass Gift Vouchers that can be used to buy dailynecessities at over 6000 affiliated establishments across India.

However, once purchased, these coupons cannot be redeemed for cash.

Up to INR 5,000 per annum is tax exempt.

d. Leave Travel Allowance (LTA)

Employee may opt for LTA. It refers to reimbursement by Company of actual expenses incurred only on travel by employee along with their dependents to any place within India. Expenses such as hotel accommodation, sightseeing, food etc. are not eligible to be reimbursed as LTA or for tax exemption. The following qualifying criteria are to be met for claiming LTA:

1. Employee must necessarily take 5 days of continuous Privilege Leave.
2. The family for this purpose includes spouse, unmarried dependent children (maximum of two only), parents and dependent brothers and sisters.
3. No advance is given towards LTA. It must be claimed as a reimbursement against actual bills and travel documents.

Entitlement: Employee has to decide on the quantum of LTA (could be up to 2 months' basic salary) that employee wishes to avail as part of employee's choice pay component. This choice has to be made by employee initially at the time of joining and thereafter at the beginning of each financial year. A mid-year change in the quantum of LTA is not permissible.

As per current Income Tax rules, tax exemption for LTA is allowed twice in a block of 4 calendar years. Tax authorities have defined the current 4 year block as being from 1 January 2018 - 31 December 2021.

The quantum of exemption is subject to following maximum limits depending on the mode of transport used or available:-

1. Journey by air: Economy class air fare of national carrier by shortest route or the actual amount spent, whichever is lesser
2. Journey by rail: AC first class fare by shortest route or the actual amount spent, whichever is lesser
3. Place of origin and place of destination connected by rail but journey performed by other mode of transport: AC first class fare by shortest route or the actual amount spent, whichever is lesser
4. Place of origin and place of destination not connected by rail (partially or fully) and not connected by other recognized public transport system: AC first class fare by the shortest route or the actual amount spent, whichever is lesser

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e. Office Wear Allowance (OWA)

Only employees' working at locations where a `Uniform Policy' is in place may opt for OWA.

OWA is an allowance provided to employees to meet expenditures incurred by employee towards purchase of uniform to be worn at the workplace.

OWA is tax exempt subject to the following limits:-

a. For all Grade: INR 24,000

f. Children's Education Allowance (CEA)

Employee may opt for CEA to meet education expenses of their children.

INR 100 per month per child subject to a maximum of two children is tax exempt

g. Children's Hostel Allowance (CHA)

Employee may opt for CHA to meet hostel expenses of their children.

INR 300 per month per child subject to a maximum of two children, is tax exempt

h. Residual Choice Pay (RCP)

The balance un-utilized amount is paid under the salary head as "Residual Choice Pay" and is subject to tax.

Please note that you are required to make a declaration within 7 days of joining the Company and at the beginning of each financial year and thereafter from time to time within the timelines notified by the company, regarding the amounts to be claimed under each expense mentioned above. You are required to submit all bills and other supporting documents on or by 15th January for each financial year

i. Vehicle

1. Company Leased Vehicle Scheme (CLV)

As part of the compensation structure the company offers an option of availing a vehicle under the prevailing company vehicle policy, subject to eligibility. The major features of the scheme are as follows:

Parameter	Four Wheeler
Scheme Details	Company Leased Vehicle (CLV)
EMI Calculation Base	Vehicle Invoice Value (Final on-road price, excluding taxes)
EMI Limit	Grade `H' and above - upto 100% of Residual Choice Pay Grade `I' and below - upto 50% of Residual Choice Pay
Interest rate	11.5 % per annum on monthly reducing balance basis
Vehicle Cost Limit	NA
Tenure	2 to 4 Years (Upto 48 Instalments)
Insurance Coverage Options	1.Comprehensive 2.Bumper to Bumper (Zero depreciation)

Mandatory debits towards Vehicle Insurance would be applicable to those opting this scheme.

The company vehicle policy provides more details regarding the vehicle scheme.

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2. Fuel and Vehicle Maintenance Reimbursements

All employees covered by the Company Vehicle Scheme are eligible for fuel and vehicle maintenance reimbursements. Employees using self-owned vehicles are also eligible for such reimbursement.

The limits for Fuel & Vehicle Maintenance for Own Vehicles and Vehicles under Company Vehicle Scheme are as under:

Level	4 Wheeler	2 Wheeler
All Grades	INR 1,80,000 p.a.	INR 36,000 p.a.

In case an employee is using a self-owned vehicle, employee needs to maintain a vehicle usage log in the system (ESS). Tax exemption will be available upto the limits set out above, subject to submission of supporting documents.

3. Conveyance Allowance

To be opted by an employee to meet the expenditure incurred for the purpose of commuting between place of employee's residence and place of employee's duty. However, this option may be availed only if the employee is not opting for fuel and maintenance reimbursement.

This component is taxable.

j. Housing

1. House Rent Allowance (HRA)

House Rent Allowance is paid in respect of expenses incurred on rented accommodation.

As per Section 10(13A) and Rule 2A of the Income Tax Act and Rules respectively, the lesser of the following is

exempt from tax-

1. An amount equal to 50% of the salary, where the residential house is situated at Mumbai, Kolkata, Delhi or Chennai and an amount equal to 40% of salary where the residential house is situated at any other place;
2. House rent allowance received by the employee in respect of the period during which the rental accommodation is occupied by the employee during the previous year
3. The excess of rent paid over 10% of salary

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2. Company provided Accommodation

In case the employee is opting for an accommodation provided by the company, the basis of valuation will be as under-

Population of City as per 2001 census where Accommodation is provided	Where the Accommodation is owned by the Employer	Where the Accommodation is taken on lease or rent by the Employer
Exceeding 25 lakhs	15% of Salary in respect of the period during which the accommodation is occupied by the Employee	1. 15% of Salary; or 2. Lease rent (paid or payable) by the Employer, whichever is less
Exceeding 10 lakhs but not exceeding 25 lakhs	10% of the Salary in respect of period during which the accommodation is occupied by the Employee	
Any other	7.5% of the Salary in respect of period during which the accommodation is occupied by the Employee	

k. Insurance

i. Group Personal Accident Insurance (GPA)

All Employees are mandatorily covered under the Group Personal Accident Insurance scheme.

The sum insured is INR 25 lakhs and the corresponding debit towards premium is INR 679 per annum.

Benefit Clauses:

1. Death: 100% of sum insured
2. Permanent Total Disablement: 100% of sum insured as per insurance policy
3. Permanent Partial Disablement: varies from 1% to 75% of sum insured as per insurance policy
4. Temporary Total disablement: 1% of capital sum insured per week subject a maximum of INR 5000 per week for a period of 100 weeks.

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ii. Group Term Life Insurance (GTLI)

All employees are mandatorily insured under Group Term Life Insurance. The insured amount and corresponding premium [mandatory debit] are as follows:

Fixed Pay (Base Pay + Choice Pay)	Sum Assured	Mandatory Debit (per annum)
Up to INR 24,99,975	INR 25 Lakhs	INR 4,794
From INR 24,99,975 to below INR 49,99,975	INR 50 Lakhs	INR 17,679
From INR 49,99,975 to below INR 74,99,975	INR 75 Lakhs	INR 26,520
INR 74,99,975 and above	INR 100 Lakhs	INR 36,167

Benefit Clause: -

Total sum assured is payable to the employee's nominee upon death of the employee. However, nothing is payable on survival.

iii. Medical Coverage

The Company endeavors to ensure that financial support is available to all employees to meet their medical needs and those of their dependent family members. All employees are mandatorily covered under this scheme. The coverage and mandatory debits in respect of the same are as follows-

Level	Family Definition	Benefits of Mandatory Coverage
B to F: Company's Management Medical Scheme	Self, Spouse, 3 dependent children (up to 25 years)	Floater Mediclaim Policy of INR 5 Lakhs, Plus Additional floater Mediclaim policy of Domiciliary reimbursement at actuals (as per INR 5 Lakhs the Management Medical Scheme)
	Dependent parents	Floater Mediclaim coverage of INR 5 Lakhs irrespective of the number of members covered, Plus Additional floater Mediclaim policy of INR 5 Lakhs
	1. Hospitalization room category up to Deluxe Single AC Room 2. Dental treatment reimbursement up to INR 15,000 per family p.a. (cosmetics not covered) 3. Full time Retainers shall be covered as per commitment / joining terms 4. For non-allopathy (e.g. Homeopathy, Ayurveda, Unani or other Medical practitioner) treatment, the medical practitioner should be registered as per the guidelines of Indian Medical Association	
G to Below: Group Mediclaim Policy	Family of 7 members - Self, spouse, 3 dependent children (up to 25 years), 2 dependent parents	Floater Mediclaim coverage of INR 5 Lakhs irrespective of the number of members covered, Plus Additional floater Mediclaim policy of INR 5 Lakhs
	1. Hospital Room Category - Eligibility of up to Non- Deluxe Single AC Room 2. Sub limit of Maternity benefit (for first three children) up to INR 50,000 3. Sub limit for OPD basis treatment for Dental INR 1,500 (excluding the cost of dentures, bridges, crowns, scaling, filling, cleaning, polishing and cosmetic dentistry) 4. Sub limit for OPD basis treatment for Eye INR 500 (excluding cost of contact Lens, spectacles and cosmetic treatments)	

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Medical Insurance Debits:

F & Above grades :

- INR 30,864 per annum per person for self and spouse
- INR 15,944 per annum per child (upto 25 years)
- INR 13,841 per annum for **Additional Medical floater** cover of INR 5 Lakhs for self, spouse and child covered under mandatory policy
- INR 33,528 per annum for dependent parents
- INR 13,841 per annum for **Additional Medical floater** cover of INR 5 Lakhs for parents.

G & Below grades :

- INR 33,528 per annum per family unit of 7 members
- INR 13,841 per annum for **Additional** Medical floater cover of INR 5 Lakhs

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Reliance
Industries Limited

Annexure C

Terms and Conditions

01. MEDICAL FITNESS & VERIFICATION OF PARTICULARS:

Your appointment is subject to:

i. Medical Fitness: Your being declared medically fit by a Medical Officer or by a Doctor specified by the Company .

ii. Verification of Particulars: In case the particulars mentioned in your application or the representations or warranties or any other information provided by you are found to be false, inaccurate or unsatisfactory, your services would be liable for termination at any time without any notice or any compensation in lieu thereof.

02. REPRESENTATIONS AND WARRANTIES:

The Company's agreement to continue to employ you and the compensation and benefits payable to you are in consideration of the terms, covenants, and conditions stated in the offer of employment including this Annexure C, and you represent, warrant and covenant to the Company that:

i. You are under no contractual or other restriction or obligation which is inconsistent with the terms or conditions contained herein, the performance of your duties hereunder, or the other rights of the Company hereunder;

ii. You are under no physical or mental disability that may hinder the performance of your duties / obligations contained herein;

iii. You shall not raise any issue as to the reasonableness of the terms, covenants, or conditions contained herein in any proceeding to enforce these terms, covenants and/or conditions;

iv. You have full right and authority to execute this contract and that you are not bound by any contract or arrangement, including any employment contract, bond or covenant not to compete, that is inconsistent herewith

v. These terms, covenants, and/or conditions shall survive the termination of your employment with the Company.

You acknowledge that the terms, covenants, and conditions set forth herein are essential for the Company's protection and are not unreasonable and that the Company has relied on these representations, warranties, and covenants provided by you.

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03. DUTIES AND RESPONSIBILITIES:

i. **Exclusivity:** You agree to perform your duties, responsibilities and obligations efficiently and to the best of your ability exclusively for the Company. You agree that you will devote all of your working time, attention and best efforts in performing your duties, responsibilities and obligations throughout the term of employment. You also agree that you will not engage in any other employment or business activities during the terms hereof. You agree that all of your activities as an employee of the Company shall be in conformity with all the policies, rules, regulations and directions of the Company, as applicable from time to time.

ii. **Non Solicitation:** You will not, during the term of your employment or at any time thereafter, without the prior written consent of the Company, directly or indirectly, solicit for employment, or employ or otherwise contract for the services of, any person who is employed or engaged (either as an employee or consultant) by the Company or any of its affiliates or associated companies or directly or indirectly induce any such employee to leave their employment.

This covenant shall survive the termination of your employment with the Company.

iii. **Other Interests:** You shall not seek membership of any local or public bodies without first obtaining written permission from the Company.

iv. **Controlling Interest:** You agree that, so long as you are employed by the Company, you will not own, directly or indirectly, any controlling or substantial shareholding or other beneficial interest in any business enterprise or entity which is engaged in, or is in competition with, any business engaged in by the Company or any of its affiliates or associated companies. Notwithstanding the foregoing, you may own, directly or indirectly, up to 5% of the outstanding securities of any business or entity whose securities are traded on any national stock exchanges or in the over-the-counter market.

v. **Work hours:** Your working hours at your place of posting shall be as per the rules and regulations of the Company, as specified from time to time. However, you may be required to work additional hours, from time to time, to carry out your duties and responsibilities effectively.

vi. **Confidentiality and Non-disclosure:** You shall keep confidential and not disclose to any person or entity any information received or that comes to your knowledge during the course of your employment including in relation to the Company, its affiliates, associated companies, and third parties, in relation to any of our or their businesses or operations, particulars or details of manufacturing processes, technical know-how, security arrangements, analysis, compilations, forecasts, studies, summaries, notes, ideas(whether patentable or not), schematics, trade secrets, technology, customer lists (potential or actual) and other customer-related information, supplier information, sales statistics, pricing information, market intelligence, marketing and other business model/strategies, administrative organizational matters and any other information important for the Company. This shall include information in relation to third parties received by the Company in relation to any transaction being contemplated by the Company. Your obligation to maintain confidentiality of such information shall continue notwithstanding expiry or termination of your employment with the Company.

Third party Confidential obligations & prevention of IP contamination: You shall not use or disclose to the Company any confidential information of any third party received by you in your personal capacity from such a third party under an obligation of confidentiality, or knowingly induce use of such information in the business of the Company. Your employment/engagement with the Company shall not violate any obligation of confidentiality or non-solicitation of employment/assignment with any other party and that in case you are made aware of any such change in circumstances, you will inform the Company immediately of such change in the circumstances. You shall refrain from using/applying information/data in your current employment which qualifies as third party intellectual property to avoid any potential scenario of Intellectual Property contamination.

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vii. **Proprietary Rights:** You will disclose to the Company forthwith any discovery, invention, process or improvement made or discovered by you while in the service of the Company or thereafter, and all the rights, title, interest in such discovery, invention, process or improvement shall automatically belong absolutely to the Company and be the sole, absolute and exclusive property of the Company immediately upon discovery, invention or creation of process or improvement, whether or not delivered to the Company. If and when required to do so by the Company, you shall at the Company's expense, take out or apply for letter's patent, licenses or other rights, privileges or protection as may be directed by the Company in respect of any such discovery, invention, process or improvement so that the benefit thereof shall accrue to the Company and you will execute and deliver all such deeds and documents, including in particular instruments of assignment and do all such acts and things as may be required by the Company for assigning, transferring or otherwise vesting all rights, title and interest in the same and all benefits arising in respect thereof in favor of the Company or its nominee.

You will assign (and you hereby do assign) in perpetuity to the Company or its nominee all of your rights to all such new ideas (including all inventions), and to applications for patent or copyrights in all countries, if any, and execute such documents and take such lawful action as may be reasonably required to assign such new ideas to the Company or its nominee.

You will execute and deliver promptly to the Company (without charge to you but at the expense of the Company) such written instruments and cooperate and do such other acts as the Company in its sole discretion deems necessary or desirable to assign and transfer title in such new ideas to the Company and / or its nominee and to assist the Company in preserving the property right in such new ideas (including against forfeiture, abandonment, or loss) and to vest the entire right and title and interest therein exclusively in the Company and / or its nominee.

viii. **Safe-keeping of Company's property:** You will be responsible for safe keeping of and returning in good order and condition all properties of the Company, its affiliates and associated companies which may be in your possession, custody, care or charge or being used by you. In case of loss of any such property, the Company will be entitled to assess the value of the loss / damages caused to it and recover the same from you and to take such other action as it deems proper in the event of your failure to account for such material or property to its satisfaction.

ix. **Return of the Company's Property and records:** Upon termination of your employment, you shall forthwith hand over any letter of authority or power of attorney issued in your favour and any property or material of the Company or any of its affiliates or associated companies in your possession at the time of cessation of your employment with the Company. You shall also return to the Company all documents, files, records, keys, and other property of the Company in your possession regardless of the media on which such items are stored, and you shall not retain any copies or duplicates thereof.

x. **Authorizations for activities:** You will not enter into any commitments or dealings on behalf of the Company for which you have not been expressly authorised nor will you 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 written consent of the Company. You will avoid any issue which may result in a conflict between your personal interests and the interests of the Company in dealing with suppliers, customers and all other organizations or individuals doing or seeking to do business with the Company.

xi. **Non-disparagement:** You agree that you shall act with the highest standards of propriety and professionalism and shall not criticize, ridicule or make any statement which disparages or is derogatory of the Company, any of its affiliate or associated companies or any other employee or business associate of the Company or any of its affiliates or associated companies in any public or non-public communication with any customer, client or member of the investment community or media or in any communication whatsoever.

xii. **Confidential nature of terms of employment:** You agree that, save and except as may be required by applicable law, (with the prior consent of the Company), you shall not disclose the terms of your employment to any person.

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xiii. Enforceability: You acknowledge and agree that any violation of any of your duties and responsibilities may result in irreparable damage to the Company, and, accordingly, the Company may obtain injunctive and other equitable relief for any breach or threatened breach of such duties and obligations, in addition to any other remedies available to the Company.

You agree that the restrictions and remedies contained herein are reasonable and that it is your intention that such restrictions and remedies shall be enforceable to the fullest extent permissible by law. If it shall be found by a court of competent jurisdiction that any such restriction or remedy is unenforceable but would be enforceable if some part thereof were deleted or the period or area of application reduced, then such restriction or remedy shall apply with such modification as shall be necessary to make it enforceable.

Further, you hereby agree to indemnify and keep fully and effectively indemnified and hold harmless the Company, its affiliates, associates subsidiaries, and the directors, trustees, officers, employees, agents, authorized representatives and successors of all the foregoing from and against any and all claims, suits, actions, legal or other proceedings, demands, damages, liabilities, interest, costs, expenses (including attorney fees), and losses of whatsoever kind or nature incurred or sustained by Company or any of the third party directly or indirectly arising due to breach of any of obligations mentioned in the letter of employment and/or these terms and conditions.

04. TERMINATION OF EMPLOYMENT:

i. Employment At-Will: You acknowledge that your employment is and shall continue to be AT-WILL. This means that you have the right to terminate your employment with the Company at any time without providing any reason in accordance with the provisions hereof. Similarly, the Company may terminate your employment with or without cause at any time and for any reason in accordance with the provisions hereof. Accordingly, this letter of employment is not to be construed or interpreted as containing any guarantee of continued employment. As such, the recitation of certain time periods in this letter is solely for the purpose of defining your compensation. It is also not to be construed or interpreted as containing any guarantee of any particular level or nature of compensation.

ii. Superannuation: In the normal course, you will retire from the company on attaining superannuation at the age of 58 years.

iii. Absenteeism: If you absent yourself without leave or remain absent beyond the period of leave originally granted or subsequently extended, you shall be considered as having voluntarily terminated your employment without giving any notice unless you:

a. return to work within 8 days from the commencement of such absence, and

b. give an explanation to the satisfaction of the Company regarding such absence

iv. Medical Fitness: The Company has the right to request you to get yourself medically examined by a certified medical practitioner specified by the Company during the tenure of your employment. In case you are found to be medically unfit to perform your duties, your employment may be terminated.

v. Notice Period: Notwithstanding anything contained herein, the Company, in its sole discretion, may terminate your employment without cause by giving one month notice in writing or payment of one month Basic Salary on a pro rata basis, in lieu thereof. Similarly, you may resign from the Company's employment without cause by giving one month notice in writing or by payment of one month Basic Salary on a pro rata basis, in lieu thereof. In the event of your resignation, the Company may in its sole discretion opt to accept the same and relieve you prior to the completion of the stipulated notice period of one month, without any pay in lieu of the notice period.

vi. Termination for Misconduct: Your services are liable to be terminated without any notice or salary in lieu thereof for fraud, misconduct, negligence or breach of any of the terms and conditions of your letter of employment which includes this Annexure C. Without prejudice to the general meaning of the term "misconduct", "misconduct" shall include any case of reasonable suspicion of misconduct, disloyalty, commission of an act involving moral turpitude, or any action of indiscipline or inefficiency.

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vii. Non-compete: In the event of your separation from the Company for any reason whatsoever, you will not take up any job or assignment either full time or otherwise, either directly or indirectly, for a period of three months from the date of separation in any industry or business involved in similar/competing business as the Company or any of its affiliates or associate companies.

viii. Recovery of Payments: (If applicable) Payments made towards recovery of notice period by your previous employer and relocation expenses by us will be recovered in full in the event of your separation from the Company prior to completion of 1 year from joining the Company.

05. GENERAL:

i. Training: You may be selected and sponsored by the Company for familiarization/ training assignments with our technical collaborators or any other institutions/ organizations in India and/or abroad, based on terms and conditions stipulated at such time. You will diligently and beneficially take part in the training and such assignments in accordance with Company policies and directives.

ii. Rules, Regulations and Policies on Ethics: You will be governed by the service rules, regulations and policies including conduct, discipline and administrative orders and any such other rules or orders of the Company that may come into force from time to time. You must observe the policies that the Company publishes / notifies from time to time. These policies include requirement that you maintain the highest standards of conduct and act with the highest ethical principles.

a. You must not do anything that may be a conflict of interest with your responsibilities as an employee.

b. You are required to read and understand all policies applicable to you, all of which are available in the Reliance Management System ("RMS") portal. If you have any questions, now or in the future, please ask the Human Resources Department through the Query Management System in the ESS portal. You may also be required to sign and abide by the Policy on Ethics of the Company and undertake to sign such declarations that the Policy may demand from time to time.

c. Women employees will be entitled to all the statutory benefits provided by the Company under the Maternity Benefit Act 1961, and its subsequent amendments, if any, details of which are set out in the RMS/ESS portal.

iii. Media Interaction: You will not interact with the media - electronic, print or otherwise in

a. India or overseas, during or outside work hours, either in your own personal capacity or on behalf of the Company unless you have express and direct approval from the Company to interact with the media as a representative of the Company. Only persons duly authorized by the Company are permitted to interact with media and then only on specified subjects. Disclosure of any information other than those specifically authorized by the Company is prohibited.

b. Disclosure of information on proceedings of meetings (board / committee / internal) and disclosure of forward-looking statements is prohibited unless such disclosure is specifically approved by the Company.

c. You shall also not disclose non-public information selectively to any particular group as it may lead to unfair advantage / discrimination.

d. For any outside publication of books, articles or manuscripts which relate in any manner to the Company's business, policies and processes, you are required to obtain prior written approval of the Company prior to its publication or release.

e. Any violation of the Company's media policy, will tantamount to a breach of the terms and conditions of employment and may result in termination of the contract.

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iv. **Jurisdiction:** The letter of employment is made at Mumbai and competent courts of Mumbai shall have jurisdiction over any dispute or difference whatsoever arising out of, under, in relation to or in connection with the letter of employment or breach hereof or in respect of any matter or thing herein contained.

v. **Entire Agreement:** This contract and the document referred to herein contain the entire agreement and understanding of the parties with respect to the subject matter hereof and shall supersede any and all prior or contemporaneous communications, representations, or agreements between the parties, whether oral or written, regarding the subject matter of this contract.

vi. **Age:** Your age mentioned in the Matriculation / Higher Secondary Certificate / Passport will be deemed to be the conclusive proof of your date of birth.

vii. **Change of address:** You will intimate in writing to the Company any change of your residential address within a week of the same changing, failing which any communication sent to you on your last recorded address shall be deemed to have been duly served on you.

viii. **Passport:** You are required to have a valid passport at all times and ensure that the same is renewed from time to time.

ix. **Suspension:** You may be placed under suspension pending enquiry into the charges of misconduct or any other breach hereof. The salary for the suspension period will be paid to you only if you are found not guilty of any of the charges for which you are suspended and not otherwise.

x. **Travel:** You shall make your own transport arrangements to and from the place of work.

xi. **Documentation:** Please submit the following documents, if not submitted earlier:

a. Certificates in support of your educational professional qualifications, experience, date of birth and other testimonials in original together with copies thereof.

b. Three copies of your recent passport size photographs with blue background.

c. Relieving letter and salary certificate from your last employer, in case you are/were employed.

xii. **Severability**: If any term or provision of this letter of employment shall be held to be invalid for any reason whatsoever, such invalidity shall not affect the validity, operation or enforceability of the remainder hereof. If the remainder of this letter is not materially affected by such declaration or finding and is capable of substantial performance, then that term or provision or part thereof shall to that extent be deemed not to form part of this letter of employment and such provision shall be replaced by a substitute provision that is legal and enforceable and is as nearly as possible consistent with the intentions underlying the original provision.

xiii. **Non Waiver**: No delay or omission on the part of Company in exercising any right, power, privilege or remedy in respect of your employment terms shall neither impair such right, power, privilege or remedy, or be construed as a waiver of it, nor shall any single partial exercise of such right, power, privilege or remedy, preclude any further exercise of it or the exercise of any other right, power, privilege or remedy.

I confirm that I have read and understood the terms and conditions set out herein and unconditionally and irrevocably accept the above terms and conditions.

Employee Name: Vinesha Shah

Signature:

Date: 5 Jul 2022

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Reliance
Industries Limited

Date: 5 Jul 2022

Ref: RIL/80188763/30032017/050722/1341

Dear Yagnik Dhokiya,

Letter of Appointment

With reference to written tests / interview you had with Reliance Group of Companies, we are delighted to appoint you in the position "Graduate Engr Trainee - Instru" in Group , based upon following terms and conditions.

Documentation

This appointment letter consists of the below mentioned attachments:

A compensation term sheet
Components of Compensation
Terms and conditions
Other applicable paperwork based upon your specific needs

You are required to read these before you commence your employment

01. Place of Posting

Your initial place of posting will be at the place of your training. During your training period, you may be posted / transferred / to any of the offices / projects / divisions / departments / units of the company existing or to be set up at any location in India or abroad without any additional remuneration. Your services are also liable to be transferred to any of the group companies.

You will report for training on or before **04-Aug-22** failing which this letter of appointment shall automatically stand withdrawn and cancelled.

02. Mandatory Criteria:

i. Score eligibility:
Your appointment is subject to your securing minimum CGPA of 6.0 / 60% & above marks over 8 semesters, wherever applicable.

ii. Pre-employment Medical Check:
Pre-employment Medical Check clearance from RIL certified doctor. System generated information will be received for initiating the same on acceptance of this appointment letter.

03. Confirmation:

You will be under training for a period of one year from the date of joining the Company. During training you will be undergoing various assessments at the end of which there will be a final assessment. Your confirmation on permanent rolls of the company solely depends on the discretion of the management and the same is not a matter of right in any manner whatsoever.
Management reserves the right to terminate your training either during the training period or on completion of the same without assigning any reasons whatsoever.

(This letter is computer generated and does not necessarily require a signature)

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We would also like to draw your particular attention to our Values and Behaviours. We have six values that express our shared understanding of what we believe, how we aim to behave and what we aspire to be as an organisation. Our values are about delivering customer value, having an ownership mind-set, showing respect and integrity, pursuing excellence and being one team.

Next Steps

This is system generated appointment letter based on the offer letter received. Please confirm your acceptance of this appointment letter by clicking 'Accept' button online. This letter of appointment shall automatically stand withdrawn in case we do not receive your acknowledgement online within ten days from receipt of this letter.

This offer of employment is subject to you providing all of the information and documentation requested BEFORE you commence employment with us. All information / documentation submitted by you will be considered as submitted on your own freewill and consent.

This appointment is confidential and you must not discuss this or disclose any documentation related to it with anyone other than your immediate family. Any disclosure of the details of this offer to a third party other than your immediate family may result in withdrawal of the offer.

We reserve the right to withdraw our offer of employment/terminate your employment with us without assigning any reason whatsoever thereof, or delay your start date if you do not provide the required information and documentation within the required timelines or if during this process you intentionally leave out any information or provide any information which is inaccurate or untrue.

In case of any dispute regarding interpretation of any word or clause of this latter, the decision of the management shall be final and binding.

We look forward to your joining out team for a long, successful and pleasant association.

Sincerely yours,
Reliance Industries Ltd.

Authorized Signatory

(This letter is computer generated and does not necessarily require a signature)

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ANNEXURE A

1.1 Annual Compensation Summary

ANNEXURE 1.1 - A		
Name: Yagnik Dhokiya		
Compensation Breakup	**Monthly (INR)**	**Annual (INR)**
Basic Pay	21,402	2,56,827
House Rent Allowance	10,701	1,28,414
Residual Choice Pay	22,395	2,68,744
Insurance		
Group Personal Accident Insurancee Premium (GPAI)	57	679
Group Term Life Insurance Premium (GTLI)	400	4,794
Medical Insurance Premium* (Self, Spouse, 3 Dependent Children & Dependent Parents)	3,947	47,369
SUB TOTAL - I	58,902	7,06,827
Employer's Contribution to Provident Fund: PF (12% of Basic Pay)	2,568	30,819
Gratuity (4.81% of Basic Pay)	1,029	12,353
SUB TOTAL - II	3,598	43,173
TOTAL- FIXED PAY [I + II]	62,500	7,50,000

Residual Choice Pay can be distributed among the following Tax Friendly elements - HRA, LTA, Conveyance Allowance, Office Wear Allowance, Children Education Allowance, Food & Beverage Coupons, Gift Vouchers and Fuel & maintenance Expenses. Remaining amount will be paid as "Residual Choice Pay", as applicable.

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1.2 Tax Status of compensation elements

Below table shows all of the Total Pay components and their taxability status.

S.No.	Total Pay Components	Taxability Status (as per prevailing norms)
I	**Base Salary**	
a.	Basic Salary	Taxable
b.	Provident Fund Contribution (PF)	Please refer Annexure B
c.	Gratuity	Please refer Annexure B
II	**Choice Pay**	
a.	Medical Reimbursement	Taxable
b.	Food Coupon	Tax exempt subject to conditions
c.	Gift Coupon	Tax exempt subject to conditions
d.	Leave Travel Allowance (LTA)	Tax exempt subject to conditions
e.	Office Wear Allowance (OWA)	Tax exempt subject to conditions (only applicable to locations having a 'Uniform Policy')
f.	Children's Education Allowance (CEA)	Tax exempt subject to conditions
g.	Children's Hostel Allowance (CHA)	Tax exempt subject to conditions
h.	Residual Choice Pay (RCP)	Taxable
i.	**Vehicle**	
1.	Company Lease Vehicle Scheme	Tax exempt (up to the value of EMI)
2.	Fuel and Vehicle Maintenance Reimbursement	Tax exempt (Taxable Perquisite Notional Value)
3.	Conveyance Allowance	Taxable
j.	**Housing**	
1.	House Rent Allowance (HRA)	Tax exempt subject to conditions
2.	Company Accommodation (where it is provided)	Taxable Perquisite
k.	**Insurance**	
1.	Group Personal Accident Insurance Premium (GPA)	Tax exempt
2.	Group Term Life Insurance Premium (GTLI)	Tax exempt
3.	Medical Insurance Premium	Tax exempt
III	**Annual Cash Bonus (ACB) / Performance Linked Incentive (PLI)**	Taxable, If Applicable

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Please Note:-

- The income tax calculation is provisional and is based on the current income tax rules (**Rules**). Any change in the Rules may impact the income tax projections.
- You shall bear and pay the tax liabilities, if any, applicable in relation to all the perquisites or benefits provided to you in accordance with the provisions of this Agreement. Please note that all the details set out above are indicative and subject to change with change in Indian tax policies and rules.
- Employee shall be solely responsible for the payment of any and all taxes on salary / income, employee benefits and personal income. You are advised to get updated information in relation to the income tax calculation on your salary from independent external advisors
- Fixed Pay elements like fuel and maintenance reimbursement, office wear allowance, medical reimbursement, LTA will be reimbursed at actuals based on the bills submitted and in case the reimbursement amount falls short of the amount chosen, the balance will be paid as taxable allowance.

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Annexure B

Components of Total Pay

The Company follows a Total Pay structure that reflects the total cost of an employee to the Company this includes all direct and indirect payments including all benefits, perquisites, subsidies, and Annual Cash Bonus (**ACB**) / Performance Linked Incentive (**PLI**). This structure is being followed so as to provide flexibility to the employees in structuring their compensation package. The components within each category of payments are discretionary and these components may be changed by the Company from time to time without notice.

The main components under the Total Pay structure are as follows:

I. Components of Compensation

1. **Base Salary:** This is first part of the total pay, which may include Basic Salary, PF and Gratuity

   a. **Basic Salary:** This is the base pay component of the fixed pay and is the reference salary for provident fund and gratuity contribution.

   b. **Provident Fund (PF):**
   The contributions payable by the Employer under the scheme shall be at the rate specified under the Employees' Provident Funds and Miscellaneous Provisions Act, 1952 (**PF Act**). The current rate of contribution is 12% of PF Salary. Employee also contributes an equal amount from employee's monthly salary, as per PF Act. Both of these are remitted on a monthly basis to the Company's PF Trust / RPFC.

   Out of the Employer's contribution, a portion (presently 8.33% of PF Salary subject to a maximum of INR 1250) is deposited into the Employees' Pension Scheme. The part of the company's contribution deposited under Employees' Pension Scheme to RPFC is to provide employees with pension on retirement or after completion of a specified period of service. TDS recovery from PF settlement will be as per the relevant provision of the Income Tax Act, 1961.

   Benefits associated with Employees' Provident Fund and Employees' Pension Scheme will be as per the prevailing rules and regulations outlined in the Employees' Provident Funds and Miscellaneous Provisions Act, 1952. Employees are advised to refer to EPFO site (http://www.epfindia.com/) for detailed rules, procedures and any other updates.

   Please note that the contribution amounts, limits, withdrawals and other rules applicable to the PF and pension are subject to applicable Indian laws in force from time to time. Employee is bound to adhere to all changes in the applicable law. Any implications on contribution, accumulation and withdrawal conditions outlined in the Employees' Provident Fund and Employees' Pension Scheme is to be borne by the employee. To understand implications associated with any such change in relevant laws or the Employees' Provident Fund and Employees' Pension Scheme, employees are recommended to solicit independent external advice.

   c. **Gratuity**

   Employer's contribution to the Company's Gratuity Fund will be as specified under 'The Payment of Gratuity Act ,1972'. Currently, the Employer's contribution to the Company's Gratuity fund is @ 4.81% of Basic Salary. Gratuity shall be payable to an employee on completion / end of their employment with the Company provided employee has rendered continuous service for a minimum period of 4 years and 240 days. However, eligibility for contribution to the Gratuity Trust / Fund commences from the first day of employment and in the event of separation prior to such 4 years and 240 days, the same will be paid as ex-gratia, except in case of separation due to disciplinary grounds.

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Gratuity is calculated as follows:

(Last Drawn Salary / 26 Days) x 15 days x Number of completed years of service (In the case of death, the minimum service requirement does not apply)

For every completed year of service or part thereof in excess of 6 months, the employer will pay the employee gratuity at the rate of 15 days wages based on the rate of wages last drawn by such employee. Income Tax on the gratuity payment will be applicable as per Income Tax Rules. In the event an employee fails to complete 4 years and 240 days of continuous service, ex-gratia will be paid up to the amount of gratuity accumulated and will be subject to prevailing Income Tax Rules.

Maximum Amount of Gratuity which will be exempt from Income Tax will be as per 'The Payment of Gratuity Act, 1972'.

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2. **Choice Pay** :

This is second part of the total pay. Subject to eligibility and availability of amount mentioned under various components in Annexure A, an employee may opt for all the allowances or combination of them

a. Medical Reimbursement

Employee may opt for medical reimbursement for expenses incurred by the employee to meet health related expenditure, such as medicines, doctor's fees etc. of the employee and employee's family members. Medical expenses up to a maximum of INR 15,000 per annum will be reimbursed at actuals against production of bills.

This component is taxable.

b. Food Coupons

Employee may opt for Sodexo / Accor Pass Meal Vouchers. These are food coupons that can be exchanged for food and beverages at all approved affiliated establishments across India.

However, once purchased, these coupons cannot be redeemed for cash.

c. Gift Coupons

Employee may opt for gift coupons. Company provides Sodexo / Accor Pass Gift Vouchers that can be used to buy dailynecessities at over 6000 affiliated establishments across India.

However, once purchased, these coupons cannot be redeemed for cash.

Up to INR 5,000 per annum is tax exempt.

d. Leave Travel Allowance (LTA)

Employee may opt for LTA. It refers to reimbursement by Company of actual expenses incurred only on travel by employee along with their dependents to any place within India. Expenses such as hotel accommodation, sightseeing, food etc. are not eligible to be reimbursed as LTA or for tax exemption. The following qualifying criteria are to be met for claiming LTA:

1. Employee must necessarily take 5 days of continuous Privilege Leave.
2. The family for this purpose includes spouse, unmarried dependent children (maximum of two only), parents and dependent brothers and sisters.
3. No advance is given towards LTA. It must be claimed as a reimbursement against actual bills and travel documents.

Entitlement: Employee has to decide on the quantum of LTA (could be up to 2 months' basic salary) that employee wishes to avail as part of employee's choice pay component. This choice has to be made by employee initially at the time of joining and thereafter at the beginning of each financial year. A mid-year change in the quantum of LTA is not permissible.

As per current Income Tax rules, tax exemption for LTA is allowed twice in a block of 4 calendar years. Tax authorities have defined the current 4 year block as being from 1 January 2018 - 31 December 2021.

The quantum of exemption is subject to following maximum limits depending on the mode of transport used or available:-

1. Journey by air: Economy class air fare of national carrier by shortest route or the actual amount spent, whichever is lesser
2. Journey by rail: AC first class fare by shortest route or the actual amount spent, whichever is lesser
3. Place of origin and place of destination connected by rail but journey performed by other mode of transport: AC first class fare by shortest route or the actual amount spent, whichever is lesser
4. Place of origin and place of destination not connected by rail (partially or fully) and not connected by other recognized public transport system: AC first class fare by the shortest route or the actual amount spent, whichever is lesser

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e. **Office Wear Allowance (OWA)**

Only employees' working at locations where a `Uniform Policy' is in place may opt for OWA.

OWA is an allowance provided to employees to meet expenditures incurred by employee towards purchase of uniform to be worn at the workplace.

OWA is tax exempt subject to the following limits:-

a. For all Grade: INR 24,000

f. **Children's Education Allowance (CEA)**

Employee may opt for CEA to meet education expenses of their children.

INR 100 per month per child subject to a maximum of two children is tax exempt

g. **Children's Hostel Allowance (CHA)**

Employee may opt for CHA to meet hostel expenses of their children.

INR 300 per month per child subject to a maximum of two children, is tax exempt

h. **Residual Choice Pay (RCP)**

The balance un-utilized amount is paid under the salary head as "Residual Choice Pay" and is subject to tax.

Please note that you are required to make a declaration within 7 days of joining the Company and at the beginning of each financial year and thereafter from time to time within the timelines notified by the company, regarding the amounts to be claimed under each expense mentioned above. You are required to submit all bills and other supporting documents on or by 15th January for each financial year

i. **Vehicle**

1. **Company Leased Vehicle Scheme (CLV)**

As part of the compensation structure the company offers an option of availing a vehicle under the prevailing company vehicle policy, subject to eligibility. The major features of the scheme are as follows:

Parameter	Four Wheeler
Scheme Details	Company Leased Vehicle (CLV)
EMI Calculation Base	Vehicle Invoice Value (Final on-road price, excluding taxes)
EMI Limit	Grade `H' and above - upto 100% of Residual Choice Pay Grade `I' and below - upto 50% of Residual Choice Pay
Interest rate	11.5 % per annum on monthly reducing balance basis
Vehicle Cost Limit	NA
Tenure	2 to 4 Years (Upto 48 Instalments)
Insurance Coverage Options	1.Comprehensive 2.Bumper to Bumper (Zero depreciation)

Mandatory debits towards Vehicle Insurance would be applicable to those opting this scheme.

The company vehicle policy provides more details regarding the vehicle scheme.

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2. **Fuel and Vehicle Maintenance Reimbursements**

All employees covered by the Company Vehicle Scheme are eligible for fuel and vehicle maintenance reimbursements. Employees using self-owned vehicles are also eligible for such reimbursement.

The limits for Fuel & Vehicle Maintenance for Own Vehicles and Vehicles under Company Vehicle Scheme are as under:

Level	4 Wheeler	2 Wheeler
All Grades	INR 1,80,000 p.a.	INR 36,000 p.a.

In case an employee is using a self-owned vehicle, employee needs to maintain a vehicle usage log in the system (ESS). Tax exemption will be available upto the limits set out above, subject to submission of supporting documents.

3. **Conveyance Allowance**

To be opted by an employee to meet the expenditure incurred for the purpose of commuting between place of employee's residence and place of employee's duty. However, this option may be availed only if the employee is not opting for fuel and maintenance reimbursement.

This component is taxable.

j. Housing

1. **House Rent Allowance (HRA)**

House Rent Allowance is paid in respect of expenses incurred on rented accommodation.

As per Section 10(13A) and Rule 2A of the Income Tax Act and Rules respectively, the lesser of the following is

exempt from tax-

1. An amount equal to 50% of the salary, where the residential house is situated at Mumbai, Kolkata, Delhi or Chennai and an amount equal to 40% of salary where the residential house is situated at any other place;
2. House rent allowance received by the employee in respect of the period during which the rental accommodation is occupied by the employee during the previous year
3. The excess of rent paid over 10% of salary

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2. **Company provided Accommodation**

In case the employee is opting for an accommodation provided by the company, the basis of valuation will be as under-

Population of City as per 2001 census where Accommodation is provided	Where the Accommodation is owned by the Employer	Where the Accommodation is taken on lease or rent by the Employer
Exceeding 25 lakhs	15% of Salary in respect of the period during which the accommodation is occupied by the Employee	1. 15% of Salary; or 2. Lease rent (paid or payable) by the Employer, whichever is less
Exceeding 10 lakhs but not exceeding 25 lakhs	10% of the Salary in respect of period during which the accommodation is occupied by the Employee	
Any other	7.5% of the Salary in respect of period during which the accommodation is occupied by the Employee	

k. Insurance

i. Group Personal Accident Insurance (GPA)

All Employees are mandatorily covered under the Group Personal Accident Insurance scheme.

The sum insured is INR 25 lakhs and the corresponding debit towards premium is INR 679 per annum.

Benefit Clauses:

1. Death: 100% of sum insured
2. Permanent Total Disablement: 100% of sum insured as per insurance policy
3. Permanent Partial Disablement: varies from 1% to 75% of sum insured as per insurance policy
4. Temporary Total disablement: 1% of capital sum insured per week subject a maximum of INR 5000 per week for a period of 100 weeks.

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ii. **Group Term Life Insurance (GTLI)**

All employees are mandatorily insured under Group Term Life Insurance. The insured amount and corresponding premium [mandatory debit] are as follows:

Fixed Pay (Base Pay + Choice Pay)	Sum Assured	Mandatory Debit (per annum)
Up to INR 24,99,975	INR 25 Lakhs	INR 4,794
From INR 24,99,975 to below INR 49,99,975	INR 50 Lakhs	INR 17,679
From INR 49,99,975 to below INR 74,99,975	INR 75 Lakhs	INR 26,520
INR 74,99,975 and above	INR 100 Lakhs	INR 36,167

Benefit Clause: -

Total sum assured is payable to the employee's nominee upon death of the employee. However, nothing is payable on survival.

iii. **Medical Coverage**

The Company endeavors to ensure that financial support is available to all employees to meet their medical needs and those of their dependent family members. All employees are mandatorily covered under this scheme. The coverage and mandatory debits in respect of the same are as follows-

Level	Family Definition	Benefits of Mandatory Coverage
B to F: Company's Management Medical Scheme	Self, Spouse, 3 dependent children (up to 25 years)	Floater Mediclaim Policy of INR 5 Lakhs, Plus Additional floater Mediclaim policy of Domiciliary reimbursement at actuals (as per INR 5 Lakhs the Management Medical Scheme)
	Dependent parents	Floater Mediclaim coverage of INR 5 Lakhs irrespective of the number of members covered, Plus Additional floater Mediclaim policy of INR 5 Lakhs
	1. Hospitalization room category up to Deluxe Single AC Room 2. Dental treatment reimbursement up to INR 15,000 per family p.a. (cosmetics not covered) 3. Full time Retainers shall be covered as per commitment / joining terms 4. For non-allopathy (e.g. Homeopathy, Ayurveda, Unani or other Medical practitioner) treatment, the medical practitioner should be registered as per the guidelines of Indian Medical Association	
G to Below: Group Mediclaim Policy	Family of 7 members - Self, spouse, 3 dependent children (up to 25 years), 2 dependent parents	Floater Mediclaim coverage of INR 5 Lakhs irrespective of the number of members covered, Plus Additional floater Mediclaim policy of INR 5 Lakhs
	1. Hospital Room Category - Eligibility of up to Non- Deluxe Single AC Room 2. Sub limit of Maternity benefit (for first three children) up to INR 50,000 3. Sub limit for OPD basis treatment for Dental INR 1,500 (excluding the cost of dentures, bridges, crowns, scaling, filling, cleaning, polishing and cosmetic dentistry) 4. Sub limit for OPD basis treatment for Eye INR 500 (excluding cost of contact Lens, spectacles and cosmetic treatments)	

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Medical Insurance Debits:
F & Above grades :

- INR 30,864 per annum per person for self and spouse
- INR 15,944 per annum per child (upto 25 years)
- INR 13,841 per annum for **Additional Medical floater** cover of INR 5 Lakhs for self, spouse and child covered under mandatory policy
- INR 33,528 per annum for dependent parents
- INR 13,841 per annum for **Additional Medical floater** cover of INR 5 Lakhs for parents.

G & Below grades :

- INR 33,528 per annum per family unit of 7 members
- INR 13,841 per annum for **Additional** Medical floater cover of INR 5 Lakhs

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Annexure C

Terms and Conditions

01. **MEDICAL FITNESS & VERIFICATION OF PARTICULARS:**

Your appointment is subject to:

i. Medical Fitness: Your being declared medically fit by a Medical Officer or by a Doctor specified by the Company .

ii. Verification of Particulars: In case the particulars mentioned in your application or the representations or warranties or any other information provided by you are found to be false, inaccurate or unsatisfactory, your services would be liable for termination at any time without any notice or any compensation in lieu thereof.

02. **REPRESENTATIONS AND WARRANTIES:**

The Company's agreement to continue to employ you and the compensation and benefits payable to you are in consideration of the terms, covenants, and conditions stated in the offer of employment including this Annexure C, and you represent, warrant and covenant to the Company that:

i. You are under no contractual or other restriction or obligation which is inconsistent with the terms or conditions contained herein, the performance of your duties hereunder, or the other rights of the Company hereunder;

ii. You are under no physical or mental disability that may hinder the performance of your duties / obligations contained herein;

iii. You shall not raise any issue as to the reasonableness of the terms, covenants, or conditions contained herein in any proceeding to enforce these terms, covenants and/or conditions;

iv. You have full right and authority to execute this contract and that you are not bound by any contract or arrangement, including any employment contract, bond or covenant not to compete, that is inconsistent herewith

v. These terms, covenants, and/or conditions shall survive the termination of your employment with the Company.

You acknowledge that the terms, covenants, and conditions set forth herein are essential for the Company's protection and are not unreasonable and that the Company has relied on these representations, warranties, and covenants provided by you.

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Industries Limited

03. DUTIES AND RESPONSIBILITIES:

i. **Exclusivity:** You agree to perform your duties, responsibilities and obligations efficiently and to the best of your ability exclusively for the Company. You agree that you will devote all of your working time, attention and best efforts in performing your duties, responsibilities and obligations throughout the term of employment. You also agree that you will not engage in any other employment or business activities during the terms hereof. You agree that all of your activities as an employee of the Company shall be in conformity with all the policies, rules, regulations and directions of the Company, as applicable from time to time.

ii. **Non Solicitation:** You will not, during the term of your employment or at any time thereafter, without the prior written consent of the Company, directly or indirectly, solicit for employment, or employ or otherwise contract for the services of, any person who is employed or engaged (either as an employee or consultant) by the Company or any of its affiliates or associated companies or directly or indirectly induce any such employee to leave their employment.

This covenant shall survive the termination of your employment with the Company.

iii. **Other Interests:** You shall not seek membership of any local or public bodies without first obtaining written permission from the Company.

iv. **Controlling Interest:** You agree that, so long as you are employed by the Company, you will not own, directly or indirectly, any controlling or substantial shareholding or other beneficial interest in any business enterprise or entity which is engaged in, or is in competition with, any business engaged in by the Company or any of its affiliates or associated companies. Notwithstanding the foregoing, you may own, directly or indirectly, up to 5% of the outstanding securities of any business or entity whose securities are traded on any national stock exchanges or in the over-the-counter market.

v. **Work hours:** Your working hours at your place of posting shall be as per the rules and regulations of the Company, as specified from time to time. However, you may be required to work additional hours, from time to time, to carry out your duties and responsibilities effectively.

vi. **Confidentiality and Non-disclosure:** You shall keep confidential and not disclose to any person or entity any information received or that comes to your knowledge during the course of your employment including in relation to the Company, its affiliates, associated companies, and third parties, in relation to any of our or their businesses or operations, particulars or details of manufacturing processes, technical know-how, security arrangements, analysis, compilations, forecasts, studies, summaries, notes, ideas(whether patentable or not), schematics, trade secrets, technology, customer lists (potential or actual) and other customer-related information, supplier information, sales statistics, pricing information, market intelligence, marketing and other business model/strategies, administrative organizational matters and any other information important for the Company. This shall include information in relation to third parties received by the Company in relation to any transaction being contemplated by the Company. Your obligation to maintain confidentiality of such information shall continue notwithstanding expiry or termination of your employment with the Company.

Third party Confidential obligations & prevention of IP contamination: You shall not use or disclose to the Company any confidential information of any third party received by you in your personal capacity from such a third party under an obligation of confidentiality, or knowingly induce use of such information in the business of the Company. Your employment/engagement with the Company shall not violate any obligation of confidentiality or non-solicitation of employment/assignment with any other party and that in case you are made aware of any such change in circumstances, you will inform the Company immediately of such change in the circumstances. You shall refrain from using/applying information/data in your current employment which qualifies as third party intellectual property to avoid any potential scenario of Intellectual Property contamination.

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vii. **Proprietary Rights:** You will disclose to the Company forthwith any discovery, invention, process or improvement made or discovered by you while in the service of the Company or thereafter, and all the rights, title, interest in such discovery, invention, process or improvement shall automatically belong absolutely to the Company and be the sole, absolute and exclusive property of the Company immediately upon discovery, invention or creation of process or improvement, whether or not delivered to the Company. If and when required to do so by the Company, you shall at the Company's expense, take out or apply for letter's patent, licenses or other rights, privileges or protection as may be directed by the Company in respect of any such discovery, invention, process or improvement so that the benefit thereof shall accrue to the Company and you will execute and deliver all such deeds and documents, including in particular instruments of assignment and do all such acts and things as may be required by the Company for assigning, transferring or otherwise vesting all rights, title and interest in the same and all benefits arising in respect thereof in favor of the Company or its nominee.

You will assign (and you hereby do assign) in perpetuity to the Company or its nominee all of your rights to all such new ideas (including all inventions), and to applications for patent or copyrights in all countries, if any, and execute such documents and take such lawful action as may be reasonably required to assign such new ideas to the Company or its nominee.

You will execute and deliver promptly to the Company (without charge to you but at the expense of the Company) such written instruments and cooperate and do such other acts as the Company in its sole discretion deems necessary or desirable to assign and transfer title in such new ideas to the Company and / or its nominee and to assist the Company in preserving the property right in such new ideas (including against forfeiture, abandonment, or loss) and to vest the entire right and title and interest therein exclusively in the Company and / or its nominee.

viii. **Safe-keeping of Company's property:** You will be responsible for safe keeping of and returning in good order and condition all properties of the Company, its affiliates and associated companies which may be in your possession, custody, care or charge or being used by you. In case of loss of any such property, the Company will be entitled to assess the value of the loss / damages caused to it and recover the same from you and to take such other action as it deems proper in the event of your failure to account for such material or property to its satisfaction.

ix. **Return of the Company's Property and records:** Upon termination of your employment, you shall forthwith hand over any letter of authority or power of attorney issued in your favour and any property or material of the Company or any of its affiliates or associated companies in your possession at the time of cessation of your employment with the Company. You shall also return to the Company all documents, files, records, keys, and other property of the Company in your possession regardless of the media on which such items are stored, and you shall not retain any copies or duplicates thereof.

x. **Authorizations for activities:** You will not enter into any commitments or dealings on behalf of the Company for which you have not been expressly authorised nor will you 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 written consent of the Company. You will avoid any issue which may result in a conflict between your personal interests and the interests of the Company in dealing with suppliers, customers and all other organizations or individuals doing or seeking to do business with the Company.

xi. **Non-disparagement:** You agree that you shall act with the highest standards of propriety and professionalism and shall not criticize, ridicule or make any statement which disparages or is derogatory of the Company, any of its affiliate or associated companies or any other employee or business associate of the Company or any of its affiliates or associated companies in any public or non-public communication with any customer, client or member of the investment community or media or in any communication whatsoever.

xii. **Confidential nature of terms of employment:** You agree that, save and except as may be required by applicable law, (with the prior consent of the Company), you shall not disclose the terms of your employment to any person.

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xiii. **Enforceability:** You acknowledge and agree that any violation of any of your duties and responsibilities may result in irreparable damage to the Company, and, accordingly, the Company may obtain injunctive and other equitable relief for any breach or threatened breach of such duties and obligations, in addition to any other remedies available to the Company.

You agree that the restrictions and remedies contained herein are reasonable and that it is your intention that such restrictions and remedies shall be enforceable to the fullest extent permissible by law. If it shall be found by a court of competent jurisdiction that any such restriction or remedy is unenforceable but would be enforceable if some part thereof were deleted or the period or area of application reduced, then such restriction or remedy shall apply with such modification as shall be necessary to make it enforceable.

Further, you hereby agree to indemnify and keep fully and effectively indemnified and hold harmless the Company, its affiliates, associates subsidiaries, and the directors, trustees, officers, employees, agents, authorized representatives and successors of all the foregoing from and against any and all claims, suits, actions, legal or other proceedings, demands, damages, liabilities, interest, costs, expenses (including attorney fees), and losses of whatsoever kind or nature incurred or sustained by Company or any of the third party directly or indirectly arising due to breach of any of obligations mentioned in the letter of employment and/or these terms and conditions.

04. **TERMINATION OF EMPLOYMENT:**

i. Employment At-Will: You acknowledge that your employment is and shall continue to be AT-WILL. This means that you have the right to terminate your employment with the Company at any time without providing any reason in accordance with the provisions hereof. Similarly, the Company may terminate your employment with or without cause at any time and for any reason in accordance with the provisions hereof. Accordingly, this letter of employment is not to be construed or interpreted as containing any guarantee of continued employment. As such, the recitation of certain time periods in this letter is solely for the purpose of defining your compensation. It is also not to be construed or interpreted as containing any guarantee of any particular level or nature of compensation.

ii. Superannuation: In the normal course, you will retire from the company on attaining superannuation at the age of 58 years.

iii. Absenteeism: If you absent yourself without leave or remain absent beyond the period of leave originally granted or subsequently extended, you shall be considered as having voluntarily terminated your employment without giving any notice unless you:

a. return to work within 8 days from the commencement of such absence, and

b. give an explanation to the satisfaction of the Company regarding such absence

iv. Medical Fitness: The Company has the right to request you to get yourself medically examined by a certified medical practitioner specified by the Company during the tenure of your employment. In case you are found to be medically unfit to perform your duties, your employment may be terminated.

v. Notice Period: Notwithstanding anything contained herein, the Company, in its sole discretion, may terminate your employment without cause by giving one month notice in writing or payment of one month Basic Salary on a pro rata basis, in lieu thereof. Similarly, you may resign from the Company's employment without cause by giving one month notice in writing or by payment of one month Basic Salary on a pro rata basis, in lieu thereof. In the event of your resignation, the Company may in its sole discretion opt to accept the same and relieve you prior to the completion of the stipulated notice period of one month, without any pay in lieu of the notice period.

vi. Termination for Misconduct: Your services are liable to be terminated without any notice or salary in lieu thereof for fraud, misconduct, negligence or breach of any of the terms and conditions of your letter of employment which includes this Annexure C. Without prejudice to the general meaning of the term "misconduct", "misconduct" shall include any case of reasonable suspicion of misconduct, disloyalty, commission of an act involving moral turpitude, or any action of indiscipline or inefficiency.

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vii. Non-compete: In the event of your separation from the Company for any reason whatsoever, you will not take up any job or assignment either full time or otherwise, either directly or indirectly, for a period of three months from the date of separation in any industry or business involved in similar/competing business as the Company or any of its affiliates or associate companies.

viii. Recovery of Payments: (If applicable) Payments made towards recovery of notice period by your previous employer and relocation expenses by us will be recovered in full in the event of your separation from the Company prior to completion of 1 year from joining the Company.

05. **GENERAL:**

i. **Training:** You may be selected and sponsored by the Company for familiarization/ training assignments with our technical collaborators or any other institutions/ organizations in India and/or abroad, based on terms and conditions stipulated at such time. You will diligently and beneficially take part in the training and such assignments in accordance with Company policies and directives.

ii. **Rules, Regulations and Policies on Ethics**: You will be governed by the service rules, regulations and policies including conduct, discipline and administrative orders and any such other rules or orders of the Company that may come into force from time to time. You must observe the policies that the Company publishes / notifies from time to time. These policies include requirement that you maintain the highest standards of conduct and act with the highest ethical principles.

a. You must not do anything that may be a conflict of interest with your responsibilities as an employee.

b. You are required to read and understand all policies applicable to you, all of which are available in the Reliance Management System ("RMS") portal. If you have any questions, now or in the future, please ask the Human Resources Department through the Query Management System in the ESS portal. You may also be required to sign and abide by the Policy on Ethics of the Company and undertake to sign such declarations that the Policy may demand from time to time.

c. Women employees will be entitled to all the statutory benefits provided by the Company under the Maternity Benefit Act 1961, and its subsequent amendments, if any, details of which are set out in the RMS/ESS portal.

iii. **Media Interaction:** You will not interact with the media - electronic, print or otherwise in

a. India or overseas, during or outside work hours, either in your own personal capacity or on behalf of the Company unless you have express and direct approval from the Company to interact with the media as a representative of the Company. Only persons duly authorized by the Company are permitted to interact with media and then only on specified subjects. Disclosure of any information other than those specifically authorized by the Company is prohibited.

b. Disclosure of information on proceedings of meetings (board / committee / internal) and disclosure of forward-looking statements is prohibited unless such disclosure is specifically approved by the Company.

c. You shall also not disclose non-public information selectively to any particular group as it may lead to unfair advantage / discrimination.

d. For any outside publication of books, articles or manuscripts which relate in any manner to the Company's business, policies and processes, you are required to obtain prior written approval of the Company prior to its publication or release.

e. Any violation of the Company's media policy, will tantamount to a breach of the terms and conditions of employment and may result in termination of the contract.

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iv. **Jurisdiction:** The letter of employment is made at Mumbai and competent courts of Mumbai shall have jurisdiction over any dispute or difference whatsoever arising out of, under, in relation to or in connection with the letter of employment or breach hereof or in respect of any matter or thing herein contained.

v. **Entire Agreement:** This contract and the document referred to herein contain the entire agreement and understanding of the parties with respect to the subject matter hereof and shall supersede any and all prior or contemporaneous communications, representations, or agreements between the parties, whether oral or written, regarding the subject matter of this contract.

vi. **Age:** Your age mentioned in the Matriculation / Higher Secondary Certificate / Passport will be deemed to be the conclusive proof of your date of birth.

vii. **Change of address:** You will intimate in writing to the Company any change of your residential address within a week of the same changing, failing which any communication sent to you on your last recorded address shall be deemed to have been duly served on you.

viii. **Passport:** You are required to have a valid passport at all times and ensure that the same is renewed from time to time.

ix. **Suspension:** You may be placed under suspension pending enquiry into the charges of misconduct or any other breach hereof. The salary for the suspension period will be paid to you only if you are found not guilty of any of the charges for which you are suspended and not otherwise.

x. **Travel:** You shall make your own transport arrangements to and from the place of work.

xi. **Documentation:** Please submit the following documents, if not submitted earlier:

a. Certificates in support of your educational professional qualifications, experience, date of birth and other testimonials in original together with copies thereof.

b. Three copies of your recent passport size photographs with blue background.

c. Relieving letter and salary certificate from your last employer, in case you are/were employed.

xii. **Severability**: If any term or provision of this letter of employment shall be held to be invalid for any reason whatsoever, such invalidity shall not affect the validity, operation or enforceability of the remainder hereof. If the remainder of this letter is not materially affected by such declaration or finding and is capable of substantial performance, then that term or provision or part thereof shall to that extent be deemed not to form part of this letter of employment and such provision shall be replaced by a substitute provision that is legal and enforceable and is as nearly as possible consistent with the intentions underlying the original provision.

xiii. **Non Waiver**: No delay or omission on the part of Company in exercising any right, power, privilege or remedy in respect of your employment terms shall neither impair such right, power, privilege or remedy, or be construed as a waiver of it, nor shall any single partial exercise of such right, power, privilege or remedy, preclude any further exercise of it or the exercise of any other right, power, privilege or remedy.

I confirm that I have read and understood the terms and conditions set out herein and unconditionally and irrevocably accept the above terms and conditions.

Employee Name: Yagnik Dhokiya

Signature: Yagnik

Date: 5 Jul 2022

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Ref: RSPL/OFR/GET/2022/17 **F-HR-02**

20-04-2022

To,
Mr. Gajera Keyurkumar Sureshbhai,
Makhiyala,
Junagadh,
Gujarat - 362011

Subject: - Offer Letter for the Post of Graduate Engineer Trainee - Procurement

Dear Mr. Keyur,

This has reference to your application for suitable position in our company. Based on your resume and the Interviews at various stages, we are pleased to make you an offer for **Graduate Engineer Trainee** for a period of One year with **RSPL Limited.**

As agreed your annual **CTC** will be **Rs. 2,66,412/- (Rupees Two Lacs Sixty Six Thousand Four Hundred Twelve Only.)** In case you have any queries or require specific clarification please feel free to contact the undersigned.

You are requested to accept this offer by **23-04-2022,** failing which this offer stands withdrawn and cancelled You are requested to join RSPL on or before **01-07-2022.** Depending upon your performance during the training and subject to availability of the vacancy, you will be absorbing in the regular cadre of the company as an Assistant Engineer, upon successful completion of one-year training. A detailed letter indicating all terms and condition of the training will be issued at the time of your joining. All joining documents as mentioned in Annexure-II should be submitted on the date of joining.

Your initial place of posting will be at **RSPL Soda Ash Plant Location, Village- Kuranga, Taluka-Dwarka, Dist - Devbhumi Dwarka, (Gujarat).** However, management reserves right to utilize your services in any of our group companies located anywhere in India or abroad, either in existence or which may come into existence.

In a meantime, we request your acceptance of this offer by returning a signed copy of this letter.

Yours sincerely
For RSPL Limited

RDwivedi

Rajesh Dwivedi
(AGM - HR)

Received & accepted

K.S.Gajera 26/04/2022
Signature with Actual date

RSPL
EVOLUTION IS CONSTANT

ANNEXURE – I			
Name		**Mr. Gajera Keyurkumar Sureshbhai**	
Designation		**Graduate Engineer Trainee**	
Division/Location		**Soda Ash – Kuranga**	
Department		**Procurement**	
Salary Components		**Per Month (INR)**	**Per Annum (INR)**
A	Basic	15100	181200
	HRA	3050	36600
	Conveyance Allowance	1525	18300
	LTA	0	0
I - Total Gross Salary (A)		**19675**	**236100**
B	PF	1800	21600
	ESIC	0	0
	Gratuity	726	8712
II - Total (B)		**2526**	**30312**
Cost to Company (I + II)		**22201**	**266412**

Signatures:

Rajesh Dwivedi

Rajesh Dwivedi
(AGM - HR)

Acceptance signature
of Mr. Gajera
Keyurkumar
Sureshbhai

K.S.gajera

RSPL
EVOLUTION IS CONSTANT

Annexure II

Please carry the following documents with you at the time of your joining.

Sr. No.	Pre Joining Forms
1	Acknowledged Copy of Offer letter
2	Pre-Joining Medical Examination Report
3	Seven passport size colour Photographs
4	Proof for date of birth
5	Address Proof (Passport, Voter ID, DL, Ration Card, Utility Bills)
6	Class X mark sheet and certificate
7	Class XII / Diploma mark sheet and certificate
8	Graduation / Degree certificate
9	PAN Card and Aadhar Card
10	Blood Group (Pathological Proof)

Note: Certificates / Documents: (To be verified from original documents & HR to initial along with date, on the photocopy of the certificate)

Ref: RSPL/OFR/GET/2022/16 F-HR-02

20-04-2022

To,
Mr. Pandya Milankumar Rameshbhai,
S/O : Pandya Rameshbhai, Alang road,
Sathara, Bhavnagar, Talaja,
Gujarat - 364150

Subject: - Offer Letter for the Post of Graduate Engineer Trainee - Instrumentation

Dear Mr. Milan,

This has reference to your application for suitable position in our company. Based on your resume and the Interviews at various stages, we are pleased to make you an offer for **Graduate Engineer Trainee** for a period of One year with **RSPL Limited**.

As agreed your annual **CTC** will be **Rs. 2,66,412/- (Rupees Two Lacs Sixty Six Thousand Four Hundred Twelve Only.)** In case you have any queries or require specific clarification please feel free to contact the undersigned.

You are requested to accept this offer by **23-04-2022**, failing which this offer stands withdrawn and cancelled You are requested to join RSPL on or before **01-07-2022.** Depending upon your performance during the training and subject to availability of the vacancy, you will be absorbing in the regular cadre of the company as an Assistant Engineer, upon successful completion of one-year training. A detailed letter indicating all terms and condition of the training will be issued at the time of your joining. All joining documents as mentioned in Annexure-II should be submitted on the date of joining.

Your initial place of posting will be at **RSPL Soda Ash Plant Location, Village- Kuranga, Taluka-Dwarka, Dist - Devbhumi Dwarka, (Gujarat).** However, management reserves right to utilize your services in any of our group companies located anywhere in India or abroad, either in existence or which may come into existence.

In a meantime, we request your acceptance of this offer by returning a signed copy of this letter.

Yours sincerely
For RSPL Limited

Rajesh Dwivedi
(AGM - HR)

Received & accepted

26/04/2022
Signature with Actual date

RSPL
EVOLUTION IS CONSTANT

ANNEXURE – I			
Name		**Mr. Pandya Milankumar Rameshbhai**	
Designation		**Graduate Engineer Trainee**	
Division/Location		**Soda Ash – Kuranga**	
Department		**Instrumentation**	
Salary Components		**Per Month (INR)**	**Per Annum (INR)**
A	Basic	15100	181200
	HRA	3050	36600
	Conveyance Allowance	1525	18300
	LTA	0	0
I - Total Gross Salary (A)		**19675**	**236100**
B	PF	1800	21600
	ESIC	0	0
	Gratuity	726	8712
II - Total (B)		**2526**	**30312**
Cost to Company (I + II)		**22201**	**266412**

Signatures:

Rajesh Dwivedi
(AGM - HR)

Acceptance signature
of Mr. Pandya
Milankumar
Rameshbhai

Annexure II

Please carry the following documents with you at the time of your joining.

Sr. No.	Pre Joining Forms
1	Acknowledged Copy of Offer letter
2	Pre-Joining Medical Examination Report
3	Seven passport size colour Photographs
4	Proof for date of birth
5	Address Proof (Passport, Voter ID, DL, Ration Card, Utility Bills)
6	Class X mark sheet and certificate
7	Class XII / Diploma mark sheet and certificate
8	Graduation / Degree certificate
9	PAN Card and Aadhar Card
10	Blood Group (Pathological Proof)

Note: Certificates / Documents: (To be verified from original documents & HR to initial along with date, on the photocopy of the certificate)

Offer: Computer Consultancy
Ref: TCSL/DT20218128663/Ahmedabad
Date: 14/10/2021

Mr. Deepkumar Ashitkumar Kanani
S/O Ashit Kanani, Nr. Rk BlgKakarkhad Chora,
Nr.Veraimata Mandir,
Nadiad-387001,
Gujarat.
Tel# 91-8401606767

Dear Deepkumar Ashitkumar Kanani,

Sub: Letter of Offer

Thank you for exploring career opportunities with TATA Consultancy Services Limited (TCSL). You have successfully completed our initial selection process and we are pleased to make you an offer.

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Assistant System Engineer-Trainee** in Grade **Y**. You will be a part of the application development and maintenance projects across any of the business units of TCSL.

Your gross salary including all benefits will be **₹3,36,877/-** per annum, as per the terms and conditions set out herein. Over and above this, you will also be eligible for Learning Incentives (Readiness Incentive and/or Competency Incentive) basis your performance in TCS Xplore Program which gives you an additional earning potential of upto **Rs.60,000** during the first year.Annexure-1 provides the break-up of the compensation package.

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 7 Days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

After you accept this offer, you will be given a joining letter indicating the details of your joining date and initial place of posting. The Joining letter will be issued to you only upon successful completion of your academic course, you meeting the TCS eligibility criteria & you completing the mandatory pre-joining learning curriculum named TCS Xplore (detailed under Terms &

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Conditions). You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy. Your offer is subject to a positive background check.

COMPENSATION AND BENEFITS

BASIC SALARY
You will be eligible for a basic salary of **₹14,784/-** per month.

BOUQUET OF BENEFITS (BoB)
Bouquet of Benefits offers you the flexibility to design this part of your compensation within the defined framework, twice in a financial year. All the components will be disbursed on a monthly basis.

The components under Bouquet of Benefits are listed below. The amounts given here for each of the components below are as per pre-defined structure. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL. To design your Bouquet of Benefits, you may access the link to BoB in the "Employee Self Service" link on "Ultimatix", the internal portal of TCSL. Taxation will be governed by the Income Tax rules. TCSL will be deducting tax at source as per income tax guidelines.

1. **House Rent Allowance (HRA)**
   Your HRA will be **₹5,914/-** per month. While restructuring your BoB amount to various components, it is mandatory that at least 5% of monthly basic pay be allocated towards HRA.

2. **Leave Travel Allowance**
   You will be eligible for annual Leave Travel Allowance which is equivalent to one month's basic salary or a pro-rata amount in case you join during the financial year. This will be disbursed on a monthly basis along with the monthly salary. To avail income tax benefits, you need to apply for a minimum of three days of leave and submit supporting travel documents.

3. **Food Card**
   You will be eligible for a Food Card. It can be used to purchase food items at all domestic VISA enabled restaurants and fast food restaurants including TCS cafeterias.As per the Pre-Defined structure you will be eligible for a Food Card with an amount of **₹500/-** being credited to this card per month. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL.

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PERFORMANCE PAY

Monthly Performance Pay
You will receive a monthly performance pay of **₹1,700/-**. The same will be reviewed on completion of your first Anniversary with the company and will undergo a change basis your own ongoing individual performance.

Quarterly Variable Allowance
Your variable allowance will be **₹600/-** per month, and will be paid at the closure of each quarter based on the performance of the company and your unit and to the extent of your allocation to the business unit.

Quarterly Variable Allowance is subject to review on your first anniversary and may undergo a change based on the actual performance of the Company, your business unit and your own ongoing individual performance. The payment is subject to your being active on the company rolls on the date of announcement of Quarterly Variable Allowance.

This Pay/Allowance shall be treated as productivity bonus in lieu of statutory profit bonus.

Performance Pay will be effective upon successful completion of the TCS Xplore Programme.

CITY ALLOWANCE
You will be eligible for a City Allowance of **₹200/-** per month. This is specific to India and is linked to your base branch. In the event of a change in your base branch this amount may undergo a change. It will stand to be discontinued while on international assignments. This allowance is fully taxable and subject to review.

XPLORE/ LEARNING INCENTIVES
You will be eligible for Readiness Incentive AND/ OR Competency Incentive, basis your performance in TCS Xplore Program. The incentives gives you an additional earning potential of upto Rs.60,000 over and above your CTC during the first year.

OTHER BENEFITS

Health Insurance Scheme
TCSL brings the benefit of health insurance cover to you and your dependants under the company's Health Insurance Scheme(HIS).

HIS offers the following benefits:

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1. **Basic Cover**

   i. Entitlement - Includes domiciliary expenses up to ₹6,000/- per insured person per annum and basic hospitalization expenses up to ₹2,00,000/- per insured person per annum.

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

2. **Higher Hospitalisation**

   Coverage under Higher Hospitalisation is mandatory. Under this scheme, you and your enrolled dependents will be automatically covered under Higher Hospitalisation benefits.

   i. Entitlement - You and your enrolled dependants will be entitled for ₹12, 00,000/- as a family floater coverage towards hospitalisation expenses, over and above the individual basic coverage.

   ii. Premium - For Higher Hospitalisation, a part of the premium will be recovered from your salary and the differential premium will be borne by TCSL.

Maternity Leave

Women employees are eligible to avail maternity leave of twenty six weeks. Adopting or commissioning mother,may avail maternity leave for twelve weeks. For more details on the benefits and eligibility, once you join, please refer TCS India Policy - Maternity Leave.

Tata Sons and Consultancy Services Employees' Welfare Trust (TWT)

You will become a member of the TWT, on completion of continuous association of one year from the date of joining TCSL. A nominal annual membership fee of ₹250/- will be recovered from you for the same. The Trust provides financial assistance by way of grants/ loans in accordance with the rules framed by the Trust from time to time for medical and educational purposes and in case of death of members while in service.

Loans

You will be eligible for loans, as per TCSL's loan policy.

Professional Memberships

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

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RETIRALS

Provident Fund
You will be a member of the Provident Fund as per the provisions of "The Employees Provident Fund and Miscellaneous Provisions Act, 1952", and TCSL will contribute 12% of your basic salary every month as per the provisions of the said Act.

Gratuity
You will be entitled to gratuity as per the provisions of the Gratuity Act, 1972.

TERMS AND CONDITIONS

1. **Aggregate Percentage Requirements**
   Your appointment will be subject to your scoring minimum aggregate (aggregate of all subjects in all semesters) marks of 60% or above (or equivalent CGPA as per the conversion formula prescribed by the Board / University) in the first attempt in each of your Standard Xth, Standard XIIth, Diploma (if applicable) and highest qualification (Graduation/ Post Graduation as applicable) which includes successful completion of your final semester/year without any pending arrears/backlogs. As per the TCSL eligibility criteria, marks/CGPA obtained during the normal duration of the course only will be considered to decide on the eligibility.

   As communicated to you through various forums during the recruitment process, your appointment is subject to completion of your course within the stipulated time as specified by your University/Institute and as per TCSL selection guidelines.

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

2. **Pre requisites for Joining**
   To enable your readiness to work on assignments upon joining, we have put together a comprehensive learning program named TCS Xplore which is made available to you digitally. This foundation program will include Online learning content, Webinars, practice sessions & proctored assessments. Further to accepting this Offer letter, you are required to enroll for the TCS Xplore Program and start your learning journey with TCSL. TCSL will make Xplore program available for you upon your offer acceptance. Please note that your joining is subject to successful completion of your TCS Xplore program including the proctored assessment. We encourage you to complete your pre-learning, through TCS Xplore, well before your expected date of joining to avoid delays in onboarding.

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3. Training Period

You will be required to undergo class room and on the job training in the first twelve months (including the TCS Xperience Programme as set out herein below), during which period you will be appraised for satisfactory performance during/after which TCSL would normally confirm you.

This confirmation will be communicated to you in writing. If your performance is found unsatisfactory during the training period, the company may afford you opportunities to assist you and enable you to improve your performance. If your performance is still found unsatisfactory, TCSL may terminate your traineeship forthwith.

However, TCSL may even otherwise at its sole discretion terminate the traineeship any time if your performance is not found satisfactory. The terms and conditions of the training will be governed by TCSL's training policy. TCSL reserves the right to modify or amend the training policy.

If you remain unauthorizedly absent for a consecutive period of 3 days during the training programme, you shall be deemed to have abandoned your traineeship and your name will automatically stand discontinued from the list of TCS Xperience trainees without any further intimation/separate communication to you.

4. Working Hours

Your working hours are governed by applicable law. You may be required to work in shifts and/or over time depending upon the business exigencies as permitted by law.

5. Mobility

TCSL reserves the right to transfer you at any of its offices, work sites, or associated or affiliated companies in India or outside India, on the terms and conditions as applicable to you at the time of transfer.

6. Compensation Structure / Salary components

The compensation structure/salary components are subject to change as per TCSL's compensation policy from time to time at its sole discretion.

7. Increments and Promotions

Your performance and contribution to TCSL will be an important consideration for salary increments and promotions. Salary increments and promotions will be based on TCSL's Compensation and Promotion policy.

8. Alternative Occupation / Employment

Either during the period of your traineeship or during the period of your employment as a

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confirmed employee of TCSL, you are not permitted to undertake any other employment, business, assume any public or private office, honorary or remunerative, without the prior written permission of TCSL.

9. Confidentiality Agreement

As part of your acceptance of this appointment as an employee with TCS you are required to maintain strict confidentiality of the intellectual property rights protected information and other business information of TCS and its clients which may be revealed to you by TCS or which may in the course of your engagement with TCS come your possession or knowledge unless specifically authorized to do so in writing by TCS. This Confidentiality Clause shall survive the termination or earlier determination of this Appointment. The detailed Confidentiality related terms and conditions are set out in Annexure 3.

10. Service Agreement

As TCSL will be incurring considerable expenditure on your training, you will be required to execute an agreement, to serve TCSL for a minimum period of 1 year after joining, failing which, you (and your surety) will be liable to pay TCSL ₹50,000/-towards the training expenditure. Service agreement duration of one year refers to continuous service of 12 months from date of joining TCSL and excludes the duration of Leave without pay (LWP) and/or unauthorized absence, if any.

11. Work in SBWS mode

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

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

12. Overseas International Assignment Agreement

If you are on international assignment, you will be covered by the TCS India Policy-International Assignments (from India to other Countries) from the date of placement for an international assignment. Accordingly, you will be required to sign the Overseas International Assignment Agreement/s and any other applicable related

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documents pertaining to the international assignment for which you are being placed In case of every international assignment that exceeds 30 days, you will be required to serve TCSL as per the Notice Period clause mentioned below.

This is to ensure that the knowledge and information gained by you during your assignment is shared and available to TCSL and its associates.This transfer of knowledge and information is essential for TCSL to continue to serve its clients and customers better.If you are deputed internationally for training,you will be required to sign an agreement to serve TCSL for a minimum period of 6 months on completion of training.

13. Terms and Conditions

The above terms and conditions are specific to India and there can be changes to the said terms and conditions in case of deputation on international assignments.

14. TATA Code of Conduct

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

15. Notice Period

Upon your confirmation, this contract of employment is terminable by you by giving 90 days notice in writing to TCSL. It is clearly understood, agreed and made abundantly clear that you shall have to necessarily work during the period of notice of 90 days given by you under this clause. However, upon your serving the notice under this clause, TCSL may relieve you any time during the period of notice at its sole discretion.

Upon your confirmation, this contract of employment may be terminated by TCSL by giving you 90 days notice or payment in lieu thereof.

It is understood, agreed and made abundantly clear herein that you shall have to necessarily work during the notice period given by TCSL under this clause, unless you are otherwise relieved by TCSL by giving you payment in lieu of notice.

Your failure to comply with this clause will entail monetary payment of damages to TCS as may be determined by it at its own discretion having regard to the responsibilities shouldered by you while being in the employment of TCS.

16. Retirement

You will retire from the services of TCSL on reaching your 60th birthday as per the proof of age submitted by you at the time of joining.

17. Pre-employment Medical Certificate

You are required to submit a Medical Certificate of Fitness (in the format prescribed by

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TCSL) which needs to be verified by a registered medical practitioner having a minimum qualification of MBBS to the Induction Coordinator.

18. Employment of Non Indian Citizens

In case, you are not a citizen of India, this offer is subject to your obtaining a work permit and / or any other permissions and / or documentation as prescribed by the Government of India.

19. Background Check

Your association with TCSL will be subject to a background check in line with TCSL's background check policy. A specially appointed agency will conduct internal and external background checks. Normally, such checks are completed within one month of joining.If the background check reveals unfavourable results, you will be liable to disciplinary action including termination of traineeship/service without notice.

20. Submission of Documents

Please note that you should initiate and complete the upload of mandatory documents on the nextstep portal as soon as the offer letter is accepted (subject to availability of the documents)

Please carry the below listed **Original** Documents for verification on your joining day.

- Permanent Account Number (PAN) Card - You are required to submit a copy of your PAN card along with other joining forms, immediately on joining. As per Indian Income Tax rules, the PAN number is a mandatory requirement for processing salary
- Aadhaar Card
- Standard X and XII/Diploma mark sheets & Certificate
- Degree certificate/Provisional Degree Certificate and mark sheets for all semesters of Graduation
- Degree certificate and mark sheets for all semesters of your Post Graduation(if you are a Postgraduate)
- Overseas Citizenship of India (applicable if you are not an Indian Nationality). For Srilankan Refugee, a Refugee Identity card along with Work Permit is required
- Birth Affidavit on Rs100 stamp paper, if Birth Certificate not in English
- Any other affidavits on Rs100 stamp paper if applicable (name affidavit for multiple names, signature affidavits, address affidavits etc.)
- Passport / Acknowledgement letter of passport application
- Gap/Break in career affidavit on Rs100 stamp paper, if gap is more than 6 months
- 4 passport sized photographs
- Medical Certificate (Should be made on the format provided by TCS along with the Joining letter)

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- An affidavit/notarized undertaking (Non-Criminal Affidavit, should be made on the format provided by TCSL) stating :
*There is no criminal offence registered/pending against you
*There is no disciplinary case pending against you in the university

- If you were employed, a formal Relieving letter & Experience letter from your previous employer

The original documents will be returned to you after verification.

In addition to the above original documents, Please carry Xerox copies of the below documents

*PAN Card (Permanent Account Number)
*Aadhaar Card (Not applicable for Nepal & Bhutan Citizenship)
*Passport
*NSR E-Card

21. TCS Xperience Program

On joining TCSL, you will be given the benefit of formal training (TCS Xperience Program) at our offices, as identified, for such period as TCSL may decide.

The said training forms a critical part of your employment with TCSL and is an ongoing process. TCSL continues to make investment on training and continuing education of its professionals. This will be of immense value to you as a professional and a large part of the ownership and commitment has to come from you.

As TCSL progresses with these initiatives, monitoring performance will be an ongoing process and a formal evaluation will be carried out during the training. If you are requested to join TCSL inspite of you not completing the Xplore proctored assessment, you will be provided Xplore training on premise and the above said evaluation process will stand good. The evaluation criteria which will be very transparent will be used as a basis for allocating people to projects/roles. We would request that the training be taken very seriously to enable you to add maximum value to your professional and personal growth.

22. Letter of Appointment

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

23. Rules and Regulations of the Company

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

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time to time.The changes in the Policies will automatically be binding on you and no separate individual communication or notice will be served to this effect. However, the same shall be communicated on internal portal/Ultimatix.

24. Compliance to all clauses

You should fulfill all the terms and conditions mentioned in this letter of offer. Failure to fulfill one or more of the terms and conditions and/or failure to clear one or more tests successfully would entitle TCSL to withdraw this offer letter anytime at its sole discretion.

25. Data Privacy Clause:

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

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

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

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

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

(f) In case of oversees deputation, available privacy rights would be governed as per regulatory provisions and / or TCS policies/notice provided applicable at your overseas location.

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Withdrawal of Offer

If you fail to accept the offer from TCSL within 7 days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

Post acceptance of TCSL Offer letter if you fail to join on the date provided in the TCSL Joining letter, the offer will stand automatically terminated at the discretion of TCSL.

We look forward to having you in our global team

Yours Sincerely,

For TATA Consultancy Services Limited



Girish V. Nandimath
Global Head Talent Acquisition & AIP

Click here or use a QR code scanner from your mobile to validate the offer letter

Encl: Annexure 1: Benefits and Gross Salary
Annexure 2: List of TCS Xplore Centres
Annexure 3: Confidentiality and IP Terms

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GROSS SALARY SHEET **Annexure 1**

Name	**Deepkumar Ashitkumar Kanani**
Designation	**Assistant System Engineer-Trainee**
Institute Name	**Dharmsinh Desai University**

Table 1: Compensation Details (All Components in INR)

Component Category	Monthly	Annual
1) Fixed Compensation		
Basic Salary	14,784	1,77,408
Bouquet Of Benefits #	7,646	91,752
2) Performance Pay**		
Monthly Performance Pay	1,700	20,400
Quarterly Variable Allowance*	600	7,200
3) City Allowance	200	2,400
4) Annual Components/Retirals		
Health Insurance***	NA	7,900
Provident Fund	1,774	21,289
Gratuity	711	8,533
Total of Annual Components & Retirals	2,485	37,722
TOTAL GROSS	27,415	3,36,877
Xplore/ Learning Incentive****		Upto 60,000

Refer to Table 2 for TCSL defined Structure. In case, you wish not to restructure your BoB, TCSL defined Structure as given in Table 2 will be applicable.

* Amount depicted will be paid-out on a quarterly basis upon successful completion of the TCS Xplore Program.

**The Performance Pay is applicable upon successful completion of the TCS Xplore Program.

*** For HIS - Note that Rs. 7900 if the employee is Single. If the employee is married or married with Children then Rs. 3,900/- per beneficiary needs to be added to the above mentioned amount.

**** Xplore/ Learning Incentive is paid over and above the CTC during first year, based on your performance in TCS Xplore Program. Table 2: TCSL defined structure for BoB (All Components in INR)

Component Category	Monthly	Annual
House Rent Allowance	5,914	70,968
Leave Travel Assistance	1,232	14,784
Food Card	500	6,000
GROSS BOUQUET OF BENEFITS	7,646	91,752

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Annexure 2

Ahmedabad TCS XP HR Lead Tata Consultancy Services, Garima Park,IT/ITES SEZ,Plot # 41, Gandhinagar - 382007	**Bangalore** TCS XP HR Lead Tata Consultancy Services, Gate 1, No 42, Think campus, Electronic City phase II, Bangalore - 560100,Karnataka
BUBANESHWAR TCS XP HR Lead Tata Consultancy Services, Training Lab Venue:-Barabati, IRC Block, Ground Floor, Tata Consultancy Services Limited, (UNIT-II) - BARBATI SEZ, IT/ITES SPECIAL ECONOMIC ZONE (SEZ),PLOT NO. 35, CHANDAKA INDUSTRIAL ESTATE, PATIA, Bhubaneswar - 751024	**Chennai** TCS XP HR Lead Tata Consultancy Services, 415/21-24, Kumaran Nagar, Old Mahabalipuram Rd, TNHB, Sholinganallur, Chennai, Tamil Nadu 600119
DELHI – Gurgoan TCS XP HR Lead Tata Consultancy Services, Block C, Kings Canyon, ASF Insignia, Gurgaon - Faridabad Road, Gawal Pahari, Gurgaon - 122003, Haryana	**DELHI – Noida** TCS XP HR Lead Tata Consultancy Services, Plot No. A-44 & A-45,Ground, 1st to 5th Floor & 10th floor, Glaxy Business Park, Block - C & D, Sector - 62, Noida - 201 309,UP
Guwahati TCS XP HR Lead Tata Consultancy Services, 5th Floor, NEDFi House,G.S. Road, Dispur,Guwahati - 781006,Assam	**Hyderabad** TCS XP HR Lead Tata Consultancy Services, Q City, Nanakramguda, Hyderabad
INDORE TCS XP HR Lead Tata Consultancy Services, IT/ITES SEZ, Scheme No. 151 & 169-B, Super Corridor, Village Tigariya Badshah & Bada Bangarda, Tehsil Hatod, Indore - 452018, Madhya Pradesh	**KOLKATA** TCS XP HR Lead Tata Consultancy Services Limited, Ecospace 1B building, 2nd Floor, Plot - IIF/12 ,New Town, Rajarhat, Kolkata - 700160,West Bengal OR Auditorium,2nd Floor, Wanderers Building,Delta Park - Lords
KOCHI TCS XP HR Lead Tata Consultancy Services, TCS centre, Infopark Road Infopark Campus, Infopark , Kakkanad, Kerala 682042	**MUMBAI** TCS XP HR Lead Tata Consultancy Services, Yantra Park, Pokharan Road Number 2, TCS Approach Rd, Thane, West, Thane, Maharashtra 400606
NAGPUR TCS XP HR Lead Tata Consultancy Services Limited, Mihan-Sez, Nagpur, Telhara, Maharashtra 441108,	**PUNE** TCS XP HR Lead Tata Consultancy Services, Plot No. 2 & 3, MIDC-SEZ, Rajiv Gandhi Infotech Park, Hinjewadi Phase III, Pune - 411057,Maharashtra
Trivandrum TCS XP HR Lead Tata Consultancy Serives, Peepul Park, Technopark Campus ,Kariyavattom P.O. Trivandrum - 695581, India	

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Annexure 3

Confidentiality and IP Terms and Conditions

1. Confidential Information

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

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

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

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

(d) Customer and prospective customer lists, and

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

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2. Associate's Obligations

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

3. Intellectual Property Rights

Associate agrees and confirms that all intellectual property rights in the Confidential Information shall at all times vest in and remain with or belong to TCS and Associate shall have no right title or claim of any nature whatsoever in the Confidential Information. Associate shall promptly disclose to an authorized officer of TCS all inventions, ideas, innovations, discoveries, improvements, suggestions, or reports and enhancements made, created, developed, conceived or devised by him or her arising out of his or her engagement with TCS, including in the course of provision of services to the Clients of TCS and Associate hereby agrees and confirms that all such intellectual property rights shall at all times vest in and remain vested in TCS and agrees to transfer and assign to TCS any interests Associate may have in such intellectual property rights including any interest in and to any domestic or foreign patent rights, trademarks, trade names copyrights and trade secret rights therein and any renewals thereof. On request of TCS, Associate shall execute from time to time, during or after the termination of his or her employment, such further instruments, including without limitations, applications for letters of patent, trademarks, trade names and copyrights or assignments thereof, as may be deemed necessary or desirable by TCS to perfect the title of TCS in the intellectual property rights and to effectuate the provisions hereof. All expenses of filling or prosecuting any application for patents, trademarks, trade names, or copyrights shall be borne solely by TCS, but Associate shall co-ordinate in filing and / or prosecuting any such applications. Associate hereby expressly waives any "artist's rights" or "moral rights", which Associate might otherwise have in such intellectual property rights.

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4. Prior knowledge

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

5. Use of third party material

Associate expressly agrees that it shall not in the course of his or her association with TCS and while working on the premises or facilities of TCS or its Clients or in connection with the development of any intellectual property rights or work for or on behalf of TCS, use any third party material or intellectual property rights except those intellectual property rights provided by TCS or expressly authorised by TCS or without having proper authorisation or license or approval of the respective owner of such intellectual property rights.

6. Security policies and Guidelines.

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

7. Working in SBWS Framework:

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

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

(a) will work only in a private, secured work area in compliance with the guidelines issued and amended from time to time.

(b) will comply with and work in a manner consistent with TCS Data Privacy and Security Policies/Protocols.

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(c) will bring to the notice of HR of the Unit to any circumstances that prevent Associate from working in a manner consistent with TCS data privacy and security policies/ protocols.

(d) will inform the HR of the Unit if the Associate shares a home with any family member or an individual who is employed by a competitor of TCS or TCS client the Associate is assigned to, or if any other circumstances at home exist which implicates the TCS Code of Conduct Conflict of Interest provision.

(e) will ensure utmost care and adhere to Confidentiality, IP Protection / Non-Disclosure obligations.

(f) will be using the Company allotted laptop or similar authorized computing device (together called "official asset") only to connect to TCS network/customer network through authorized means (or the Customer provided laptop to access the customer network if so, mandated by the Customer).

(g) will not allow anybody to share the official asset being used.

8. Restriction on Associate's Rights

Associate agrees that he or she shall not make, have made, replicate, reproduce, use, sell, incorporate or otherwise exploit, for his or her own use or for any other purpose, any of the Confidential Information including intellectual properties of TCS that is or may be revealed to him or her by TCS or which may in the course of his or her employment with TCS come into his or her possession or knowledge unless specifically authorized to do so in writing by TCS.

9. No License

TCS and Associate agree that no license under any patent or copyright now existing or hereafter obtained by TCS is granted, agreed to be granted, or implied by the terms of this Agreement, or by the disclosure to Associate of the Confidential Information.

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10. Equitable Rights

Associate acknowledges that any Confidential Information that comes into the possession and / or knowledge of Associate is of a unique, highly confidential and proprietary nature. It is further acknowledged by Associate that the disclosure, distribution, dissemination and / or release by Associate of the Confidential Information without the prior written consent of TCS or any breach of this Agreement by Associate will cause TCS to suffer severe, immediate and irreparable damage and that upon any such breach or any threat thereof, TCS shall without prejudice to any other remedies available to it, be entitled to appropriate equitable relief including the relief of specific performance and injunctive relief, in addition to whatever remedies it might have at law.

11. General

(a) The provisions hereof shall be interpreted, determined and enforced in accordance with the laws of India.

(b) In the event of any dispute or disagreement over the interpretation of any of the terms herein contained or may claim or liability of any party including that of surety, the same shall be referred to a person to be nominated by TCS, whose decision shall be final and binding upon the parties hereto. Subject to the above, the arbitration shall be governed by the Arbitration and Conciliation Act, 1999 or any modifications or re-enactment thereof. Associate confirms that the fact that the arbitrator shall be a nominee of TCS shall not be a ground for objecting to such arbitration or challenging the decision of the arbitrator. The venue of arbitration shall be Mumbai. Subject to the above arbitration clause, the Parties agreed to the binding jurisdiction of the Courts at Mumbai under the laws of India.

(c) If any provision hereof shall be found by a judicial tribunal to be contrary to governing law, it shall be deemed null and void without annulling or rendering invalid the remainder of the Agreement and if the invalid portion is such that the remainder cannot be sustained without it, the Parties herein shall find a suitable replacement to the invalid portion that shall be legally valid.

(d) This Confidentiality clause along with other documents executed by Associate or referenced in any such documents constitutes the entire understanding between the parties and supersedes all prior agreements and understandings pertaining to the subject matter thereof. No delay of omission of either Party in exercising or enforcing any of their rights or remedies hereunder shall constitute a waiver thereof.

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(e) This Confidentiality clause may not be amended except in writing signed by authorized representatives of both parties.

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

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Offer: Computer Consultancy
Ref: TCSL/DT20218128714/Ahmedabad
Date: 14/10/2021

Mr. Harnish Keyurbhai Patel
At&Po- HarkundiAt & Po-Harkundi,
Harkundi,
Godhra-389340,
Gujarat.
Tel# 91-9624475968

Dear Harnish Keyurbhai Patel,

Sub: Letter of Offer

Thank you for exploring career opportunities with TATA Consultancy Services Limited (TCSL). You have successfully completed our initial selection process and we are pleased to make you an offer.

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Assistant System Engineer-Trainee** in Grade **Y**. You will be a part of the application development and maintenance projects across any of the business units of TCSL.

Your gross salary including all benefits will be **₹3,36,877/-** per annum, as per the terms and conditions set out herein. Over and above this, you will also be eligible for Learning Incentives (Readiness Incentive and/or Competency Incentive) basis your performance in TCS Xplore Program which gives you an additional earning potential of upto **Rs.60,000** during the first year.Annexure-1 provides the break-up of the compensation package.

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 7 Days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

After you accept this offer, you will be given a joining letter indicating the details of your joining date and initial place of posting. The Joining letter will be issued to you only upon successful completion of your academic course, you meeting the TCS eligibility criteria & you completing the mandatory pre-joining learning curriculum named TCS Xplore (detailed under Terms &

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Conditions). You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy. Your offer is subject to a positive background check.

COMPENSATION AND BENEFITS

BASIC SALARY
You will be eligible for a basic salary of **₹14,784/-** per month.

BOUQUET OF BENEFITS (BoB)
Bouquet of Benefits offers you the flexibility to design this part of your compensation within the defined framework, twice in a financial year. All the components will be disbursed on a monthly basis.

The components under Bouquet of Benefits are listed below. The amounts given here for each of the components below are as per pre-defined structure. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL. To design your Bouquet of Benefits, you may access the link to BoB in the "Employee Self Service" link on "Ultimatix", the internal portal of TCSL. Taxation will be governed by the Income Tax rules. TCSL will be deducting tax at source as per income tax guidelines.

1. **House Rent Allowance (HRA)**
   Your HRA will be **₹5,914/-** per month. While restructuring your BoB amount to various components, it is mandatory that at least 5% of monthly basic pay be allocated towards HRA.

2. **Leave Travel Allowance**
   You will be eligible for annual Leave Travel Allowance which is equivalent to one month's basic salary or a pro-rata amount in case you join during the financial year. This will be disbursed on a monthly basis along with the monthly salary. To avail income tax benefits, you need to apply for a minimum of three days of leave and submit supporting travel documents.

3. **Food Card**
   You will be eligible for a Food Card. It can be used to purchase food items at all domestic VISA enabled restaurants and fast food restaurants including TCS cafeterias.As per the Pre-Defined structure you will be eligible for a Food Card with an amount of **₹500/-** being credited to this card per month. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL.

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PERFORMANCE PAY

Monthly Performance Pay
You will receive a monthly performance pay of **₹1,700/-**. The same will be reviewed on completion of your first Anniversary with the company and will undergo a change basis your own ongoing individual performance.

Quarterly Variable Allowance
Your variable allowance will be **₹600/-** per month, and will be paid at the closure of each quarter based on the performance of the company and your unit and to the extent of your allocation to the business unit.

Quarterly Variable Allowance is subject to review on your first anniversary and may undergo a change based on the actual performance of the Company, your business unit and your own ongoing individual performance. The payment is subject to your being active on the company rolls on the date of announcement of Quarterly Variable Allowance.

This Pay/Allowance shall be treated as productivity bonus in lieu of statutory profit bonus.

Performance Pay will be effective upon successful completion of the TCS Xplore Programme.

CITY ALLOWANCE
You will be eligible for a City Allowance of **₹200/-** per month. This is specific to India and is linked to your base branch. In the event of a change in your base branch this amount may undergo a change. It will stand to be discontinued while on international assignments. This allowance is fully taxable and subject to review.

XPLORE/ LEARNING INCENTIVES
You will be eligible for Readiness Incentive AND/ OR Competency Incentive, basis your performance in TCS Xplore Program. The incentives gives you an additional earning potential of upto Rs.60,000 over and above your CTC during the first year.

OTHER BENEFITS

Health Insurance Scheme
TCSL brings the benefit of health insurance cover to you and your dependants under the company's Health Insurance Scheme(HIS).

HIS offers the following benefits:

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1. **Basic Cover**

   i. Entitlement - Includes domiciliary expenses up to ₹6,000/- per insured person per annum and basic hospitalization expenses up to ₹2,00,000/- per insured person per annum.

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

2. **Higher Hospitalisation**

   Coverage under Higher Hospitalisation is mandatory. Under this scheme, you and your enrolled dependents will be automatically covered under Higher Hospitalisation benefits.

   i. Entitlement - You and your enrolled dependants will be entitled for ₹12, 00,000/- as a family floater coverage towards hospitalisation expenses, over and above the individual basic coverage.

   ii. Premium - For Higher Hospitalisation, a part of the premium will be recovered from your salary and the differential premium will be borne by TCSL.

Maternity Leave

Women employees are eligible to avail maternity leave of twenty six weeks. Adopting or commissioning mother,may avail maternity leave for twelve weeks. For more details on the benefits and eligibility, once you join, please refer TCS India Policy - Maternity Leave.

Tata Sons and Consultancy Services Employees' Welfare Trust (TWT)

You will become a member of the TWT, on completion of continuous association of one year from the date of joining TCSL. A nominal annual membership fee of ₹250/- will be recovered from you for the same. The Trust provides financial assistance by way of grants/ loans in accordance with the rules framed by the Trust from time to time for medical and educational purposes and in case of death of members while in service.

Loans

You will be eligible for loans, as per TCSL's loan policy.

Professional Memberships

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

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RETIRALS

Provident Fund
You will be a member of the Provident Fund as per the provisions of "The Employees Provident Fund and Miscellaneous Provisions Act, 1952", and TCSL will contribute 12% of your basic salary every month as per the provisions of the said Act.

Gratuity
You will be entitled to gratuity as per the provisions of the Gratuity Act, 1972.

TERMS AND CONDITIONS

1. **Aggregate Percentage Requirements**
   Your appointment will be subject to your scoring minimum aggregate (aggregate of all subjects in all semesters) marks of 60% or above (or equivalent CGPA as per the conversion formula prescribed by the Board / University) in the first attempt in each of your Standard Xth, Standard XIIth, Diploma (if applicable) and highest qualification (Graduation/ Post Graduation as applicable) which includes successful completion of your final semester/year without any pending arrears/backlogs. As per the TCSL eligibility criteria, marks/CGPA obtained during the normal duration of the course only will be considered to decide on the eligibility.

   As communicated to you through various forums during the recruitment process, your appointment is subject to completion of your course within the stipulated time as specified by your University/Institute and as per TCSL selection guidelines.

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

2. **Pre requisites for Joining**
   To enable your readiness to work on assignments upon joining, we have put together a comprehensive learning program named TCS Xplore which is made available to you digitally. This foundation program will include Online learning content, Webinars, practice sessions & proctored assessments. Further to accepting this Offer letter, you are required to enroll for the TCS Xplore Program and start your learning journey with TCSL. TCSL will make Xplore program available for you upon your offer acceptance. Please note that your joining is subject to successful completion of your TCS Xplore program including the proctored assessment. We encourage you to complete your pre-learning, through TCS Xplore, well before your expected date of joining to avoid delays in onboarding.

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3. Training Period

You will be required to undergo class room and on the job training in the first twelve months (including the TCS Xperience Programme as set out herein below), during which period you will be appraised for satisfactory performance during/after which TCSL would normally confirm you.

This confirmation will be communicated to you in writing. If your performance is found unsatisfactory during the training period, the company may afford you opportunities to assist you and enable you to improve your performance. If your performance is still found unsatisfactory, TCSL may terminate your traineeship forthwith.

However, TCSL may even otherwise at its sole discretion terminate the traineeship any time if your performance is not found satisfactory. The terms and conditions of the training will be governed by TCSL's training policy. TCSL reserves the right to modify or amend the training policy.

If you remain unauthorizedly absent for a consecutive period of 3 days during the training programme, you shall be deemed to have abandoned your traineeship and your name will automatically stand discontinued from the list of TCS Xperience trainees without any further intimation/separate communication to you.

4. Working Hours

Your working hours are governed by applicable law. You may be required to work in shifts and/or over time depending upon the business exigencies as permitted by law.

5. Mobility

TCSL reserves the right to transfer you at any of its offices, work sites, or associated or affiliated companies in India or outside India, on the terms and conditions as applicable to you at the time of transfer.

6. Compensation Structure / Salary components

The compensation structure/salary components are subject to change as per TCSL's compensation policy from time to time at its sole discretion.

7. Increments and Promotions

Your performance and contribution to TCSL will be an important consideration for salary increments and promotions. Salary increments and promotions will be based on TCSL's Compensation and Promotion policy.

8. Alternative Occupation / Employment

Either during the period of your traineeship or during the period of your employment as a

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confirmed employee of TCSL, you are not permitted to undertake any other employment, business, assume any public or private office, honorary or remunerative, without the prior written permission of TCSL.

9. Confidentiality Agreement

As part of your acceptance of this appointment as an employee with TCS you are required to maintain strict confidentiality of the intellectual property rights protected information and other business information of TCS and its clients which may be revealed to you by TCS or which may in the course of your engagement with TCS come your possession or knowledge unless specifically authorized to do so in writing by TCS. This Confidentiality Clause shall survive the termination or earlier determination of this Appointment. The detailed Confidentiality related terms and conditions are set out in Annexure 3.

10. Service Agreement

As TCSL will be incurring considerable expenditure on your training, you will be required to execute an agreement, to serve TCSL for a minimum period of 1 year after joining, failing which, you (and your surety) will be liable to pay TCSL ₹50,000/-towards the training expenditure. Service agreement duration of one year refers to continuous service of 12 months from date of joining TCSL and excludes the duration of Leave without pay (LWP) and/or unauthorized absence, if any.

11. Work in SBWS mode

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

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

12. Overseas International Assignment Agreement

If you are on international assignment, you will be covered by the TCS India Policy-International Assignments (from India to other Countries) from the date of placement for an international assignment. Accordingly, you will be required to sign the Overseas International Assignment Agreement/s and any other applicable related

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documents pertaining to the international assignment for which you are being placed In case of every international assignment that exceeds 30 days, you will be required to serve TCSL as per the Notice Period clause mentioned below.

This is to ensure that the knowledge and information gained by you during your assignment is shared and available to TCSL and its associates.This transfer of knowledge and information is essential for TCSL to continue to serve its clients and customers better.If you are deputed internationally for training,you will be required to sign an agreement to serve TCSL for a minimum period of 6 months on completion of training.

13. Terms and Conditions

The above terms and conditions are specific to India and there can be changes to the said terms and conditions in case of deputation on international assignments.

14. TATA Code of Conduct

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

15. Notice Period

Upon your confirmation, this contract of employment is terminable by you by giving 90 days notice in writing to TCSL. It is clearly understood, agreed and made abundantly clear that you shall have to necessarily work during the period of notice of 90 days given by you under this clause. However, upon your serving the notice under this clause, TCSL may relieve you any time during the period of notice at its sole discretion.

Upon your confirmation, this contract of employment may be terminated by TCSL by giving you 90 days notice or payment in lieu thereof.

It is understood, agreed and made abundantly clear herein that you shall have to necessarily work during the notice period given by TCSL under this clause, unless you are otherwise relieved by TCSL by giving you payment in lieu of notice.

Your failure to comply with this clause will entail monetary payment of damages to TCS as may be determined by it at its own discretion having regard to the responsibilities shouldered by you while being in the employment of TCS.

16. Retirement

You will retire from the services of TCSL on reaching your 60th birthday as per the proof of age submitted by you at the time of joining.

17. Pre-employment Medical Certificate

You are required to submit a Medical Certificate of Fitness (in the format prescribed by

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TCSL) which needs to be verified by a registered medical practitioner having a minimum qualification of MBBS to the Induction Coordinator.

18. Employment of Non Indian Citizens

In case, you are not a citizen of India, this offer is subject to your obtaining a work permit and / or any other permissions and / or documentation as prescribed by the Government of India.

19. Background Check

Your association with TCSL will be subject to a background check in line with TCSL's background check policy. A specially appointed agency will conduct internal and external background checks. Normally, such checks are completed within one month of joining.If the background check reveals unfavourable results, you will be liable to disciplinary action including termination of traineeship/service without notice.

20. Submission of Documents

Please note that you should initiate and complete the upload of mandatory documents on the nextstep portal as soon as the offer letter is accepted (subject to availability of the documents)

Please carry the below listed **Original** Documents for verification on your joining day.

- Permanent Account Number (PAN) Card - You are required to submit a copy of your PAN card along with other joining forms, immediately on joining. As per Indian Income Tax rules, the PAN number is a mandatory requirement for processing salary
- Aadhaar Card
- Standard X and XII/Diploma mark sheets & Certificate
- Degree certificate/Provisional Degree Certificate and mark sheets for all semesters of Graduation
- Degree certificate and mark sheets for all semesters of your Post Graduation(if you are a Postgraduate)
- Overseas Citizenship of India (applicable if you are not an Indian Nationality). For Srilankan Refugee, a Refugee Identity card along with Work Permit is required
- Birth Affidavit on Rs100 stamp paper, if Birth Certificate not in English
- Any other affidavits on Rs100 stamp paper if applicable (name affidavit for multiple names, signature affidavits, address affidavits etc.)
- Passport / Acknowledgement letter of passport application
- Gap/Break in career affidavit on Rs100 stamp paper, if gap is more than 6 months
- 4 passport sized photographs
- Medical Certificate (Should be made on the format provided by TCS along with the Joining letter)

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- An affidavit/notarized undertaking (Non-Criminal Affidavit, should be made on the format provided by TCSL) stating :
*There is no criminal offence registered/pending against you
*There is no disciplinary case pending against you in the university

- If you were employed, a formal Relieving letter & Experience letter from your previous employer

The original documents will be returned to you after verification.

In addition to the above original documents, Please carry Xerox copies of the below documents

*PAN Card (Permanent Account Number)
*Aadhaar Card (Not applicable for Nepal & Bhutan Citizenship)
*Passport
*NSR E-Card

21. TCS Xperience Program

On joining TCSL, you will be given the benefit of formal training (TCS Xperience Program) at our offices, as identified, for such period as TCSL may decide.

The said training forms a critical part of your employment with TCSL and is an ongoing process. TCSL continues to make investment on training and continuing education of its professionals. This will be of immense value to you as a professional and a large part of the ownership and commitment has to come from you.

As TCSL progresses with these initiatives, monitoring performance will be an ongoing process and a formal evaluation will be carried out during the training. If you are requested to join TCSL inspite of you not completing the Xplore proctored assessment, you will be provided Xplore training on premise and the above said evaluation process will stand good. The evaluation criteria which will be very transparent will be used as a basis for allocating people to projects/roles. We would request that the training be taken very seriously to enable you to add maximum value to your professional and personal growth.

22. Letter of Appointment

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

23. Rules and Regulations of the Company

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

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time to time.The changes in the Policies will automatically be binding on you and no separate individual communication or notice will be served to this effect. However, the same shall be communicated on internal portal/Ultimatix.

24. Compliance to all clauses

You should fulfill all the terms and conditions mentioned in this letter of offer. Failure to fulfill one or more of the terms and conditions and/or failure to clear one or more tests successfully would entitle TCSL to withdraw this offer letter anytime at its sole discretion.

25. Data Privacy Clause:

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

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

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

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

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

(f) In case of oversees deputation, available privacy rights would be governed as per regulatory provisions and / or TCS policies/notice provided applicable at your overseas location.

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Withdrawal of Offer

If you fail to accept the offer from TCSL within 7 days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

Post acceptance of TCSL Offer letter if you fail to join on the date provided in the TCSL Joining letter, the offer will stand automatically terminated at the discretion of TCSL.

We look forward to having you in our global team

Yours Sincerely,

For TATA Consultancy Services Limited



Girish V. Nandimath
Global Head Talent Acquisition & AIP

Click here or use a QR code scanner from your mobile to validate the offer letter

Encl: Annexure 1: Benefits and Gross Salary
Annexure 2: List of TCS Xplore Centres
Annexure 3: Confidentiality and IP Terms

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GROSS SALARY SHEET **Annexure 1**

Name	**Harnish Keyurbhai Patel**
Designation	**Assistant System Engineer-Trainee**
Institute Name	**Dharmsinh Desai University**

Table 1: Compensation Details (All Components in INR)

Component Category	Monthly	Annual
1) Fixed Compensation		
Basic Salary	14,784	1,77,408
Bouquet Of Benefits #	7,646	91,752
2) Performance Pay**		
Monthly Performance Pay	1,700	20,400
Quarterly Variable Allowance*	600	7,200
3) City Allowance	200	2,400
4) Annual Components/Retirals		
Health Insurance***	NA	7,900
Provident Fund	1,774	21,289
Gratuity	711	8,533
Total of Annual Components & Retirals	2,485	37,722
TOTAL GROSS	27,415	3,36,877
Xplore/ Learning Incentive****		Upto 60,000

Refer to Table 2 for TCSL defined Structure. In case, you wish not to restructure your BoB, TCSL defined Structure as given in Table 2 will be applicable.

* Amount depicted will be paid-out on a quarterly basis upon successful completion of the TCS Xplore Program.

**The Performance Pay is applicable upon successful completion of the TCS Xplore Program.

*** For HIS - Note that Rs. 7900 if the employee is Single. If the employee is married or married with Children then Rs. 3,900/- per beneficiary needs to be added to the above mentioned amount.

**** Xplore/ Learning Incentive is paid over and above the CTC during first year, based on your performance in TCS Xplore Program. Table 2: TCSL defined structure for BoB (All Components in INR)

Component Category	Monthly	Annual
House Rent Allowance	5,914	70,968
Leave Travel Assistance	1,232	14,784
Food Card	500	6,000
GROSS BOUQUET OF BENEFITS	7,646	91,752

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Annexure 2

Ahmedabad TCS XP HR Lead Tata Consultancy Services, Garima Park,IT/ITES SEZ,Plot # 41, Gandhinagar - 382007	**Bangalore** TCS XP HR Lead Tata Consultancy Services, Gate 1, No 42, Think campus, Electronic City phase II, Bangalore - 560100,Karnataka
BUBANESHWAR TCS XP HR Lead Tata Consultancy Services, Training Lab Venue:-Barabati, IRC Block, Ground Floor, Tata Consultancy Services Limited, (UNIT-II) - BARBATI SEZ, IT/ITES SPECIAL ECONOMIC ZONE (SEZ),PLOT NO. 35, CHANDAKA INDUSTRIAL ESTATE, PATIA, Bhubaneswar - 751024	**Chennai** TCS XP HR Lead Tata Consultancy Services, 415/21-24, Kumaran Nagar, Old Mahabalipuram Rd, TNHB, Sholinganallur, Chennai, Tamil Nadu 600119
DELHI – Gurgoan TCS XP HR Lead Tata Consultancy Services, Block C, Kings Canyon, ASF Insignia, Gurgaon - Faridabad Road, Gawal Pahari, Gurgaon - 122003, Haryana	**DELHI – Noida** TCS XP HR Lead Tata Consultancy Services, Plot No. A-44 & A-45,Ground, 1st to 5th Floor & 10th floor, Glaxy Business Park, Block - C & D, Sector - 62, Noida - 201 309,UP
Guwahati TCS XP HR Lead Tata Consultancy Services, 5th Floor, NEDFi House,G.S. Road, Dispur,Guwahati - 781006,Assam	**Hyderabad** TCS XP HR Lead Tata Consultancy Services, Q City, Nanakramguda, Hyderabad
INDORE TCS XP HR Lead Tata Consultancy Services, IT/ITES SEZ, Scheme No. 151 & 169-B, Super Corridor, Village Tigariya Badshah & Bada Bangarda, Tehsil Hatod, Indore - 452018, Madhya Pradesh	**KOLKATA** TCS XP HR Lead Tata Consultancy Services Limited, Ecospace 1B building, 2nd Floor, Plot - IIF/12 ,New Town, Rajarhat, Kolkata - 700160,West Bengal OR Auditorium,2nd Floor, Wanderers Building,Delta Park - Lords
KOCHI TCS XP HR Lead Tata Consultancy Services, TCS centre, Infopark Road Infopark Campus, Infopark , Kakkanad, Kerala 682042	**MUMBAI** TCS XP HR Lead Tata Consultancy Services, Yantra Park, Pokharan Road Number 2, TCS Approach Rd, Thane, West, Thane, Maharashtra 400606
NAGPUR TCS XP HR Lead Tata Consultancy Services Limited, Mihan-Sez, Nagpur, Telhara, Maharashtra 441108,	**PUNE** TCS XP HR Lead Tata Consultancy Services, Plot No. 2 & 3, MIDC-SEZ, Rajiv Gandhi Infotech Park, Hinjewadi Phase III, Pune - 411057,Maharashtra
Trivandrum TCS XP HR Lead Tata Consultancy Serives, Peepul Park, Technopark Campus ,Kariyavattom P.O. Trivandrum - 695581, India	

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Annexure 3

Confidentiality and IP Terms and Conditions

1. Confidential Information

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

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

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

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

(d) Customer and prospective customer lists, and

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

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2. Associate's Obligations

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

3. Intellectual Property Rights

Associate agrees and confirms that all intellectual property rights in the Confidential Information shall at all times vest in and remain with or belong to TCS and Associate shall have no right title or claim of any nature whatsoever in the Confidential Information. Associate shall promptly disclose to an authorized officer of TCS all inventions, ideas, innovations, discoveries, improvements, suggestions, or reports and enhancements made, created, developed, conceived or devised by him or her arising out of his or her engagement with TCS, including in the course of provision of services to the Clients of TCS and Associate hereby agrees and confirms that all such intellectual property rights shall at all times vest in and remain vested in TCS and agrees to transfer and assign to TCS any interests Associate may have in such intellectual property rights including any interest in and to any domestic or foreign patent rights, trademarks, trade names copyrights and trade secret rights therein and any renewals thereof. On request of TCS, Associate shall execute from time to time, during or after the termination of his or her employment, such further instruments, including without limitations, applications for letters of patent, trademarks, trade names and copyrights or assignments thereof, as may be deemed necessary or desirable by TCS to perfect the title of TCS in the intellectual property rights and to effectuate the provisions hereof. All expenses of filling or prosecuting any application for patents, trademarks, trade names, or copyrights shall be borne solely by TCS, but Associate shall co-ordinate in filing and / or prosecuting any such applications. Associate hereby expressly waives any "artist's rights" or "moral rights", which Associate might otherwise have in such intellectual property rights.

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4. Prior knowledge

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

5. Use of third party material

Associate expressly agrees that it shall not in the course of his or her association with TCS and while working on the premises or facilities of TCS or its Clients or in connection with the development of any intellectual property rights or work for or on behalf of TCS, use any third party material or intellectual property rights except those intellectual property rights provided by TCS or expressly authorised by TCS or without having proper authorisation or license or approval of the respective owner of such intellectual property rights.

6. Security policies and Guidelines.

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

7. Working in SBWS Framework:

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

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

(a) will work only in a private, secured work area in compliance with the guidelines issued and amended from time to time.

(b) will comply with and work in a manner consistent with TCS Data Privacy and Security Policies/Protocols.

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(c) will bring to the notice of HR of the Unit to any circumstances that prevent Associate from working in a manner consistent with TCS data privacy and security policies/ protocols.

(d) will inform the HR of the Unit if the Associate shares a home with any family member or an individual who is employed by a competitor of TCS or TCS client the Associate is assigned to, or if any other circumstances at home exist which implicates the TCS Code of Conduct Conflict of Interest provision.

(e) will ensure utmost care and adhere to Confidentiality, IP Protection / Non-Disclosure obligations.

(f) will be using the Company allotted laptop or similar authorized computing device (together called "official asset") only to connect to TCS network/customer network through authorized means (or the Customer provided laptop to access the customer network if so, mandated by the Customer).

(g) will not allow anybody to share the official asset being used.

8. Restriction on Associate's Rights

Associate agrees that he or she shall not make, have made, replicate, reproduce, use, sell, incorporate or otherwise exploit, for his or her own use or for any other purpose, any of the Confidential Information including intellectual properties of TCS that is or may be revealed to him or her by TCS or which may in the course of his or her employment with TCS come into his or her possession or knowledge unless specifically authorized to do so in writing by TCS.

9. No License

TCS and Associate agree that no license under any patent or copyright now existing or hereafter obtained by TCS is granted, agreed to be granted, or implied by the terms of this Agreement, or by the disclosure to Associate of the Confidential Information.

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10. Equitable Rights

Associate acknowledges that any Confidential Information that comes into the possession and / or knowledge of Associate is of a unique, highly confidential and proprietary nature. It is further acknowledged by Associate that the disclosure, distribution, dissemination and / or release by Associate of the Confidential Information without the prior written consent of TCS or any breach of this Agreement by Associate will cause TCS to suffer severe, immediate and irreparable damage and that upon any such breach or any threat thereof, TCS shall without prejudice to any other remedies available to it, be entitled to appropriate equitable relief including the relief of specific performance and injunctive relief, in addition to whatever remedies it might have at law.

11. General

(a) The provisions hereof shall be interpreted, determined and enforced in accordance with the laws of India.

(b) In the event of any dispute or disagreement over the interpretation of any of the terms herein contained or may claim or liability of any party including that of surety, the same shall be referred to a person to be nominated by TCS, whose decision shall be final and binding upon the parties hereto. Subject to the above, the arbitration shall be governed by the Arbitration and Conciliation Act, 1999 or any modifications or re-enactment thereof. Associate confirms that the fact that the arbitrator shall be a nominee of TCS shall not be a ground for objecting to such arbitration or challenging the decision of the arbitrator. The venue of arbitration shall be Mumbai. Subject to the above arbitration clause, the Parties agreed to the binding jurisdiction of the Courts at Mumbai under the laws of India.

(c) If any provision hereof shall be found by a judicial tribunal to be contrary to governing law, it shall be deemed null and void without annulling or rendering invalid the remainder of the Agreement and if the invalid portion is such that the remainder cannot be sustained without it, the Parties herein shall find a suitable replacement to the invalid portion that shall be legally valid.

(d) This Confidentiality clause along with other documents executed by Associate or referenced in any such documents constitutes the entire understanding between the parties and supersedes all prior agreements and understandings pertaining to the subject matter thereof. No delay of omission of either Party in exercising or enforcing any of their rights or remedies hereunder shall constitute a waiver thereof.

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(e) This Confidentiality clause may not be amended except in writing signed by authorized representatives of both parties.

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

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Offer: Computer Consultancy
Ref: TCSL/DT20218457825/Ahmedabad
Date: 14/10/2021

Mr. Meetkumar Maheshbhai Kansagara
499Bhut Seri,
Porbandar,
Khageshri-362650,
Gujarat.
Tel# 91-9712356969

Dear Meetkumar Maheshbhai Kansagara,

Sub: Letter of Offer

Thank you for exploring career opportunities with TATA Consultancy Services Limited (TCSL). You have successfully completed our initial selection process and we are pleased to make you an offer.

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Assistant System Engineer-Trainee** in Grade **Y**. You will be a part of the application development and maintenance projects across any of the business units of TCSL.

Your gross salary including all benefits will be **₹3,36,877/-** per annum, as per the terms and conditions set out herein. Over and above this, you will also be eligible for Learning Incentives (Readiness Incentive and/or Competency Incentive) basis your performance in TCS Xplore Program which gives you an additional earning potential of upto **Rs.60,000** during the first year.Annexure-1 provides the break-up of the compensation package.

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 7 Days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

After you accept this offer, you will be given a joining letter indicating the details of your joining date and initial place of posting. The Joining letter will be issued to you only upon successful completion of your academic course, you meeting the TCS eligibility criteria & you completing the mandatory pre-joining learning curriculum named TCS Xplore (detailed under Terms &

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Conditions). You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy. Your offer is subject to a positive background check.

COMPENSATION AND BENEFITS

BASIC SALARY
You will be eligible for a basic salary of **₹14,784/-** per month.

BOUQUET OF BENEFITS (BoB)
Bouquet of Benefits offers you the flexibility to design this part of your compensation within the defined framework, twice in a financial year. All the components will be disbursed on a monthly basis.

The components under Bouquet of Benefits are listed below. The amounts given here for each of the components below are as per pre-defined structure. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL. To design your Bouquet of Benefits, you may access the link to BoB in the "Employee Self Service" link on "Ultimatix", the internal portal of TCSL. Taxation will be governed by the Income Tax rules. TCSL will be deducting tax at source as per income tax guidelines.

1. **House Rent Allowance (HRA)**
   Your HRA will be **₹5,914/-** per month. While restructuring your BoB amount to various components, it is mandatory that at least 5% of monthly basic pay be allocated towards HRA.

2. **Leave Travel Allowance**
   You will be eligible for annual Leave Travel Allowance which is equivalent to one month's basic salary or a pro-rata amount in case you join during the financial year. This will be disbursed on a monthly basis along with the monthly salary. To avail income tax benefits, you need to apply for a minimum of three days of leave and submit supporting travel documents.

3. **Food Card**
   You will be eligible for a Food Card. It can be used to purchase food items at all domestic VISA enabled restaurants and fast food restaurants including TCS cafeterias.As per the Pre-Defined structure you will be eligible for a Food Card with an amount of **₹500/-** being credited to this card per month. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL.

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PERFORMANCE PAY

Monthly Performance Pay
You will receive a monthly performance pay of **₹1,700/-**. The same will be reviewed on completion of your first Anniversary with the company and will undergo a change basis your own ongoing individual performance.

Quarterly Variable Allowance
Your variable allowance will be **₹600/-** per month, and will be paid at the closure of each quarter based on the performance of the company and your unit and to the extent of your allocation to the business unit.

Quarterly Variable Allowance is subject to review on your first anniversary and may undergo a change based on the actual performance of the Company, your business unit and your own ongoing individual performance. The payment is subject to your being active on the company rolls on the date of announcement of Quarterly Variable Allowance.

This Pay/Allowance shall be treated as productivity bonus in lieu of statutory profit bonus.

Performance Pay will be effective upon successful completion of the TCS Xplore Programme.

CITY ALLOWANCE
You will be eligible for a City Allowance of **₹200/-** per month. This is specific to India and is linked to your base branch. In the event of a change in your base branch this amount may undergo a change. It will stand to be discontinued while on international assignments. This allowance is fully taxable and subject to review.

XPLORE/ LEARNING INCENTIVES
You will be eligible for Readiness Incentive AND/ OR Competency Incentive, basis your performance in TCS Xplore Program. The incentives gives you an additional earning potential of upto Rs.60,000 over and above your CTC during the first year.

OTHER BENEFITS

Health Insurance Scheme
TCSL brings the benefit of health insurance cover to you and your dependants under the company's Health Insurance Scheme(HIS).

HIS offers the following benefits:

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1. **Basic Cover**

   i. Entitlement - Includes domiciliary expenses up to ₹6,000/- per insured person per annum and basic hospitalization expenses up to ₹2,00,000/- per insured person per annum.

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

2. **Higher Hospitalisation**

   Coverage under Higher Hospitalisation is mandatory. Under this scheme, you and your enrolled dependents will be automatically covered under Higher Hospitalisation benefits.

   i. Entitlement - You and your enrolled dependants will be entitled for ₹12, 00,000/- as a family floater coverage towards hospitalisation expenses, over and above the individual basic coverage.

   ii. Premium - For Higher Hospitalisation, a part of the premium will be recovered from your salary and the differential premium will be borne by TCSL.

Maternity Leave

Women employees are eligible to avail maternity leave of twenty six weeks. Adopting or commissioning mother,may avail maternity leave for twelve weeks. For more details on the benefits and eligibility, once you join, please refer TCS India Policy - Maternity Leave.

Tata Sons and Consultancy Services Employees' Welfare Trust (TWT)

You will become a member of the TWT, on completion of continuous association of one year from the date of joining TCSL. A nominal annual membership fee of ₹250/- will be recovered from you for the same. The Trust provides financial assistance by way of grants/ loans in accordance with the rules framed by the Trust from time to time for medical and educational purposes and in case of death of members while in service.

Loans

You will be eligible for loans, as per TCSL's loan policy.

Professional Memberships

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

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RETIRALS

Provident Fund
You will be a member of the Provident Fund as per the provisions of "The Employees Provident Fund and Miscellaneous Provisions Act, 1952", and TCSL will contribute 12% of your basic salary every month as per the provisions of the said Act.

Gratuity
You will be entitled to gratuity as per the provisions of the Gratuity Act, 1972.

TERMS AND CONDITIONS

1. **Aggregate Percentage Requirements**
   Your appointment will be subject to your scoring minimum aggregate (aggregate of all subjects in all semesters) marks of 60% or above (or equivalent CGPA as per the conversion formula prescribed by the Board / University) in the first attempt in each of your Standard Xth, Standard XIIth, Diploma (if applicable) and highest qualification (Graduation/ Post Graduation as applicable) which includes successful completion of your final semester/year without any pending arrears/backlogs. As per the TCSL eligibility criteria, marks/CGPA obtained during the normal duration of the course only will be considered to decide on the eligibility.

   As communicated to you through various forums during the recruitment process, your appointment is subject to completion of your course within the stipulated time as specified by your University/Institute and as per TCSL selection guidelines.

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

2. **Pre requisites for Joining**
   To enable your readiness to work on assignments upon joining, we have put together a comprehensive learning program named TCS Xplore which is made available to you digitally. This foundation program will include Online learning content, Webinars, practice sessions & proctored assessments. Further to accepting this Offer letter, you are required to enroll for the TCS Xplore Program and start your learning journey with TCSL. TCSL will make Xplore program available for you upon your offer acceptance. Please note that your joining is subject to successful completion of your TCS Xplore program including the proctored assessment. We encourage you to complete your pre-learning, through TCS Xplore, well before your expected date of joining to avoid delays in onboarding.

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3. Training Period

You will be required to undergo class room and on the job training in the first twelve months (including the TCS Xperience Programme as set out herein below), during which period you will be appraised for satisfactory performance during/after which TCSL would normally confirm you.

This confirmation will be communicated to you in writing. If your performance is found unsatisfactory during the training period, the company may afford you opportunities to assist you and enable you to improve your performance. If your performance is still found unsatisfactory, TCSL may terminate your traineeship forthwith.

However, TCSL may even otherwise at its sole discretion terminate the traineeship any time if your performance is not found satisfactory. The terms and conditions of the training will be governed by TCSL's training policy. TCSL reserves the right to modify or amend the training policy.

If you remain unauthorizedly absent for a consecutive period of 3 days during the training programme, you shall be deemed to have abandoned your traineeship and your name will automatically stand discontinued from the list of TCS Xperience trainees without any further intimation/separate communication to you.

4. Working Hours

Your working hours are governed by applicable law. You may be required to work in shifts and/or over time depending upon the business exigencies as permitted by law.

5. Mobility

TCSL reserves the right to transfer you at any of its offices, work sites, or associated or affiliated companies in India or outside India, on the terms and conditions as applicable to you at the time of transfer.

6. Compensation Structure / Salary components

The compensation structure/salary components are subject to change as per TCSL's compensation policy from time to time at its sole discretion.

7. Increments and Promotions

Your performance and contribution to TCSL will be an important consideration for salary increments and promotions. Salary increments and promotions will be based on TCSL's Compensation and Promotion policy.

8. Alternative Occupation / Employment

Either during the period of your traineeship or during the period of your employment as a

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confirmed employee of TCSL, you are not permitted to undertake any other employment, business, assume any public or private office, honorary or remunerative, without the prior written permission of TCSL.

9. Confidentiality Agreement

As part of your acceptance of this appointment as an employee with TCS you are required to maintain strict confidentiality of the intellectual property rights protected information and other business information of TCS and its clients which may be revealed to you by TCS or which may in the course of your engagement with TCS come your possession or knowledge unless specifically authorized to do so in writing by TCS. This Confidentiality Clause shall survive the termination or earlier determination of this Appointment. The detailed Confidentiality related terms and conditions are set out in Annexure 3.

10. Service Agreement

As TCSL will be incurring considerable expenditure on your training, you will be required to execute an agreement, to serve TCSL for a minimum period of 1 year after joining, failing which, you (and your surety) will be liable to pay TCSL ₹50,000/-towards the training expenditure. Service agreement duration of one year refers to continuous service of 12 months from date of joining TCSL and excludes the duration of Leave without pay (LWP) and/or unauthorized absence, if any.

11. Work in SBWS mode

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

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

12. Overseas International Assignment Agreement

If you are on international assignment, you will be covered by the TCS India Policy-International Assignments (from India to other Countries) from the date of placement for an international assignment. Accordingly, you will be required to sign the Overseas International Assignment Agreement/s and any other applicable related

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documents pertaining to the international assignment for which you are being placed In case of every international assignment that exceeds 30 days, you will be required to serve TCSL as per the Notice Period clause mentioned below.

This is to ensure that the knowledge and information gained by you during your assignment is shared and available to TCSL and its associates.This transfer of knowledge and information is essential for TCSL to continue to serve its clients and customers better.If you are deputed internationally for training,you will be required to sign an agreement to serve TCSL for a minimum period of 6 months on completion of training.

13. Terms and Conditions

The above terms and conditions are specific to India and there can be changes to the said terms and conditions in case of deputation on international assignments.

14. TATA Code of Conduct

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

15. Notice Period

Upon your confirmation, this contract of employment is terminable by you by giving 90 days notice in writing to TCSL. It is clearly understood, agreed and made abundantly clear that you shall have to necessarily work during the period of notice of 90 days given by you under this clause. However, upon your serving the notice under this clause, TCSL may relieve you any time during the period of notice at its sole discretion.

Upon your confirmation, this contract of employment may be terminated by TCSL by giving you 90 days notice or payment in lieu thereof.

It is understood, agreed and made abundantly clear herein that you shall have to necessarily work during the notice period given by TCSL under this clause, unless you are otherwise relieved by TCSL by giving you payment in lieu of notice.

Your failure to comply with this clause will entail monetary payment of damages to TCS as may be determined by it at its own discretion having regard to the responsibilities shouldered by you while being in the employment of TCS.

16. Retirement

You will retire from the services of TCSL on reaching your 60th birthday as per the proof of age submitted by you at the time of joining.

17. Pre-employment Medical Certificate

You are required to submit a Medical Certificate of Fitness (in the format prescribed by

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TCSL) which needs to be verified by a registered medical practitioner having a minimum qualification of MBBS to the Induction Coordinator.

18. Employment of Non Indian Citizens

In case, you are not a citizen of India, this offer is subject to your obtaining a work permit and / or any other permissions and / or documentation as prescribed by the Government of India.

19. Background Check

Your association with TCSL will be subject to a background check in line with TCSL's background check policy. A specially appointed agency will conduct internal and external background checks. Normally, such checks are completed within one month of joining.If the background check reveals unfavourable results, you will be liable to disciplinary action including termination of traineeship/service without notice.

20. Submission of Documents

Please note that you should initiate and complete the upload of mandatory documents on the nextstep portal as soon as the offer letter is accepted (subject to availability of the documents)

Please carry the below listed **Original** Documents for verification on your joining day.

- Permanent Account Number (PAN) Card - You are required to submit a copy of your PAN card along with other joining forms, immediately on joining. As per Indian Income Tax rules, the PAN number is a mandatory requirement for processing salary
- Aadhaar Card
- Standard X and XII/Diploma mark sheets & Certificate
- Degree certificate/Provisional Degree Certificate and mark sheets for all semesters of Graduation
- Degree certificate and mark sheets for all semesters of your Post Graduation(if you are a Postgraduate)
- Overseas Citizenship of India (applicable if you are not an Indian Nationality). For Srilankan Refugee, a Refugee Identity card along with Work Permit is required
- Birth Affidavit on Rs100 stamp paper, if Birth Certificate not in English
- Any other affidavits on Rs100 stamp paper if applicable (name affidavit for multiple names, signature affidavits, address affidavits etc.)
- Passport / Acknowledgement letter of passport application
- Gap/Break in career affidavit on Rs100 stamp paper, if gap is more than 6 months
- 4 passport sized photographs
- Medical Certificate (Should be made on the format provided by TCS along with the Joining letter)

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- An affidavit/notarized undertaking (Non-Criminal Affidavit, should be made on the format provided by TCSL) stating :
*There is no criminal offence registered/pending against you
*There is no disciplinary case pending against you in the university

- If you were employed, a formal Relieving letter & Experience letter from your previous employer

The original documents will be returned to you after verification.

In addition to the above original documents, Please carry Xerox copies of the below documents

*PAN Card (Permanent Account Number)
*Aadhaar Card (Not applicable for Nepal & Bhutan Citizenship)
*Passport
*NSR E-Card

21. TCS Xperience Program

On joining TCSL, you will be given the benefit of formal training (TCS Xperience Program) at our offices, as identified, for such period as TCSL may decide.

The said training forms a critical part of your employment with TCSL and is an ongoing process. TCSL continues to make investment on training and continuing education of its professionals. This will be of immense value to you as a professional and a large part of the ownership and commitment has to come from you.

As TCSL progresses with these initiatives, monitoring performance will be an ongoing process and a formal evaluation will be carried out during the training. If you are requested to join TCSL inspite of you not completing the Xplore proctored assessment, you will be provided Xplore training on premise and the above said evaluation process will stand good. The evaluation criteria which will be very transparent will be used as a basis for allocating people to projects/roles. We would request that the training be taken very seriously to enable you to add maximum value to your professional and personal growth.

22. Letter of Appointment

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

23. Rules and Regulations of the Company

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

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time to time.The changes in the Policies will automatically be binding on you and no separate individual communication or notice will be served to this effect. However, the same shall be communicated on internal portal/Ultimatix.

24. Compliance to all clauses

You should fulfill all the terms and conditions mentioned in this letter of offer. Failure to fulfill one or more of the terms and conditions and/or failure to clear one or more tests successfully would entitle TCSL to withdraw this offer letter anytime at its sole discretion.

25. Data Privacy Clause:

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

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

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

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

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

(f) In case of oversees deputation, available privacy rights would be governed as per regulatory provisions and / or TCS policies/notice provided applicable at your overseas location.

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Withdrawal of Offer

If you fail to accept the offer from TCSL within 7 days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

Post acceptance of TCSL Offer letter if you fail to join on the date provided in the TCSL Joining letter, the offer will stand automatically terminated at the discretion of TCSL.

We look forward to having you in our global team

Yours Sincerely,

For TATA Consultancy Services Limited



Girish V. Nandimath
Global Head Talent Acquisition & AIP

Click here or use a QR code scanner from your mobile to validate the offer letter

Encl: Annexure 1: Benefits and Gross Salary
Annexure 2: List of TCS Xplore Centres
Annexure 3: Confidentiality and IP Terms

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GROSS SALARY SHEET **Annexure 1**

Name	**Meetkumar Maheshbhai Kansagara**
Designation	**Assistant System Engineer-Trainee**
Institute Name	**Dharmsinh Desai University**

Table 1: Compensation Details (All Components in INR)

Component Category	Monthly	Annual
1) Fixed Compensation		
Basic Salary	14,784	1,77,408
Bouquet Of Benefits #	7,646	91,752
2) Performance Pay**		
Monthly Performance Pay	1,700	20,400
Quarterly Variable Allowance*	600	7,200
3) City Allowance	200	2,400
4) Annual Components/Retirals		
Health Insurance***	NA	7,900
Provident Fund	1,774	21,289
Gratuity	711	8,533
Total of Annual Components & Retirals	2,485	37,722
TOTAL GROSS	27,415	3,36,877
Xplore/ Learning Incentive****		Upto 60,000

Refer to Table 2 for TCSL defined Structure. In case, you wish not to restructure your BoB, TCSL defined Structure as given in Table 2 will be applicable.

* Amount depicted will be paid-out on a quarterly basis upon successful completion of the TCS Xplore Program.

**The Performance Pay is applicable upon successful completion of the TCS Xplore Program.

*** For HIS - Note that Rs. 7900 if the employee is Single. If the employee is married or married with Children then Rs. 3,900/- per beneficiary needs to be added to the above mentioned amount.

**** Xplore/ Learning Incentive is paid over and above the CTC during first year, based on your performance in TCS Xplore Program. Table 2: TCSL defined structure for BoB (All Components in INR)

Component Category	Monthly	Annual
House Rent Allowance	5,914	70,968
Leave Travel Assistance	1,232	14,784
Food Card	500	6,000
GROSS BOUQUET OF BENEFITS	7,646	91,752

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Annexure 2

Ahmedabad TCS XP HR Lead Tata Consultancy Services, Garima Park,IT/ITES SEZ,Plot # 41, Gandhinagar - 382007	**Bangalore** TCS XP HR Lead Tata Consultancy Services, Gate 1, No 42, Think campus, Electronic City phase II, Bangalore - 560100,Karnataka
BUBANESHWAR TCS XP HR Lead Tata Consultancy Services, Training Lab Venue:-Barabati, IRC Block, Ground Floor, Tata Consultancy Services Limited, (UNIT-II) - BARBATI SEZ, IT/ITES SPECIAL ECONOMIC ZONE (SEZ),PLOT NO. 35, CHANDAKA INDUSTRIAL ESTATE, PATIA, Bhubaneswar - 751024	**Chennai** TCS XP HR Lead Tata Consultancy Services, 415/21-24, Kumaran Nagar, Old Mahabalipuram Rd, TNHB, Sholinganallur, Chennai, Tamil Nadu 600119
DELHI – Gurgoan TCS XP HR Lead Tata Consultancy Services, Block C, Kings Canyon, ASF Insignia, Gurgaon - Faridabad Road, Gawal Pahari, Gurgaon - 122003, Haryana	**DELHI – Noida** TCS XP HR Lead Tata Consultancy Services, Plot No. A-44 & A-45,Ground, 1st to 5th Floor & 10th floor, Glaxy Business Park, Block - C & D, Sector - 62, Noida - 201 309,UP
Guwahati TCS XP HR Lead Tata Consultancy Services, 5th Floor, NEDFi House,G.S. Road, Dispur,Guwahati - 781006,Assam	**Hyderabad** TCS XP HR Lead Tata Consultancy Services, Q City, Nanakramguda, Hyderabad
INDORE TCS XP HR Lead Tata Consultancy Services, IT/ITES SEZ, Scheme No. 151 & 169-B, Super Corridor, Village Tigariya Badshah & Bada Bangarda, Tehsil Hatod, Indore - 452018, Madhya Pradesh	**KOLKATA** TCS XP HR Lead Tata Consultancy Services Limited, Ecospace 1B building, 2nd Floor, Plot - IIF/12 ,New Town, Rajarhat, Kolkata - 700160,West Bengal OR Auditorium,2nd Floor, Wanderers Building,Delta Park - Lords
KOCHI TCS XP HR Lead Tata Consultancy Services, TCS centre, Infopark Road Infopark Campus, Infopark , Kakkanad, Kerala 682042	**MUMBAI** TCS XP HR Lead Tata Consultancy Services, Yantra Park, Pokharan Road Number 2, TCS Approach Rd, Thane, West, Thane, Maharashtra 400606
NAGPUR TCS XP HR Lead Tata Consultancy Services Limited, Mihan-Sez, Nagpur, Telhara, Maharashtra 441108,	**PUNE** TCS XP HR Lead Tata Consultancy Services, Plot No. 2 & 3, MIDC-SEZ, Rajiv Gandhi Infotech Park, Hinjewadi Phase III, Pune - 411057,Maharashtra
Trivandrum TCS XP HR Lead Tata Consultancy Serives, Peepul Park, Technopark Campus ,Kariyavattom P.O. Trivandrum - 695581, India	

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Annexure 3

Confidentiality and IP Terms and Conditions

1. Confidential Information

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

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

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

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

(d) Customer and prospective customer lists, and

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

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2. Associate's Obligations

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

3. Intellectual Property Rights

Associate agrees and confirms that all intellectual property rights in the Confidential Information shall at all times vest in and remain with or belong to TCS and Associate shall have no right title or claim of any nature whatsoever in the Confidential Information. Associate shall promptly disclose to an authorized officer of TCS all inventions, ideas, innovations, discoveries, improvements, suggestions, or reports and enhancements made, created, developed, conceived or devised by him or her arising out of his or her engagement with TCS, including in the course of provision of services to the Clients of TCS and Associate hereby agrees and confirms that all such intellectual property rights shall at all times vest in and remain vested in TCS and agrees to transfer and assign to TCS any interests Associate may have in such intellectual property rights including any interest in and to any domestic or foreign patent rights, trademarks, trade names copyrights and trade secret rights therein and any renewals thereof. On request of TCS, Associate shall execute from time to time, during or after the termination of his or her employment, such further instruments, including without limitations, applications for letters of patent, trademarks, trade names and copyrights or assignments thereof, as may be deemed necessary or desirable by TCS to perfect the title of TCS in the intellectual property rights and to effectuate the provisions hereof. All expenses of filling or prosecuting any application for patents, trademarks, trade names, or copyrights shall be borne solely by TCS, but Associate shall co-ordinate in filing and / or prosecuting any such applications. Associate hereby expressly waives any "artist's rights" or "moral rights", which Associate might otherwise have in such intellectual property rights.

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4. Prior knowledge

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

5. Use of third party material

Associate expressly agrees that it shall not in the course of his or her association with TCS and while working on the premises or facilities of TCS or its Clients or in connection with the development of any intellectual property rights or work for or on behalf of TCS, use any third party material or intellectual property rights except those intellectual property rights provided by TCS or expressly authorised by TCS or without having proper authorisation or license or approval of the respective owner of such intellectual property rights.

6. Security policies and Guidelines.

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

7. Working in SBWS Framework:

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

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

(a) will work only in a private, secured work area in compliance with the guidelines issued and amended from time to time.

(b) will comply with and work in a manner consistent with TCS Data Privacy and Security Policies/Protocols.

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(c) will bring to the notice of HR of the Unit to any circumstances that prevent Associate from working in a manner consistent with TCS data privacy and security policies/ protocols.

(d) will inform the HR of the Unit if the Associate shares a home with any family member or an individual who is employed by a competitor of TCS or TCS client the Associate is assigned to, or if any other circumstances at home exist which implicates the TCS Code of Conduct Conflict of Interest provision.

(e) will ensure utmost care and adhere to Confidentiality, IP Protection / Non-Disclosure obligations.

(f) will be using the Company allotted laptop or similar authorized computing device (together called "official asset") only to connect to TCS network/customer network through authorized means (or the Customer provided laptop to access the customer network if so, mandated by the Customer).

(g) will not allow anybody to share the official asset being used.

8. Restriction on Associate's Rights

Associate agrees that he or she shall not make, have made, replicate, reproduce, use, sell, incorporate or otherwise exploit, for his or her own use or for any other purpose, any of the Confidential Information including intellectual properties of TCS that is or may be revealed to him or her by TCS or which may in the course of his or her employment with TCS come into his or her possession or knowledge unless specifically authorized to do so in writing by TCS.

9. No License

TCS and Associate agree that no license under any patent or copyright now existing or hereafter obtained by TCS is granted, agreed to be granted, or implied by the terms of this Agreement, or by the disclosure to Associate of the Confidential Information.

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10. Equitable Rights

Associate acknowledges that any Confidential Information that comes into the possession and / or knowledge of Associate is of a unique, highly confidential and proprietary nature. It is further acknowledged by Associate that the disclosure, distribution, dissemination and / or release by Associate of the Confidential Information without the prior written consent of TCS or any breach of this Agreement by Associate will cause TCS to suffer severe, immediate and irreparable damage and that upon any such breach or any threat thereof, TCS shall without prejudice to any other remedies available to it, be entitled to appropriate equitable relief including the relief of specific performance and injunctive relief, in addition to whatever remedies it might have at law.

11. General

(a) The provisions hereof shall be interpreted, determined and enforced in accordance with the laws of India.

(b) In the event of any dispute or disagreement over the interpretation of any of the terms herein contained or may claim or liability of any party including that of surety, the same shall be referred to a person to be nominated by TCS, whose decision shall be final and binding upon the parties hereto. Subject to the above, the arbitration shall be governed by the Arbitration and Conciliation Act, 1999 or any modifications or re-enactment thereof. Associate confirms that the fact that the arbitrator shall be a nominee of TCS shall not be a ground for objecting to such arbitration or challenging the decision of the arbitrator. The venue of arbitration shall be Mumbai. Subject to the above arbitration clause, the Parties agreed to the binding jurisdiction of the Courts at Mumbai under the laws of India.

(c) If any provision hereof shall be found by a judicial tribunal to be contrary to governing law, it shall be deemed null and void without annulling or rendering invalid the remainder of the Agreement and if the invalid portion is such that the remainder cannot be sustained without it, the Parties herein shall find a suitable replacement to the invalid portion that shall be legally valid.

(d) This Confidentiality clause along with other documents executed by Associate or referenced in any such documents constitutes the entire understanding between the parties and supersedes all prior agreements and understandings pertaining to the subject matter thereof. No delay of omission of either Party in exercising or enforcing any of their rights or remedies hereunder shall constitute a waiver thereof.

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(e) This Confidentiality clause may not be amended except in writing signed by authorized representatives of both parties.

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

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Offer: Computer Consultancy
Ref: TCSL/DT20218128764/Ahmedabad
Date: 12/10/2021

Mr. Sagarbhai Girdharbhai Pandav
103, Gaytree App , Magan Nagar-2Dhanmora,
Katargam,
Surat-395004,
Gujarat.
Tel# 91-8980417758

Dear Sagarbhai Girdharbhai Pandav,

Sub: Letter of Offer

Thank you for exploring career opportunities with TATA Consultancy Services Limited (TCSL). You have successfully completed our initial selection process and we are pleased to make you an offer.

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Assistant System Engineer-Trainee** in Grade **Y**. You will be a part of the application development and maintenance projects across any of the business units of TCSL.

Your gross salary including all benefits will be **₹3,36,877/-** per annum, as per the terms and conditions set out herein. Over and above this, you will also be eligible for Learning Incentives (Readiness Incentive and/or Competency Incentive) basis your performance in TCS Xplore Program which gives you an additional earning potential of upto **Rs.60,000** during the first year.Annexure-1 provides the break-up of the compensation package.

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 7 Days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

After you accept this offer, you will be given a joining letter indicating the details of your joining date and initial place of posting. The Joining letter will be issued to you only upon successful completion of your academic course, you meeting the TCS eligibility criteria & you completing the mandatory pre-joining learning curriculum named TCS Xplore (detailed under Terms &

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Conditions). You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy. Your offer is subject to a positive background check.

COMPENSATION AND BENEFITS

BASIC SALARY
You will be eligible for a basic salary of **₹14,784/-** per month.

BOUQUET OF BENEFITS (BoB)
Bouquet of Benefits offers you the flexibility to design this part of your compensation within the defined framework, twice in a financial year. All the components will be disbursed on a monthly basis.

The components under Bouquet of Benefits are listed below. The amounts given here for each of the components below are as per pre-defined structure. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL. To design your Bouquet of Benefits, you may access the link to BoB in the "Employee Self Service" link on "Ultimatix", the internal portal of TCSL. Taxation will be governed by the Income Tax rules. TCSL will be deducting tax at source as per income tax guidelines.

1. **House Rent Allowance (HRA)**
   Your HRA will be **₹5,914/-** per month. While restructuring your BoB amount to various components, it is mandatory that at least 5% of monthly basic pay be allocated towards HRA.

2. **Leave Travel Allowance**
   You will be eligible for annual Leave Travel Allowance which is equivalent to one month's basic salary or a pro-rata amount in case you join during the financial year. This will be disbursed on a monthly basis along with the monthly salary. To avail income tax benefits, you need to apply for a minimum of three days of leave and submit supporting travel documents.

3. **Food Card**
   You will be eligible for a Food Card. It can be used to purchase food items at all domestic VISA enabled restaurants and fast food restaurants including TCS cafeterias.As per the Pre-Defined structure you will be eligible for a Food Card with an amount of **₹500/-** being credited to this card per month. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL.

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PERFORMANCE PAY

Monthly Performance Pay
You will receive a monthly performance pay of **₹1,700/-**. The same will be reviewed on completion of your first Anniversary with the company and will undergo a change basis your own ongoing individual performance.

Quarterly Variable Allowance
Your variable allowance will be **₹600/-** per month, and will be paid at the closure of each quarter based on the performance of the company and your unit and to the extent of your allocation to the business unit.

Quarterly Variable Allowance is subject to review on your first anniversary and may undergo a change based on the actual performance of the Company, your business unit and your own ongoing individual performance. The payment is subject to your being active on the company rolls on the date of announcement of Quarterly Variable Allowance.

This Pay/Allowance shall be treated as productivity bonus in lieu of statutory profit bonus.

Performance Pay will be effective upon successful completion of the TCS Xplore Programme.

CITY ALLOWANCE
You will be eligible for a City Allowance of **₹200/-** per month. This is specific to India and is linked to your base branch. In the event of a change in your base branch this amount may undergo a change. It will stand to be discontinued while on international assignments. This allowance is fully taxable and subject to review.

XPLORE/ LEARNING INCENTIVES
You will be eligible for Readiness Incentive AND/ OR Competency Incentive, basis your performance in TCS Xplore Program. The incentives gives you an additional earning potential of upto Rs.60,000 over and above your CTC during the first year.

OTHER BENEFITS

Health Insurance Scheme
TCSL brings the benefit of health insurance cover to you and your dependants under the company's Health Insurance Scheme(HIS).

HIS offers the following benefits:

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1. **Basic Cover**

   i. Entitlement - Includes domiciliary expenses up to ₹6,000/- per insured person per annum and basic hospitalization expenses up to ₹2,00,000/- per insured person per annum.

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

2. **Higher Hospitalisation**

   Coverage under Higher Hospitalisation is mandatory. Under this scheme, you and your enrolled dependents will be automatically covered under Higher Hospitalisation benefits.

   i. Entitlement - You and your enrolled dependants will be entitled for ₹12, 00,000/- as a family floater coverage towards hospitalisation expenses, over and above the individual basic coverage.

   ii. Premium - For Higher Hospitalisation, a part of the premium will be recovered from your salary and the differential premium will be borne by TCSL.

Maternity Leave

Women employees are eligible to avail maternity leave of twenty six weeks. Adopting or commissioning mother,may avail maternity leave for twelve weeks. For more details on the benefits and eligibility, once you join, please refer TCS India Policy - Maternity Leave.

Tata Sons and Consultancy Services Employees' Welfare Trust (TWT)

You will become a member of the TWT, on completion of continuous association of one year from the date of joining TCSL. A nominal annual membership fee of ₹250/- will be recovered from you for the same. The Trust provides financial assistance by way of grants/ loans in accordance with the rules framed by the Trust from time to time for medical and educational purposes and in case of death of members while in service.

Loans

You will be eligible for loans, as per TCSL's loan policy.

Professional Memberships

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

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RETIRALS

Provident Fund
You will be a member of the Provident Fund as per the provisions of "The Employees Provident Fund and Miscellaneous Provisions Act, 1952", and TCSL will contribute 12% of your basic salary every month as per the provisions of the said Act.

Gratuity
You will be entitled to gratuity as per the provisions of the Gratuity Act, 1972.

TERMS AND CONDITIONS

1. **Aggregate Percentage Requirements**
   Your appointment will be subject to your scoring minimum aggregate (aggregate of all subjects in all semesters) marks of 60% or above (or equivalent CGPA as per the conversion formula prescribed by the Board / University) in the first attempt in each of your Standard Xth, Standard XIIth, Diploma (if applicable) and highest qualification (Graduation/ Post Graduation as applicable) which includes successful completion of your final semester/year without any pending arrears/backlogs. As per the TCSL eligibility criteria, marks/CGPA obtained during the normal duration of the course only will be considered to decide on the eligibility.

   As communicated to you through various forums during the recruitment process, your appointment is subject to completion of your course within the stipulated time as specified by your University/Institute and as per TCSL selection guidelines.

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

2. **Pre requisites for Joining**
   To enable your readiness to work on assignments upon joining, we have put together a comprehensive learning program named TCS Xplore which is made available to you digitally. This foundation program will include Online learning content, Webinars, practice sessions & proctored assessments. Further to accepting this Offer letter, you are required to enroll for the TCS Xplore Program and start your learning journey with TCSL. TCSL will make Xplore program available for you upon your offer acceptance. Please note that your joining is subject to successful completion of your TCS Xplore program including the proctored assessment. We encourage you to complete your pre-learning, through TCS Xplore, well before your expected date of joining to avoid delays in onboarding.

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3. Training Period

You will be required to undergo class room and on the job training in the first twelve months (including the TCS Xperience Programme as set out herein below), during which period you will be appraised for satisfactory performance during/after which TCSL would normally confirm you.

This confirmation will be communicated to you in writing. If your performance is found unsatisfactory during the training period, the company may afford you opportunities to assist you and enable you to improve your performance. If your performance is still found unsatisfactory, TCSL may terminate your traineeship forthwith.

However, TCSL may even otherwise at its sole discretion terminate the traineeship any time if your performance is not found satisfactory. The terms and conditions of the training will be governed by TCSL's training policy. TCSL reserves the right to modify or amend the training policy.

If you remain unauthorizedly absent for a consecutive period of 3 days during the training programme, you shall be deemed to have abandoned your traineeship and your name will automatically stand discontinued from the list of TCS Xperience trainees without any further intimation/separate communication to you.

4. Working Hours

Your working hours are governed by applicable law. You may be required to work in shifts and/or over time depending upon the business exigencies as permitted by law.

5. Mobility

TCSL reserves the right to transfer you at any of its offices, work sites, or associated or affiliated companies in India or outside India, on the terms and conditions as applicable to you at the time of transfer.

6. Compensation Structure / Salary components

The compensation structure/salary components are subject to change as per TCSL's compensation policy from time to time at its sole discretion.

7. Increments and Promotions

Your performance and contribution to TCSL will be an important consideration for salary increments and promotions. Salary increments and promotions will be based on TCSL's Compensation and Promotion policy.

8. Alternative Occupation / Employment

Either during the period of your traineeship or during the period of your employment as a

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confirmed employee of TCSL, you are not permitted to undertake any other employment, business, assume any public or private office, honorary or remunerative, without the prior written permission of TCSL.

9. Confidentiality Agreement

As part of your acceptance of this appointment as an employee with TCS you are required to maintain strict confidentiality of the intellectual property rights protected information and other business information of TCS and its clients which may be revealed to you by TCS or which may in the course of your engagement with TCS come your possession or knowledge unless specifically authorized to do so in writing by TCS. This Confidentiality Clause shall survive the termination or earlier determination of this Appointment. The detailed Confidentiality related terms and conditions are set out in Annexure 3.

10. Service Agreement

As TCSL will be incurring considerable expenditure on your training, you will be required to execute an agreement, to serve TCSL for a minimum period of 1 year after joining, failing which, you (and your surety) will be liable to pay TCSL ₹50,000/-towards the training expenditure. Service agreement duration of one year refers to continuous service of 12 months from date of joining TCSL and excludes the duration of Leave without pay (LWP) and/or unauthorized absence, if any.

11. Work in SBWS mode

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

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

12. Overseas International Assignment Agreement

If you are on international assignment, you will be covered by the TCS India Policy-International Assignments (from India to other Countries) from the date of placement for an international assignment. Accordingly, you will be required to sign the Overseas International Assignment Agreement/s and any other applicable related

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documents pertaining to the international assignment for which you are being placed In case of every international assignment that exceeds 30 days, you will be required to serve TCSL as per the Notice Period clause mentioned below.

This is to ensure that the knowledge and information gained by you during your assignment is shared and available to TCSL and its associates.This transfer of knowledge and information is essential for TCSL to continue to serve its clients and customers better.If you are deputed internationally for training,you will be required to sign an agreement to serve TCSL for a minimum period of 6 months on completion of training.

13. Terms and Conditions

The above terms and conditions are specific to India and there can be changes to the said terms and conditions in case of deputation on international assignments.

14. TATA Code of Conduct

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

15. Notice Period

Upon your confirmation, this contract of employment is terminable by you by giving 90 days notice in writing to TCSL. It is clearly understood, agreed and made abundantly clear that you shall have to necessarily work during the period of notice of 90 days given by you under this clause. However, upon your serving the notice under this clause, TCSL may relieve you any time during the period of notice at its sole discretion.

Upon your confirmation, this contract of employment may be terminated by TCSL by giving you 90 days notice or payment in lieu thereof.

It is understood, agreed and made abundantly clear herein that you shall have to necessarily work during the notice period given by TCSL under this clause, unless you are otherwise relieved by TCSL by giving you payment in lieu of notice.

Your failure to comply with this clause will entail monetary payment of damages to TCS as may be determined by it at its own discretion having regard to the responsibilities shouldered by you while being in the employment of TCS.

16. Retirement

You will retire from the services of TCSL on reaching your 60th birthday as per the proof of age submitted by you at the time of joining.

17. Pre-employment Medical Certificate

You are required to submit a Medical Certificate of Fitness (in the format prescribed by

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TCSL) which needs to be verified by a registered medical practitioner having a minimum qualification of MBBS to the Induction Coordinator.

18. Employment of Non Indian Citizens

In case, you are not a citizen of India, this offer is subject to your obtaining a work permit and / or any other permissions and / or documentation as prescribed by the Government of India.

19. Background Check

Your association with TCSL will be subject to a background check in line with TCSL's background check policy. A specially appointed agency will conduct internal and external background checks. Normally, such checks are completed within one month of joining.If the background check reveals unfavourable results, you will be liable to disciplinary action including termination of traineeship/service without notice.

20. Submission of Documents

Please note that you should initiate and complete the upload of mandatory documents on the nextstep portal as soon as the offer letter is accepted (subject to availability of the documents)

Please carry the below listed **Original** Documents for verification on your joining day.

- Permanent Account Number (PAN) Card - You are required to submit a copy of your PAN card along with other joining forms, immediately on joining. As per Indian Income Tax rules, the PAN number is a mandatory requirement for processing salary
- Aadhaar Card
- Standard X and XII/Diploma mark sheets & Certificate
- Degree certificate/Provisional Degree Certificate and mark sheets for all semesters of Graduation
- Degree certificate and mark sheets for all semesters of your Post Graduation(if you are a Postgraduate)
- Overseas Citizenship of India (applicable if you are not an Indian Nationality). For Srilankan Refugee, a Refugee Identity card along with Work Permit is required
- Birth Affidavit on Rs100 stamp paper, if Birth Certificate not in English
- Any other affidavits on Rs100 stamp paper if applicable (name affidavit for multiple names, signature affidavits, address affidavits etc.)
- Passport / Acknowledgement letter of passport application
- Gap/Break in career affidavit on Rs100 stamp paper, if gap is more than 6 months
- 4 passport sized photographs
- Medical Certificate (Should be made on the format provided by TCS along with the Joining letter)

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- An affidavit/notarized undertaking (Non-Criminal Affidavit, should be made on the format provided by TCSL) stating :
*There is no criminal offence registered/pending against you
*There is no disciplinary case pending against you in the university

- If you were employed, a formal Relieving letter & Experience letter from your previous employer

The original documents will be returned to you after verification.

In addition to the above original documents, Please carry Xerox copies of the below documents

*PAN Card (Permanent Account Number)
*Aadhaar Card (Not applicable for Nepal & Bhutan Citizenship)
*Passport
*NSR E-Card

21. TCS Xperience Program

On joining TCSL, you will be given the benefit of formal training (TCS Xperience Program) at our offices, as identified, for such period as TCSL may decide.

The said training forms a critical part of your employment with TCSL and is an ongoing process. TCSL continues to make investment on training and continuing education of its professionals. This will be of immense value to you as a professional and a large part of the ownership and commitment has to come from you.

As TCSL progresses with these initiatives, monitoring performance will be an ongoing process and a formal evaluation will be carried out during the training. If you are requested to join TCSL inspite of you not completing the Xplore proctored assessment, you will be provided Xplore training on premise and the above said evaluation process will stand good. The evaluation criteria which will be very transparent will be used as a basis for allocating people to projects/roles. We would request that the training be taken very seriously to enable you to add maximum value to your professional and personal growth.

22. Letter of Appointment

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

23. Rules and Regulations of the Company

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

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time to time.The changes in the Policies will automatically be binding on you and no separate individual communication or notice will be served to this effect. However, the same shall be communicated on internal portal/Ultimatix.

24. Compliance to all clauses

You should fulfill all the terms and conditions mentioned in this letter of offer. Failure to fulfill one or more of the terms and conditions and/or failure to clear one or more tests successfully would entitle TCSL to withdraw this offer letter anytime at its sole discretion.

25. Data Privacy Clause:

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

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

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

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

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

(f) In case of oversees deputation, available privacy rights would be governed as per regulatory provisions and / or TCS policies/notice provided applicable at your overseas location.

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Withdrawal of Offer

If you fail to accept the offer from TCSL within 7 days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

Post acceptance of TCSL Offer letter if you fail to join on the date provided in the TCSL Joining letter, the offer will stand automatically terminated at the discretion of TCSL.

We look forward to having you in our global team

Yours Sincerely,

For TATA Consultancy Services Limited



Girish V. Nandimath
Global Head Talent Acquisition & AIP

Click here or use a QR code scanner from your mobile to validate the offer letter

Encl: Annexure 1: Benefits and Gross Salary
Annexure 2: List of TCS Xplore Centres
Annexure 3: Confidentiality and IP Terms

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GROSS SALARY SHEET **Annexure 1**

Name	**Sagarbhai Girdharbhai Pandav**
Designation	**Assistant System Engineer-Trainee**
Institute Name	**Dharmsinh Desai University**

Table 1: Compensation Details (All Components in INR)

Component Category	Monthly	Annual
1) Fixed Compensation		
Basic Salary	14,784	1,77,408
Bouquet Of Benefits #	7,646	91,752
2) Performance Pay**		
Monthly Performance Pay	1,700	20,400
Quarterly Variable Allowance*	600	7,200
3) City Allowance	200	2,400
4) Annual Components/Retirals		
Health Insurance***	NA	7,900
Provident Fund	1,774	21,289
Gratuity	711	8,533
Total of Annual Components & Retirals	2,485	37,722
TOTAL GROSS	27,415	3,36,877
Xplore/ Learning Incentive****		Upto 60,000

Refer to Table 2 for TCSL defined Structure. In case, you wish not to restructure your BoB, TCSL defined Structure as given in Table 2 will be applicable.

* Amount depicted will be paid-out on a quarterly basis upon successful completion of the TCS Xplore Program.

**The Performance Pay is applicable upon successful completion of the TCS Xplore Program.

*** For HIS - Note that Rs. 7900 if the employee is Single. If the employee is married or married with Children then Rs. 3,900/- per beneficiary needs to be added to the above mentioned amount.

**** Xplore/ Learning Incentive is paid over and above the CTC during first year, based on your performance in TCS Xplore Program. Table 2: TCSL defined structure for BoB (All Components in INR)

Component Category	Monthly	Annual
House Rent Allowance	5,914	70,968
Leave Travel Assistance	1,232	14,784
Food Card	500	6,000
GROSS BOUQUET OF BENEFITS	7,646	91,752

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Annexure 2

Ahmedabad TCS XP HR Lead Tata Consultancy Services, Garima Park,IT/ITES SEZ,Plot # 41, Gandhinagar - 382007	**Bangalore** TCS XP HR Lead Tata Consultancy Services, Gate 1, No 42, Think campus, Electronic City phase II, Bangalore - 560100,Karnataka
BUBANESHWAR TCS XP HR Lead Tata Consultancy Services, Training Lab Venue:-Barabati, IRC Block, Ground Floor, Tata Consultancy Services Limited, (UNIT-II) - BARBATI SEZ, IT/ITES SPECIAL ECONOMIC ZONE (SEZ),PLOT NO. 35, CHANDAKA INDUSTRIAL ESTATE, PATIA, Bhubaneswar - 751024	**Chennai** TCS XP HR Lead Tata Consultancy Services, 415/21-24, Kumaran Nagar, Old Mahabalipuram Rd, TNHB, Sholinganallur, Chennai, Tamil Nadu 600119
DELHI – Gurgoan TCS XP HR Lead Tata Consultancy Services, Block C, Kings Canyon, ASF Insignia, Gurgaon - Faridabad Road, Gawal Pahari, Gurgaon - 122003, Haryana	**DELHI – Noida** TCS XP HR Lead Tata Consultancy Services, Plot No. A-44 & A-45,Ground, 1st to 5th Floor & 10th floor, Glaxy Business Park, Block - C & D, Sector - 62, Noida - 201 309,UP
Guwahati TCS XP HR Lead Tata Consultancy Services, 5th Floor, NEDFi House,G.S. Road, Dispur,Guwahati - 781006,Assam	**Hyderabad** TCS XP HR Lead Tata Consultancy Services, Q City, Nanakramguda, Hyderabad
INDORE TCS XP HR Lead Tata Consultancy Services, IT/ITES SEZ, Scheme No. 151 & 169-B, Super Corridor, Village Tigariya Badshah & Bada Bangarda, Tehsil Hatod, Indore - 452018, Madhya Pradesh	**KOLKATA** TCS XP HR Lead Tata Consultancy Services Limited, Ecospace 1B building, 2nd Floor, Plot - IIF/12 ,New Town, Rajarhat, Kolkata - 700160,West Bengal OR Auditorium,2nd Floor, Wanderers Building,Delta Park - Lords
KOCHI TCS XP HR Lead Tata Consultancy Services, TCS centre, Infopark Road Infopark Campus, Infopark , Kakkanad, Kerala 682042	**MUMBAI** TCS XP HR Lead Tata Consultancy Services, Yantra Park, Pokharan Road Number 2, TCS Approach Rd, Thane, West, Thane, Maharashtra 400606
NAGPUR TCS XP HR Lead Tata Consultancy Services Limited, Mihan-Sez, Nagpur, Telhara, Maharashtra 441108,	**PUNE** TCS XP HR Lead Tata Consultancy Services, Plot No. 2 & 3, MIDC-SEZ, Rajiv Gandhi Infotech Park, Hinjewadi Phase III, Pune - 411057,Maharashtra
Trivandrum TCS XP HR Lead Tata Consultancy Serives, Peepul Park, Technopark Campus ,Kariyavattom P.O. Trivandrum - 695581, India	

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Annexure 3

Confidentiality and IP Terms and Conditions

1. Confidential Information

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

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

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

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

(d) Customer and prospective customer lists, and

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

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2. Associate's Obligations

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

3. Intellectual Property Rights

Associate agrees and confirms that all intellectual property rights in the Confidential Information shall at all times vest in and remain with or belong to TCS and Associate shall have no right title or claim of any nature whatsoever in the Confidential Information. Associate shall promptly disclose to an authorized officer of TCS all inventions, ideas, innovations, discoveries, improvements, suggestions, or reports and enhancements made, created, developed, conceived or devised by him or her arising out of his or her engagement with TCS, including in the course of provision of services to the Clients of TCS and Associate hereby agrees and confirms that all such intellectual property rights shall at all times vest in and remain vested in TCS and agrees to transfer and assign to TCS any interests Associate may have in such intellectual property rights including any interest in and to any domestic or foreign patent rights, trademarks, trade names copyrights and trade secret rights therein and any renewals thereof. On request of TCS, Associate shall execute from time to time, during or after the termination of his or her employment, such further instruments, including without limitations, applications for letters of patent, trademarks, trade names and copyrights or assignments thereof, as may be deemed necessary or desirable by TCS to perfect the title of TCS in the intellectual property rights and to effectuate the provisions hereof. All expenses of filling or prosecuting any application for patents, trademarks, trade names, or copyrights shall be borne solely by TCS, but Associate shall co-ordinate in filing and / or prosecuting any such applications. Associate hereby expressly waives any "artist's rights" or "moral rights", which Associate might otherwise have in such intellectual property rights.

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4. Prior knowledge

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

5. Use of third party material

Associate expressly agrees that it shall not in the course of his or her association with TCS and while working on the premises or facilities of TCS or its Clients or in connection with the development of any intellectual property rights or work for or on behalf of TCS, use any third party material or intellectual property rights except those intellectual property rights provided by TCS or expressly authorised by TCS or without having proper authorisation or license or approval of the respective owner of such intellectual property rights.

6. Security policies and Guidelines.

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

7. Working in SBWS Framework:

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

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

(a) will work only in a private, secured work area in compliance with the guidelines issued and amended from time to time.

(b) will comply with and work in a manner consistent with TCS Data Privacy and Security Policies/Protocols.

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(c) will bring to the notice of HR of the Unit to any circumstances that prevent Associate from working in a manner consistent with TCS data privacy and security policies/ protocols.

(d) will inform the HR of the Unit if the Associate shares a home with any family member or an individual who is employed by a competitor of TCS or TCS client the Associate is assigned to, or if any other circumstances at home exist which implicates the TCS Code of Conduct Conflict of Interest provision.

(e) will ensure utmost care and adhere to Confidentiality, IP Protection / Non-Disclosure obligations.

(f) will be using the Company allotted laptop or similar authorized computing device (together called "official asset") only to connect to TCS network/customer network through authorized means (or the Customer provided laptop to access the customer network if so, mandated by the Customer).

(g) will not allow anybody to share the official asset being used.

8. Restriction on Associate's Rights

Associate agrees that he or she shall not make, have made, replicate, reproduce, use, sell, incorporate or otherwise exploit, for his or her own use or for any other purpose, any of the Confidential Information including intellectual properties of TCS that is or may be revealed to him or her by TCS or which may in the course of his or her employment with TCS come into his or her possession or knowledge unless specifically authorized to do so in writing by TCS.

9. No License

TCS and Associate agree that no license under any patent or copyright now existing or hereafter obtained by TCS is granted, agreed to be granted, or implied by the terms of this Agreement, or by the disclosure to Associate of the Confidential Information.

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10. Equitable Rights

Associate acknowledges that any Confidential Information that comes into the possession and / or knowledge of Associate is of a unique, highly confidential and proprietary nature. It is further acknowledged by Associate that the disclosure, distribution, dissemination and / or release by Associate of the Confidential Information without the prior written consent of TCS or any breach of this Agreement by Associate will cause TCS to suffer severe, immediate and irreparable damage and that upon any such breach or any threat thereof, TCS shall without prejudice to any other remedies available to it, be entitled to appropriate equitable relief including the relief of specific performance and injunctive relief, in addition to whatever remedies it might have at law.

11. General

(a) The provisions hereof shall be interpreted, determined and enforced in accordance with the laws of India.

(b) In the event of any dispute or disagreement over the interpretation of any of the terms herein contained or may claim or liability of any party including that of surety, the same shall be referred to a person to be nominated by TCS, whose decision shall be final and binding upon the parties hereto. Subject to the above, the arbitration shall be governed by the Arbitration and Conciliation Act, 1999 or any modifications or re-enactment thereof. Associate confirms that the fact that the arbitrator shall be a nominee of TCS shall not be a ground for objecting to such arbitration or challenging the decision of the arbitrator. The venue of arbitration shall be Mumbai. Subject to the above arbitration clause, the Parties agreed to the binding jurisdiction of the Courts at Mumbai under the laws of India.

(c) If any provision hereof shall be found by a judicial tribunal to be contrary to governing law, it shall be deemed null and void without annulling or rendering invalid the remainder of the Agreement and if the invalid portion is such that the remainder cannot be sustained without it, the Parties herein shall find a suitable replacement to the invalid portion that shall be legally valid.

(d) This Confidentiality clause along with other documents executed by Associate or referenced in any such documents constitutes the entire understanding between the parties and supersedes all prior agreements and understandings pertaining to the subject matter thereof. No delay of omission of either Party in exercising or enforcing any of their rights or remedies hereunder shall constitute a waiver thereof.

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(e) This Confidentiality clause may not be amended except in writing signed by authorized representatives of both parties.

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

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Offer: Computer Consultancy
Ref: TCSL/DT20218128802/Ahmedabad
Date: 12/10/2021

Mr. Utkarsh Sanjay Parekh
B-32 , Aavran Society,Kanelav Road,
Jafrabad,
Godhra-389001,
Gujarat.
Tel# 91-9664573048

Dear Utkarsh Sanjay Parekh,

Sub: Letter of Offer

Thank you for exploring career opportunities with TATA Consultancy Services Limited (TCSL). You have successfully completed our initial selection process and we are pleased to make you an offer.

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Assistant System Engineer-Trainee** in Grade **Y**. You will be a part of the application development and maintenance projects across any of the business units of TCSL.

Your gross salary including all benefits will be **₹3,36,877/-** per annum, as per the terms and conditions set out herein. Over and above this, you will also be eligible for Learning Incentives (Readiness Incentive and/or Competency Incentive) basis your performance in TCS Xplore Program which gives you an additional earning potential of upto **Rs.60,000** during the first year.Annexure-1 provides the break-up of the compensation package.

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 7 Days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

After you accept this offer, you will be given a joining letter indicating the details of your joining date and initial place of posting. The Joining letter will be issued to you only upon successful completion of your academic course, you meeting the TCS eligibility criteria & you completing the mandatory pre-joining learning curriculum named TCS Xplore (detailed under Terms &

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Conditions). You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy. Your offer is subject to a positive background check.

COMPENSATION AND BENEFITS

BASIC SALARY
You will be eligible for a basic salary of **₹14,784/-** per month.

BOUQUET OF BENEFITS (BoB)
Bouquet of Benefits offers you the flexibility to design this part of your compensation within the defined framework, twice in a financial year. All the components will be disbursed on a monthly basis.

The components under Bouquet of Benefits are listed below. The amounts given here for each of the components below are as per pre-defined structure. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL. To design your Bouquet of Benefits, you may access the link to BoB in the "Employee Self Service" link on "Ultimatix", the internal portal of TCSL. Taxation will be governed by the Income Tax rules. TCSL will be deducting tax at source as per income tax guidelines.

1. **House Rent Allowance (HRA)**
   Your HRA will be **₹5,914/-** per month. While restructuring your BoB amount to various components, it is mandatory that at least 5% of monthly basic pay be allocated towards HRA.

2. **Leave Travel Allowance**
   You will be eligible for annual Leave Travel Allowance which is equivalent to one month's basic salary or a pro-rata amount in case you join during the financial year. This will be disbursed on a monthly basis along with the monthly salary. To avail income tax benefits, you need to apply for a minimum of three days of leave and submit supporting travel documents.

3. **Food Card**
   You will be eligible for a Food Card. It can be used to purchase food items at all domestic VISA enabled restaurants and fast food restaurants including TCS cafeterias.As per the Pre-Defined structure you will be eligible for a Food Card with an amount of **₹500/-** being credited to this card per month. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL.

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PERFORMANCE PAY

Monthly Performance Pay
You will receive a monthly performance pay of **₹1,700/-**. The same will be reviewed on completion of your first Anniversary with the company and will undergo a change basis your own ongoing individual performance.

Quarterly Variable Allowance
Your variable allowance will be **₹600/-** per month, and will be paid at the closure of each quarter based on the performance of the company and your unit and to the extent of your allocation to the business unit.

Quarterly Variable Allowance is subject to review on your first anniversary and may undergo a change based on the actual performance of the Company, your business unit and your own ongoing individual performance. The payment is subject to your being active on the company rolls on the date of announcement of Quarterly Variable Allowance.

This Pay/Allowance shall be treated as productivity bonus in lieu of statutory profit bonus.

Performance Pay will be effective upon successful completion of the TCS Xplore Programme.

CITY ALLOWANCE
You will be eligible for a City Allowance of **₹200/-** per month. This is specific to India and is linked to your base branch. In the event of a change in your base branch this amount may undergo a change. It will stand to be discontinued while on international assignments. This allowance is fully taxable and subject to review.

XPLORE/ LEARNING INCENTIVES
You will be eligible for Readiness Incentive AND/ OR Competency Incentive, basis your performance in TCS Xplore Program. The incentives gives you an additional earning potential of upto Rs.60,000 over and above your CTC during the first year.

OTHER BENEFITS

Health Insurance Scheme
TCSL brings the benefit of health insurance cover to you and your dependants under the company's Health Insurance Scheme(HIS).

HIS offers the following benefits:

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1. **Basic Cover**

   i. Entitlement - Includes domiciliary expenses up to ₹6,000/- per insured person per annum and basic hospitalization expenses up to ₹2,00,000/- per insured person per annum.

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

2. **Higher Hospitalisation**

   Coverage under Higher Hospitalisation is mandatory. Under this scheme, you and your enrolled dependents will be automatically covered under Higher Hospitalisation benefits.

   i. Entitlement - You and your enrolled dependants will be entitled for ₹12, 00,000/- as a family floater coverage towards hospitalisation expenses, over and above the individual basic coverage.

   ii. Premium - For Higher Hospitalisation, a part of the premium will be recovered from your salary and the differential premium will be borne by TCSL.

Maternity Leave

Women employees are eligible to avail maternity leave of twenty six weeks. Adopting or commissioning mother,may avail maternity leave for twelve weeks. For more details on the benefits and eligibility, once you join, please refer TCS India Policy - Maternity Leave.

Tata Sons and Consultancy Services Employees' Welfare Trust (TWT)

You will become a member of the TWT, on completion of continuous association of one year from the date of joining TCSL. A nominal annual membership fee of ₹250/- will be recovered from you for the same. The Trust provides financial assistance by way of grants/ loans in accordance with the rules framed by the Trust from time to time for medical and educational purposes and in case of death of members while in service.

Loans

You will be eligible for loans, as per TCSL's loan policy.

Professional Memberships

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

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RETIRALS

Provident Fund
You will be a member of the Provident Fund as per the provisions of "The Employees Provident Fund and Miscellaneous Provisions Act, 1952", and TCSL will contribute 12% of your basic salary every month as per the provisions of the said Act.

Gratuity
You will be entitled to gratuity as per the provisions of the Gratuity Act, 1972.

TERMS AND CONDITIONS

1. **Aggregate Percentage Requirements**
   Your appointment will be subject to your scoring minimum aggregate (aggregate of all subjects in all semesters) marks of 60% or above (or equivalent CGPA as per the conversion formula prescribed by the Board / University) in the first attempt in each of your Standard Xth, Standard XIIth, Diploma (if applicable) and highest qualification (Graduation/ Post Graduation as applicable) which includes successful completion of your final semester/year without any pending arrears/backlogs. As per the TCSL eligibility criteria, marks/CGPA obtained during the normal duration of the course only will be considered to decide on the eligibility.

   As communicated to you through various forums during the recruitment process, your appointment is subject to completion of your course within the stipulated time as specified by your University/Institute and as per TCSL selection guidelines.

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

2. **Pre requisites for Joining**
   To enable your readiness to work on assignments upon joining, we have put together a comprehensive learning program named TCS Xplore which is made available to you digitally. This foundation program will include Online learning content, Webinars, practice sessions & proctored assessments. Further to accepting this Offer letter, you are required to enroll for the TCS Xplore Program and start your learning journey with TCSL. TCSL will make Xplore program available for you upon your offer acceptance. Please note that your joining is subject to successful completion of your TCS Xplore program including the proctored assessment. We encourage you to complete your pre-learning, through TCS Xplore, well before your expected date of joining to avoid delays in onboarding.

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3. Training Period

You will be required to undergo class room and on the job training in the first twelve months (including the TCS Xperience Programme as set out herein below), during which period you will be appraised for satisfactory performance during/after which TCSL would normally confirm you.

This confirmation will be communicated to you in writing. If your performance is found unsatisfactory during the training period, the company may afford you opportunities to assist you and enable you to improve your performance. If your performance is still found unsatisfactory, TCSL may terminate your traineeship forthwith.

However, TCSL may even otherwise at its sole discretion terminate the traineeship any time if your performance is not found satisfactory. The terms and conditions of the training will be governed by TCSL's training policy. TCSL reserves the right to modify or amend the training policy.

If you remain unauthorizedly absent for a consecutive period of 3 days during the training programme, you shall be deemed to have abandoned your traineeship and your name will automatically stand discontinued from the list of TCS Xperience trainees without any further intimation/separate communication to you.

4. Working Hours

Your working hours are governed by applicable law. You may be required to work in shifts and/or over time depending upon the business exigencies as permitted by law.

5. Mobility

TCSL reserves the right to transfer you at any of its offices, work sites, or associated or affiliated companies in India or outside India, on the terms and conditions as applicable to you at the time of transfer.

6. Compensation Structure / Salary components

The compensation structure/salary components are subject to change as per TCSL's compensation policy from time to time at its sole discretion.

7. Increments and Promotions

Your performance and contribution to TCSL will be an important consideration for salary increments and promotions. Salary increments and promotions will be based on TCSL's Compensation and Promotion policy.

8. Alternative Occupation / Employment

Either during the period of your traineeship or during the period of your employment as a

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confirmed employee of TCSL, you are not permitted to undertake any other employment, business, assume any public or private office, honorary or remunerative, without the prior written permission of TCSL.

9. Confidentiality Agreement

As part of your acceptance of this appointment as an employee with TCS you are required to maintain strict confidentiality of the intellectual property rights protected information and other business information of TCS and its clients which may be revealed to you by TCS or which may in the course of your engagement with TCS come your possession or knowledge unless specifically authorized to do so in writing by TCS. This Confidentiality Clause shall survive the termination or earlier determination of this Appointment. The detailed Confidentiality related terms and conditions are set out in Annexure 3.

10. Service Agreement

As TCSL will be incurring considerable expenditure on your training, you will be required to execute an agreement, to serve TCSL for a minimum period of 1 year after joining, failing which, you (and your surety) will be liable to pay TCSL ₹50,000/-towards the training expenditure. Service agreement duration of one year refers to continuous service of 12 months from date of joining TCSL and excludes the duration of Leave without pay (LWP) and/or unauthorized absence, if any.

11. Work in SBWS mode

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

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

12. Overseas International Assignment Agreement

If you are on international assignment, you will be covered by the TCS India Policy-International Assignments (from India to other Countries) from the date of placement for an international assignment. Accordingly, you will be required to sign the Overseas International Assignment Agreement/s and any other applicable related

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documents pertaining to the international assignment for which you are being placed In case of every international assignment that exceeds 30 days, you will be required to serve TCSL as per the Notice Period clause mentioned below.

This is to ensure that the knowledge and information gained by you during your assignment is shared and available to TCSL and its associates.This transfer of knowledge and information is essential for TCSL to continue to serve its clients and customers better.If you are deputed internationally for training,you will be required to sign an agreement to serve TCSL for a minimum period of 6 months on completion of training.

13. Terms and Conditions

The above terms and conditions are specific to India and there can be changes to the said terms and conditions in case of deputation on international assignments.

14. TATA Code of Conduct

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

15. Notice Period

Upon your confirmation, this contract of employment is terminable by you by giving 90 days notice in writing to TCSL. It is clearly understood, agreed and made abundantly clear that you shall have to necessarily work during the period of notice of 90 days given by you under this clause. However, upon your serving the notice under this clause, TCSL may relieve you any time during the period of notice at its sole discretion.

Upon your confirmation, this contract of employment may be terminated by TCSL by giving you 90 days notice or payment in lieu thereof.

It is understood, agreed and made abundantly clear herein that you shall have to necessarily work during the notice period given by TCSL under this clause, unless you are otherwise relieved by TCSL by giving you payment in lieu of notice.

Your failure to comply with this clause will entail monetary payment of damages to TCS as may be determined by it at its own discretion having regard to the responsibilities shouldered by you while being in the employment of TCS.

16. Retirement

You will retire from the services of TCSL on reaching your 60th birthday as per the proof of age submitted by you at the time of joining.

17. Pre-employment Medical Certificate

You are required to submit a Medical Certificate of Fitness (in the format prescribed by

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TCSL) which needs to be verified by a registered medical practitioner having a minimum qualification of MBBS to the Induction Coordinator.

18. Employment of Non Indian Citizens

In case, you are not a citizen of India, this offer is subject to your obtaining a work permit and / or any other permissions and / or documentation as prescribed by the Government of India.

19. Background Check

Your association with TCSL will be subject to a background check in line with TCSL's background check policy. A specially appointed agency will conduct internal and external background checks. Normally, such checks are completed within one month of joining.If the background check reveals unfavourable results, you will be liable to disciplinary action including termination of traineeship/service without notice.

20. Submission of Documents

Please note that you should initiate and complete the upload of mandatory documents on the nextstep portal as soon as the offer letter is accepted (subject to availability of the documents)

Please carry the below listed **Original** Documents for verification on your joining day.

- Permanent Account Number (PAN) Card - You are required to submit a copy of your PAN card along with other joining forms, immediately on joining. As per Indian Income Tax rules, the PAN number is a mandatory requirement for processing salary
- Aadhaar Card
- Standard X and XII/Diploma mark sheets & Certificate
- Degree certificate/Provisional Degree Certificate and mark sheets for all semesters of Graduation
- Degree certificate and mark sheets for all semesters of your Post Graduation(if you are a Postgraduate)
- Overseas Citizenship of India (applicable if you are not an Indian Nationality). For Srilankan Refugee, a Refugee Identity card along with Work Permit is required
- Birth Affidavit on Rs100 stamp paper, if Birth Certificate not in English
- Any other affidavits on Rs100 stamp paper if applicable (name affidavit for multiple names, signature affidavits, address affidavits etc.)
- Passport / Acknowledgement letter of passport application
- Gap/Break in career affidavit on Rs100 stamp paper, if gap is more than 6 months
- 4 passport sized photographs
- Medical Certificate (Should be made on the format provided by TCS along with the Joining letter)

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- An affidavit/notarized undertaking (Non-Criminal Affidavit, should be made on the format provided by TCSL) stating :
*There is no criminal offence registered/pending against you
*There is no disciplinary case pending against you in the university

- If you were employed, a formal Relieving letter & Experience letter from your previous employer

The original documents will be returned to you after verification.

In addition to the above original documents, Please carry Xerox copies of the below documents

*PAN Card (Permanent Account Number)
*Aadhaar Card (Not applicable for Nepal & Bhutan Citizenship)
*Passport
*NSR E-Card

21. TCS Xperience Program

On joining TCSL, you will be given the benefit of formal training (TCS Xperience Program) at our offices, as identified, for such period as TCSL may decide.

The said training forms a critical part of your employment with TCSL and is an ongoing process. TCSL continues to make investment on training and continuing education of its professionals. This will be of immense value to you as a professional and a large part of the ownership and commitment has to come from you.

As TCSL progresses with these initiatives, monitoring performance will be an ongoing process and a formal evaluation will be carried out during the training. If you are requested to join TCSL inspite of you not completing the Xplore proctored assessment, you will be provided Xplore training on premise and the above said evaluation process will stand good. The evaluation criteria which will be very transparent will be used as a basis for allocating people to projects/roles. We would request that the training be taken very seriously to enable you to add maximum value to your professional and personal growth.

22. Letter of Appointment

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

23. Rules and Regulations of the Company

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

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time to time.The changes in the Policies will automatically be binding on you and no separate individual communication or notice will be served to this effect. However, the same shall be communicated on internal portal/Ultimatix.

24. Compliance to all clauses

You should fulfill all the terms and conditions mentioned in this letter of offer. Failure to fulfill one or more of the terms and conditions and/or failure to clear one or more tests successfully would entitle TCSL to withdraw this offer letter anytime at its sole discretion.

25. Data Privacy Clause:

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

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

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

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

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

(f) In case of oversees deputation, available privacy rights would be governed as per regulatory provisions and / or TCS policies/notice provided applicable at your overseas location.

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Withdrawal of Offer

If you fail to accept the offer from TCSL within 7 days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

Post acceptance of TCSL Offer letter if you fail to join on the date provided in the TCSL Joining letter, the offer will stand automatically terminated at the discretion of TCSL.

We look forward to having you in our global team

Yours Sincerely,

For TATA Consultancy Services Limited



Girish V. Nandimath
Global Head Talent Acquisition & AIP

Click here or use a QR code scanner from your mobile to validate the offer letter

Encl: Annexure 1: Benefits and Gross Salary
Annexure 2: List of TCS Xplore Centres
Annexure 3: Confidentiality and IP Terms

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GROSS SALARY SHEET **Annexure 1**

Name	**Utkarsh Sanjay Parekh**
Designation	**Assistant System Engineer-Trainee**
Institute Name	**Dharmsinh Desai University**

Table 1: Compensation Details (All Components in INR)

Component Category	Monthly	Annual
1) Fixed Compensation		
Basic Salary	14,784	1,77,408
Bouquet Of Benefits #	7,646	91,752
2) Performance Pay**		
Monthly Performance Pay	1,700	20,400
Quarterly Variable Allowance*	600	7,200
3) City Allowance	200	2,400
4) Annual Components/Retirals		
Health Insurance***	NA	7,900
Provident Fund	1,774	21,289
Gratuity	711	8,533
Total of Annual Components & Retirals	2,485	37,722
TOTAL GROSS	27,415	3,36,877
Xplore/ Learning Incentive****		Upto 60,000

Refer to Table 2 for TCSL defined Structure. In case, you wish not to restructure your BoB, TCSL defined Structure as given in Table 2 will be applicable.

* Amount depicted will be paid-out on a quarterly basis upon successful completion of the TCS Xplore Program.

**The Performance Pay is applicable upon successful completion of the TCS Xplore Program.

*** For HIS - Note that Rs. 7900 if the employee is Single. If the employee is married or married with Children then Rs. 3,900/- per beneficiary needs to be added to the above mentioned amount.

**** Xplore/ Learning Incentive is paid over and above the CTC during first year, based on your performance in TCS Xplore Program. Table 2: TCSL defined structure for BoB (All Components in INR)

Component Category	Monthly	Annual
House Rent Allowance	5,914	70,968
Leave Travel Assistance	1,232	14,784
Food Card	500	6,000
GROSS BOUQUET OF BENEFITS	7,646	91,752

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Annexure 2

Ahmedabad TCS XP HR Lead Tata Consultancy Services, Garima Park,IT/ITES SEZ,Plot # 41, Gandhinagar - 382007	**Bangalore** TCS XP HR Lead Tata Consultancy Services, Gate 1, No 42, Think campus, Electronic City phase II, Bangalore - 560100,Karnataka
BUBANESHWAR TCS XP HR Lead Tata Consultancy Services, Training Lab Venue:-Barabati, IRC Block, Ground Floor, Tata Consultancy Services Limited, (UNIT-II) - BARBATI SEZ, IT/ITES SPECIAL ECONOMIC ZONE (SEZ),PLOT NO. 35, CHANDAKA INDUSTRIAL ESTATE, PATIA, Bhubaneswar - 751024	**Chennai** TCS XP HR Lead Tata Consultancy Services, 415/21-24, Kumaran Nagar, Old Mahabalipuram Rd, TNHB, Sholinganallur, Chennai, Tamil Nadu 600119
DELHI – Gurgoan TCS XP HR Lead Tata Consultancy Services, Block C, Kings Canyon, ASF Insignia, Gurgaon - Faridabad Road, Gawal Pahari, Gurgaon - 122003, Haryana	**DELHI – Noida** TCS XP HR Lead Tata Consultancy Services, Plot No. A-44 & A-45,Ground, 1st to 5th Floor & 10th floor, Glaxy Business Park, Block - C & D, Sector - 62, Noida - 201 309,UP
Guwahati TCS XP HR Lead Tata Consultancy Services, 5th Floor, NEDFi House,G.S. Road, Dispur,Guwahati - 781006,Assam	**Hyderabad** TCS XP HR Lead Tata Consultancy Services, Q City, Nanakramguda, Hyderabad
INDORE TCS XP HR Lead Tata Consultancy Services, IT/ITES SEZ, Scheme No. 151 & 169-B, Super Corridor, Village Tigariya Badshah & Bada Bangarda, Tehsil Hatod, Indore - 452018, Madhya Pradesh	**KOLKATA** TCS XP HR Lead Tata Consultancy Services Limited, Ecospace 1B building, 2nd Floor, Plot - IIF/12 ,New Town, Rajarhat, Kolkata - 700160,West Bengal OR Auditorium,2nd Floor, Wanderers Building,Delta Park - Lords
KOCHI TCS XP HR Lead Tata Consultancy Services, TCS centre, Infopark Road Infopark Campus, Infopark , Kakkanad, Kerala 682042	**MUMBAI** TCS XP HR Lead Tata Consultancy Services, Yantra Park, Pokharan Road Number 2, TCS Approach Rd, Thane, West, Thane, Maharashtra 400606
NAGPUR TCS XP HR Lead Tata Consultancy Services Limited, Mihan-Sez, Nagpur, Telhara, Maharashtra 441108,	**PUNE** TCS XP HR Lead Tata Consultancy Services, Plot No. 2 & 3, MIDC-SEZ, Rajiv Gandhi Infotech Park, Hinjewadi Phase III, Pune - 411057,Maharashtra
Trivandrum TCS XP HR Lead Tata Consultancy Serives, Peepul Park, Technopark Campus ,Kariyavattom P.O. Trivandrum - 695581, India	

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Annexure 3

Confidentiality and IP Terms and Conditions

1. Confidential Information

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

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

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

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

(d) Customer and prospective customer lists, and

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

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2. Associate's Obligations

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

3. Intellectual Property Rights

Associate agrees and confirms that all intellectual property rights in the Confidential Information shall at all times vest in and remain with or belong to TCS and Associate shall have no right title or claim of any nature whatsoever in the Confidential Information. Associate shall promptly disclose to an authorized officer of TCS all inventions, ideas, innovations, discoveries, improvements, suggestions, or reports and enhancements made, created, developed, conceived or devised by him or her arising out of his or her engagement with TCS, including in the course of provision of services to the Clients of TCS and Associate hereby agrees and confirms that all such intellectual property rights shall at all times vest in and remain vested in TCS and agrees to transfer and assign to TCS any interests Associate may have in such intellectual property rights including any interest in and to any domestic or foreign patent rights, trademarks, trade names copyrights and trade secret rights therein and any renewals thereof. On request of TCS, Associate shall execute from time to time, during or after the termination of his or her employment, such further instruments, including without limitations, applications for letters of patent, trademarks, trade names and copyrights or assignments thereof, as may be deemed necessary or desirable by TCS to perfect the title of TCS in the intellectual property rights and to effectuate the provisions hereof. All expenses of filling or prosecuting any application for patents, trademarks, trade names, or copyrights shall be borne solely by TCS, but Associate shall co-ordinate in filing and / or prosecuting any such applications. Associate hereby expressly waives any "artist's rights" or "moral rights", which Associate might otherwise have in such intellectual property rights.

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4. Prior knowledge

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

5. Use of third party material

Associate expressly agrees that it shall not in the course of his or her association with TCS and while working on the premises or facilities of TCS or its Clients or in connection with the development of any intellectual property rights or work for or on behalf of TCS, use any third party material or intellectual property rights except those intellectual property rights provided by TCS or expressly authorised by TCS or without having proper authorisation or license or approval of the respective owner of such intellectual property rights.

6. Security policies and Guidelines.

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

7. Working in SBWS Framework:

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

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

(a) will work only in a private, secured work area in compliance with the guidelines issued and amended from time to time.

(b) will comply with and work in a manner consistent with TCS Data Privacy and Security Policies/Protocols.

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(c) will bring to the notice of HR of the Unit to any circumstances that prevent Associate from working in a manner consistent with TCS data privacy and security policies/ protocols.

(d) will inform the HR of the Unit if the Associate shares a home with any family member or an individual who is employed by a competitor of TCS or TCS client the Associate is assigned to, or if any other circumstances at home exist which implicates the TCS Code of Conduct Conflict of Interest provision.

(e) will ensure utmost care and adhere to Confidentiality, IP Protection / Non-Disclosure obligations.

(f) will be using the Company allotted laptop or similar authorized computing device (together called "official asset") only to connect to TCS network/customer network through authorized means (or the Customer provided laptop to access the customer network if so, mandated by the Customer).

(g) will not allow anybody to share the official asset being used.

8. Restriction on Associate's Rights

Associate agrees that he or she shall not make, have made, replicate, reproduce, use, sell, incorporate or otherwise exploit, for his or her own use or for any other purpose, any of the Confidential Information including intellectual properties of TCS that is or may be revealed to him or her by TCS or which may in the course of his or her employment with TCS come into his or her possession or knowledge unless specifically authorized to do so in writing by TCS.

9. No License

TCS and Associate agree that no license under any patent or copyright now existing or hereafter obtained by TCS is granted, agreed to be granted, or implied by the terms of this Agreement, or by the disclosure to Associate of the Confidential Information.

TATA CONSULTANCY SERVICES
Tata Consultancy Services Limited
5th & 6th Floor, Info Tower 1, Infocity, Airport Road, Gandhinagar 382 009 India
Tel: 91 79 6671 2600 Fax: 91 79 6671 2601 Website: www.tcs.com
Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021
TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com

10. Equitable Rights

Associate acknowledges that any Confidential Information that comes into the possession and / or knowledge of Associate is of a unique, highly confidential and proprietary nature. It is further acknowledged by Associate that the disclosure, distribution, dissemination and / or release by Associate of the Confidential Information without the prior written consent of TCS or any breach of this Agreement by Associate will cause TCS to suffer severe, immediate and irreparable damage and that upon any such breach or any threat thereof, TCS shall without prejudice to any other remedies available to it, be entitled to appropriate equitable relief including the relief of specific performance and injunctive relief, in addition to whatever remedies it might have at law.

11. General

(a) The provisions hereof shall be interpreted, determined and enforced in accordance with the laws of India.

(b) In the event of any dispute or disagreement over the interpretation of any of the terms herein contained or may claim or liability of any party including that of surety, the same shall be referred to a person to be nominated by TCS, whose decision shall be final and binding upon the parties hereto. Subject to the above, the arbitration shall be governed by the Arbitration and Conciliation Act, 1999 or any modifications or re-enactment thereof. Associate confirms that the fact that the arbitrator shall be a nominee of TCS shall not be a ground for objecting to such arbitration or challenging the decision of the arbitrator. The venue of arbitration shall be Mumbai. Subject to the above arbitration clause, the Parties agreed to the binding jurisdiction of the Courts at Mumbai under the laws of India.

(c) If any provision hereof shall be found by a judicial tribunal to be contrary to governing law, it shall be deemed null and void without annulling or rendering invalid the remainder of the Agreement and if the invalid portion is such that the remainder cannot be sustained without it, the Parties herein shall find a suitable replacement to the invalid portion that shall be legally valid.

(d) This Confidentiality clause along with other documents executed by Associate or referenced in any such documents constitutes the entire understanding between the parties and supersedes all prior agreements and understandings pertaining to the subject matter thereof. No delay of omission of either Party in exercising or enforcing any of their rights or remedies hereunder shall constitute a waiver thereof.

TATA CONSULTANCY SERVICES
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TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com

(e) This Confidentiality clause may not be amended except in writing signed by authorized representatives of both parties.

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

TATA CONSULTANCY SERVICES
Tata Consultancy Services Limited
5th & 6th Floor, Info Tower 1, Infocity, Airport Road, Gandhinagar 382 009 India
Tel: 91 79 6671 2600 Fax: 91 79 6671 2601 Website: www.tcs.com
Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021
TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com

torrent POWER

AMGEN
THERMAL POWER STATION
Sabarmati, Ahmedabad - 380 005
Phone : 079-27505231-38

Ref: AMGEN/HR/01/ 107

24th February 2022

Mr. Nihal Patel,
B-61, Karmyog Park-1,
Gurukul Road, Vastral,
Ahmedabad, Gujarat – 382 418

Dear Nihal,

SUB: OFFER OF EMPLOYMENT AS GRADUATE ENGINEER TRAINEE [INSTRUMENTATION & CONTROL]

This has reference to your application and the interview you had with us recently. We are pleased to offer you the position of **"Graduate Engineer Trainee"**, on CTC (Cost to Company) of **Rs.3, 25,000/-** per year.

The terms and conditions of the offer are as follows:

1. You will undergo training for a period of 1 year and on successful completion of the same you will be confirmed in the position of **"EXECUTIVE"**. The same would be subject to assessment of your training performance and would not be automatic but on merits.
2. The offer of appointment is provisional and subject to your passing in the final examination and obtaining Engineering degree with 55% or equivalent without any ATKT, your reference checks and documents being found satisfactory.
3. You will be eligible for leaves as per "Leave Policy" of the Company.
4. You will be given detailed appointment letter on your joining and the terms and conditions therein will be applicable and binding on you.
5. Notice period for resignation from employment is one month.
6. You will be governed by rules and regulations of Company.
7. Please note that you will be liable to be transferred to any unit / undertaking or establishment / division / department / branch / office of the Company or to any other Company of Torrent Group.

Please sign and return the copy of this letter as a token of acceptance of our offer.

Your date of joining shall be intimated later, and you are required to report at Thermal Power Station, Sabarmati, Ahmedabad as and when intimated. Please contact Mr. Sunny Tailor, Executive (HR), Mobile No.72111 45353, Email ID: sunnytailor@torrentpower.com for any other information or clarifications you may need.

With best wishes for a fruitful career in Torrent Power,

Yours faithfully,
For TORRENT POWER LIMITED

Salil Menon
General Manager (HR)

Worley
energy | chemicals | resources

Worley India Private Limited
(formerly Jacobs Engineering India Private Limited)
New Energy House, Ramkrishna Mandir Road,
Kondivita, Andheri (East)
Mumbai – 400059

Telephone: +91.22.26812000
Fax: +91.22.28208295

worley.com
Ref No: WIPL/GET/2022/12

10 March 2022

Ms. Shrutiben Prashantkumar Shah
Dharmsinh Desai University

Dear Shrutiben,

Further to your participation in our campus engagement process and the subsequent discussion you had with us, we are pleased to offer you an opportunity to undergo training, as a **Graduate Engineer Trainee,** in our organization, with a stipend of **INR 33,300** per month (Rupees Thirty-Three Thousand Three Hundred only). You are assigned to **Instrumentation** department at our **Baroda** office. This 12-month program would start in July/August 2022. We will confirm the same closer to the date.

On the day of onboarding, kindly bring along with you necessary certificates in original to enable us to check your date of birth and qualifications for verification. Please also bring 1 stamp size and 2 passport size photographs.

This offer is valid subject to medical fitness and background verification clearance. Your formal letter will be issued to you within a week of your joining.

The Company fully reserves the right to terminate your participation in the program in future if the information/ documents provided by you are found to be discrepant.

Please return the duplicate copy of this letter, duly signed, in token of your acceptance.

Yours faithfully,

Laxmikant Prabhu
Director – Talent Acquisition

I hereby accept this offer on the terms and conditions set out in this letter.

Shrutiben Prashantkumar Shah — NAME
Shruti — SIGNATURE
11/03/2022 — DATE

Yokogawa India Limited

Regd. Office:
Plot No. 96, Electronic City Comple□,
Hosur Road,
Bangalore – 560100. India

Tel: +91-(0)80-41586000
Fa□: +91-(0)80-28521442

29-June-2022

Patel Deep Yatinbhai
C/0; Zaverbhai Patel, 350 351 ,
Ranchhodji Faliyu , Dora , Dora ,
Bharuch , Gujarat , 392230.

Welcome to Yokogawa

We are pleased to offer you the position of **"Trainee Executive (TR)"** and your job location will be **Baroda.**

Please refer attached annexure containing your date of joining & remuneration which is based on "Cost to Company" concept and is inclusive of all other mentioned benefits. Company shall deduct TDS from this amount in accordance with applicable income tax rules.

Please note that, you will be on training for **Twelve (12) months** from the date of your joining and will be confirmed on job upon successful completion of training. Furthermore, your appointment is conditional and subject to you being found medically fit as per the Company's policy and requirements.

A formal detailed letter of appointment along with your employment terms & conditions shall be issued by us upon you joining the employment. Please confirm your acceptance of the offer by signing the copy of this letter w/annexure and return the same to us.

We wish you all the very best in your new assignment with us.

Very truly yours
For **YOKOGAWA INDIA LIMITED**

K RAJAGOPALAN
Associate Vice President & Head
Human Resources & Administration

SALARY ANNEX□RE

NAME: Patel Deep Yatinbhai
Date of Joining: 11.07.2022
Grade: TR
Designation: Trainee E□ecutive
Location: Baroda

	(Rs. per month)	(Rs. per annum)
Basic	4,600	55,200
HRA	2,760	33,120
Trainee Allowance	23,350	2,80,200
Gratuity - *(Company's contribution)*	221	2,655
Provident Fund - *(Company's contribution)*	1,800	21,600
Total Monthly / Annual	**32,731**	**3,□2,775**
End of Training Bonus (To be paid only upon successful completion of training)	-	**30,000**
Total per annum		**□,22,775**

Note: The above Compensation and Benefits are subject to ta□es, to be borne by the incumbent as per prevailing ta□ law s.

Additional benefits:

1. Coverage under Personal Accident Insurance - AS PER COMPANY POLICY
   (Premium shall be borne by the Company)
2. Coverage under Mediclaim / Hospitalization Insurance for "Family" - Self, Spouse & 2 children, if married - AS PER COMPANY POLICY
   & for two dependents - Parents / In-laws - AS PER COMPANY POLICY
   (Premium shall be borne by the Company)
3. You will be entitled to avail company provided free staff transport facility & subsidised canteen facility.

Other terms and conditions:

- 'Training Period is for 12 Months from the date of joining. The management reserves the right to e□tend this period at its sole discretion, if your performance during the Training Period is found to be unsatisfactory
- 100% compliance of company's rules, regulations, code of conduct and business conduct.
- Adherence to the Employment Terms and Conditions.

- The e□istence, nature, terms and conditions of this Trainee Offer Letter w .r.t to compensation are strictly confidential and shall not be disclosed by candidate in any manner or form, directly or indirectly, to any person or entity w ithout the company's consent.

Functional Safety Management
(TÜV Rheinland)
IEC 61511:2016
SIS Integration (Phase 4)
FSM 115

CERTIFIED ISO 9001:2015 UKAS MANAGEMENT SYSTEMS 001

Yokogawa India Limited

Regd. Office:
Plot No. 96, Electronics City Complex,
Hosur Road,
Bangalore - 560100. India

Tel : +91-(0)80-41586000
Fax : +91-(0)80-28521441

YOKOGAWA

Date: 6th May 2022

Name: Rana Vrajesh Rajnikant
Address: A-3, Parna-Villa Duplex,
Opposite Sharnam Complex,
Waghodia-Dabhoi Ring Road,
Vadodara - 390025, Gujarat, India.

LETTER OF INTENT

Dear Mr Rana Vrajesh Rajnikant,

We refer to our discussions/ Interviews we had regarding career opportunities at Yokogawa India Ltd. We are pleased to extend you a letter of intent for the position of **Trainee Engineer** at Remuneration of **INR 422,775** per annum (Refer Annexure 1 for CTC details).

A detailed Offer Letter will be issued to you post completion of our entire recruitment procedure for hiring Trainee Engineer positions. The date of joining will be communicated to you separately.

The offer is subject to fulfilling the below eligibility criteria-

1. Successful verification of your document & subsequent checks (as per the Documents Verification list enclosed as Annexure 2)
2. You are being found medically fit at the time of joining (as per the pre-employment medical tests mentioned in the Annexure 3)
3. Completion of your graduation/post gradation degree with an aggregate of 60% without any backlogs at the time of selection and joining.

Please sign the duplicate copy of this letter as a token of your acceptance and return the same to us.

We welcome you to Yokogawa India Ltd. and wish you a rewarding and successful career ahead.

With Best Wishes,

For Yokogawa India Limited



K Rajagopalan

AVP & Head-HR & Administration

YOKOGAWA

Annexure 1

SALARY ANNEXURE

NAME: Rana Vrajesh Rajnikant
Grade: TR
Designation: Trainee Executive
Location: Baroda

	(Rs. per month)	(Rs. per annum)
Basic	4,600	55,200
HRA	2,760	33,120
Trainee Allowance	23,350	280,200
Gratuity - *(Company's contribution)*	221	2,655
Provident Fund - *(Company's contribution)*	1,800	21,600
Total Monthly / Annual	**32,731**	**392,775**
End of Training Bonus (To be paid only upon successful completion of training)	-	**30,000**
Total per annum		**422,775**

Note: The above Compensation and Benefits are subject to taxes, to be borne by the incumbent as per prevailing tax laws.

Additional benefits:

1. Coverage under Personal Accident Insurance - AS PER COMPANY POLICY
   (Premium shall be borne by the Company)
2. Coverage under Mediclaim / Hospitalization Insurance for "Family" - Self, Spouse & 2 children, if married - AS PER COMPANY POLICY
   & for two dependents - Parents / In-laws - AS PER COMPANY POLICY
   (Premium shall be borne by the Company)
3. You will be entitled to avail company provided free staff transport facility & subsidised canteen facility.

Other terms and conditions:

- "Training Period is for 12 Months from the date of joining. The management reserves the right to extend this period at its sole discretion, if your performance during the Training Period is found to be unsatisfactory
- 100% compliance of company's rules, regulations, code of conduct and business conduct.
- Adherence to the Employment Terms and Conditions.

- The existence, nature, terms and conditions of this Trainee Offer Letter w.r.t to compensation are strictly confidential and shall not be disclosed by candidate in any manner or form, directly or indirectly, to any person or entity without the company's consent.

The provisions of this Letter of Intent have been read, are understood, and the offer is herewith accepted. I understand that my employment is contingent upon of fulfilling eligibility criteria as mentioned herein above.

[SIGNATURE]: R.Vrajesh

[NAME}: Vrajesh Rajnikant Rana

[DATE]: 21/05/2022

Annexure 2: Document Verification

You are required to submit the following documents post your selection

- Copy of Educational Documents (10th, 12th/Diploma/Graduation/Post Graduation all semester Marks sheets, Provisional Degree Certificate/Degree Certificate and Any other Training/Certification mentioned in the CV)
- Permanent and Local Address Proof (Ration Card/Driving License/Voter's ID/Aadhar or any other documents)
- Passport and PAN Card Copy
- Original Medical Reports & Fitness Certificate
- Two passport size colour photos

Annexure 3: Pre-Employment Medical Test

You are required to undergo following medical fitness tests from a recognized diagnostic center and submit a report to us within the specified timeline. An offer is made to the candidate subjected to being medically fit.

1. Haemogram (C B P)
2. Cholesterol
3. Fasting and Post Prandial Blood Sugar
4. Eye Test (including Color blindness & Night blindness)
5. Blood Grouping & RH Factor
6. Urine Analysis
7. Chest X-Ray
8. ECG
9. Medical Officer Consultation for overall fitness certification.

- Candidates from Bangalore may get the prescribed tests done at the medical centre where Yokogawa India Limited has a tie up. Test reports of the candidate will be shared directly with the YIL Talent Acquisition Partner by company affiliated medical centres.
- Outstation candidates have an option to complete the above specified medical tests at recognized hospitals at their locations and share the details with the Talent Acquisition Partner. Costs incurred for the medical tests shall be reimbursed on the day of joining upon producing the receipt.

Functional Safety Management
(TÜV Rheinland)
IEC 61511:2016
SIS Integration (Phase 4)
FSM 115

Yokogawa India Limited

Regd. Office:
Plot No. 96, Electronic City Comple□,
Hosur Road,
Bangalore – 560100. India

Tel: +91-(0)80-41586000
Fa□: +91-(0)80-28521442

29-June-2022

Suthar Akshaykumar Yogenkumar
Upvan villa-2, Tower-2 /202 ,
opp. Sayaji Township, New VIP road,
Sayajipura, vadodara

Welcome to Yokogawa

We are pleased to offer you the position of **"Trainee Executive (TR)"** and your job location will be **Baroda.**

Please refer attached annexure containing your date of joining & remuneration which is based on "Cost to Company" concept and is inclusive of all other mentioned benefits. Company shall deduct TDS from this amount in accordance with applicable income tax rules.

Please note that, you will be on training for **Twelve (12) months** from the date of your joining and will be confirmed on job upon successful completion of training. Furthermore, your appointment is conditional and subject to you being found medically fit as per the Company's policy and requirements.

A formal detailed letter of appointment along with your employment terms & conditions shall be issued by us upon you joining the employment. Please confirm your acceptance of the offer by signing the copy of this letter w/annexure and return the same to us.

We wish you all the very best in your new assignment with us.

Very truly yours
For **YOKOGAWA INDIA LIMITED**

K RAJAGOPALAN
Associate Vice President & Head
Human Resources & Administration

SALARY ANNEX□RE

NAME: Suthar Akshaykumar Yogenkumar
Date of Joining: 11.07.2022
Grade: TR
Designation: Trainee E□ecutive
Location: Baroda

	(Rs. per month)	(Rs. per annum)
Basic	4,600	55,200
HRA	2,760	33,120
Trainee Allowance	23,350	2,80,200
Gratuity - *(Company's contribution)*	221	2,655
Provident Fund - *(Company's contribution)*	1,800	21,600
Total Monthly / Annual	**32,731**	**3,□2,775**
End of Training Bonus (To be paid only upon successful completion of training)	-	**30,000**
Total per annum		**□,22,775**

Note: The above Compensation and Benefits are subject to ta□es, to be borne by the incumbent as per prevailing ta□ law s.

Additional benefits:

1. Coverage under Personal Accident Insurance - AS PER COMPANY POLICY
   (Premium shall be borne by the Company)
2. Coverage under Mediclaim / Hospitalization Insurance for "Family" - Self, Spouse & 2 children, if married - AS PER COMPANY POLICY
   & for two dependents - Parents / In-laws - AS PER COMPANY POLICY
   (Premium shall be borne by the Company)
3. You will be entitled to avail company provided free staff transport facility & subsidised canteen facility.

Other terms and conditions:

- 'Training Period is for 12 Months from the date of joining. The management reserves the right to e□tend this period at its sole discretion, if your performance during the Training Period is found to be unsatisfactory
- 100% compliance of company's rules, regulations, code of conduct and business conduct.
- Adherence to the Employment Terms and Conditions.

- The e□istence, nature, terms and conditions of this Trainee Offer Letter w .r.t to compensation are strictly confidential and shall not be disclosed by candidate in any manner or form, directly or indirectly, to any person or entity w ithout the company's consent.

Ref. #DPL/HR/OFF/Trainee/2022/13

Date: 08th March, 2022

To,
Mr. Aashay Dave
DDU

Sub: Offer Letter

Dear **Mr. Aashay Dave,**

Thanks for showing interest to work with us and accordingly appeared for the selection process and personal discussion. In this regard, we are delighted to offer you the position of **Graduate Engineer Trainee - Mechanical** in our organization on the following terms:

1. Your compensation will be Rs. **4.25 Lacs lac/-** per annum
2. Date of joining **Will be communicated shortly**
3. Your initial place of posting will be **at Dahej Plant of DPL**
4. Offer is subject to, you are found medically fit for the employment
5. Offer is subject to, satisfactory result in Final year of degree course
6. Production and verification of documents as under:
    a. Certificate of and/or mark sheets of final year of highest qualification received by you. You may be asked to furnish certificates of other additional qualification
    b. Proof of residence, date of birth & photo ID eg. Driving license / Passport / Voter ID card / PAN card (mandatory) / Aadhar card (mandatory)
    c. Four recent passport size photographs

As we are a growing organization with a strong commitment to quality and customer service; as a professional, you will surely find many challenges and growth opportunities which would go long way in adding value to the organization and your career.

Kindly return the duplicate copy of this letter duly signed as token of your acceptance of above terms.

Thanking you
Yours Faithfully,
For, DEEPAK PHENOLICS LTD.

Authorised Signatory

Received & Accepted

DEEPAK PHENOLICS LIMITED
CIN: U24100GJ2011PLC064669
Registered & Corporate Office:
1st Floor, Aaditya - II, Chhani Road, Vadodara - 390024. Gujarat, India.
Tel: +91 265 276 5500 | Fax: +91 265 276 5557
www.godeepak.com

Ref: RSPL/OFR/GET/2022/15 **F-HR-02**

To, **20-04-2022**
Mr. Vadgama Aditya,
S/O : Rajnishbhai, 152 J/5 Quarters,
Mithapur, Jamnagar,
Gujarat - 361345

Subject: - Offer Letter for the Post of Graduate Engineer Trainee –Power& Utility

Dear Mr. Aditya,

This has reference to your application for suitable position in our company. Based on your resume and the Interviews at various stages, we are pleased to make you an offer for **Graduate Engineer Trainee** for a period of One year with **RSPL Limited**.

As agreed your annual **CTC** will be **Rs. 2,66,412/- (Rupees Two Lacs Sixty Six Thousand Four Hundred Twelve Only.)** In case you have any queries or require specific clarification please feel free to contact the undersigned.

You are requested to accept this offer by **23-04-2022,** failing which this offer stands withdrawn and cancelled You are requested to join RSPL on or before **01-07-2022.** Depending upon your performance during the training and subject to availability of the vacancy, you will be absorbing in the regular cadre of the company as an Assistant Engineer, upon successful completion of one-year training. A detailed letter indicating all terms and condition of the training will be issued at the time of your joining. All joining documents as mentioned in Annexure-II should be submitted on the date of joining.

Your initial place of posting will be at **RSPL Soda Ash Plant Location, Village- Kuranga, Taluka-Dwarka, Dist - Devbhumi Dwarka, (Gujarat).** However, management reserves right to utilize your services in any of our group companies located anywhere in India or abroad, either in existence or which may come into existence.

In a meantime, we request your acceptance of this offer by returning a signed copy of this letter.

Yours sincerely
For RSPL Limited

Rajesh Dwivedi
(AGM - HR)

Received & accepted

26/04/2022

Signature with Actual date

RSPL
EVOLUTION IS CONSTANT

ANNEXURE – I			
Name		**Mr. Vadgama Aditya**	
Designation		**Graduate Engineer Trainee**	
Division/Location		**Soda Ash – Kuranga**	
Department		**Power& Utility**	
Salary Components		**Per Month (INR)**	**Per Annum (INR)**
A	Basic	15100	181200
	HRA	3050	36600
	Conveyance Allowance	1525	18300
	LTA	0	0
I - Total Gross Salary (A)		**19675**	**236100**
B	PF	1800	21600
	ESIC	0	0
	Gratuity	726	8712
II - Total (B)		**2526**	**30312**
Cost to Company (I + II)		**22201**	**266412**

Signatures:

Rajesh Dwivedi
(AGM - HR)

Acceptance signature of Mr. Vadgama Aditya

Vadgama
26/04/2022

RSPL
EVOLUTION IS CONSTANT

Annexure II

Please carry the following documents with you at the time of your joining.

Sr. No.	Pre Joining Forms
1	Acknowledged Copy of Offer letter
2	Pre-Joining Medical Examination Report
3	Seven passport size colour Photographs
4	Proof for date of birth
5	Address Proof (Passport, Voter ID, DL, Ration Card, Utility Bills)
6	Class X mark sheet and certificate
7	Class XII / Diploma mark sheet and certificate
8	Graduation / Degree certificate
9	PAN Card and Aadhar Card
10	Blood Group (Pathological Proof)

Note: Certificates / Documents: (To be verified from original documents & HR to initial along with date, on the photocopy of the certificate)

Ref. #DPL/HR/OFF/Trainee/2022/12

Date: 08th March, 2022

To,
Mr. Madhav Dave
DDU

Sub: Offer Letter

Dear **Mr. Madhav Dave,**

Thanks for showing interest to work with us and accordingly appeared for the selection process and personal discussion. In this regard, we are delighted to offer you the position of **Graduate Engineer Trainee - Mechanical** in our organization on the following terms:

1. Your compensation will be Rs. **4.25 Lacs lac/-** per annum
2. Date of joining **Will be communicated shortly**
3. Your initial place of posting will be **at Dahej Plant of DPL**
4. Offer is subject to, you are found medically fit for the employment
5. Offer is subject to, satisfactory result in Final year of degree course
6. Production and verification of documents as under:
    a. Certificate of and/or mark sheets of final year of highest qualification received by you. You may be asked to furnish certificates of other additional qualification
    b. Proof of residence, date of birth & photo ID eg. Driving license / Passport / Voter ID card / PAN card (mandatory) / Aadhar card (mandatory)
    c. Four recent passport size photographs

As we are a growing organization with a strong commitment to quality and customer service; as a professional, you will surely find many challenges and growth opportunities which would go long way in adding value to the organization and your career.

Kindly return the duplicate copy of this letter duly signed as token of your acceptance of above terms.

Thanking you
Yours Faithfully,
For, DEEPAK PHENOLICS LTD.

Authorised Signatory

Received & Accepted

_____

DEEPAK PHENOLICS LIMITED
CIN: U24100GJ2011PLC064669
Registered & Corporate Office:
1st Floor, Aaditya - II, Chhani Road, Vadodara - 390024. Gujarat, India.
Tel: +91 265 276 5500 | Fax: +91 265 276 5557
www.godeepak.com

CIN No. U27300GJ2019PTC110884
GSTIN : 24AABCZ4530A1ZV

3A GLOBAL ENGINEERING PVT. LTD.
ISO 9001 : 2015 CERTIFIED COMPANY

Certification & Inspection

Office : 107, SAFAL Prelude, B/h. Ashwaraj Bunglows, Corporate Road, Prahladnagar, Ahmedabad-380015, Gujarat, INDIA. P : +91-79-48900990
Mob. : +91-84870 57463 • : info@3aglobalengg.com, malik@3aglobalengg.com • : www.3aglobalengg.com

Letter of Offer

3AGEPL/HR/08/22 **5th May, 2022**

Dear Mr. Modi Dhruv Nitinkumar,

This has reference to your application and the subsequent interview you have had with us, you have been selected as a **Proposal / Design Engineer** in this company, you will report directly to Director, your starting monthly remuneration will be Rs 15000/- **(Rupees Fifteen Thousand Only).** You will be on a probation period of **Six Months**.

Your appointment is subject to:

1. You're joining the services of the company on or before by **01st June, 2022.**
2. You have to undergo one year bond as per company policy and for the same you have to hand over Cheque/D.D of one month salary in favor of 3A GLOBAL ENGINEERING Pvt. Ltd.
3. You are being found medically fit for the job.
4. Your written acceptance of the offer letter.
5. Relieving Letter should be submitted from the current employer.(if Applicable)
6. Copy of the Degree Certificate, Mark sheets, 4 passport size photos & Certificate etc.
7. Your personal identification like Aadhar card, Pan Card & Passport etc.
8. Salary slip of the current/ past employer of recent months. (if Applicable)
9. Driving license is mandatory.

Please sign and return to us the duplicate of this letter as a token of acceptance of the above terms and conditions.

We look forward to you joining our team and hope it is the beginning of a mutually fulfilling association.

Best Regards,

For, 3A Global Engineering Pvt. Ltd.

3A GLOBAL ENGINEERING PVT. LTD. CIN : U27300GJ 2019PTC110884 GUJARAT, INDIA

A.H.MALIK

Director

I have read and accepted the term and condition:

Date of Joining : _____

Signature with Date : _____

GUJARAT FLUOROCHEMICALS
VALUE THROUGH GREEN CHEMISTRY
An INOX GFL Group Company
CIN : L24304GJ2018PLC105479

Gujarat Fluorochemicals Limited
earlier known as Inox Fluorochemicals Limited

12/A, GIDC Dahej Industrial Estate, Taluka Vagra, Distt. Bharuch-392130, Gujarat, India | Tel: +91-2641-618031 (Admin) / 618041-50 (Purchase) / 618086-87 (Security) | www.gfl.co.in

CO: HR: 2022/ 25

22nd August, 2022

Mr. Harsh Hiren Shah
A-12, Aamra Villa,
New VIP Road,
Vadodara

Mobile: 8511185921

Dear Mr. Harsh

Subject: Offer Letter

With reference to your application and subsequent interviews you had with us, we are pleased to offer you the position of **Graduate Engineer Trainee (Mechanical)** at **Dahej** in our organization. Your training period will be of one year. During the training period you will be paid monthly stipend of **Rs. 30,000/- (Rupees Thirty Thousand Only).** During the training period, you will be trained in various areas of Mechanical.

This offer is subject to:

1. Your acceptance of this offer and returning a duplicate copy of this letter duly signed in token of the same;
2. Your submitting to us, within **three days** hereof, the following documents:
   a. An acknowledged and accepted copy of your resignation letter with your present employers (If applicable).
   b. Copies of documents in support of your educational qualifications (originals will also have to be produced for verification) and present gross remuneration (in terms of cost to the company) from your present employer and the same being found to be in order;
   c. Copy of your PAN card / Passport / Drivers' License / Election Photo identity card
3. Your joining duty with us as soon as possible, but not later than **2nd September 2022.**

Please note that contents of this offer letter and your appointment (as also any future revisions therein) are strictly confidential and should not be disclosed to anyone.

This is only an offer letter. Subject to fulfillment of the aforesaid conditions, the formal letter of appointment shall be issued to you upon your joining duties with us.

Thanking You

Yours faithfully
For **Gujarat Fluorochemicals Limited**

Authorized Signatory

Reliance
Industries Limited

Date: 5 Jul 2022

Ref: RIL/80185224/30031645/050722/0112

Dear Jainam Zaveri,

Letter of Appointment

With reference to written tests / interview you had with Reliance Group of Companies, we are delighted to appoint you in the position "Graduate Engineer Trainee - Mechanical" in Group , based upon following terms and conditions.

Documentation

This appointment letter consists of the below mentioned attachments:

A compensation term sheet
Components of Compensation
Terms and conditions
Other applicable paperwork based upon your specific needs

You are required to read these before you commence your employment

01. Place of Posting

Your initial place of posting will be at the place of your training. During your training period, you may be posted / transferred / to any of the offices / projects / divisions / departments / units of the company existing or to be set up at any location in India or abroad without any additional remuneration. Your services are also liable to be transferred to any of the group companies.

You will report for training on or before **04-Aug-22** failing which this letter of appointment shall automatically stand withdrawn and cancelled.

02. Mandatory Criteria:

i. Score eligibility:
Your appointment is subject to your securing minimum CGPA of 6.0 / 60% & above marks over 8 semesters, wherever applicable.

ii. Pre-employment Medical Check:
Pre-employment Medical Check clearance from RIL certified doctor. System generated information will be received for initiating the same on acceptance of this appointment letter.

03. Confirmation:

You will be under training for a period of one year from the date of joining the Company. During training you will be undergoing various assessments at the end of which there will be a final assessment. Your confirmation on permanent rolls of the company solely depends on the discretion of the management and the same is not a matter of right in any manner whatsoever.

Management reserves the right to terminate your training either during the training period or on completion of the same without assigning any reasons whatsoever.

(This letter is computer generated and does not necessarily require a signature)

Reliance Corporate Park Thane - Belapur Road, Ghansoli, Navi Mumbai - 400 701, India.
Phone : +91-22-4477 0000 Fax : +91-22-4471 0111
Register Office : Maker Chambers IV, 3rd Floor, 222, Nariman Point, Mumbai - 400 021, India. CIN - L17110MH1973PLC019786

We would also like to draw your particular attention to our Values and Behaviours. We have six values that express our shared understanding of what we believe, how we aim to behave and what we aspire to be as an organisation. Our values are about delivering customer value, having an ownership mind-set, showing respect and integrity, pursuing excellence and being one team.

Next Steps

This is system generated appointment letter based on the offer letter received. Please confirm your acceptance of this appointment letter by clicking 'Accept' button online. This letter of appointment shall automatically stand withdrawn in case we do not receive your acknowledgement online within ten days from receipt of this letter.

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This appointment is confidential and you must not discuss this or disclose any documentation related to it with anyone other than your immediate family. Any disclosure of the details of this offer to a third party other than your immediate family may result in withdrawal of the offer.

We reserve the right to withdraw our offer of employment/terminate your employment with us without assigning any reason whatsoever thereof, or delay your start date if you do not provide the required information and documentation within the required timelines or if during this process you intentionally leave out any information or provide any information which is inaccurate or untrue.

In case of any dispute regarding interpretation of any word or clause of this latter, the decision of the management shall be final and binding.

We look forward to your joining out team for a long, successful and pleasant association.

Sincerely yours,
Reliance Industries Ltd.

Authorized Signatory

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Reliance
Industries Limited

ANNEXURE A

1.1 Annual Compensation Summary

ANNEXURE 1.1 - A		
Name: Jainam Zaveri		
Compensation Breakup	**Monthly (INR)**	**Annual (INR)**
Basic Pay	21,402	2,56,827
House Rent Allowance	10,701	1,28,414
Residual Choice Pay	22,395	2,68,744
Insurance		
Group Personal Accident Insurancee Premium (GPAI)	57	679
Group Term Life Insurance Premium (GTLI)	400	4,794
Medical Insurance Premium* (Self, Spouse, 3 Dependent Children & Dependent Parents)	3,947	47,369
SUB TOTAL - I	58,902	7,06,827
Employer's Contribution to Provident Fund: PF (12% of Basic Pay)	2,568	30,819
Gratuity (4.81% of Basic Pay)	1,029	12,353
SUB TOTAL - II	3,598	43,173
TOTAL- FIXED PAY [I + II]	62,500	7,50,000

Residual Choice Pay can be distributed among the following Tax Friendly elements - HRA, LTA, Conveyance Allowance, Office Wear Allowance, Children Education Allowance, Food & Beverage Coupons, Gift Vouchers and Fuel & maintenance Expenses. Remaining amount will be paid as "Residual Choice Pay", as applicable.

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iv. **Jurisdiction:** The letter of employment is made at Mumbai and competent courts of Mumbai shall have jurisdiction over any dispute or difference whatsoever arising out of, under, in relation to or in connection with the letter of employment or breach hereof or in respect of any matter or thing herein contained.

v. **Entire Agreement:** This contract and the document referred to herein contain the entire agreement and understanding of the parties with respect to the subject matter hereof and shall supersede any and all prior or contemporaneous communications, representations, or agreements between the parties, whether oral or written, regarding the subject matter of this contract.

vi. **Age:** Your age mentioned in the Matriculation / Higher Secondary Certificate / Passport will be deemed to be the conclusive proof of your date of birth.

vii. **Change of address:** You will intimate in writing to the Company any change of your residential address within a week of the same changing, failing which any communication sent to you on your last recorded address shall be deemed to have been duly served on you.

viii. **Passport:** You are required to have a valid passport at all times and ensure that the same is renewed from time to time.

ix. **Suspension:** You may be placed under suspension pending enquiry into the charges of misconduct or any other breach hereof. The salary for the suspension period will be paid to you only if you are found not guilty of any of the charges for which you are suspended and not otherwise.

x. **Travel:** You shall make your own transport arrangements to and from the place of work.

xi. **Documentation:** Please submit the following documents, if not submitted earlier:

   a. Certificates in support of your educational professional qualifications, experience, date of birth and other testimonials in original together with copies thereof.

   b. Three copies of your recent passport size photographs with blue background.

   c. Relieving letter and salary certificate from your last employer, in case you are/were employed.

xii. **Severability**: If any term or provision of this letter of employment shall be held to be invalid for any reason whatsoever, such invalidity shall not affect the validity, operation or enforceability of the remainder hereof. If the remainder of this letter is not materially affected by such declaration or finding and is capable of substantial performance, then that term or provision or part thereof shall to that extent be deemed not to form part of this letter of employment and such provision shall be replaced by a substitute provision that is legal and enforceable and is as nearly as possible consistent with the intentions underlying the original provision.

xiii. **Non Waiver**: No delay or omission on the part of Company in exercising any right, power, privilege or remedy in respect of your employment terms shall neither impair such right, power, privilege or remedy, or be construed as a waiver of it, nor shall any single partial exercise of such right, power, privilege or remedy, preclude any further exercise of it or the exercise of any other right, power, privilege or remedy.

I confirm that I have read and understood the terms and conditions set out herein and unconditionally and irrevocably accept the above terms and conditions.

Employee Name: Jainam Zaveri

Signature: Jainam

Date: 5 Jul 2022

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Reliance
Industries Limited

Date: 5 Jul 2022

Ref: RIL/80185224/30032091/050722/0033

Dear Harsh Jani,

Letter of Appointment

With reference to written tests / interview you had with Reliance Group of Companies, we are delighted to appoint you in the position "Graduate Engineer Trainee - Mechanical" in Group , based upon following terms and conditions.

Documentation

This appointment letter consists of the below mentioned attachments:

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Components of Compensation
Terms and conditions
Other applicable paperwork based upon your specific needs

You are required to read these before you commence your employment

01. Place of Posting

Your initial place of posting will be at the place of your training. During your training period, you may be posted / transferred / to any of the offices / projects / divisions / departments / units of the company existing or to be set up at any location in India or abroad without any additional remuneration. Your services are also liable to be transferred to any of the group companies.

You will report for training on or before **04-Aug-22** failing which this letter of appointment shall automatically stand withdrawn and cancelled.

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Sincerely yours,
Reliance Industries Ltd.

Authorized Signatory

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Reliance
Industries Limited

ANNEXURE A

1.1 Annual Compensation Summary

ANNEXURE 1.1 - A		
Name: Harsh Jani		
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v. **Entire Agreement:** This contract and the document referred to herein contain the entire agreement and understanding of the parties with respect to the subject matter hereof and shall supersede any and all prior or contemporaneous communications, representations, or agreements between the parties, whether oral or written, regarding the subject matter of this contract.

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x. **Travel:** You shall make your own transport arrangements to and from the place of work.

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xiii. **Non Waiver**: No delay or omission on the part of Company in exercising any right, power, privilege or remedy in respect of your employment terms shall neither impair such right, power, privilege or remedy, or be construed as a waiver of it, nor shall any single partial exercise of such right, power, privilege or remedy, preclude any further exercise of it or the exercise of any other right, power, privilege or remedy.

I confirm that I have read and understood the terms and conditions set out herein and unconditionally and irrevocably accept the above terms and conditions.

Employee Name: Harsh Jani

Signature: Harsh Jani

Date: 5 Jul 2022

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Gujarat Narmada Valley Fertilizers & Chemicals Limited

GNFC

ISO 9001, ISO 14001, ISO 45001 & ISO 50001 Certified Company

No.: HR/REC/GET/2022/302
Date: **27/07/2022**

Mr.. More Jimit Gajanan
192, Sardar Patel Soc.,
Dabholi road,
Katargam,
Surat - 395004,
Mob. 8160545528 **E-Mail: jimitmore@gmail.com**

OFFER FOR THE POST OF GRADUTE ENGINEER TRAINEE (MECH.)

We make reference to the campus interview attended by you on **15/06/2022** organized at GNFC, Bharuch for the recruitment of **Graduate Engineer Trainee (MECH.)**. We are pleased to offer you the position of **Graduate Engineer Trainee (MECH.)** in our organization subject to fulfillment of below mentioned conditions:

1) You will have to undergo medical fitness examination at Company's Medical Centre situated at GNFC Township, P.O Narmadanagar, Ta. & Dist. Bharuch and obtain necessary fitness certification by our Company's Doctor.

2) Your final appointment will be subject to passing your Degree with first class as per the University / Institute norms.

3) You are requested to bring all your original certificates viz. School leaving certificate, 10th & 12th Mark sheets, Mark sheets of all the semesters of your degree and Degree Certificate, Identity Card (Aadhar card, PAN Card, etc) at GNFC Corporate office, 2nd Floor, HR Deptt.. P.O Narmadanagar, Bharuch. You are requested to come for Medical Examination at 8.45 a.m. on or before **03/08/2022**.

A detailed Appointment Letter specifying all terms and conditions will be issued to you subsequently subject to your complying with the above mentioned conditions. This offer letter is sent to you in duplicate. You are kindly requested to sign the second copy of this letter as a token of your unconditional acceptance and forward the same to us within 20 days from the date of issuance of this letter. Please note that if we do not receive your acceptance of this letter, it will be presumed that you are not interested in our offer and our offer shall stand withdrawn without any further communication to you in this regard.

Thanking you,

Yours faithfully,
For **Gujarat Narmada Valley Fertilizers & Chemicals Limited,**

Sd/-
Pankaj Sanadhya
General Manager

DECLARATION OF ACCEPTANCE

I unconditionally accept the above offer on the conditions mentioned therein and agree to abide by the same.

Date : _____ Signature : _____

Place : _____ Name : _____

Reliance
Industries Limited

Date: 5 Jul 2022

Ref: RIL/80185224/30031642/050722/0114

Dear Arpit Joshi,

Letter of Appointment

With reference to written tests / interview you had with Reliance Group of Companies, we are delighted to appoint you in the position "Graduate Engineer Trainee - Mechanical" in Group , based upon following terms and conditions.

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Other applicable paperwork based upon your specific needs

You are required to read these before you commence your employment

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Reliance
Industries Limited

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I confirm that I have read and understood the terms and conditions set out herein and unconditionally and irrevocably accept the above terms and conditions.

Employee Name: Arpit Joshi

Signature: 

Date: 5 Jul 2022

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Register Office : Maker Chambers IV, 3rd Floor, 222, Nariman Point, Mumbai - 400 021, India. CIN - L17110MH1973PLC019786

GHCL Limited

GHCL: SA: 2021-22
22nd March'22

Mr. Harsh Kotak
140, Pamchamurt, Shrirang society,
Chittal Road, Opp. Dutt Mandir,
Amreli – 365 601

Sub: Letter of Offer

Dear Mr. Kotak,

Please refer to your application for training and the subsequent discussion we had with you.

We are pleased to provide you an opportunity in our organization in the position of **Graduate Engineer Trainee (GET).** You will undergo training in the Soda Ash Division of the company on the following terms and conditions.

1. During your training you will be entitled to a gross salary of Rs. 2,50,000/- (Rs. Two Lac fifty Thousand only) per annum inclusive of all benefits.

2. You would be on training for a period of **one year** from the date of your joining. The training period is liable to be extended, at the sole discretion of the Management, if your performance or your conduct is not satisfactory.

3. You shall be assessed for your performance at the end of your training period and may be absorbed on the rolls of the company, subject to your performance and existence of an appropriate vacancy in the company. However, to mention that absorption shall not be deemed to have taken place unless you have been informed to that effect in writing.

4. This offer for training is subject to your successfully completing the B. Tech Course and submitting proof of it, failing which, your training will be discontinued forthwith.

You are requested to report for training on or before 15th June 2022 at the following address:

GHCL Limited
Works: Sutrapada, Dist. Gir-Somnath
Sutrapada, Gujarat – 362275, India

At the time of reporting for training please bring the following documents with you.

- 5 recent passport size photographs
- Originals with a photocopy of each of your certificates
- Proof of age
- Medical fitness certificate from an MBBS Doctor

Kindly sign and return the duplicate copy of this letter confirming your acceptance of the training.

We welcome you and wish you a successful training with us.

Yours faithfully,
For **GHCL Limited**

Anil Kumar Singh
Vice President – Human Resources

Regards
HARSH KOTAK

Scanned by TapScanner

GHCL Limited

Compensation Structure – Mr. Harsh Kotak

Name	Harsh Kotak
Designation	Graduate Engineer Trainee
Division	Soda Ash
Location/Division	Sutrapada
Salary Components	**Amount in Rs.**
Basic Salary Per Month	8500
House Rent Allowance Per Month	5100
Personal Allowance Per Month	1974
Food Allowance Per Month	2500
Washing Allowance Per Month	1000
Monthly Gross Salary (Rs.)	**19074**
Annual Gross Salary (Rs.)	**228888**
Provident Fund Per Annum	15084
Sub Total (Rs.) Per Annum **	**243972**
Gratuity Per Annum	6033
Gross Total (Rs.) Per Annum	**250000**

** Minimum 50% of the Subtotal will be deemed to be wages for the purpose of Gratuity

Anil Kumar Singh
Vice President – HR & IR

Regards
HARSH KOTAK

Works : Sutrapada, Dist. Gir-Somnath, Gujarat - 362275, India. Tel. +91-02876-263401-03, 263551-56 Fax : +91-02876-263480-83
CIN : L24100GJ1983PLC006513, E-mail : ghclinfo@ghcl.co.in , Website : www.ghcl.co.in

Regd. Office : GHCL House, Swastik Society, Opp. Punjabi Hall, Navrangpura, Ahmedabad, Gujarat-380009, India Tel. +91-079-26427519-818 Fax : +91-079-26423623
Head Office : GHCL House, B- 38, Institutional Area, Sector - 1, Noida, Uttar Pradesh - 201301, India. Ph. : +91-120-2535335, 3358000, Fax : +91-120-2535209

Scanned by TapScanner

ISO 9001
ISO 14001
OHSAS 18001
BUREAU VERITAS
Certification

Gujarat Chemical Port Limited
(Formerly known as Gujarat Chemical Port Terminal Company Limited)
CIN U99999 GJ 1992PLC017798
P.O. : Lakhigam, Via : Dahej, Tal.: Vagra,
Dist. : Bharuch - 392 130 Gujarat
Phone : (02641) 261045: Fax : (02641) 261055
Website : www.gcptcl.com

GCPL/HR/Offer/2022-23 **Date: 06.04.2022**

To,
Mr. Kunal Joshi,
E-61 GCW Township,
Vi: Kovaya, Ta. Rajula,
Dist. Amreli. 365541.

Sub: Offer for the post of Graduate Engineer Trainee (GET) – Mechanical

Dear Mr. Joshi

With reference to the interview you had with us on 01.04.2022, we are pleased to offer you the post of **Graduate Engineer Trainee (GET) – Mechanical** with cost to company of as agreed upon. This offer letter is subject to securing **minimum First class** in BE – Mechanical degree & passing your medical examination.

Your posting will be at Surat. However, you are required to visit at GCPL Site as per requirement of the Company and if company requires then company will permanently put you at GCPL site Dahej, Bharuch. You are required to report for duty on or before 11.05.2022, failing which the Offer letter shall be treated as cancelled.

Kindly arrange to produce the following original certificates /documents, at the time of your joining for the duty

a. Character certificates from two Gazetted Officer of the Central / State Government or equivalent status or First Class Magistrate.
b. Enclosed attestation form duly completed along with five recent passport size and one stamp size photographs (front pose).
c. Degree / Diploma certificates of Educational qualifications with mark sheet (along with true copies).
d. Certificates of age (age will be reckoned with the reference to Secondary School Leaving Certificates / S.S.C. as the case may be).
e. Service certificate from previous employer / s.
f. Discharge certificate from previous employer.
g. Domicile certificate.
h. Copy of PAN Card.

However, please note that your appointment with our company will be subject to passing your medical examination.

Your appointment letter with detailed terms & conditions will be issued to you at the time of your joining.

Please send copy of the offer letter duly signed by you as token of your acceptance.

Yours Sincerely
For Gujarat Chemical Port Ltd.

Authorized Signatory

19th July 2022

Mr. Jaykumar Vijaybhai Pansuriya
Dharamsinh Desai University

LETTER OF INTENT

Dear Jaykumar,

Welcome to the “Graduate Engineer Program” at Nayara Energy Limited.

We are pleased to offer you placement in our **Graduate Engineer Program Batch 2022** to be based in Vadinar. You are required to join by on 25th July, 2022

The Graduate Engineer Program at Nayara Energy will enable you to learn various technical and behavioural aspects at different plants and work areas and further groom you to take up various responsibilities. The emoluments to be paid at the time of joining are shown in the continuation sheet attached with this letter. The detailed appointment letter will be issued to you after joining the company.

Your appointment will be subject to:-

a) You having successfully cleared your examination as per the conditions laid down by the university.
b) You being examined and found medically fit.

You are required to bring following documents at the time of joining

1. Educational Qualification certificates
2. Provisional Degree Certificate issued by the college
3. Six Recent Passport size photographs (with white background)

We look forward to a very positive relationship and welcome you to the Company.

For **Nayara Energy Limited**

Jay Shah
Head HR- Refinery

Nayara Energy Limited (Formerly known as Essar Oil Limited)
5th Floor, Jet Airways Godrej BKC, Plot No. C-68, G Block, Bandra 361 305, India
Kurla Complex, Bandra East, Mumbai 400051, Maharashtra, India

T +91 22 66121800 | F +91 22 6708 2177
E corp@nayaraenergy.com

Registered Office:
Khambhalia, Post Box No.24, Dist. Devbhumi Dwarka, Gujarat

T +91 2833 661444 | F +91 28 3366 2929

CIN: U11100GJ1989PLC32116
www.nayaraenergy.com

COMPENSATION STRUCTURE			
SAP Code	0		Nayara Energy Limited
Level	M-10	**Location**	Vadinar
Name	**Jaykumar Vijaybhai Pansuriya**		
Position	**Graduate Engineering Trainee**		
SALARY COMPONENT	**MONTHLY (Rs.)**	**ANNUM (Rs.)**	**REMARKS**
BASE PAY			
Basic	16,250	1,95,000	Basic Salary is fixed guaranteed sum paid monthly. It is capped between 15% to 40% of CTC. The retiral benefits and HRA is linked to Basic.
House Rent Allowance	8,125	97,500	House Rent Allowance is an optional component paid monthly. It is capped at 60% of 'Basic' for metros and 50% of 'Basic' for non metros. For Company Leased Accommodation, actual amount will be considered
Special Allowance	20617	2,47,409	Special Allowance is fixed guaranteed sum paid monthly. It is a 'fitment' allowance. It does not have any link to the retirement benefits or any other element of compensation.
Food Coupons	1,300	15,600	Food Coupons is an optional component. An employee can opt for coupons worth Rs. 1300/- or Rs. 2600/- p.m. or Rs. 3600/- p.m.
Washing Allowance	1,000	12,000	Uniform Maintenance Allowance is a fixed guaranteed sum of Rs. 1,000 p.m. , for all employees at the plant location.
Total	**47,292**	**5,67,509**	
RETIRALS BENEFIT			
Provident Fund	1,950	23,400	Provident Fund a contributory benefit, an employer contributes 12% of basic salary of the employee and similar amounts gets deducted from the monthly salary as employee contribution.
Total	**1,950**	**23,400**	
Annual Fixed Pay			
Total Fixed Pay	**49,242**	**5,90,909**	**Annual Fixed Pay**
Annual Performance Linked Incentive			
Annual Performance Linked Incentive (APLI)	4,924	59,091	Annual Performance Linked Incentive is the performance bonus paid at the end of the annual appraisal cycle. The amount mentioned here is illustrative in nature and computed on an assumption of 100% payout. The actual payout is dependent on the employee's and Asset /Business performance.Associates, who have joined the company after October 1st of the performance year, will get their APLI pay-out along with the APLI pay-out in the subsequent performance year
Annual Compensation			
Grand Total	**54,167**	**6,50,000**	**Annual Total Potential to Earn**
OTHER BENEFITS			
Mobile bill Usage / Reimbursement	750		Per month
Health Insurance	3,50,000		For self, spouse and first two dependent children and dependent parents or parents in law
Group Accident Policy	25,00,000		For Self
Group Life Term Insurance	25,00,000		For Self
Gratuity	Payable as per Gratuity Act		
The emoluments/benefits due to you will be liable/subject to tax in accordance with the provisions of the Income Tax Act and Rules made there under as also other applicable laws, if any, as may be in force from time to time.			

Annexure – 2

Dear Jaykumar Vijaybhai Pansuriya ,

Further to the Annual Performance Linked Incentive (APLI) clause mentioned in your appointment letter, below are details regarding the purpose and terms &conditions regarding this pay-out.

a) The purpose of our Annual Performance Linked Incentive (APLI) program is to establish a closer link between results and rewards. It aims at aligning individual performance with that of the business unit he/she is associated with as also the Group performance and pay the incentive amount directly linked to the performance and contributions of the individual.

b) <u>Annual Performance Linked Incentive (APLI) Payout Terms & Conditions:</u>

1. APLI will be paid out only to those Associates who are on the rolls (active employment) of the company on the date of disbursement of APLI and have joined the company during the corresponding performance period.

2. Associates, who have joined the company after January 01 of the performance year, will get their APLI payout along with the APLI payout in the subsequent performance year.

3. Associates who attain the age of superannuation will be eligible to receive the APLI payout on a prorated basis for the time period served by them during that performance period. This amount will be declared and disbursed along with the rest of the organization.

4. Associates who resign or exit the company on or before the date of disbursement of the APLI will NOT be entitled to the payout.

c) <u>Annual Performance Linked Incentive Calculation Methodology:</u>

Incentives for all associates will be linked to Business, Division & associate's own Individual Balanced scorecard scores.

Kind regards,
For **Nayara Energy Limited**



Jay Shah
Head HR- Refinery

Annexure - 3

Retention Bonus Letter

Dear Jaykumar Vijaybhai Pansuriya

You will be eligible for a tenure linked bonus payable at the end of 36 months accrued at the rate of Rs.75,000/- per year.

Kind regards,
For **Nayara Energy Limited**



Jay Shah
Head HR- Refinery

CIN No. U27300GJ2019PTC110884
GSTIN : 24AABCZ4530A1ZV

3A GLOBAL ENGINEERING PVT. LTD.
ISO 9001 : 2015 CERTIFIED COMPANY

Certification & Inspection

Office : 107, SAFAL Prelude, B/h. Ashwaraj Bunglows, Corporate Road, Prahladnagar, Ahmedabad-380015, Gujarat, INDIA. P : +91-79-48900990
Mob. : +91-84870 57463 • : info@3aglobalengg.com, malik@3aglobalengg.com • : www.3aglobalengg.com

Letter of Offer

3AGEPL/HR/06/22

5th May, 2022

Dear Mr. Madhukar Yadav,

This has reference to your application and the subsequent interview you have had with us, you have been selected as a **Proposal / Design Engineer** in this company, you will report directly to Director, your starting monthly remuneration will be Rs 15000/- **(Rupees Fifteen Thousand Only)**. You will be on a probation period of **Six Months**.

Your appointment is subject to:

1. You're joining the services of the company on or before by **01st June, 2022.**
2. You have to undergo one year bond as per company policy and for the same you have to hand over Cheque/D.D of one month salary in favor of 3A GLOBAL ENGINEERING Pvt. Ltd.
3. You are being found medically fit for the job.
4. Your written acceptance of the offer letter.
5. Relieving Letter should be submitted from the current employer.(if Applicable)
6. Copy of the Degree Certificate, Mark sheets, 4 passport size photos & Certificate etc.
7. Your personal identification like Aadhar card, Pan Card & Passport etc.
8. Salary slip of the current/ past employer of recent months.(if Applicable)
9. Driving license is mandatory.

Please sign and return to us the duplicate of this letter as a token of acceptance of the above terms and conditions.

We look forward to you joining our team and hope it is the beginning of a mutually fulfilling association.

Best Regards,

For, 3A Global Engineering Pvt. Ltd.

3A GLOBAL ENGINEERING PVT. LTD. CIN : U27300GJ 2019PTC110884 GUJARAT, INDIA

A.H.MALIK

Director

I have read and accepted the term and condition:

Date of Joining : _____

Signature with Date : _____

15th Apr 2022

Sub: Offer Letter

Dear Mr.Maheta Amitkumar Pankajbhai
DDU Baroda

Greetings from NEI Ltd.!!

It gives me immense pleasure to welcome you to NEI family. We are pleased to offer you appointment as Engineer Trainee (ET) subsequent to the **Campus Placement Drive**. Please come and become part of NEI family on **Monday 04th July, 2022** at NEI's Jaipur office. The address is as below –

National Engineering Industries Ltd.
Khatipura Road, Hasanpura,
Jaipur -302006, Rajasthan

The detailed Letter of Appointment containing standard terms and conditions shall be issued to you after joining your duties at our **Jaipur Office.** The joining formalities and initial induction would be done at our Jaipur campus, post this NEI reserves right to depute you at any of our plant location (Jaipur/Vadodara/Newai/ Manesar)

You are requested to please submit following documents at the time of joining:

1. Report of your medical health check up from a registered diagnostic lab i.e. Chest PA View -X- ray and its report, urine test report, blood group report and blood sugar report, eye sight & colour blindness report.

2. Copies of mark sheets and degrees of your educational qualifications (Original as well as one set of xerox).

3. Residence proof, photo ID proof, PAN card, Aadhar Card with 4 passport size photographs. Please carry a set of photocopies of all these documents along with the original one for verification purpose.

Note: - All the above-mentioned documents are mandatory, without it joining process cannot be initiated.

As a token of your acceptance, please confirm the same by sending the duly signed scan copy of the letter at the earliest.

Looking forward to welcome you on Monday 04th July, 2022.

Thanking you,

Yours faithfully,

For National Engineering Industries Ltd.

Meenakshi Sharma
Head – Talent Acquisition

Accepted & Agreed

Sign: _____
Name:
Date:

LM WIND POWER
a GE Renewable Energy business

LM WIND POWER BLADES (INDIA) PVT LTD

01st August 2022

Maitri Bhatt
Vadodara

Dear Maitri Bhatt,

Congratulations!

You have been selected as an **Intern- Apprentice (Graduate Engineer Trainee)** with the **LM WIND POWER BLADES (INDIA) PVT LTD** (GE Renewables Energy). Your assignment will begin from **17th August 2022** and end on **16th August 2023.**

Subject to the compliance with terms enclosed herewith as Annexure 1, during the above period you will be paid a stipend amount of **Rs. 35000/- (Rupees Thirty Five Thousand only) per month**. This offer is subject to your joining us on the mentioned date and time. Annexure 1 will also provide helpful information. You hereby consent that your engagement will be terminated with an immediate effect if the Compliance terms and conditions stated in Annexure 1 are not complied.

Please note that this offer letter constitutes neither an offer of employment nor commitment to offer employment with the Company to you in the future.

This offer is valid until 7 days from the date of this letter. Look forward to your acceptance.

LM WIND POWER BLADES (INDIA) PVT LTD

Tanveer Saiyed
Senior Manager – Human Resources & Administration

Terms:
•The interns hereby undertake that they shall protect all the intellectual property rights of GE and any information shared by them shall deemed to be confidential and they need to protect it.
•Any technology/ material developed in their course of engagement shall be exclusive property of GE and GE shall have complete rights and ownership of such products. The hereby assigns and agrees to assign to GE and to cause its personnel to assign to GE, without additional compensation, all such technology/ material and associated intellectual property rights.
•All made under this Agreement including any associated intellectual property rights belongs to GE.

I acknowledge receipt of this offer letter and agree to the terms and conditions of the employment set out above and in the Annexure.
Name: Maitri Bhatt Place: Date:

Signature:

LM Wind Power
Blades (India) Pvt. Ltd.

Site Office :
Halol Industrial Area (phase III)
Plot No. 1/B, Village Chandrapura,
Taluka Halol
District Panchmahal,
Gujarat - 389350.

www.lmwindpower.com
info.in@lmwindpower.com
LM CIN - U31101KA1993PTC026157

Enclosure:

Annexure 1 – Reporting Time /Joining Formalities/Facilities

Reporting Time on Day one:
•You are requested to report at the Office at **9.00 AM.**

LM WIND POWER BLADES (INDIA) PVT.LTD HALOL INDUSTRIAL AREA (PHASE III) PLOT NO. 1/B, VILLAGE CHANDRAPURA, TALUKO HALOL, DIST. PANCHMAHAL, GUJARAT 389350

Carry a copy of your internship letter and show it to security at the Entrance Gate.

In case of any issues please Contact – Prachi Patil
Ph No- 9824769633
Email ID: prachi.patil@ge.com

Joining Instructions:

- You shall safeguard any information regarding the company's business or any other relevant information.
- You will sign the Innovation and Proprietary agreement to protect the interests of the company as you might be exposed to classified projects during the course of your training.
- You shall abide by the rules and regulations of the company.

Benefits:

- Canteen facilities
- Transport facilities

Reliance
Industries Limited

Date: 5 Jul 2022

Ref: RIL/80185224/30032090/050722/0034

Dear Margesh Chaudhary,

Letter of Appointment

With reference to written tests / interview you had with Reliance Group of Companies, we are delighted to appoint you in the position "Graduate Engineer Trainee - Mechanical" in Group , based upon following terms and conditions.

Documentation

This appointment letter consists of the below mentioned attachments:

A compensation term sheet
Components of Compensation
Terms and conditions
Other applicable paperwork based upon your specific needs

You are required to read these before you commence your employment

01. Place of Posting

Your initial place of posting will be at the place of your training. During your training period, you may be posted / transferred / to any of the offices / projects / divisions / departments / units of the company existing or to be set up at any location in India or abroad without any additional remuneration. Your services are also liable to be transferred to any of the group companies.

You will report for training on or before **04-Aug-22** failing which this letter of appointment shall automatically stand withdrawn and cancelled.

02. Mandatory Criteria:

i. Score eligibility:
Your appointment is subject to your securing minimum CGPA of 6.0 / 60% & above marks over 8 semesters, wherever applicable.

ii. Pre-employment Medical Check:
Pre-employment Medical Check clearance from RIL certified doctor. System generated information will be received for initiating the same on acceptance of this appointment letter.

03. Confirmation:

You will be under training for a period of one year from the date of joining the Company. During training you will be undergoing various assessments at the end of which there will be a final assessment. Your confirmation on permanent rolls of the company solely depends on the discretion of the management and the same is not a matter of right in any manner whatsoever.
Management reserves the right to terminate your training either during the training period or on completion of the same without assigning any reasons whatsoever.

(This letter is computer generated and does not necessarily require a signature)

Reliance Corporate Park Thane - Belapur Road, Ghansoli, Navi Mumbai - 400 701, India.
Phone : +91-22-4477 0000 Fax : +91-22-4471 0111
Register Office : Maker Chambers IV, 3rd Floor, 222, Nariman Point, Mumbai - 400 021, India. CIN - L17110MH1973PLC019786

We would also like to draw your particular attention to our Values and Behaviours. We have six values that express our shared understanding of what we believe, how we aim to behave and what we aspire to be as an organisation. Our values are about delivering customer value, having an ownership mind-set, showing respect and integrity, pursuing excellence and being one team.

Next Steps

This is system generated appointment letter based on the offer letter received. Please confirm your acceptance of this appointment letter by clicking 'Accept' button online. This letter of appointment shall automatically stand withdrawn in case we do not receive your acknowledgement online within ten days from receipt of this letter.

This offer of employment is subject to you providing all of the information and documentation requested BEFORE you commence employment with us. All information / documentation submitted by you will be considered as submitted on your own freewill and consent.

This appointment is confidential and you must not discuss this or disclose any documentation related to it with anyone other than your immediate family. Any disclosure of the details of this offer to a third party other than your immediate family may result in withdrawal of the offer.

We reserve the right to withdraw our offer of employment/terminate your employment with us without assigning any reason whatsoever thereof, or delay your start date if you do not provide the required information and documentation within the required timelines or if during this process you intentionally leave out any information or provide any information which is inaccurate or untrue.

In case of any dispute regarding interpretation of any word or clause of this latter, the decision of the management shall be final and binding.

We look forward to your joining out team for a long, successful and pleasant association.

Sincerely yours,
Reliance Industries Ltd.

Authorized Signatory

(This letter is computer generated and does not necessarily require a signature)

Reliance Corporate Park Thane - Belapur Road, Ghansoli, Navi Mumbai - 400 701, India.
Phone : +91-22-4477 0000 Fax : +91-22-4471 0111
Register Office : Maker Chambers IV, 3rd Floor, 222, Nariman Point, Mumbai - 400 021, India. CIN - L17110MH1973PLC019786

Reliance
Industries Limited

ANNEXURE A

1.1 Annual Compensation Summary

ANNEXURE 1.1 - A		
Name: Margesh Chaudhary		
Compensation Breakup	**Monthly (INR)**	**Annual (INR)**
Basic Pay	21,402	2,56,827
House Rent Allowance	10,701	1,28,414
Residual Choice Pay	22,395	2,68,744
Insurance		
Group Personal Accident Insurancee Premium (GPAI)	57	679
Group Term Life Insurance Premium (GTLI)	400	4,794
Medical Insurance Premium* (Self, Spouse, 3 Dependent Children & Dependent Parents)	3,947	47,369
SUB TOTAL - I	58,902	7,06,827
Employer's Contribution to Provident Fund: PF (12% of Basic Pay)	2,568	30,819
Gratuity (4.81% of Basic Pay)	1,029	12,353
SUB TOTAL - II	3,598	43,173
TOTAL- FIXED PAY [I + II]	62,500	7,50,000

Residual Choice Pay can be distributed among the following Tax Friendly elements - HRA, LTA, Conveyance Allowance, Office Wear Allowance, Children Education Allowance, Food & Beverage Coupons, Gift Vouchers and Fuel & maintenance Expenses. Remaining amount will be paid as "Residual Choice Pay", as applicable.

Reliance Corporate Park Thane - Belapur Road, Ghansoli, Navi Mumbai - 400 701, India.
Phone : +91-22-4477 0000 Fax : +91-22-4471 0111
Register Office : Maker Chambers IV, 3rd Floor, 222, Nariman Point, Mumbai - 400 021, India. CIN - L17110MH1973PLC019786

iv. **Jurisdiction:** The letter of employment is made at Mumbai and competent courts of Mumbai shall have jurisdiction over any dispute or difference whatsoever arising out of, under, in relation to or in connection with the letter of employment or breach hereof or in respect of any matter or thing herein contained.

v. **Entire Agreement:** This contract and the document referred to herein contain the entire agreement and understanding of the parties with respect to the subject matter hereof and shall supersede any and all prior or contemporaneous communications, representations, or agreements between the parties, whether oral or written, regarding the subject matter of this contract.

vi. **Age:** Your age mentioned in the Matriculation / Higher Secondary Certificate / Passport will be deemed to be the conclusive proof of your date of birth.

vii. **Change of address:** You will intimate in writing to the Company any change of your residential address within a week of the same changing, failing which any communication sent to you on your last recorded address shall be deemed to have been duly served on you.

viii. **Passport:** You are required to have a valid passport at all times and ensure that the same is renewed from time to time.

ix. **Suspension:** You may be placed under suspension pending enquiry into the charges of misconduct or any other breach hereof. The salary for the suspension period will be paid to you only if you are found not guilty of any of the charges for which you are suspended and not otherwise.

x. **Travel:** You shall make your own transport arrangements to and from the place of work.

xi. **Documentation:** Please submit the following documents, if not submitted earlier:

a. Certificates in support of your educational professional qualifications, experience, date of birth and other testimonials in original together with copies thereof.

b. Three copies of your recent passport size photographs with blue background.

c. Relieving letter and salary certificate from your last employer, in case you are/were employed.

xii. **Severability**: If any term or provision of this letter of employment shall be held to be invalid for any reason whatsoever, such invalidity shall not affect the validity, operation or enforceability of the remainder hereof. If the remainder of this letter is not materially affected by such declaration or finding and is capable of substantial performance, then that term or provision or part thereof shall to that extent be deemed not to form part of this letter of employment and such provision shall be replaced by a substitute provision that is legal and enforceable and is as nearly as possible consistent with the intentions underlying the original provision.

xiii. **Non Waiver**: No delay or omission on the part of Company in exercising any right, power, privilege or remedy in respect of your employment terms shall neither impair such right, power, privilege or remedy, or be construed as a waiver of it, nor shall any single partial exercise of such right, power, privilege or remedy, preclude any further exercise of it or the exercise of any other right, power, privilege or remedy.

I confirm that I have read and understood the terms and conditions set out herein and unconditionally and irrevocably accept the above terms and conditions.

Employee Name: Margesh Chaudhary

Signature: 

Date: 5 Jul 2022

Reliance Corporate Park Thane - Belapur Road, Ghansoli, Navi Mumbai - 400 701, India.
Phone : +91-22-4477 0000 Fax : +91-22-4471 0111

Register Office : Maker Chambers IV, 3rd Floor, 222, Nariman Point, Mumbai - 400 021, India. CIN - L17110MH1973PLC019786

NIRMA LIMITED

REGD. OFFICE : NIRMA HOUSE, ASHRAM ROAD, AHMEDABAD - 380 009. PHONE : 079 - 27546565, 27549000 FAX : 079 - 27546603, 27546605
CIN : U24240GJ1980PLC003670 • Email : info@nirma.co.in • www.nirma.co.in

OFEER LETTER

REF.NO:NL00110304S477 03.05.2022

To
Meet Narendrabhai Karveliya
Avadh Park - 2, Porbandar Road / / Near Saint
Amigarden Park Upleta
Rajkot - 360490 Gujarat
Contact:9601874057
Email:meetkarveliya123@gmail.com

Dear Sir,

With reference to your applications and the subsequent interview, you had with us. We have pleasure in informing that you have been selected for the position of as **G E T** at a Gross of Rs. **19347** per Month (Excluded Bonus Amount as per Bonus Act) and, other terms and conditions mutually discussed and agreed between us.

The formal letter of **Trainee Agreement** will be handed over to you after completion of joining formalities.

You are requested to join on or before **15.05.2022** and meet to **Sh. D G Jakhade - Factory Manager** - Employee Housing Colony, Survey No. 194, 200 P, Near Nari Chowkdi, Village - Vartej, Pin - 364060, Ta & Dist. Bhavnagar. Gujarat. India, Phone No : 0278 # 2565199 & Site : 0278 # 2885301 to 04 for joining formalities.

Please ensure that you bring all the original documents along with their Xerox copies required as per **Annexure-B, failing which you will not be allowed to join,** also note that your appointment is subject to the verification and true worthiness
of all the desired documents.

We will appreciate, if you can sign and return as a token of your acceptance the duplicate copy of this letter indicating likely date of joining us, along with a copy of the acceptance of your resignation letter at the earliest.

Thanking you,

Yours faithfully,
For **NIRMA LIMITED**

sgd

(Authorized Signatory)

A C C E P T A N C E

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

Place: Nadiad **Signature:** Karveliya **Likely to join on:** 01/06/2022

Date : 09/05/2022 **Name :** **Meet Narendrabhai Karveliya**

NIRMA

Better Products. Better Value. Better Living.

DMCFS
FINISHING SCHOOL

Phone: 020-25453405 | E-mail: info@clmcfs.in | Website: www.dmcfs.in

Mr. Shah Naman Bimalkumar
18, Ishwarkrupa Society,
Opp. New Era School,
Nizampura, Vadodara, 390002

Dear Shah Naman

Pursuant to your interview with our client **Banco Products India Limited**, we are pleased to offer you the position of **"B Tech. Mechanical Trainee"**. Please note that your appointment letter (comprising the "Terms and conditions" of your employment with DMCFS will be given to you post joining the organization.

Your monthly Take Home will be Rs. 20000/- (Rupees Twenty Thousand only.)

1. Your Date of Joining will be your contract of employment shall be valid for a period of **12 months** from 19/04/2022 and will expire on 18/04/2023.
2. Your base location will be at the client site in Bhaili.

You need to submit the photocopies of the documents as mentioned below on your day of joining by filling up detail joining kit

a. Graduation/Post Graduation/Diploma Certificates
b. 1 Copy of PAN Card
c. Address Proof (Aadhar Card)
d. 3 Passport sized photographs
e. School Leaving Certificate
f. Account Bank Details

If you accept this offer, kindly send in your acknowledgement to us confirming your joining.
Please feel free to get in touch with HR on 90999 66664.
We look forward to having you on board.
Sincerely,

Deccan Management Consultants Finishing School

CONFIRMATION

I confirm that I have accepted the terms and conditions and will join DMCFS latest by **19 April 2022.**

Signature: _____ Date: 19-04-22

Ref/ DCTL/Offer/2021-22/Trainee/12

Date: 16th March 2022

To,
Mr. Nandan Bhatt
DDU

Sub: Offer Letter

Dear **Mr. Nandan Bhatt,**

Thanks for showing interest to work with us and accordingly appeared for the selection process and personal discussion. In this regard, we are delighted to offer you the position of **Graduate Engineer Trainee - Mechanical** in our organization on the following terms:

1. Your compensation will be Rs. **4.25 Lacs lac/-** per annum
2. Date of joining on or before **8th June, 2022**
3. Your initial place of posting will be **at DCTL – Vadodara Location**
4. Offer is subject to, you are found medically fit for the employment
5. Offer is subject to, satisfactory result in Final year of degree course
6. Production and verification of documents as under:
    a. Certificate of and/or mark sheets of final year of highest qualification received by you. You may be asked to furnish certificates of other additional qualification
    b. Proof of residence, date of birth & photo ID e.g. Driving license / Passport / Voter ID card / PAN card (mandatory) / Aadhar card (mandatory)
    c. Four recent passport size photographs

As we are a growing organization with a strong commitment to quality and customer service; as a professional, you will surely find many challenges and growth opportunities which would go long way in adding value to the organization and your career.

Kindly return the duplicate copy of this letter duly signed as token of your acceptance of above terms.

Thanking you
Yours Faithfully,
For, DEEPAK CHEM TECH LTD.

Authorised Signatory

Received & Accepted

_____

DEEPAK CHEM TECH LIMITED
(Formerly known as DEEPAK CLEAN TECH LIMITED)
CIN: U24290GJ2020PLC117177
Registered Office:
4th Floor, Aaditya-II, Chhani Road, Vadodara- 390 024, Gujarat, India
Tel: +91 265 276 5200 / 3960200 | Fax: +91-265-2765300 / 5344
www.godeepak.com

June 26, 2022

Mr. Nikhil Rana
B-181, NTPC Township, PO: Urjanagar
Jhanor,
Bharuch(guj)-392215
India

Ph: +91-6355269087

Dear Nikhil,

Welcome to Infosys!

Today, the corporate landscape is dynamic and the world ahead is full of possibilities! None of the amazing things we do at Infosys would be possible without an equally amazing culture, the environment where ideas can flourish and where you are empowered to move forward as far as your ideas will take you.

At Infosys, we assure that your career will never stand still, we will inspire you to build what's next and we will navigate further, together. Our journey of learnability, values and trusted relationships with our clients continue to be the cornerstones of our organization and these values are upheld only because of our people.

We look forward to working with you and wish you success in your career with us.

Warm regards,

RICHARD LOBO
EVP and Head Human Resources - Infosys Limited

Signature Not Verified
Digitally signed by Richard Lobo
Date: 2022.06.26 11:41:03 IST
Reason: Digitally Signed
Location: Bangalore

INFOSYS LIMITED
CIN: L85110KA1981PLC013115
44, Infosys Avenue
Electronics City, Hosur Road
Bangalore 560 100, India
T 91 80 2852 0261
F 91 80 2852 0362
askus@infosys.com
www.infosys.com

Company Confidential - This communication is confidential between you and Infosys Limited

HRD/1002466973/22 June 26

Mr. Nikhil Rana
B-181, NTPC Township, PO: Urjanagar
Jhanor,
Bharuch(guj)-392215
India

Ph: +91-6355269087

Dear Nikhil,

Congratulations! We are delighted to make you an offer as **Systems Engineer Trainee** and your role is **Systems Engineer** .

Here are the terms and conditions of our offer:

Definition

The following terms shall have the following meanings for the purpose of this Offer of Employment (**"Offer Letter"** hereinafter).

"Affiliates" means any entity that controls, is controlled by, or is under common control with the Company.
"Company" refers to Infosys Limited.
"Control" means possessing, directly or indirectly, the power to direct or cause the direction of the management, policies or operations of an entity, whether through ownership of voting securities, by contract or otherwise.

"Training" shall mean and include all the training that shall be imparted to you on joining the Company.

Joining

Your scheduled date of joining the employment of the Company will be **25-Aug-2022.**

Location

Your location for employment is **MYSORE, India** .
You may be asked to relocate to any of our units, departments or the offices of our Affiliates and/or the offices of our customers, depending on business requirements. In such an event, your remuneration and other benefits shall be determined in accordance with the relevant Policies of the Company in that work location.

Please be advised that you, by accepting this Offer Letter, hereby give your irrevocable consent to the above.

Company Confidential - This communication is confidential between you and Infosys

Training

You recognize and accept that at the time of appointment as Systems Engineer Trainee, except exposure to academic knowledge, you have received no formal, effective, technical or practical training to independently function as a Systems Engineer Trainee who is commercially viable to the Company. You further recognize and accept that prior to and at the time of joining the Company, you have not been exposed to and, therefore, have not acquired any management or communication skills, which are essential for performance of duties by you which meet the current business needs, parameters, standards and efficiency levels required by the Company.

Therefore, you would need to undergo the Training program at the Company. The Training program may consist of classroom/virtual training and/or on-the-job training. The duration of the Training will be based on the business requirements of the Company.

Terms and Conditions during Training

You are aware that the Company would be expending substantial sums of money and incurring costs, expenses, man hours etc. in the process of selecting and appointing you as Systems Engineer Trainee and thereafter imparting Training to you.

You further accept, agree and admit that the nature, quality, intensity and content of Training to be imparted by the Company is not available or imparted by any other company of a similar nature. The Training is designed to satisfy the exclusive requirements of the Company.

You admit and recognize that the technical and management Training involves substantial Training costs, man hours, resource utilization and is the result of the Company` s pro-active policies in encouraging leadership qualities.

You recognize and accept that the Company would suffer substantial financial loss, inconvenience, loss of resources, man hours, etc., in the event you fail to complete the Training and/or leave the Company during the Probation period.

You, therefore, agrees that in the event of you leaving the Company before completion of the Probation period with the Company for any reason whatsoever, you shall be liable to pay to the Company compensation /damages amounting to Rs. [1,00,000]/- (Rupees One Lakh).

You accept, agree and admit that the aforementioned amount is a genuine, fair and reasonable estimate of the damages, loss and expenses that the Company would suffer on providing you the Training and/or if you leave the Company during the Probation period.

You acknowledge that the failure to complete the Training successfully or leaving the Company within the Probation Period shall mean and include:

a) Failure to complete the Training and/or the Probation Period by being absent for any reason(s) whatsoever from the Company;

b) Leaving the Company for the purpose of higher studies, research, alternate employment, alternate Training or any other purpose during the Probation period.

c) Dismissal by the Company for any act of misconduct, indiscipline, absence, refusal to obey orders, breach of internal policies of the Company or unsatisfactory response from you during the Probation period.

Please be advised that you, by accepting this Offer Letter, hereby give your irrevocable consent to the above.

Probation and Confirmation

You will be on training / probation for a period of 18 (Eighteen) months from the date of joining the Company. On successful completion of your training / probation, you will be confirmed as a permanent employee. Your confirmation is also subject to your submitting the documents required by the Company, details of which are enclosed in the Information Sheet in Annexure - IV.

Leave

You are entitled to earned Leave, right from your date of joining. You will be eligible for 15 (Fifteen) working days of earned leave annually, for the first two years of your tenure with the Company. On completion of two years of service, subject to your confirmation as a permanent employee you will be eligible for 20 (Twenty) working days of leave annually.

Leave is credited on a quarterly basis. The leave eligibility shall begin in the quarter of your joining the Company, on a pro-rata basis. Leave year is the calendar year and not the fiscal year.

An illustration with other relevant information have been given in the Information Sheet. The Company`s Policies also provide for Maternity, Paternity and Bereavement Leave. Further details will be provided to you at the time of joining.

Increments and Promotions

Your growth and increase in salary will depend solely on your performance and contribution to the Company. Salary increases are normally given on an annual basis.

Transfer

Your services can be transferred to any of our units / departments situated anywhere in India or abroad. At such time compensation applicable to a specific location will be payable to you.

Compensation and Benefits

Salary

Your total gross salary during the first six months from the date of joining will be **INR 25,000** per month and Total Gross Salary post successful completion of six months will be **INR 30,000** per month.The break-up of your salary has been provided in the Compensation Details sheet in Annexure -I and Annexure - II.

The effective date of the revised salary will be the 1st of the month succeeding the month in you have completed 6 months.

Performance- linked Incentive

You will be eligible for a Performance-linked Incentive (PI) upon successful completion of six months from the Date of Joining, to a maximum of 20% of your Fixed Gross Salary, based on your performance during the six months period.

The details of this scheme will be communicated on your joining. Please refer to the Compensation Details sheet for more details.

Ex - Gratia / Bonus

You will be eligible for an Ex - Gratia/ Bonus payout which is calculated at 20% of the Basic Salary as mentioned in the Compensation Details sheet at Annexure - I and Annexure - II of this letter. The mode of payment for Financial Year 2021 - 22 will be as follows:

95% of the bonus amount mentioned in the Compensation Details sheet will be paid out on a monthly basis. The balance amount will be paid out in the end of the financial year.

Basket of Allowances (BOA)

The Basket of Allowances will be paid to you as part of your salary every month.

Youwill have the flexibility of choosing the components and amounts under such components as per the options provided to you on the Company Intranet, based on your preferences and income tax plans.

National Pension Scheme

We offer all our India based employees the option to contribute towards the National Pension Scheme. This is an optional retirement benefit introduced by the Government of India for all its citizens. It enables accumulation of retirement corpus during active employment with add-on tax breaks. Please refer to the Information Sheet at Annexure - IV for more details.

Insurance

You will be eligible to participate in a Group Health Insurance Scheme. You may choose to enhance the coverage with other participatory optional health insurance plans (Platinum, Gold and Silver). You will be covered by default under the Standard Plan which provides you and your family (your spouse and two children up to the age of 22 years) with a cover of **INR 500,000** per annum.

You will be covered under the Group Life Insurance Scheme, managed by Infosys Welfare Trust which provides you with a total Life Insurance cover of **INR 62,00,000** of which **INR 32,00,000** is covered towards natural death, and **INR 30,00,000** towards an accidental death. All employees become members of Infosys Welfare Trust, by one-time payment of **INR 250** and fixed monthly contribution of **INR 250** .

The details of the Scheme would be available to you when you join the Company.

Passport & Driving License

It would be to your advantage to have a valid passport and a four-wheeler driving license at the time of joining the Company. Our offer to you is subject to your having a valid passport or producing a proof of having applied for the same.

Notice Period

During the probation period, if your performance is found to be unsatisfactory or if it does not meet the prescribed criteria, your training/employment can be terminated by the Company with one-month notice or salary thereof. On confirmation, you will be required to give three month`s notice or salary thereof in case you decide to leave our services, subject to the Company`s discretion. Where circumstances make it necessary, the Company will have the discretion to relieve you only at the end of the three months` notice period. Similarly, the Company can terminate your services by giving three months notice or salary thereof.

In the event you do not successfully complete your training, or you are involved in an act that constitutes misconduct, your training/employment can be terminated by the Company with immediate effect without notice.

Background Checks

The Company may, at its discretion conduct background checks prior to or after your expected joining date to validate your identity, the address provided by you, your education details and details of your prior work experience if any, and to conduct any criminal checks. You expressly consent to the Company conducting such background checks. In this connection, you are required to furnish the documents listed in Offer Annexure for India.

If you fail to submit the necessary documents as required by the Company within the specified time period or if the Company is not satisfied, with the outcome of the background checks, the Company, in its sole discretion, reserves the right to withdraw this offer without notice and compensation or to take any appropriate action against you, including, but not limited to termination of your employment.

When a background check raises any concerns regarding any of the details furnished by you and the Company feels the need to further validate such facts, the Company may at its sole discretion, ask you for further information, to substantiate the details that you have earlier provided to the Company, before initiating appropriate action.

Please note that Infosys requires you to furnish a copy of your passport at the time of joining. If you are unable to do so, the Company will initiate a criminal background check.

Other Terms and Conditions

You agree not to undertake employment, whether full-time or part-time, as the Director / Partner / Member / Employee of any other organization / entity engaged in any form of business activity without the consent of Infosys. The consent may be given subject to any terms and conditions that the Company may think fit and may be withdrawn at any time at the discretion of the Company.

Our offer to you as a **Systems Engineer** is conditional upon your having fully completed your graduation/post-graduation, without any active backlog papers and with a pass percentage not lesser than as specified in our campus recruitment program 2021-22. These eligibility criteria for the Role of a Systems Engineer, has already been clearly communicated to you and your college during the selection process. You will also have completed all studies, course requirements and examinations required for the award of the educational qualification recorded by you in your application for employment with Infosys.

You will produce all marks sheets and other relevant documents, at least till the penultimate semester. All these proofs will need to be submitted on the day of joining. Further, you should have been declared as passed by the relevant examination authority. The determination of the adequacy or authenticity of all or any of the proofs and any condonation of delay in submission of the same will be at the Company`s discretion.

You hereby acknowledge and agree to abide by all internal Policies of the Company, which you will be able to access, upon joining, on the Intranet `Sparsh`. These Policies cover various human resources and administrative topics and procedures. The Company reserves the right to change these Policies at any time in its absolute discretion.

Based on the nature of your work and business requirements, you may be required to work on rotational shifts. If you are required to work on rotational shifts, you will be duly intimated of the change in your shift timings. During rotational shifts, you will continue to be bound by the provisions of the working hour policy of the Company. If the rotational shifts require you to work night shifts, the policy on night shift allowance of the Company (if in force) will be made applicable to you.

You shall be required to sign certain mandatory agreements, including but not limited to the Confidentiality, Intellectual Property Rights, the Code of Business Conduct and Ethics and your employment shall be governed by all the rules and regulations, as amended from time to time, of the Company as applicable to your employment with us. This offer is also conditional upon your acceptance and execution of the Non-Compete Agreement (Annexure-III).

This offer of employment constitutes the entire agreement between you and the Company regarding the terms of your employment and it is the complete, final, and exclusive embodiment of your agreement with regard to this subject matter and supersedes any other promises, warranties, representations or agreements, whether written or oral. It is entered into without reliance on any promise or representation other than those expressly contained herein, and it cannot be modified or amended except in writing signed by an authorized officer of the Company.

If any of the terms or conditions of this offer are found to be illegal or unenforceable, such terms shall be treated as severable from the rest of the terms and conditions of this offer and the remaining terms and conditions shall continue in force.

This agreement shall be governed by the laws of India and you hereby agree to the exclusive jurisdiction of the courts in Bangalore, India.

As a token of your acceptance of this offer, please bring a duly signed duplicate copies of the letter and all the accompanying annexures, on the date of joining.

We welcome you to the Infosys family and wish you a rewarding career over the years to come.

Yours sincerely,

RICHARD LOBO
EVP and Head Human Resources - Infosys Limited

I have read, understood and agree to the terms and conditions as set forth in this offer letter.

Date:_____, 20_____

_____
Sign your name

_____ _____
Print your full Name Location

Signature Not Verified
Digitally signed by Richard Lobo
Date: 2022.06.26 11:41:03 IST
Reason: Digitally Signed
Location: Bangalore

INFOSYS LIMITED
CIN: L85110KA1981PLC013115
44, Infosys Avenue
Electronics City, Hosur Road
Bangalore 560 100, India
T 91 80 2852 0261
F 91 80 2852 0362
askus@infosys.com
www.infosys.com

Company Confidential - This communication is confidential between you and Infosys

ANNEXURE
(Compensation during the first six months from the Date of Joining)

COMPENSATION DETAILS (All figures in INR per month)	
NAME	**Mr. Nikhil Rana**
ROLE	**Systems Engineer**
ROLE DESIGNATION	**Systems Engineer Trainee**

1. MONTHLY COMPONENTS	
BASIC SALARY	15,000
BASKET OF ALLOWANCES	4,478
BONUS / EX-GRATIA (95% of the eligible amount (20% of Basic Salary) being paid out on a monthly basis)	2,850
MONTHLY GROSS SALARY	**22,328**

2. ANNUAL COMPONENT	
BONUS / EX-GRATIA - (Balance 5% will be paid out in the end of the financial year after adjusting the advance (95%) paid out on a monthly basis)	150

3. RETIRAL BENEFITS	
PROVIDENT FUND - 12% of Basic Salary	1,800
GRATUITY - 4.81% of Basic Salary*	722
FIXED GROSS SALARY (1+2+3)	**25,000**
TOTAL GROSS SALARY	**25,000**

OTHER BENEFITS

Scheme	**Eligible Amount In INR**	**Interest**	**Monthly Instalments**	**Margin Money** (To be borne by the employee)
SALARY LOAN (subject to submission of Trainee Agreement)	12000 (without security)	Nil	12	Nil

All the above benefits are as per Company's policies, which are subject to change from time to time. The disbursement of any loan / loan allowance is subject to the fulfilment of all criteria defined for the same to the satisfaction of the Company as per the relevant loan / loan allowance policy at that time

*The gratuity amount set out above is an approximation. Your eligibility and the final pay out of any Gratuity amounts will be determined in strict accordance with the provisions of the Payment of Gratuity Act

ANNEXURE
(Compensation post successful completion of six months)

COMPENSATION DETAILS (All figures in INR per month)	
NAME	**Mr. Nikhil Rana**
ROLE	**Systems Engineer**
ROLE DESIGNATION	**Systems Engineer Trainee**

1. MONTHLY COMPONENTS	
BASIC SALARY	15,000
BASKET OF ALLOWANCES	4,478
BONUS / EX-GRATIA (95% of the eligible amount (20% of Basic Salary) being paid out on a monthly basis)	2,850
MONTHLY GROSS SALARY	**22,328**

2. ANNUAL COMPONENT	
BONUS / EX-GRATIA - (Balance 5% will be paid out in the end of the financial year after adjusting the advance (95%) paid out on a monthly basis)	150

3. RETIRAL BENEFITS	
PROVIDENT FUND - 12% of Basic Salary	1,800
GRATUITY - 4.81% of Basic Salary*	722
FIXED GROSS SALARY (1+2+3)	**25,000**

4. INCENTIVE COMPONENTS	**At an indicative Payout of 5%**	**At indicative Payout of 10%**	**At indicative Payout of 20%**
TRAINING PERFORMANCE LINKED INCENTIVE (TPI)	**1,250**	**2,500**	**5,000**
TOTAL GROSS SALARY (Inclusive of the incentive Component at indicative payout 5% of FGS)			**26,250**
TOTAL GROSS SALARY (Inclusive of the incentive Component at indicative payout 10% of FGS)			**27,500**
TOTAL GROSS SALARY (Inclusive of the incentive Component at indicative payout 20% of FGS)			**30,000**

OTHER BENEFITS

Scheme	**Eligible Amount In INR**	**Interest**	**Monthly Instalments**	**Margin Money** (To be borne by the employee)
SALARY LOAN (subject to submission of Trainee Agreement)	12000 (without security)	Nil	12	Nil

All the above benefits are as per Company's policies, which are subject to change from time to time. The disbursement of any loan / loan allowance is subject to the fulfilment of all criteria defined for the same to the satisfaction of the Company as per the relevant loan / loan allowance policy at that time

*The gratuity amount set out above is an approximation. Your eligibility and the final pay out of any Gratuity amounts will be determined in strict accordance with the provisions of the Payment of Gratuity Act

GUJARAT FLUOROCHEMICALS
VALUE THROUGH GREEN CHEMISTRY
An INOX GFL Group Company
CIN : L24304GJ2018PLC105479

Gujarat Fluorochemicals Limited
earlier known as Inox Fluorochemicals Limited

12/A, GIDC Dahej Industrial Estate, Taluka Vagra, Distt. Bharuch-392130, Gujarat, India | Tel: +91-2641-618031 (Admin) / 618041-50 (Purchase) / 618086-87 (Security) | www.gfl.co.in

CO: HR: 2022/ 27

22nd August, 2022

Mr. Kinsu Kaniyalal Patel
78, Smruti Darshan Society,
Pd Pandya College Road,
Ghodasar, Ahmedabad

Mobile: 8000382192

Dear Mr. Kinsu

Subject: Offer Letter

With reference to your application and subsequent interviews you had with us, we are pleased to offer you the position of **Graduate Engineer Trainee (Mechanical)** at **Dahej** in our organization. Your training period will be of one year. During the training period you will be paid monthly stipend of **Rs. 30,000/- (Rupees Thirty Thousand Only).** During the training period, you will be trained in various areas of Mechanical.

This offer is subject to:

1. Your acceptance of this offer and returning a duplicate copy of this letter duly signed in token of the same;
2. Your submitting to us, within **three days** hereof, the following documents:
   a. An acknowledged and accepted copy of your resignation letter with your present employers (If applicable).
   b. Copies of documents in support of your educational qualifications (originals will also have to be produced for verification) and present gross remuneration (in terms of cost to the company) from your present employer and the same being found to be in order;
   c. Copy of your PAN card / Passport / Drivers' License / Election Photo identity card
3. Your joining duty with us as soon as possible, but not later than **2nd September 2022.**

Please note that contents of this offer letter and your appointment (as also any future revisions therein) are strictly confidential and should not be disclosed to anyone.

This is only an offer letter. Subject to fulfillment of the aforesaid conditions, the formal letter of appointment shall be issued to you upon your joining duties with us.

Thanking You

Yours faithfully
For **Gujarat Fluorochemicals Limited**

Authorized Signatory

GUJARAT FLUOROCHEMICALS
VALUE THROUGH GREEN CHEMISTRY
An INOX GFL Group Company
CIN : L24304GJ2018PLC105479

Gujarat Fluorochemicals Limited
earlier known as Inox Fluorochemicals Limited

12/A, GIDC Dahej Industrial Estate, Taluka Vagra, Distt. Bharuch-392130, Gujarat, India

Tel: +91-2641-618031 (Admin) / 618041-50 (Purchase) / 618086-87 (Security) | www.gfl.co.in

CO: HR: 2022/ 26

22nd August, 2022

Mr. Mihir Kumar Jitendra Patel
A-404, Sanidhya avenue,
Near Vishwas City-3,
Chandlodiy, Ahmedabad

Mobile: 7575010475

Dear Mr. Mihir

Subject: Offer Letter

With reference to your application and subsequent interviews you had with us, we are pleased to offer you the position of **Graduate Engineer Trainee (Mechanical)** at **Dahej** in our organization. Your training period will be of one year. During the training period you will be paid monthly stipend of **Rs. 30,000/- (Rupees Thirty Thousand Only).** During the training period, you will be trained in various areas of Mechanical.

This offer is subject to:

1. Your acceptance of this offer and returning a duplicate copy of this letter duly signed in token of the same;
2. Your submitting to us, within **three days** hereof, the following documents:
   a. An acknowledged and accepted copy of your resignation letter with your present employers (If applicable).
   b. Copies of documents in support of your educational qualifications (originals will also have to be produced for verification) and present gross remuneration (in terms of cost to the company) from your present employer and the same being found to be in order;
   c. Copy of your PAN card / Passport / Drivers' License / Election Photo identity card
3. Your joining duty with us as soon as possible, but not later than **2nd September 2022.**

Please note that contents of this offer letter and your appointment (as also any future revisions therein) are strictly confidential and should not be disclosed to anyone.

This is only an offer letter. Subject to fulfillment of the aforesaid conditions, the formal letter of appointment shall be issued to you upon your joining duties with us.

Thanking You

Yours faithfully
For **Gujarat Fluorochemicals Limited**

Authorized Signatory

Offer Letters

Date: June 25, 2022

Mr. Patel Purvik,
S/O- Patel Samir, B/10, Yoginagar-1,
Near Narayan Wadi, Atladara, Vadodara,
Atladara, Gujarat-390012.

Dear Mr.Patel Purvik,

It is our pleasure to extend the following employment offer to you with IMEG Engineering (India) Pvt. Ltd. further to your application and subsequent interview you had with us. You are offered the position of **Graduate Trainee Engineer** with effect from **1st July,2022.** You will be based at our office/unit at Ahmedabad.

You will be on probation for 6 months. After successful completion of the probation period and further review, your services with the organization may be confirmed and the remuneration would be as per policies of the organization. Regular performance reviews will be done to assess your performance in the company.

You are requested to submit the Photocopies of the Testimonials (identity proof, address proof), qualification documents and certificates, appointment letter, proof of salary, relieving letter from your previous employer and 4 photographs at the time of joining. **You will also be required to sign Non-Disclosure Agreement and Non-Solicitation Agreement** in favor of the company at the time of joining as per policy of the Company. This was discussed and agreed upon on the day of interview.

Offer stands canceled in case of any deviation found in the information provided by you or if you fail to report to us on or before**, 1st July,2022.**

Honesty, Loyalty, trustworthiness, good performance and hard work are the qualities required for an enduring relationship with the company.

With Best Wishes,

Yours faithfully,

For IMEG Engineering (India) Pvt. Ltd.

Neeraja H

Sr. Manager - Operations

Purvik
28/06/22

Reliance
Industries Limited

Date: 5 Jul 2022

Ref: RIL/80185224/30031641/050722/0115

Dear Prastav Bansal,

Letter of Appointment

With reference to written tests / interview you had with Reliance Group of Companies, we are delighted to appoint you in the position "Graduate Engineer Trainee - Mechanical" in Group , based upon following terms and conditions.

Documentation

This appointment letter consists of the below mentioned attachments:

A compensation term sheet
Components of Compensation
Terms and conditions
Other applicable paperwork based upon your specific needs

You are required to read these before you commence your employment

01. Place of Posting

Your initial place of posting will be at the place of your training. During your training period, you may be posted / transferred / to any of the offices / projects / divisions / departments / units of the company existing or to be set up at any location in India or abroad without any additional remuneration. Your services are also liable to be transferred to any of the group companies.

You will report for training on or before **04-Aug-22** failing which this letter of appointment shall automatically stand withdrawn and cancelled.

02. Mandatory Criteria:

i. Score eligibility:
Your appointment is subject to your securing minimum CGPA of 6.0 / 60% & above marks over 8 semesters, wherever applicable.

ii. Pre-employment Medical Check:
Pre-employment Medical Check clearance from RIL certified doctor. System generated information will be received for initiating the same on acceptance of this appointment letter.

03. Confirmation:

You will be under training for a period of one year from the date of joining the Company. During training you will be undergoing various assessments at the end of which there will be a final assessment. Your confirmation on permanent rolls of the company solely depends on the discretion of the management and the same is not a matter of right in any manner whatsoever.
Management reserves the right to terminate your training either during the training period or on completion of the same without assigning any reasons whatsoever.

(This letter is computer generated and does not necessarily require a signature)

Reliance Corporate Park Thane - Belapur Road, Ghansoli, Navi Mumbai - 400 701, India.
Phone : +91-22-4477 0000 Fax : +91-22-4471 0111
Register Office : Maker Chambers IV, 3rd Floor, 222, Nariman Point, Mumbai - 400 021, India. CIN - L17110MH1973PLC019786

We would also like to draw your particular attention to our Values and Behaviours. We have six values that express our shared understanding of what we believe, how we aim to behave and what we aspire to be as an organisation. Our values are about delivering customer value, having an ownership mind-set, showing respect and integrity, pursuing excellence and being one team.

Next Steps

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This appointment is confidential and you must not discuss this or disclose any documentation related to it with anyone other than your immediate family. Any disclosure of the details of this offer to a third party other than your immediate family may result in withdrawal of the offer.

We reserve the right to withdraw our offer of employment/terminate your employment with us without assigning any reason whatsoever thereof, or delay your start date if you do not provide the required information and documentation within the required timelines or if during this process you intentionally leave out any information or provide any information which is inaccurate or untrue.

In case of any dispute regarding interpretation of any word or clause of this latter, the decision of the management shall be final and binding.

We look forward to your joining out team for a long, successful and pleasant association.

Sincerely yours,
Reliance Industries Ltd.

Authorized Signatory

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Reliance
Industries Limited

ANNEXURE A

1.1 Annual Compensation Summary

ANNEXURE 1.1 - A		
Name: Prastav Bansal		
Compensation Breakup	**Monthly (INR)**	**Annual (INR)**
Basic Pay	21,402	2,56,827
House Rent Allowance	10,701	1,28,414
Residual Choice Pay	22,395	2,68,744
Insurance		
Group Personal Accident Insurancee Premium (GPAI)	57	679
Group Term Life Insurance Premium (GTLI)	400	4,794
Medical Insurance Premium* (Self, Spouse, 3 Dependent Children & Dependent Parents)	3,947	47,369
SUB TOTAL - I	58,902	7,06,827
Employer's Contribution to Provident Fund: PF (12% of Basic Pay)	2,568	30,819
Gratuity (4.81% of Basic Pay)	1,029	12,353
SUB TOTAL - II	3,598	43,173
TOTAL- FIXED PAY [I + II]	62,500	7,50,000

Residual Choice Pay can be distributed among the following Tax Friendly elements - HRA, LTA, Conveyance Allowance, Office Wear Allowance, Children Education Allowance, Food & Beverage Coupons, Gift Vouchers and Fuel & maintenance Expenses. Remaining amount will be paid as "Residual Choice Pay", as applicable.

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iv. **Jurisdiction:** The letter of employment is made at Mumbai and competent courts of Mumbai shall have jurisdiction over any dispute or difference whatsoever arising out of, under, in relation to or in connection with the letter of employment or breach hereof or in respect of any matter or thing herein contained.

v. **Entire Agreement:** This contract and the document referred to herein contain the entire agreement and understanding of the parties with respect to the subject matter hereof and shall supersede any and all prior or contemporaneous communications, representations, or agreements between the parties, whether oral or written, regarding the subject matter of this contract.

vi. **Age:** Your age mentioned in the Matriculation / Higher Secondary Certificate / Passport will be deemed to be the conclusive proof of your date of birth.

vii. **Change of address:** You will intimate in writing to the Company any change of your residential address within a week of the same changing, failing which any communication sent to you on your last recorded address shall be deemed to have been duly served on you.

viii. **Passport:** You are required to have a valid passport at all times and ensure that the same is renewed from time to time.

ix. **Suspension:** You may be placed under suspension pending enquiry into the charges of misconduct or any other breach hereof. The salary for the suspension period will be paid to you only if you are found not guilty of any of the charges for which you are suspended and not otherwise.

x. **Travel:** You shall make your own transport arrangements to and from the place of work.

xi. **Documentation:** Please submit the following documents, if not submitted earlier:

   a. Certificates in support of your educational professional qualifications, experience, date of birth and other testimonials in original together with copies thereof.

   b. Three copies of your recent passport size photographs with blue background.

   c. Relieving letter and salary certificate from your last employer, in case you are/were employed.

xii. **Severability**: If any term or provision of this letter of employment shall be held to be invalid for any reason whatsoever, such invalidity shall not affect the validity, operation or enforceability of the remainder hereof. If the remainder of this letter is not materially affected by such declaration or finding and is capable of substantial performance, then that term or provision or part thereof shall to that extent be deemed not to form part of this letter of employment and such provision shall be replaced by a substitute provision that is legal and enforceable and is as nearly as possible consistent with the intentions underlying the original provision.

xiii. **Non Waiver**: No delay or omission on the part of Company in exercising any right, power, privilege or remedy in respect of your employment terms shall neither impair such right, power, privilege or remedy, or be construed as a waiver of it, nor shall any single partial exercise of such right, power, privilege or remedy, preclude any further exercise of it or the exercise of any other right, power, privilege or remedy.

I confirm that I have read and understood the terms and conditions set out herein and unconditionally and irrevocably accept the above terms and conditions.

Employee Name: Prastav Bansal

Signature: 

Date: 5 Jul 2022

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Reliance
Industries Limited

Date: 5 Jul 2022

Ref: RIL/80185224/30031643/050722/0114

Dear Jaypalsinh Punwar,

Letter of Appointment

With reference to written tests / interview you had with Reliance Group of Companies, we are delighted to appoint you in the position "Graduate Engineer Trainee - Mechanical" in Group , based upon following terms and conditions.

Documentation

This appointment letter consists of the below mentioned attachments:

A compensation term sheet
Components of Compensation
Terms and conditions
Other applicable paperwork based upon your specific needs

You are required to read these before you commence your employment

01. Place of Posting

Your initial place of posting will be at the place of your training. During your training period, you may be posted / transferred / to any of the offices / projects / divisions / departments / units of the company existing or to be set up at any location in India or abroad without any additional remuneration. Your services are also liable to be transferred to any of the group companies.

You will report for training on or before **04-Aug-22** failing which this letter of appointment shall automatically stand withdrawn and cancelled.

02. Mandatory Criteria:

i. Score eligibility:
Your appointment is subject to your securing minimum CGPA of 6.0 / 60% & above marks over 8 semesters, wherever applicable.

ii. Pre-employment Medical Check:
Pre-employment Medical Check clearance from RIL certified doctor. System generated information will be received for initiating the same on acceptance of this appointment letter.

03. Confirmation:

You will be under training for a period of one year from the date of joining the Company. During training you will be undergoing various assessments at the end of which there will be a final assessment. Your confirmation on permanent rolls of the company solely depends on the discretion of the management and the same is not a matter of right in any manner whatsoever.
Management reserves the right to terminate your training either during the training period or on completion of the same without assigning any reasons whatsoever.

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Reliance
Industries Limited

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Next Steps

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This appointment is confidential and you must not discuss this or disclose any documentation related to it with anyone other than your immediate family. Any disclosure of the details of this offer to a third party other than your immediate family may result in withdrawal of the offer.

We reserve the right to withdraw our offer of employment/terminate your employment with us without assigning any reason whatsoever thereof, or delay your start date if you do not provide the required information and documentation within the required timelines or if during this process you intentionally leave out any information or provide any information which is inaccurate or untrue.

In case of any dispute regarding interpretation of any word or clause of this latter, the decision of the management shall be final and binding.

We look forward to your joining out team for a long, successful and pleasant association.

Sincerely yours,
Reliance Industries Ltd.

Authorized Signatory

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Reliance
Industries Limited

ANNEXURE A

1.1 Annual Compensation Summary

ANNEXURE 1.1 - A		
Name: Jaypalsinh Punwar		
Compensation Breakup	**Monthly (INR)**	**Annual (INR)**
Basic Pay	21,402	2,56,827
House Rent Allowance	10,701	1,28,414
Residual Choice Pay	22,395	2,68,744
Insurance		
Group Personal Accident Insurancee Premium (GPAI)	57	679
Group Term Life Insurance Premium (GTLI)	400	4,794
Medical Insurance Premium* (Self, Spouse, 3 Dependent Children & Dependent Parents)	3,947	47,369
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SUB TOTAL - II	3,598	43,173
TOTAL- FIXED PAY [I + II]	62,500	7,50,000

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v. **Entire Agreement:** This contract and the document referred to herein contain the entire agreement and understanding of the parties with respect to the subject matter hereof and shall supersede any and all prior or contemporaneous communications, representations, or agreements between the parties, whether oral or written, regarding the subject matter of this contract.

vi. **Age:** Your age mentioned in the Matriculation / Higher Secondary Certificate / Passport will be deemed to be the conclusive proof of your date of birth.

vii. **Change of address:** You will intimate in writing to the Company any change of your residential address within a week of the same changing, failing which any communication sent to you on your last recorded address shall be deemed to have been duly served on you.

viii. **Passport:** You are required to have a valid passport at all times and ensure that the same is renewed from time to time.

ix. **Suspension:** You may be placed under suspension pending enquiry into the charges of misconduct or any other breach hereof. The salary for the suspension period will be paid to you only if you are found not guilty of any of the charges for which you are suspended and not otherwise.

x. **Travel:** You shall make your own transport arrangements to and from the place of work.

xi. **Documentation:** Please submit the following documents, if not submitted earlier:

a. Certificates in support of your educational professional qualifications, experience, date of birth and other testimonials in original together with copies thereof.

b. Three copies of your recent passport size photographs with blue background.

c. Relieving letter and salary certificate from your last employer, in case you are/were employed.

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xiii. **Non Waiver**: No delay or omission on the part of Company in exercising any right, power, privilege or remedy in respect of your employment terms shall neither impair such right, power, privilege or remedy, or be construed as a waiver of it, nor shall any single partial exercise of such right, power, privilege or remedy, preclude any further exercise of it or the exercise of any other right, power, privilege or remedy.

I confirm that I have read and understood the terms and conditions set out herein and unconditionally and irrevocably accept the above terms and conditions.

Employee Name: Jaypalsinh Punwar

Signature: 

Date: 5 Jul 2022

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GUJARAT FLUOROCHEMICALS
VALUE THROUGH GREEN CHEMISTRY
An INOX GFL Group Company
CIN : L24304GJ2018PLC105479

Gujarat Fluorochemicals Limited
earlier known as Inox Fluorochemicals Limited

12/A, GIDC Dahej Industrial Estate, Taluka Vagra, Distt. Bharuch-392130, Gujarat, India | Tel: +91-2641-618031 (Admin) / 618041-50 (Purchase) / 618086-87 (Security) | www.gfl.co.in

CO: HR: 2022/ 37

22nd August, 2022

Mr. Raj Shantilal Savaliya
D-702, Sahligarm lake view,
Vsihnodevi Circle,
Ahmedabad

Mobile: 8866422105

Dear Mr. Raj

Subject: Offer Letter

With reference to your application and subsequent interviews you had with us, we are pleased to offer you the position of **Graduate Engineer Trainee (Mechanical)** at **Dahej** in our organization. Your training period will be of one year. During the training period you will be paid monthly stipend of **Rs. 30,000/- (Rupees Thirty Thousand Only).**During the training period, you will be trained in various areas of Mechanical.

This offer is subject to:

1. Your acceptance of this offer and returning a duplicate copy of this letter duly signed in token of the same;
2. Your submitting to us, within **three days** hereof, the following documents:
   a. An acknowledged and accepted copy of your resignation letter with your present employers (If applicable).
   b. Copies of documents in support of your educational qualifications (originals will also have to be produced for verification) and present gross remuneration (in terms of cost to the company) from your present employer and the same being found to be in order;
   c. Copy of your PAN card / Passport / Drivers' License / Election Photo identity card
3. Your joining duty with us as soon as possible, but not later than **2nd September 2022.**

Please note that contents of this offer letter and your appointment (as also any future revisions therein) are strictly confidential and should not be disclosed to anyone.

This is only an offer letter. Subject to fulfillment of the aforesaid conditions, the formal letter of appointment shall be issued to you upon your joining duties with us.

Thanking You

Yours faithfully
For **Gujarat Fluorochemicals Limited**

Authorized Signatory

Offer Letters

Date: June 25, 2022

Mr. Rajput Abhishekkumar Bijendrasingh,
S/O- Bijendra Rajput, 10/B, Sarvmangale Society, Grid,
Behind Swaminaryan temple, Nani Chovisi, Navsari,
Kaliawadi, Gujarat-396427.

Dear Mr. Rajput Abhishekkumar Bijendrasingh,

It is our pleasure to extend the following employment offer to you with IMEG Engineering (India) Pvt. Ltd. further to your application and subsequent interview you had with us. You are offered the position of **Graduate Trainee Engineer** with effect from **1st July,2022**. You will be based at our office/unit at Ahmedabad.

You will be on probation for 6 months. After successful completion of the probation period and further review, your services with the organization may be confirmed and the remuneration would be as per policies of the organization. Regular performance reviews will be done to assess your performance in the company.

You are requested to submit the Photocopies of the Testimonials (identity proof, address proof), qualification documents and certificates, appointment letter, proof of salary, relieving letter from your previous employer and 4 photographs at the time of joining. **You will also be required to sign Non-Disclosure Agreement and Non-Solicitation Agreement** in favor of the company at the time of joining as per policy of the Company. This was discussed and agreed upon on the day of interview.

Offer stands canceled in case of any deviation found in the information provided by you or if you fail to report to us on or before**, 1st July,2022.**

Honesty, Loyalty, trustworthiness, good performance and hard work are the qualities required for an enduring relationship with the company.

With Best Wishes,

Yours faithfully,

For IMEG Engineering (India) Pvt. Ltd.



Neeraja H

Sr. Manager - Operations

Reliance
Industries Limited

Date: 5 Jul 2022

Ref: RIL/80185224/30031644/050722/0113

Dear Utpal Rathod,

Letter of Appointment

With reference to written tests / interview you had with Reliance Group of Companies, we are delighted to appoint you in the position "Graduate Engineer Trainee - Mechanical" in Group , based upon following terms and conditions.

Documentation

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Components of Compensation
Terms and conditions
Other applicable paperwork based upon your specific needs

You are required to read these before you commence your employment

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You will report for training on or before **04-Aug-22** failing which this letter of appointment shall automatically stand withdrawn and cancelled.

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Authorized Signatory

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Reliance
Industries Limited

ANNEXURE A

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I confirm that I have read and understood the terms and conditions set out herein and unconditionally and irrevocably accept the above terms and conditions.

Employee Name: Utpal Rathod

Signature:

Date: 5 Jul 2022

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4th August 2022

Mr. Sahil Babariya
Dharmsinh Desai University

LETTER OF INTENT

Dear Sahil,

Welcome to the "Graduate Engineer Program" at Nayara Energy Limited.

We are pleased to offer you placement in our **Graduate Engineer Program Batch 2022** to be based in Vadinar. You are required to join by on 10th August, 2022

The Graduate Engineer Program at Nayara Energy will enable you to learn various technical and behavioural aspects at different plants and work areas and further groom you to take up various responsibilities. The emoluments to be paid at the time of joining are shown in the continuation sheet attached with this letter. The detailed appointment letter will be issued to you after joining the company.

Your appointment will be subject to:-

a) You having successfully cleared your examination as per the conditions laid down by the university.
b) You being examined and found medically fit.

You are required to bring following documents at the time of joining

1. Educational Qualification certificates
2. Provisional Degree Certificate issued by the college
3. Six Recent Passport size photographs (with white background)

We look forward to a very positive relationship and welcome you to the Company.

For **Nayara Energy Limited**

Jay Shah
Head HR- Refinery

Nayara Energy Limited (Formerly known as Essar Oil Limited)
5th Floor, Jet Airways Godrej BKC, Plot No. C-68, G Block, Bandra 361 305, India
Kurla Complex, Bandra East, Mumbai 400051, Maharashtra, India

T +91 22 66121800 | F +91 22 6708 2177
E corp@nayaraenergy.com

Registered Office:
Khambhalia, Post Box No.24, Dist. Devbhumi Dwarka, Gujarat

T +91 2833 661444 | F +91 28 3366 2929

CIN: U11100GJ1989PLC32116
www.nayaraenergy.com

COMPENSATION STRUCTURE			
SAP Code	0		Nayara Energy Limited
Level	M-10	**Location**	Vadinar
Name	**Sahil Babariya**		
Position	**Graduate Engineering Trainee**		
SALARY COMPONENT	**MONTHLY (Rs.)**	**ANNUM (Rs.)**	**REMARKS**
BASE PAY			
Basic	16,250	1,95,000	Basic Salary is fixed guaranteed sum paid monthly. It is capped between 15% to 40% of CTC. The retiral benefits and HRA is linked to Basic.
House Rent Allowance	8,125	97,500	House Rent Allowance is an optional component paid monthly. It is capped at 60% of 'Basic' for metros and 50% of 'Basic' for non metros. For Company Leased Accommodation, actual amount will be considered
Special Allowance	20617	2,47,409	Special Allowance is fixed guaranteed sum paid monthly. It is a 'fitment' allowance. It does not have any link to the retirement benefits or any other element of compensation.
Food Coupons	1,300	15,600	Food Coupons is an optional component. An employee can opt for coupons worth Rs. 1300/- or Rs. 2600/- p.m. or Rs. 3600/- p.m.
Washing Allowance	1,000	12,000	Uniform Maintenance Allowance is a fixed guaranteed sum of Rs. 1,000 p.m. , for all employees at the plant location.
Total	**47,292**	**5,67,509**	
RETIRALS BENEFIT			
Provident Fund	1,950	23,400	Provident Fund a contributory benefit, an employer contributes 12% of basic salary of the employee and similar amounts gets deducted from the monthly salary as employee contribution.
Total	**1,950**	**23,400**	
Annual Fixed Pay			
Total Fixed Pay	**49,242**	**5,90,909**	**Annual Fixed Pay**
Annual Performance Linked Incentive			
Annual Performance Linked Incentive (APLI)	4,924	59,091	Annual Performance Linked Incentive is the performance bonus paid at the end of the annual appraisal cycle. The amount mentioned here is illustrative in nature and computed on an assumption of 100% payout. The actual payout is dependent on the employee's and Asset /Business performance.Associates, who have joined the company after October 1st of the performance year, will get their APLI pay-out along with the APLI pay-out in the subsequent performance year
Annual Compensation			
Grand Total	**54,167**	**6,50,000**	**Annual Total Potential to Earn**
OTHER BENEFITS			
Mobile bill Usage / Reimbursement	750		Per month
Health Insurance	3,50,000		For self, spouse and first two dependent children and dependent parents or parents in law
Group Accident Policy	25,00,000		For Self
Group Life Term Insurance	25,00,000		For Self
Gratuity	Payable as per Gratuity Act		
The emoluments/benefits due to you will be liable/subject to tax in accordance with the provisions of the Income Tax Act and Rules made there under as also other applicable laws, if any, as may be in force from time to time.			



Annexure – 2

Dear Sahil,

Further to the Annual Performance Linked Incentive (APLI) clause mentioned in your appointment letter, below are details regarding the purpose and terms &conditions regarding this pay-out.

a) The purpose of our Annual Performance Linked Incentive (APLI) program is to establish a closer link between results and rewards. It aims at aligning individual performance with that of the business unit he/she is associated with as also the Group performance and pay the incentive amount directly linked to the performance and contributions of the individual.

b) <u>Annual Performance Linked Incentive (APLI) Payout Terms & Conditions:</u>

1. APLI will be paid out only to those Associates who are on the rolls (active employment) of the company on the date of disbursement of APLI and have joined the company during the corresponding performance period.

2. Associates, who have joined the company after January 01 of the performance year, will get their APLI payout along with the APLI payout in the subsequent performance year.

3. Associates who attain the age of superannuation will be eligible to receive the APLI payout on a prorated basis for the time period served by them during that performance period. This amount will be declared and disbursed along with the rest of the organization.

4. Associates who resign or exit the company on or before the date of disbursement of the APLI will NOT be entitled to the payout.

c) <u>Annual Performance Linked Incentive Calculation Methodology:</u>

Incentives for all associates will be linked to Business, Division & associate's own Individual Balanced scorecard scores.

Kind regards,
For **Nayara Energy Limited**

Jay Shah
Head HR- Refiner

Annexure - 3

Retention Bonus Letter

Dear Sahil,

You will be eligible for a tenure linked bonus payable at the end of 36 months accrued at the rate of Rs.75,000/- per year.

Kind regards,
For **Nayara Energy Limited**



Jay Shah
Head HR- Refinery

Ref. #DPL/HR/OFF/Trainee/2022/07

Date: 08th March, 2022

To,
Mr. Shubham Sheth
DDU

Sub: Offer Letter

Dear **Mr. Shubham Sheth,**

Thanks for showing interest to work with us and accordingly appeared for the selection process and personal discussion. In this regard, we are delighted to offer you the position of **Graduate Engineer Trainee - Mechanical** in our organization on the following terms:

1. Your compensation will be Rs. **4.25 Lacs lac/-** per annum
2. Date of joining **Will be communicated shortly**
3. Your initial place of posting will be **at Dahej Plant of DPL**
4. Offer is subject to, you are found medically fit for the employment
5. Offer is subject to, satisfactory result in Final year of degree course
6. Production and verification of documents as under:
    a. Certificate of and/or mark sheets of final year of highest qualification received by you. You may be asked to furnish certificates of other additional qualification
    b. Proof of residence, date of birth & photo ID eg. Driving license / Passport / Voter ID card / PAN card (mandatory) / Aadhar card (mandatory)
    c. Four recent passport size photographs

As we are a growing organization with a strong commitment to quality and customer service; as a professional, you will surely find many challenges and growth opportunities which would go long way in adding value to the organization and your career.

Kindly return the duplicate copy of this letter duly signed as token of your acceptance of above terms.

Thanking you
Yours Faithfully,
For, DEEPAK PHENOLICS LTD.

Authorised Signatory

Received & Accepted

DEEPAK PHENOLICS LIMITED
CIN: U24100GJ2011PLC064669
Registered & Corporate Office:
1st Floor, Aaditya - II, Chhani Road, Vadodara - 390024. Gujarat, India.
Tel: +91 265 276 5500 | Fax: +91 265 276 5557
www.godeepak.com

Offer Letters

Date: June 25, 2022

Mr. Akshat Bhadreshkumar Solanki,
S/O- Bhadreshkumar Solanki, 56 Sai Ashish Society 2,
Near Gail Tower, Tadwadi Rander Road.
Surat, Gujarat-395009.

Dear Mr. Akshat Bhadreshkumar Solanki,

It is our pleasure to extend the following employment offer to you with IMEG Engineering (India) Pvt. Ltd. further to your application and subsequent interview you had with us. You are offered the position of **Graduate Trainee Engineer** with effect from **1st July,2022**. You will be based at our office/unit at Ahmedabad.

You will be on probation for 6 months. After successful completion of the probation period and further review, your services with the organization may be confirmed and the remuneration would be as per policies of the organization. Regular performance reviews will be done to assess your performance in the company.

You are requested to submit the Photocopies of the Testimonials (identity proof, address proof), qualification documents and certificates, appointment letter, proof of salary, relieving letter from your previous employer and 4 photographs at the time of joining. **You will also be required to sign Non-Disclosure Agreement and Non-Solicitation Agreement** in favor of the company at the time of joining as per policy of the Company. This was discussed and agreed upon on the day of interview.

Offer stands canceled in case of any deviation found in the information provided by you or if you fail to report to us on or before, **1st July,2022.**

Honesty, Loyalty, trustworthiness, good performance and hard work are the qualities required for an enduring relationship with the company.

With Best Wishes,

Yours faithfully,

For IMEG Engineering (India) Pvt. Ltd.

Neeraja H

Sr. Manager - Operations

25/6/2022

CIN No. U27300GJ2019PTC110884
GSTIN : 24AABCZ4530A1ZV

3A GLOBAL ENGINEERING PVT. LTD.
ISO 9001 : 2015 CERTIFIED COMPANY

Certification & Inspection

Office : 107, SAFAL Prelude, B/h. Ashwaraj Bunglows, Corporate Road, Prahladnagar, Ahmedabad-380015, Gujarat, INDIA. P : +91-79-48900990
Mob. : +91-84870 57463 • : info@3aglobalengg.com, malik@3aglobalengg.com • : www.3aglobalengg.com

Letter of Offer

3AGEPL/HR/05/22

5th May, 2022

Dear Mr. Fezan Solanki,

This has reference to your application and the subsequent interview you have had with us, you have been selected as a **Marketing Engineer** in this company, you will report directly to Director, your starting monthly remuneration will be Rs 15000/- **(Rupees Fifteen Thousand Only).** You will be on a probation period of **Six Months**.

Your appointment is subject to:

1. You're joining the services of the company on or before by **01st June, 2022.**
2. You have to undergo one year bond as per company policy and for the same you have to hand over Cheque/D.D of one month salary in favor of 3A GLOBAL ENGINEERING Pvt. Ltd.
3. You are being found medically fit for the job.
4. Your written acceptance of the offer letter.
5. Relieving Letter should be submitted from the current employer.(if Applicable)
6. Copy of the Degree Certificate, Mark sheets, 4 passport size photos & Certificate etc.
7. Your personal identification like Aadhar card, Pan Card & Passport etc.
8. Salary slip of the current/ past employer of recent months. (if Applicable)
9. Driving license is mandatory.

Please sign and return to us the duplicate of this letter as a token of acceptance of the above terms and conditions.

We look forward to you joining our team and hope it is the beginning of a mutually fulfilling association.

Best Regards,

For, 3A Global Engineering Pvt. Ltd.

3A GLOBAL ENGINEERING PVT. LTD. CIN : U27300GJ 2019PTC110884 GUJARAT, INDIA

A.H.MALIK

Director

I have read and accepted the term and condition:

Date of Joining : 01/06/2022

Signature with Date : _____

Reliance
Industries Limited

Date: 5 Jul 2022

Ref: RIL/80188804/30032019/050722/1348

Dear SOUMYA GHOSH,

Letter of Appointment

With reference to written tests / interview you had with Reliance Group of Companies, we are delighted to appoint you in the position "Graduate Engr Trainee - Mech" in Group , based upon following terms and conditions.

Documentation

This appointment letter consists of the below mentioned attachments:

A compensation term sheet
Components of Compensation
Terms and conditions
Other applicable paperwork based upon your specific needs

You are required to read these before you commence your employment

01. Place of Posting

Your initial place of posting will be at the place of your training. During your training period, you may be posted / transferred / to any of the offices / projects / divisions / departments / units of the company existing or to be set up at any location in India or abroad without any additional remuneration. Your services are also liable to be transferred to any of the group companies.

You will report for training on or before **04-Aug-22** failing which this letter of appointment shall automatically stand withdrawn and cancelled.

02. Mandatory Criteria:

i. Score eligibility:
Your appointment is subject to your securing minimum CGPA of 6.0 / 60% & above marks over 8 semesters, wherever applicable.

ii. Pre-employment Medical Check:
Pre-employment Medical Check clearance from RIL certified doctor. System generated information will be received for initiating the same on acceptance of this appointment letter.

03. Confirmation:

You will be under training for a period of one year from the date of joining the Company. During training you will be undergoing various assessments at the end of which there will be a final assessment. Your confirmation on permanent rolls of the company solely depends on the discretion of the management and the same is not a matter of right in any manner whatsoever.

Management reserves the right to terminate your training either during the training period or on completion of the same without assigning any reasons whatsoever.

(This letter is computer generated and does not necessarily require a signature)

Reliance Corporate Park Thane - Belapur Road, Ghansoli, Navi Mumbai - 400 701, India.
Phone : +91-22-4477 0000 Fax : +91-22-4471 0111
Register Office : Maker Chambers IV, 3rd Floor, 222, Nariman Point, Mumbai - 400 021, India. CIN - L17110MH1973PLC019786

Reliance
Industries Limited

We would also like to draw your particular attention to our Values and Behaviours. We have six values that express our shared understanding of what we believe, how we aim to behave and what we aspire to be as an organisation. Our values are about delivering customer value, having an ownership mind-set, showing respect and integrity, pursuing excellence and being one team.

Next Steps

This is system generated appointment letter based on the offer letter received. Please confirm your acceptance of this appointment letter by clicking 'Accept' button online. This letter of appointment shall automatically stand withdrawn in case we do not receive your acknowledgement online within ten days from receipt of this letter.

This offer of employment is subject to you providing all of the information and documentation requested BEFORE you commence employment with us. All information / documentation submitted by you will be considered as submitted on your own freewill and consent.

This appointment is confidential and you must not discuss this or disclose any documentation related to it with anyone other than your immediate family. Any disclosure of the details of this offer to a third party other than your immediate family may result in withdrawal of the offer.

We reserve the right to withdraw our offer of employment/terminate your employment with us without assigning any reason whatsoever thereof, or delay your start date if you do not provide the required information and documentation within the required timelines or if during this process you intentionally leave out any information or provide any information which is inaccurate or untrue.

In case of any dispute regarding interpretation of any word or clause of this latter, the decision of the management shall be final and binding.

We look forward to your joining out team for a long, successful and pleasant association.

Sincerely yours,
Reliance Industries Ltd.

Authorized Signatory

(This letter is computer generated and does not necessarily require a signature)

Reliance Corporate Park Thane - Belapur Road, Ghansoli, Navi Mumbai - 400 701, India.
Phone : +91-22-4477 0000 Fax : +91-22-4477 0011
Register Office : Maker Chambers IV, 3rd Floor, 222, Nariman Point, Mumbai - 400 021, India. CIN - L17110MH1973PLC019786

Reliance
Industries Limited

ANNEXURE A

1.1 Annual Compensation Summary

ANNEXURE 1.1 - A		
Name: SOUMYA GHOSH		
Compensation Breakup	**Monthly (INR)**	**Annual (INR)**
Basic Pay	21,402	2,56,827
House Rent Allowance	10,701	1,28,414
Residual Choice Pay	22,395	2,68,744
Insurance		
Group Personal Accident Insurancee Premium (GPAI)	57	679
Group Term Life Insurance Premium (GTLI)	400	4,794
Medical Insurance Premium* (Self, Spouse, 3 Dependent Children & Dependent Parents)	3,947	47,369
SUB TOTAL - I	58,902	7,06,827
Employer's Contribution to Provident Fund: PF (12% of Basic Pay)	2,568	30,819
Gratuity (4.81% of Basic Pay)	1,029	12,353
SUB TOTAL - II	3,598	43,173
TOTAL- FIXED PAY [I + II]	62,500	7,50,000

Residual Choice Pay can be distributed among the following Tax Friendly elements - HRA, LTA, Conveyance Allowance, Office Wear Allowance, Children Education Allowance, Food & Beverage Coupons, Gift Vouchers and Fuel & maintenance Expenses. Remaining amount will be paid as "Residual Choice Pay", as applicable.

Reliance Corporate Park, Thane - Belapur Road, Ghansoli, Navi Mumbai - 400 701, India.
Phone : +91-22-4477 0000 Fax : +91-22-4471 0111
Register Office : Maker Chambers IV, 3rd Floor, 222, Nariman Point, Mumbai - 400 021, India. CIN - L17110MH1973PLC019786

iv. **Jurisdiction:** The letter of employment is made at Mumbai and competent courts of Mumbai shall have jurisdiction over any dispute or difference whatsoever arising out of, under, in relation to or in connection with the letter of employment or breach hereof or in respect of any matter or thing herein contained.

v. **Entire Agreement:** This contract and the document referred to herein contain the entire agreement and understanding of the parties with respect to the subject matter hereof and shall supersede any and all prior or contemporaneous communications, representations, or agreements between the parties, whether oral or written, regarding the subject matter of this contract.

vi. **Age:** Your age mentioned in the Matriculation / Higher Secondary Certificate / Passport will be deemed to be the conclusive proof of your date of birth.

vii. **Change of address:** You will intimate in writing to the Company any change of your residential address within a week of the same changing, failing which any communication sent to you on your last recorded address shall be deemed to have been duly served on you.

viii. **Passport:** You are required to have a valid passport at all times and ensure that the same is renewed from time to time.

ix. **Suspension:** You may be placed under suspension pending enquiry into the charges of misconduct or any other breach hereof. The salary for the suspension period will be paid to you only if you are found not guilty of any of the charges for which you are suspended and not otherwise.

x. **Travel:** You shall make your own transport arrangements to and from the place of work.

xi. **Documentation:** Please submit the following documents, if not submitted earlier:

   a. Certificates in support of your educational professional qualifications, experience, date of birth and other testimonials in original together with copies thereof.

   b. Three copies of your recent passport size photographs with blue background.

   c. Relieving letter and salary certificate from your last employer, in case you are/were employed.

xii. **Severability**: If any term or provision of this letter of employment shall be held to be invalid for any reason whatsoever, such invalidity shall not affect the validity, operation or enforceability of the remainder hereof. If the remainder of this letter is not materially affected by such declaration or finding and is capable of substantial performance, then that term or provision or part thereof shall to that extent be deemed not to form part of this letter of employment and such provision shall be replaced by a substitute provision that is legal and enforceable and is as nearly as possible consistent with the intentions underlying the original provision.

xiii. **Non Waiver**: No delay or omission on the part of Company in exercising any right, power, privilege or remedy in respect of your employment terms shall neither impair such right, power, privilege or remedy, or be construed as a waiver of it, nor shall any single partial exercise of such right, power, privilege or remedy, preclude any further exercise of it or the exercise of any other right, power, privilege or remedy.

I confirm that I have read and understood the terms and conditions set out herein and unconditionally and irrevocably accept the above terms and conditions.

Employee Name: SOUMYA GHOSH

Signature: Soumya

Date: 5 Jul 2022

Reliance Corporate Park Thane - Belapur Road, Ghansoli, Navi Mumbai - 400 701, India.
Phone : +91-22-4477 0000 Fax : +91-22-4471 0111

Register Office : Maker Chambers IV, 3rd Floor, 222, Nariman Point, Mumbai - 400 021, India. CIN - L17110MH1973PLC019786

SCHAEFFLER

Ref: HR/GET/05/22

09/05/2022

Mr. Swara Di□t,
Dharamsinh Desai □niversity, Gujarat

Dear Mr. S□ara Dixit,

Sub: Offer of Appointment as "**Graduate Engineer Trainee"**

Further to our discussions, we are pleased to offer you the appointment as ***"*Graduate Engineer Trainee"** in our Company. Your terms of offer are given below:

Designation : **Graduate Engineer Trainee**

The standard offer of package will be **Rs. □,50,000/□**(Rupees Four Lakhs Fifty Thousand Only) per annum as total cost to company.

On joining, you will be given detailed letter of appointment with CTC break-up as stated above. This offer is subject to following terms and conditions:

- You will be posted at **Savli, Gu□arat**
- Your training period would be **12 months** and during this period you would be provided trainings in various departments. Please note that after training your employment with us depends on evaluation report and /or a personal interview with management team and subject to availability of the open vacancies in Schaeffler.
- On successful completion of your one year of training your compensation will be revied to **Rs. 5,25,000/□**per annum as a cost to the company. You will be designated as **Executive (Grade LL – 01).**
- As discussed, and agreed by you during the interview, after completion of training period, you may be posted at any functional/ operations/ production area in any Schaeffler Plant location in India. Working days/shift schedules will differ based on the role and the function of final deployment. The decision of final department allocation and compensation, post successful completion of training period, will be at sole discretion of management. By accepting this offer you confirm your readiness to join any department and to relocate to any part of India.

SCHAEFFLER

While joining on duty, you are required to submit photocopies of your Educational Qualifications and certificates along with the original documents for verification of your qualifications. Please also bring 6 colored passport size photographs.

You will report for duty on **01/0□/2022**, failing which this offer of appointment will become null and void. Details regarding the venue and other formalities will be mailed to you via separate email.

This offer is subject to you being found medically fit for the employment. The decision of the Company's doctor as regards to medical check-up shall be final and binding on you.

This offer is also subject to getting satisfactory Background Verification check report about you through our authorized vendor.

We take this opportunity to welcome you to the Schaeffler Family and looking forward that your association with us will prove to be of mutual benefit in the years to come.

Please sign, scan and email us the copy of this offer of appointment as token of your acceptance.

Thanking you,

Yours faithfully,
Schaeffler India Ltd

Pallavi Sarkar
Head, Talent Ac□uisition □ Employer Branding – Schaeffler India Limited

Santanu Ghoshal
VP – Human Resource, Schaeffler India Limited

Accepted the terms of appointment, joining on DD/MM/YYYY -

Signature

SCHAEFFLER

CTC Annexure

Salary Annexure		SCHAEFFLER
Name	**S□ara Dixit**	
Designation	**GET**	
Date of Joining on or before	1st Aug' 22	
Qualification	BE (Mechanical)	
Place of Posting	Savli, Gujarat	

	Salary Components	Monthly (INR)	Annual (INR)
1	Basic Salary	13125	157500
2	HRA	5250	63000
3	Education Allowance	200	2400
4	Conveyance Allowance	1600	19200
5	□niform Washing Allowance	2000	24000
6	Medical Reimbursement	1250	15000
7	Annual Statutory Bonus Paid Monthly (Applicable to employees eligible for Bonus as per Bonus Act)	1400	16800
8	Personal Allowance	5625	67499
9	In hand Superannuation	0	0
A	**Total (A)**	**30□50**	**3□53□□**
	Annual Components		
10	LTA	1094	13125
11	Annual Variable Pay	3750	45000
B	**Total (B)**	□□□□	**5□125**
	Retiral Benefits		
12	Superannuation Scheme membership	0	0
13	National Pension Scheme (NPS)	0	0
14	Employer Provident Fund @ 12□ of Basic Salary	1575	18900
15	Gratuity @ 4.81□ of Basic Salary	631	7576
C	**Total**	**220□**	**2□□7□**
	Monthly	**37500**	
	Gross Per annum CTC		**□50000**

Other Benefits :

Transportation, Canteen Subsidy & Mobile Reimbursement (if applicable) Group Mediclaim Policy, Group Personnel Accident Policy & Group Term Life Insurance Policy		**As per Company□s Policy**

For Schaeffler India Limited

Pallavi Sarkar

Head Talent Ac□uisition □ Employer Branding

EECL / HR / ECGSA0221:
August 01, 2022

Mr. MANAV JIGNESH THAKAR
202, Gokul Housing Flats,
Opp Amar Complex,
New Sama Road,
VADIDARA - 390 024

Appointment as Graduate Apprentice

With reference to the interview you had with us, we are pleased to appoint you as **"Graduate Apprentice"** to undergo apprentice training as per Apprentice (Amendment) Act 1973 in our organization for the period from **August 01, 2022 TO July 31, 2023** on the following terms & conditions:

1. You will be paid stipend of **Rs. 18000/-** (Rs. Eighteen Thousand Only) per month inclusive of all. You will not be eligible for any other benefits that Company employees are availing.

2. You will be initially posted at V. V. Nagar. However, the management may depute you for training at any site or department or establishment of the company or any of the branch office on a temporary or permanent basis anywhere in India or abroad.

3. As per the provisions of the Act, you will be required to sign Apprenticeship Contract for one year from the date of your joining the training under the scheme which is to be registered with the authority. In the event of Non-Registration of the contact for any reason, your apprenticeship will liable to be termination forthwith without any notice.

4. Your performance during the training period will be reviewed and assessed. In case you fail to acquire the necessary skills to perform the job within the stipulated period, there shall be an extension or termination of your training period.

5. You are required to maintain the highest order of discipline and secrecy as regards the work of the Company and/or its subsidiaries or Associate Companies and in case of any breach of discipline/trust, your training may be terminated by the Company with immediate effect.

6. It must be clearly understood that the Management does not undertake any obligation whatsoever to absorb or employ you in the establishment's employment on completion of your training period nor you shall be entitled for any compensation for not being absorbed in the establishment.

2...



7. This Training agreement can be terminated on either side by giving **one month notice** or stipend in lieu thereof.

8. You are require to submit self-attested true copy of all education qualification certificates, Birth Certificate copy and other relevant documents of identity proof.

9. Absence for a continuous period of ten days without prior approval of your superior, (including overstay on leave / training) would result in your losing lien on the service and the same shall automatically come to an end without any notice or intimation.

If above terms and conditions are acceptable to you, kindly sign and return us the acknowledged copy of this letter.

For, Elecon Engineering Co. Ltd.;

Dr. Prabin Kumar Panigrahy
Group CHRO.



Ref. #DPL/HR/OFF/Trainee/2022/22

Date: 08th March 2022

To,
Mr. Vatsal Vishnuswami
DDU

Sub: Offer Letter

Dear **Mr. Vatsal Vishnuswami,**

Thanks for showing interest to work with us and accordingly appeared for the selection process and personal discussion. In this regard, we are delighted to offer you the position of **Graduate Engineer Trainee - Mechanical** in our organization on the following terms:

1. Your compensation will be Rs. **4.25 lac/-** per annum
2. Date of joining **Will be 16th June,2022**
3. Your initial place of posting will be **at Corporate Office, Vadodara**
4. Offer is subject to, you are found medically fit for the employment
5. Offer is subject to, satisfactory result in Final year of degree course
6. Production and verification of documents as under:
    a. Certificate of and/or mark sheets of final year of highest qualification received by you. You may be asked to furnish certificates of other additional qualification
    b. Proof of residence, date of birth & photo ID eg. Driving license / Passport / Voter ID card / PAN card (mandatory) / Aadhar card (mandatory)
    c. Four recent passport size photographs

As we are a growing organization with a strong commitment to quality and customer service; as a professional, you will surely find many challenges and growth opportunities which would go long way in adding value to the organization and your career.

Kindly return the duplicate copy of this letter duly signed as token of your acceptance of above terms.

Thanking you
Yours Faithfully,
For, DEEPAK PHENOLICS LTD.

Authorised Signatory

Received & Accepted

V. R. Vishnuswami

DEEPAK PHENOLICS LIMITED
CIN: U24100GJ2011PLC064669
Registered & Corporate Office:
1st Floor, Aaditya - II, Chhani Road, Vadodara - 390024. Gujarat, India.
Tel: +91 265 276 5500 | Fax: +91 265 276 5557
www.godeepak.com

Scanned with CamScanner

Ref: RSPL/OFR/GET/2022/18 F-HR-02

To, 20-04-2022
Mr. Vivek H Dhokai,
S/O : Haresh S Solanki, F-168, New North Colony,
Ambujanagar, Kodinar,
Gujarat - 362720

Subject: - Offer Letter for the Post of Graduate Engineer Trainee - RMHS

Dear Mr. Vivek,

This has reference to your application for suitable position in our company. Based on your resume and the Interviews at various stages, we are pleased to make you an offer for **Graduate Engineer Trainee** for a period of One year with **RSPL Limited**.

As agreed your annual **CTC** will be **Rs. 2,66,412/- (Rupees Two Lacs Sixty Six Thousand Four Hundred Twelve Only.)** In case you have any queries or require specific clarification please feel free to contact the undersigned.

You are requested to accept this offer by **23-04-2022,** failing which this offer stands withdrawn and cancelled You are requested to join RSPL on or before **01-07-2022.** Depending upon your performance during the training and subject to availability of the vacancy, you will be absorbing in the regular cadre of the company as an Assistant Engineer, upon successful completion of one-year training. A detailed letter indicating all terms and condition of the training will be issued at the time of your joining. All joining documents as mentioned in Annexure-II should be submitted on the date of joining.

Your initial place of posting will be at **RSPL Soda Ash Plant Location, Village- Kuranga, Taluka-Dwarka, Dist - Devbhumi Dwarka, (Gujarat).** However, management reserves right to utilize your services in any of our group companies located anywhere in India or abroad, either in existence or which may come into existence.

In a meantime, we request your acceptance of this offer by returning a signed copy of this letter.

Yours sincerely
For RSPL Limited

Rajesh Dwivedi
(AGM - HR)

Received & accepted

V.H. Dhokai
26/04/22

Signature with Actual date

RSPL
EVOLUTION IS CONSTANT

ANNEXURE – I			
Name		**Mr. Vivek H Dhokai**	
Designation		**Graduate Engineer Trainee**	
Division/Location		**Soda Ash – Kuranga**	
Department		**RMHS**	
Salary Components		**Per Month (INR)**	**Per Annum (INR)**
A	Basic	15100	181200
	HRA	3050	36600
	Conveyance Allowance	1525	18300
	LTA	0	0
I - Total Gross Salary (A)		**19675**	**236100**
B	PF	1800	21600
	ESIC	0	0
	Gratuity	726	8712
II - Total (B)		**2526**	**30312**
Cost to Company (I + II)		**22201**	**266412**

Signatures:

Rajesh Dwivedi

Rajesh Dwivedi
(AGM - HR)

Acceptance signature of Mr. Vivek H Dhokai

V. H. Dhokai

RSPL
EVOLUTION IS CONSTANT

Annexure II

Please carry the following documents with you at the time of your joining.

Sr. No.	Pre Joining Forms
1	Acknowledged Copy of Offer letter
2	Pre-Joining Medical Examination Report
3	Seven passport size colour Photographs
4	Proof for date of birth
5	Address Proof (Passport, Voter ID, DL, Ration Card, Utility Bills)
6	Class X mark sheet and certificate
7	Class XII / Diploma mark sheet and certificate
8	Graduation / Degree certificate
9	PAN Card and Aadhar Card
10	Blood Group (Pathological Proof)

Note: Certificates / Documents: (To be verified from original documents & HR to initial along with date, on the photocopy of the certificate)

CIN No. U27300GJ2019PTC110884
GSTIN : 24AABCZ4530A1ZV

3A GLOBAL ENGINEERING PVT. LTD.
ISO 9001 : 2015 CERTIFIED COMPANY

Certification & Inspection

Office : 107, SAFAL Prelude, B/h. Ashwaraj Bunglows, Corporate Road, Prahladnagar, Ahmedabad-380015, Gujarat, INDIA. P : +91-79-48900990
Mob. : +91-84870 57463 • : info@3aglobalengg.com, malik@3aglobalengg.com • : www.3aglobalengg.com

Letter of Offer

3AGEPL/HR/07/22 **5th May, 2022**

Dear Mr. Yash Gadhiya,

This has reference to your application and the subsequent interview you have had with us, you have been selected as a **Marketing Engineer** in this company, you will report directly to Director, your starting monthly remuneration will be Rs 15000/- **(Rupees Fifteen Thousand Only).** You will be on a probation period of **Six Months**.

Your appointment is subject to:

1. You're joining the services of the company on or before by **01st June, 2022.**
2. You have to undergo one year bond as per company policy and for the same you have to hand over Cheque/D.D of one month salary in favor of 3A GLOBAL ENGINEERING Pvt. Ltd.
3. You are being found medically fit for the job.
4. Your written acceptance of the offer letter.
5. Relieving Letter should be submitted from the current employer.(if Applicable)
6. Copy of the Degree Certificate, Mark sheets, 4 passport size photos & Certificate etc.
7. Your personal identification like Aadhar card, Pan Card & Passport etc.
8. Salary slip of the current/ past employer of recent months. (if Applicable)
9. Driving license is mandatory.

Please sign and return to us the duplicate of this letter as a token of acceptance of the above terms and conditions.

We look forward to you joining our team and hope it is the beginning of a mutually fulfilling association.

Best Regards,

For, 3A Global Engineering Pvt. Ltd.

3A GLOBAL ENGINEERING PVT. LTD. CIN : U27300GJ 2019PTC110884 GUJARAT, INDIA

A.H.MALIK

Director

I have read and accepted the term and condition:

Date of Joining : 01/06/2022

Signature with Date :

DIVINE
LABORATORIES PVT. LTD.

DATE: 02nd May,2022

Mr.Savan Bhaveshbhai Baldha
At : Gondal Road,
Po: Jamkandorna,
Kishan plot, Rajkot,
Gujarat. 360405

Further to our letter of offer, we are pleased to inform that you are hereby appointed as **Tr. F & D** in our **Formulation - Department** as per the terms and conditions agreed upon as under:-

1. This appointment is effective **02-05-2022**
2. The exhaustive terms and conditions of your employment are enclosed herewith in Annexure I.
3. Your CTC would be **Rs1,90,000/-P.A**, detail break-up of the same is enclosed herein Annexure –II.
4. You will perform such roles and responsibilities as assigned to you time to time by management.
5. Your employment would be subject to your proper employment verification.
6. Your appointment would subject to you being medically fit.

We hope that this will be the beginning of a long and mutually beneficial association.

Yours cordially,

For DIVINE LABORATORIES PVT. LTD.

DIRECTOR

DIVINE LABORATORIES PVT. LTD. DABHASA 04-2175

Dean
Faculty of Pharmacy
Sardarsinh Desai University
Anand - 387 001. (INDIA)

Subsidiary Company of **FLAGSHIP BIOTECH INTERNATIONAL PVT. LTD.**
Manufacturers of Pharmaceutical Products (WHO – GMP COMPANY)

Corporate Office Address:
Unit No. 1204 & 1302, Rupa Solitaire,
Plot No. A-1, Sector-1, MBP, T.T.C. Industrial Area,
Mahape, Navi Mumbai – 400710, Maharashtra, India.
Email :- flagshiphiotech@gmail.com

B. No. 471, Dabhasa, Tal. Padra, Dist. Vadodara, Gujarat - 391 440
Tel: 02662 244157
Offi. Add.: 24/B, Sahajanand Industrial Estate, Mujmahuda, Vadodara.
Pin Code – 390 020 0265-235 4853, 235 1855.

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DIVINE
LABORATORIES PVT. LTD.

Mr.Savan Bhaveshbhai Baldha
At : Gondal Road,
Po: Jamkandorna,
Kishan plot, Rajkot,
Gujarat. 360405

Date: 21/04/2022

This is reference to your application for employment in our Company and the subsequent interview you had with us. We are pleased to offer you an employment with us as **Tr. F & D** in our **Formulation –Department.**

Please note that this is merely an Offer Letter. The Company's standard Appointment Letter containing exhaustive terms and conditions of employment will be issued to you on your joining the Company which shall be binding on you.

You are requested to go through your pre-employment medical check-up and this offer will only be valid upon you being found medically fit, proper reference check and upon submitting below mentioned documents.

You are requested to join us latest by **02/05/2022** failing which this offer of employment stands withdrawn. Please confirm your Date of Joining as soon as possible.

Kindly confirm your acceptance on the duplicate copy of this letter.

Yours Sincerely

Form **DIVINE LABORATORIES PVT. LTD.**

DIVINE LABORATORIES PVT. LTD. • DABHASA •

Director

P.S.:- On the day of Joining, please carry with you copy of below documents:
1. Educational certificate
2. Date of birth verification certificate,
3. Present and permanent address proof
4. Identity proof
5. Experience & relieving letter
6. Last 3 months salary slip from your previous organization
7. Two passport size photographs.
8. Pan Card Copy
9. Bank account statement for salary check.
10. You are requested to carry out your pre-employment medical check-up. Cost of the same would be reimbursed post 3 months of your joining. The details regarding this check-up would be mailed by HR separately.

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Faculty of Pharmacy
Desai University
(INDIA)

Desai University Faculty of Pharmacy NADIAD

Subsidiary Company of **FLAGSHIP BIOTECH INTERNATIONAL PVT. LTD.**
Manufacturers of Pharmaceutical Products (WHO – GMP COMPANY)

Corporate Office Address:
Unit No. 1204 & 1302, Rupa Solitaire,
Plot No. A-1, Sector-1, MBP, T.T.C. Industrial Area,
Mahape, Navi Mumbai – 400710, Maharashtra, India.
Email :- flagshipbiotech@gmail.com

B. No. 471, Dabhasa, Tal. Padra, Dist. Vadodara, Gujarat - 391 440
Tel: 02662 244157
Offi. Add.: 24/B, Sahajanand Industrial Estate, Mujmahuda, Vadodara.
Pin Code – 390 020 0265-235 4853, 235 1855.

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APL/HRM/PANELAV - FORMULATION/18619/2022- 23

May 23, 2022

Ms. Hiral Patel

C-87 EARTH ACROPOLIS VILLA
VASNA BHAYLI ROAD
VADODARA 390012 GUJARAT
Mobile : 7069360679

Dear Ms. Patel,

This is with reference to your application and subsequent to the discussion you had with us. We take pleasure in informing you that you have been selected for the position of Trainee - Manufacturing in IBU Formulation Unit- I based at Panelav - Formulation on the following terms and conditions:-

1. This appointment is subject to your successfully clearing the B. PHARM qualification and subject to submission of a true copy of all final marksheets/degree certificates signifying successful completion.

2. You will undergo training for a period of 6 months from the date of joining. The company however, shall have the right to extend or curtail the said period of 6 months subject to your performance. You will continue as a trainee unless your status is changed to a probationer, through written communication.

3. Your compensation details are as per the attached Annexure - A.

4. During the period of your training the relationship shall be that of a master and a student. You shall, therefore, be not considered as a regular employee of the company and shall not become entitled to the benefits or allowances which may become due to our regular employees.

5. The company will have the sole discretion of setting out your training program and for the purpose, you may be required to be posted from one shift to another or from one department to another, if the company is of the opinion that it is necessary for the purpose of your training.

6. The training may comprise of classroom sessions and on-the-job training in nominated departments of the company, and may include the assignment or independent work.

7. The company will review your training progress at regular intervals; for that purpose you may be given some trade tests, if desired.

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Faculty of Pharmacy
Charmsinh Desai University
Nadiad - 387 001. (INDIA)

8. You must show satisfactory periodical progress during the training period to avoid extension of training period or even termination. Your suitability for absorption will be determined on the basis of your evaluation of your performance and company's need, you may be absorbed in the company. The decision of the company regarding your suitability for absorption shall be final.

9. During this training period, your services will be liable to be terminated upon giving 1 month notice or 1 month basic salary in lieu of notice period, by either party.

10. During the period of training, you shall make every sincere endeavor to exert yourself to the best of your ability. You shall follow and give effects to all orders, instructions and guidance given to you by your superiors and shall abide by the organizational code of conduct.

11. During the period of your training with the company, you will devote your whole time and attention to your training and will not engage yourself directly or indirectly in any service, trade, profession, business or occupation.

12. The company will not be liable to pay any damage or compensation to you on account of any injury sustained or disability suffered during your training period.

13. In the event of your causing any damage to company property in the course of your training program or of your losing or spoiling any tools or accessories given under your care or charge willfully or out of negligence, then in all such cases the company reserves its right to deduct from your stipend such amount/s as it deems appropriate.

14. During the period of your training, you shall comply with and abide by all rules and regulations as are in force on the date of your being taken up as a trainee and to all such other rules and regulations made or orders given thereafter.

15. Your placement in appropriate function and posting to any of the company's offices or divisions will be at discretion of the company.

16. In the event of your being indulging in any acts or commission constituting misconduct, including but not limited physical contact and advances and / or a demand or request for sexual favour and /or sexually colored remarks/jokes, and /or showing pornography and / or any other physical, verbal or non-verbal conduct of a sexual nature, which will tantamount to an act of moral turpitude, you shall be dealt with appropriately.

Page 2 of 3

Faculty of Pharmacy

17. Please note that this enagagement is offered on the basis of information furnished by you.

(a) If at any time it is revealed that tranieeship has been obtained by furnishing false/misleading insafficient information or withholding material information, the company will be free to terminate your training/service at any time without notice.

(b) In respect of any other matter related to your service not covered above, you shall be governed by the rules of the company as in force from time to time.

18. On the question of interpretation of any of the terms and condition, the decision of the company shall be final and binding on you.

Your presence is solicited as per following schedule for completing joining process:-

Date: June 16, 2022
Time: 09:30 AM
Venue: HRM Division, 3rd floor, Corporate Office, Alembic Road, Vadodara - 390003

You need to compulsory submit 2 set photocopies of the following testimonials (self attested) on the date of joining

- ✓ Certificates and all marksheets in support of your educations qualification (from SSC onwards)
- ✓ Proof of birth date (School leaving certificate/ Birth Certificate / Passport)
- ✓ Eight Colour passport size photographs
- ✓ Medical Examination Form duly completed and signed by a Medical Practitionar (not less than an M.B.B.S.) certifying your medical fitness. You will be reimbursed expenses incurred in this regard maximum upto Rs. 800/- on submission of actual bills. This offer is subject to your being found medically fit.
- ✓ Copy of PAN card and Adhar Card - mandatory

Please bring the original documents for verification.

For Alembic Pharmaceuticals Ltd,

Himanshu Jani
Head - H.R.

If the above terms and conditions are acceptable to you, please sign and return a copy of this letter signifying your acceptance.

You may please get in touch with Mrs. Isha Arora on (0265)3007929 / 7567301999 or e.mail to isha.arora@alembic.co.in in case of any query or help.

I accept the appointment on terms and conditions stated above and will join on _____

Date :
Place :

Name and Signature

ALEMBIC PHARMACEUTICALS LIMITED
REGD. OFFICE : ALEMBIC ROAD, VADODARA - 390 003. • TEL : (0265) 2280550, 2280880, 6637000
www.alembicpharmaceuticals.com • E-mail : hrd@alembic.co.in • CIN : L24230GJ2010PLC061123 • PAN No. : AAICA5591M

Emcure

05-07-2022

Ajay Butani

Amrug Baug, Plot Vistar, Khamdhrol, Junagadh

India

Sub.: Offer Letter

Dear Ajay Butani,

This has reference to discussions you had with us on **30-06-2022**, we are now pleased to offer you the post of **Scientist** (**Grade - O01-Officer**) for our **G01-R&D Formulation - Ahmedabad** on mutually agreed terms and conditions.

The detailed appointment letter will be issued on your joining the company.

You are expected to join us on or before **07-07-2022**, failing which this offer stands cancelled.

This offer letter is valid subject to you being declared medically fit on submission of medical fitness report as per company's medical policy.

We are looking forward to a mutually beneficial association.

Thanking you.

Yours truly,

For Emcure Pharmaceuticals Ltd.

Vineet Shukla

Authorized Signatory

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Faculty of Pharmacy
armsinh Desai University
adiad - 387 001. (INDIA)

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Annexure A

SALARY COMPUTATION		
Components	**Per Annum**	**Per Month**
Basic	180000	15000
HRA	9000	750
Education Allow	67822	5652
Monthly Gross	**256822**	**21402**
Provident Fund	21600	1800
Gratuity	8658	721
Statutory Benefits	**30258**	**2522**
Bonus	22920	1910
Other Benefits	**22920**	**1910**
Fixed CTC	**310000**	**25833**
CTC	**310000**	**25833**
Total CTC	**310000**	**25833**

Important Note: The above CTC structure may be modified in compliance with government regulations that are in force from time to time.

Dharmsinh Desai University Faculty of Pharmacy Nadiad

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Faculty of Pharmacy
Dharmsinh Desai University
Nadiad - 387 001 (INDIA)

AP/PANELAV - FORMULATION/18762/2022 43

June 3, 2022

Mr. H[illegible] Patel

G-[illegible] Residency
B/H [illegible] Suresh Ajwa-Waghodia Ring Rd
Va[illegible] 019 GUJARAT
Mo[illegible] 425598

Dear [illegible] Patel,

This [illegible] reference to your application and subsequent to the discussion you had with us. We take pleas[illegible] informing you that you have been selected for the position of Trainee - Manufacturing in IBU Formu[illegible] Unit I based at Panelav - Formulation on the following terms and conditions:-

1. Your appointment is subject to your successfully clearing the B. PHARM qualification and subject to submission of a true copy of all final marksheets/degree certificates signifying successful completion.

2. You will undergo training for a period of 6 months from the date of joining. The company however, reserve the right to extend or curtail the said period of 6 months subject to your performance. You will continue as a trainee unless your status is changed to a probationer, through written communication.

3. Your compensation details are as per the attached Annexure - A.

4. During the period of your training the relationship shall be that of a master and a student. You shall, therefore, be not considered as a regular employee of the company and shall not become entitled to the benefits or allowances which may become due to our regular employees.

5. The company will have the sole discretion of setting out your training program and for the purpose, you may be required to be posted from one shift to another or from one department to another, if the company is of the opinion that it is necessary for the purpose of your training.

6. The training may comprise of classroom sessions and on-the-job training in nominated departments of the company, and may include the assignment of independent work.

7. The company will review your training progress at regular intervals; for that purpose you may be required to undertake tests, if desired.

Dean
Faculty of Pharmacy
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[illegible]37 001. (M.S.)

8. ...ust show satisfactory periodical progress during the training period to avoid extension of ...g period or even termination. Your suitability for absorption will be determined on the basis ...r evaluation of your performance and company's need, you may be absorbed in the company. ...decision of the company regarding your suitability for absorption shall be final.

9. ...this training period, your services will be liable to be terminated upon giving 1 month notice ...onth basic salary in lieu of notice period, by either party.

10. ...the period of training, you shall make every sincere endeavor to exert yourself to the best of ...bility. You shall follow and give effects to all orders, instructions and guidance given to you ...r superiors and shall abide by the organizational code of conduct.

11. ...the period of your training with the company, you will devote your whole time and attention ...training and will not engage yourself directly or indirectly in any service, trade, profession, ...ess or occupation.

12. ...company will not be liable to pay any damage or compensation to you on account of any injury ...ed or disability suffered during your training period.

13. ...event of your causing any damage to company property in the course of your training program ...our losing or spoiling any tools or accessories given under your care or charge willfully or out ...igence, then in all such cases the company reserves its right to deduct from your stipend such ...t as it deems appropriate.

14. ...the period of your training, you shall comply with and abide by all rules and regulations as ...force on the date of your being taken up as a trainee and to all such other rules and ...ations made or orders given thereafter.

15. ...placement in appropriate function and posting to any of the company's offices or divisions will ...discretion of the company.

...e set of your being indulging in any acts or commission constituting misconduct, including ...unwelcome physical contact and advances and / or a demand or request for sexual favour and /or ...ly colored remarks/jokes, and /or showing pornography and / or any other physical, verbal or ...conduct of a sexual nature, which will tantamount to an act of moral turpitude, you shall ...lt with appropriately.

Faculty of

...ALENBIC PHARMACEUTICALS LIMITED
...OFFICE: ALEMBIC ROAD, VADODARA - ...TEL.: (0265) 2280550, 2280080, 6637000
...CIN: L24230GJ2010PLC061123 • PAN No. AAICA2991M

17. Please note that this enagagement is offered on the basis of information furnished by you.

(a) If at any time it is revealed that tranieeship has been obtained by furnishing false/misleading information or withholding material information, the company will be free to terminate your training/service at any time without notice.

(b) In respect of any other matter related to your service not covered above, you shall be governed by the rules of the company as in force from time to time.

18. On the question of interpretation of any of the terms and condition, the decision of the company shall be final and binding on you.

Your presence is solicited as per following schedule for completing joining process:-

Date: June 16, 2022
Time: 09:30 AM
Venue: HRM Division, 3rd floor, Corporate Office, Alembic Road, Vadodara - 390003

You need to compulsory submit 2 set photocopies of the following testimonials (self attested) on the date of joining:

- ✓ Certificates and all marksheets in support of your educations qualification (from SSC onwards)
- ✓ Proof of birth date (School leaving certificate/ Birth Certificate / Passport)
- ✓ Eight Colour passport size photographs
- ✓ Medical Examination Form duly completed and signed by a Medical Practitionar (not less than an M.B.B.S.) certifying your medical fitness. You will be reimbursed expenses incurred in this regard maximum upto Rs. 800/- on submission of actual bills. This offer is subject to your being found medically fit.
- ✓ Copy of PAN card and Adhar Card - mandatory

Please bring the original documents for verification.

For Alembic Pharmaceuticals Ltd,

Isha

Himanshu Rani
Head - H.R.

If the above terms and conditions are acceptable to you, please sign and return a copy of this letter signifying your acceptance.

You may please get in touch with Mrs. Isha Arora on (0265)3007929 / 7567301999 or e.mail to isha.arora@alembic.co.in in case of any query or help.

I accept the appointment on terms and conditions stated above and will join on _____

Date :
Place :

Name and Signature

ALEMBIC PHARMACEUTICALS LIMITED
REGD. OFFICE : ALEMBIC ROAD, VADODARA - 390 003. • TEL : (0265) 2280550, 2280880, 6637000
Website : www.alembicpharmaceuticals.com • E-mail : hrd@alembic.co.in • CIN : L24230GJ2010PLC061123 • PAN No. : AAICA0291H

Alembic
Touching Lives over 100

APL/HRM/PANELAV - FORMULATION/19373/2022- 23

August 30, 2022

Mr. Kedar Dave

C - 99
Krishna dham Society Vasna Road
Vadodara 390007 GUJARAT

Dear Mr. Dave,

This is with reference to your application and subsequent to the discussion you had with us. We take pleasure in informing you that you have been selected for the position of **Trainee - Manufacturing** in IBU Formulation Unit I based at **Panelav - Formulation** on the following terms and conditions:-

1. This appointment is subject to your successfully clearing the B. PHARM qualification and subject to submission of a true copy of all final marksheets/degree certificates signifying successful completion.
2. You will undergo training for a period of 6 months from the date of joining. The company however, shall have the right to extend or curtail the said period of 6 months subject to your performance. You will continue as a trainee unless your status is changed to a probationer, through written communication.
3. Your compensation details are as per the attached Annexure - A.
4. During the period of your training the relationship shall be that of a master and a student. You shall, therefore, be not considered as a regular employee of the company and shall not become entitled to the benefits or allowances which may become due to our regular employees.
5. The company will have the sole discretion of setting out your training program and for the purpose, you may be required to be posted from one shift to another or from one department to another, if the company is of the opinion that it is necessary for the purpose of your training.
6. The training may comprise of classroom sessions and on-the-job training in nominated departments of the company, and may include the assignment or independent work.
7. The company will review your training progress at regular intervals; for that purpose you may be given some trade tests, if desired.

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Faculty of Pharmacy
Dharmsinh Desai University
Nadiad - 387 001. (INDIA)

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www.alembicpharmaceuticals.com • E-mail : hrd@alembic.co.in • CIN : L24230GJ2010PLC061123 • PAN No. : AAICA5591M

8. You must show satisfactory periodical progress during the training period to avoid extension of training period or even termination. Your suitability for absorption will be determined on the basis of your evaluation of your performance and company's need, you may be absorbed in the company. The decision of the company regarding your suitability for absorption shall be final.

9. During this training period, your services will be liable to be terminated upon giving 1 month notice or 1 month basic salary in lieu of notice period, by either party.

10. During the period of training, you shall make every sincere endeavor to exert yourself to the best of your ability. You shall follow and give effects to all orders, instructions and guidance given to you by your superiors and shall abide by the organizational code of conduct.

11. During the period of your training with the company, you will devote your whole time and attention to your training and will not engage yourself directly or indirectly in any service, trade, profession, business or occupation.

12. The company will not be liable to pay any damage or compensation to you on account of any injury sustained or disability suffered during your training period.

13. In the event of your causing any damage to company property in the course of your training program or of your losing or spoiling any tools or accessories given under your care or charge willfully or out of negligence, then in all such cases the company reserves its right to deduct from your stipend such amount/s as it deems appropriate.

14. During the period of your training, you shall comply with and abide by all rules and regulations as are in force on the date of your being taken up as a trainee and to all such other rules and regulations made or orders given thereafter.

15. Your placement in appropriate function and posting to any of the company's offices or divisions will be at discretion of the company.

16. In the event of your being indulging in any acts or commission constituting misconduct, including unwelcome physical contact and advances and / or a demand or request for sexual favour and /or sexually colored remarks/jokes, and /or showing pornography and / or any other physical, verbal or non-verbal conduct of a sexual nature, which will tantamount to an act of moral turpitude, you shall be dealt with appropriately.

Charmsinh Desai University Faculty of Pharmacy NADIAD-1

ALEMBIC PHARMACEUTICALS LIMITED
REGD. OFFICE : ALEMBIC ROAD, VADODARA - 390 003. • TEL : (0265) 2280550, 2280880, 6637000
www.alembicpharmaceuticals.com • E-mail : hrd@alembic.co.in • CIN : L24230GJ2010PLC061123 • PAN No. : AAICA5591M

17. Please note that this enagagement is offered on the basis of information furnished by you.

(a) If at any time it is revealed that tranieeship has been obtained by furnishing false/misleading insufficient information or withholding material information, the company will be free to terminate your training/service at any time without notice.

(b) In respect of any other matter related to your service not covered above, you shall be governed by the rules of the company as in force from time to time.

18. On the question of interpretation of any of the terms and condition, the decision of the company shall be final and binding on you.

Your presence is solicited as per following schedule for completing joining process:-

Date: September 5, 2022
Time: 09:30 AM
Venue: 3rd Floor, Human Resources, Corporate Office, Alembic Road, Vadodara 390003

You need to compulsory submit 2 set photocopies of the following testimonials (self attested) on the date of joining.

- ✓ Certificates and all marksheets in support of your educations qualification (from SSC onwards)
- ✓ Proof of birth date (School leaving certificate/ Birth Certificate / Passport)
- ✓ Eight Colour passport size photographs
- ✓ Medical Examination Form duly completed and signed by a Medical Practitionar (not less than an M.B.B.S.) certifying your medical fitness. You will be reimbursed expenses incurred in this regard maximum upto Rs. 800/- on submission of actual bills. This offer is subject to your being found medically fit.
- ✓ Copy of PAN card and Adhar Card - mandatory

Please bring the original documents for verification.

For Alembic Pharmaceuticals Ltd,

Isha

Himanshu Jani
Head-H .R.

If the above terms and conditions are acceptable to you, please sign and return a copy of this letter signifying your acceptance.

You may please get in touch with Mrs. Isha Arora on 7567301999 or e.mail to isha.arora@alembic.co.in in case of any query or help.

I accept the appointment on terms and conditions stated above and will join on _____

Date :
Place :

Name and Signature

Dharmsinh Desai University Faculty of Pharmacy NADIAD-1

ALEMBIC PHARMACEUTICALS LIMITED
REGD. OFFICE : ALEMBIC ROAD, VADODARA - 390 003. • TEL : (0265) 2280550, 2280880, 6637000
www.alembicpharmaceuticals.com • E-mail : hrd@alembic.co.in • CIN : L24230GJ2010PLC061123 • PAN No. : AAICA5591M

APL/HRM/PANELAV - FORMULATION/19373/2022- 23

ANNEXURE - A (Compensation Details)

Name : Mr. Kedar Dave

Position Offered : Trainee- Manufacturing

Location : Panelav - Formulation

Division : IBU Formulation Unit I

Sr. No.	Salary Head	Per month (Rs.)	Per annum (Rs.)
1	Basic	10000	
2	Company contribution on P.F.	1200	
3	H. R. A.	3892	
4	L. T. A.		9996
5	Gratuity		5772
6	Hospitalization Premium		3138
	Grand Total	**15092**	**18906**
	Annual CTC / Gross Pay	**2,00,010**	
	Rupees Two Lac Ten Only.		

Date: August 30, 2022

-> Hospitalization Insurance premium mentioned above is for self , spouse and dependent children which will be remmited by the company.

-> Gratuity will be payable as per the applicable payment of Gratuity Act and employee will be eligible for Gratuity only after rendering 5 years of continuous service in organisation.

-> GST will be applicable to all recoveries as per existing norms.

APL/HRM/PANELAV - FORMULATION/18731/2022- 23

June 2, 2022

Ms. Krishna Soni

170/ Anandnagar
Water Tank Road Karelibaug
Vadodara 390018 GUJARAT
Mobile : 8320091164

Dear Ms. Soni,

This is with reference to your application and subsequent to the discussion you had with us. We take pleasure in informing you that you have been selected for the position of **Trainee - Quality Assurance** in **IBU Formulation Unit I** based at **Panelav - Formulation** on the following terms and conditions:-

1. This appointment is subject to your successfully clearing the M. PHARM qualification and subject to submission of a true copy of all final marksheets/degree certificates signifying successful completion.
2. You will undergo training for a period of 6 months from the date of joining. The company however, shall have the right to extend or curtail the said period of 6 months subject to your performance. You will continue as a trainee unless your status is changed to a probationer, through written communication.
3. Your compensation details are as per the attached Annexure - A.
4. During the period of your training the relationship shall be that of a master and a student. You shall, therefore, be not considered as a regular employee of the company and shall not become entitled to the benefits or allowances which may become due to our regular employees.
5. The company will have the sole discretion of setting out your training program and for the purpose, you may be required to be posted from one shift to another or from one department to another, if the company is of the opinion that it is necessary for the purpose of your training.
6. The training may comprise of classroom sessions and on-the-job training in nominated departments of the company, and may include the assignment or independent work.
7. The company will review your training progress at regular intervals; for that purpose you may be given some trade tests, if desired.

Yc Dean
Faculty of Pharmacy
Dharmsinh Desai University
Nadiad - 387 001. (INDIA)

Dharmsinh Desai University Faculty of Pharmacy NADIAD

ALEMBIC PHARMACEUTICALS LIMITED
REGD. OFFICE : ALEMBIC ROAD, VADODARA - 390 003. • TEL : (0265) 2280550, 2280880, 6637000
www.alembicpharmaceuticals.com • E-mail : hrd@alembic.co.in • CIN : L24230GJ2010PLC061123 • PAN No. : AAICA5591M

8. You must show satisfactory periodical progress during the training period to avoid extension of training period or even termination. Your suitability for absorption will be determined on the basis of your evaluation of your performance and company's need, you may be absorbed in the company. The decision of the company regarding your suitability for absorption shall be final.

9. During this training period, your services will be liable to be terminated upon giving 1 month notice or 1 month basic salary in lieu of notice period, by either party.

10. During the period of training, you shall make every sincere endeavor to exert yourself to the best of your ability. You shall follow and give effects to all orders, instructions and guidance given to you by your superiors and shall abide by the organizational code of conduct.

11. During the period of your training with the company, you will devote your whole time and attention to your training and will not engage yourself directly or indirectly in any service, trade, profession, business or occupation.

12. The company will not be liable to pay any damage or compensation to you on account of any injury sustained or disability suffered during your training period.

13. In the event of your causing any damage to company property in the course of your training program or of your losing or spoiling any tools or accessories given under your care or charge willfully or out of negligence, then in all such cases the company reserves its right to deduct from your stipend such amount/s as it deems appropriate.

14. During the period of your training, you shall comply with and abide by all rules and regulations as are in force on the date of your being taken up as a trainee and to all such other rules and regulations made or orders given thereafter.

15. Your placement in appropriate function and posting to any of the company's offices or divisions will be at discretion of the company.

16. In the event of your being indulging in any acts or commission constituting misconduct, including unwelcome physical contact and advances and / or a demand or request for sexual favour and /or sexually colored remarks/jokes, and /or showing pornography and / or any other physical, verbal or non-verbal conduct of a sexual nature, which will tantamount to an act of moral turpitude, you shall be dealt with appropriately.

Dean
Faculty of Pharmacy
Dharmsinh Desai University
Nadiad - 387 001. (INDIA)

ALEMBIC PHARMACEUTICALS LIMITED
REGD. OFFICE : ALEMBIC ROAD, VADODARA - 390 003. • TEL : (0265) 2280550, 2280880, 6637000
www.alembicpharmaceuticals.com • E-mail : hrd@alembic.co.in • CIN : L24230GJ2010PLC061123 • PAN No. : AAICA5591M

17. Please note that this enagagement is offered on the basis of information furnished by you.

(a) If at any time it is revealed that tranieeship has been obtained by furnishing false/misleading insufficient information or withholding material information, the company will be free to terminate your training/service at any time without notice.

(b) In respect of any other matter related to your service not covered above, you shall be governed by the rules of the company as in force from time to time.

18. On the question of interpretation of any of the terms and condition, the decision of the company shall be final and binding on you.

Your presence is solicited as per following schedule for completing joining process:-

Date: June 9, 2022
Time: 09:30 AM
Venue: HRM Division, 3rd floor, Corporate Office, Alembic Road, Vadodara - 390003

You need to compulsory submit 2 set photocopies of the following testimonials (self attested) on the date of joining.

- ✓ Certificates and all marksheets in support of your educations qualification (from SSC onwards)
- ✓ Proof of birth date (School leaving certificate/ Birth Certificate / Passport)
- ✓ Eight Colour passport size photographs
- ✓ Medical Examination Form duly completed and signed by a Medical Practitionar (not less than an M.B.B.S.) certifying your medical fitness. You will be reimbursed expenses incurred in this regard maximum upto Rs. 800/- on submission of actual bills. This offer is subject to your being found medically fit.
- ✓ Copy of PAN card and Adhar Card - mandatory

Please bring the original documents for verification.

For Alembic Pharmaceuticals Ltd,

Himanshu Jani
Head - H .R.

If the above terms and conditions are acceptable to you, please sign and return a copy of this letter signifying your acceptance.

You may please get in touch with Mrs. Isha Arora on (0265)3007929 / 7567301999 or e.mail to isha.arora@alembic.co.in in case of any query or help.

I accept the appointment on terms and conditions stated above and will join on _____

Date :
Place :

Name and Signature

ALEMBIC PHARMACEUTICALS LIMITED
REGD. OFFICE : ALEMBIC ROAD, VADODARA - 390 003. • TEL : (0265) 2280550, 2280880, 6637000
www.alembicpharmaceuticals.com • E-mail : hrd@alembic.co.in • CIN : L24230GJ2010PLC061123 • PAN No. : AAICA5591M

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Nadiad-387 001, (INDIA)

Dharmsinh Desai University Faculty of Pharmacy NADIAD-1

APL/HRM/PANELAV - FORMULATION/18731/2022- 23

ANNEXURE - A (Compensation Details)

Name : Ms. Krishna Soni

Position Offered : Trainee- Quality Assurance

Location : Panelav - Formulation

Division : IBU Formulation Unit I

Sr. No.	Salary Head	Per month (Rs.)	Per annum (Rs.)
1	Basic	10000	
2	Company contribution on P.F.	1412	
3	H. R. A.	4000	
4	Supplementary Pay	1763	
5	L. T. A.		9996
6	Gratuity		5772
7	Hospitalization Premium		3138
	Grand Total	**17175**	**18906**
	Annual CTC / Gross Pay	**2,25,006**	
	Rupees Two Lac Twenty Five Thousand Six Only.		

Date: June 2, 2022

-> Hospitalization Insurance premium mentioned above is for self , spouse and dependent children which will be remmited by the company.

-> Gratuity will be payable as per the applicable payment of Gratuity Act and employee will be eligible for Gratuity only after rendering 5 years of continuous service in organisation.

-> GST will be applicable to all recoveries as per existing norms.

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Faculty of Pharmacy
Dharmsinh Desai University
Nadiad - 387 001. (INDIA)

TEKnirvana
Tradelinks Pvt Ltd

106-107, Studio Complex, Nr. Gota Cross Road
S.G. Highway, Gota, Ahmedabad-382481
sales@teknirvana.co.in
amit@teknirvana.co.in
9725001180 / 9825108499
www.teknirvana.co.in

Ms. Mansi
Ahmedabad, Gujarat
23rd June, 2022

OFFER OF EMPLOYEMENT

Ms. Mansi

With reference to your application and subsequent interviews/discussion that you had with us, we are pleased to offer employment in our organization as **"B.D. Executive"** which is situated at S.G. Highway, Ahmedabad. Your job location will be **AHMEDABAD, INDIA**. However in future, the position may be transferable to any other location of the company or that group of companies. You will be on probation till six months from your Date of Joining.

Your Gross emoluments per year including all benefits should be 1,98,000 /- (Here you will get Rs. 16,176 as your take home salary and Rs.200 will be deducted as your professional tax and Rs. 124 will be contribution towards ESI. Detailed salary structure mentioned in Annexure 'A'.

Your appointment is subject to satisfactory replies being received from the references/previous employers mentioned in your Employment Application Form.

Please Hand over the following documents to HR departments on the Day of Joining,

1. Copies of certificates to your academic qualifications
2. ID Proof and Address Proof.
3. Relieving letter from your previous employer.
4. Copy of the salary Certificate/Last Employments.
5. 4 Passport size photographs.
6. PAN card
7. Bank Account Details
8. Driving Licence Copy

You are expected to report on duty latest **23rd June, 2022** at the office mentioned above. In case you fail to report by that date or update us in advance regarding any changes, this offer stands withdrawn automatically.

We look forward for a long and fruitful association.
I agree all terms and condition and Join On,

Date:

With Best wishes,

Sincerely,

Signature: Mansi

Director/Authorised Signature
Teknirvana trade link PVT. LTD.

Dean
Faculty of Pharmacy
Dharmsinh Desai University
Nadiad - 387 001. (INDIA)

Dharmsinh Desai Memorial Methodist Institute of Cardiology & Cardiovascular Surgery
Mission Road, Nadiad - 387 002 • Ph. 91 268 2555510 • Fax. 91 268 2557020 • info@ddmmheart.org • www.ddmmheart.org

Date: 25th June, 2022

To,
Nandini Pal Patel
A-08, Shiv Shakti Soc,
Gitanjali Road,
Nadiad

Mob No. +91 **8320821292**

Training Letter

Sub: Training Letter for the post of **Pharmacist**

Dear Mrs. Nandini Patel,

We are pleased to appoint you as a trainee for the post of **Pharmacist** W.E.F **20th June 2022** till **30th September 2022** with attached terms & condition. The training may be extended or reduced at the sole discretion of the Management.

Since your appointment is being made for a fixed period, you will neither have any right nor a lien on the training held by you nor will you claim employment even if there is a vacancy for the post held by you or otherwise.

Stipend : You will be paid monthly stipend of **Rs. 8,000/-.**

Please note that your stipend remuneration is strictly personal and confidential to you and you are therefore advised not to divulge the same.

We look forward to a successful and pleasant association.

Dr. Sanjeeth Peter
Director

James Macwan
Hospital Manager

Accepted

Dean
Faculty of Pharmacy
Dharmsinh Desai University
Nadiad - 387 001. (INDIA)

AP_/PS-MK-PELAV - FORMULATION/18510/2022- 23

April 29, 2022

Mr. Nirmal Patwadi

11 Nirman Society
Near Market Yard Nadiad Road
Kapadwanj 387620 GUJARAT
Mobile : 9[illegible]525168

Dear Mr. Patwadi,

This is with reference to your application and subsequent to the discussion you had with us. We take pleasure in informing you that you have been selected for the position of Trainee - Manufacturing in IBU Formulation Unit -I based at Panelav - Formulation on the following terms and conditions:-

1. This appointment is subject to your successfully clearing the B. PHARM qualification and subject to submission of a true copy of all final marksheets/degree certificates signifying successful completion.

2. You will undergo training for a period of 6 months from the date of joining. The company however, reserves the right to extend or curtail the said period of 6 months subject to your performance. You will continue as a trainee unless your status is changed to a probationer, through written communication.

3. Your compensation details are as per the attached Annexure - A.

4. During the period of your training the relationship shall be that of a master and a student. You shall therefore, be not considered as a regular employee of the company and shall not become entitled to the benefits or allowances which may become due to our regular employees.

5. The company will have the sole discretion of setting out your training program and for the purpose, you may be required to be posted from one shift to another or from one department to another, if the company is of the opinion that it is necessary for the purpose of your training.

6. The training may comprise of classroom sessions and on-the-job training in nominated departments of the company, and may include the assignment or independent work.

7. The company will review your training progress at regular intervals; for that purpose you may be required to undergo trade tests, if desired.

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Faculty of Pharmacy
Dharmsinh Desai University
Nadiad - 387 001. (INDIA)

8. ...ust show satisfactory periodical progress during the training period to avoid extension of ...g period or even termination. Your suitability for absorption will be determined on the basis ... evaluation of your performance and company's need, you may be absorbed in the company. ... cision of the company regarding your suitability for absorption shall be final.

9. Dur... this training period, your services will be liable to be terminated upon giving 1 month notice ... onth basic salary in lieu of notice period, by either party.

10. Dur... the period of training, you shall make every sincere endeavor to exert yourself to the best of ... bility. You shall follow and give effects to all orders, instructions and guidance given to you ... superiors and shall abide by the organizational code of conduct.

11. Duri... the period of your training with the company, you will devote your whole time and attention ... training and will not engage yourself directly or indirectly in any service, trade, profession, ... ss or occupation.

12. The ... mpany will not be liable to pay any damage or compensation to you on account of any injury ... ed or disability suffered during your training period.

13. In t... event of your causing any damage to company property in the course of your training program ... your losing or spoiling any tools or accessories given under your care or charge willfully or out ... ligence, then in all such cases the company reserves its right to deduct from your stipend such ... t/s as it deems appropriate.

14. Dur... the period of your training, you shall comply with and abide by all rules and regulations as ... force on the date of your being taken up as a trainee and to all such other rules and ... ions made or orders given thereafter.

15. Yo... lacement in appropriate function and posting to any of the company's offices or divisions will ... discretion of the company.

16. In t... event of your being indulging in any acts or commission constituting misconduct, including ... some physical contact and advances and / or a demand or request for sexual favour and /or ... y-colored remarks/jokes, and /or showing pornography and / or any other physical, verbal or ... conduct of a sexual nature, which will tantamount to an act of moral turpitude, you shall ... lt with appropriately.

ALEMBIC PHARMA... TICALS LIMITED
...OFFICE : ALEMBIC ROAD, VADODARA ... 3 • TEL. : (0265) 2280550, 2280880, 6637000
... • Email : ... alembic... CIN : L2... PLC061123 • PAN No. : AAICA...

17 ... note that this enagagement is offered on the basis of information furnished by you.

... t any time it is revealed that traineeship has been obtained by furnishing false/misleading ... ient information or withholding material information, the company will be free to terminate ... ining/service at any time without notice.

... espect of any other matter related to your service not covered above, you shall be governed by ... s of the company as in force from time to time.

18. ... question of interpretation of any of the terms and condition, the decision of the company shall ... and binding on you.

Your ... e is solicited as per following schedule for completing joining process:-

Date: ... 6, 2022
Time: ... AM
Venue: ... Division, 3rd floor, Corporate Office, Alembic Road, Vadodara - 390003

You ... compulsory submit 2 set photocopies of the following testimonials (self attested) on the date of ...

- ... icates and all marksheets in support of your educations qualification (from SSC onwards)
- ... of birth date (School leaving certificate / Birth Certificate / Passport)
- ... Colour passport size photographs
- ✓ ... al examination Form duly completed and signed by a Medical Practitionar (not less than an ... .S.) certifying your medical fitness. You will be reimbursed expenses incurred in this regard ... num upto Rs. 800/- on submission of actual bills. This offer is subject to your being found ... cally fit.
- ✓ ... of PAN card and Adhar Card - mandatory

Pl ... the original documents for verification.

For ... Pharmaceuticals Ltd,

Hima ... an
Depu ... eral Manager - H .R.

If t ... and conditions are acceptable to you, please sign and return a copy of this letter ... acceptance.

Sign ...

You ... get in touch with Mrs. Isha Arora on (0265)3007929 / 7567301999 or e.mail to ... ic.co.in in case of any query or help.

I ... appointment on terms and conditions stated above and will join on _____

Dat ...

Name and Signature

... ICALS LIMITED
... • TEL : (0265) 2280550, 2280880, 6637000
... • E-mail : ... alembic ... • CIN : L26239 ... PLC061123 • PAN No. : AAICA ...

APL/HRM/PANDAV - FORMULATION/18510/2022- 23

ANNEXURE - A (Compensation Details)

Name : Mr. Nirmal Dalwadi — Position Offered : Trainee- Manufacturing

Location : Pandav - Formulation — Division : IBU Formulation Unit -I

Sr. No.	Salary Head	Per month (Rs.)	Per annum (Rs.)
1	Basic	10000	
2	Company contribution on P.F.	1200	
3	H.R.A.	3892	
4	L.T.A.		9996
5	Gratuity		5772
6	Hospitalization Premium		3138
	Grand Total	15092	18906
	Annual CTC / Gross Pay	2,00,010	
	Rupees Two Lac Ten Only.		

Date: April 29, 2022

-> Hospitalization Insurance premium mentioned above is for self , spouse and dependent children which will be remmited by the company

-> Gratuity is not payable as per the applicable payment of Gratuity Act and employee will be eligible for Gratuity only after rendering 5 years of continuous service in organisation.

-> GST will be applicable to all recoveries as per existing norms.

Dear Ms. Tanvi Nagrani,

This is with reference to your interview, at our office, for profile of International Marketing Executive.

SKJ Pharma Chem offers you to be a part of SKJ team.

On successful joining, we confirm to pay you Rs. 2,22,000 per annum as CTC. Also as discussed, you have to sign an employment bond for 12 months on the date of joining.

Awaiting for your email as an acceptance of our employment offer.

Also inform us your latest joining date.

Please share below details for our records ::

- Aadhar Card
- PAN Card
- Driving License
- Address Proof
- Last Company's employment letter *(if applicable)*
- Relieving Letter or Relieving email copy *(on the date of joining, if applicable)*
- Previous 3 month Salary Slips *(if applicable)*
- 6 month Bank Statement
- Cancel Cheque Copy, in which the salary has to be credited *(on the date of joining)*
- Birth Certificate
- Education Certificates *(10th Grade, 12th Grade, Bachelor Degree Certificate, Master Degree Certificate)*
- 2 Passport Size Pictures *(on the date of joining)*

The requested documents can be send in another 2 days by email, after you accept our employment offer.

Also please bring all the above documents in original on the date of joining.

Dean
Faculty of Pharmacy
Charotar Vidya Mandal's Desai University
Nadiad - 387 001 (INDIA)

--

Thanks n' Regards,

Vijay Patel

PHYTO LIFE SCIENCES PVT LTD

Inbox



qaqc Jul 4

to me, himanshu, Phyto, kalp...

Dear Candidate,

You are selected for the post of Junior QC chemist. So kindly confirm your acknowledgment if you are agree with our terms and conditions.

- Time of joining : As soon as possible
- Salary CTC : 25,000/- Per month
- Address : Santej Unit
- Department : QC department (HPLC)

Bond or contract: 1 year

So kindly give me your response as soon as possible.

Thanking you.

Regards,

Dr. SHAKTISINH MAKWANA

TECHNICAL HEAD

Dharmsinh Desai University Faculty of Pharmacy NADIAD-1

Dean
Faculty of Pharmacy
Dharmsinh Desai University
Nadiad - 387 001. (INDIA)

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Saumya Dental Clinic
Implant & Laser Center

Dr. Hiral J. Purani
B.D.S., M.D.S, (PERIODONTIA)
Assistant Professor, FDS, DDU.
Consultant Dental Surgeon
Reg. No. : A-2302
M. : 9825381636
E-mail : dr_hiralshah@yahoo.com

Dr. Jigar M. Purani
B.D.S., M.D.S, (ORAL PATHOLOGY)
Associate Professor, FDS, DDU.
Reg. No. : A-2303
M. : 9879581630
E-mail : puranijigar@rediffmail.com

℞

Date 01-08-2022

This is to certify that Dr. Batul Soyab Bohra., BDS has been appointed as an associate dentist at my dental clinic. The salary for the same is 30000/- fixed per month. No other perks and allowances will be given. One month notice is compulsory from either side to discontinue the service. Duty hours for the service will be 7 hours per day variable as per the appointments and clinic timings.

H. J. Purani

302, Aishwarya Complex, 3rd Floor, 2, Prakashnagar, Near Jawahar Chowk,
Maninagar, Ahmedabad-380 008. Phone : 079-2546 2700

ઉપરોક્ત લખેલ દવાઓ આપના ફિઝિશિયનને પૂછીને જ લેવી.
ફરી બતાવવા આવો ત્યારે આ કેસ પેપર સાથે લાવવો.

"આપણું"
Laser Dental Clinic & Implant Centre
Dr. Anal Rutvik Trivedi
M.D.S. (Periodontist & Oral Implantology)
Senior Lecturer at FDS, DDU Nadiad.

Date :

Dt: 02-08-2022

This is to certify that Dr. Bhanushali Jinal Bharat, BDS has been appointed on a post of head dentist. The salary for the same is 25000/- fixed per month. Other perks and allowances will not be given. Incentives will be given as per our schedule. Three month notice is compulsory from either side to discontinue the service. Duty hours for the service will be 8 hours per day variable as per the appointments and clinic timings.

Anal

7, 2nd Floor, Drashti Arcade, Opp. HDFC Bank, Nr. Grid Cross Road, Anand-388001.
Contact :- 98792 86448 E-Mail :- dranaldave@yahoo.co.in

Dr. Rakesh G. Makwana
BDS, MDS
9825395427

Holistic Dentist India
Medical issues, Dental solutions

A Unit of
SHREEJI CLINIC

Dt: 03-08-2022

This is to certify that Dr. Bharvad Nehaben Haribhai., BDS has been appointed on a post of assistant dentist. The salary for the same is 32000/- fixed per month. Other perks or allowances will not be given. Incentives will be given as per revenue schedule. 15 daysnotice is compulsory from either side to discontinue the service. Duty hours for the service will be 8 hours per day variable as per the appointments and clinic timings.

R. G. Makwana

UL4, Manibhadra Avenue, Off. Jivraj Bridge, Nr. Shyamal Cross Road, 132ft Ring Road, Satellite, Ahmedabad-380015
Website:www.holisticdentistindia.com E-mail: drrakesh@holisticdentistindia.com

DR. S. K. DEWAN
M. D. S. (Mumbai)
Oral & Facio - Maxillary Surgeon
DR. HITESH S. DEWAN
M. D. S., DNB
Oral & Facio - Maxillary Surgeon

Dt: 04-08-2022

This is to certify that Dr. Bhatt Tej D., BDS has been appointed as an associate dentist at my dental clinic. The salary for the same is 30000/- fixed per month. No other perks and allowances will be given. One month notice is compulsory from either side to discontinue the service. Duty hours for the service will be 7 hours per day variable as per the appointments and clinic timings.

ORAL & MAXILLO - FACIAL SURGICAL HOSPITAL
1st Floor, Agrawal Chambers, Nr. X-Ray House, Opp. Town Hall, Ellisbridge, Ahmedabad - 380 006. For Appointment : (079) 2657 5509, 2657 8432
Timings : Monday to Friday 11 am to 1 pm & 5 pm to 7 pm Saturday 11 am to 1 pm & 4 pm to 5 pm (Sunday Closed)
e-mail : dewansk13@yahoo.com / dewanhitesh@yahoo.co.in

DR. UPEN H. DIWANJI
B.D.S., E.U.Z.(W Germany)
M.R.S.H. (London)
Consulting Dental Surgeon
and Implantologist

DR. AMISH DIWANJI
B.D.S. M.D.S.(Pedodontist)
P.G.D.C.D. (U.S.A.)
Pediatric Dental Surgeon
email : amishdiwanji@yahoo.co.in

DR.DIWANJI'S DENTAL CLINIC & DENTAL IMPLANT CENTRE
1st Floor, Shree Ram Mansion, Santram Road, NADIAD - 387 001.
Ph. : (0268) (C) 2565445 (R) 2527692 M. : 96876 18307

Dt. 05-08-2022

This is to certify that Dr. Bhumika Patel., BDS has been appointed on a post of head dentist. The salary for the same is 25000/- fixed per month. Other perks and allowances will not be given. Incentives will be given as per our schedule. Three month notice is compulsory from either side to discontinue the service. Duty hours for the service will be 8 hours per day variable as per the appointments and clinic timings.

A. J. D.

AGRAWAL'S MULTI SPECIALITY
DENTAL CLINIC,
IMPLANT & LASER CENTRE

Dr. Arvind Agrawal
B.D.S., M.D.S. (Oral. Maxillofacial & Plastic Surgery)
Dr. Shalini Agrawal
B.D.S., M.D.S. (Periodontics) (Pyorrohoea Specialist)

Gold Medalist | On ISRO And ONGC Panel

Dt: 06-08-2022

This is to certify that Dr. Christian Misha M., BDS has been appointed on a post of assistant dentist. The salary for the same is 32000/- fixed per month. Other perks or allowances will not be given. Incentives will be given as per revenue schedule. 15 days notice is compulsory from either side to discontinue the service. Duty hours for the service will be 8 hours per day variable as per the appointments and clinic timings.

Shalini A.

Shahibaug Branch
B/7-10, 1st Floor, Manibhadra Enclave,
Opp. Rajasthan Hospitals,
Shahibaug, Ahmedabad-4.
Ph.: 079 - 22861494

Satellite Branch
104/B, Shital Varsha Mall,
Shivranjini Cross Road,
Satellite, Ahmedabad - 380015.
Ph.: 079 - 26730229

M : 9726961697
E-mail : ahmedabaddental@yahoo.com
Web : www.ahmedabaddental.com / www.ahmedabaddentalimplant.com

JATHAL DENTAL CLINIC

Comprehensive Smile Solutions

DR. BIMAL JATHAL
MDS (PERIODONTICS)
+91 94266 51099

DR. NIDHI JATHAL
MDS (PROSTHODONTICS)
+91 98250 18364

DR. YESHA JATHAL
MDS (ENDODONTICS)
+91 99099 51062

Date : 07-08-2022

This is to certify that Dr. Dafda Irani D., BDS has been appointed as an associate dentist at my dental clinic. The salary for the same is 30000/- fixed per month. No other perks and allowances will be given. One month notice is compulsory from either side to discontinue the service. Duty hours for the service will be 7 hours per day variable as per the appointments and clinic timings.



JATHAL DENTAL CLINIC
115, Advait, Beside Sandesh Press, Vastrapur, Ahmedabad-380052.
nidhijathal@gmail.com, yjathal@gmail.com www.drjathal.com

Sabka dentist

www.sabkadentist.com

prescription pad

Dentist

Date 08-08-2022

Patient

Clinic Location

This is to certify that Dr. Desai Dhwani N., BDS has been appointed on a post of head dentist. The salary for the same is 25000/- fixed per month. Other perks and allowances will not be given. Incentives will be given as per our schedule. Three month notice is compulsory from either side to discontinue the service. Duty hours for the service will be 8 hours per day variable as per the appointments and clinic timings.

SHANTABA HOSPITAL

MEDICAL NURSING HOME
HEART HOSPITAL & MATERNITY
SURGICAL HOSPITAL

A multispeciality dental hospital
Pearl
Dental Care

Dr. Jagdish M. Patel
M.D. (Medicine)
Physician, Cardiologist and Diabetologist
Visiting Doctor : Gayatri, Laxmi, Savoiur, SAL, Sterling, CIMS
Panal Doctor : ONGC
Time :
Navavadaj : 10 - 12.30, 6 - 8.30
Ankur : 8 - 10, 4 - 6

Dr. Falguni J. Patel
M.D. (Obst. & Gynaec)
Gynaecologist, Obstetrician, Menopause Specialist
Visiting Doctor :
Gayatri, Laxmi, SAL, Savoiur
Panal Doctor : ONGC
Time :
Navavadaj : 9 - 10, 5 - 6 (by Appt.)
Ankur : 10 - 12, 6 - 9

Dr. Hetul J. Patel
B.D.S., M.D.S.
Consultant Dental Surgeon
Oral Physician & Radiologist
Assistant Professor :
Dental College, Nadiad
Time :
Navavadaj : 4.30 to 8

Dr. Palak H. Patel
B.D.S.
Consultant Dental Surgeon
Time :
Navavadaj : 9 to 1 & 4.30 to 8

26/A, Virnagar Society, Nr. Bhimijipura Croos Road, Navavadaj, Ahmedabad-13. **Ph.: 27561320**

Dt: 09-08-2022

This is to certify that Dr. Desai Kavita K., BDS has been appointed on a post of assistant dentist. The salary for the same is 32000/- fixed per month. Other perks or allowances will not be given. Incentives will be given as per revenue schedule. 15 daysnotice is compulsory from either side to discontinue the service. Duty hours for the service will be 8 hours per day variable as per the appointments and clinic timings.

M.J. Patel

ANKUR CLINIC & RESIDENCE
1, Ankur Society Part-1, Near Ankur Cross Road, Naranpura, Ahmedabad-380013. Ph.: 27450423.

SHRADHA DENTAL CLINIC

DR. BARKHA IDNANI
M.D.S.(Endodontia)

DR. JAY IDNANI
B.D.S

Specialist in
Root Canal Treatment (RCT)
& Fixed Dental Prosthesis

Dt: 10-08-2022

This is to certify that Dr. Desai Prachi S., BDS has been appointed as an associate dentist at my dental clinic. The salary for the same is 30000/- fixed per month. No other perks and allowances will be given. One month notice is compulsory from either side to discontinue the service. Duty hours for the service will be 7 hours per day variable as per the appointments and clinic timings.

Radheshyam Appartment, 1st Floor, Nr. Navdurga Society, Naroda'Road
Patiya, Ahmedabad-382 345. Email : jayidani@yahoo.co.in
Ph. : © 2280 1100 (M) 8160908349, 9408059858

DR. SNEHAL UPADHYAY
B. D. S. & M. D. S.
Prosthodontist and Oral Implantologist
REG.NO.: A-3703

DR. PREETI UPADHYAY
B. D. S. & M. D. S.
Oral Pathologist and Microbiologist
REG.NO.: A-3743

UPADHYAY
DENTAL CLINIC

Dt: 11-08-2022

This is to certify that Dr. Desai Priya N., BDS has been appointed on a post of head dentist. The salary for the same is 25000/- fixed per month. Other perks and allowances will not be given. Incentives will be given as per our schedule. Three month notice is compulsory from either side to discontinue the service. Duty hours for the service will be 8 hours per day variable as per the appointments and clinic timings.

S. Upadhyay

+91- 97258-07226
dr.snehal.upadhyay@gmail.com
www.upadhyaydentalvadodara.com
www.vadodaradentalimplants.com

TOWER- K-214, SECOND FLOOR, PARK PLAZA,
NEAR KRUNAL CROSS ROAD, SAMTA-GOTRI ROAD,
SUBHANPURA, VADODARA-390023

CHANDAN

MULTISPECIALITY DENTAL CLINIC

Dr Takshil D. Shah

BDS, MDS (Prosthodontics)

Reg No: A-15181

Dt: 12-08-2022

This is to certify that Dr. Desai Prutha R., BDS has been appointed on a post of assistant dentist. The salary for the same is 32000/- fixed per month. Other perks or allowances will not be given. Incentives will be given as per revenue schedule. 15 days notice is compulsory from either side to discontinue the service. Duty hours for the service will be 8 hours per day variable as per the appointments and clinic timings.

604, Landmark, Opp. Seema Hall

Anandnagar, Prahladnagar road,

Ahmedabad - 380015

Phone: 7019978015

Email: chandandental@yahoo.com

The Dental Wellness Centre

Dr. Vishal D. Patel
BDS, MDS, Orthodontics
Invisalign Provider
Asso. Prof, DDU
(Regd. No. A-3631)
Mo. 9824277468

302, Shalibhadra Complex,
Opp. Jain Derasar,
Nr. Nehrunagar Cross Road
Ambawadi, Ahmedabad.

Dr. Mable V. Patel
BDS, MDS, Orthodontics
Fellow ICOI
(Certified Dental Implantologist)
(Regd. No. A-10194)
Mo. 9016577468

Name :

Date : 13-08-2022

Age :

℞.

This is to certify that Dr. Desai Vidhi N., BDS has been appointed as an associate dentist at my dental clinic. The salary for the same is 30000/- fixed per month. No other perks and allowances will be given. One month notice is compulsory from either side to discontinue the service. Duty hours for the service will be 7 hours per day variable as per the appointments and clinic timings.

V. D. Patel.

Dr. Prerak Panchal (B.D.S.)
Reg. No.: A-19738

Prerak Dental Care
& Implant center

FACILITIES

- Single Sitting Root Canal
- Silver / Composite Filling
- Smile Design
- Crown & Bridge
- Complete / Partial Denture
- Implant
- Preventive Dentistry
- Scaling & Polishing
- Tooth Whitening (Bleaching)
- Orthodontic Treatment
- Tooth Removal
- Trauma Management
- Dental Jewellery
- Retreatment
- Flap Surgery
- Surgical Dentistry
- Laser Surgery
- Regenerative Dentistry

Case No. :

Date : 14-08-2022

Name :

Age / Sex :

C/o & Adv :

This is to certify that Dr. Doshi Ridham J., BDS has been appointed on a post of head dentist. The salary for the same is 25000/- fixed per month. Other perks and allowances will not be given. Incentives will be given as per our schedule. Three month notice is compulsory from either side to discontinue the service. Duty hours for the service will be 8 hours per day variable as per the appointments and clinic timings.

સમય: સવારે ૯:૦૦ થી ૧:૦૦ સાંજે ૪:૦૦ થી ૮:૦૦ – રવિવારે રજા રહેશે. Mo. : +91 99130 17720
શોપ નં. ૮, ૩જો માળ, પુષ્પરાજ આર્કેડ, મેટ્રો પિલર-૮૪, સુરેલીયા એસ્ટેટ, વસ્ત્રાલ રોડ – અમદાવાદ – ૩૮૦૦૨૬.
દવાઓ ડૉક્ટરની સલાહ મુજબ લેવી.

DR. S. K. DEWAN
M. D. S., (Mumbai)
Oral & Maxillofacial Surgeon
Reg. No.: A-2024

DR. HITESH S. DEWAN
M. D. S., DNB
Oral & Maxillofacial Surgeon
Reg. No.: A-2051

DR. S. K. DEWAN HOSPITAL
Centre for Oral & Maxillofacial Surgery

Dt: 15-08-2022

This is to certify that Dr. Gajjar Jeni H., BDS has been appointed on a post of assistant dentist. The salary for the same is 32000/- fixed per month. Other perks or allowances will not be given. Incentives will be given as per revenue schedule. 15 daysnotice is compulsory from either side to discontinue the service. Duty hours for the service will be 8 hours per day variable as per the appointments and clinic timings.

Hosp. Reg. No.: 040900222
1st Floor, Agrawal Chambers, Opp. Town Hall, Madalpur Road, Ellisbridge, Ahmedabad - 380 006.
For Appointment : (079) 2657 5509, 2657 8432 • **Emergency /** : 93284 79941
E-mail : skdewanhospital@gmail.com
Timings : Monday to Friday - 11 am to 1 pm & 5 pm to 7 pm • Saturday - 11 am to 1 pm **(Sunday Closed)**

MANGALAM DENTAL, FACIO-MAXILLARY CLINIC & IMPLANT CENTRE

Dr. Haren Pandya
Reg. No A-1633
B.D.S., M.D.S., PGDMLS, PGDHHM

Dr. Sejal Pandya
Reg. No A-1677
B.D.S.

Spl. Attn. Cosmetic Dentistry, Dental Implants, Crown & Bridge, Fractures of faces & jaws, wisdom, molar pathology

Time 9.30 a.m. to 12.30 p.m.
5.00 to 8.00 p.m.
Sunday Closed
drharenpandya@gmail.com

Address :
15, Shantisadan Society,
Opp. Mangalbaug,
Nr. Parimal Garden,
Ahmedabad-380006. Gujarat.

Phone (C) 26469714 (R) 26408950

Mobile : 9879586939, 9327065878

Dt: 15-09-2022

This is to certify that Dr. Goti Jemisha S., BDS has been appointed as an associate dentist at my dental clinic. The salary for the same is 30000/- fixed per month. No other perks and allowances will be given. One month notice is compulsory from either side to discontinue the service. Duty hours for the service will be 7 hours per day variable as per the appointments and clinic timings.

Olive
PEDIATRIC & MULTISPECIALITY
DENTAL CLINIC

Dt: 14-09-2022

This is to certify that Dr. Hanisha Chirag Patel., BDS has been appointed on a post of head dentist. The salary for the same is 25000/- fixed per month. Other perks and allowances will not be given. Incentives will be given as per our schedule. Three month notice is compulsory from either side to discontinue the service. Duty hours for the service will be 8 hours per day variable as per the appointments and clinic timings.

manan

Dr. Saptak Shah
B.D.S. M.D.S.
(Pediatric & Preventive Dentistry)
(Civil Hospital, Ahmedabad) PGDHHM

Dr. Manan Shah
B.D.S. M.D.S.
Prosthodonics, Crown & Bridge & Oral Implantology

Dr. Ritu Shah
B.D.S M.D.S.
(Gold Medalist)
Periodontics & Implantology

GF-19, Takshshila Resicom, Nr. Idli Cross Road, Maninagar (East), Ahmedabad-380008.
Mobile : 7490900649 | **Email** : olivedentist.ahmedabad@gmail.com

Dr. S. K. Mathur
M.D.S., F.A.G.E.
Prosthodontist & Specialist Implantologist

MDC

Dr. Jyoti Mathur
M.D.S.
Pediatric Dentist

Consultant Dental Surgeons

- Panel Dental Surgeon for ONGC, Institute for Plasma Research
- Fellow, Nobel Biocare, Sweden
- Member, Indian Prosthodontic Society
- Member, International Association for Dental Research, U.S.A.
- Past President, Indian Prosthodontic Society, GSB

Dt: 13-09-2022

This is to certify that Dr. Harsora Dhyani P., BDS has been appointed on a post of assistant dentist. The salary for the same is 32000/- fixed per month. Other perks or allowances will not be given. Incentives will be given as per revenue schedule. 15 days notice is compulsory from either side to discontinue the service. Duty hours for the service will be 8 hours per day variable as per the appointments and clinic timings.

S.K. Mathur

OUR CENTRES

413, 414, Span Trade Centre,
Opp. Kochrab Ashram,
Paldi, Ahmedabad - 380006.
Tel. : 079-26589498, 26583696
M. : 9558082022

"MAXIDENT",
501, 4th Floor, Himalya Mall,
Drive in Road,
Ahmedabad - 380052.

201, 2nd Floor, Medico House,
Nr. Visat Circle, **Motera,**
Ahmedabad - 380005.
Tel. : 079-48485757 M. 9909575756

E-mail : drsomilmathur@gmail.com Visit us : www.drmathur.co.in / www.mddentalimplant.com / www.chandkhedadental.com

Dr. Rakesh G. Makwana
BDS, MDS
Prosthodontist & Implantologist
(M) 98253 95427
E-mail: drrakesh_77@yahoo.com

Dr. Bhumita R. Makwana
BHMS, M.Sc.(DFSM), PGDCC
Homoeopath, Dietician, Cosmetic Clinician
(M) 98792 29777
drbhumita@yahoo.com

SHREEJI CLINIC

DENTISTRY | WEIGHT LOSS | SKIN | LASER | HAIR & SCALP | HOMOEOPATHY

Ref. No.:

Date: / /20

Dt: 12-09-2022

This is to certify that Dr. Kadri Zarmin I., BDS has been appointed as an associate dentist at my dental clinic. The salary for the same is 30000/- fixed per month. No other perks and allowances will be given. One month notice is compulsory from either side to discontinue the service. Duty hours for the service will be 7 hours per day variable as per the appointments and clinic timings.

R. G. Makwana

UL-4, Manibhadra Avenue, Off. Jivraj Bridge, Nr. Shyamal Cross Road, 132 ft. Ring Road, Satelliete, Ahmedabad-380 015.
Phone: (O) 26764879 **Website:** www.shreejiclinic.net

Harsh Dental Clinic & Implant Centre

First Floor, Jemsons House, Laxmi Char Rasta,
Mayfair Road, Anand - 388 001. Ph. 02692-258987
9081880208

Dr. Chetas Bhavsar
B.D.S.
Reg. No. A2215
M. 98240 56603
M. 79843 88488

: Consulting Time :
9.30 A.M. to 1.30 P.M.
4.30 P.M. to 6.30 P.M.

Dr. Bijal Bhavsar
B.D.S.,M.D.S.
Oral & Maxillofacial Surgeon
Reg. No. A1915

Name

Date : 10-09-2022

℞

This is to certify that Dr. Kanthariya Jinal B., BDS has been appointed on a post of head dentist. The salary for the same is 25000/- fixed per month. Other perks and allowances will not be given. Incentives will be given as per our schedule. Three month notice is compulsory from either side to discontinue the service. Duty hours for the service will be 8 hours per day variable as per the appointments and clinic timings.

HARSH Multispeciality Dental Clinic & Implant Centre

Bijal

Dr. Bhupesh Patel. BDS,MDS.
Reg. NO. A 899

Gayatri Dental Clinic & Implant Centre

Dt: 15-08-2022

This is to certify that Dr. Kavathia Katha M., BDS has been appointed on a post of assistant dentist. The salary for the same is 32000/- fixed per month. Other perks or allowances will not be given. Incentives will be given as per revenue schedule. 15 daysnotice is compulsory from either side to discontinue the service. Duty hours for the service will be 8 hours per day variable as per the appointments and clinic timings.

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9,Jay Tower,Ankur Complex,
Near Ankur Bus Stop,
Naranpura,
Ahmedabad-380013

Phone:+91 79 27480990
Mobile: +91 9825011901
Email: gayatridentalclinic@yahoo.com
Morning:-10:00am - 1:00pm, Evening:- 5:00 - 8:00pm

HARVI DENTAL CARE

Speciality in Gum Surgeries & Dental Implant

Dr. Jinal T. Gangani
(B.D.S.)
(Dental Surgeon)

Dr. Tushar D. Gangani
(B.D.S., M.D.S.)
(Periodontist & Implantologist)

Name :

Date : 15-09-2022

℞

This is to certify that Dr. Kesarola Chitrakumari M., BDS has been appointed as an associate dentist at my dental clinic. The salary for the same is 30000/- fixed per month. No other perks and allowances will be given. One month notice is compulsory from either side to discontinue the service. Duty hours for the service will be 7 hours per day variable as per the appointments and clinic timings.



SMILE CARE DENTAL CLINIC

Dr. Vishvas Trivedi
(B.D.S.) Dental Surgeon
Mo. : 80004 77139

Main Bazar, Opp. Gram Panchayat, **VASAD.** Ta. & Dist. Anand
Email : vishvastrivedi@gmail.com

CASE PAPER

Date : / /20 Case No. SMC.....

Name : .....

Age : .....Gender : ..... Mo. : .....

Address : .....

Dt: 05-0-2022

This is to certify that Dr. Mangrolia Dhrishit H., BDS has been appointed on a post of head dentist. The salary for the same is 25000/- fixed per month. Other perks and allowances will not be given. Incentives will be given as per our schedule. Three month notice is compulsory from either side to discontinue the service. Duty hours for the service will be 8 hours per day variable as per the appointments and clinic timings.

SMILE CARE

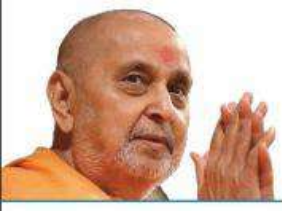
DENTAL CLINIC

Dt: 12-08-2022

This is to certify that Dr. Mansuri Saniyabanu Shabbirbhai., BDS has been appointed on a post of assistant dentist. The salary for the same is 32000/- fixed per month. Other perks or allowances will not be given. Incentives will be given as per revenue schedule. 15 days notice is compulsory from either side to discontinue the service. Duty hours for the service will be 8 hours per day variable as per the appointments and clinic timings.

Dr.krishna patel +91 81410 80807

B/16 Old Jilla Panchayat Shopping Center
Amul Dairy Road, Nr. Old Civil Court,
Beside Circuit house, Anand-388 001.



ડો. અનિકેત પિરોજીયા
B.D.S (fds,ddu)
76982 18475

દાંતના તમામ રોગોની સારવાર ઉપલબ્ધ

AkshaR
DENTAL CLINIC

Dt: 18-08-2022

This is to certify that Dr. Metalia Ayushi P., BDS has been appointed as an associate dentist at my dental clinic. The salary for the same is 30000/- fixed per month. No other perks and allowances will be given. One month notice is compulsory from either side to discontinue the service. Duty hours for the service will be 7 hours per day variable as per the appointments and clinic timings.

ડો. મુકેશ રૈયાણીની હોસ્પિટલ ઉપર, સહકાર મેઈન રોડ, ન્યુ મેઘાણીનગર, ૫૦ ફુટ રોડ, રાજકોટ.

ભાવિ
દાંતનું દવાખાનું
ઈમ્પ્લાન્ટ & સ્માઈલ ડિઝાઈનીંગ સેન્ટર
ડૉ. ચિંતન વી. ધોળીયા
ડેન્ટલ સર્જન (B.D.S.)
Mob.: 84606 03836
સમય : સવારે ૯ થી ૧, સાંજે ૫ થી ૧૦
૯૮, રૂક્ષ્મણી સોસાયટી, ગેટ નં.૩, કારગીલ ચોક, સાગર-પુણા રોડ, સુરત.

Dt: 15-09-2022

This is to certify that Dr. Mistry Nidhi Yatinbhai, BDS has been appointed on a post of head dentist. The salary for the same is 25000/- fixed per month. Other perks and allowances will not be given. Incentives will be given as per our schedule. Three month notice is compulsory from either side to discontinue the service. Duty hours for the service will be 8 hours per day variable as per the appointments and clinic timings.

Chintan

Dr. Komal's
Dental Clinic
& Implant Center

ડૉ. કોમલ લોડા
(B.D.S)
ડેન્ટલ સર્જન
Reg. No. A11399

Mo. 7990479840
સમય : સવારે ૯:૦૦ થી ૧:૦૦
સાંજે ૪:૩૦ થી ૮:૦૦

સરદાર રોડ, જુનાડાઢ રોડ, જેતપુર.

Name :

Date : 11-08-2022

Age :

Case No. :

This is to certify that Dr. Modh Sakshiben S., BDS has been appointed on a post of assistant dentist. The salary for the same is 32000/- fixed per month. Other perks or allowances will not be given. Incentives will be given as per revenue schedule. 15 daysnotice is compulsory from either side to discontinue the service. Duty hours for the service will be 8 hours per day variable as per the appointments and clinic timings.

Dr. Komal

DENTAL CARE
& FACIO-MAXILLARY CENTER

F/112, પહેલો માળ,
કમ્પ્લીટ કોમર્શિયલ કોમ્પલેક્ષ,
બેન્ક ઓફ બરોડાની ઉપર,
પી.કે.પી. રોડ, નડિયાદ-૩૮૭૦૦૧.
મો. ૭૬૯૦૦ ૨૭૨૦૩
(ડેન્ટ્સ ક્લિનિક માટે)
shreedentalcare2021@gmail.com

ડૉ. દીપા એસ બ્રહ્મભટ્ટ
Dr Deepa S Brahmbhatt
M.D.S. | Oral & Maxillofacial
Plastic Surgeon & Implantologist
Reg. No.: A-12272

Dt: 06-08-2022

This is to certify that Dr. Nileshwari N. Mahida, BDS has been appointed as an associate dentist at my dental clinic. The salary for the same is 30000/- fixed per month. No other perks and allowances will be given. One month notice is compulsory from either side to discontinue the service. Duty hours for the service will be 7 hours per day variable as per the appointments and clinic timings.

OMFS

: સમય :
સોમ થી શનિ : સવારે ૧૦ થી ૧.૦૦ | સાંજે ૫.૦૦ થી ૮.૦૦

SHREE SAI DENTAL CLINIC

ડૉ. મિથીલા પરમાર
ડેન્ટલ સર્જન (B.D.S)
Regd No. A-18680

Medical History

- ○ Hypertension
- ○ Diabetes Mellitus
- ○ Hypo/Hyper-Thyroidism
- ○ Asthma
- ○ Bleeding Disorder
- ○ Liver Disorder
- ○ Others

Name : _____

Age : _____ Date :- 26-08-2022

℞

This is to certify that Dr. Panchal Arpitkumar J., BDS has been appointed on a post of head dentist. The salary for the same is 25000/- fixed per month. Other perks and allowances will not be given. Incentives will be given as per our schedule. Three month notice is compulsory from either side to discontinue the service. Duty hours for the service will be 8 hours per day variable as per the appointments and clinic timings.

mithilaparmar

F-7, આત્મીય સ્કાય, દર્શન હોટલની બાજુમાં,
ઇંગ્લીશ મિડિયમ સ્કુલ સામે, આણંદ-સોજીત્રા રોડ, કરમસદ
Mo. 91732 20059



ડો.ગિરીશ એમ. બલદાણીયા Mo.: 99043 91463
B.D.S (ડેન્ટલ સર્જન)

વરદરાજ ડેન્ટલ કેર

શોપ નં - ૧૪, મહાવીર કોમ્પલેક્ષ,વડવાળા સર્કલ,મરઘા કેન્દ્ર,એલ.એચ.રોડ,સુરત.

Name : _____ Date : 03-09-2022

Age : _____ Sex : _____

Rx

This is to certify that Dr. Pandya Khushi V., BDS has been appointed on a post of assistant dentist. The salary for the same is 32000/- fixed per month. Other perks or allowances will not be given. Incentives will be given as per revenue schedule. 15 days notice is compulsory from either side to discontinue the service. Duty hours for the service will be 8 hours per day variable as per the appointments and clinic timings.

રાજેશ્વરી ડેન્ટલ ક્લિનીક
દાંતનું દવાખાનું

સરનામું : બીજો માળ, શિવ કોમ્પલેક્ષ,
નાની ચોકડી, મોરજ રોડ, તારાપુર.
સમય : સોમ થી શનિ સવારે ૯-૦૦ થી ૧-૦૦
બપોરે ૩-૦૦ થી ૭-૦૦ (રવિવારે એપોઈન્ટમેન્ટથી)

Dr. Manthan M. Patel
(B.D.S.) (ડેન્ટલ સર્જન)
દાંત, પેઢા, મોં તથા જડબાના રોગના નિષ્ણાત
મો. ૯૩૫૩૦૭૯૭૧૪
Registration No. : A18693

Name : _____

Age : _____ Sex : _____ Date : 29-08-2022

Medical History

℞

C/o. :-

This is to certify that Dr. Patel Aditi S., BDS has been appointed as an associate dentist at my dental clinic. The salary for the same is 30000/- fixed per month. No other perks and allowances will be given. One month notice is compulsory from either side to discontinue the service. Duty hours for the service will be 7 hours per day variable as per the appointments and clinic timings.

Adv. :-

Patel. Manthan.

Signature of Doctor

→ કોઈપણ કાયમી રોગ અથવા પહેલાના રોગ બાબતે ફરજ સમજી ડૉક્ટરને જાણ કરવી.
→ કોઈપણ દવાનું રીએક્શન આવતું હોય તો ડૉક્ટરને જાણ કરવી.
→ દરેક દવાની અસર દર્દીના તાસીર મુજબ થાય છે.
→ દવાનું રીએક્શન આવવું એ દર્દીના તાસીર પર આધાર રાખે છે. તેના માટે ડૉક્ટર જવાબદાર નથી.

નમિ ડેન્ટલ કેર

એન્ડ રૂટ કેનાલ સેન્ટર

(રૂટ કેનાલ સ્પેશ્યાલિસ્ટ અને કોસ્મેટિક ડેન્ટલ સર્જન)

ડો. કિંજલ એમ. શાહ
બી.ડી.એસ., એમ.ડી.એસ.
(સડેલા દાંતને મૂળિયાની સારવારથી બચાવવાના નિષ્ણાંત)

(Reg. No. A-14261)

Dr. KINJAL M. SHAH
B.D.S., M.D.S.
(Conservative Dentistry and Endodontics)

Dt: 05-09-2022

This is to certify that Dr. Patel Dhvani D., BDS has been appointed on a post of assistant dentist. The salary for the same is 32000/- fixed per month. Other perks or allowances will not be given. Incentives will be given as per revenue schedule. 15 daysnotice is compulsory from either side to discontinue the service. Duty hours for the service will be 8 hours per day variable as per the appointments and clinic timings.

Kinjal

અનુભવ

૧. જીગર ડેન્ટલ ક્લિનીક - અમદાવાદ ૨ વર્ષ
૨. પાર્થ ડેન્ટલ ક્લિનીક - આણંદ ૧ વર્ષ

Mo: 81548 05329
ડૉ. કિરણ ભોળાણી
™ ડેન્ટલ સર્જન

ડેન્ટલ હાઉસ ઈમ્પ્લાન્ટ

Time : 9:30 to 9 Pm
Sunday 9:30 Am to 1:00 Pm

℞

Dt: 15-08-2022

This is to certify that Dr. Patel Khushi Y., BDS has been appointed as an associate dentist at my dental clinic. The salary for the same is 30000/- fixed per month. No other perks and allowances will be given. One month notice is compulsory from either side to discontinue the service. Duty hours for the service will be 7 hours per day variable as per the appointments and clinic timings.

K.n. Bhavani

ફરી બતાવવા આવો ત્યારે આ કાગળ અવશ્ય સાથે લાવવું.
દવાનું રીએક્શન આવવું એ દર્દીની તાસીર ઉપર આધાર રાખે છે. રીએકશન આવેતો તરતજ દવા બંધ કરી, ડૉકટર ને બતાવવું.

અક્ષર દાંતનું દવાખાનું

Reg.No. A19635

ડૉ. હર્ષ કે. શર્મા
(B.D.S.)
Consultant Dental Surgeon
દાંત, પેઢાં, જડબાંના રોગો
તેમજ ફિક્સ દાંતના નિષ્ણાંત

ડૉ.જગદીશભાઈના દવાખાનાની ઉપર, સ્ટેશન રોડ, વડાગામ Mo. 9106757730

Name :- Date:- / /20

Age :- Address:-

Dt: 15-09-2022

Rx,

This is to certify that Dr. Patel Misha R., BDS has been appointed on a post of head dentist. The salary for the same is 25000/- fixed per month. Other perks and allowances will not be given. Incentives will be given as per our schedule. Three month notice is compulsory from either side to discontinue the service. Duty hours for the service will be 8 hours per day variable as per the appointments and clinic timings.

H.K. Sharma

Dr. Arushi R. Patel
B.D.S.
Dental Surgeon
Regd. No. A-11955
M. : (+91) 9586710277
Email : parushi96@yahoo.com

APEX DENTAL CLINIC & IMPLANT CENTRE

Preserve Today For Better Tomorrow

Dr. Ronak N. Patel
B.D.S., M.D.S.
(Conservative Dentistry & Endodontics)
Regd. No. A-5990
M. : (+91) 9662953654
Email : drronimdsendo87@gmail.com

Pt. Name : **Date :** 25-08-2022

Age : **Gender :**

Address :

This is to certify that Dr. Patel Nidhi K., BDS has been appointed on a post of assistant dentist. The salary for the same is 32000/- fixed per month. Other perks or allowances will not be given. Incentives will be given as per revenue schedule. 15 days notice is compulsory from either side to discontinue the service. Duty hours for the service will be 8 hours per day variable as per the appointments and clinic timings.

Dr. Pooja Changlani
BDS (Dental Surgeon)
Reg. No.: A-12936
M: 8849033625

CHANGLANI'S
Dental Care & Implant Centre

Dr. Vishal Changlani
MDS (Root Canal Specialist)
Reg. No.: A-8728
M: 6355581544

Rudraksh Complex, Opp. Moti Nagar Char Rasta, Harni Warasiya Ring Road,
Vadodara. E-mail: vishalchanglani1@gmail.com

Dt: 27-08-2022

This is to certify that Dr. Patel Palak N., BDS has been appointed as an associate dentist at my dental clinic. The salary for the same is 30000/- fixed per month. No other perks and allowances will be given. One month notice is compulsory from either side to discontinue the service. Duty hours for the service will be 7 hours per day variable as per the appointments and clinic timings.

Dr. YASH SHAH
B.D.S. M.D.S
(Root Canal Specialist & Cosmetic Dentist)
Reg. No: A-11429
Consultant Endodontist

YES Dental Clinic
Path Endodontic Solutions

Dt: 17-08-2022

This is to certify that Dr. Patel Puja C., BDS has been appointed on a post of head dentist. The salary for the same is 25000/- fixed per month. Other perks and allowances will not be given. Incentives will be given as per our schedule. Three month notice is compulsory from either side to discontinue the service. Duty hours for the service will be 8 hours per day variable as per the appointments and clinic timings.

+91 74330 08510 +91 95747 04655 yesdentalclinicvadodara@gmail.com
YES DENTAL CLINIC
605-606, Sarva Signature near Nilamber Circle opp. Chocolate Room,
Gotri-Bhayli 30m Road, Vasna, Vadodara 390007.
For Emergency 24x7 Available
Clinic Time: Morning 10:00 am To 1:00 pm | Evening: 5:00 pm to 8:00 pm

Dr. Chirag Patel
(B.D.S.)
Reg. No.: A-5280
M: 98250 32937

Kunj Multispecialty Dental Care

Dr. Rujuta Patel
(B.D.S.)
Reg. No.: A-6092
M: 94260 58580

FF-10, Shukan City, Opp. Aryavilla Flats, Anand Party Road, G.S.T. Crossing, New Ramp, Ahmedabad.

Dt: 19-09-2022

This is to certify that Dr. Patel Raj G., BDS has been appointed on a post of assistant dentist. The salary for the same is 32000/- fixed per month. Other perks or allowances will not be given. Incentives will be given as per revenue schedule. 15 daysnotice is compulsory from either side to discontinue the service. Duty hours for the service will be 8 hours per day variable as per the appointments and clinic timings.

॥शरणम्॥ Dental Clinic

Dr. Kunjal Mistry
B. D. S., M. D .S. (A-1913)

Dr. Zarna Sanghvi - Mistry
B. D. S., M. D .S. (A-1914)

Conservative Dentists and Root Canal Specialists

Office : No. 101, Shailly Complex, Surdhara Circle, S.A.L. Hospital Road, Thaltej, Ahmedabad - 380052.
Ph. (C) 26855612, 65224884 (M.) 98253 34526

Dt: 14-08-2022

This is to certify that Dr. Patel Rutvi L., BDS has been appointed as an associate dentist at my dental clinic. The salary for the same is 30000/- fixed per month. No other perks and allowances will be given. One month notice is compulsory from either side to discontinue the service. Duty hours for the service will be 7 hours per day variable as per the appointments and clinic timings.

Kunjal

Dr. MONA J. SHAH
(B.D.S., M.D.S.)

NIRJA DENTAL CLINIC
Ph. : (O) 253444
(R) 242344

Dt: 06-08-2022

This is to certify that Dr. Raval Kaushal M., BDS has been appointed on a post of assistant dentist. The salary for the same is 32000/- fixed per month. Other perks or allowances will not be given. Incentives will be given as per revenue schedule. 15 days notice is compulsory from either side to discontinue the service. Duty hours for the service will be 8 hours per day variable as per the appointments and clinic timings.

M.J. Shah

Dr. Patel's
Family Dental Clinic

Dr. Chirag Patel
B.D.S., M.D.S.
(Pediatric Dentistry)
PGIMER, Chandigarh
Reg. No: A-5236

Dr. Dhara Sonara
B.D.S.
Dental Surgeon
Civil Hospital, Ahmedabad
Reg. No: A-10398

Dt: 09-09-2022

This is to certify that Dr. Rumana Memon., BDS has been appointed as an associate dentist at my dental clinic. The salary for the same is 30000/- fixed per month. No other perks and allowances will be given. One month notice is compulsory from either side to discontinue the service. Duty hours for the service will be 7 hours per day variable as per the appointments and clinic timings.

C. N. Patel

301, Avadh Pride, Nr. Metro Pillar No 142, Nirant Crossing Road, Vastral Road,
Ahmedabad - 382418 E-mail: chiragm48@gmail.com
Timing: 9:30 a.m. to 1:00 p.m. & 4:30 p.m. to 8:30 p.m.

SAUMYA
Dental Clinic

Dr. Shalin Dholakia
B.D.S.
DENTAL SURGEON
M: 02692 245948

Dt: 02-08-2022

This is to certify that Dr. Ruparel Payal M., BDS has been appointed on a post of head dentist. The salary for the same is 25000/- fixed per month. Other perks and allowances will not be given. Incentives will be given as per our schedule. Three month notice is compulsory from either side to discontinue the service. Duty hours for the service will be 8 hours per day variable as per the appointments and clinic timings.

101, Maruti Sankalp, Opp. A.P.C.- V.V. Nagar Road, ANAND. E-mail: vishalchanglani1@gmail.com
Timing: 9:30 a.m. to 1:30 p.m. & 4:30 p.m. to 9:30 p.m.

Dr. Priyanka Patel
B.D.S., M.Sc. (Medical)
Reg. No. A-5306
(M) 9106485753

Smile Craft

Dental Hub

O-1/2, 1st floor, Shivanjali Arcade, Opp. Shishudeep Hospital, Bardoli.

Dt: 11-08-2022

This is to certify that Dr. Saija Shivani K., BDS has been appointed on a post of assistant dentist. The salary for the same is 32000/- fixed per month. Other perks or allowances will not be given. Incentives will be given as per revenue schedule. 15 daysnotice is compulsory from either side to discontinue the service. Duty hours for the service will be 8 hours per day variable as per the appointments and clinic timings.

Dr. Nikita Patel
BDS
Dental Surgeon & Implantologist

SMITANJALI

Multispeciality Dental Clinic

Behind Sardar Gunj, Opp. Sardar Gunjari Office, Swaminarayan Society Road,
Anand-388001

Dt: 12-09-2022

This is to certify that Dr. Shah Kruti K., BDS has been appointed as an associate dentist at my dental clinic. The salary for the same is 30000/- fixed per month. No other perks and allowances will be given. One month notice is compulsory from either side to discontinue the service. Duty hours for the service will be 7 hours per day variable as per the appointments and clinic timings.

N. B. Patel

Dr. Bhagyashree Desai
B.D.S, M.D.S
orthodontics and dentofacial orthopedics

Tooth Care Club

Dental Clinic & Implant Center

Prashanti, 13, Kamalwadi Society, Nr. Shreyas Crossing, Paldi, Ahmedabad

Dt: 17-08-2022

This is to certify that Dr. Shah Zeel M., BDS has been appointed on a post of head dentist. The salary for the same is 25000/- fixed per month. Other perks and allowances will not be given. Incentives will be given as per our schedule. Three month notice is compulsory from either side to discontinue the service. Duty hours for the service will be 8 hours per day variable as per the appointments and clinic timings.

B. Desai

E-mail: toothcareclub1@gmail.com
Timing: 10:30 a.m. to 1:30 p.m. & 5:00 p.m. to 8:00 p.m.

મો.: ૯૯૭૪૫૨૫૧૦૨

મોનિકા ડેન્ટલ કલીનીક એન્ડ ઈમ્પલાન્ટ સેન્ટર

ડૉ. નિરવ (B.D.S., M.D.S.) Regd. No.A-2281

સ્વામિ કોમ્પલેક્ષ, રબારીવાડ (દેસાઇ વગો), નડીઆદ-૩૮૭ ૦૦૧.

Dt: 23-08-2022

This is to certify that Dr. Sheth Darshikaben V., BDS has been appointed on a post of assistant dentist. The salary for the same is 32000/- fixed per month. Other perks or allowances will not be given. Incentives will be given as per revenue schedule. 15 days notice is compulsory from either side to discontinue the service. Duty hours for the service will be 8 hours per day variable as per the appointments and clinic timings.

Nirav

Dr. Snehal Upadhyay
B.D.S., M.D.S.
(Prosthodontist and Implantologist)
(ફિક્સ દાંત-ચોકઠાના નિષ્ણાંત તથા ઇમ્પ્લાન્ટોલોજીસ્ટ)
Reg. No. : A - 3703
M : +91 8238266467, 9998003465
Senior Lecturer
Department of Prosthodontics
Faculty of Dental Science,
Dharmsinh Desai University, Nadiad
Ex-Chief Dental Surgeon
Civil Hospital, Rajpipla

Upadhyay
Dental Clinic

Dr. Preeti Upadhyay
B.D.S., M.D.S.
(Oral Pathologist & Microbiologist)
(મોં તથા જડબાના રોગોના નિદાનનાં નિષ્ણાંત)
Reg. No. : A - 3743
M : +91 8511320843
Ex - Assistant Professor
Govt. Dental College & Hospital,
Aurangabad.
Ex-Resident, Department of Dentistry,
All India Institute of Medical Science
(AIIMS) New Delhi.

Dt: 03-09-2022

This is to certify that Dr. Shiroya Meetkumar S., BDS has been appointed as an associate dentist at my dental clinic. The salary for the same is 30000/- fixed per month. No other perks and allowances will be given. One month notice is compulsory from either side to discontinue the service. Duty hours for the service will be 7 hours per day variable as per the appointments and clinic timings.

S. Upadhyay

214, Tower-K, Park Plaza, Near Krunal Char Rasta, Samta - Gotri Road, Subhanpura, Vadodara-23.
Phone : + 91 9725807226 Email : dr.snehal.upadhyay@gmail.com
Website : www.upadhyaydentalvadodara.com, www.vadodaradentalimplants.com
• આ કાગળ ફરી બતાવવા આવો ત્યારે સાથે લઈને આવવું. • દવાનું રીએકશન આવવું એ દર્દીની તાસીર પર આધાર રાખે છે.

The Dental Wellness Centre

ડૉ. વિશાલ ડી. પટેલ
BDS, MDS, Orthodontics
(Certified Lingual Orthodontist)
Asst. Prof, NPDCH
Mo. 9824277468

૩૦૨, શાલીભદ્ર કોમ્પલેક્ષ,
જૈન દેરાસરની સામે,
નહેરુનગર ચારરસ્તા પાસે,
આંબાવાડી, અમદાવાદ.

ડૉ. મેબલ વી. પટેલ
BDS, MDS, Orthodontics
(Certified Lingual Orthodontist)
(Certified Dental Implantologist)
Mo. 9016577468

ઉપલબ્ધ સુવિધાઓ

- વાંકાચુકાં દાંત સીધા કરવાની સારવાર (Orthodontic Treatment)
  - Metal, Ceramic
  - Self-ligating
  - Lingual (Invisible)
- ડેન્ટલ ઈમ્પ્લાન્ટ (Dental Implant)
  - સીંગલ ટુથ ઈમ્પ્લાન્ટ
  - ઈમ્પ્લાન્ટ સપોર્ટેડ ડેન્ચર
- દાંત બચાવવા માટે રૂટ કેનાલ ટ્રીટમેન્ટ (RCT)
- દાંતની સફાઈ (Ultrasonic Scaling)
- દાંતમાં કવર કરવા (FCC)
- એક અથવા વધારે ફીક્સ દાંત કે દાઢ નાખવાની (Bridge)
- પેઢાની સર્જરી કરીને પાયોરિયાની સારવાર (Flap Surgery)
- દાંત પાડવાની તથા ડહાપણની દાઢ કઢાવવી (Extraction & Impaction)
- દાંતનું ચોકઠું (Complete / Partial Dentures)
- પાન, મસાલા, ગુટખા, ખારા પાણી ના ડાઘા દૂર કરવા (Bleaching)
- દાંતમાં કોસ્મેટીક ડાયમંડ લગાવવા.

નામ :

તારીખ : 19-08-2022

ઉંમર :

ફોન નં.:

Rx.

This is to certify that Dr. Somaiya Rutva V., BDS has been appointed on a post of head dentist. The salary for the same is 25000/- fixed per month. Other perks and allowances will not be given. Incentives will be given as per our schedule. Three month notice is compulsory from either side to discontinue the service. Duty hours for the service will be 8 hours per day variable as per the appointments and clinic timings.

V. D. Patel.

મળવાનો સમય : સવારે ૧૦-૦૦ થી ૧-૩૦ અને સાંજે ૫-૦૦ થી ૯-૦૦

ફરીથી બતાવવા આવો ત્યારે આ કેસ પેપર સાથે લાવવો જરૂરી છે.

(P.T.O.)

Dr. Hemang Chapaneri
Reg.no: A-20351 B.D.S.



॥ જય શ્રી સ્વામિનારાયણ ॥

+ સ્વામીશ્રીજી ડેન્ટલ +

BDS (દાંતના સર્જન)

પ્રથમ માળે, શ્રેયસ પાર્ક શોપીંગ સેન્ટર, જીવનવાડી સામે,
નિકોલ રોડ, અમદાવાદ. મો:૭૦૧૬૭૧૦૮૫૨



દાંતની સંપૂર્ણ સારવાર રાહતદરે

Rx

Dt.: 01-08-2022

This is to certify that Dr. Tejaswini J. Joshi, BDS has been appointed on a post of assistant dentist. The salary for the same is 32000/- fixed per month. Other perks or allowances will not be given. Incentives will be given as per revenue schedule. 15 daysnotice is compulsory from either side to discontinue the service. Duty hours for the service will be 8 hours per day variable as per the appointments and clinic timings.

Hemang C.



Dt: 01-09-2022

This is to certify that Dr. Thakkar Drashti D., BDS has been appointed as an associate dentist at my dental clinic. The salary for the same is 30000/- fixed per month. No other perks and allowances will be given. One month notice is compulsory from either side to discontinue the service. Duty hours for the service will be 7 hours per day variable as per the appointments and clinic timings.

Junaid.

Neha Dental Health Care

DR. NEHA SAXENA
MDS (Orthodontics and Dentofacial Orthopedics)
BDS (From Civil Hospital Ahmedabad)

Dt: 02-08-2022

This is to certify that Dr. Trivedi Tirth K., BDS has been appointed on a post of head dentist. The salary for the same is 25000/- fixed per month. Other perks and allowances will not be given. Incentives will be given as per our schedule. Three month notice is compulsory from either side to discontinue the service. Duty hours for the service will be 8 hours per day variable as per the appointments and clinic timings.

13, Second Floor, 4D Square Mall, Visat-Gandhinagar Highway, Motera, Ahmedabad-380005.
M. 8160964165

ડૉ. વિરલ એચ. કાલરિયા
(B.D.S.) Reg. No. 12749
મો. ૭૯૮૪૬ ૪૫૮૯૪

॥ સ્વામી શ્રીજી ॥
In the joy of others, lies our own...

ડૉ. પાર્થ ડી. કુંમર
(B.D.S.) Reg. No. 12502
મો. ૯૦૯૯૫ ૪૨૧૩૧

અક્ષર ડેન્ટલ કેર

૧૦, અમર કોમ્પલેક્ષ, શિવરાજગઢ દરવાજા પાસે, બસ સ્ટેન્ડ રોડ, મોવિયા – ૩૬૦ ૩૩૦.

નામ :_____ તારીખ : 04-08-2022

℞

This is to certify that Dr. Vaghela Deepixa D., BDS has been appointed on a post of assistant dentist. The salary for the same is 32000/- fixed per month. Other perks or allowances will not be given. Incentives will be given as per revenue schedule. 15 days notice is compulsory from either side to discontinue the service. Duty hours for the service will be 8 hours per day variable as per the appointments and clinic timings.

Dr. Ahuti Shah
BDS, MDS(orthodontist)
M.: 99257 97559

Dr. Prachi Shah
BDS(Dental Surgeon)
M.: 89800 82698

NARAYAN Dental Care & Implant Center

F-19, Balaji Arcade, Nr. Somnath Temple, Kathlal. 387630.

Patient Name :.....

Date	Prescription	Charges
10-08-2022		

This is to certify that Dr. Vaishnav Kausha H., BDS has been appointed as an associate dentist at my dental clinic. The salary for the same is 30000/- fixed per month. No other perks and allowances will be given. One month notice is compulsory from either side to discontinue the service. Duty hours for the service will be 7 hours per day variable as per the appointments and clinic timings.

Ahuti

જીવી દાંતનું દવાખાનું
ચોખ્ખું, કવર અને ઈમ્પલાન્ટના નિષ્ણાંત

ડો. વિશાલ જી. કોઠારી
(B.D.S, M.D.S)
(Prosthodontist, Civil Hospital)
97140 89875 | 97140 89876
vkothari545@gmail.com

સમય : સવારે ૯ થી ૧, સાંજે ૪ થી ૯, રવિવાર : સવારે ૯ થી ૧

Name :

Date : / / 20

℞

Dt: 01-08-2022

This is to certify that Dr. Vegda Hardika S., BDS has been appointed on a post of head dentist. The salary for the same is 25000/- fixed per month. Other perks and allowances will not be given. Incentives will be given as per our schedule. Three month notice is compulsory from either side to discontinue the service. Duty hours for the service will be 8 hours per day variable as per the appointments and clinic timings.

V. G. Kothari

કોઈ પણ દવાનું રિએક્શન આવવું એ દર્દી ની તાસીર ઉપર આધાર રાખે છે, દરેક દવા ડોક્ટરને બતાવીને જ લે

૧૦૫,૧૦૬, પહેલો માળ, પ્લેટિનમ પ્લાઝા, રાજહંસ સિનેમાની સામે,
કુંજમોલ ચાર રસ્તા, નિકોલ, અમદાવાદ - ૩૮૨૩૫૦.

Dr. Hasuben K. Patel

B.D.S.

Navdip Dental Clinic, Main Bazar,
BORSAD.
Reg. No. A514

Dt: 02-09-2022

This is to certify that Dr. Zeel N. Dave, BDS has been appointed on a post of assistant dentist. The salary for the same is 32000/- fixed per month. Other perks or allowances will not be given. Incentives will be given as per revenue schedule. 15 daysnotice is compulsory from either side to discontinue the service. Duty hours for the service will be 8 hours per day variable as per the appointments and clinic timings.

H.K.Patel

MBA Placement <placementmba@ddu.ac.in>

RE: Final Selects || DR1 || S&P Global

1 message

Tanya Aggrawal <tanya.aggrawal@firstnaukri.com> Tue, Feb 8, 2022 at 3:59 PM
To: MBA Placement <placementmba@ddu.ac.in>
Cc: Danish Naseem <danish.naseem@firstnaukri.com>, "Dr. Naresh Patel" <deanmis@ddu.ac.in>

Dear Placement Officer,

We're happy to inform that below 2 candidates from your campus have been selected for the role of "Data Researcher" with S&P Global. Candidates will receive their offer letters soon from S&P Global directly.

S. No.	Name Of the Candidate	Email	Mobile No.	P.G. Institute
1	Mavadiya Ayushi Kirtikbhai	mavadiyaayushi122@gmail.com	7069535814	Dharmsinh Desai University (DDU)
2	JOSHI NISHITA ALPESHBHAI	nishitajoshi2702@gmail.com	8866971977	Dharmsinh Desai University DDU

Request you to kindly inform these candidates about their selection and confirm their tentative Date of Joining ASAP

We wish them Good Luck for their new journey!

Regards,

Tanya Aggrawal

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A 88, A-Block Sector 2, Noida – 201301(U.P.)

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From: Tanya Aggrawal
Sent: Thursday, February 3, 2022 8:57 PM
To: MBA Placement <placementmba@ddu.ac.in>
Cc: Danish Naseem <danish.naseem@firstnaukri.com>; Dr. Naresh Patel <deanmis@ddu.ac.in>
Subject: RE: Aptitude Test Schedule || DR1 || S&P Global

Dear Placement Officer,

PFB the Final interview schedule for all the candidates:

JANI JAYKUMAR MUKESHBHAI	DDU	jayjani0128@gmail.com	04th Feb,2022	**10.00 - 10.30 a.m.**
JOSHI NISHITA ALPESHBHAI	DDU	nishitajoshi2702@gmail.com	04th Feb,2022	**10.30 - 11.00 a.m.**
Mavadiya Ayushi Kirtikbhai	DDU	mavadiyaayushi122@gmail.com	04th Feb,2022	**11.00 - 11.30 a.m.**
PRITI DUBEY	DDU	pt8709098755@gmail.com	04th Feb,2022	**11.30a.m. - 12.00 p.m.**
Soni Hanny Rajubhai	DDU	hannysoni16796.hs@gmail.com	04th Feb,2022	**11.00 - 11.30 a.m.**
THAKKAR DHARA MANOJBHAI	DDU	tdmsrtips@gmail.com	04th Feb,2022	**11.30a.m. - 12.00 p.m.**

Interview links has been shared with the candidates on their respective mail ids. Kindly inform them to join the call 10mins before the interview.

Regards,

Tanya Aggrawal

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Firstnaukri.com
A jobsite for campus hiring!

From: MBA Placement <placementmba@ddu.ac.in>
Sent: Saturday, January 29, 2022 8:52 AM
To: Tanya Aggrawal <tanya.aggrawal@firstnaukri.com>
Cc: Danish Naseem <danish.naseem@firstnaukri.com>; Dr. Naresh Patel <deanmis@ddu.ac.in>
Subject: Re: Aptitude Test Schedule || DR1 || S&P Global

Thank you Madam

We have also intimated the concerned students at our end

Regards,

Pathik B. Variya
Assistant Professor and Placement Coordinator
Centre for Management Studies

FoMIS
D D University
Nadiad, Gujarat, India

URL: DHARMSINH DESAI UNIVERSITY (ddu.ac.in)

Mobile: 9033362618

On Fri, Jan 28, 2022 at 6:45 PM Tanya Aggrawal <tanya.aggrawal@firstnaukri.com> wrote:

> Dear Placement Officer,
>
> This is to inform that the Aptitude Test for all the GD shortlisted candidates has been scheduled for tomorrow. Candidates will receive The Test link and directions at their respective mail ids.
>
> Duration of the Test – 1hr 40mins
> Test Window is open from – 10:00 AM – 5:00 PM
>
> **Request you to kindly inform all the students to attempt the test tomorrow.**
>
> **Regards,**
>
> **Tanya Aggrawal**
>
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>
> DISCLAIMER
>
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T +91 79 4809 5000
spglobal.com
CIN - U72200TG1994PTC018719

OFFER LETTER
Private & Confidential

February 16, 2022
Ms. Mavadiya Ayushi Kirtikbhai

82/5, Street no 1, Jadeswar park,
Ranjit SagarRoad,
Jamnagar- 361005 India

We are pleased to offer you an employment opportunity as **Data Researcher I** at **S&P Capital IQ (India) Pvt. Ltd. ("Company"), Ahmedabad.**

Job Grade: 7A

Segment: S&P Global Market Intelligence

Date of Joining: March 14, 2022

Your total earnings (Cost to company) is **Rs.457,200.00** (For details refer to Annexure-II and Addendum).

The terms and conditions of this offer are enclosed herewith in Annexure – I.

This offer is subject to (i) confirmation that you are legally authorized and available to work in your position at the agreed location on your start date of March 14, 2022 ("**Date of Joining**") and at all times thereafter; (ii) the successful verification of your background information; and (iii) you reporting to Company on the Date of Joining. The Company reserves the right to withdraw this offer at its sole discretion at any time prior to the Date of Joining, including in case of any failure by you to comply with all conditions mentioned in this offer letter.

Please note that the joining conditions also include you being present to complete the induction and on-boarding process. In the current remote working environment, this will include you being physically present at the address provided by you during the on-boarding process with the Company and being able to receive Company property including the laptop as part of the induction and on-boarding process within the time period as stipulated by the Company to you. You will also need to complete related induction processes, which may be conducted remotely by the Company at its discretion. You will be required to provide requested personal information, education and employment documents as part of the onboarding process as intimated by the Company.

Please note all Company property including, but not limited to, the laptop, intellectual property, notes, reports etc., as may be provided to you are the property of the Company at all times and are to be used with utmost care.

You are requested to kindly acknowledge your acceptance of the offer letter (including the Annexures) by signing below and sharing digitally signed copy of the letter within 5 days of receipt. The terms set out in this offer letter are for your guidance and not necessarily exhaustive.

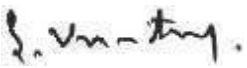
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Ahmedabad 380051 India
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In the event of any delay in your acceptance of this offer, the Company shall have the sole discretion to extend this offer and reserves the right to withdraw this offer at any time prior to the Date of Joining, including in case of any failure by you to comply with all conditions mentioned in this offer letter.

Please note that the contents of this offer letter are confidential and should not be used as a bargaining tool for negotiating employments with your existing employer or any other organization or prospective employer.

We're glad to have you on board and wish you a long, productive and satisfying career with us!

Thanking you,
Yours faithfully,



Authorized Signatory
For S&P Capital IQ (India) Pvt. Ltd

Acknowledgement/ Acceptance
I am very pleased to accept the position as **Data Researcher I** at **S&P Capital IQ (India) Pvt. Ltd.** Thank you for the opportunity. I will abide by the joining instructions and terms of the offer. I look forward to making a positive contribution to the organization.

Ms. Mavadiya Ayushi Kirtikbhai

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ANNEXURE – I

TERMS OF EMPLOYMENT

Further to the Offer Letter dated February 16, 2022, you hereby acknowledge and agree to abide by the below terms and conditions of employment ("Terms of Employment"), during your employment with the Company.

1. **Employment period and nature of employment:**
Your appointment is effective from March 14, 2022. The employment shall continue until the retirement age of 60 (Sixty) years or until the termination of employment by either party as per the provisions contained herein, whichever is earlier. Company reserves the right to re-designate or revise your position or work description or work location at any time, without stating any reason, by a written notice to you. has the sole discretion to modify the nature of your duties and powers as it may deem appropriate without assigning any reason and you will be expected to undertake all responsibilities that may be assigned to you by Company at any time. The nature of your employment will be "at will" and no fixed period of employment in Company is applicable to you. You will be a full-time employee of the Company.

2. **Company policies:**
In addition to these Terms of Employment, you shall abide by the Company's terms and conditions as stated in the associate handbook or any other policies or procedures communicated to you by Company, either orally or in writing. You hereby acknowledge and agree that you will be governed by the rules, policies, guidelines and internal regulations (together "**Policies**") and will complete all compliance and security training mandated by Company from time to time. Breach of any of the Policies would be treated as misconduct and you shall be liable for disciplinary proceedings, in the instance of such breach, upto and including termination of employment. In case of any conflict of this Terms of Employment, by interpretation or otherwise, with the Policies, the Policies of the Company shall prevail.

3. **Work location:**
Your initial posting will be at Ahmedabad. Your duties may be varied from time to time and your services are liable to be transferred, seconded, deputed or assigned, either temporarily or permanently, to any one of our subsidiary/associated companies, other division/branch of Company or any third party, in India or abroad, at the entire discretion of the Company and for such period of time as Company deems appropriate. In the event of a transfer, you will be governed by the terms and conditions applicable to your category of employees at the place of transfer, unless otherwise specified in writing.

4. **Working Hours:**
The organization works 7 days a week, twenty-four hours a day. You will be expected to attend office and work during shift assigned to you by your manager which may include night shifts. You will be required to work 5 days a week and your weekly off may not necessarily be on Saturday and Sunday. The normal working hours will be 45 hours per week but this may be varied from time to time, depending upon the exigencies of work and subject to applicable law.

5. **Notice period and Termination:**
Either party may terminate the Terms of Employment, by giving One Month notice in writing or payment of base salary in lieu of such notice period or any shortfall in such notice period at the discretion of your Manager / Company.

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During the notice period, the Company reserves the right to require the Employee to serve full notice period and complete the assignment based on business needs. Any notice to be given to you by the Company shall be sent by email to your Company email address. Any notice to be given by you to the Company shall be in such manner as may be directed by the Company from time to time. In the event that are not accessing your Company email, the Company shall be entitled to send notice by courier or registered post acknowledgment due at such address as intimated by you to the Company. You will intimate in writing to the Company of any change of address within a week from the change of the same, failing which any communication sent to your last recorded address shall be deemed to have been served on you.

Upon termination of your employment pursuant to these Terms of Employment, all obligations pursuant which are intended to survive termination, shall survive the termination of these Terms of Employment for the time periods indicated therein and bind you, your heirs, executors, administrators, committees and trustees and will ensure to the benefit of Company, its successors and assigns.

You agree that in the case of retrenchment/termination, the principle of "last in first out" shall not be applicable to you. You further agree that the Company will not be required to offer you re-employment in any circumstance, should you resign or be retrenched/terminated by the Company.

6. Medical Fitness:

The Company may, at its sole discretion and costs, require you to undergo medical examination by a doctor of its choice, at the time of commencement of employment. In such case, the employment shall be subject to your being found medically fit by the examining doctor. Further, even though you may be declared medically fit by the doctor appointed by the Company at the commencement of employment, you shall, at any time in future be expected to undergo medical examination as may be required by us to ascertain the state of your health and medical fitness to carry out your responsibilities. If you are declared medically unfit on such medical examination, the Company shall be entitled to terminate your employment with effect from the date the Doctor appointed by us declares you medically unfit. In the event you refuse to subject yourself to such medical examination as required by us or fail thrice consecutively to physically present yourself before the Company engaged Doctor for medical examination, the same shall be considered as misconduct and appropriate disciplinary action shall be taken by the Company against you (including termination).

7. Confidentiality of compensation:

Compensation details (yours as well as of other employees of the company) is confidential information, you shall not disclose/discuss your compensation details with any other employee. If it comes to the notice of the management, it may result in disciplinary action, up to and including termination.

8. Behavior:

The Company believes that there should be no discrimination against any employee. Verbal, physical or sexual harassment shall not be tolerated. You shall be obligated to follow and comply with the terms of the Company's Policies on employee behavior and conduct (as amended from time to time) at all point in time during your employment with the Company.

9. No simultaneous employment:

While in the employment of the Company you will not, under any circumstances, be permitted to undertake any assignment, simultaneously engage in any other gainful or commercial activity (other than normally acceptable personal investment activity) or work for any other employer (company, firm,

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organization or persons) either whole-time or part-time, nor in any way be associated with any company, firm, organization or persons as Advisor, Director, Partner, whether paid or not for your services, without the prior written permission of the Company. In case this condition is contravened the same shall be considered as misconduct and you shall be liable to disciplinary action (including termination). Furthermore, you may not enter into any commitments or dealings on behalf of the Company for which you have no express authority, nor exceed the authority or discretion vested in you without the previous sanction of a duly authorized manager.

10. Leaves:

The leave accounting year is the calendar year January to December. There are 8 Categories of leaves as per the leave policy of the Company as applicable from time to time (Annual Leave, Sick Leave, Casual Leave, Paternity Leave, Maternity Leave, Adoption leave, Bereavement Leave and Leave without Pay). Further, you are entitled to receive statutory maternity benefits as provided in Annexure – III, if you are a woman employee of the Company.

11. Non – Disclosure:

You shall not during the terms of your employment with the Company or at any time thereafter, disclose to any person or use any Confidential Information, or permit any person to examine and / or make copies of any documents which contain or are derived from Confidential Information, whether prepared by you or otherwise coming into your possession or control without the prior written permission of the Company, except as required in the performance of your duties as an employee of the Company, in which case such disclosure will comply with all policies and procedures established by the Company from time to time regarding the disclosure of Confidential Information by employees. Secrecy as to the affairs of the Company: You shall not during the term of your employment with the Company or at any time thereafter, use or disclose to any other company, firm, institution or person any of the Secrets, business or affairs of the Company, or its clients without the prior consent of the Company. You shall not publish any book, booklet, brochure or pamphlet, or contribute any article to any newspaper or other publication whether for remuneration or otherwise, relating to the affairs of the Company, its clients or your work in the Company at any time. Further you shall not, without prior permission in writing and unless it is a part of your day to day work, take any papers, books, drawings, photographs, instruments, computer software materials, documents or any other property of the Company out of the work premises. Nor shall you in any way at any time disclose, divulge or make public any information or matter concerning the Company's or its client's business affairs, property, transactions under consideration (including the identities of other companies that are or may be parties to such transactions), methods of operation or other data processes, analytical methods, accounts, transactions, dealings, trade secrets of the Company or its clients whether the same may be confined in you or become known to you in the course of your employment with us or otherwise. "**Confidential Information**" is any information generated or obtained by the Employee during employment, which relates to the current or potential business of the Company, including but not limited to any and all records, data, notes, reports, proposals, lists, correspondence, specifications, drawings, blueprints, sketches, equipment, or any other documents or property, or reproductions of any of the aforementioned items provided to you pursuant to your employment with the Company or otherwise in the possession of the Company. You hereby confirm that you are in compliance and will continue to remain in compliance with all applicable third-party non-disclosure and confidentiality related obligations legally binding on you. You hereby confirm and promise that you have the right to make disclosures and use any ideas, processes, designs, methods, and know-how possessed prior to your employment with the Company, without any liability to others. You also agree that you will not disclose to the Company, its

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employees or use on the Company's behalf, any confidential information belonging to any third party, including but not limited to any of your previous employers. You also represent that you do not have any confidential documents or materials which belong to any third party, including but not limited to your previous employers and you agree not to bring any confidential materials or documents of such third party to the Company premises. You agree to immediately notify the Company upon you becoming aware of any violations of your present and / or continuing confidentiality and non-disclosure related obligations with both the Company and / or any of your previous employers.

12. Trade Secrets:

Technology, methods of development, and manufacture; proprietary business information such as financial condition, bidding practices, costs, distributors, customer names and mailing lists, the identity of prospective customers, market studies; pricing studies, information and analysis, current and prospective business projections; business plans and strategies financial statements and information; special processes, procedures and services of the Company, processes, formulas, innovations, inventions, discoveries, improvements, research or development and test results, specifications, data, and know-how; marketing plans, business plans, strategies, forecasts, unpublished financial information, budgets, projections, product plans and pricing; and business policies and practices; Information received from others, that Company is obligated to treat as confidential or proprietary; personnel information, including organizational structure, salary, qualifications of employees, employee compensation plans, employee performance evaluations, employee telephone directories and employee benefits; customer and supplier information, including identities, product sales and purchase history or forecasts and agreements; and the Company's operating policies and procedures.

13. Intellectual Property:

You acknowledge and confirm that ownership of, and all right, title, and interest in, all work product, improvements, developments, discoveries, proprietary information, trademarks, trade names, logos, art work, slogans, know-how, processes, methods, trade secrets, source code, application development, designs, drawings, plans, business plans or models, blue prints (whether or not registrable and whether or not design rights subsist in them), utility models, works in which copyright may subsist (including computer software and preparatory and design materials thereof), inventions (whether patentable or not, and whether or not patent protection has been applied for or granted) hardware designs and configurations; software designs and programs; and discoveries, developments and writings and all other intellectual property throughout the world, in and for all languages, including but not limited to computer and human languages developed or created from time to time by or for the Company by you (the "**Intellectual Properties**") shall vest in the Company. You expressly agree that all Intellectual Properties created by you shall be under a contract of service, shall be deemed as "works for hire" under applicable intellectual property laws and shall be the exclusive property of the Company. You hereby assign all rights in relation to such intellectual property to the Company on a worldwide and perpetual basis at no costs and further agree to do all such acts to perfect such assignment to the Company. Such assignment shall not lapse if the Company has not exercised its rights under the assignment for a period of one (1) year from the date of the said assignment. You further acknowledge that the Company shall be the "first owner" of copyright in any original works of authorship made by you during your employment with the Company, in terms of Section 17 (c) of the Indian Copyrights Act, 1957, as amended from time to time.

14. Corrupt Practices:

During the period that you are employed by the Company, you shall not, on behalf of the Company or on the pretext thereof, give or pay to any person any money, Gratification or Valuable Thing of any kind

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(other than a legally acceptable, official and Company approved consideration) in order to induce or influence a Public Servant to do or forbear from doing any act in relation to the Company. The terms Public Servant, Gratification and Valuable Thing shall have the meaning assigned to them under the Prevention of Corruption Act, 1988.
It is clarified that you shall not pay any "speed money" or "facilitation payment" in order to quicken the process of any act that needs to be performed other than a purely legal remuneration paid to a service provider.

During the period that you are employed by the Company, you shall not, on behalf of the Company or on the pretext thereof, receive from any person (or arrange for some other person to so receive on your behalf) any money, Gratification or Valuable Thing of any kind as consideration in order to do or forbear from doing any act in relation to the Company.

During your employment you shall not: (a) enter into any arrangement, contract or financial transaction on behalf of the Company with any relative or entity controlled or owned by a relative; (b) enter into such arrangement, contract or financial transaction with any person entity or organization for the benefit of some other person, entity or organization; or (c) claim any compensation/reimbursement or pay any amount on behalf of the Company for a purpose other than the purpose for which such amount is actually payable.

15. Privacy:

You will be providing to the Company certain information about yourself and your family, including personal information and sensitive personal data or information ("Personal Information"). You hereby agree that the Company may use and retain your Personal Information for a lawful purpose and to the extent deemed necessary by the Company in relation to your employment with the Company and for ancillary purposes.

You hereby also agree that the Company may transfer or disclose such Personal Information to such other agencies the Company may consider necessary, whether affiliates or otherwise and whether in India or otherwise. The Company may codify its policies relating to privacy in a privacy policy which it will provide to you and you hereby agree to the same.

The Company shall use reasonable security practices and procedures to safeguard your Personal Information. Notwithstanding anything contained herein, "Reasonable security practices and procedures" under section 43A Explanation (ii) of the Information Technology Act 2000 means such procedures that the Company shall implement and which may, in the Company's discretion, be intimated to you from time to time and you hereby agree to the same.

16. Handing over charge of Company's property on termination of employment:

You shall be bound at the termination of this employment, however terminated, to return to the Company all properties of the Company in your possession, including but not limited to all documents, papers or other material in your possession, or under your control which may contain or be derived from Confidential Information, together with all documents, notes or other work product which is connected with or derived from your services to the Company whether or not such material is at the date hereof in your possession. You shall have no proprietary interest in any work product developed or used by you and arising out of your employment by the Company. You shall, from time to time as may be requested by the Company, do all things which may be necessary to establish or document the Company's ownership of any such work product, including, but not limited to execution of appropriate copyright applications or

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assignments. If you fail to execute such documents, you hereby irrevocably appoint the Company as your attorney-in-fact for the sole purpose of executing such documents. In the event of your failure to return to the Company any of its property/asset you would be deemed to have committed the offense of criminal breach of trust and the Company shall be free to proceed against you in an appropriate forum, besides claiming liquidated damages for withholding Company property/assets in an unauthorized and illegal manner. The Company shall also have the right to deduct the monetary value of all such Company property/assets from your full and final settlement / employment dues and take such other action as the Company deems fit, in the event of your failure to account for / damage of the Company property/assets subject to applicable law.

17. Employer's Clients and Employees

If Employee's employment with Employer terminates for any reason, Employee shall not, for a period of one year from the date of termination, have any business dealings whatsoever, either directly or indirectly or through corporate entities or associates with any customer or client of Employer or its subsidiaries or any person or firm which has contacted or been contacted by Employer as a potential customer or client of Employer; and Employee shall keep in strictest confidence, both during Employee's employment and subsequent to termination of employment, and shall not during the period of employment or thereafter disclose or divulge to any person, firm or corporation, or use directly or indirectly, for Employee's own benefit or the benefit of others, any information which in good faith and good conscience ought to be treated as confidential information including, without limitation, information relating to the software developed by Employer, information as to sources of, and arrangements for, hardware supplied to customers or clients of Employer, submission and proposal procedures of Employer, customer or contact lists or any other Confidential Information. In addition, Employee shall not, for a period of one year from the date of termination, hire, interfere with, solicit, or endeavor to entice away from S&P Global and affiliates any person who was, to your knowledge, at the date of the termination of your employment, an employee of S&P Global and with whom, during the 24 months preceding the date of such termination, you had contact as a result of your employment with S&P Global.

18. Compensation:

The payment of all compensation shall be made in accordance with the relevant Policies of the Company in effect from time to time, including normal payroll practices, and shall be subject to income tax deductions at source, as applicable. You shall not be entitled to benefits other than what has been expressly stated in this letter. The compensation mentioned in the offer letter or any revised compensation communicated to you is provided on a gross basis. The Company makes no representation of any increase in compensation, either with regard to the quantum or duration of such increase in compensation. However, the Company will review your compensation periodically at the Company's sole discretion and will communicate any revised compensation to you.

19. Background Verification:

Background verification (Address, Criminal, and Education, Employment, Reference checks or any other check as required by the organization from time to time) are conducted for all employees at any time during employment with the Company. If the information provided by you is misrepresented, the Company would take appropriate action leading up to termination of employment.

20. Disclaimer:

Your appointment shall be deemed to have been made on the basis of the representations made or facts disclosed by in the application for recruitment or the forms filled at the time of appointment. You hereby

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also represent that all the contents of your resume, testimonials, references, application form, previous employment details and other information furnished by you are true and accurate. In case any fact or representation, at any time, is found to be wrong or is concealed, the same shall be held to be gross misconduct and the appointment shall stand invalidated and shall be deemed to have been cancelled automatically without notice or compensation in lieu thereof.

The Company's practices, Policies, benefits, and procedures are under review on an ongoing basis and may be modified, altered, or eliminated at any time with applicable notice to employees, at the Company's sole discretion.

21. Governing law and Jurisdiction

This document shall be governed by the laws of India and any disputes arising out of or related to this document shall be resolved by arbitration.

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ANNEXURE- II
Compensation Details

Name Mavadiya Ayushi Kirtikbhai
Designation Data Researcher I
Segment S&P Global Market Intelligence

	Monthly (Rs.)	Annual (Rs.)
A. Earnings		
(i) Basic Salary 45% of Base Salary	14,850.00	178,200.00
(ii) Basket of Allowances (HRA, Leave Travel Allowance, Child Education Allowance, Academic Development, Meal Coupon, Gift Coupon, Telephone Reimbursement, Internet Reimbursement, Fuel & Maintenance, Driver Salary)	18,150.00	217,800.00
BASE SALARY	**33,000.00**	**396,000.00**
B. Retirement Benefits		
(i) Employer's Contribution to Provident Fund 12% of Basic Salary (plus other allowances, where applicable as per applicable law)	1,800.00	21,600.00
C. Additional Earnings		
(i) Variable Pay Target 10% Semi-Annual		39,600.00
TOTAL EARNINGS (A+B+C)	**34,800.00**	**457,200.00**

For S&P Capital IQ (India) Pvt. Ltd

Authorized Signatory

S&P Capital IQ (India) Pvt. Ltd.
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ANNEXURE III: MATERNITY BENEFITS PROVIDED AS PER THE MATERNITY BENEFIT ACT, 1961

(FOR WOMEN EMPLOYEES ONLY)

The Company shall provide the following statutory maternity benefits for women employees, who have worked with the Company for at least 80 (eighty) days in the 12 (twelve) months immediately preceding the date of expected delivery, as enumerated herein.

- **Leave of Absence:** A pregnant woman employee can seek a leave of absence by giving a notice in writing to the Company stating the dates of her absence from work and such leave of absence shall not exceed a period of 6 (six) weeks.

- **Abstinence:** A pregnant woman employee can make a request to the Company seeking abstinence from performing any work which is likely to have an adverse effect on her health, or affect her pregnancy, for a period of 1 (one) month immediately prior to a period of 6 weeks prior to the date of her expected delivery, or for any period during the 6 weeks prior to the date of her expected delivery if the woman employee has not availed leave during these 6 weeks.

- **Paid Leave:** Eligible women employees can avail paid maternity leave up to 26 (twenty-six) weeks. Out of these 26 weeks, the woman employee has the option to avail paid maternity leave up to 8 (eight) weeks prior to the date of her expected delivery.

- **Mother of 2 or more children:** A woman employee, having two or more children, is entitled to paid maternity leave up to a period of only 12 (twelve) weeks, and out of these 12 weeks, the said woman employee has the option to seek paid maternity leave only up to 6 (six) weeks prior to the date of her expected delivery.

- **Additional Paid Leave:** Women employees can avail paid leave from the Company at the rate of maternity benefit, on production of relevant proof mandated by the Company:
  i. For miscarriage or medical termination of pregnancy – up to 6 (six) weeks immediately following the date of her miscarriage or medical termination of pregnancy.
  ii. For tubectomy operation – up to 2 (two) weeks immediately following the date of the operation.
  iii. For illness arising out of pregnancy/delivery/premature birth/medical termination of pregnancy/miscarriage/tubectomy operation – up to 1 (one) month.

- **Commissioning Mothers/Surrogacy:** "Commissioning Mother" means a biological mother who uses her egg to create an embryo implanted in any other woman. A woman employee who is a Commissioning Mother can avail paid maternity leave up to 12 (twelve) weeks, and the period of maternity leave will be calculated from the date on which the child is handed over to the Commissioning Mother.

- **Adoption:** A woman employee who has adopted a child below the age of 3 (three) months can avail paid maternity leave up to 12 (twelve) weeks. The period of maternity leave will be calculated from the date on which the child is handed over to the adoptive mother.

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- **Crèche Facility:** The Company will provide crèche facilities and a woman employee will be allowed four visits in a day to the crèche. This would also include her interval for rest.
- **Nursing Breaks:** A woman employee, having a child below the age of 15 (fifteen) months, will be allowed two breaks per day for nursing her child, and this would be in addition to her interval for rest.
- **Medical Bonus:** Every woman employee, who is entitled for maternity benefits, may receive a medical bonus of INR 3,500 (three thousand five hundred only), if the Company has not provided pre-natal and post-natal care, free of cost.
- **Work from Home:** An eligible woman employee has the option to work from home, if the nature of work assigned permits her to do so. This may be after availing the maternity benefit for such period and upon conditions mutually agreed between the Company and the said woman employee.
- **Posthumous award of benefits:** If the death of the woman employee occurs prior to her receipt of the benefits or amount due to her, the Company shall provide the due benefits or amount to her nominee or her legal representative.

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ADDENDUM

1. Company would be providing Provident Fund for all its employees at 12% of basic salary (plus other allowances, where applicable) in accordance with applicable law. All employees will need to make an equal contribution to the Provident Fund. Any additional voluntary provident fund contribution will be at the discretion of the employee.
2. You will be eligible for Company's Gratuity contribution as per the payment of Gratuity Act.
3. You and your family will be covered under a Group medical insurance cover and you will have a personal Accident cover and life insurance cover as per the policy applicable.
   - You and your family will be covered up to a sum of INR 7,00,000 under the Company's Medical Insurance policy (Parental claims at INR 5,00,000).
   - You will have a Personal accident cover of 60 times of monthly Base Salary, with a minimum sum insured limit of INR 20,00,000 as per the policy.
   - You will have a Life insurance cover of 36 times of monthly Base Salary, with a minimum sum insured limit of INR 10,00,000 as per the policy.
4. "You will be eligible to participate in company's S&P Global Market Intelligence Semi-Annual Plan with a target incentive opportunity of 10% of your base salary. Actual payment under the Plan, if any, will be based on the degree of achievement of the established company and/or business unit objective(s) and your individual performance and contribution. Your payment for the performance year will be pro-rated based on the number of months you have been employed with the company. Awards may be less than the communicated target and subject to your manager's assessment of your performance. Please note that target opportunities and eligibility are not commitments to pay any award as all payments under the plan are discretionary. To receive a payment, you must be an employee in good standing and be employed by S&P Global, or any of its business units, on the Plan payout date."
5. If your date of joining is prior to October 1, you will be eligible to participate in the Annual year end cycle for merit increment for the current year. Effective dates may change depending on the annual pay cycle.
6. Company follows a bi-annual performance bonus cycle; January-June and July-December. The cut-off date for the January-June cycle is 31st March and the cut-off date for July-December cycle is 30th September. You will qualify to participate in the performance bonus cycle if your date of joining is prior to the cut-off dates.
7. All tax liabilities arising out of the compensation shall be borne by the employee.
8. Company provides employees with tax exemptions to help them avail their compensation in the most tax efficient manner. These can be availed as per the tax regulations.
9. If the relocation benefits are being extended, the Company will reimburse for expenses incurred towards relocation as per terms and limits defined in the Domestic Relocation policy. You will be required to submit documentation of expenses incurred within three months from the date of relocation. If you voluntarily separate from Company employment or are terminated for cause within 12 months from the date of relocation, you agree to full restitution of this amount including the relocation allowance to Company. The amount can be adjusted at the time of seeking clearances or the Company will be entitled to deduct/adjust the amount in the full and final settlement.

Offer Letter

Coreflow Chemi Pvt Ltd.
314-A, Samanvay Silver, Munj Mahuda,
Akota, Vadodara - 390020.
+91-83 2082 0392
info@coreflowchemi.com
www.coreflowchemi.com

Date: 29th October 2021

Dear Ms. Chandni Karia

We are pleased to inform you that, you have been selected for the position of **Executive- SCO** as per terms and conditions discussed and agreed upon at the time of interview which are as follows in brief.

Your total compensation (Cost to Company) will be Rs. 2,52,000/- (Rs. Two Lac Fifty Two Thousand) + Variable pay as per the rules of the scheme after completion of probation period.

You will be on probation basis for Six months and get confirmation after that, based on performance evaluation. During the period of probation, you will serve notice period of 1 month.

You are required to join us on **28th Feb -2021**

Please bring with you the following documents at the time of joining.

1. Original certificates and self-attested copies of Education Qualification
2. Proof of Birthdate
3. One passport size photographs
4. PAN and Aadhar card 2 copies

You will be issued an Appointment letter at the time of joining us on submission of all required documents as mentioned above.

Warm Regards

For, CoreFlow Chemi Pvt. Ltd

Arif Bazi
Director

Coreflow Chemi Pvt. Ltd. Vadodara

Note : We will have one month of training from 28th Feb till 30th March and then you can join after your final examination from 18th April-21

Alian Software,S1- Shreeji Arcade, Opp. Shashwat Hospital, 100 Feet Road, Anand-388001. Gujarat, India
www.aliansoftware.com www.alian.in 02692-619300, 02692-267013

Dear Ms. Devanshi Raval,

Congratulations!

We are pleased to offer you a position of **Business Development Executive - Trainee** *at* **Alian Software,** *Shreeji Arcade, 2nd Floor, Opp. Shasvat Hospital, Indira Circle, Anand, Gujarat 388001.*

Your joining date with Alian Software is on **15th February, 2022.** Your Training period is of **1 months for free** and normal working hours are from **08:30 AM** to **06:00 PM** (Monday to Friday & Alternate Saturdays) including 45 min. of lunch break.

You are supposed to follow company rules & regulations (it may get updated from time to time and need to be followed by all employees) and the confidentiality. It's very crucial part of the job in the IT field. All rights will be reserved to company if you will be found breaking rules.

Sincerely,

ALIAN SOFTWARE
ALIAN SOFTWARE
Anand, Guj., India

Enjoy Parmar
Sr. Manager - HR
Alian Software

homefirst
We'll take you home

Date: February 10, 2022

Dear Dhara M Thakkar,

We are pleased to offer you a position of **Relationship Manager,** at **L1 Level** as per the following terms and conditions.

1. Place of Posting: Surat. Your final location would be confirmed at the time of joining. The Company has pan India operations and hence your posting is transferable. Your scope of work will include but not limited to all the functions related to **Sales, Business Development, Credit and Collections** for the company.

2. Working hours: Working hours are from 09:30 AM to 06:00 PM, 6 days per week. However, if the exigency of work demands, you should be prepared for longer work hours to ensure timely completion of assigned tasks.

3. Probation: You will be on probation for a period of six months from the date of joining. Upon successful completion of probation your appointment will be confirmed. Your probation may be extended depending on your performance.

4. Compensation Package:

4.1. Salary: As per the structure mentioned below:

Particulars (p.a.)	Amt (Rs.)
Basic Salary	Rs. 180,000
House Rent Allowance	Rs. 90,000
Leave & Travel Allowance	Rs. 20,000
Flexible Allowance	Rs. 67,200
Other Allowances	Rs. 71,200
Provident Fund	Rs. 21,600
Gross Salary	**Rs. 450,000**
Incentives	Rs. 100,000
CTC *	**Rs. 550,000**

*Insurance is a company paid benefit which is over and above your CTC

4.2. Allowances:

4.2.1. The Flexible Allowance can be availed either through salary or in the form of reimbursement of food , fuel , communication through Sodexo multi benefit card (At present this is **Rs. 67,200** p.a.)

4.2.2. Official travel will be reimbursed subject to the policies of the company governing the same.

4.3. Other Benefits:

4.3.1. You will be entitled to Privilege Leave (PL) of 21 Days per annum, however no such leave is allowed within the first 6 months of joining

4.3.2. You will be entitled to an Incentive which will depend on your performance against targets planned for specific periods and other rules governing the same. (At present performance based incentives for Relationship Manager are pegged at **Rs. 100,000** /- p.a)

4.3.3. You will be covered under the group medical and accident insurance policies of the company

5. General:

5.1 You are expected to devote your whole time, attention and ability to the interest of the company and show total commitment to its goals.

5.2 You will have to maintain absolute secrecy and confidentiality in regard to all the documents and information pertaining to the company and its customers, which you come across in course of your duty.

5.3 You will not engage yourself, in any business of your own or any other business/employment.

5.4 You are expected to treat these terms of employment confidential.

5.5 Breach of any of the above conditions will render you liable for termination of your employment without notice.

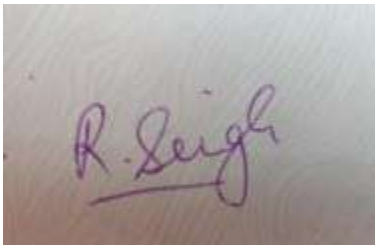
5.6 Any dispute between you and the company concerning or relating to or arising out of this offer shall be subject to the jurisdiction of and be determined by the court of the competent jurisdiction in Mumbai only.

6. Notice Period: Either party shall be entitled to terminate the said employment by giving **2 Months** notice or in-lieu of such notice, a sum equal to the gross salary (excluding Employer's Provident Fund) for the notice period.

7. Your **Date of Joining** shall be **April 1, 2022.**

8. Acceptance: Kindly sign the duplicate copy of this letter or send us an email to confirm your acceptance.

For Home First Finance Company India Ltd.



(Authorised Signatory)

I have read the contents of the above offer and accept the same. I will join on _____.

Date:_____ (Signature):

S&P Capital IQ (India) Pvt. Ltd.
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Corporate Road, Prahaladnagar,
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OFFER LETTER
Private Confidential

May 10, 2022
Ms. Dhimahee Joshi

Bramh Pole,
Nr Tower,
Uttarsanda- 387370 India

We are pleased to offer you an employment opportunity as **Data Researcher I** at **S&P Capital IQ (India) Pvt. Ltd. ("Company"), Ahmedabad.**

Job Grade: 7A

Segment: S&P Global Market Intelligence

Date of Joining: June 1, 2022

Your total earnings (Cost to company) is **Rs.391,200.00** (For details refer to Annexure-II and Addendum).

The terms and conditions of this offer are enclosed herewith in Annexure – I.

This offer is subject to (i) confirmation that you are legally authorized and available to work in your position at the agreed location on your start date of June 1, 2022 ("**Date of Joining**") and at all times thereafter; (ii) the successful verification of your background information; and (iii) you reporting to Company on the Date of Joining. The Company reserves the right to withdraw this offer at its sole discretion at any time prior to the Date of Joining, including in case of any failure by you to comply with all conditions mentioned in this offer letter.

Please note that the joining conditions also include you being present to complete the induction and on-boarding process. In the current remote working environment, this will include you being physically present at the address provided by you during the on-boarding process with the Company and being able to receive Company property including the laptop as part of the induction and on-boarding process within the time period as stipulated by the Company to you. You will also need to complete related induction processes, which may be conducted remotely by the Company at its discretion. You will be required to provide requested personal information, education and employment documents as part of the onboarding process as intimated by the Company.

Please note all Company property including, but not limited to, the laptop, intellectual property, notes, reports etc., as may be provided to you are the property of the Company at all times and are to be used with utmost care.

You are requested to kindly acknowledge your acceptance of the offer letter (including the Annexures) by signing below and sharing digitally signed copy of the letter within 5 days of receipt. The terms set out in this offer letter are for your guidance and not necessarily exhaustive.

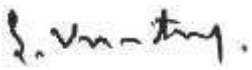
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In the event of any delay in your acceptance of this offer, the Company shall have the sole discretion to extend this offer and reserves the right to withdraw this offer at any time prior to the Date of Joining, including in case of any failure by you to comply with all conditions mentioned in this offer letter.

Please note that the contents of this offer letter are confidential and should not be used as a bargaining tool for negotiating employments with your existing employer or any other organization or prospective employer.

We're glad to have you on board and wish you a long, productive and satisfying career with us!

Thanking you,
Yours faithfully,



Authorized Signatory
For S&P Capital IQ (India) Pvt. Ltd

Acknowledgement/ Acceptance
I am very pleased to accept the position as **Data Researcher I** at **S&P Capital IQ (India) Pvt. Ltd.** Thank you for the opportunity. I will abide by the joining instructions and terms of the offer. I look forward to making a positive contribution to the organization.

Ms. Dhimahee Joshi

MBA Placement <placementmba@ddu.ac.in>

Fwd: Offer Letter |Dhrumil Shah|

1 message

Dhrumil Shah <shahdhrumil712000@gmail.com> Thu, Feb 10, 2022 at 1:09 PM
To: placementmba@ddu.ac.in

---------- Forwarded message ---------
From: **Hr_ahm** <hr_ahm@mansukh.in>
Date: Tue, Feb 1, 2022 at 2:46 PM
Subject: Offer Letter |Dhrumil Shah|
To: <shahdhrumil712000@gmail.com>

Dear Mr. Dhrumil,

Greetings of the Day!!!

We are glad to inform you that you have been selected for the profile of Derivatives Trainee with our company and offer you to join your duties on 01.03.2022 at 8:20 a.m.

Please find the Salary offered below:

CTC	**17,000**
Employer PF	-
Employer ESI	535
GROSS	**16,465**
Employee PF	-
Employee ESI	123
Professional Tax	200
IN HAND	**16,141**

You will be in probation for a period of 6 months. The detailed appointment letter will be issued on the date of your joining duties as per the terms and conditions discussed during the interview.

You are required to forward your consent for acceptance of the above position by mail along with scan copy of your Aadhaar, PAN & Passport size photo in JPG format.

We welcome you and expect a long term mutual beneficial association.

Thanks & Regards,

HR Department

Mansukh Group

www.moneysukh.com

MANSUKH
Investment & Trading Solutions
make more, for sure.

Virus-free. www.avast.com

eClinicalWorks

Great Place To Work. Certified JUL 2021–JUL 2022 INDIA

Date: 6th December 2021

Divya Ramnani

101, Somnath Nagar, Yogeshwar Road,
Godhra, Gujarat- 389001

Dear Divya,

With reference to your interviews and discussions with us we are pleased to offer you the position of **"Strategic Account Manager"** on the terms and conditions as set forth below:

1. **Date of Commencement : 18th February 2022**

2. **Bond Period :** You will serve eClinicalworks India Pvt ltd for a minimum period of 2 year, from the date of execution under the bond. As a guarantee you agreed to pay a cheque amounted **2 months gross salary** as security. In the event of the said cheque being required to be deposited on account of breach of the bond, then the company will be at liberty to treat the said amount as being due and payable by you to the company by way of Debt and the company will be at liberty to file recovery proceedings in this regards.

3. **Period of Offer :** The period of offer is as follows:

   i You will be initially trained for a period of three months from the date of Commencement mentioned herein above. If you complete the training successfully to the satisfaction of the Company (of which the Company will be the sole judge), you will thereafter be placed on probation for a further period of three months. If you do not complete the training successfully, then your trainee services will be determined upon the efflux of the said training period. If you complete the probation period successfully to the satisfaction of the Company (of which the Company will be the sole judge) and if you are found to be fit for confirmation after due assessment, you will be confirmed in employment. If you do not complete the probation period successfully, then your probationary services will be determined upon the efflux of the said probationary period.

   ii If, however, it is any time found that any representation made by you to the Company prior to this Offer being made to you - including but not limited to any verbal representation, any information contained in your Curriculum Vitae, any supporting document or any other factual matter concerning you - was not entirely correct or truthful; then your employment shall be liable for summary dismissal without any notice, payment in lieu of notice or any compensation. Further, in such a case, the Company shall have the right to seek such other remedies as may be available to it in law including the right to damages, prosecution etc.

   iii. This offer is only valid if you are not an *Ineligible* Person under the Office of Inspector General's List of Excluded Individuals/Entities.

eClinicalWorks

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4. Scope of Work : The scope of your work/duties/expected skill sets/expected performance etc. have been discussed with and explained to you during your interviews and discussions

5. Place of Work : Your current place of work will be Ahmedabad, however you may be deputed at the parent/associate company sites, client sites or partner sites outside of Ahmedabad (Overseas or other India metros).

6. Salary : Your gross annual remuneration will be **Rs. 4,00,000/- (Rupees Four Lakhs Only)** on CTC (Cost-to-the-Company) basis. The CTC break up will generally be as per Company policy and applicable tax provisions from time to time. The primary components of your CTC initially shall be as per Exhibit A attached.

7. Background Verification : The Company will be conducting a background check/screening procedure in your matter as a measure of full disclosure. In the event of the said background check/screening procedure showing negative on any parameter, this offer will stand determined and revoked with immediate effect.

8. Notice of Relieving :

i. During your training and assessment period, this employment may cease to exist any time, by giving 7 days' notice in writing by either side.

ii. During your probation period, this employment may cease to exist any time by giving 30 days' notice in writing by either side.

9. Counterparts : This Offer and its Acceptance may be executed in multiple counterparts, each of which shall have the force and effect of an original.

10. General :

i. Please note that the contents of this Offer and any subsequent Employment Letter/Agreement are confidential and shall not be discussed with any other person.

ii. The Company may from time to time revise its HR policies and, subject to those being applied generally to all or a class of employees without discrimination, and being lawful, will apply to you ipso facto;

We welcome you within our fold and trust that your association with ECW will be exciting and mutually rewarding.

This Offer is valid for 7 days. You are requested to return the duplicate copy of this letter, duly signed by you in token of your acceptance of the above Offer.

Yours sincerely
For eClinicalWorks India Pvt Ltd

Human Resources

Date: 6th December 2021

AGREED AND ACCEPTED BY ME

(Divya Ramnani)

Date:

Great Place To Work. Certified JUL 2021–JUL 2022 INDIA

Annexure

Name: Divya Ramnani

Annual CTC

	Particular	**Yearly (Amount in Rs.)**
a.	Basic	2,00,000
b.	HRA	1,00,000
c.	LTA	10,000
d.	Medical	15,000
e.	Shift Allowances	51,000
f.	Company's Contribution to PF @ 12%	24,000
Total		**4,00,000**

The above remuneration is subject to deduction of Income Tax, Professional Tax, PF and any other taxes as per law subsisting from time to time.

It is understood that the Company offers the CTC herein above stated. The components of CTC could change, though its quantum will not, depending on the Company HR policies, tax law, industry practice etc. at the discretion of the Company and subject to any such change being consistent with tax and other applicable regulations.

PRAKASH
Chemicals International

Date: 20th November, 2021

Dear Ms. Fazela Motiwala,

We are pleased to inform you that, you have been selected for the position of **Executive Management Trainee – International Marketing**. Your compensation and benefits, other terms and conditions shall be as per enclosed **annexure-I & II** which are as follows in brief.

You will be on training for six months and will be on probation basis for six months and get confirmation after that, based on performance evaluation. During the period of training and probation, you will serve notice period of 1 month.

You are advised to join on or before **1st April, 2022**.

Please bring with you the following documents at the time of joining.

1. **Original certificates** and self-attested copies of Education.
2. School Leaving
3. Relieving letter and Experience certificate of last organization (If applicable)
4. Salary slips of previous two months (If applicable)
5. Three passport size photographs
6. Photo ID and Address Proof (Aadhar and PAN card)

You will be issued an Appointment letter at the time of joining us on submission of all required documents as mentioned above.

Kindly revert in affirmation to accept the offer.

For, Prakash Chemicals International Pvt. Ltd

Warm Regards

Krishna Shah
Senior Manager - Human Resource

Prakash House, 39/40 Krishna Industrial Estate, Opp. Gorwa BIDC, Gorwa,Vadodara, 390016, Gujarat, India Phone : +91 265 6126000 | Fax : +91 265 6126198, Email : info@prakashchemicals.com | www.pciplindia.com

Accepted

PRAKASH
Chemicals International

Annexure-I

COMPENSATION AND BENEFIT STRUCTURE

Name : **Ms. Fazela Motiwala**
Designation : **Executive Management Trainee – International Marketing**

#	Pay Elements	Amount PM (RS.)	Amount PA (RS.)
1	BASIC	10000	120000
2	HRA Allowance	4000	48000
3	Conveyance Allowance	1600	19200
4	Statutory Bonus	2000	24000
5	Leave Travel Allowance	2000	24000
6	Food Allowance	2400	28800
7	PF Employer contribution	1800	21600
8	Gratuity	481	5772
9	Leave Encashment	583	7000
10	Medical Allowance	1250	15000
11	Mobile Allowance	2000	24000
12	Newspaper, Books & Periodicals Allowance	1000	12000
13	Special Allowance	52	628
A	**Gross Earning**	**26302**	**315628**
14	Less: PF Employee contribution	1800	21600
15	Less: Professional TAX	200	2400
B	**Net On hand**	**24302**	**291628**
C	**Fix Cost To Company**	**29167**	**350000**
D	**Potential to earn Variable Pay at 125% achievement on Business Plan**		**113000**
	Total Earning for the Year (C+D)		**463000**

Long Term Incentive		
1st Stay Bonus	Rs. 40,000	On completion of 18 Months
2nd Stay Bonus	Rs. 60,000	On completion of 30 Months
3rd Stay Bonus	Rs. 1,00,000/-	On completion of 42 Months
** You will be re-designated as Associate Manager – International Marketing after 1 year		

For, Prakash Chemicals International Pvt. Ltd
Warm Regards

Krishna Shah
(Senior Manager - Human Resource)

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Prakash House, 39/40 Krishna Industrial Estate, Opp. Gorwa BIDC, Gorwa, Vadodara, 390016, Gujarat, India Phone : +91 265 6126000 | Fax : +91 265 6126198, Email : info@prakashchemicals.com | www.pciplindia.com

Accepted

PRAKASH
Chemicals International

Annexure-II

Name : **Ms. Fazela Motiwala**
Designation : **Executive Management Trainee – International Marketing**

Employee benefits:

1. Family floater Medi-claim policy up to Rs. 2,00,000/-
2. Personal accident policy up to Rs. 5,00,000/-

Special Note:

1. Management shall reserve the right to hold or withdraw any benefits offered at the time of joining.
2. Merit increase will as per the company's policy of the particular year, Employee joining on or before 31st Oct will be eligible for Merit increase on a pro-rata basis which will be based on Individual performance and at management's discretion.
3. Variable Pay will be as per policy of the company and is purely linked to achievement of individual, team and company targets.

For, Prakash Chemicals International Pvt. Ltd
Warm Regards

Krishna Shah
(Senior Manager - Human Resource)

Prakash House, 39/40 Krishna Industrial Estate, Opp. Gorwa BIDC, Gorwa,Vadodara, 390016, Gujarat, India Phone : +91 265 6126000 | Fax : +91 265 6126198, Email : info@prakashchemicals.com | www.pciplindia.com

Accepted.

MBA Placement <placementmba@ddu.ac.in>

(no subject)

1 message

Hardik Nandaniya <hardikn62@gmail.com> Thu, Feb 10, 2022 at 10:21 PM
To: placementmba@ddu.ac.in

Hello sir,

I am writing this mail to forward my joinig mail send by mansukh securities as we didn't get offer letter till date.

Thank you.

Hardik Nandaniya

---------- Forwarded message ---------
From: **Hr_ahm** <hr_ahm@mansukh.in>
Date: Tue, 1 Feb 2022, 2:45 pm
Subject: Offer Letter |Hardik Nandaniya|
To: <hardikn62@gmail.com>

Dear Mr. Hardik,

Greetings of the Day!!!

We are glad to inform you that you have been selected for the profile of Derivatives Trainee with our company and offer you to join your duties on 01.03.2022 at 8:20 a.m.

Please find the Salary offered below:

CTC	**17,000**
Employer PF	-
Employer ESI	535
GROSS	**16,465**
Employee PF	-
Employee ESI	123
Professional Tax	200
IN HAND	**16,141**

You will be in probation for a period of 6 months. The detailed appointment letter will be issued on the date of your joining duties as per the terms and conditions discussed during the interview.

You are required to forward your consent for acceptance of the above position by mail along with scan copy of your Aadhaar, PAN & Passport size photo in JPG format.

We welcome you and expect a long term mutual beneficial association.

Thanks & Regards,

HR Department

Mansukh Group

www.moneysukh.com

Virus-free. www.avast.com

MANSUKH
Investment & Trading Solutions
make more, for sure.

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Offer Letter

Coreflow Chemi Pvt Ltd.
314-A, Samanvay Silver, Munj Mahuda,
Akota, Vadodara - 390020.
+91-83 2082 0392
info@coreflowchemi.com
www.coreflowchemi.com

Date: 2nd March 2022

Dear Ms. Isheeka Dave,

We are pleased to inform you that, you have been selected for the position of **Executive- SCO** as per terms and conditions discussed and agreed upon at the time of interview which are as follows in brief.

Your total compensation (Cost to Company) will be Rs. 2,52,000/- (Rs. Two Lac Fifty Two Thousand) + Variable pay as per the rules of the scheme after completion of probation period.

You will be on probation basis for Six months and get confirmation after that, based on performance evaluation. During the period of probation, you will serve notice period of 1 month.

You are required to join us on **7th March -2022**

Please bring with you the following documents at the time of joining.

1. Original certificates and self-attested copies of Education Qualification
2. Proof of Birthdate
3. One passport size photographs
4. PAN and Aadhar card 2 copies

You will be issued an Appointment letter at the time of joining us on submission of all required documents as mentioned above.

Warm Regards

For, CoreFlow Chemi Pvt. Ltd

Arif Bazi
Director

Coreflow Chemi Pvt. Ltd. CORE FLOW Vadodara

Note : We will have 15 days Training and then you can join after your final examination from 18th April-22

homefirst
We'll take you home

Date: February 10, 2022

Dear Jatin Sorathiya,

We are pleased to offer you a position of **Relationship Manager,** at **L1 Level** as per the following terms and conditions.

1. Place of Posting: Surat. Your final location would be confirmed at the time of joining. The Company has pan India operations and hence your posting is transferable. Your scope of work will include but not limited to all the functions related to **Sales, Business Development, Credit and Collections** for the company.

2. Working hours: Working hours are from 09:30 AM to 06:00 PM, 6 days per week. However, if the exigency of work demands, you should be prepared for longer work hours to ensure timely completion of assigned tasks.

3. Probation: You will be on probation for a period of six months from the date of joining. Upon successful completion of probation your appointment will be confirmed. Your probation may be extended depending on your performance.

4. Compensation Package:

4.1. Salary: As per the structure mentioned below:

Particulars (p.a.)	Amt (Rs.)
Basic Salary	Rs. 180,000
House Rent Allowance	Rs. 90,000
Leave & Travel Allowance	Rs. 20,000
Flexible Allowance	Rs. 67,200
Other Allowances	Rs. 71,200
Provident Fund	Rs. 21,600
Gross Salary	**Rs. 450,000**
Incentives	Rs. 100,000
CTC *	**Rs. 550,000**

*Insurance is a company paid benefit which is over and above your CTC

4.2. Allowances:

4.2.1. The Flexible Allowance can be availed either through salary or in the form of reimbursement of food , fuel , communication through Sodexo multi benefit card (At present this is **Rs. 67,200** p.a.)

4.2.2. Official travel will be reimbursed subject to the policies of the company governing the same.

4.3. Other Benefits:

4.3.1. You will be entitled to Privilege Leave (PL) of 21 Days per annum, however no such leave is allowed within the first 6 months of joining

4.3.2. You will be entitled to an Incentive which will depend on your performance against targets planned for specific periods and other rules governing the same. (At present performance based incentives for Relationship Manager are pegged at **Rs. 100,000** /- p.a)

4.3.3. You will be covered under the group medical and accident insurance policies of the company

5. General:

5.1 You are expected to devote your whole time, attention and ability to the interest of the company and show total commitment to its goals.

5.2 You will have to maintain absolute secrecy and confidentiality in regard to all the documents and information pertaining to the company and its customers, which you come across in course of your duty.

5.3 You will not engage yourself, in any business of your own or any other business/employment.

5.4 You are expected to treat these terms of employment confidential.

5.5 Breach of any of the above conditions will render you liable for termination of your employment without notice.

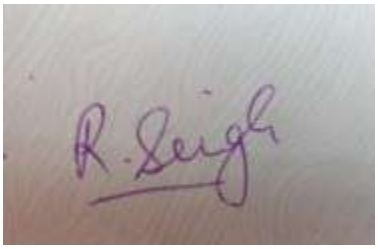
5.6 Any dispute between you and the company concerning or relating to or arising out of this offer shall be subject to the jurisdiction of and be determined by the court of the competent jurisdiction in Mumbai only.

6. Notice Period: Either party shall be entitled to terminate the said employment by giving **2 Months** notice or in-lieu of such notice, a sum equal to the gross salary (excluding Employer's Provident Fund) for the notice period.

7. Your **Date of Joining** shall be **April 1, 2022.**

8. Acceptance: Kindly sign the duplicate copy of this letter or send us an email to confirm your acceptance.

For Home First Finance Company India Ltd.



(Authorised Signatory)

I have read the contents of the above offer and accept the same. I will join on _____.

Date:_____ (Signature):

Offer: Computer Consultancy
Ref: TCSL/CT20213781764/Delhi
Date: 03/03/2022

Mr. Jinal Maheshbhai Patel
7/339 , Ashanagar SocietyKolasana Road,
Maroli Bazar,
Navsari-396436,
Gujarat.
Tel# 91-7096112045

Dear Jinal Maheshbhai Patel,

Sub: Letter of Offer

Thank you for exploring career opportunities with TATA Consultancy Services Limited (TCSL). You have successfully completed our initial selection process and we are pleased to make you an offer of employment.

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Assistant System Analyst** in Grade **C1**.

Your gross salary including all benefits will be **₹6,09,430/-** per annum, as per the terms and conditions set out herein. Annexure 1 provides break-up of the compensation package.

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 7 days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

After you accept this offer you will be given a joining letter indicating the details of your joining date and initial place of posting. You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy.Your offer is subject to a positive background check.

TATA CONSULTANCY SERVICES
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Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021
TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com

COMPENSATION AND BENEFITS

Basic Salary
You will be eligible for a basic salary of **₹15,000/-** per month.

BOUQUET OF BENEFITS (BoB)
Bouquet of Benefits offers you the flexibility to design this part of your compensation within the defined framework, twice in a financial year. All the components will be disbursed on a monthly basis.

The components under Bouquet of Benefits are listed below. The amounts given here for each of the components below are as per pre-defined structure. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL. To design your Bouquet of Benefits, you may access the link to BoB in the "Employee Self Service" link on "Ultimatix", the internal portal of TCSL. Taxation will be governed by the Income Tax rules. TCSL will be deducting tax at source as per income tax guidelines.

1. **House Rent Allowance (HRA)**
   Your HRA will be **₹7,500/-** per month. While restructuring your BoB amount to various components, it is mandatory that at least 5% of monthly basic pay be allocated towards HRA.

2. **Leave Travel Allowance**
   You will be eligible for annual Leave Travel Allowance which is equivalent to one month's basic salary or a pro-rata amount in case you join during the financial year. This will be disbursed on a monthly basis along with the monthly salary. To avail income tax benefits, you need to apply for a minimum of three days of leave and submit supporting travel documents.

3. **Personal Allowance**
   You will be eligible for a monthly personal allowance of of **₹16,456/-** per month. This component is subject to review and may change as per TCSL's compensation policy.

4. **Food Card**
   You will be eligible for a Food Card. It can be used to purchase food items at all domestic VISA enabled restaurants and fast food restaurants including TCS cafeterias.As per the Pre-Defined structure you will be eligible for a Food Card with an amount of **₹500/-** being credited to this card per month. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL.

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PERFORMANCE PAY

Monthly Performance Pay
You will receive a monthly performance pay of **₹3,800/-**. The same will be reviewed on completion of your first Anniversary with the company and will undergo a change basis your own ongoing individual performance.

Quarterly Variable Allowance
Your variable allowance will be **₹2,700/-** per month, and will be paid at the closure of each quarter based on the performance of the company and your unit and to the extent of your allocation to the business unit.

Quarterly Variable Allowance is subject to review on your first anniversary and may undergo a change based on the actual performance of the Company, your business unit and your own ongoing individual performance. The payment is subject to your being active on the company rolls on the date of announcement of Quarterly Variable Allowance.

This Pay shall be treated as productivity bonus in lieu of statutory profit bonus.

CITY ALLOWANCE

You will be eligible for a City Allowance of **₹400/-** per month. This allowance is fully taxable, is specific to India and linked to your base branch. It is subject to review and will be discontinued while on international assignments.

OTHER BENEFITS

Health Insurance Scheme
TCSL brings the benefit of health insurance cover to you and your dependants under the company's Health Insurance Scheme(HIS).

HIS offers the following benefits:

1. **Basic Cover**
   i. Entitlement - Includes domiciliary expenses up to ₹6,000/- per insured person per annum and basic hospitalization expenses up to ₹2,00,000/- per insured person per annum.

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

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2. **Higher Hospitalisation**
   Coverage under Higher Hospitalisation is mandatory. Under this scheme, you and your enrolled dependents will be automatically covered under Higher Hospitalisation benefits.

   i. Entitlement - You and your enrolled dependants will be entitled for ₹12, 00,000/- as a family floater coverage towards hospitalisation expenses, over and above the individual basic coverage.

   ii. Premium - For Higher Hospitalisation, a part of the premium will be recovered from your salary and the differential premium will be borne by TCSL.

Maternity Leave
Women employees are eligible to avail maternity leave of twenty six weeks. Adopting or commissioning mother,may avail maternity leave for twelve weeks. For more details on the benefits and eligibility, once you join, please refer TCS India Policy - Maternity Leave.

Loans
You will be eligible for loans, as per TCSL's loan policy.

Tata Sons and Consultancy Services Employees' Welfare Trust (TWT)
You will become a member of the TWT, on completion of continuous association of one year from the date of joining TCSL. A nominal annual membership fee of ₹250/- will be recovered from you for the same. The Trust provides financial assistance by way of grants/ loans in accordance with the rules framed by the Trust from time to time for medical and educational purposes and in case of death of members while in service.

Professional Memberships
You will be eligible for reimbursement of expense-s towards professional membership as per TCSL's policy.

RETIRALS

Provident Fund
You will be a member of the Provident Fund as per the provisions of "The Employees Provident Fund and Miscellaneous Provisions Act, 1952", and TCSL will contribute 12% of your basic salary every month as per the provisions of the said Act.

Gratuity
You will be entitled to gratuity as per the provisions of the Gratuity Act, 1972.

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TERMS AND CONDITIONS

1. **Relevant Experience**

   As per the recommendation of our management review panel, out of your total experience, 1.2 years are being considered to be relevant to the business of our organization.

   At the time of Induction, your experience from date of management review by TCSL (while in service with current employer) till the date of relieving from your current employment will be added to your total and relevant experience subject to signing of declaration to that effect followed by validation of relevance of your experience during Background Check process.

2. **Aggregate Percentage Requirements**

   Your appointment will be subject to your scoring minimum aggregate (aggregate of all subjects in all semesters) marks of 60% or above in the first attempt in each of your Standard Xth, Standard XIIth, Diploma (if applicable) and Graduation examination which includes successful completion of your final semester/year without any pending arrears/backlogs. As per the TCSL eligibility criteria, marks/CGPA obtained during the normal duration of the course only will be considered to decide on the eligibility. It is mandatory to pass in all the subjects mentioned in the mark sheet in class Xth and class XIIth by securing minimum passing marks in the first attempt itself as specified by the respective board of examinations.

   As communicated to you through various forums during the recruitment process, your appointment is subject to completion of your course within the stipulated time as specified by your University/Institute and as per TCSL selection guidelines.

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

3. **Disclaimer**

   Candidates who have applied to TCSL and who have not been successful in clearing the TCSL selection process are not eligible to re-apply to TCSL within six months from the date on which the candidate had attended such selection Test and/or Interview. In case you are found to have re-applied to TCSL within six months of previous unsuccessful attempt, the management reserves the right to revoke/withdraw the offer/appointment, without prejudice to its other rights.

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4. **Probation Period**
   You will be on probation for three months. Your confirmation will be communicated to you in writing. TCSL reserves the right to terminate your employment without any notice or payment in lieu thereof in case your performance, behaviour and/or conduct during the probation period is found unsatisfactory.

5. **Working Hours**
   Your working hours are governed by applicable law. You may be required to work in shifts and/or over time depending upon the business exigencies as permitted by law.

6. **Mobility**
   TCSL reserves the right to transfer you at any of its offices, work sites, or associated or affiliated companies in India or outside India, on the terms and conditions as applicable to you at the time of transfer.

7. **Compensation Structure / Salary components**
   The compensation structure/salary components are subject to change as per TCSL's compensation policy from time to time at its sole discretion.

8. **Increments and Promotions**
   Your performance and contribution to TCSL will be an important consideration for salary increments and promotions. Salary increments and promotions will be based on TCSL's Compensation and Promotion policy.

9. **Alternative Occupation / Employment**
   Either during the period of your traineeship or during the period of your employment as a confirmed employee of TCSL, you are not permitted to undertake any other employment, business, assume any public or private office, honorary or remunerative, without the prior written permission of TCSL.

10. **Confidentiality Agreement**
    As part of your acceptance of this appointment as an employee with TCS you are required to maintain strict confidentiality of the intellectual property rights protected information and other business information of TCS and its clients which may be revealed to you by TCS or which may in the course of your engagement with TCS come your possession or knowledge unless specifically authorized to do so in writing by TCS. This Confidentiality Clause shall survive the termination or earlier determination of this Appointment. The detailed Confidentiality related terms and conditions are set out in Annexure 3.

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11. Work in SBWS mode

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

12. Overseas International Assignment Agreement

If you are on international assignment, you will be covered by the TCS India Policy-International Assignments (from India to other Countries) from the date of placement for an international assignment. Accordingly, you will be required to sign the Overseas International Assignment Agreement/s and any other applicable related documents pertaining to the international assignment for which you are being placed In case of every international assignment that exceeds 30 days, you will be required to serve TCSL as per the Notice Period clause mentioned below.

This is to ensure that the knowledge and information gained by you during your assignment is shared and available to TCSL and its associates. This transfer of knowledge and information is essential for TCSL to continue to serve its clients and customers better. If you are deputed internationally for training, you will be required to sign an agreement to serve TCSL for a minimum period of 6 months on completion of training.

13. Terms and Conditions

The above terms and conditions are specific to India and there can be changes to the said terms and conditions in case of deputation on international assignments.

14. TATA Code of Conduct

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

15. Notice Period

Upon your confirmation, this contract of employment is terminable by you by giving 90 days notice in writing to TCSL. It is clearly understood, agreed and made abundantly clear that you shall have to necessarily work during the period of notice of 90 days given by you under this clause. However, upon your serving the notice under this clause, TCSL may relieve you any time during the period of notice at its sole discretion.

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Upon your confirmation, this contract of employment may be terminated by TCSL by giving you 90 days notice or payment in lieu thereof.

Your failure to comply with this clause will entail monetary payment of damages to TCS as may be determined by it at its own discretion having regard to the responsibilities shouldered by you while being in the employment of TCS.

16. Retirement

You will retire from the services of TCSL on reaching your 60th birthday as per the proof of age submitted by you at the time of joining.

17. Pre-employment Medical Certificate

You are required to submit a Medical Certificate of Fitness (in the format prescribed by TCSL) which needs to be verified by a registered medical practitioner having a minimum qualification of MBBS to the Induction Coordinator.

18. Employment of Non Indian Citizens

In case, you are not a citizen of India, this offer is subject to your obtaining a work permit and / or any other permissions and / or documentation as prescribed by the Government of India.

19. Background Check

Your association with TCSL will be subject to a background check in line with TCSL's background check policy. A specially appointed agency will conduct internal and external background checks. Normally, such checks are completed within one month of joining.If the background check reveals unfavourable results, you will be liable to disciplinary action including termination of traineeship/service without notice.

20. Submission of Documents

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

- Permanent Account Number (PAN) Card
  You are required to submit a copy of your PAN card along with other joining forms,immediately on joining. As per Indian Income Tax rules, the PAN number is a mandatory requirement for processing salary.
- Standard X and XII mark sheets equivalent
- Degree certificate and mark sheets for all semesters
- Postgraduate degree certificate and mark sheets for all semesters (if you are a Postgraduate)
- Birth Certificate / Proof of Age

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- Work permit and/or any other documentation as prescribed by Government of India
- Passport
- 6 photographs
- Medical Certificate
-An affidavit/notarised undertaking stating:
*There is no criminal offence registered/pending against you
*There is no disciplinary case pending against you in the university
*If you were employed, a formal release letter from your previous employer

The original documents will be returned to you after verification.

21. Initial Training Programme (ILP)

On joining TCSL, you will be given the benefit of formal and on the job training (Initial Learning Programme) at our offices, as identified, for such period as TCSL may decide. The said training forms a critical part of your employment with TCSL and is an ongoing process. TCSL continues to make investment on training and continuing education of its professionals. This will be of immense value to you as a professional and a large part of the ownership and commitment has to come from you.

As TCSL progresses with these initiatives, monitoring performance will be an ongoing process and a formal evaluation will be carried out during the training. The evaluation criteria which will be very transparent will be used as a basis for allocating people to projects/roles. We would request that the training be taken very seriously to enable you to add maximum value to your professional and personal growth.

If you remain unauthorizedly absent for a consecutive period of 10 days during the training programme, you shall be deemed to have abandoned your traineeship and your name will automatically stand discontinued from the list of ILP trainees without any further intimation/separate communication to you.

22. Letter of Appointment

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

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23. Rules and Regulations of the Company

Your appointment will be governed by the policies, rules, regulations, practices, processes and procedures of TCSL as applicable to you and the changes therein from time to time.The changes in the Policies will automatically be binding on you and no separate individual communication or notice will be served to this effect. However, the same shall be communicated on internal portal/Ultimatix.

24. Compliance to all clauses

You should fulfill all the terms and conditions mentioned in this letter of offer. Failure to fulfill one or more of the terms and conditions and/or failure to clear one or more tests successfully would entitle TCSL to withdraw this offer letter anytime at its sole discretion.

25. Data Privacy Clause:

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

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

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

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

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

(f) In case of oversees deputation, available privacy rights would be governed as per regulatory provisions and / or TCS policies/notice provided applicable at your overseas location.

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Withdrawal of Offer
If you fail to accept the offer from TCSL within 7 days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

Post acceptance of TCSL Offer letter if you fail to join on the date provided in the TCSL Joining letter, the offer will stand automatically terminated at the discretion of TCSL.

We look forward to having you in our global team

Yours Sincerely,

For TATA Consultancy Services Limited



Girish V. Nandimath
Global Head Talent Acquisition & AIP

Click here or use a QR code scanner from your mobile to validate the offer letter

Encl: Annexure 1: Benefits and Gross Salary
Annexure 2: List of TCS Xperience Centres
Annexure 3: Confidentiality and IP Terms

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GROSS SALARY SHEET **Annexure 1**

Name	**Jinal Maheshbhai Patel**
Designation	**Assistant System Analyst**
Institute Name	**Centre For Management Studies, Dharmsinh Desai University**

Table 1: Compensation Details (All Components in INR)

Component Category	Monthly	Annual
1) Fixed Compensation		
Basic Salary	15,000	1,80,000
Bouquet Of Benefits #	25,706	3,08,472
2) Performance Pay		
Monthly Performance Pay	3,800	45,600
Quarterly Variable Allowance*	2,700	32,400
3) City Allowance	400	4,800
4) Annual Components/Retirals		
Health Insurance***	NA	7,900
Provident Fund	1,800	21,600
Gratuity	721	8,658
Total of Annual Components & Retirals	2,522	38,158
TOTAL GROSS	50,128	6,09,430

Refer to Table 2 for TCSL defined Structure. In case, you wish not to restructure your BoB, TCSL defined Structure as given in Table 2 will be applicable.

* Amount depicted will be paid-out on a quarterly basis upon successful completion of the TCS Xplore Program.

*** For HIS - Note that Rs. 7900 if the employee is Single. If the employee is married or married with Children then Rs. 3,900/- per beneficiary needs to be added to the above mentioned amount.

Component Category	Monthly	Annual
House Rent Allowance	7,500	90,000
Leave Travel Assistance	1,250	15,000
Food Card	500	6,000
Personal Allowance	16,456	1,97,472
GROSS BOUQUET OF BENEFITS	25,706	3,08,472

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Annexure 2

Ahmedabad TCS XP HR Lead Tata Consultancy Services, Garima Park,IT/ITES SEZ,Plot # 41, Gandhinagar - 382007	**Bangalore** TCS XP HR Lead Tata Consultancy Services, Gate 1, No 42, Think campus, Electronic City phase II, Bangalore - 560100,Karnataka
BUBANESHWAR TCS XP HR Lead Tata Consultancy Services, Training Lab Venue:-Barabati, IRC Block, Ground Floor, Tata Consultancy Services Limited, (UNIT-II) - BARBATI SEZ, IT/ITES SPECIAL ECONOMIC ZONE (SEZ),PLOT NO. 35, CHANDAKA INDUSTRIAL ESTATE, PATIA, Bhubaneswar - 751024	**Chennai** TCS XP HR Lead Tata Consultancy Services, 415/21-24, Kumaran Nagar, Old Mahabalipuram Rd, TNHB, Sholinganallur, Chennai, Tamil Nadu 600119
DELHI – Gurgoan TCS XP HR Lead Tata Consultancy Services, Block C, Kings Canyon, ASF Insignia, Gurgaon - Faridabad Road, Gawal Pahari, Gurgaon - 122003, Haryana	**DELHI – Noida** TCS XP HR Lead Tata Consultancy Services, Plot No. A-44 & A-45,Ground, 1st to 5th Floor & 10th floor, Glaxy Business Park, Block - C & D, Sector - 62, Noida - 201 309,UP
Guwahati TCS XP HR Lead Tata Consultancy Services, 5th Floor, NEDFi House,G.S. Road, Dispur,Guwahati - 781006,Assam	**Hyderabad** TCS XP HR Lead Tata Consultancy Services, Q City, Nanakramguda, Hyderabad
INDORE TCS XP HR Lead Tata Consultancy Services, IT/ITES SEZ, Scheme No. 151 & 169-B, Super Corridor, Village Tigariya Badshah & Bada Bangarda, Tehsil Hatod, Indore - 452018, Madhya Pradesh	**KOLKATA** TCS XP HR Lead Tata Consultancy Services Limited, Ecospace 1B building, 2nd Floor, Plot - IIF/12 ,New Town, Rajarhat, Kolkata - 700160,West Bengal OR Auditorium,2nd Floor, Wanderers Building,Delta Park - Lords
KOCHI TCS XP HR Lead Tata Consultancy Services, TCS centre, Infopark Road Infopark Campus, Infopark , Kakkanad, Kerala 682042	**MUMBAI** TCS XP HR Lead Tata Consultancy Services, Yantra Park, Pokharan Road Number 2, TCS Approach Rd, Thane, West, Thane, Maharashtra 400606
NAGPUR TCS XP HR Lead Tata Consultancy Services Limited, Mihan-Sez, Nagpur, Telhara, Maharashtra 441108,	**PUNE** TCS XP HR Lead Tata Consultancy Services, Plot No. 2 & 3, MIDC-SEZ, Rajiv Gandhi Infotech Park, Hinjewadi Phase III, Pune - 411057,Maharashtra
Trivandrum TCS XP HR Lead Tata Consultancy Serives, Peepul Park, Technopark Campus ,Kariyavattom P.O. Trivandrum - 695581, India	

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Annexure 3

Confidentiality and IP Terms and Conditions

1. Confidential Information

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

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

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

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

(d) Customer and prospective customer lists, and

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

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2. Associate's Obligations

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

3. Intellectual Property Rights

Associate agrees and confirms that all intellectual property rights in the Confidential Information shall at all times vest in and remain with or belong to TCS and Associate shall have no right title or claim of any nature whatsoever in the Confidential Information. Associate shall promptly disclose to an authorized officer of TCS all inventions, ideas, innovations, discoveries, improvements, suggestions, or reports and enhancements made, created, developed, conceived or devised by him or her arising out of his or her engagement with TCS, including in the course of provision of services to the Clients of TCS and Associate hereby agrees and confirms that all such intellectual property rights shall at all times vest in and remain vested in TCS and agrees to transfer and assign to TCS any interests Associate may have in such intellectual property rights including any interest in and to any domestic or foreign patent rights, trademarks, trade names copyrights and trade secret rights therein and any renewals thereof. On request of TCS, Associate shall execute from time to time, during or after the termination of his or her employment, such further instruments, including without limitations, applications for letters of patent, trademarks, trade names and copyrights or assignments thereof, as may be deemed necessary or desirable by TCS to perfect the title of TCS in the intellectual property rights and to effectuate the provisions hereof. All expenses of filling or prosecuting any application for patents, trademarks, trade names, or copyrights shall be borne solely by TCS, but Associate shall co-ordinate in filing and / or prosecuting any such applications. Associate hereby expressly waives any "artist's rights" or "moral rights", which Associate might otherwise have in such intellectual property rights.

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4. Prior knowledge

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

5. Use of third party material

Associate expressly agrees that it shall not in the course of his or her association with TCS and while working on the premises or facilities of TCS or its Clients or in connection with the development of any intellectual property rights or work for or on behalf of TCS, use any third party material or intellectual property rights except those intellectual property rights provided by TCS or expressly authorised by TCS or without having proper authorisation or license or approval of the respective owner of such intellectual property rights.

6. Security policies and Guidelines.

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

7. Working in SBWS Framework:

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

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

(a) will work only in a private, secured work area in compliance with the guidelines issued and amended from time to time.

(b) will comply with and work in a manner consistent with TCS Data Privacy and Security Policies/Protocols.

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(c) will bring to the notice of HR of the Unit to any circumstances that prevent Associate from working in a manner consistent with TCS data privacy and security policies/ protocols.

(d) will inform the HR of the Unit if the Associate shares a home with any family member or an individual who is employed by a competitor of TCS or TCS client the Associate is assigned to, or if any other circumstances at home exist which implicates the TCS Code of Conduct Conflict of Interest provision.

(e) will ensure utmost care and adhere to Confidentiality, IP Protection / Non-Disclosure obligations.

(f) will be using the Company allotted laptop or similar authorized computing device (together called "official asset") only to connect to TCS network/customer network through authorized means (or the Customer provided laptop to access the customer network if so, mandated by the Customer).

(g) will not allow anybody to share the official asset being used.

8. Restriction on Associate's Rights

Associate agrees that he or she shall not make, have made, replicate, reproduce, use, sell, incorporate or otherwise exploit, for his or her own use or for any other purpose, any of the Confidential Information including intellectual properties of TCS that is or may be revealed to him or her by TCS or which may in the course of his or her employment with TCS come into his or her possession or knowledge unless specifically authorized to do so in writing by TCS.

9. No License

TCS and Associate agree that no license under any patent or copyright now existing or hereafter obtained by TCS is granted, agreed to be granted, or implied by the terms of this Agreement, or by the disclosure to Associate of the Confidential Information.

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10. Equitable Rights

Associate acknowledges that any Confidential Information that comes into the possession and / or knowledge of Associate is of a unique, highly confidential and proprietary nature. It is further acknowledged by Associate that the disclosure, distribution, dissemination and / or release by Associate of the Confidential Information without the prior written consent of TCS or any breach of this Agreement by Associate will cause TCS to suffer severe, immediate and irreparable damage and that upon any such breach or any threat thereof, TCS shall without prejudice to any other remedies available to it, be entitled to appropriate equitable relief including the relief of specific performance and injunctive relief, in addition to whatever remedies it might have at law.

11. General

(a) The provisions hereof shall be interpreted, determined and enforced in accordance with the laws of India.

(b) In the event of any dispute or disagreement over the interpretation of any of the terms herein contained or may claim or liability of any party including that of surety, the same shall be referred to a person to be nominated by TCS, whose decision shall be final and binding upon the parties hereto. Subject to the above, the arbitration shall be governed by the Arbitration and Conciliation Act, 1999 or any modifications or re-enactment thereof. Associate confirms that the fact that the arbitrator shall be a nominee of TCS shall not be a ground for objecting to such arbitration or challenging the decision of the arbitrator. The venue of arbitration shall be Mumbai. Subject to the above arbitration clause, the Parties agreed to the binding jurisdiction of the Courts at Mumbai under the laws of India.

(c) If any provision hereof shall be found by a judicial tribunal to be contrary to governing law, it shall be deemed null and void without annulling or rendering invalid the remainder of the Agreement and if the invalid portion is such that the remainder cannot be sustained without it, the Parties herein shall find a suitable replacement to the invalid portion that shall be legally valid.

(d) This Confidentiality clause along with other documents executed by Associate or referenced in any such documents constitutes the entire understanding between the parties and supersedes all prior agreements and understandings pertaining to the subject matter thereof. No delay of omission of either Party in exercising or enforcing any of their rights or remedies hereunder shall constitute a waiver thereof.

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(e) This Confidentiality clause may not be amended except in writing signed by authorized representatives of both parties.

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

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S&P House,
Behind Divya Bhaskar,
Opp. Orchid Woods,
Corporate Road, Prahaladnagar,
Ahmedabad 380051 India
T +91 79 4809 5000
spglobal.com
CIN - U72200TG1994PTC018719

OFFER LETTER
Private □ Confidential

February 17, 2022
Ms. Joshi Nishita Alpeshbhai

Old Railway Station,
Behind Galaxy Cinema,
Jamnagar- 361001 India

We are pleased to offer you an employment opportunity as **Data Researcher I** at **S&P Capital IQ (India) Pvt. Ltd. ("Company"), Ahmedabad.**

Job Grade: 7A

Segment: S&P Global Market Intelligence

Date of Joining: March 14, 2022

Your total earnings (Cost to company) is **Rs.457,200.00** (For details refer to Annexure-II and Addendum).

The terms and conditions of this offer are enclosed herewith in Annexure – I.

This offer is subject to (i) confirmation that you are legally authorized and available to work in your position at the agreed location on your start date of March 14, 2022 ("**Date of Joining**") and at all times thereafter; (ii) the successful verification of your background information; and (iii) you reporting to Company on the Date of Joining. The Company reserves the right to withdraw this offer at its sole discretion at any time prior to the Date of Joining, including in case of any failure by you to comply with all conditions mentioned in this offer letter.

Please note that the joining conditions also include you being present to complete the induction and on-boarding process. In the current remote working environment, this will include you being physically present at the address provided by you during the on-boarding process with the Company and being able to receive Company property including the laptop as part of the induction and on-boarding process within the time period as stipulated by the Company to you. You will also need to complete related induction processes, which may be conducted remotely by the Company at its discretion. You will be required to provide requested personal information, education and employment documents as part of the onboarding process as intimated by the Company.

Please note all Company property including, but not limited to, the laptop, intellectual property, notes, reports etc., as may be provided to you are the property of the Company at all times and are to be used with utmost care.

You are requested to kindly acknowledge your acceptance of the offer letter (including the Annexures) by signing below and sharing digitally signed copy of the letter within 5 days of receipt. The terms set out in this offer letter are for your guidance and not necessarily exhaustive.

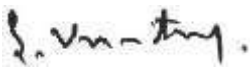
S&P Capital IQ (India) Pvt. Ltd.
S&P House,
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Opp. Orchid Woods,
Corporate Road, Prahaladnagar,
Ahmedabad 380051 India
T +91 79 4809 5000
spglobal.com
CIN - U72200TG1994PTC018719

In the event of any delay in your acceptance of this offer, the Company shall have the sole discretion to extend this offer and reserves the right to withdraw this offer at any time prior to the Date of Joining, including in case of any failure by you to comply with all conditions mentioned in this offer letter.

Please note that the contents of this offer letter are confidential and should not be used as a bargaining tool for negotiating employments with your existing employer or any other organization or prospective employer.

We're glad to have you on board and wish you a long, productive and satisfying career with us!

Thanking you,
Yours faithfully,



Authorized Signatory
For S&P Capital IQ (India) Pvt. Ltd

Acknowledgement/ Acceptance
I am very pleased to accept the position as **Data Researcher I** at **S&P Capital IQ (India) Pvt. Ltd.** Thank you for the opportunity. I will abide by the joining instructions and terms of the offer. I look forward to making a positive contribution to the organization.

Ms. Joshi Nishita Alpeshbhai

S&P Capital IQ (India) Pvt. Ltd.
S&P House,
Behind Divya Bhaskar,
Opp. Orchid Woods,
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ANNEXURE – I

TERMS OF EMPLOYMENT

Further to the Offer Letter dated February 17, 2022, you hereby acknowledge and agree to abide by the below terms and conditions of employment ("Terms of Employment"), during your employment with the Company.

1. **Employment period and nature of employment:**
Your appointment is effective from March 14, 2022. The employment shall continue until the retirement age of 60 (Sixty) years or until the termination of employment by either party as per the provisions contained herein, whichever is earlier. Company reserves the right to re-designate or revise your position or work description or work location at any time, without stating any reason, by a written notice to you. has the sole discretion to modify the nature of your duties and powers as it may deem appropriate without assigning any reason and you will be expected to undertake all responsibilities that may be assigned to you by Company at any time. The nature of your employment will be "at will" and no fixed period of employment in Company is applicable to you. You will be a full-time employee of the Company.

2. **Company policies:**
In addition to these Terms of Employment, you shall abide by the Company's terms and conditions as stated in the associate handbook or any other policies or procedures communicated to you by Company, either orally or in writing. You hereby acknowledge and agree that you will be governed by the rules, policies, guidelines and internal regulations (together "**Policies**") and will complete all compliance and security training mandated by Company from time to time. Breach of any of the Policies would be treated as misconduct and you shall be liable for disciplinary proceedings, in the instance of such breach, upto and including termination of employment. In case of any conflict of this Terms of Employment, by interpretation or otherwise, with the Policies, the Policies of the Company shall prevail.

3. **Work location:**
Your initial posting will be at Ahmedabad. Your duties may be varied from time to time and your services are liable to be transferred, seconded, deputed or assigned, either temporarily or permanently, to any one of our subsidiary/associated companies, other division/branch of Company or any third party, in India or abroad, at the entire discretion of the Company and for such period of time as Company deems appropriate. In the event of a transfer, you will be governed by the terms and conditions applicable to your category of employees at the place of transfer, unless otherwise specified in writing.

4. **Working Hours:**
The organization works 7 days a week, twenty-four hours a day. You will be expected to attend office and work during shift assigned to you by your manager which may include night shifts. You will be required to work 5 days a week and your weekly off may not necessarily be on Saturday and Sunday. The normal working hours will be 45 hours per week but this may be varied from time to time, depending upon the exigencies of work and subject to applicable law.

5. **Notice period and Termination:**
Either party may terminate the Terms of Employment, by giving One Month notice in writing or payment of base salary in lieu of such notice period or any shortfall in such notice period at the discretion of your Manager / Company.

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During the notice period, the Company reserves the right to require the Employee to serve full notice period and complete the assignment based on business needs. Any notice to be given to you by the Company shall be sent by email to your Company email address. Any notice to be given by you to the Company shall be in such manner as may be directed by the Company from time to time. In the event that are not accessing your Company email, the Company shall be entitled to send notice by courier or registered post acknowledgment due at such address as intimated by you to the Company. You will intimate in writing to the Company of any change of address within a week from the change of the same, failing which any communication sent to your last recorded address shall be deemed to have been served on you.

Upon termination of your employment pursuant to these Terms of Employment, all obligations pursuant which are intended to survive termination, shall survive the termination of these Terms of Employment for the time periods indicated therein and bind you, your heirs, executors, administrators, committees and trustees and will ensure to the benefit of Company, its successors and assigns.

You agree that in the case of retrenchment/termination, the principle of "last in first out" shall not be applicable to you. You further agree that the Company will not be required to offer you re-employment in any circumstance, should you resign or be retrenched/terminated by the Company.

6. Medical Fitness:

The Company may, at its sole discretion and costs, require you to undergo medical examination by a doctor of its choice, at the time of commencement of employment. In such case, the employment shall be subject to your being found medically fit by the examining doctor. Further, even though you may be declared medically fit by the doctor appointed by the Company at the commencement of employment, you shall, at any time in future be expected to undergo medical examination as may be required by us to ascertain the state of your health and medical fitness to carry out your responsibilities. If you are declared medically unfit on such medical examination, the Company shall be entitled to terminate your employment with effect from the date the Doctor appointed by us declares you medically unfit. In the event you refuse to subject yourself to such medical examination as required by us or fail thrice consecutively to physically present yourself before the Company engaged Doctor for medical examination, the same shall be considered as misconduct and appropriate disciplinary action shall be taken by the Company against you (including termination).

7. Confidentiality of compensation:

Compensation details (yours as well as of other employees of the company) is confidential information, you shall not disclose/discuss your compensation details with any other employee. If it comes to the notice of the management, it may result in disciplinary action, up to and including termination.

8. Behavior:

The Company believes that there should be no discrimination against any employee. Verbal, physical or sexual harassment shall not be tolerated. You shall be obligated to follow and comply with the terms of the Company's Policies on employee behavior and conduct (as amended from time to time) at all point in time during your employment with the Company.

9. No simultaneous employment:

While in the employment of the Company you will not, under any circumstances, be permitted to undertake any assignment, simultaneously engage in any other gainful or commercial activity (other than normally acceptable personal investment activity) or work for any other employer (company, firm,

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organization or persons) either whole-time or part-time, nor in any way be associated with any company, firm, organization or persons as Advisor, Director, Partner, whether paid or not for your services, without the prior written permission of the Company. In case this condition is contravened the same shall be considered as misconduct and you shall be liable to disciplinary action (including termination). Furthermore, you may not enter into any commitments or dealings on behalf of the Company for which you have no express authority, nor exceed the authority or discretion vested in you without the previous sanction of a duly authorized manager.

10. Leaves:

The leave accounting year is the calendar year January to December. There are 8 Categories of leaves as per the leave policy of the Company as applicable from time to time (Annual Leave, Sick Leave, Casual Leave, Paternity Leave, Maternity Leave, Adoption leave, Bereavement Leave and Leave without Pay). Further, you are entitled to receive statutory maternity benefits as provided in Annexure – III, if you are a woman employee of the Company.

11. Non – Disclosure:

You shall not during the terms of your employment with the Company or at any time thereafter, disclose to any person or use any Confidential Information, or permit any person to examine and / or make copies of any documents which contain or are derived from Confidential Information, whether prepared by you or otherwise coming into your possession or control without the prior written permission of the Company, except as required in the performance of your duties as an employee of the Company, in which case such disclosure will comply with all policies and procedures established by the Company from time to time regarding the disclosure of Confidential Information by employees. Secrecy as to the affairs of the Company: You shall not during the term of your employment with the Company or at any time thereafter, use or disclose to any other company, firm, institution or person any of the Secrets, business or affairs of the Company, or its clients without the prior consent of the Company. You shall not publish any book, booklet, brochure or pamphlet, or contribute any article to any newspaper or other publication whether for remuneration or otherwise, relating to the affairs of the Company, its clients or your work in the Company at any time. Further you shall not, without prior permission in writing and unless it is a part of your day to day work, take any papers, books, drawings, photographs, instruments, computer software materials, documents or any other property of the Company out of the work premises. Nor shall you in any way at any time disclose, divulge or make public any information or matter concerning the Company's or its client's business affairs, property, transactions under consideration (including the identities of other companies that are or may be parties to such transactions), methods of operation or other data processes, analytical methods, accounts, transactions, dealings, trade secrets of the Company or its clients whether the same may be confined in you or become known to you in the course of your employment with us or otherwise. "**Confidential Information**" is any information generated or obtained by the Employee during employment, which relates to the current or potential business of the Company, including but not limited to any and all records, data, notes, reports, proposals, lists, correspondence, specifications, drawings, blueprints, sketches, equipment, or any other documents or property, or reproductions of any of the aforementioned items provided to you pursuant to your employment with the Company or otherwise in the possession of the Company. You hereby confirm that you are in compliance and will continue to remain in compliance with all applicable third-party non-disclosure and confidentiality related obligations legally binding on you. You hereby confirm and promise that you have the right to make disclosures and use any ideas, processes, designs, methods, and know-how possessed prior to your employment with the Company, without any liability to others. You also agree that you will not disclose to the Company, its

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employees or use on the Company's behalf, any confidential information belonging to any third party, including but not limited to any of your previous employers. You also represent that you do not have any confidential documents or materials which belong to any third party, including but not limited to your previous employers and you agree not to bring any confidential materials or documents of such third party to the Company premises. You agree to immediately notify the Company upon you becoming aware of any violations of your present and / or continuing confidentiality and non-disclosure related obligations with both the Company and / or any of your previous employers.

12. Trade Secrets:

Technology, methods of development, and manufacture; proprietary business information such as financial condition, bidding practices, costs, distributors, customer names and mailing lists, the identity of prospective customers, market studies; pricing studies, information and analysis, current and prospective business projections; business plans and strategies financial statements and information; special processes, procedures and services of the Company, processes, formulas, innovations, inventions, discoveries, improvements, research or development and test results, specifications, data, and know-how; marketing plans, business plans, strategies, forecasts, unpublished financial information, budgets, projections, product plans and pricing; and business policies and practices; Information received from others, that Company is obligated to treat as confidential or proprietary; personnel information, including organizational structure, salary, qualifications of employees, employee compensation plans, employee performance evaluations, employee telephone directories and employee benefits; customer and supplier information, including identities, product sales and purchase history or forecasts and agreements; and the Company's operating policies and procedures.

13. Intellectual Property:

You acknowledge and confirm that ownership of, and all right, title, and interest in, all work product, improvements, developments, discoveries, proprietary information, trademarks, trade names, logos, art work, slogans, know-how, processes, methods, trade secrets, source code, application development, designs, drawings, plans, business plans or models, blue prints (whether or not registrable and whether or not design rights subsist in them), utility models, works in which copyright may subsist (including computer software and preparatory and design materials thereof), inventions (whether patentable or not, and whether or not patent protection has been applied for or granted) hardware designs and configurations; software designs and programs; and discoveries, developments and writings and all other intellectual property throughout the world, in and for all languages, including but not limited to computer and human languages developed or created from time to time by or for the Company by you (the "**Intellectual Properties**") shall vest in the Company. You expressly agree that all Intellectual Properties created by you shall be under a contract of service, shall be deemed as "works for hire" under applicable intellectual property laws and shall be the exclusive property of the Company. You hereby assign all rights in relation to such intellectual property to the Company on a worldwide and perpetual basis at no costs and further agree to do all such acts to perfect such assignment to the Company. Such assignment shall not lapse if the Company has not exercised its rights under the assignment for a period of one (1) year from the date of the said assignment. You further acknowledge that the Company shall be the "first owner" of copyright in any original works of authorship made by you during your employment with the Company, in terms of Section 17 (c) of the Indian Copyrights Act, 1957, as amended from time to time.

14. Corrupt Practices:

During the period that you are employed by the Company, you shall not, on behalf of the Company or on the pretext thereof, give or pay to any person any money, Gratification or Valuable Thing of any kind

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(other than a legally acceptable, official and Company approved consideration) in order to induce or influence a Public Servant to do or forbear from doing any act in relation to the Company. The terms Public Servant, Gratification and Valuable Thing shall have the meaning assigned to them under the Prevention of Corruption Act, 1988.

It is clarified that you shall not pay any "speed money" or "facilitation payment" in order to quicken the process of any act that needs to be performed other than a purely legal remuneration paid to a service provider.

During the period that you are employed by the Company, you shall not, on behalf of the Company or on the pretext thereof, receive from any person (or arrange for some other person to so receive on your behalf) any money, Gratification or Valuable Thing of any kind as consideration in order to do or forbear from doing any act in relation to the Company.

During your employment you shall not: (a) enter into any arrangement, contract or financial transaction on behalf of the Company with any relative or entity controlled or owned by a relative; (b) enter into such arrangement, contract or financial transaction with any person entity or organization for the benefit of some other person, entity or organization; or (c) claim any compensation/reimbursement or pay any amount on behalf of the Company for a purpose other than the purpose for which such amount is actually payable.

15. Privacy:

You will be providing to the Company certain information about yourself and your family, including personal information and sensitive personal data or information ("Personal Information"). You hereby agree that the Company may use and retain your Personal Information for a lawful purpose and to the extent deemed necessary by the Company in relation to your employment with the Company and for ancillary purposes.

You hereby also agree that the Company may transfer or disclose such Personal Information to such other agencies the Company may consider necessary, whether affiliates or otherwise and whether in India or otherwise. The Company may codify its policies relating to privacy in a privacy policy which it will provide to you and you hereby agree to the same.

The Company shall use reasonable security practices and procedures to safeguard your Personal Information. Notwithstanding anything contained herein, "Reasonable security practices and procedures" under section 43A Explanation (ii) of the Information Technology Act 2000 means such procedures that the Company shall implement and which may, in the Company's discretion, be intimated to you from time to time and you hereby agree to the same.

16. Handing over charge of Company's property on termination of employment:

You shall be bound at the termination of this employment, however terminated, to return to the Company all properties of the Company in your possession, including but not limited to all documents, papers or other material in your possession, or under your control which may contain or be derived from Confidential Information, together with all documents, notes or other work product which is connected with or derived from your services to the Company whether or not such material is at the date hereof in your possession. You shall have no proprietary interest in any work product developed or used by you and arising out of your employment by the Company. You shall, from time to time as may be requested by the Company, do all things which may be necessary to establish or document the Company's ownership of any such work product, including, but not limited to execution of appropriate copyright applications or

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assignments. If you fail to execute such documents, you hereby irrevocably appoint the Company as your attorney-in-fact for the sole purpose of executing such documents. In the event of your failure to return to the Company any of its property/asset you would be deemed to have committed the offense of criminal breach of trust and the Company shall be free to proceed against you in an appropriate forum, besides claiming liquidated damages for withholding Company property/assets in an unauthorized and illegal manner. The Company shall also have the right to deduct the monetary value of all such Company property/assets from your full and final settlement / employment dues and take such other action as the Company deems fit, in the event of your failure to account for / damage of the Company property/assets subject to applicable law.

17. Employer's Clients and Employees

If Employee's employment with Employer terminates for any reason, Employee shall not, for a period of one year from the date of termination, have any business dealings whatsoever, either directly or indirectly or through corporate entities or associates with any customer or client of Employer or its subsidiaries or any person or firm which has contacted or been contacted by Employer as a potential customer or client of Employer; and Employee shall keep in strictest confidence, both during Employee's employment and subsequent to termination of employment, and shall not during the period of employment or thereafter disclose or divulge to any person, firm or corporation, or use directly or indirectly, for Employee's own benefit or the benefit of others, any information which in good faith and good conscience ought to be treated as confidential information including, without limitation, information relating to the software developed by Employer, information as to sources of, and arrangements for, hardware supplied to customers or clients of Employer, submission and proposal procedures of Employer, customer or contact lists or any other Confidential Information. In addition, Employee shall not, for a period of one year from the date of termination, hire, interfere with, solicit, or endeavor to entice away from S&P Global and affiliates any person who was, to your knowledge, at the date of the termination of your employment, an employee of S&P Global and with whom, during the 24 months preceding the date of such termination, you had contact as a result of your employment with S&P Global.

18. Compensation:

The payment of all compensation shall be made in accordance with the relevant Policies of the Company in effect from time to time, including normal payroll practices, and shall be subject to income tax deductions at source, as applicable. You shall not be entitled to benefits other than what has been expressly stated in this letter. The compensation mentioned in the offer letter or any revised compensation communicated to you is provided on a gross basis. The Company makes no representation of any increase in compensation, either with regard to the quantum or duration of such increase in compensation. However, the Company will review your compensation periodically at the Company's sole discretion and will communicate any revised compensation to you.

19. Background Verification:

Background verification (Address, Criminal, and Education, Employment, Reference checks or any other check as required by the organization from time to time) are conducted for all employees at any time during employment with the Company. If the information provided by you is misrepresented, the Company would take appropriate action leading up to termination of employment.

20. Disclaimer:

Your appointment shall be deemed to have been made on the basis of the representations made or facts disclosed by in the application for recruitment or the forms filled at the time of appointment. You hereby

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also represent that all the contents of your resume, testimonials, references, application form, previous employment details and other information furnished by you are true and accurate. In case any fact or representation, at any time, is found to be wrong or is concealed, the same shall be held to be gross misconduct and the appointment shall stand invalidated and shall be deemed to have been cancelled automatically without notice or compensation in lieu thereof.

The Company's practices, Policies, benefits, and procedures are under review on an ongoing basis and may be modified, altered, or eliminated at any time with applicable notice to employees, at the Company's sole discretion.

21. Governing law and Jurisdiction

This document shall be governed by the laws of India and any disputes arising out of or related to this document shall be resolved by arbitration**.**

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ANNEXURE- II
Compensation Details

Name Joshi Nishita Alpeshbhai
Designation Data Researcher I
Segment S&P Global Market Intelligence

	Monthly (Rs.)	Annual (Rs.)
A. Earnings		
(i) Basic Salary 45% of Base Salary	14,850.00	178,200.00
(ii) Basket of Allowances (HRA, Leave Travel Allowance, Child Education Allowance, Academic Development, Meal Coupon, Gift Coupon, Telephone Reimbursement, Internet Reimbursement, Fuel & Maintenance, Driver Salary)	18,150.00	217,800.00
BASE SALARY	**33,000.00**	**396,000.00**
B. Retirement Benefits		
(i) Employer's Contribution to Provident Fund 12% of Basic Salary (plus other allowances, where applicable as per applicable law)	1,800.00	21,600.00
C. Additional Earnings		
(i) Variable Pay Target 10% Semi-Annual		39,600.00
TOTAL EARNINGS (A+B+C)	**34,800.00**	**457,200.00**

For S&P Capital IQ (India) Pvt. Ltd

Authorized Signatory

S&P Capital IQ (India) Pvt. Ltd.
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ANNEXURE III: MATERNITY BENEFITS PROVIDED AS PER THE MATERNITY BENEFIT ACT, 1961

(FOR WOMEN EMPLOYEES ONLY)

The Company shall provide the following statutory maternity benefits for women employees, who have worked with the Company for at least 80 (eighty) days in the 12 (twelve) months immediately preceding the date of expected delivery, as enumerated herein.

- **Leave of Absence:** A pregnant woman employee can seek a leave of absence by giving a notice in writing to the Company stating the dates of her absence from work and such leave of absence shall not exceed a period of 6 (six) weeks.

- **Abstinence:** A pregnant woman employee can make a request to the Company seeking abstinence from performing any work which is likely to have an adverse effect on her health, or affect her pregnancy, for a period of 1 (one) month immediately prior to a period of 6 weeks prior to the date of her expected delivery, or for any period during the 6 weeks prior to the date of her expected delivery if the woman employee has not availed leave during these 6 weeks.

- **Paid Leave:** Eligible women employees can avail paid maternity leave up to 26 (twenty-six) weeks. Out of these 26 weeks, the woman employee has the option to avail paid maternity leave up to 8 (eight) weeks prior to the date of her expected delivery.

- **Mother of 2 or more children:** A woman employee, having two or more children, is entitled to paid maternity leave up to a period of only 12 (twelve) weeks, and out of these 12 weeks, the said woman employee has the option to seek paid maternity leave only up to 6 (six) weeks prior to the date of her expected delivery.

- **Additional Paid Leave:** Women employees can avail paid leave from the Company at the rate of maternity benefit, on production of relevant proof mandated by the Company:
  i. For miscarriage or medical termination of pregnancy – up to 6 (six) weeks immediately following the date of her miscarriage or medical termination of pregnancy.
  ii. For tubectomy operation – up to 2 (two) weeks immediately following the date of the operation.
  iii. For illness arising out of pregnancy/delivery/premature birth/medical termination of pregnancy/miscarriage/tubectomy operation – up to 1 (one) month.

- **Commissioning Mothers/Surrogacy:** "Commissioning Mother" means a biological mother who uses her egg to create an embryo implanted in any other woman. A woman employee who is a Commissioning Mother can avail paid maternity leave up to 12 (twelve) weeks, and the period of maternity leave will be calculated from the date on which the child is handed over to the Commissioning Mother.

- **Adoption:** A woman employee who has adopted a child below the age of 3 (three) months can avail paid maternity leave up to 12 (twelve) weeks. The period of maternity leave will be calculated from the date on which the child is handed over to the adoptive mother.

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- **Crèche Facility:** The Company will provide crèche facilities and a woman employee will be allowed four visits in a day to the crèche. This would also include her interval for rest.

- **Nursing Breaks:** A woman employee, having a child below the age of 15 (fifteen) months, will be allowed two breaks per day for nursing her child, and this would be in addition to her interval for rest.

- **Medical Bonus:** Every woman employee, who is entitled for maternity benefits, may receive a medical bonus of INR 3,500 (three thousand five hundred only), if the Company has not provided pre-natal and post-natal care, free of cost.

- **Work from Home:** An eligible woman employee has the option to work from home, if the nature of work assigned permits her to do so. This may be after availing the maternity benefit for such period and upon conditions mutually agreed between the Company and the said woman employee.

- **Posthumous award of benefits:** If the death of the woman employee occurs prior to her receipt of the benefits or amount due to her, the Company shall provide the due benefits or amount to her nominee or her legal representative.

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ADDENDUM

1. Company would be providing Provident Fund for all its employees at 12% of basic salary (plus other allowances, where applicable) in accordance with applicable law. All employees will need to make an equal contribution to the Provident Fund. Any additional voluntary provident fund contribution will be at the discretion of the employee.
2. You will be eligible for Company's Gratuity contribution as per the payment of Gratuity Act.
3. You and your family will be covered under a Group medical insurance cover and you will have a personal Accident cover and life insurance cover as per the policy applicable.
   - You and your family will be covered up to a sum of INR 7,00,000 under the Company's Medical Insurance policy (Parental claims at INR 5,00,000).
   - You will have a Personal accident cover of 60 times of monthly Base Salary, with a minimum sum insured limit of INR 20,00,000 as per the policy.
   - You will have a Life insurance cover of 36 times of monthly Base Salary, with a minimum sum insured limit of INR 10,00,000 as per the policy.
4. "You will be eligible to participate in company's S&P Global Market Intelligence Semi-Annual Plan with a target incentive opportunity of 10% of your base salary. Actual payment under the Plan, if any, will be based on the degree of achievement of the established company and/or business unit objective(s) and your individual performance and contribution. Your payment for the performance year will be pro-rated based on the number of months you have been employed with the company. Awards may be less than the communicated target and subject to your manager's assessment of your performance. Please note that target opportunities and eligibility are not commitments to pay any award as all payments under the plan are discretionary. To receive a payment, you must be an employee in good standing and be employed by S&P Global, or any of its business units, on the Plan payout date."
5. If your date of joining is prior to October 1, you will be eligible to participate in the Annual year end cycle for merit increment for the current year. Effective dates may change depending on the annual pay cycle.
6. Company follows a bi-annual performance bonus cycle; January-June and July-December. The cut-off date for the January-June cycle is 31st March and the cut-off date for July-December cycle is 30th September. You will qualify to participate in the performance bonus cycle if your date of joining is prior to the cut-off dates.
7. All tax liabilities arising out of the compensation shall be borne by the employee.
8. Company provides employees with tax exemptions to help them avail their compensation in the most tax efficient manner. These can be availed as per the tax regulations.
9. If the relocation benefits are being extended, the Company will reimburse for expenses incurred towards relocation as per terms and limits defined in the Domestic Relocation policy. You will be required to submit documentation of expenses incurred within three months from the date of relocation. If you voluntarily separate from Company employment or are terminated for cause within 12 months from the date of relocation, you agree to full restitution of this amount including the relocation allowance to Company. The amount can be adjusted at the time of seeking clearances or the Company will be entitled to deduct/adjust the amount in the full and final settlement.

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Offer Letter

05th May 2022

Panamax Infotech Ltd

www.panamaxil.com

Dear Jyoti Kakwani,
Ahmedabad, Gujarat

Congratulations!

With reference to your application and subsequent interviews you had with us, we have pleasure in extending you an offer of appointment with the Company as per the following terms and conditions: -

We are confident that your knowledge, skills and experience will be among our most valuable assets.

1. You shall be designated as **"Carrier Relations Executive (Band: EB, Level: E01)"** in **Voice Department.**
2. Your employment shall be confirmed post successful completion of your probation period of six months, effective from your Date of Joining. You shall be eligible for leaves during the probation as per company's prevailing leave policy.
3. During the period of probation, your services can be terminated at any time by **30** Days' notice in writing without assigning any reason thereof. The notice may be delivered by hand or registered post or by an official mail id and the notice period shall commence from the date of delivery in the former case and the date of dispatch in the latter case. Similarly, you may terminate your employment as a probationer by giving us 30 Days' written notice. However, on successful completion of the probation period and upon our offering you a permanent employment, this offer of employment shall be terminable by 60 Days' notice or payment of salary in lieu thereof by either party and is not bound to give any reason, therefore.
4. Your initial posting shall be at Ahmedabad. However, during the employment with the Company, you may be posted / transferred to any of the place of company's operation within / outside India.
5. Your date of joining should not be later than **12th May 2022** unless mutually agreed upon and communicated to you in writing.
6. Your prospects in the Company shall entirely depend on your efficiency, hard work, punctuality, regularity, sincerity and good conduct. Performance shall be the major criteria for growth in the Company and increments / growth shall in no case automatic and/or a matter of right.
7. You shall sign a confidentiality agreement with the company upon your joining and shall agree not to divulge any information, which is known to you, during your tenure with the Company.
8. You shall be liable to return the relocation amount if claimed from the company in case you leave the Company within 18 months from the date of joining.
9. We would be expecting a minimum of 18 months of service assurance from you in case you leave the company before 18 months then you shall be lieu to pay back Rs.100000/- to the company.
10. You shall be bound by all the rules and regulations of the Company, as made applicable from time to time.
11. The offer is subject to, but not limited to your fulfilling following terms and conditions:
    - **a)** You need to produce necessary testimonials, certificates and documents to support the claims made by you, as per the norms governing company employment.
    - **b)** Satisfactory reference check, validation of credentials submitted and subject to any other criteria's as per recruitment policy of the company.
12. Employer compliances will be applicable as per provisions available in to:
    - **a)** Payment of Gratuity Act 1972.
    - **b)** The Employee's Provident Funds & Misc. provisions Act 1952.
    - **c)** Employee State Insurance Act 1948.
13. Income tax will be as per the latest provisions available and applicable in to Income tax act.
14. You shall have to submit any of your original academic document in order to secure your joining with Panamax InfoTech Ltd. Same will be returned to you on event of your joining.
15. You shall be governed by the latest provisions available in to Attendance and leave policy of Panamax Infotech Ltd.

SALARY STRUCTURE

Name:	**Jyoti Kakwani**	
Designation :	**Carrier Relations Executive**	
Department :	**Voice**	
Pay Elements	**Amount** *(Per Month)*	**Amount** *(Per Year)*
Basic Salary	₹ 10,000	₹ 120,000
House Rent Allowance	₹ 4,000	₹ 48,000
Statutory Bonus	₹ 833	₹ 10,000
Conveyance Allowance	₹ 1,600	₹ 19,200
Medical Allowance	₹ 1,250	₹ 15,000
Food Coupon	₹ 0,000	₹ 0,000
Other Allowance	₹ 5,636	₹ 67,628
Total Earnings	**₹ 23,319**	**₹ 279,828**
Employer Contribution - PF	₹ 1,200	₹ 14,400
Gratuity	₹ 0,481	₹ 5,772
Employer Contribution - ESIC	₹ 0,000	₹ 0,000
Fixed CTC	**₹ 25,000**	**₹ 300,000**
Deductions		
Employee Contribution - PF	₹ 1,200	₹ 14,400
Professional Tax	₹ 200	₹ 2,400
Employee Contribution - ESIC	₹ 0	₹ 0,000
Food Coupon	₹ 0,000	₹0,000
Total Deductions	**₹ 1,400**	**₹ 16,800**
Net Payable *(Total Earning - Total Deduction)*	**₹ 21,919**	**₹ 263,028**
Total CTC	**₹ 25,000**	**₹ 300,000**
The above-mentioned figures are subject to Income Tax Deductions.		
As a part of CTC employee will be entitled to claim Leave Travel Allowance (LTA) as the LTA Policy of the Company.		

AGREED & ACCEPTED: _____

PRAKASH
Chemicals International

Date: 16th November, 2021

Dear Mr. Kairav Buch,

We are pleased to inform you that, you have been selected for the position of **Executive Management Trainee – International Marketing**. Your compensation and benefits, other terms and conditions shall be as per enclosed **annexure-I & II** which are as follows in brief.

You will be on training for six months and will be on probation basis for six months and get confirmation after that, based on performance evaluation. During the period of training and probation, you will serve notice period of 1 month.

You are advised to join on or before **1st April, 2022**.

Please bring with you the following documents at the time of joining.

1. **Original certificates** and self-attested copies of Education.
2. School Leaving
3. Relieving letter and Experience certificate of last organization
4. Salary slips of previous two months
5. Three passport size photographs
6. Photo ID and Address Proof (Aadhar and PAN card)

You will be issued an Appointment letter at the time of joining us on submission of all required documents as mentioned above.

Kindly revert in affirmation to accept the offer.

For, Prakash Chemicals International Pvt. Ltd

Warm Regards

Krishna Shah
Senior Manager - Human Resource

Prakash House, 39/40 Krishna Industrial Estate, Opp. Gorwa BIDC, Gorwa,Vadodara, 390016, Gujarat, India Phone : +91 265 6126000 | Fax : +91 265 6126198, Email : info@prakashchemicals.com | www.pciplindia.com

Accepted

PRAKASH
Chemicals International

Annexure-I

COMPENSATION AND BENEFIT STRUCTURE

Name : **Mr. Kairav Buch**
Designation : **Executive Management Trainee – International Marketing**

#	Pay Elements	Amount PM (RS.)	Amount PA (RS.)
1	BASIC	10000	120000
2	HRA Allowance	4000	48000
3	Conveyance Allowance	1600	19200
4	Statutory Bonus	2000	24000
5	Leave Travel Allowance	2000	24000
6	Food Allowance	2400	28800
7	PF Employer contribution	1800	21600
8	Gratuity	481	5772
9	Leave Encashment	583	7000
10	Medical Allowance	1250	15000
11	Mobile Allowance	2000	24000
12	Newspaper, Books & Periodicals Allowance	1000	12000
13	Special Allowance	52	628
A	**Gross Earning**	**26302**	**315628**
14	Less: PF Employee contribution	1800	21600
15	Less: Professional TAX	200	2400
B	**Net On hand**	**24302**	**291628**
C	**Fix Cost To Company**	**29167**	**350000**
D	**Potential to earn Variable Pay at 125% achievement on Business Plan**		**113000**
	Total Earning for the Year (C+D)		**463000**

Long Term Incentive		
1st Stay Bonus	Rs. 40,000	On completion of 18 Months
2nd Stay Bonus	Rs. 60,000	On completion of 30 Months
3rd Stay Bonus	Rs. 1,00,000/-	On completion of 42 Months
** You will be re-designated as Associate Manager – Supply Chain Management after 1 year		

For, Prakash Chemicals International Pvt. Ltd
Warm Regards

Krishna Shah
(Senior Manager - Human Resource)

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Prakash House, 39/40 Krishna Industrial Estate, Opp. Gorwa BIDC, Gorwa,Vadodara, 390016, Gujarat, India Phone : +91 265 6126000 | Fax : +91 265 6126198, Email : info@prakashchemicals.com | www.pciplindia.com

Accepted

PRAKASH
Chemicals International

Annexure-II

Name : **Mr. Kairav Buch**
Designation : **Executive Management Trainee – International Marketing**

Employee benefits:

1. Family floater Medi-claim policy up to Rs. 2,00,000/-
2. Personal accident policy up to Rs. 5,00,000/-

Special Note:

1. Management shall reserve the right to hold or withdraw any benefits offered at the time of joining.
2. Merit increase will as per the company's policy of the particular year, Employee joining on or before 31st Oct will be eligible for Merit increase on a pro-rata basis which will be based on Individual performance and at management's discretion.
3. Variable Pay will be as per policy of the company and is purely linked to achievement of individual, team and company targets.

For, Prakash Chemicals International Pvt. Ltd
Warm Regards

Krishna Shah
(Senior Manager - Human Resource)

Prakash House, 39/40 Krishna Industrial Estate, Opp. Gorwa BIDC, Gorwa,Vadodara, 390016, Gujarat, India Phone : +91 265 6126000 | Fax : +91 265 6126198, Email : info@prakashchemicals.com | www.pciplindia.com

Accepted.

Offer Annexure

Dear Friend,

1. On the day that you join, please make it convenient to report at **9.00 a.m**. The regular working hours will be intimated to you after you join.

2. **At the time of joining, you are requested to bring the following:**

- Digitally signed hard copy of your offer letter
- A copy of an offer addendum issued to you (only if there was a change in your date of joining or location)
- A copy of your relieving letter or resignation acceptance letter from your immediate previous employer.

You will also need to upload the below listed documents on Launchpad (Infosys onboarding platform) prior to your date of joining. These documents are also essential to obtain a visa when you may be required in the future to go abroad on business/work. So it would be in your interest to ensure that they are all in place at the time of joining the organization.

- Degree/Provisional/Course completion certificate of all college/university qualifications
- Mark sheets of all College/University qualifications (all semesters)
- Certificates and mark sheets of Class 10 and Class12 classes
- Relieving letter from all previous employers (in case you have previous employment experience)
- Passport (if you don't have a passport, kindly apply immediately)
- PAN Card (PAN details are mandatory at the time of joining)
- NSR Card else ITPIN Number

3. Under Income Tax laws, disclosure of your Permanent Account Number(PAN) to Infosys Limited is mandatory. Please disclose your PAN to Infosys on the day of joining as this is required for the income tax calculation on your salary. Non-availability of PAN details attracts an income tax at higher rates.

4. The Company provides shared accommodation for the initial one week from one day prior to the date of joining. In case you need to avail of this facility, please inform us by mail at the following addresses depending on your location of posting. Please indicate your date of joining, date of offer and offer letter reference number. Please note that the accommodation request needs to reach the contact person in the respective Development Centre at least a week prior to date of joining. For requests coming in the late, we regret that the accommodation cannot be guaranteed and will be on a best effort basis. Since, this accommodation is only on a temporary basis, it is recommended that you carry a reasonable sum of money, which can be utilized towards rent deposit for permanent accommodation.

Location	Email ID
Bangalore, Pune (STP, SEZ), Chennai (Sholinganallur, Mahindra City), Bhubaneshwar, Mangalore (STP, SEZ), Hyderabad (STP, SEZ), Chandigarh (SEZ), Mysore, Trivandrum, Jaipur (SEZ), Mumbai, Gurgaon, Nagpur (SEZ)	accommodation@infosys.com

5. **Date of Joining:** If the date of your joining the Company is revised and therefore is different from that mentioned in your offer letter, please note that, the Company would issue to you a letter to this effect. This letter would be sent to you over e-mail and you are required to carry this letter at the time of joining the Company. Please get in touch with your hiring manager/recruiter in case your date of joining the Company has been revised and you have not received a letter from the Company to this effect.

6. Dress Code:

From Monday to Friday, you are free to wear:

a. Western and Indian Business formals
b. Smart casuals
c. Jeans
d. T-shirts (collared/round-collared)

Below is a list of what is not allowed, for both men and women:

a. Shorts/bermudas
b. Casual footwear/bathroom slippers/floaters/sandals for men
c. Gym attire (during office hours)
d. Professionally objectionable attire

*This policy is applicable only to employees located in India.

Please note: Business formals are no longer mandatory except for those employees who interact with clients on a regular basis. Other employees are requested to wear business formals on days they have client meetings.
Ties are optional.

*Any clothing that has words, terms, or pictures that may be construed as offensive or objectionable is unacceptable.

With best wishes,



RICHARD LOBO
EVP and Head, Human Resources – Infosys Limited

Ref: SIPL:HR:LOO:FM No 14/07/15/02
February 01, 2022

To
Mr MAYANK JAMNADAS BUMTARIYA
2, Shree Raj, Sundarvan Society,
Adarsh nagar garbi chowk, Junagadh 362001

Letter of Offer

Dear Mr MAYANK JAMNADAS BUMTARIYA

With reference to your application dated 07-Dec-2021 and subsequent interviews you had with us, we are pleased to offer the role of **MANAGEMENT TRAINEE - MARKETING** in our Organisation, on the terms and conditions discussed with you.

This offer of appointment is subject to your being found medically fit. We expect you to join the services on or before 17-Feb-2022 failing which this offer will stand cancelled.

A regular letter of appointment stating the detailed terms and conditions, etc, shall be issued to you on your joining the services. Please confirm your acceptance and return the duplicate copy of this letter as token of your acceptance.

Upon acceptance of the Letter of Offer by you, we shall intimate your pre-employment background verification process through a third-party associate, who will connect with you for submission of various information and documents.

Please note that until the successful and favourable completion of pre-employment background verification, your appointment with the Company shall be on a provisional basis. Further, after joining, if any information provided by you is found to be inconsistent and/or incorrect in the pre-employment background verification process, the Company reserves the right to withdraw the Letter of both Offer and Appointment and accordingly your services shall be terminated with immediate effect.

Regards,

Yours Sincerely,
For SILOX INDIA PRIVATE LIMITED

(Authorised Signatory)

Ref: SIPL:HR:LOO:FM No 14/07/15/02
February 01, 2022

To
Mr MAYANK JAMNADAS BUMTARIYA
2, Shree Raj, Sundarvan Society,
Adarsh nagar garbi chowk, Junagadh 362001

Sub: Joining Formality Requirements

Dear Mr MAYANK JAMNADAS BUMTARIYA

With reference to above, you are requested to submit us following documents at the time of your joining.

1. Certificates of Educational Qualification (Original & Photocopy)
2. Relieving letter from last organisation.
3. Experience letter from last organisation.
4. Photocopy of Photo Identity Proof viz. Driving Licence, Election/Voter Identity Card, Passport etc.
5. Photocopy of Residential Address Proof viz. Election/Voter Identity Card, Passport, Electricity Bill.
6. Photocopy of Income-Tax PAN Card
7. Recent color passport size photographs - 6 Nos.

Regards,

Yours Sincerely,
For SILOX INDIA PRIVATE LIMITED

(Authorised Signatory)

Note: You are requested to logon to our Employee Web Portal at your convenient time at http://203.109.115.162:8550 or http://27.109.7.254:8550 with Username [90622] and your IT PAN No as password, wherein you should submit your personal/family dependant details, qualification details, experience details etc. You should complete this process before joining.

homefirst
We'll take you home

Date: February 10, 2022

Dear Meet Rohit,

We are pleased to offer you a position of **Relationship Manager,** at **L1 Level** as per the following terms and conditions.

1. Place of Posting: Surat. Your final location would be confirmed at the time of joining. The Company has pan India operations and hence your posting is transferable. Your scope of work will include but not limited to all the functions related to **Sales, Business Development, Credit and Collections** for the company.

2. Working hours: Working hours are from 09:30 AM to 06:00 PM, 6 days per week. However, if the exigency of work demands, you should be prepared for longer work hours to ensure timely completion of assigned tasks.

3. Probation: You will be on probation for a period of six months from the date of joining. Upon successful completion of probation your appointment will be confirmed. Your probation may be extended depending on your performance.

4. Compensation Package:

4.1. Salary: As per the structure mentioned below:

Particulars (p.a.)	Amt (Rs.)
Basic Salary	Rs. 180,000
House Rent Allowance	Rs. 90,000
Leave & Travel Allowance	Rs. 20,000
Flexible Allowance	Rs. 67,200
Other Allowances	Rs. 71,200
Provident Fund	Rs. 21,600
Gross Salary	**Rs. 450,000**
Incentives	Rs. 100,000
CTC *	**Rs. 550,000**

*Insurance is a company paid benefit which is over and above your CTC

4.2. Allowances:

4.2.1. The Flexible Allowance can be availed either through salary or in the form of reimbursement of food , fuel , communication through Sodexo multi benefit card (At present this is **Rs. 67,200** p.a.)

4.2.2. Official travel will be reimbursed subject to the policies of the company governing the same.

4.3. Other Benefits:

4.3.1. You will be entitled to Privilege Leave (PL) of 21 Days per annum, however no such leave is allowed within the first 6 months of joining

4.3.2. You will be entitled to an Incentive which will depend on your performance against targets planned for specific periods and other rules governing the same. (At present performance based incentives for Relationship Manager are pegged at **Rs. 100,000** /- p.a)

4.3.3. You will be covered under the group medical and accident insurance policies of the company

5. General:

5.1 You are expected to devote your whole time, attention and ability to the interest of the company and show total commitment to its goals.

5.2 You will have to maintain absolute secrecy and confidentiality in regard to all the documents and information pertaining to the company and its customers, which you come across in course of your duty.

5.3 You will not engage yourself, in any business of your own or any other business/employment.

5.4 You are expected to treat these terms of employment confidential.

5.5 Breach of any of the above conditions will render you liable for termination of your employment without notice.

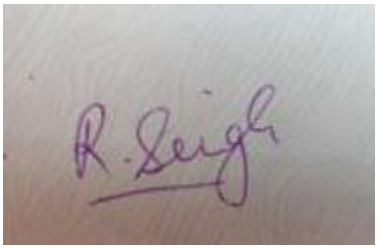
5.6 Any dispute between you and the company concerning or relating to or arising out of this offer shall be subject to the jurisdiction of and be determined by the court of the competent jurisdiction in Mumbai only.

6. Notice Period: Either party shall be entitled to terminate the said employment by giving **2 Months** notice or in-lieu of such notice, a sum equal to the gross salary (excluding Employer's Provident Fund) for the notice period.

7. Your **Date of Joining** shall be **April 1, 2022.**

8. Acceptance: Kindly sign the duplicate copy of this letter or send us an email to confirm your acceptance.

For Home First Finance Company India Ltd.



(Authorised Signatory)

I have read the contents of the above offer and accept the same. I will join on _____.

Date:_____ (Signature):

Coreflow Chemi Pvt Lt
314-A, Samanvay Silver, Munj Mah
Akota, Vadodara - 390020.
+91-83 2082 0392
info@coreflowchemi.com
www.coreflowchemi.com

Offer Letter

Date: 29th October 2021

Dear Mr. Mit Jatania

We are pleased to inform you that, you have been selected for the position of **Executive-Marketing** as per terms and conditions discussed and agreed upon at the time of interview which are as follows in brief.

Your total compensation (Cost to Company) will be Rs. 2,52,000/- (Rs. Two Lac Fifty Two Thousand) + Variable pay as per the rules of the scheme after completion of probation period.

You will be on probation basis for Six months and get confirmation after that, based on performance evaluation. During the period of probation, you will serve notice period of 1 month.

You are required to join us on 28th Feb -2021

Please bring with you the following documents at the time of joining.

1. *Original certificates and self-attested copies of Education Qualification*
2. *Proof of Birthdate*
3. *One passport size photographs*
4. *PAN and Aadhar card 2 copies*

You will be issued an Appointment letter at the time of joining us on submission of all required documents as mentioned above.

Warm Regards

For, CoreFlow Chemi Pvt. Ltd

Arif Bazi
Director

Coreflow Chemi Pvt. Ltd. Vadodara

Note : We will have one month of training from 28th Feb till 30th March and then you can join after your final examination from 18th April-21

MBA Placement <placementmba@ddu.ac.in>

Fwd: Offer Letter |Nidhi Rajpurohit|

1 message

Nidhi Rajpurohit <purohitnidhi146@gmail.com> Thu, Feb 10, 2022 at 1:09 PM
To: placementmba@ddu.ac.in

Respected sir,
I am nidhi rajpurohit from CMS DDU MBA batch-23. I got placed in mansukh securities. Here is the forwarded mail of offer letter for your reference.

Thanking you
Nidhi Rajpurohit

---------- Forwarded message ---------
From: **Hr_ahm** <hr_ahm@mansukh.in>
Date: Tue, 1 Feb, 2022, 2:48 PM
Subject: Offer Letter |Nidhi Rajpurohit|
To: <purohitnidhi146@gmail.com>

Dear Ms. Nidhi,

Greetings of the Day!!!

We are glad to inform you that you have been selected for the profile of Derivatives Trainee with our company and offer you to join your duties on 01.03.2022 at 8:20 a.m.

Please find the Salary offered below:

CTC	**17,000**
Employer PF	-
Employer ESI	535
GROSS	**16,465**
Employee PF	-
Employee ESI	123
Professional Tax	200
IN HAND	**16,141**

You will be in probation for a period of 6 months. The detailed appointment letter will be issued on the date of your joining duties as per the terms and conditions discussed during the interview.

You are required to forward your consent for acceptance of the above position by mail along with scan copy of your Aadhaar, PAN & Passport size photo in JPG format.

We welcome you and expect a long term mutual beneficial association.

Thanks & Regards,

HR Department

Mansukh Group

www.moneysukh.com

cid:image001.png@01D8177A.6787ED80

Virus-free. www.avast.com

2 attachments



image001.png
11K



image001.png
11K

Date: 18/11/2021

Avani Shah
Ahmedabad

Offer Letter

Dear Ms. Shah,

With reference to your candidature for a suitable career opportunity in the organization and our subsequent discussions, we are pleased to make you an offer of appointment as **Wealth Relationship Manager** on following terms and conditions:

- You will be located at Ahmedabad - Gujarat.

- The annual Fixed Compensation (FC) applicable to you shall be **Rs. 3, 00,000/-** (Three lacs only).

- **You will be on probation for a period for 6 months from the date of your joining. Your services will be confirmed on the basis of your satisfactory performance on the job.**

Your DOJ would be on or before **15th February, 2022**

This is only an offer for the job and not an appointment. A formal appointment order will be issued to you within one week of your joining.

We look forward to a mutually beneficial relationship and once again welcome you to Ocean Finvest.

With regards,

Samir Vora
Ocean Finvest

I have read the above terms and conditions of the offer of appointment and sign in acceptance. The likely date of joining the company is____.

Date: …….. Signature: ……..…

310, Shivalik Shilp, Iskon Circle, S.G. Highway, Ahmedabad-380015
Ph: 079-4030 4595, Mob: 9624161777, Email: info@oceanfinvest.in

Date: 18/11/2021

Himani Barot
Ahmedabad

Offer Letter

Dear Ms. Barot,

With reference to your candidature for a suitable career opportunity in the organization and our subsequent discussions, we are pleased to make you an offer of appointment as **Wealth Relationship Manager** on following terms and conditions:

- You will be located at Ahmedabad - Gujarat.

- The annual Fixed Compensation (FC) applicable to you shall be **Rs. 3, 00,000/-** (Three lacs only).

- **You will be on probation for a period for 6 months from the date of your joining. Your services will be confirmed on the basis of your satisfactory performance on the job.**

Your DOJ would be on or before **15th February, 2022**

This is only an offer for the job and not an appointment. A formal appointment order will be issued to you within one week of your joining.

We look forward to a mutually beneficial relationship and once again welcome you to Ocean Finvest.

With regards,

Samir Vora
Ocean Finvest

I have read the above terms and conditions of the offer of appointment and sign in acceptance. The likely date of joining the company is____.

Date: …….. Signature: ……..…

310, Shivalik Shilp, Iskon Circle, S.G. Highway, Ahmedabad-380015
Ph: 079-4030 4595, Mob: 9624161777, Email: info@oceanfinvest.in

Date: 18/11/2021

Himani Barot
Ahmedabad

Offer Letter

Dear Ms. Barot,

With reference to your candidature for a suitable career opportunity in the organization and our subsequent discussions, we are pleased to make you an offer of appointment as **Wealth Relationship Manager** on following terms and conditions:

- You will be located at Ahmedabad - Gujarat.

- The annual Fixed Compensation (FC) applicable to you shall be **Rs. 3, 00,000/-** (Three lacs only).

- **You will be on probation for a period for 6 months from the date of your joining. Your services will be confirmed on the basis of your satisfactory performance on the job.**

Your DOJ would be on or before **15th February, 2022**

This is only an offer for the job and not an appointment. A formal appointment order will be issued to you within one week of your joining.

We look forward to a mutually beneficial relationship and once again welcome you to Ocean Finvest.

With regards,

Samir Vora
Ocean Finvest

I have read the above terms and conditions of the offer of appointment and sign in acceptance. The likely date of joining the company is____.

Date: …….. Signature: ……..…

310, Shivalik Shilp, Iskon Circle, S.G. Highway, Ahmedabad-380015
Ph: 079-4030 4595, Mob: 9624161777, Email: info@oceanfinvest.in

Don't just live

FLOURISH

Offer Letter

Hanny Soni,

Date: 25/04/2022

19, Matangi society

Vishail road,Nadiad -387002

Dear Hanny,

Reference your interest in Flourish, we are happy to inform that we are considering your candidature for the position of **"Trainee- Finance".** You are requested to report at our HO on **"25th April,2022"** for joining formalities.

Aspirational Organization Building- TAO

Flourish is an aspiring organization with young blood and believes in going beyond the call of duty. To be able to achieve our mutual aspirations, we follow an approach to have a ***Totally Aligned Organization***, where, each member is a partner and therefore should be shouldering responsibilities of the organization as a partner. Hence each member is expected to have high standards of excellence along with being passionate, committed and hardworking. We have our own differentiated Human Resource and Organizational Building policies to be able to build *"Best Place to Build Great Careers"*

To be able to contribute to the bullish and aspirational organization, each team member should be able to contribute without any restraint. Please let us know, if there are any concerns, regarding your family, health, social conditions, financial and legal or professional liabilities which may restrain you from achieving your full potential.

Appointment

An Appointment letter with detailed salary break-up (as per discussion) will be issued to you on your joining after submission of the following documents.

1. a) Relieving letter & last three month's salary slips from your last employer.
   b) Two Reference Letters (from people other than relatives)
2. a) Seven - passport size photographs
   b) Copies of School Leaving Certificate and Mark Sheets (S.S.C. Onwards)
   c) Three Copies of PAN Card, Aadhar Card, Driving License, Passport and Election Id
   d) Blood Group details
   e) Bank Details (Bank Statement/ Cancel Cheque)
   f) Two copies of Address Proof

Kindly note the offer is valid upto 7 days from date of issuance and offer will automatically stand canceled afterwards if we don't receive your resignation & acceptance of same from your current employer. You are requested to sign the duplicate copy of this letter as a token of your acceptance.

We look forward to a long and mutually beneficial association.

With best wishes.

Yours Sincerely,

For, Flourish FoodProducts Pvt Ltd.



Authorized Signatory

I, _____ here by accept and confirm that I have understood all the terms & conditions and will adhere to Companies policies and Procedures.

Signature : _____

Name : _____

Flourish FoodProducts Pvt. Ltd

Claris Corporate Headquarters,Nr.Parimal Railway Crossing Ellisbridge,Ahmedabad-380006,Tel: +91-79-26563331

PROVISIONAL SALARY SHEET

Name :	Hanny Soni	**DOJ :**	25th April,2022
Grade / Designation :	E5 / Trainee	**Reporting To / HOD :**	Business Head / Business Head
Function :	Finance	**Probation Period :**	Six Months
Based At :	Head Office	**Increment Due After :**	On The Completion Of 1 Year

EARNINGS

Primary Components (A)

- Basic Salary :	12,514.20
- High Cost Allowance :	6,257.10
- House Rent Allowance :	2,085.70
- Transportation Allowance :	800.00
- Child Education Allowance :	100.00
Total (A)	**21,757.00**

Secondary Components (B)

- Meal Coupons :	1,000.00
- * Business Attire :	1,000.00
- * Medical Expenses :	1,000.00
- * Running-Repair-Maintenance (Bike) :	800.00
Total (B)	**3,800.00**
Total Earnings (A+B)	**25,557.00**

DEDUCTIONS

- Provident Fund :	1,800.00
- Professional Tax :	200.00
- ESIC	0.00
Total Deduction - (D)	**2,000.00**

MONTHLY SALARY

- Take Home (A+B-D) :	**23,557.00**
- Credit to Bank (Less Meal Coupon)	**22,557.00**

Total Cost To The Company : 360,008.00

BENEFITS

- LTA :	333.00
- Gratuity :	902.00
- PF Contribution of Employer :	1,800.00
- Privileged Leave Benefits :	1,408.00
Total Benefits - (C)	**4,443.00**

Monthly Cost To The Company : 30,000.00

- The Leave entitlement is follows:-
  - CL - 7 Days (Non Encashable & Non transferable)
  - SL - 7 Days (Non Encashable & Non transferable)
  - PL - 27 Days(EPL)

Note:

1.* are non taxable income subject to submission the bills at the end of financial year
2. LTA – payout on annual basis.
3. Gratuity – As per Act, Eligibility after five years (Maximum payout Rs 3,50,000/-) .
4. Privileged Leave – All 27 leaves are encashable as per the company's policy & will be carried forward to next year if not availed.

The above salary structure have been explained to me and I have understood it.

(Sign of Candidate)

(HR Executive / Officer)

(HR Manager)

homefirst

Date: February 9, 2022

Dear Bansi Goklani,

We are pleased to offer you a position of **Relationship Manager,** at **L1 Level** as per the following terms and conditions.

1. Place of Posting: Surat. Your final location would be confirmed at the time of joining. The Company has pan India operations and hence your posting is transferable. Your scope of work will include but not limited to all the functions related to **Sales, Business Development, Credit and Collections** for the company.

2. Working hours: Working hours are from 09:30 AM to 06:00 PM, 6 days per week. However, if the exigency of work demands, you should be prepared for longer work hours to ensure timely completion of assigned tasks.

3. Probation: You will be on probation for a period of six months from the date of joining. Upon successful completion of probation your appointment will be confirmed. Your probation may be extended depending on your performance.

4. Compensation Package:

4.1. Salary: As per the structure mentioned below:

Particulars (p.a.)	Amt (Rs.)
Basic Salary	Rs. 180,000
House Rent Allowance	Rs. 90,000
Leave & Travel Allowance	Rs. 20,000
Flexible Allowance	Rs. 67,200
Other Allowances	Rs. 71,200
Provident Fund	Rs. 21,600
Gross Salary	**Rs. 450,000**
Incentives	Rs. 100,000
CTC *	**Rs. 550,000**

*Insurance is a company paid benefit which is over and above your CTC

4.2. Allowances:

4.2.1. The Flexible Allowance can be availed either through salary or in the form of reimbursement of food , fuel , communication through Sodexo multi benefit card (At present this is **Rs. 67,200** p.a.)

4.2.2. Official travel will be reimbursed subject to the policies of the company governing the same.

4.3. Other Benefits:

4.3.1. You will be entitled to Privilege Leave (PL) of 21 Days per annum, however no such leave is allowed within the first 6 months of joining

4.3.2. You will be entitled to an Incentive which will depend on your performance against targets planned for specific periods and other rules governing the same. (At present performance based incentives for Relationship Manager are pegged at **Rs. 100,000** /- p.a)

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4.3.3. You will be covered under the group medical and accident insurance policies of the company

5. General:

5.1 You are expected to devote your whole time, attention and ability to the interest of the company and show total commitment to its goals.

5.2 You will have to maintain absolute secrecy and confidentiality in regard to all the documents and information pertaining to the company and its customers, which you come across in course of your duty.

5.3 You will not engage yourself, in any business of your own or any other business/employment.

5.4 You are expected to treat these terms of employment confidential.

5.5 Breach of any of the above conditions will render you liable for termination of your employment without notice.

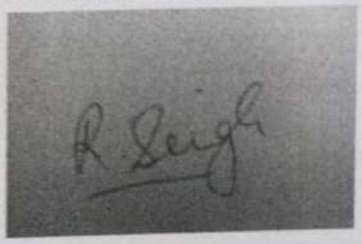
5.6 Any dispute between you and the company concerning or relating to or arising out of this offer shall be subject to the jurisdiction of and be determined by the court of the competent jurisdiction in Mumbai only.

6. Notice Period: Either party shall be entitled to terminate the said employment by giving **2 Months** notice or in-lieu of such notice, a sum equal to the gross salary (excluding Employer's Provident Fund) for the notice period.

7. Your **Date of Joining** shall be **April 1, 2022.**

8. Acceptance: Kindly sign the duplicate copy of this letter or send us an email to confirm your acceptance.

For Home First Finance Company India Ltd.

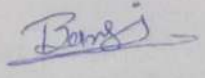


(Authorised Signatory)

I have read the contents of the above offer and accept the same. I will join on 01/03/2022.

Date: 11/02/22

(Signature):



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Date: 29th Dec 2021

Dear Bhatt Ishan DineshKumar,

Further to our discussion and rounds of interview, we are pleased to offer you the position of **Management Trainee at IndiaShelter.**

The fixed compensation being offered to you is of **Rs. 3,50,000 (Rupees Three Lakh Fifty Thousand Only)** along-with you are being enrolled for a **Leadership Enhancement and Appreciation Program (LEAP)** of **Rs. 50,000 (Fifty Thousand).** LEAP will be paid to you subject to achievement of a Performance Rating of G1, G2 or G3. LEAP will not be paid for Rating of G4.It will also not get paid in case of training program extension. A copy of your compensation structure in enclosed for your reference.

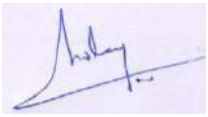
As discussed you are required to join by the **1st of Feb 2022**. Request you to please keep us informed on the same for your joining formalities.

During employment with the company you may be posted / transferred to any location / department / division of the company as per the company's requirement.

Your regular appointment letter, giving the details of the terms and conditions of your employment, will be issued to you upon your joining the organization and on completion of your joining formalities. This offer is subject to the Educational and other Background Checks.

We wish you all the very best for a bright and rewarding career with India Shelter Finance Corporation Ltd.

For India Shelter Finance Corporation Limited



Nilay
Head-HR

Contact detail for any queries:

Team: HR

Number: 0124-4131833
E-mail: hr2@indiashelter.in / hr@indiashelter.in

Compensation Structure	
Year	**2022**
Fixed Compensation	3,50,000
LEAP (Leadership Enhancement and Appreciation Program)	50,000
Total Cost to Company	**4,00,000**
Note : **1. LEAP Pay out* –Post successful completion of a program.**	

PT amount can be deducted based on location as per govt rules.

COMPENSATION STRUCTURE					
Component	**Amount (in INR p.a.)**	**Maximum Limit**	**Description of the components of the compensation structure**		
CTC (Cost To Company)	**3,50,000**		**Cost To Company**		
Base	1,75,000	50% of CTC	This amount is paid to the employee along with the monthly payroll.		
HRA	1,29,253	Balance after reducing all items above from CTC.	CTC-Rest Components		
Stat Bonus	14,580	8.33% of Basic*	This amount is paid to the employee along with the monthly payroll.		
Provident Fund	22,750	12% of Base+Stat	Employer's Contribution to PF		
Gratuity	8,418	4.81% of Base	Gratuity shall be payable on separation of the employment only after completion of 5* years of continuous service and the payout will be based on the employee's last drawn base salary		
ESI	0	3.25% of Gross	Employer's Contribution to ESI		
BENEFITS					
Group Term Life Policy	4 Times CTC		The Company covers all its employees with a Group Life Insurance Scheme for a sum assured that is a function of your CTC. In case of death, your nominee gets the sum assured from the Company.		
Group Personal Accidental Policy	4 Times CTC		The Company covers all its employees with a Group Personal Accidental Scheme for a sum assured that is a function of your CTC. In case of accident, you get the sum assured from the Company.		
Illustrative monthly Take Home salary (Pre-Tax)					
Base	14,583	PF	1896		
HRA	10,771	ESIC	0		
Stat Bonus	1,215				
Total Earning	**26,569**	**Total Deductions**	**1896**		
Net Take Home (Pre-Tax)	**24,674**				
Disclaimer: Please check the identity of the person making offer before accepting the offer. ISFC will not be responsible for any offer accepted without checking the same.					

By Joining the organization, I confirm my acceptance of all terms and conditions of appointment and will abide all the policies, Foreign Corrupt Practice Act, rules and Regulations of company.

Please Note: The offer stands terminated in case of negative Cibil, FCU and CPV reports & the final appointment is subject to positive supporting documents and BGV Reports.

To,
Dr Naresh Patel
Dean
FoMIS
D D University
Nadiad

Date: 15th March 2022

Respected Sir,

Sub: Declaration of Opting Out of Campus Placements

I,<Your Name as Per University Records> Patel Nishi Amish, a student of 2020-22 batch of MBA DDU, would like to opt out of campus placements due to the reason stated below:

Going for further studies [Abroad]

As,<Please Mention the Reason Here>, I withdraw my name from campus placement.

I request you to accept my submission and oblige.

Thank you.

Yours faithfully,

Sign : Nishi Patel Nishi A

(Full Name as Per University Records)

Date : 15th March 2022

PRAKASH
Chemicals International

Date: 16th November, 2021

Dear Ms. Priyanshi Bhimjiyani,

We are pleased to inform you that, you have been selected for the position of **Executive Management Trainee – International Marketing**. Your compensation and benefits, other terms and conditions shall be as per enclosed **annexure-I & II** which are as follows in brief.

You will be on training for six months and will be on probation basis for six months and get confirmation after that, based on performance evaluation. During the period of training and probation, you will serve notice period of 1 month.

You are advised to join on or before **1st April, 2022**.

Please bring with you the following documents at the time of joining.

1. **Original certificates** and self-attested copies of Education.
2. School Leaving
3. Relieving letter and Experience certificate of last organization
4. Salary slips of previous two months
5. Three passport size photographs
6. Photo ID and Address Proof (Aadhar and PAN card)

You will be issued an Appointment letter at the time of joining us on submission of all required documents as mentioned above.

Kindly revert in affirmation to accept the offer.

For, Prakash Chemicals International Pvt. Ltd

Warm Regards

Krishna Shah
Senior Manager - Human Resource

Prakash House, 39/40 Krishna Industrial Estate, Opp. Gorwa BIDC, Gorwa,Vadodara, 390016, Gujarat, India Phone : +91 265 6126000 | Fax : +91 265 6126198, Email : info@prakashchemicals.com | www.pciplindia.com

Accepted

PRAKASH
Chemicals International

Annexure-I

COMPENSATION AND BENEFIT STRUCTURE

Name : **Ms. Priyanshi Bhimjiyani**
Designation : **Executive Management Trainee – International Marketing**

#	Pay Elements	Amount PM (RS.)	Amount PA (RS.)
1	BASIC	10000	120000
2	HRA Allowance	4000	48000
3	Conveyance Allowance	1600	19200
4	Statutory Bonus	2000	24000
5	Leave Travel Allowance	2000	24000
6	Food Allowance	2400	28800
7	PF Employer contribution	1800	21600
8	Gratuity	481	5772
9	Leave Encashment	583	7000
10	Medical Allowance	1250	15000
11	Mobile Allowance	2000	24000
12	Newspaper, Books & Periodicals Allowance	1000	12000
13	Special Allowance	52	628
A	**Gross Earning**	**26302**	**315628**
14	Less: PF Employee contribution	1800	21600
15	Less: Professional TAX	200	2400
B	**Net On hand**	**24302**	**291628**
C	**Fix Cost To Company**	**29167**	**350000**
D	**Potential to earn Variable Pay at 125% achievement on Business Plan**		**113000**
	Total Earning for the Year (C+D)		**463000**

Long Term Incentive		
1st Stay Bonus	Rs. 40,000	On completion of 18 Months
2nd Stay Bonus	Rs. 60,000	On completion of 30 Months
3rd Stay Bonus	Rs. 1,00,000/-	On completion of 42 Months
** You will be re-designated as Associate Manager – Supply Chain Management after 1 year		

For, Prakash Chemicals International Pvt. Ltd
Warm Regards

Krishna Shah
(Senior Manager - Human Resource)

Prakash House, 39/40 Krishna Industrial Estate, Opp. Gorwa BIDC, Gorwa,Vadodara, 390016, Gujarat, India Phone : +91 265 6126000 | Fax : +91 265 6126198, Email : info@prakashchemicals.com | www.pciplindia.com

Accepted

PRAKASH
Chemicals International

Annexure-II

Name : **Ms. Priyanshi Bhimjiyani**
Designation : **Executive Management Trainee – International Marketing**

Employee benefits:

1. Family floater Medi-claim policy up to Rs. 2,00,000/-
2. Personal accident policy up to Rs. 5,00,000/-

Special Note:

1. Management shall reserve the right to hold or withdraw any benefits offered at the time of joining.
2. Merit increase will as per the company's policy of the particular year, Employee joining on or before 31st Oct will be eligible for Merit increase on a pro-rata basis which will be based on Individual performance and at management's discretion.
3. Variable Pay will be as per policy of the company and is purely linked to achievement of individual, team and company targets.

For, Prakash Chemicals International Pvt. Ltd
Warm Regards

Krishna Shah
(Senior Manager - Human Resource)

Prakash House, 39/40 Krishna Industrial Estate, Opp. Gorwa BIDC, Gorwa, Vadodara, 390016, Gujarat, India Phone : +91 265 6126000 | Fax : +91 265 6126198, Email : info@prakashchemicals.com | www.pciplindia.com

Accepted

Date: 28/03/2022

Rutika Kanadiya
Bhavnagar

Offer Letter

Dear Ms. Kanadiya,

With reference to your candidature for a suitable career opportunity in the organization and our subsequent discussions, we are pleased to make you an offer of appointment as **Wealth Relationship Manager** on following terms and conditions:

- You will be located at Bhavnagar - Gujarat.

- The annual Fixed Compensation (FC) applicable to you shall be **Rs.2, 40,000/-** (Two lacs Forty Thousand only).

- **You will be on probation for a period for 6 months from the date of your joining. Your services will be confirmed on the basis of your satisfactory performance on the job.**

Your DOJ would be on or before **15th April, 2022**

This is only an offer for the job and not an appointment. A formal appointment order will be issued to you within one week of your joining.

We look forward to a mutually beneficial relationship and once again welcome you to Ocean Finvest.

With regards,

Samir Vora
Ocean Finvest

I have read the above terms and conditions of the offer of appointment and sign in acceptance. The likely date of joining the company is_____.

Date: .....

Signature: .....

310, Shivalik Shilp, Iskon Circle, S.G. Highway, Ahmedabad-380015
Ph: 079-4030 4595, Mob: 9624161777, Email: info@oceanfinvest.in

eClinicalWorks

Great Place To Work. Certified JUL 2021–JUL 2022 INDIA

Date: 6th December 2021

Shiksha Bhat

H/No. 227, Amar Colony Extension, Camp Road, Talab Tillo,
Jammu- 180002

Dear Shiksha,

With reference to your interviews and discussions with us we are pleased to offer you the position of **"Strategic Account Manager"** on the terms and conditions as set forth below:

1. **Date of Commencement : 18th February 2022**

2. **Bond Period :** You will serve eClinicalworks India Pvt ltd for a minimum period of 2 year, from the date of execution under the bond. As a guarantee you agreed to pay a cheque amounted **2 months gross salary** as security. In the event of the said cheque being required to be deposited on account of breach of the bond, then the company will be at liberty to treat the said amount as being due and payable by you to the company by way of Debt and the company will be at liberty to file recovery proceedings in this regards.

3. **Period of Offer :** The period of offer is as follows:

   i You will be initially trained for a period of three months from the date of Commencement mentioned herein above. If you complete the training successfully to the satisfaction of the Company (of which the Company will be the sole judge), you will thereafter be placed on probation for a further period of three months. If you do not complete the training successfully, then your trainee services will be determined upon the efflux of the said training period. If you complete the probation period successfully to the satisfaction of the Company (of which the Company will be the sole judge) and if you are found to be fit for confirmation after due assessment, you will be confirmed in employment. If you do not complete the probation period successfully, then your probationary services will be determined upon the efflux of the said probationary period.

   ii If, however, it is any time found that any representation made by you to the Company prior to this Offer being made to you - including but not limited to any verbal representation, any information contained in your Curriculum Vitae, any supporting document or any other factual matter concerning you - was not entirely correct or truthful; then your employment shall be liable for summary dismissal without any notice, payment in lieu of notice or any compensation. Further, in such a case, the Company shall have the right to seek such other remedies as may be available to it in law including the right to damages, prosecution etc.

   iii. This offer is only valid if you are not an *Ineligible* Person under the Office of Inspector General's List of Excluded Individuals/Entities.

eClinicalWorks

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4. Scope of Work **:** The scope of your work/duties/expected skill sets/expected performance etc. have been discussed with and explained to you during your interviews and discussions

5. Place of Work **:** Your current place of work will be Ahmedabad, however you may be deputed at the parent/associate company sites, client sites or partner sites outside of Ahmedabad (Overseas or other India metros).

6. Salary **:** Your gross annual remuneration will be **Rs. 4,00,000/- (Rupees Four Lakhs Only)** on CTC (Cost-to-the-Company) basis. The CTC break up will generally be as per Company policy and applicable tax provisions from time to time. The primary components of your CTC initially shall be as per Exhibit A attached.

7. Background Verification : The Company will be conducting a background check/screening procedure in your matter as a measure of full disclosure. In the event of the said background check/screening procedure showing negative on any parameter, this offer will stand determined and revoked with immediate effect.

8. Notice of Relieving **:**

i. During your training and assessment period, this employment may cease to exist any time, by giving 7 days' notice in writing by either side.

ii. During your probation period, this employment may cease to exist any time by giving 30 days' notice in writing by either side.

9. Counterparts **:** This Offer and its Acceptance may be executed in multiple counterparts, each of which shall have the force and effect of an original.

10. General **:**

i. Please note that the contents of this Offer and any subsequent Employment Letter/Agreement are confidential and shall not be discussed with any other person.

ii. The Company may from time to time revise its HR policies and, subject to those being applied generally to all or a class of employees without discrimination, and being lawful, will apply to you ipso facto;

We welcome you within our fold and trust that your association with ECW will be exciting and mutually rewarding.

This Offer is valid for 7 days. You are requested to return the duplicate copy of this letter, duly signed by you in token of your acceptance of the above Offer.

Yours sincerely
For eClinicalWorks India Pvt Ltd **AGREED AND ACCEPTED BY ME**

Human Resources **(Shiksha Bhat)**

Date: 6th December 2021 Date:

eClinicalWorks

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Annexure

Name: Shiksha Bhat

Annual CTC

	Particular	**Yearly (Amount in Rs.)**
a.	Basic	2,00,000
b.	HRA	1,00,000
c.	LTA	10,000
d.	Medical	15,000
e.	Shift Allowances	51,000
f.	Company's Contribution to PF @ 12%	24,000
Total		**4,00,000**

The above remuneration is subject to deduction of Income Tax, Professional Tax, PF and any other taxes as per law subsisting from time to time.

It is understood that the Company offers the CTC herein above stated. The components of CTC could change, though its quantum will not, depending on the Company HR policies, tax law, industry practice etc. at the discretion of the Company and subject to any such change being consistent with tax and other applicable regulations.

stanza living

April 14th, 2022

Confidential

Name: Ms. Shriya Bhat
Address: 227 Amar colony, Sect,
Ext Talab Tillo, Camp Road,
Jammu, J&K - 180002

Dear Shriya Bhat,

Sub: Letter of Appointment at Dtwelve Spaces Pvt. Ltd.

Congratulations on becoming a part of the Stanza Living family!

We are pleased to share that you've been appointed to the position of **Associate - Inside Sales** at **Dtwelve Spaces Pvt. Ltd. (Stanza Living)** and we look forward to having you onboard, starting **April 15th,2022.** You shall be a part of the **Inside Sales** in **Growth** based out of **Ahmedabad** initially and have the chance to work with an energetic team of talented individuals. We believe your role is one of the foundation stones for our collective growth and we encourage you to avail every opportunity for your learning and development – of which we are sure, will be many.

Please note, that your appointment shall be governed by the terms and conditions of this Agreement, so you are requested to familiarize yourself with it.

1) **Compensation**
Please refer to **Annexure - I (Compensation Breakup)** for a detailed Compensation Structure.

2) **Band**
The company complies with the standard band framework, aimed at helping you clearly visualize your career path with the organization. Your band represents the level you are placed within the organization and the salary range that you draw as compensation. Each Band is tailored to each specific function/department and high performers will have the opportunity to achieve fast-track growth, progressing through multiple bands within a short time frame. You will fall under the Band "2".

3) **Probation Period**
You will be on probation for an initial period of **180 days** from the date of your joining. Thereafter, your employment may be confirmed, or the probation period may be extended by the Management at its sole discretion. Non-communication of extension of probation, within 10 working days from the expiration of **180 Days**, shall be deemed as confirmation of your employment, to be governed by the terms herein. During the period of probation, either party is liable to terminate the services by giving notice of such intent for a period of **30 Days** or pay proportionate Basic salary (excluding variable) in lieu of any short notice to the Company. The Company has the sole discretion to decide your last working day in lieu of due compensation. Further in case of non-satisfactory performance during the probation period, the Company reserves the right to terminate your employment wherein the company shall have the right to waive off the Notice period.

4) **Professional Commitment**
All employees are required to comply with Company policies, which shall be communicated to you upon your joining of the Company. These include those related to employee discipline, code of conduct, non-discrimination, sexual harassment, confidentiality and non-disclosure, board memberships, etc. Such Company policies shall be available with the Human Resource team, and you are expected to read, understand, and keep yourself apprised of the same inclusive of the changes/amendments made from time to time.

5) **Conflict of Interest**
a. During your employment, you will not engage in any activity or investment that
   i. conflicts with the Company's business interests,
   ii. occupies your attention thus interfering with the proper and efficient performance of your duties for

the Company, or

iii. interferes with the independent exercise of your judgment in the Company's best interests

b. You will devote your entire time to the work of the Company and will not undertake any direct indirect (including as an employee, independent contractor, consultant, principal, agent, director, joint venture, partner, trustee, beneficiary) business, or work that is honorary or remuneratory in nature except with the written permission of the Management in each case.

6) Non-Solicitation of Clients and Employees/ Non-compete

a. During your employment and for a period of 12 months from the cessation of your appointment with the Company howsoever caused (whether your employment is terminated by you or the Company and whether with or without cause or in breach of the Employment Agreement), you will not solicit, induce, or encourage

i. any employee of the Company to terminate their employment with the Company or to accept employment with any, supplier, partner, vendor, agent, consultant, or any customer with whom you have a connection due to your work in this company.

ii. any customer or vendor of the Company to move his existing business with the Company to a third party or to terminate his business relationship with the Company.

iii. any existing employee to become associated with or perform services of any type for any third party on permanent or freelance basis.

b. You agree that you will not at any time during your employment with the Company and the Restraint Period i.e., the period of 12 months from the date of termination of your employment with the Company howsoever caused (whether your employment is terminated by you or the Company and whether with or without cause or in breach of the Employment Agreement):

i. either individually or through any Company controlled by you and either on your own behalf or on behalf of any person, directly or indirectly, canvass, solicit or endeavour to entice away from the Company any client or customer(s) of the Company, or any person(s), who at any time during your employment, are the clients or customers of the Company, or were in the habit of dealing with the Company.

ii. either individually or through any Company controlled by you and either on your behalf or on behalf of any other person, directly or indirectly solicit for employment, or endeavour to employ or to retain as an independent contractor or agent, any person who is an employee of the Company as of the date of termination of your employment or was an employee of the Company at any time during 12 months prior to the termination of your employment.

iii. Counsel, or otherwise assist any person to do any of the acts referred to in paragraphs (i) and (ii) of this clause

c. You agree and undertake that you shall not accept, continue or engage in, whether directly or indirectly, through being on rolls of or as a consultant and / or third party outsourced and/or in-sourced and whether on a part time or full time basis, any job, profession, business, service or vocation of any kind whatsoever, which is in direct or indirect competition with the Company, whether individually or in a Company, firm, sole proprietorship or other entity, for a period of 12 months from the termination of employment with the Company

d. You agree that the restrictions set out above are reasonable and valid and all defenses to the strict enforcement of this covenant by the Company are waived by you.

7) Intellectual Property Rights

a. Any and all copyrightable works prepared by you within the scope of your employment by the Company will be works made for hire wherein the Company will own all Intellectual Property Rights to such works, and that the Company will be considered the author of all such works. If and to the extent that any jurisdiction should fail to deem any Intellectual Property Rights for the work prepared by you within the scope of your employment by the Company to be a work made for hire owned by the Company, you hereby irrevocably assign to the Company all rights, title and interest in and to such work.

b. You will promptly and fully disclose to the Company any and all inventions, discoveries, designs, developments, improvements and trade secrets, whether or not patentable (collectively "Inventions") that you solely or jointly may conceive, develop, reduce to practice or otherwise produce during your employment with the Company. Subject to the 'Notice' below, you agree to grant and you hereby grant, transfer and assign to the Company all your rights, title and interest in and to such Inventions. You waive and quit claim to the Company any and all claims of any nature whatsoever that you now or hereafter may have for infringement of any patent application, patent, or other intellectual property right relating to any Inventions so assigned to the Company.

c. It is pertinent to mention here that your obligation to assign rights shall not apply to any Invention that:

Was developed entirely on your own time without using any equipment, supplies, facilities, or trade secret information of the Company

- Does not relate
- Directly to the business of the Company or,
- To the actual or demonstrably anticipated research or development of the Company; and

- Does not result from any work performed by you for the Company

d. You will assign and do hereby assign to the Company or its designee all your rights, title and interest in and to any and all Inventions full title to which may be required to lie in the India government by law or by any contract between the Company and the Indian government or any of its agencies. The Company is not required to designate you as an author of any design, computer program or related documentation, or other work of authorship assigned, nor to seek your consent for any modifications here to or for any other acts in relation thereto. You hereby waive any and all moral right and special right to authorship, including but not limited to, any rights to identification of or claiming authorship of the aforementioned works of authorship, and all rights of approval of or limitations or modifications to the same and all rights to restrain or claim damages in respect of any distortion, mutilation, modification or other acts in relation to the aforementioned work of authorship.

e. You must list and describe all Inventions that you are currently developing, and all Inventions belonging to you and made by you prior to your employment with the Company that you wish to have excluded from this Agreement. In case no such list is provided, you represent that there are no such Inventions. As to any Invention in which you have an interest at any time prior to or during your employment, if you use or incorporate such an Invention in any released or unreleased Company product, service, program, process, machine, development or work in progress, or if you permit the Company to use or incorporate such an Invention, the Company is hereby granted and shall have an irrevocable, perpetual, royalty-free, worldwide license to exercise any and all rights with respect to such Invention, including without limitation the right to protect, make, have made, use and sell that Invention without restriction and the right to sublicense those rights to others. This license shall be exclusive, subject to any pre-existing non-exclusive licenses or other pre-existing rights not subject to your control.

f. You agree to execute, acknowledge, verify and deliver to the Company, or cause the same to be accomplished, any and all further documents (including without limitation patent applications, certificates of authorship, and other instruments appropriate for the protection and enforcement of intellectual property rights throughout the world) that the Company may reasonably deem necessary or appropriate to carry out, evidence or effectuate the purposes or intent of this Agreement. If for any reason whatsoever you fail to execute, acknowledge, verify or deliver any such document reasonably requested by the Company, you hereby irrevocably appoint the Company and its duly authorized officers and agents as your agent and attorney in fact, to act in your stead to execute, acknowledge, verify and deliver any such document (as applicable) with the same legal force and effect as if done by you. In furtherance of this Agreement, you will testify at the Company's request and expense in any legal proceeding arising during or after your employment.

8) Leave Entitlement

Your leave entitlement shall be as per the policy(ies) of the Company formulated from time to time. Absence for a continuous period of seven days without prior approval of your superior (including overstay of leave / training), would automatically terminate your services without any notice or intimation unless the Management communicates in writing to the contrary.

9) Working Days

The Company works on a 24*7 environment and hence you may have rotational shifts depending on your role.

10) Relocation

The Management may transfer you for work at any of the Company's or its affiliates' its offices, existing or to be opened in future, at their discretion as they may consider necessary from time to time

11) Role & Responsibility

The Management may change your role & responsibility for work, at its discretion depending upon your qualification and your ability to the work entrusted upon you, as it may consider necessary from time to time.

12) Notice Period

a. Your employment / services will be governed by Company's rules and regulations applicable from time to time. The Company reserves the right to terminate your employment with a notice of 30 **Days** or by paying proportionate Basic salary (excluding variable) in lieu of any short notice.

b. Your employment /Services can be terminated without notice in the event of misconduct which includes but not limited to non- adherence to Code of Conduct, Employee Discipline, committing a criminal offence, theft, fraud, embezzlement, intoxication, violence, sexual harassment, damage to the Company's reputation etc.

c. If you wish to terminate your employment with the Company, you shall be required to serve minimum of 30 **Days**' notice or pay proportionate Basic salary (excluding variable) in lieu of any short notice to the Company. The Company shall have the sole discretion to decide your last working day wherein the company shall compensate you in respect of the extension of the

notice period Whereas any waiver of the notice period shall create no liability of payment on the company for the period not served.

d. On termination of employment you shall immediately:
   i. Deliver to the Company or as may be directed, all Confidential Information; and
   ii. Return to the Company all equipment, security keys, and other property belonging to the Company.

e. The Company management reserves its right to place you under suspension in case any act of commission or omission constituting misconduct or misdemeanor, any act subverting discipline or good working practices or detrimental to the reputation or goodwill of the Company or prejudicial to the business, interests of the Company, etc., is alleged against you or is committed by you. In case of suspension you will be bound by the terms and conditions as contained in the letter of suspension including direction to mark your attendance at the directed place at the allotted time. During the suspension period you would be entitled to the subsistence allowance at the rate of 50% of the monthly basic, if otherwise not governed or regulated by any other applicable legal provision.

13) Confidentiality & Non-Disclosure

a. During your employment you will have access to confidential information relating to Company, shareholder, related and affiliated entities and client (collectively "Confidential Information"). Confidential Information shall include any information concerning or relating to the Company or the business of the Company, including trade secrets, secret formulae, computer hardware and software programs and designs, databases, trading information regarding the Company, its shareholders and related and affiliated entities and clients of the Company, specifications, financial and accounting information, customer and supplier names, correspondence, negotiations and / or contracts with customers and suppliers, market research, performance data and marketing strategies, research and development plans and expenditure, research databases and other information or material that the Company in the future may indicate as confidential, or which may be apparently.

b. During your employment and always thereafter, you will neither disclose to anyone outside the Company nor use for any purpose other than your work for the Company any confidential or proprietary information or trade secrets of the Company or any information received by the Company from others that the recipient is obligated to treat as confidential or proprietary

c. You will not disclose confidential or proprietary information or trade secrets to other Company employees except on a "need-to-know" basis. All data and information in whatever form, tangible or intangible, that is not generally known to the public and that relates to the business, technology, practices, products, marketing, sales, services, finances, or legal affairs of the Company or any third party doing business with or providing information to the Company, including without limitation information about actual or prospective customers, suppliers and business partners; non-public information about employees, such as contact information, job duties or descriptions, compensation and performance; business, sales, marketing, technical, financial and legal plans, proposals and projections; and concepts, techniques, processes, methods, systems, designs, pictures, programs, code, formulas, research, technologies, features of technologies, experimental work and work in progress

d. If you have any questions as to what comprises such confidential or proprietary information or trade secrets, or to whom if anyone it may be disclosed, you will consult your manager immediately.

14) Company Property

a. You will be responsible for the safekeeping and return in good condition and order of all the property of the Company, which may be in your use, custody, care or charge. For the loss of any property of the Company in your possession, the Company will have the right to assess on its own basis and recover the damages of all such material from you and to take such action as it deems proper in the event of your failure to account for such material or property to its satisfaction.

b. You acknowledge and agree that you will have no ownership or privacy interest in materials, data or information stored on or transmitted using the Company owned or the Company leased property or equipment, all of which shall be subject to access by the Company at any time without notice. When your employment by the Company ends, you will immediately return to the Company all documents, notes, manuals, specifications, designs, pictures, devices, code, email, documents, diskettes, CDs and tapes created during or related to your employment with the Company, as well as any other material in any form or media containing any confidential or proprietary information or trade secrets. You will also return all keys, access cards, credit cards, identification cards and other property and equipment belonging to the Company

c. You will be liable to pay damages to the Company for the loss caused by you directly or indirectly in addition to other legal remedies, which may be required for violating any of the provisions of this letter and for which the Courts of Delhi, India will have Jurisdiction.

stanza living

15) General

a. You shall be governed by the rules, regulations and other Company policy (ies) including without limitation the Policy on prevention of Sexual harassment of woman at workplace and Employees Handbook as applicable, enforced, amended or altered from time to time during the course of your employment (the "Company Policy"). As we belong to a dynamic and evolving industry, future growth and expansion of the company entails that reporting relationships are liable to change in the future.

b. You will be governed by the Service Rules & Regulations including the conduct, discipline and appeal rules, administrative orders and any such other rules / orders of the Company as applicable, enforced, amended or altered from time to time as per the laws governing during your employment and in case of deputation that may be in force from time to time. At all times the Company shall remain your Legal Employer;

c. You are appointed based on your educational qualification and experience mentioned by you in your application / Personal Information Form and contingent on us receiving a positive reference check from your previous employers. In case the facts mentioned by you in your application and during your interview are found incorrect and unsatisfactory, it will result in termination of your appointment without any notice or salary in lieu thereof;

d. You will inform in writing to the Company 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 to you;

e. The designation assigned to you is subject to change depending upon work assignments from time to time and shall remain at the sole discretion of the Company;

f. During employment with the Company you may be transferred to any of the Groups / Organizations / Offices / Projects / Divisions / Departments / Units of the Company existing or to be set up in any other location in India or abroad. In such case you will be governed by' the terms and conditions of service applicable to the new assignment;

g. You will comply, and do all things that may be necessary for the Company to comply, with the laws and regulations of all the governments under which the Company does business, and with provisions of contracts between any such governments or its contractors and the Company that relate to intellectual property or to the safeguarding of information;

h. In case of any dispute, the jurisdiction to entertain and try such dispute shall vest exclusively in a Court of competent jurisdiction in Delhi / New Delhi.

i. It is mandatory to attend all day training workshop. The company reserve the right to terminate your employment agreement in case you fail to participate in training workshop for a single day. Further, it is mandatory to clear an assessment post training workshop to continue with an employment with Dtwelve Spaces Private Limited.

j. The terms of this offer detailed above are strictly confidential and should be treated as privileged information between you and the Company.

We look forward to having you over and contribute to our business growth and wish you all the best in your new assignment. Please return us a signed copy of this letter as a token of your acceptance to the above offer on or before **April 15th,2022.** In the meantime, do not hesitate to call us, in case of any questions.

Yours truly,

Dtwelve Spaces Pvt. Ltd.

Taradutt Pathak
Vice President – Human Resources

Received & Accepted

Shriya

Shriya Bhat

stanza living

Annexure - I (Compensation Breakup)

Name: Shriya Bhat
Division: Growth
Band: 2

Designation: Associate
Department: Inside Sales

Particulars	Monthly Amount (INR)	Annual Amount (INR)
Base Salary	13,000	1,56,000
HRA	6,500	78,000
Other Allowance	3,940	47,280
Employer Contribution to PF	1,560	18,720
Total Fixed CTC	**25,000**	**3,00,000**

1. The variable performance component, if any, which is a part of your cost to company, shall be declared at the end of the business year for all those employees who have completed one year's service and will be based on Company and your individual performance. The variable pay-out shall solely rest on the achievement of the Business Plan for the fiscal year. The variable policy shall be applicable to only those employees who are active employees and not in the resigned or serving notice period status on the date of the variable pay out. The variable policy of the company is subject to changes.
2. All tax implications arising out of your salary structure shall be borne by you.
3. Your salary is strictly confidential, and you should not disclose it to anyone without prior permission of the Company in writing.
4. ESOPs, if any, shall be based on the company policy. Please contact the Human Capital team for details. The ESOP policy is subject to changes.

*In addition to the annual total compensation, you will be eligible for following benefits, which will be governed by Company policy:

a) The PF amount mentioned is only the employer's contribution. An Equal amount pertaining to employee's contribution shall be deducted from employee's salary, as per statutory guidelines.

Yours Truly,

Dtwelve Spaces Pvt. Ltd.

Taradutt Pathak
Vice President – Human Resources

Received & Accepted

Shriya

Shriya Bhat

PRAKASH
Chemicals International

Date: 16th November, 2021

Dear Mr. Suraj Sinha,

We are pleased to inform you that, you have been selected for the position of **Executive Management Trainee – International Marketing**. Your compensation and benefits, other terms and conditions shall be as per enclosed **annexure-I & II** which are as follows in brief.

You will be on training for six months and will be on probation basis for six months and get confirmation after that, based on performance evaluation. During the period of training and probation, you will serve notice period of 1 month.

You are advised to join on or before **1st April, 2022**.

Please bring with you the following documents at the time of joining.

1. **Original certificates** and self-attested copies of Education.
2. School Leaving
3. Relieving letter and Experience certificate of last organization
4. Salary slips of previous two months
5. Three passport size photographs
6. Photo ID and Address Proof (Aadhar and PAN card)

You will be issued an Appointment letter at the time of joining us on submission of all required documents as mentioned above.

Kindly revert in affirmation to accept the offer.

For, Prakash Chemicals International Pvt. Ltd

Warm Regards

Krishna Shah
Senior Manager - Human Resource

Prakash House, 39/40 Krishna Industrial Estate, Opp. Gorwa BIDC, Gorwa,Vadodara, 390016, Gujarat, India Phone : +91 265 6126000 | Fax : +91 265 6126198, Email : info@prakashchemicals.com | www.pciplindia.com

Suraj

Accepted

PRAKASH
Chemicals International

Annexure-I

COMPENSATION AND BENEFIT STRUCTURE

Name : **Mr. Suraj Sinha**
Designation : **Executive Management Trainee – International Marketing**

#	Pay Elements	Amount PM (RS.)	Amount PA (RS.)
1	BASIC	10000	120000
2	HRA Allowance	4000	48000
3	Conveyance Allowance	1600	19200
4	Statutory Bonus	2000	24000
5	Leave Travel Allowance	2000	24000
6	Food Allowance	2400	28800
7	PF Employer contribution	1800	21600
8	Gratuity	481	5772
9	Leave Encashment	583	7000
10	Medical Allowance	1250	15000
11	Mobile Allowance	2000	24000
12	Newspaper, Books & Periodicals Allowance	1000	12000
13	Special Allowance	52	628
A	**Gross Earning**	**26302**	**315628**
14	Less: PF Employee contribution	1800	21600
15	Less: Professional TAX	200	2400
B	**Net On hand**	**24302**	**291628**
C	**Fix Cost To Company**	**29167**	**350000**
D	**Potential to earn Variable Pay at 125% achievement on Business Plan**		**113000**
	Total Earning for the Year (C+D)		**463000**

Long Term Incentive		
1st Stay Bonus	Rs. 40,000	On completion of 18 Months
2nd Stay Bonus	Rs. 60,000	On completion of 30 Months
3rd Stay Bonus	Rs. 1,00,000/-	On completion of 42 Months
** You will be re-designated as Associate Manager – Supply Chain Management after 1 year		

For, Prakash Chemicals International Pvt. Ltd
Warm Regards

Krishna Shah
(Senior Manager - Human Resource)

ace SERIES max SERIES pro SERIES

Prakash House, 39/40 Krishna Industrial Estate, Opp. Gorwa BIDC, Gorwa,Vadodara, 390016, Gujarat, India Phone : +91 265 6126000 | Fax : +91 265 6126198, Email : info@prakashchemicals.com | www.pciplindia.com

Suraj
Accepted

PRAKASH
Chemicals International

Annexure-II

Name : **Mr. Suraj Sinha**
Designation : **Executive Management Trainee – International Marketing**

Employee benefits:

1. Family floater Medi-claim policy up to Rs. 2,00,000/-
2. Personal accident policy up to Rs. 5,00,000/-

Special Note:

1. Management shall reserve the right to hold or withdraw any benefits offered at the time of joining.
2. Merit increase will as per the company's policy of the particular year, Employee joining on or before 31st Oct will be eligible for Merit increase on a pro-rata basis which will be based on Individual performance and at management's discretion.
3. Variable Pay will be as per policy of the company and is purely linked to achievement of individual, team and company targets.

For, Prakash Chemicals International Pvt. Ltd
Warm Regards

Krishna Shah
(Senior Manager - Human Resource)

ace SERIES max SERIES pro SERIES

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Suraj
Accepted

PRAKASH

Date: 16th November, 2021

Dear Mr. Yash Budhwani,

We are pleased to inform you that, you have been selected for the position of **Executive Management Trainee – International Marketing**. Your compensation and benefits, other terms and conditions shall be as per enclosed **annexure-I & II** which are as follows in brief.

You will be on training for six months and will be on probation basis for six months and get confirmation after that, based on performance evaluation. During the period of training and probation, you will serve notice period of 1 month.

You are advised to join on or before **1st April, 2022**.

Please bring with you the following documents at the time of joining.

1. **Original certificates** and self-attested copies of Education.
2. School Leaving
3. Relieving letter and Experience certificate of last organization
4. Salary slips of previous two months
5. Three passport size photographs
6. Photo ID and Address Proof (Aadhar and PAN card)

You will be issued an Appointment letter at the time of joining us on submission of all required documents as mentioned above.

Kindly revert in affirmation to accept the offer.

For, Prakash Chemicals International Pvt. Ltd

Warm Regards

Krishna Shah
Senior Manager - Human Resource

ace SERIES THROUGH ASSURANCE max SERIES THROUGH CUSTOMIZATION pro SERIES THROUGH INNOVATION

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Accepted
Yash M. Budhwani

PRAKASH

Annexure-I

COMPENSATION AND BENEFIT STRUCTURE

Name : **Mr. Yash Budhwani**
Designation : **Executive Management Trainee – International Marketing**

#	Pay Elements	Amount PM (RS.)	Amount PA (RS.)
1	BASIC	10000	120000
2	HRA Allowance	4000	48000
3	Conveyance Allowance	1600	19200
4	Statutory Bonus	2000	24000
5	Leave Travel Allowance	2000	24000
6	Food Allowance	2400	28800
7	PF Employer contribution	1800	21600
8	Gratuity	481	5772
9	Leave Encashment	583	7000
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11	Mobile Allowance	2000	24000
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13	Special Allowance	52	628
A	**Gross Earning**	**26302**	**315628**
14	Less: PF Employee contribution	1800	21600
15	Less: Professional TAX	200	2400
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C	**Fix Cost To Company**	**29167**	**350000**
D	**Potential to earn Variable Pay at 125% achievement on Business Plan**		**113000**
	Total Earning for the Year (C+D)		**463000**

Long Term Incentive		
1st Stay Bonus	Rs. 40,000	On completion of 18 Months
2nd Stay Bonus	Rs. 60,000	On completion of 30 Months
3rd Stay Bonus	Rs. 1,00,000/-	On completion of 42 Months
** You will be re-designated as Associate Manager – Supply Chain Management after 1 year		

For, Prakash Chemicals International Pvt. Ltd
Warm Regards

Krishna Shah
(Senior Manager - Human Resource)

ace SERIES THROUGH ASSURANCE | max SERIES THROUGH CUSTOMIZATION | pro SERIES THROUGH INNOVATION

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Accepted
Yash M. Budhwani

PRAKASH

Annexure-II

Name : **Mr. Yash Budhwani**
Designation : **Executive Management Trainee – International Marketing**

Employee benefits:

1. Family floater Medi-claim policy up to Rs. 2,00,000/-
2. Personal accident policy up to Rs. 5,00,000/-

Special Note:

1. Management shall reserve the right to hold or withdraw any benefits offered at the time of joining.
2. Merit increase will as per the company's policy of the particular year, Employee joining on or before 31st Oct will be eligible for Merit increase on a pro-rata basis which will be based on Individual performance and at management's discretion.
3. Variable Pay will be as per policy of the company and is purely linked to achievement of individual, team and company targets.

For, Prakash Chemicals International Pvt. Ltd
Warm Regards

Krishna Shah
(Senior Manager - Human Resource)

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Accepted
Yash M. Budhwani

TACTUS
Nutrasciences LLP.

Date: 16/02/2022

Mr. Pranav Prajapati,
31, aatmaram society,
Near Shyam Sundar Hall,
Vishalnagar Road,
Isanpur,
Ahmedabad-382443

Dear Mr. Pranav Prajapati,

This has reference to your application and subsequent discussions you had with us. We are please to inform you that we are **offering** you the post of **Purchase Executive,** under the following terms and conditions:

1. Job Responsibility:
   You shall in consultation with your superior(s), develop the norms for purchase and administration and shall design and implement effective measures for reaching the norms of purchase.

   You shall be responsible for any other work, which may be assigned to you by the management / your superior from time to time.

2. In consideration of your services you will be paid remuneration at the rate mentioned as under:
   (i) Basic Salary Rs. 18000 p.m.

Authorized Signatory,

TACTUS NUTRASCIENCES LLP AHMEDABAD

Tactus Nutrasciences LLP

PANAMAX®

Innovate. Monetize. Deliver.

Offer Letter

28th July 2022

Panamax Infotech Ltd

www.panamaxil.com

Dear Harshil Shingala,
Ahmedabad, Gujarat.

Congratulations!

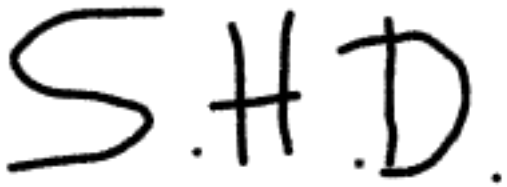
With reference to your application and subsequent interviews you had with us, we have pleasure in extending you an offer of appointment with the Company as per the following terms and conditions: -

We are confident that your knowledge, skills and experience will be among our most valuable assets.

1. You shall be designated as **"Software Engineer (Band: EB, Level: E01)"** in **Research & Development Department.**
2. Your employment shall be confirmed post successful completion of your probation period of six months, effective from your Date of Joining. You shall be eligible for leaves during the probation as per company's prevailing leave policy.
3. During the period of probation, your services can be terminated at any time by **30** Days' notice in writing without assigning any reason thereof. The notice may be delivered by hand or registered post or by an official mail id and the notice period shall commence from the date of delivery in the former case and the date of dispatch in the latter case. Similarly, you may terminate your employment as a probationer by giving us 30 Days' written notice. However, on successful completion of the probation period and upon our offering you a permanent employment, this offer of employment shall be terminable by 60 Days' notice or payment of salary in lieu thereof by either party and is not bound to give any reason, therefore.
4. Your initial posting shall be at Ahmedabad. However, during the employment with the Company, you may be posted / transferred to any of the place of company's operation within / outside India.
5. Your date of joining should not be later than **01st August 2022** unless mutually agreed upon and communicated to you in writing.
6. Your prospects in the Company shall entirely depend on your efficiency, hard work, punctuality, regularity, sincerity and good conduct. Performance shall be the major criteria for growth in the Company and increments
   / growth shall in no case automatic and/or a matter of right.
7. You shall sign a confidentiality agreement with the company upon your joining and shall agree not to divulge any information, which is known to you, during your tenure with the Company.
8. You shall be liable to return the relocation amount if claimed from the company in case you leave the Company within 18 months from the date of joining.
9. We would be expecting a minimum of 18 months of service assurance from you in case you leave the company before 18 months then you shall be lieu to pay back Rs.100000/- to the company.
10. You shall be bound by all the rules and regulations of the Company, as made applicable from time to time.
11. The offer is subject to, but not limited to your fulfilling following terms and conditions:
    a) You need to produce necessary testimonials, certificates and documents to support the claims made by you, as per the norms governing company employment.
    b) Satisfactory reference check, validation of credentials submitted and subject to any other criteria's as per recruitment policy of the company.
12. Employer compliances will be applicable as per provisions available in to:
    a) Payment of Gratuity Act 1972.
    b) The Employee's Provident Funds & Misc. provisions Act 1952.
    c) Employee State Insurance Act 1948.
13. Income tax will be as per the latest provisions available and applicable in to Income tax act.
14. You shall have to submit any of your original academic document in order to secure your joining with Panamax InfoTech Ltd. same will be returned to you on event of your joining.
15. You shall be governed by the latest provisions available in to Attendance and leave policy of Panamax

Jul 28 2022 12:41 IST

Infotech Ltd.



Jul 28 2022 12:41 IST

PANAMAX

SALARY STRUCTURE

Name:	Harshil Shingala	
Designation :	**Software Engineer**	
Department :	**Research & Development**	
Pay Elements	**Amount** *(Per Month)*	**Amount** *(Per Year)*
Basic Salary	₹ 10,000	₹ 120,000
House Rent Allowance	₹ 4,000	₹ 48,000
Statutory Bonus	₹ 833	₹ 10,000
Conveyance Allowance	₹ 1,600	₹ 19,200
Medical Allowance	₹ 1,250	₹ 15,000
Food Coupon	₹ 0,000	₹ 0,000
Other Allowance	₹ 5,636	₹ 67,628
Total Earnings	**₹ 23,319**	**₹ 279,828**
Employer Contribution - PF	₹ 1,200	₹ 14,400
Gratuity	₹ 0,481	₹ 5,772
Employer Contribution - ESIC	₹ 0,000	₹ 0,000
Fixed CTC	**₹ 25,000**	**₹ 300,000**
Deductions		
Employee Contribution - PF	₹ 1,200	₹ 14,400
Professional Tax	₹ 200	₹ 2,400
Employee Contribution - ESIC	₹ 0	₹ 0,000
Food Coupon	₹ 0,000	₹0,000
Total Deductions	**₹ 1,400**	**₹ 16,800**
Net Payable *(Total Earning - Total Deduction)*	**₹ 21,919**	**₹ 263,028**
Total CTC	**₹ 25,000**	**₹ 300,000**
The above-mentioned figures are subject to Income Tax Deductions.		
As a part of CTC employee will be entitled to claim Leave Travel Allowance (LTA) as the LTA Policy of the Company.		

S.H.D.

Shingala harshil devabhai

Jul 28 2022 12:41 IST

wishtree

September 01, 2021

Dear Ajay Kachhiyapatel,

Sub: **Offer Letter for Software Engineer**

Thank you for exploring career opportunities with Wishtree Technologies LLP. You have successfully completed our initial selection process and we are pleased to make an offer of employment.

This offer has been made based on your profile and interview performance. You have been extended the position of **Software Engineer** and would be based at our **Pune** facility. Your Annual Gross Salary is **Rs.5,11,506.** The compensation structure is provided in Annexure A attached with this letter. You are requested to join on **May 2, 2022,** and report at 10.30 am.

The terms & conditions of our Offer of Employment to you are as follows:

01. Probationary Period and Confirmation as a Permanent Employee:
You will be on probation for a period of six months from the date of joining the Company and may be confirmed as a permanent employee upon successful completion of your probation. Please note that as per Company policy, the employee would be confirmed on the 1st day of the month succeeding the month of completion of probation of six months from the date of joining the Company or after the period of probation, whichever is later. In addition to your performance during the Probationary Period, your confirmation as a permanent employee is subject to your submitting the requisite documents as required by the Company. Further details are enclosed in the Information Sheet.

02. Background Checks:
The Company may, at its discretion conduct background checks prior to or after your expected joining date to validate your identity, the address provided by you, your education details and details of your prior work experience, if any, and to conduct any criminal checks. You expressly consent to the Company conducting such background checks. In this connection, you are required to furnish the documents below.

- A copy of Secondary school mark-sheet containing among other details your date of birth.
- A copy of graduation degree certificate or provisional certificate (if applicable)
- A copy of all post-graduate degree certificates, if you have completed any post-graduation courses, including diploma courses.
- A copy of your Permanent Account Number (PAN)
- A copy of your Aadhaar card
- Two copies of your passport size photograph.

Originals of the above mentioned documents have to be submitted for verification. If the Company is not satisfied, in its sole discretion, with the outcome of the background checks, the Company reserves the right to withdraw this Offer without notice and Compensation or to take any appropriate action against you, including, but not limited to termination of your employment. When a background check raises any concerns regarding any of the details furnished by you and the Company feels the need to further validate

such facts, the company may at its sole discretion, ask you for further information, to substantiate the details that you have earlier provided to the Company, in advance of initiating appropriate action.

03. Salary Revision and Promotion

Your growth and increase in salary will depend solely on your performance and contribution to the Company. Salary increases are normally given after successful completion of 12 months from date of joining.

04. Insurance Plans

You will be covered under the Group Insurance Schemes. You shall have a health insurance cover of Rs. 2,00,000 and a life insurance / personal accident scheme cover of Rs. 5,00,000.

The details of the scheme would be available to you when you join the Company.

05. Working Hours

Wishtree maintains working days each week from Monday to Friday. Working hours are from 9:00 AM to 6:15 PM. A list of company holidays is drawn up at the beginning of each calendar year. You may be required to work beyond your existing working hours depending upon the business requirements exigencies from time to time.

06. Earned Leave

You will be entitled to earned leave of 5 days for every three months of service. Leave will be credited to your leave balance every quarter, for the next three months. An employee can carry forward half of the unused annual leave from a given financial year to the next financial year with a cap of maximum 5 leaves.

07. Other Terms and Conditions

You agree not to undertake employment, whether full-time or part-time, as the Director / Partner / Member / Employee of any other organization / entity engaged in any form of business activity without the consent of Wishtree. The consent may be given subject to any terms and conditions that the Company may think fit and may be withdrawn at any time at the discretion of the Company.

Our offer to you is conditional upon your having fully completed your graduation / post-graduation qualification - having completed all studies, course requirements and examinations required for the award of the educational qualification and producing all marks sheets and other relevant documents (if any), at least till the penultimate semester, on the day that you join the Company. Further, you should have been declared as passed by the relevant examination authority. The determination of the adequacy or authenticity of all or any of the proofs and any condonation of delay in submission of the same will be at the Company's discretion.

Our offer to you is conditional upon your having fully completed your prescribed training and learning path identified and communicated to you.

As a token of your acceptance of this offer, kindly bring a duly signed duplicate copy of the same on the date of joining.

We welcome you to the Wishtree family and wish you a bright career ahead with us.

Best Regards,

For Wishtree Technologies LLP



Priyanka Pandita
Senior Technical Recruiter

wishtree

Annexure A – Salary Chart
(All figures in INR)

Components	**Per Annum**	**Per Month**
Basic	2,50,008	20,834
HRA	1,00,003	8,334
Conveyance	39,996	3,333
Professional Development Allowances	76,389	6,366
A. MONTHLY GROSS SALARY	**4,66,396**	**38,866**
Employer PF contribution	21,600	1,800
Gratuity**	12,020	1,002
B. RETIRAL BENEFITS	**33,620**	**2,802**
C. FIXED GROSS SALARY -(A+B)	**5,00,016**	**41,668**
Employee Up-Skillment Program*	5,000	
Health Insurance	6,490	
D. OTHER ALLOWANCES	**11,490**	
COST TO COMPANY (CTC) - (C+D)	**5,11,506**	

OTHER BENEFITS (Annual Cover)	
Health Insurance	2,00,000
Life Insurance	5,00,000

**The gratuity amount set out above is an approximation. Your eligibility and the final pay out of any Gratuity amount will be determined in strict accordance with provisions of Payment of Gratuity Act.

*Up-Skillment Allowance is a re-imbursement for a pre-approved activity upon presentation of an invoice and limited to allowance amount or invoice amount, whichever is lower.

Letter of Offer

1st September 2021
Subject: **Internship and Job Offer**
Dear **Mr. Ansari mommadmasiha samiullah,**

This is with reference to your application and subsequent interview with us. We are excited to offer you a full-time job with the title **Software Developer** at **BOSC Tech Labs Pvt. Ltd**.

As per our conversation, the duration of your internship would be 6th December 2021 to 30th June 2022 (till your result) and you will be paid a monthly stipend of **Rs. 5,000 /- (Rupees Only)** per month.

On satisfactory completion of the internship period, if you perform well then only, you will be confirmed in service and you will be paid a yearly on-hand salary of **Rs. 3,00,000 /- (Rupees Only)** per year. Below is the break up for the same

- Rs. 2,50,000/- per year which will be paid monthly
- After completion of two-years bonus will be paid of Rs 50,000 /-

The duration of your probation period will be till you will complete your degree. On satisfactory completion of the probation period, if you perform well then only, you will be confirmed as a permanent employee of the organization.

Note: Any Tax/TDS liabilities arising out of the remuneration will be deducted as per the Government rules.

As per the discussion, your anticipated start date will be December 06, 2021, at the Gandhinagar location.
.
The detailed contractual appointment letter indicating all terms and conditions of your employment will be given to you at the time of joining.

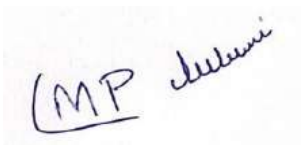
You are requested to bring below mentioned documents at the time of joining.

1. Driving License
2. Pan Card
3. Aadhar Card
4. Copy of Education Documents
5. Copy of the Offer Letter of the last employer
6. Copy of Last 3 salary slips of the previous employer
7. Copy of Experience letter of the last employer
8. 2 Photographs
9. 1 Cancelled Cheque

We look forward to the opportunity to work with you in an atmosphere that is successful and mutually challenging and rewarding.

If you have any questions, please contact me directly via phone or email.

Yours faithfully,



Silicon IT Hub Pvt Ltd.
You Name IT We Have IT
An ISO 9001:2015 & ISO 27001:2013 Certified Company

Date: 08/10/2021

To:
Ms. Brinda Maniyar
Zakariya Masjid Pase,
Sheri F-7, Khodapara, Jetpur,
Rajkot, Gujarat -360370

RE: OFFER FOR THE POSITION OF PROJECT TRAINEE.

We are pleased to offer you the position of **Project Trainee- Software Development** with our organization. As discussed you are requested to join us on 06/12/2021.

You understand and agree that your reporting relationships, duties, responsibilities and geographic location of your employment may be changed as deemed appropriate and that any such amendments shall not constitute constructive dismissal or a fundamental alteration of the employment relationship.

The roles and responsibilities and other terms and condition of your employment will be specified in your letter of appointment.

Brinda, we would also like to take this opportunity to welcome you to the team!

Yours Faithfully,
For, Silicon IT Hub Pvt. Ltd.

Divyani Porwal
HR Executive
(Authorized Signatory)

Acceptance of Employment:

I accept the offer and commit that I'll join the organization on or before the requested joining date mention above.

Employee Signature	Employee Name	Date
	BRINDA MANIYAR	8/10/2021

Fwd: Campus Recruitment from your esteemed College 1 view

Prof. U. P. Patel <uppatel.mca@ddu.ac.in> Sep 17, 2021, 3:14:13 PM
to ddumca2022@googlegroups.com, MCA2022

Dear students,
Refer the below mail for the campus placement of Xcellence-IT.

This is with regards to campus placement from your reputed institute. We are immensely interested in conducting a recruitment drive in your college.

About the Xcellence-IT:

Xcellence-IT is web and mobile app development company, serving its customers globally since 2009 offering excellent software, web and mobile development outsourcing services on different technologies.

Highlights: Team of 35+ Committed people. Customers in 40+ countries. More than 40+ Years of experience of the Core Team.

With a commitment to create a bright future for young generation, we would like to offer an opportunity to students from your institute to join and work with as for following roles:

1. Intern Jr. Dot Net Developer (Position: 20)

2. Intern ML .Net Developer (C# MVC) (Position: 05)

Location: Ring Road, Surat.

Benefits offered to interns:

A thriving, friendly and supportive environment with a can-do attitude and an exciting place to build career and competencies. And a lot of life-time friends as a bonus.
Opportunity to work full-time with full-stack developers from our team
Experience working with global customers on their live, mission-critical projects
Learn software engineering best practices while working side-by-side with highly skilled seniors
Develop technical & soft skills that are marketable and in-high demand

Carve out the best from students with the help of our outstanding leaders

Compensation:

Joining Bonus, after joining a production role.
Stipend of Rs. 6000/- to Rs.12000/- per month for internship.
Salary of Rs. 20000/- Rs.25000/-per month.

What it takes for students to join:

A learning Attitude
A commitment to stay with us for 2 years after internship (6 months internship + 2 years bond)

29th September 2021
XIT/OL/21-22/172

Mr. Darshankumar Patel
Patel Street, At-Sardarpura,
Po-Alina, Ta-Mahudha,
Dist.-Kheda, Pincode-387305
E-mail: ddpatel2345@gmail.com
Mobile: +918156073593

Offer Letter

Dear Darshankumar,

With reference to your selection on the basis of interview, we are pleased to offer you a role of 'Internee Asp. Net Developer' in our organization, on terms & conditions mentioned below:

Department	: Production
Designation	: Internee
Place of Posting	: Surat
Cost to Company	: Your fixed cost to company is Rs. 4000/- per month. You will be on training period for six month in that 1 month training is free. Upon completion of five months training your Stipend will be proceed at once. Your salary will be evaluated when you join the production role that is in range of Rs. 10000/- to Rs. 16000/- per month.
Bond Period	: There will be Bond of Two years & Six months from the date of joining and will be followed by Company policy.
Probation Period	: You shall be on probation period of six months after you join the production role.
Notice Period	: A notice period of 45 days will be applied.
Reporting To	: Mr.Kalpesh Boghara

You will be governed by the service rules & regulation including conduct, discipline and appeal rules, administrative orders or any such other rules / orders of the firm that might be in force from time to time.

Please return the photocopy of the letter duly signed confirming your acceptance within 2 days of receiving this letter.

Your appointment is also subject to your furnishing the following documents:

I. Coloured passport size latest photograph - 4 for personnel records.
II. Photo copy of driving license/voter id card/any other ID proof for address & age verification.
III. Photo copies of academic qualification/certification examinations.

We look forward to your joining our team for long & successful association.

For Xcellence-IT

K. A. Boghara 29/9/21

Kalpesh Boghara

XCELLENCE-IT SURAT

Offer Accepted_____ and will join by _____

SCIKEY

Creating work and business opportunities for a billion minds

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GHB, Ichhapore – Hazira, Surat - 394510

Offer Cum Appointment Letter

Dated – 29th March 2022

To,
Deepkumar Rathod

Dear Deepkumar,

Welcome to SCIKEY, a brand of SRKay Consulting Group LLP.

It indeed has been a pleasure interacting with you. With reference to your application and your subsequent interview(s) with us, we at SCIKEY, a brand of SRKay Consulting Group (hereinafter referred to as Company) are pleased to offer you the SCIKEY Designation (as per Company Growth manual) as **Trainee Developer** whereas your Role on Project will be **Associate Trainee, Front End.**

Appended below are the details of your **Offer cum Appointment Letter**. Please feel free to call upon us in case you have any doubts or queries regards the same and/or if you would like to discuss the offer more in detail. We look forward to having you onboard and wish you a successful stint at the company.

Warm Regards,

For & on behalf of SCIKEY

Prosenjit Mukherjee

Prosenjit Mukherjee
Head – Human Resources

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1. Joining date

You will be required to report for duties at the earliest, but no later than **1st April 2022 (Friday).** We will keep our communication open and the initial training process for you.

2. Location

Your location for employment would be **Surat - "SRK", W04A, Gem & Jewellery Park, Ichhapore – Hazira, Surat-394510, Gujarat – India** ("work location"). During your assignment with the Company, you may be appointed, transferred, deputed or deployed to any other offices, projects, divisions, departments or units of the Company or its affiliates or subsidiaries or group companies existing or to be set up at any other location or any other unaffiliated company as may be required to render services to any customer/client of the company in India or abroad ("External Location") you would adhere and comply to the policies of the work location (it includes Client location). You may be required to travel to any of the other offices of the Company or its customer locations for business reasons, should the need arise. Although the Company will endeavour to ensure that any transfer or relocation does not cause unnecessary disruption to your status, the Company does not guarantee the continuation of any facility or perquisite upon transfer. In all such cases of transfer or relocation, the Company's transfer and relocation policies shall apply. If you relocate to another country, your salary will be adjusted following the then prevailing market matrices as may be utilized by the Company for your role in such a new country of assignment. In case of your deployment, deputation to any External Location or customer/client site, you may be required to enter into certain other agreements and arrangements with such company or customer/client including non-disclosure agreements, code of conduct or confidentiality agreements as per such company's or customer/client's policies in place from time to time. You shall, at all times while working at the External Location or customer/client's site, adhere to the terms of such agreements and arrangements. You agree that you shall furnish copies of such agreements to the Company and seek its prior approval before execution of such agreements. You shall not take up an assignment with the customer/client you have been deployed with for at least six (6) months from your last working day with the Company, without prior written approval from the Company.

3. Probation and confirmation

You will be on probation for **Six (6) months** from the date of joining. If in the opinion of the management you are found suitable at the end of the probation period, you will be confirmed as a permanent employee of SRKay Consulting Group or otherwise, the probation period may be extended by a suitable period or your services will be terminated. Your confirmation is also based on the submission of the documents required by the Company,

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details of which are enclosed in Annexure – III. (Please note that the management decision will be treated as final and binding)

You will not be entitled to privileged leave during the probation period. However, due to illness if you are medically unfit for the work, you will be granted leave at the discretion of the management on submission of an appropriate medical certificate.

The duration of the notice period is of **One Month (30 Days)** d**uring and after probation period**. However, in case of you resigning from the services of the Company, the Company shall have the sole discretion to relieve you from your services before the completion of the stipulated notice period but in such case, the Company shall not be liable to pay any compensation or salary with respect to the waived period of notice.

4. Leave Policy

You may be eligible for a maximum of up to 13 days of Earned Leaves (PL) and a maximum of up to 7 days of Sick Leaves. You can be eligible for casual leaves from time to time. In addition to the above, you are also eligible for 4 days of National Holidays and 4 days of Festive Holidays (including Saturdays and Sundays).

However, kindly note, we have multiple business lines with varied working days and hence your earned leaves could change from time to time based on your actual working days. The Company's Policies in general also provide for Maternity and Paternity leaves. Further details will be provided to you at the time of joining or during induction.

4.1 ***Maternity Leave:*** You will be governed by The Maternity Benefit Act 1961 formulated by the Government of India as per the rules and regulations in force from time to time.

4.2 ***Paternity / Adoption Leave:*** You can be entitled to 5 (five) days of Paternity / Adoption leave. This is a paid leave associated with the birth of an employee's child or the placement of a child with the employee in connection with adoption or foster care.

5. Compensation and Benefits

Your overall annual Compensation can be **INR 3,15,837/- (Three Lakhs Fifteen Thousand Eight Hundred and Thirty-Seven Rupees Only)** per annum. The break-up of your Annual Compensation is enclosed with this letter as Annexure I. All applicable taxes, including taxes levied on the remuneration, benefits/perquisite payable to you by the Company, statutory contributions made on your behalf by the Company shall be borne and paid by you. You will not be entitled to any additional remuneration on account of any special assignment, deployment or deputation undertaken by you during your normal course of assignment with the Company. Please note that

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the Company, at its sole discretion, may in case of appointment/transfer/deployment or deputation at an External Location or at customer/client's office, pay such additional remuneration as may be provided for in the company's policy in this regard. (You are required to always keep your salary information confidential and not disclose it to anyone else in the company.)

6. Provident Fund Scheme

You will be governed by The Employees Provident Fund Scheme, 1952, formulated by the Government of India immediately on joining, as per the rules and regulations in force from time to time.

7. ESIC / Insurance

You should be governed by The Employees State Insurance Scheme, 1948, formulated by the Government of India on joining as per the rules and regulations in force from time to time. If you are not coverable under ESIS, you will be eligible to participate in a Group Health Insurance & Personal Accidental Insurance Scheme. Further details will be provided to you at the time of joining.

8. Abandonment of employment

If you are absent from work for eight consecutive days without the consent of or notification to the Company, or without just cause, you shall be deemed to have terminated your employment.

9. Performance Review and Progression

Your promotion, increment shall depend upon your satisfactory performance in the periodical performance appraisal conducted by the management from time to time. If your performance is found unsatisfactory, then you will be put under PIP (Performance Improvement Plan) for the duration as may be decided by the management. If your performance is found unsatisfactory even after PIP, it may result in termination. A performance review will not necessarily result in a remuneration increase. Your remuneration will be subject to review by the company at such times as may be considered appropriate. Review dates would be as set by the company. The company operates on pay for performance policy and the result of any remuneration review will take your performance into account.

10. Medical Fitness and Verification of Particulars

Your appointment is subject to you being declared and remaining medically fit by a medical officer or by a doctor. The management has the right to get you medically examined by a certified medical practitioner during the period of your service with the Company. In case you are found medically unfit to perform your duties under your assignment, the Company has the right to terminate your assignment, but not before giving you sufficient

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notice with discussion and extending all medical support as possible during the period you are found to be unfit. The Company will take a supportive, compassionate, and lenient view in genuine cases of medical issues. The Company reserves the right to carry out reference verifications or background checks during your assignment with the Company, either by itself or through third-party agencies engaged by the Company. Such background verifications and reference checks, amongst others, would include past assignment(s) and salary details, criminal records, across countries resided in or worked in etc., and other details provided by you to the Company. You understand and acknowledge that this is a requirement, and you shall not raise any objection whatsoever to the said background verifications and reference checks. In case the particulars mentioned by you are false or unsatisfactory, your services will be liable to be terminated immediately. Further, you acknowledge and accept that the Company has made this offer of employment based on bonafide statements, information, and facts provided by you and other documents submitted by you. During your employment, if it is found that any information provided by you is false, incorrect or misleading, without prejudice to all its rights and remedies, the Company shall have a right to take appropriate disciplinary action against you.

11. Service Commitment

i. The company expects you to continue the employment of a minimum of 2 years from your date of joining. We would expect you to follow all the company policies and practices during your service period.

12. Duties and Responsibilities

i. The Company will expect you to work with a high standard of initiative, efficiency, and economy. You will perform, observe, and confirm such duties, directions and instructions assigned or communicated to you by the Company and those in authority over you.
ii. Please note that the nature of employment is such that you may be required to travel abroad. While the Company will endeavour to accommodate your reasonable requests, you recognize that customer/client deliverables are critical for the business. Refusal to travel persuant to two requests by the Company will be adequate grounds for your services to be terminated.
iii. You shall not seek membership of any local or public bodies without the written permission of the management.
iv. You shall neither divulge nor give out any information including particular or details of the Company's process, technical know-how, security arrangement, administrative and/or organizational matters or any information of confidential or secret nature (the "**Confidential Information**") which may be in your possession by virtue of your assignment with the Company to any unauthorized person during the period of your assignment or even afterwards by way of written or oral communication.
v. You shall keep confidential all the information and material provided to you by the Company or by its customer / clients concerning their affairs, in order to enable the Company to perform the services of the

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Company. This also includes such information as is already known to the recipient or is in public knowledge without you breaching your confidentiality obligation which you shall not release, use, or disclose, except with the prior written permission of the Company. Your obligation to keep such information confidential shall continue for a period of 1 (one) year after resignation or termination of your services with the Company.

vi. You will, as and when required by the Company, execute a separate non-disclosure agreement in a format approved by the Company.

vii. You will neither enter any commitment nor deal 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 any authority or discretion vested with you without the appropriate sanction of the Company.

viii. You will be responsible for the safekeeping and return in good condition and order the properties of the Company, which may be in your use, custody, possession, care, or charge.
For the purpose of any loss of any property of the Company in your possession, the Company will have a right to assess on its own and recover the damages of all such materials by way of monetary compensation or otherwise from you as may be deemed fit by the Company. The Company reserves the right to take any such action as it may deem necessary in the event of your failure to account for such material or property

ix. You shall not directly or indirectly solicit or cause to be solicited any customer/client of the Company during the term of your assignment and 1 (one) year after your resignation / the termination of your assignment with the Company unless there is a written approval for the same

x. Both during your assignment and for 1 (one) year after your assignment with the Company ceases, you will not directly or indirectly solicit any of the Company's employees or key employees of any of the Company's customer/clients for assignment with a person or entity involved in a business similar to or in competition with the business of the Company. Key employees include without limitation supervisory personnel, executives, personnel in charge of any department, section, or subdivision, and project managers, directors, and senior personnel on an individual project or project.

xi. You will not during your non-working hours, directly or indirectly carry out or cause to be carried out any work similar to that which the Company undertakes during the term of your assignment.

xii. You may during the course of your assignment be given assignments based on the Company's reasonable business needs which the company considers are suited to your background, qualifications and/or experience. You shall not refuse to carry out any assignment solely on the ground that it has not been or does not form part of your usual duties.

xiii. The nature of your services and responsibilities in the Company may be varied from time to time depending upon the requirements of the Company and you shall have no objection to such variation.

xiv. You shall undertake appropriate behaviour while travelling on behalf of the Company for the purpose of sales, external functions, conferences, events, official work or otherwise in accordance with the Company policy.

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xv. You shall abide by the Company policies and any amendments thereto as of and when notified to you by the Company.

13. Intellectual Property

i. All intellectual property such as trademarks, copyrights, designs, technical know-how etc., developed by you during your work hours with the Company either individually or collectively with other employees of the Company shall be the property of the Company and you shall not have any right or make any claim in respect thereof. You will disclose to the Company any discovery, invention, process or improvement made or discovered during your assignment with the Company (the "**Intellectual Property**") and the Intellectual

ii. Property shall automatically stand transferred to the Company and shall remain an absolute property of the Company at all times. If and when required to do so by the Company, you shall, at the Company's expense, take out or apply for a patent license or other rights, privileges or production as may be directed by us in respect of the Intellectual Property so that the benefit thereof shall accrue to the Company at all times and you shall execute such deeds, documents, agreements as may be required or directed by the Company for transfer, assignment or other to vest the rights in the Intellectual Property in favour of a third person, company, firm or proprietary as its sole beneficiary.

iii. In addition, you hereby appoint the Company as your duly constituted attorney for the purpose of executing in your name and on your behalf all such deeds and documents as may be required for the purpose of giving effect to the rights of the Company under this Clause.

iv. You hereby irrevocably and unconditionally waive any and all moral rights or any rights of a similar nature under any law in any jurisdiction in and to any and all material written, created or devised by you, whether solely or jointly, resulting from or suggested by anything which you shall do pursuant to your assignment with the Company.

v. You acknowledge that your remuneration and all consideration paid to you by the Company under this Agreement includes compensation for the assignment (if any) to the Company of the Intellectual Property and that the rights and obligations under this Clause shall continue in force after the termination of this Agreement in respect of any Intellectual Property created during your assignment under this Agreement and shall be binding upon your legal representatives.

14. Dress Code

The company has adopted business casual wear for employees. In order to create and maintain a professional image, employees are expected to wear clothing that is not offensive or distracting to customers/clients and colleagues. You are required to follow the dress code policy of the Company and shall maintain the standard level of hygiene. In case you are transferred, deputed or appointed at the External Location or the customer/client's office, you are required to follow the dress code policies in place at the External Location or

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at the customer / client's office (as the case may be). The general principle for adopting business casual dress is related to creating a positive image of the Company for our customers and colleagues.

i. Remember that at all times in the workplace employees are ambassadors of the Company.
ii. Clothes should not cause embarrassment or have a negative impact upon the image of the Company.
iii. Employees representing the Company off-site with third party companies should wear business formals.

15. Termination of permanent services

i. Your age of superannuation retirement will be 58 years. Thus, you will stand retired automatically without notice on the last day of the month in which you attain 58 years of age.
ii. If you remain absent without prior sanction of leave or remain absent beyond the period of leave originally granted or extended, you shall lose your lien on your assignment, unless:
    a. You return to work within 8 days of commencement of such absence: or
    b. Give an explanation to the satisfaction of the management of the Company
iii. Your services are liable to be terminated without notice or salary in lieu of the notice, in case of any misconduct on your behalf while in assignment with the Company / at the External Location or at the customer/client's office. For this purpose, the term 'misconduct' shall mean and include, without prejudice to the general meaning thereof, any reasonable suspicion of misconduct, disloyalty, commission of any act involving moral turpitude, any act of indiscipline or inefficiency or your refusal or failure to perform your obligations, duties, responsibilities or conviction for any serious crime or felony or any other crime involving moral turpitude, fraud, willful misrepresentation or any act having the effect or likely to have the effect of injuring the reputation or business or business relationship with the Company.
iv. Either party can terminate the appointment under this letter by giving a notice in writing to the other party or by paying the basic salary instead of the said notice. The duration of the notice period is of **two months (post of your confirmation)**. However, in case of you resigning from the services of the Company, the Company shall have the sole discretion to relieve you from your services before the completion of the stipulated notice period but in such case, the Company shall not be liable to pay any compensation or salary instead of the waived period of notice.
v. Your services can be terminated by the Company by giving you **2 days'** notice in writing or paying the monthly gross in lieu thereof in the event you fail to submit the joining documents within such time as set out in Annexure III.

16. General

i. At all times your conduct will comply with the Company policies.
ii. The regular working hours are from **9:00 am** to **5:30 pm**. with staggered weekly offs. Work timings may change based on the project you will be allocated to or based on client requirements. In such a case your

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project timings become your work timing. The company reserves the right to alter modify its hours, weekly off days & or holiday temporarily or permanently.

iii. You are required to work for 6 (six) days a week. A working day shall comprise 8.30 hrs. on Weekdays and Saturdays, including a break of 30 mins (one) hour for lunch, dinner, or tea breaks. You are expected to complete 48 (forty-eight) hours of productive work every week. If your timesheet determines the revenue of the company, failure to record your hours of work contribution in the timesheets regularly as determined by the management of the Company would result in loss of salary for the unrecorded period.

iv. The Company will cover you under Company's group medical insurance policy. The medical insurance premium for such policies shall form a part of your salary as set out in Annexure I. The insurance premium will be borne by you and the Company will only facilitate the process of insurance premium. In the event the amount paid by the Company on account of insurance premium for any month is lesser than the one stated in Annexure I, the Company will pay the difference to you and in case the amount paid by the Company is in addition to the one stated in Annexure I, you are liable to pay the difference to the Company. The insurance policy is subject to change from time to time as deemed fit by the management.

v. As of the date hereof, if you can be covered under the Employees' State Insurance Scheme (the "**Scheme**") under the Employees' State Insurance Act, 1948 and if any subsequent raise in your salary puts you out of the purview of the Scheme or the limits of the Scheme are revised, which no longer keep you eligible to avail benefits of the Scheme, the Company's contribution is applicable as per the act.

vi. You may be selected or sponsored by the Company for familiarization or training assignment with the technical collaborator of the Company or with any other institution or organization in India or abroad. If selected, you are required to take part in such training or assignment diligently and beneficially. The cost of such training, including travel fare and related expenses, will be borne by the Company, which the discretion of the management may be, subject to any contract or arrangement under which you shall agree to serve the Company for a specified number of years after completion of the training and agree to pay liquidated damages in case of earlier resignation or termination of service in proportion to a number of years of service remaining to be served.

vii. In case you are required to shift from another location to your place of assignment as specified in Annexure III at the time of joining, you are eligible to claim reimbursement for expenses incurred on packing, unpacking, loading, unloading, transportation as per the existing policy of the Company. However, in case of resignation or your services are terminated in any manner within 1 (one) year of your date of joining the assignment with the Company, the amount so paid shall be recoverable from you by the Company.

viii. In case you are shifted from your place of assignment to another location where the Company has its operations during your assignment with the Company, you are eligible to claim reimbursement for expenses incurred on packing, unpacking, loading, unloading, transportation as per the existing policy of the Company. However, in case of Resignation or your services are terminated in any manner within 1 (one) year of such shifting, the amount so paid shall be recoverable from you by the Company.

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ix. In case of any inquiry initiated by the Company or your employer at the External Location against you or any other employee as per the policy in place, you undertake to provide full co-operation in respect of such inquiry as may be required.

x. You will be governed by service rules and regulations including 'Code of Conduct', discipline and administrative order or any such other rule or order of the Company which may be in force from time to time.

xi. The date of birth mentioned in the matriculation / higher secondary certificate shall be conclusive proof of your age.

xii. You will notify the Human Resource Team of the Company about any change of address within a week of such change, failing which any communication served on your last
the notified address shall be deemed to be validly served on you.

xiii. Upon resignation or termination of your assignment with the Company in any manner, you shall immediately return to the Company any and all books, documents, correspondence, records including any compact disks or electronic storage device relating to the business and affairs of the Company.

xiv. You can be eligible to apply for of 2 to 4 leaves during your entire notice period. The same would change based on the number of days you serve your notice to the organization.

xv. In case, you take additional leaves beyond your applicable notice period, your notice duration may increase to keep parity with the organization's leave policy.

xvi. Any time upon request of the Company and in any event on resignation or termination of your assignment with the Company in any manner, you shall immediately hand over all the authorization letter or power of attorney issued in your favour by the Company or any other property of the Company in your possession in the same form as given to you by the Company (subject to ordinary wear and tear).

xvii. In case of resignation or termination of your assignment with the Company in any manner, you shall extend requisite co-operation to the Company to ensure a smooth transition of your duties and responsibilities to such person as may be appointed or nominated by the Company.

xviii. Your designation and compensation are subject to change depending upon the work assignment undertaken by you from time to time and the compensation structure of the Company is subject to revision to protect the cost to the Company.

xix. You will indemnify and keep us indemnified and hold harmless against any loss or damage caused to the Company or any claim raised by a third party against the Company due to any unauthorized act undertaken by you.

xx. You hereby represent to the Company that you are under no obligation or agreement or legal impediment that would prevent you from becoming an employee of the Company, or adversely impact your ability to perform the expected responsibilities.

xxi. Any notice or correspondence to be given by you to the Company or by the Company to you shall be given as under:

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a. If to Company: E-mail: hr@scikey.ai
b. If to the employee: The personal Email ID registered by the employee in their resume submitted to the company at the time of assignment.

xxii. In an event of a drop in performance, you will be put in a Performance Improvement Plan as per the Company policy.

17. Health and Safety

You shall take all reasonable precautions for your health and safety, and the health and safety of other team members. You shall comply with all rules and policies concerning health and safety which may apply from time to time. If you become aware of any danger or hazard that may affect your health and safety or the health and safety of other team members, you must immediately report the matter to the Company.

18. Final Settlement

On resignation or termination of your assignment with the Company, any amount owed by you to the Company including any amounts due on account of reimbursement of expenses incurred
by the Company due to any loss or damage caused by you to the property of the Company shall, at the sole discretion of the Company, be deducted from any monies payable by the Company to you, including any salary, wages, bonuses, vacation pay, severance, commission, incentives, ex-gratia, variable pay or expenses payable to you. Any excess of such amounts owed by you to the Company shall be repaid by you within 30 (thirty) days from your dissociation with the Company. The Company reserves the right to recover from you any and all cost and attorney's fees which are incurred by the Company for recovery of such amounts. The final settlement shall not be done unless all outstanding amounts have been settled by you.

19. Sharing of Personal information

Human resource information systems are consolidated and managed centrally. As a result, personal information is shared around the Company's locations worldwide, to selected organizations that provide services to the Company. To assure that personal data privacy is adequately safeguarded, the Company operates internal procedures to protect the confidentiality and security of individual personal information. The Company also requires the external organization it works with to provide adequate levels of protection. By accepting this offer you are agreeing to such data storage and sharing.

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20. Jurisdiction

In case of any dispute between the Company and you in relation to your assignment, the competent courts and tribunals at Surat shall have exclusive jurisdiction.

21. Background Checks

The Company may, at its discretion conduct background checks prior to or after your expected joining date to validate your identity, the address provided by you, your education details and details of your prior work experience. if any, and to conduct any criminal checks. You expressly consent to the company conducting such background checks. In this connection, you are required to furnish the documents listed in Annexure III. If the Company is not satisfied, in its sole discretion, with the outcome of the background checks, the Company reserves the right to withdraw this offer without notice and compensation or to take any appropriate action against you, including, but not limited to termination of your employment. When a background check raises any concerns regarding any of the details furnished by you and the Company feels the need to further validate such facts, the company may at its sole discretion, ask you for further information, to substantiate the details that you have earlier provided to the Company, before initiating appropriate action. Please note that SRKay Consulting Group requires you to furnish a copy of your passport at the time of joining. If you are unable to do so, the Company will initiate a criminal background check, the cost of which will need to be borne by you.

22. Revocation of Offer

The Company reserves the right to unilaterally revoke this offer at any time prior to receipt of your acknowledgement and acceptance of this offer letter in the form and manner provided hereunder. Such revocation shall be final and shall relieve the Company of liability of any nature whatsoever in respect of the offer contained herein and shall be without prejudice to any other right the Company may have against you in law or equity.

23. Other Terms & Conditions

You agree not to undertake employment, whether full-time or part-time, as the Director / Partner / Member / Employee of any other organization / entity engaged in any form of business activity without the consent of SRKay Consulting Group. The consent may be given subject to any terms and conditions that the Company may think fit and may be withdrawn at any time at the discretion of the Company.

You hereby acknowledge and agree to abide by all internal Policies of the Company, which you will be able to access, upon joining, on the HRMS. These Policies cover various human resources and administrative topics and procedures. The Company reserves the right to change these Policies at any time in its absolute discretion.

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You shall be required to sign certain mandatory agreements, including but not limited to the Confidentiality, Intellectual Property Rights, the Code of Business Conduct and Ethics and your employment shall be governed by all the rules and regulations, as amended from time to time, of the Company as applicable to your employment with us. This offer is also conditional upon your acceptance and execution of the Non-Compete Agreement (Annexure-II). This offer of employment constitutes the entire agreement between you and the Company regarding the terms of your employment and it is the complete, final, and exclusive embodiment of your agreement with regard to this subject matter and supersedes any other promises, warranties, representations or agreements, whether written or oral. It is entered into without reliance on any promise or representation other than those expressly contained herein, and it cannot be modified or amended except in writing signed by an authorized officer of the Company. If any of the terms or conditions of this offer are found to be illegal or unenforceable, such terms shall be treated as severable from the rest of the terms and conditions of this offer and the remaining terms and conditions shall continue.

The Company may change policies at any time at its discretion without requiring a variation to this agreement.

We look forward to your long and successful association with the Company.
Yours Sincerely,
For and on behalf of SCIKEY

Prosenjit Mukherjee

Prosenjit Mukherjee
Head – Human Resources

Enclosures:

Annexure I – Annual Potential Compensation Structure
Annexure II – Non-Compete
Annexure III – Contact Details of the Company and Joining Documents

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Acknowledgement and Acceptance

I have read and understood the terms and conditions of this letter and hereby notify my acceptance by signing at the space provided below.

Signature **Date**

_____ _____

This letter shall automatically stand withdrawn in case you do not notify your acceptance by countersigning this letter within 7 (seven) days of the date of this letter. This agreement shall be governed by the laws of India and you hereby agree to the exclusive jurisdiction of the courts in Surat, India.

As a token of your acceptance of this offer, please bring a duly signed, duplicate copy of the letter and all the accompanying annexures, on the date of joining.

We welcome you to the SRKay Consulting Group India family and wish you a rewarding career over the years to come.

Yours sincerely,
For & On Behalf of SRKay Consulting Group

Acknowledgement: I have read, understood, and agree to the terms and conditions as set forth in this offer letter.

Date: _____, 20_____ _____ Signature & your name.

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ANNEXURE I – REMUNERATION

Salary Structure -Surat		
Name	**Deepkumar Rathod**	
Location		**Surat**
	Amount (INR)	**Monthly Payout (INR)**
Components (A)	**2,76,000**	**23,000**
Basic Salary	1,65,600	13,800
House Rent Allowance (HRA)	60,517	5,043
Advance Bonus	12,995	1,083
Transport Allowance	19,200	1,600
Food Allowance	17,688	1,474
Annual Total Compensation	**2,76,000**	
Benefits (B)	**Amount (INR)**	
* Insurance (Mediclaim + Personal Accident)	12,000	Provisioned Amount
Provident Fund (Company's Contribution)	19,872	As per The Provident Fund Act 1952
Gratuity	7,965	As per The Gratuity Act 1972
Company's contribution towards benefits	**39,837**	
Total Fixed Component	**3,15,837**	

1. All the components contained in the aforesaid structure shall be construed as Annual salary components.
2. 2. Any remuneration component which is not included in the above Salary Structure but becomes payable to the employees due to any change in any existing statute or introduction of a new statute/law, shall be added to this structure as applicable.

Please note that the above structure is subjected to change, in lieu of to change in company policy and income tax rules. All benefits are as per company policy, which are subject to change from time to time

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Note:

A) **Leave Travel Allowance (LTA)#** is an annual component but will be paid on a monthly basis in advance.

B) **Deductions:** The Company shall make any deductions from the salary, as it may be stated in the respective policies from time to time. For example, deductions towards company provided transport, non – adherence as per disciplinary policies etc.

C) **Provident Fund**:** Eligibility for Employer's Contribution to Provident Fund is governed strictly as per the rules under the Employees Provident Fund and Miscellaneous Provisions Act, 1952. As per the Act you will make your contribution to the PF scheme at 12% of Rs. Basic salary. The company will make similar matching contribution to the PF scheme every month.

D) **Gratuity***:** Gratuity will be applicable as per the Payment of Gratuity Act 1972

E) **Insurance:** The Company will cover you under Company's group medical insurance policy. The medical insurance premium for such policies shall form a part of your salary as set out in Annexure I. The insurance premium will be borne by you and the Company will only facilitate the process of insurance premium.

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

Please note that your Compensation details are personal to you, and you are requested not to share details of the same with others.

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ANNEXURE-II – NON-COMPETE AGREEMENT

I, _____, do hereby acknowledge and confirm the following: -

i. I am accepting employment with SRKay Consulting Group, as per the presents in this document, I agree to the following terms herein, and acknowledge that this is a material condition of my employment with SRKay Consulting Group

ii. I am required, on behalf of SRKay Consulting Group, to provide services to, or solicit business from, various customer/clients of SRKay Consulting Group for whom I performed services as a Company employee (each such customer/client hereinafter referred to as a "Customer").

iii. In consideration of the above, I agree that for six (6) months following the termination of my employment with SRKay Consulting Group for any reason, I will not:

   a. accept any offer of employment from any Customer, where I had worked in a professional capacity with that Customer in the twelve (12) months immediately preceding the termination of my employment with SRKay Consulting Group.

   b. accept any offer of employment from a Named Competitor of SRKay Consulting Group, if my employment with such Named Competitor would involve me having to work with a customer with whom I had worked in the twelve (12) months immediately preceding the termination of my employment with SRKay Consulting Group. For this Non-Compete Agreement, "Named Competitor" shall mean the following entities and their wholly-owned subsidiaries: -

1.
2.
3.

Place: Employee Signature:

Date: Employee Name: _____

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ANNEXURE III – DOCUMENTS CHECKLIST

On your date of joining, you are required to report at the following address:
Reporting Address:
SRKay Consulting Group, SRK, W04A, Gem & Jewellery Park, Ichhapore – Hazira, Surat-394510, Gujarat – India

HR SPOC: Krupali Patel
Contact Number: +91 9016157252
e-Mail: hroperations@scikey.ai **;** krupali.patel@scikey.ai
Reporting Date: 1st April 2022 (Friday)
Reporting Time: 9:00 am

We request you to kindly carry the Original of the following documents for verification purposes and photocopies of only those which you are yet to share. The same is mandatory and is required as part of the joining process.

DOCUMENT CHECKLIST

Sr No	Document
1	10th Std / SSC mark sheet / Certificate
2	12th Std / HSC mark sheet / Certificate
3	Diploma Final Year mark sheet AND Certificate (if applicable)
4	Degree Final Year mark sheet AND Certificate (if applicable)
5	Post Graduate Degree Final Year mark sheet AND Certificate (if applicable)
6	Relieving letters from all previous Organizations
7	Experience letters from all previous Organizations
8	Latest salary slips of Current Employer
9	Photocopy of Passport with Valid VISA Stampings /Election Card
10	Photocopy of PAN Card
11	Photocopy of Aadhaar Card
12	3 passport size color photographs with White background
13	Marriage Certificate
14	All supporting and relevant documentation indicating Nationality Status and due authorization to work in India (If applicable)

Letter of Offer

1st September 2021
Subject: **Internship and Job Offer**
Dear **Ms. Dhara Gosai,**

This is with reference to your application and subsequent interview with us. We are excited to offer you a full-time job with the title **Software Developer** at **BOSC Tech Labs Pvt. Ltd.**

As per our conversation, the duration of your internship would be 6th December 2021 to 30th June 2022 (till your result) and you will be paid a monthly stipend of **Rs. 5,000 /- (Rupees Only)** per month.

On satisfactory completion of the internship period, if you perform well then only, you will be confirmed in service and you will be paid a yearly on-hand salary of **Rs. 3,00,000 /- (Rupees Only)** per year. Below is the break up for the same

- Rs. 2,50,000/- per year which will be paid monthly
- After completion of two-years bonus will be paid of Rs 50,000 /-

The duration of your probation period will be till you will complete your degree. On satisfactory completion of the probation period, if you perform well then only, you will be confirmed as a permanent employee of the organization.

Note: Any Tax/TDS liabilities arising out of the remuneration will be deducted as per the Government rules.

As per the discussion, your anticipated start date will be December 06, 2021, at the Gandhinagar location.

The detailed contractual appointment letter indicating all terms and conditions of your employment will be given to you at the time of joining.

You are requested to bring below mentioned documents at the time of joining.

1. Driving License
2. Pan Card
3. Aadhar Card
4. Copy of Education Documents
5. Copy of the Offer Letter of the last employer
6. Copy of Last 3 salary slips of the previous employer
7. Copy of Experience letter of the last employer
8. 2 Photographs
9. 1 Cancelled Cheque

We look forward to the opportunity to work with you in an atmosphere that is successful and mutually challenging and rewarding.

If you have any questions, please contact me directly via phone or email.

Yours faithfully,

CMP

IT Path Solutions

Ref: IPS-21-22-036

Date: 26th August 2021

Name: Ms. Dharti Chauhan

Address: Ahmedabad, Gujarat

Trainee Offer Letter

As an organization's initiative we are pleased to inform you that you are selected as a **Intern Technology Architect.** You have to join during the November / December 2021. Kindly bring two passport size photographs, Address proof, PAN card and Photo ID on the date of joining.

You will be on training period for six months. After successfully completing training period and review thereof, you will be offered an employment.

Your increment cycle will be of one year and after your employment confirmation.

Kindly confirm your acceptance of this offer and your date of joining.

Wishing you a long lasting association with **IT Path Solutions**.

For IT Path Solutions,

Keyur Patel

Co-Founder

IT PATH SOLUTIONS AHMEDABAD

Initials_____

Regd. Office : 84, Nirmal, Nr. Bhaduatnagar, Maninagar, Ahmedabad - 380 008. Gujarat. INDIA
Development Center : 801-804, Binori B Square 1, Near Neptune House, Iscon-Ambli Road, Ahmedabad - 380058.
info@itpathsolutions.com www.itpathsolutions.com +91 79 48988632

IT Path Solutions

I Acknowledge receipt and accept the Offer Letter in original.

I also acknowledge that upon acceptance of this offer if I violate any terms mentioned in offer letter then company can deposit security cheque and take further necessary action.

Place: Ahmedabad

Date: 26/08/2021

Name: Dharti Chauhan

Signature: Dharti

Cheque No: 000722

Bank Name: ICICI Bank.

Account No: 137101508472

Initials_____

Regd. Office : 84, Nirmal, Nr. Bhaduatnagar, Maninagar, Ahmedabad - 380 008. Gujarat. INDIA
Development Center : 801-804, Binori B Square 1, Near Neptune House, Iscon-Ambli Road, Ahmedabad - 380058
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Offer Cum Appointment Letter

Dated – 29th March 2022

To,
Dimpal Kothiya

Dear Dimpal,

Welcome to SCIKEY, a brand of SRKay Consulting Group LLP.

It indeed has been a pleasure interacting with you. With reference to your application and your subsequent interview(s) with us, we at SCIKEY, a brand of SRKay Consulting Group (hereinafter referred to as Company) are pleased to offer you the SCIKEY Designation (as per Company Growth manual) as **Trainee Developer** whereas your Role on Project will be **Associate Trainee, Back End.**

Appended below are the details of your **Offer cum Appointment Letter**. Please feel free to call upon us in case you have any doubts or queries regards the same and/or if you would like to discuss the offer more in detail. We look forward to having you onboard and wish you a successful stint at the company.

Warm Regards,

For & on behalf of SCIKEY

Prosenjit Mukherjee

Prosenjit Mukherjee
Head – Human Resources

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1. Joining date

You will be required to report for duties at the earliest, but no later than **1st April 2022 (Friday).** We will keep our communication open and the initial training process for you.

2. Location

Your location for employment would be **Surat - "SRK", W04A, Gem & Jewellery Park, Ichhapore – Hazira, Surat-394510, Gujarat – India** ("work location"). During your assignment with the Company, you may be appointed, transferred, deputed or deployed to any other offices, projects, divisions, departments or units of the Company or its affiliates or subsidiaries or group companies existing or to be set up at any other location or any other unaffiliated company as may be required to render services to any customer/client of the company in India or abroad ("External Location") you would adhere and comply to the policies of the work location (it includes Client location). You may be required to travel to any of the other offices of the Company or its customer locations for business reasons, should the need arise. Although the Company will endeavour to ensure that any transfer or relocation does not cause unnecessary disruption to your status, the Company does not guarantee the continuation of any facility or perquisite upon transfer. In all such cases of transfer or relocation, the Company's transfer and relocation policies shall apply. If you relocate to another country, your salary will be adjusted following the then prevailing market matrices as may be utilized by the Company for your role in such a new country of assignment. In case of your deployment, deputation to any External Location or customer/client site, you may be required to enter into certain other agreements and arrangements with such company or customer/client including non-disclosure agreements, code of conduct or confidentiality agreements as per such company's or customer/client's policies in place from time to time. You shall, at all times while working at the External Location or customer/client's site, adhere to the terms of such agreements and arrangements. You agree that you shall furnish copies of such agreements to the Company and seek its prior approval before execution of such agreements. You shall not take up an assignment with the customer/client you have been deployed with for at least six (6) months from your last working day with the Company, without prior written approval from the Company.

3. Probation and confirmation

You will be on probation for **Six (6) months** from the date of joining. If in the opinion of the management you are found suitable at the end of the probation period, you will be confirmed as a permanent employee of SRKay Consulting Group or otherwise, the probation period may be extended by a suitable period or your services will be terminated. Your confirmation is also based on the submission of the documents required by the Company,

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details of which are enclosed in Annexure – III. (Please note that the management decision will be treated as final and binding)

You will not be entitled to privileged leave during the probation period. However, due to illness if you are medically unfit for the work, you will be granted leave at the discretion of the management on submission of an appropriate medical certificate.

The duration of the notice period is of **One Month (30 Days)** d**uring and after probation period**. However, in case of you resigning from the services of the Company, the Company shall have the sole discretion to relieve you from your services before the completion of the stipulated notice period but in such case, the Company shall not be liable to pay any compensation or salary with respect to the waived period of notice.

4. Leave Policy

You may be eligible for a maximum of up to 13 days of Earned Leaves (PL) and a maximum of up to 7 days of Sick Leaves. You can be eligible for casual leaves from time to time. In addition to the above, you are also eligible for 4 days of National Holidays and 4 days of Festive Holidays (including Saturdays and Sundays).

However, kindly note, we have multiple business lines with varied working days and hence your earned leaves could change from time to time based on your actual working days. The Company's Policies in general also provide for Maternity and Paternity leaves. Further details will be provided to you at the time of joining or during induction.

4.1 ***Maternity Leave:*** You will be governed by The Maternity Benefit Act 1961 formulated by the Government of India as per the rules and regulations in force from time to time.

4.2 ***Paternity / Adoption Leave:*** You can be entitled to 5 (five) days of Paternity / Adoption leave. This is a paid leave associated with the birth of an employee's child or the placement of a child with the employee in connection with adoption or foster care.

5. Compensation and Benefits

Your overall annual Compensation can be **INR 2,82,812/- (Two Lakhs Eighty-Two Thousand Eight Hundred and Twelve Rupees Only)** per annum. The break-up of your Annual Compensation is enclosed with this letter as Annexure I. All applicable taxes, including taxes levied on the remuneration, benefits/perquisite payable to you by the Company, statutory contributions made on your behalf by the Company shall be borne and paid by you. You will not be entitled to any additional remuneration on account of any special assignment, deployment or deputation undertaken by you during your normal course of assignment with the Company. Please note that

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the Company, at its sole discretion, may in case of appointment/transfer/deployment or deputation at an External Location or at customer/client's office, pay such additional remuneration as may be provided for in the company's policy in this regard. (You are required to always keep your salary information confidential and not disclose it to anyone else in the company.)

6. Provident Fund Scheme

You will be governed by The Employees Provident Fund Scheme, 1952, formulated by the Government of India immediately on joining, as per the rules and regulations in force from time to time.

7. ESIC / Insurance

You should be governed by The Employees State Insurance Scheme, 1948, formulated by the Government of India on joining as per the rules and regulations in force from time to time. If you are not coverable under ESIS, you will be eligible to participate in a Group Health Insurance & Personal Accidental Insurance Scheme. Further details will be provided to you at the time of joining.

8. Abandonment of employment

If you are absent from work for eight consecutive days without the consent of or notification to the Company, or without just cause, you shall be deemed to have terminated your employment.

9. Performance Review and Progression

Your promotion, increment shall depend upon your satisfactory performance in the periodical performance appraisal conducted by the management from time to time. If your performance is found unsatisfactory, then you will be put under PIP (Performance Improvement Plan) for the duration as may be decided by the management. If your performance is found unsatisfactory even after PIP, it may result in termination. A performance review will not necessarily result in a remuneration increase. Your remuneration will be subject to review by the company at such times as may be considered appropriate. Review dates would be as set by the company. The company operates on pay for performance policy and the result of any remuneration review will take your performance into account.

10. Medical Fitness and Verification of Particulars

Your appointment is subject to you being declared and remaining medically fit by a medical officer or by a doctor. The management has the right to get you medically examined by a certified medical practitioner during the period of your service with the Company. In case you are found medically unfit to perform your duties under your assignment, the Company has the right to terminate your assignment, but not before giving you sufficient

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notice with discussion and extending all medical support as possible during the period you are found to be unfit. The Company will take a supportive, compassionate, and lenient view in genuine cases of medical issues. The Company reserves the right to carry out reference verifications or background checks during your assignment with the Company, either by itself or through third-party agencies engaged by the Company. Such background verifications and reference checks, amongst others, would include past assignment(s) and salary details, criminal records, across countries resided in or worked in etc., and other details provided by you to the Company. You understand and acknowledge that this is a requirement, and you shall not raise any objection whatsoever to the said background verifications and reference checks. In case the particulars mentioned by you are false or unsatisfactory, your services will be liable to be terminated immediately. Further, you acknowledge and accept that the Company has made this offer of employment based on bonafide statements, information, and facts provided by you and other documents submitted by you. During your employment, if it is found that any information provided by you is false, incorrect or misleading, without prejudice to all its rights and remedies, the Company shall have a right to take appropriate disciplinary action against you.

11. Service Commitment

i. The company expects you to continue the employment of a minimum of 2 years from your date of joining. We would expect you to follow all the company policies and practices during your service period.

12. Duties and Responsibilities

i. The Company will expect you to work with a high standard of initiative, efficiency, and economy. You will perform, observe, and confirm such duties, directions and instructions assigned or communicated to you by the Company and those in authority over you.
ii. Please note that the nature of employment is such that you may be required to travel abroad. While the Company will endeavour to accommodate your reasonable requests, you recognize that customer/client deliverables are critical for the business. Refusal to travel persuant to two requests by the Company will be adequate grounds for your services to be terminated.
iii. You shall not seek membership of any local or public bodies without the written permission of the management.
iv. You shall neither divulge nor give out any information including particular or details of the Company's process, technical know-how, security arrangement, administrative and/or organizational matters or any information of confidential or secret nature (the "**Confidential Information**") which may be in your possession by virtue of your assignment with the Company to any unauthorized person during the period of your assignment or even afterwards by way of written or oral communication.
v. You shall keep confidential all the information and material provided to you by the Company or by its customer / clients concerning their affairs, in order to enable the Company to perform the services of the

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Company. This also includes such information as is already known to the recipient or is in public knowledge without you breaching your confidentiality obligation which you shall not release, use, or disclose, except with the prior written permission of the Company. Your obligation to keep such information confidential shall continue for a period of 1 (one) year after resignation or termination of your services with the Company.

vi. You will, as and when required by the Company, execute a separate non-disclosure agreement in a format approved by the Company.

vii. You will neither enter any commitment nor deal 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 any authority or discretion vested with you without the appropriate sanction of the Company.

viii. You will be responsible for the safekeeping and return in good condition and order the properties of the Company, which may be in your use, custody, possession, care, or charge.
For the purpose of any loss of any property of the Company in your possession, the Company will have a right to assess on its own and recover the damages of all such materials by way of monetary compensation or otherwise from you as may be deemed fit by the Company. The Company reserves the right to take any such action as it may deem necessary in the event of your failure to account for such material or property

ix. You shall not directly or indirectly solicit or cause to be solicited any customer/client of the Company during the term of your assignment and 1 (one) year after your resignation / the termination of your assignment with the Company unless there is a written approval for the same

x. Both during your assignment and for 1 (one) year after your assignment with the Company ceases, you will not directly or indirectly solicit any of the Company's employees or key employees of any of the Company's customer/clients for assignment with a person or entity involved in a business similar to or in competition with the business of the Company. Key employees include without limitation supervisory personnel, executives, personnel in charge of any department, section, or subdivision, and project managers, directors, and senior personnel on an individual project or project.

xi. You will not during your non-working hours, directly or indirectly carry out or cause to be carried out any work similar to that which the Company undertakes during the term of your assignment.

xii. You may during the course of your assignment be given assignments based on the Company's reasonable business needs which the company considers are suited to your background, qualifications and/or experience. You shall not refuse to carry out any assignment solely on the ground that it has not been or does not form part of your usual duties.

xiii. The nature of your services and responsibilities in the Company may be varied from time to time depending upon the requirements of the Company and you shall have no objection to such variation.

xiv. You shall undertake appropriate behaviour while travelling on behalf of the Company for the purpose of sales, external functions, conferences, events, official work or otherwise in accordance with the Company policy.

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xv. You shall abide by the Company policies and any amendments thereto as of and when notified to you by the Company.

13. Intellectual Property

i. All intellectual property such as trademarks, copyrights, designs, technical know-how etc., developed by you during your work hours with the Company either individually or collectively with other employees of the Company shall be the property of the Company and you shall not have any right or make any claim in respect thereof. You will disclose to the Company any discovery, invention, process or improvement made or discovered during your assignment with the Company (the "**Intellectual Property**") and the Intellectual

ii. Property shall automatically stand transferred to the Company and shall remain an absolute property of the Company at all times. If and when required to do so by the Company, you shall, at the Company's expense, take out or apply for a patent license or other rights, privileges or production as may be directed by us in respect of the Intellectual Property so that the benefit thereof shall accrue to the Company at all times and you shall execute such deeds, documents, agreements as may be required or directed by the Company for transfer, assignment or other to vest the rights in the Intellectual Property in favour of a third person, company, firm or proprietary as its sole beneficiary.

iii. In addition, you hereby appoint the Company as your duly constituted attorney for the purpose of executing in your name and on your behalf all such deeds and documents as may be required for the purpose of giving effect to the rights of the Company under this Clause.

iv. You hereby irrevocably and unconditionally waive any and all moral rights or any rights of a similar nature under any law in any jurisdiction in and to any and all material written, created or devised by you, whether solely or jointly, resulting from or suggested by anything which you shall do pursuant to your assignment with the Company.

v. You acknowledge that your remuneration and all consideration paid to you by the Company under this Agreement includes compensation for the assignment (if any) to the Company of the Intellectual Property and that the rights and obligations under this Clause shall continue in force after the termination of this Agreement in respect of any Intellectual Property created during your assignment under this Agreement and shall be binding upon your legal representatives.

14. Dress Code

The company has adopted business casual wear for employees. In order to create and maintain a professional image, employees are expected to wear clothing that is not offensive or distracting to customers/clients and colleagues. You are required to follow the dress code policy of the Company and shall maintain the standard level of hygiene. In case you are transferred, deputed or appointed at the External Location or the customer/client's office, you are required to follow the dress code policies in place at the External Location or

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at the customer / client's office (as the case may be). The general principle for adopting business casual dress is related to creating a positive image of the Company for our customers and colleagues.

i. Remember that at all times in the workplace employees are ambassadors of the Company.
ii. Clothes should not cause embarrassment or have a negative impact upon the image of the Company.
iii. Employees representing the Company off-site with third party companies should wear business formals.

15. Termination of permanent services

i. Your age of superannuation retirement will be 58 years. Thus, you will stand retired automatically without notice on the last day of the month in which you attain 58 years of age.
ii. If you remain absent without prior sanction of leave or remain absent beyond the period of leave originally granted or extended, you shall lose your lien on your assignment, unless:
    a. You return to work within 8 days of commencement of such absence: or
    b. Give an explanation to the satisfaction of the management of the Company
iii. Your services are liable to be terminated without notice or salary in lieu of the notice, in case of any misconduct on your behalf while in assignment with the Company / at the External Location or at the customer/client's office. For this purpose, the term 'misconduct' shall mean and include, without prejudice to the general meaning thereof, any reasonable suspicion of misconduct, disloyalty, commission of any act involving moral turpitude, any act of indiscipline or inefficiency or your refusal or failure to perform your obligations, duties, responsibilities or conviction for any serious crime or felony or any other crime involving moral turpitude, fraud, willful misrepresentation or any act having the effect or likely to have the effect of injuring the reputation or business or business relationship with the Company.
iv. Either party can terminate the appointment under this letter by giving a notice in writing to the other party or by paying the basic salary instead of the said notice. The duration of the notice period is of **two months (post of your confirmation)**. However, in case of you resigning from the services of the Company, the Company shall have the sole discretion to relieve you from your services before the completion of the stipulated notice period but in such case, the Company shall not be liable to pay any compensation or salary instead of the waived period of notice.
v. Your services can be terminated by the Company by giving you **2 days'** notice in writing or paying the monthly gross in lieu thereof in the event you fail to submit the joining documents within such time as set out in Annexure III.

16. General

i. At all times your conduct will comply with the Company policies.
ii. The regular working hours are from **9:00 am** to **5:30 pm**. with staggered weekly offs. Work timings may change based on the project you will be allocated to or based on client requirements. In such a case your

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project timings become your work timing. The company reserves the right to alter modify its hours, weekly off days & or holiday temporarily or permanently.

iii. You are required to work for 6 (six) days a week. A working day shall comprise 8.30 hrs. on Weekdays and Saturdays, including a break of 30 mins (one) hour for lunch, dinner, or tea breaks. You are expected to complete 48 (forty-eight) hours of productive work every week. If your timesheet determines the revenue of the company, failure to record your hours of work contribution in the timesheets regularly as determined by the management of the Company would result in loss of salary for the unrecorded period.

iv. The Company will cover you under Company's group medical insurance policy. The medical insurance premium for such policies shall form a part of your salary as set out in Annexure I. The insurance premium will be borne by you and the Company will only facilitate the process of insurance premium. In the event the amount paid by the Company on account of insurance premium for any month is lesser than the one stated in Annexure I, the Company will pay the difference to you and in case the amount paid by the Company is in addition to the one stated in Annexure I, you are liable to pay the difference to the Company. The insurance policy is subject to change from time to time as deemed fit by the management.

v. As of the date hereof, if you can be covered under the Employees' State Insurance Scheme (the "**Scheme**") under the Employees' State Insurance Act, 1948 and if any subsequent raise in your salary puts you out of the purview of the Scheme or the limits of the Scheme are revised, which no longer keep you eligible to avail benefits of the Scheme, the Company's contribution is applicable as per the act.

vi. You may be selected or sponsored by the Company for familiarization or training assignment with the technical collaborator of the Company or with any other institution or organization in India or abroad. If selected, you are required to take part in such training or assignment diligently and beneficially. The cost of such training, including travel fare and related expenses, will be borne by the Company, which the discretion of the management may be, subject to any contract or arrangement under which you shall agree to serve the Company for a specified number of years after completion of the training and agree to pay liquidated damages in case of earlier resignation or termination of service in proportion to a number of years of service remaining to be served.

vii. In case you are required to shift from another location to your place of assignment as specified in Annexure III at the time of joining, you are eligible to claim reimbursement for expenses incurred on packing, unpacking, loading, unloading, transportation as per the existing policy of the Company. However, in case of resignation or your services are terminated in any manner within 1 (one) year of your date of joining the assignment with the Company, the amount so paid shall be recoverable from you by the Company.

viii. In case you are shifted from your place of assignment to another location where the Company has its operations during your assignment with the Company, you are eligible to claim reimbursement for expenses incurred on packing, unpacking, loading, unloading, transportation as per the existing policy of the Company. However, in case of Resignation or your services are terminated in any manner within 1 (one) year of such shifting, the amount so paid shall be recoverable from you by the Company.

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ix. In case of any inquiry initiated by the Company or your employer at the External Location against you or any other employee as per the policy in place, you undertake to provide full co-operation in respect of such inquiry as may be required.

x. You will be governed by service rules and regulations including 'Code of Conduct', discipline and administrative order or any such other rule or order of the Company which may be in force from time to time.

xi. The date of birth mentioned in the matriculation / higher secondary certificate shall be conclusive proof of your age.

xii. You will notify the Human Resource Team of the Company about any change of address within a week of such change, failing which any communication served on your last
the notified address shall be deemed to be validly served on you.

xiii. Upon resignation or termination of your assignment with the Company in any manner, you shall immediately return to the Company any and all books, documents, correspondence, records including any compact disks or electronic storage device relating to the business and affairs of the Company.

xiv. You can be eligible to apply for of 2 to 4 leaves during your entire notice period. The same would change based on the number of days you serve your notice to the organization.

xv. In case, you take additional leaves beyond your applicable notice period, your notice duration may increase to keep parity with the organization's leave policy.

xvi. Any time upon request of the Company and in any event on resignation or termination of your assignment with the Company in any manner, you shall immediately hand over all the authorization letter or power of attorney issued in your favour by the Company or any other property of the Company in your possession in the same form as given to you by the Company (subject to ordinary wear and tear).

xvii. In case of resignation or termination of your assignment with the Company in any manner, you shall extend requisite co-operation to the Company to ensure a smooth transition of your duties and responsibilities to such person as may be appointed or nominated by the Company.

xviii. Your designation and compensation are subject to change depending upon the work assignment undertaken by you from time to time and the compensation structure of the Company is subject to revision to protect the cost to the Company.

xix. You will indemnify and keep us indemnified and hold harmless against any loss or damage caused to the Company or any claim raised by a third party against the Company due to any unauthorized act undertaken by you.

xx. You hereby represent to the Company that you are under no obligation or agreement or legal impediment that would prevent you from becoming an employee of the Company, or adversely impact your ability to perform the expected responsibilities.

xxi. Any notice or correspondence to be given by you to the Company or by the Company to you shall be given as under:

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a. If to Company: E-mail: hr@scikey.ai
b. If to the employee: The personal Email ID registered by the employee in their resume submitted to the company at the time of assignment.

xxii. In an event of a drop in performance, you will be put in a Performance Improvement Plan as per the Company policy.

17. Health and Safety

You shall take all reasonable precautions for your health and safety, and the health and safety of other team members. You shall comply with all rules and policies concerning health and safety which may apply from time to time. If you become aware of any danger or hazard that may affect your health and safety or the health and safety of other team members, you must immediately report the matter to the Company.

18. Final Settlement

On resignation or termination of your assignment with the Company, any amount owed by you to the Company including any amounts due on account of reimbursement of expenses incurred
by the Company due to any loss or damage caused by you to the property of the Company shall, at the sole discretion of the Company, be deducted from any monies payable by the Company to you, including any salary, wages, bonuses, vacation pay, severance, commission, incentives, ex-gratia, variable pay or expenses payable to you. Any excess of such amounts owed by you to the Company shall be repaid by you within 30 (thirty) days from your dissociation with the Company. The Company reserves the right to recover from you any and all cost and attorney's fees which are incurred by the Company for recovery of such amounts. The final settlement shall not be done unless all outstanding amounts have been settled by you.

19. Sharing of Personal information

Human resource information systems are consolidated and managed centrally. As a result, personal information is shared around the Company's locations worldwide, to selected organizations that provide services to the Company. To assure that personal data privacy is adequately safeguarded, the Company operates internal procedures to protect the confidentiality and security of individual personal information. The Company also requires the external organization it works with to provide adequate levels of protection. By accepting this offer you are agreeing to such data storage and sharing.

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20. Jurisdiction

In case of any dispute between the Company and you in relation to your assignment, the competent courts and tribunals at Surat shall have exclusive jurisdiction.

21. Background Checks

The Company may, at its discretion conduct background checks prior to or after your expected joining date to validate your identity, the address provided by you, your education details and details of your prior work experience. if any, and to conduct any criminal checks. You expressly consent to the company conducting such background checks. In this connection, you are required to furnish the documents listed in Annexure III. If the Company is not satisfied, in its sole discretion, with the outcome of the background checks, the Company reserves the right to withdraw this offer without notice and compensation or to take any appropriate action against you, including, but not limited to termination of your employment. When a background check raises any concerns regarding any of the details furnished by you and the Company feels the need to further validate such facts, the company may at its sole discretion, ask you for further information, to substantiate the details that you have earlier provided to the Company, before initiating appropriate action. Please note that SRKay Consulting Group requires you to furnish a copy of your passport at the time of joining. If you are unable to do so, the Company will initiate a criminal background check, the cost of which will need to be borne by you.

22. Revocation of Offer

The Company reserves the right to unilaterally revoke this offer at any time prior to receipt of your acknowledgement and acceptance of this offer letter in the form and manner provided hereunder. Such revocation shall be final and shall relieve the Company of liability of any nature whatsoever in respect of the offer contained herein and shall be without prejudice to any other right the Company may have against you in law or equity.

23. Other Terms & Conditions

You agree not to undertake employment, whether full-time or part-time, as the Director / Partner / Member / Employee of any other organization / entity engaged in any form of business activity without the consent of SRKay Consulting Group. The consent may be given subject to any terms and conditions that the Company may think fit and may be withdrawn at any time at the discretion of the Company.

You hereby acknowledge and agree to abide by all internal Policies of the Company, which you will be able to access, upon joining, on the HRMS. These Policies cover various human resources and administrative topics and procedures. The Company reserves the right to change these Policies at any time in its absolute discretion.

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You shall be required to sign certain mandatory agreements, including but not limited to the Confidentiality, Intellectual Property Rights, the Code of Business Conduct and Ethics and your employment shall be governed by all the rules and regulations, as amended from time to time, of the Company as applicable to your employment with us. This offer is also conditional upon your acceptance and execution of the Non-Compete Agreement (Annexure-II). This offer of employment constitutes the entire agreement between you and the Company regarding the terms of your employment and it is the complete, final, and exclusive embodiment of your agreement with regard to this subject matter and supersedes any other promises, warranties, representations or agreements, whether written or oral. It is entered into without reliance on any promise or representation other than those expressly contained herein, and it cannot be modified or amended except in writing signed by an authorized officer of the Company. If any of the terms or conditions of this offer are found to be illegal or unenforceable, such terms shall be treated as severable from the rest of the terms and conditions of this offer and the remaining terms and conditions shall continue.

The Company may change policies at any time at its discretion without requiring a variation to this agreement.

We look forward to your long and successful association with the Company.
Yours Sincerely,
For and on behalf of SCIKEY

Prosenjit Mukherjee

Prosenjit Mukherjee
Head – Human Resources

Enclosures:

Annexure I – Annual Potential Compensation Structure
Annexure II – Non-Compete
Annexure III – Contact Details of the Company and Joining Documents

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Acknowledgement and Acceptance

I have read and understood the terms and conditions of this letter and hereby notify my acceptance by signing at the space provided below.

Signature **Date**

_____ _____

This letter shall automatically stand withdrawn in case you do not notify your acceptance by countersigning this letter within 7 (seven) days of the date of this letter. This agreement shall be governed by the laws of India and you hereby agree to the exclusive jurisdiction of the courts in Surat, India.

As a token of your acceptance of this offer, please bring a duly signed, duplicate copy of the letter and all the accompanying annexures, on the date of joining.

We welcome you to the SRKay Consulting Group India family and wish you a rewarding career over the years to come.

Yours sincerely,
For & On Behalf of SRKay Consulting Group

Acknowledgement: I have read, understood, and agree to the terms and conditions as set forth in this offer letter.

Date: _____, 20_____ _____ Signature & your name.

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ANNEXURE I – REMUNERATION

Salary Structure -Surat		
Name	**Dimpal Kothiya**	
Location		**Surat**
	Amount (INR)	**Monthly Payout (INR)**
Components (A)	**2,46,000**	**20,500**
Basic Salary	1,47,600	12,300
House Rent Allowance (HRA)	48,517	4,043
Advance Bonus	12,995	1,083
Transport Allowance	19,200	1,600
Food Allowance	17,688	1,474
Annual Total Compensation	**2,46,000**	
Benefits (B)	**Amount (INR)**	
* Insurance (Mediclaim + Personal Accident)	12,000	Provisioned Amount
Provident Fund (Company's Contribution)	17,712	As per The Provident Fund Act 1952
Gratuity	7,100	As per The Gratuity Act 1972
Company's contribution towards benefits	**36,812**	
Total Fixed Component	**2,82,812**	

1. All the components contained in the aforesaid structure shall be construed as Annual salary components.
2. 2. Any remuneration component which is not included in the above Salary Structure but becomes payable to the employees due to any change in any existing statute or introduction of a new statute/law, shall be added to this structure as applicable.

Please note that the above structure is subjected to change, in lieu of to change in company policy and income tax rules. All benefits are as per company policy, which are subject to change from time to time

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Note:

A) **Leave Travel Allowance (LTA)#** is an annual component but will be paid on a monthly basis in advance.

B) **Deductions:** The Company shall make any deductions from the salary, as it may be stated in the respective policies from time to time. For example, deductions towards company provided transport, non – adherence as per disciplinary policies etc.

C) **Provident Fund**:** Eligibility for Employer's Contribution to Provident Fund is governed strictly as per the rules under the Employees Provident Fund and Miscellaneous Provisions Act, 1952. As per the Act you will make your contribution to the PF scheme at 12% of Rs. Basic salary. The company will make similar matching contribution to the PF scheme every month.

D) **Gratuity***:** Gratuity will be applicable as per the Payment of Gratuity Act 1972

E) **Insurance:** The Company will cover you under Company's group medical insurance policy. The medical insurance premium for such policies shall form a part of your salary as set out in Annexure I. The insurance premium will be borne by you and the Company will only facilitate the process of insurance premium.

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

Please note that your Compensation details are personal to you, and you are requested not to share details of the same with others.

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ANNEXURE-II – NON-COMPETE AGREEMENT

I, _____, do hereby acknowledge and confirm the following: -

i. I am accepting employment with SRKay Consulting Group, as per the presents in this document, I agree to the following terms herein, and acknowledge that this is a material condition of my employment with SRKay Consulting Group

ii. I am required, on behalf of SRKay Consulting Group, to provide services to, or solicit business from, various customer/clients of SRKay Consulting Group for whom I performed services as a Company employee (each such customer/client hereinafter referred to as a "Customer").

iii. In consideration of the above, I agree that for six (6) months following the termination of my employment with SRKay Consulting Group for any reason, I will not:

   a. accept any offer of employment from any Customer, where I had worked in a professional capacity with that Customer in the twelve (12) months immediately preceding the termination of my employment with SRKay Consulting Group.

   b. accept any offer of employment from a Named Competitor of SRKay Consulting Group, if my employment with such Named Competitor would involve me having to work with a customer with whom I had worked in the twelve (12) months immediately preceding the termination of my employment with SRKay Consulting Group. For this Non-Compete Agreement, "Named Competitor" shall mean the following entities and their wholly-owned subsidiaries: -

1.
2.
3.

Place: Employee Signature:

Date: Employee Name: _____

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ANNEXURE III – DOCUMENTS CHECKLIST

On your date of joining, you are required to report at the following address:
Reporting Address:
SRKay Consulting Group, SRK, W04A, Gem & Jewellery Park, Ichhapore – Hazira, Surat-394510, Gujarat – India

HR SPOC: Krupali Patel
Contact Number: +91 9016157252
e-Mail: hroperations@scikey.ai **;** krupali.patel@scikey.ai
Reporting Date: 1st April 2022 (Friday)
Reporting Time: 9:00 am

We request you to kindly carry the Original of the following documents for verification purposes and photocopies of only those which you are yet to share. The same is mandatory and is required as part of the joining process.

DOCUMENT CHECKLIST

Sr No	Document
1	10th Std / SSC mark sheet / Certificate
2	12th Std / HSC mark sheet / Certificate
3	Diploma Final Year mark sheet AND Certificate (if applicable)
4	Degree Final Year mark sheet AND Certificate (if applicable)
5	Post Graduate Degree Final Year mark sheet AND Certificate (if applicable)
6	Relieving letters from all previous Organizations
7	Experience letters from all previous Organizations
8	Latest salary slips of Current Employer
9	Photocopy of Passport with Valid VISA Stampings /Election Card
10	Photocopy of PAN Card
11	Photocopy of Aadhaar Card
12	3 passport size color photographs with White background
13	Marriage Certificate
14	All supporting and relevant documentation indicating Nationality Status and due authorization to work in India (If applicable)

Offer Letter

Date: 28-09-2021

To,
Ms.:- Disha Zala

Congratulations, and greetings from the Shine Infosoft Team!

With reference to your application/ our discussion and subsequent interview, we are pleased to inform you that you have been considered for internship in this company. You will be stationed at our Makarba branch located at S G Highway, behind Jaguar Showroom, SidhiVinayak Complex, Ahmedabad.

You will receive INR 10,000/- per month during internship for 3 months and it will be revised to INR 20,000/- on condition of satisfactory performance.

Once upon successful completion of your PROBATION, you will be inducted as an employee of the company. Your PROBATION period is for 6 months from date of joining.

DETAIL APPOINTMENT LETTER WILL BE ISSUED AFTER JOINING THE COMPANY.

- **Your Job description/ performance expected by the company:**

1. For Developer/ Designer/ Social Media/ HR/ Business Analyst
    a. Work on technology/ platform for you are selected
    b. Perform work/job up to satisfaction of the company/ client
    c. Upgrade your-self with latest trends. (for this you will be trained/ provided opportunity to learn)
    d. Follow company code of conduct and policies
2. For Sales and Business Development
    a. Client communications
    b. Target achievement
    c. Perform work/job up to satisfaction of the company/ client
    d. Upgrade your-self with latest trends. (for this you will be trained/ provided opportunity to learn)
    e. Follow company code of conduct and policies

A -601.1, SiddhiVinayak Tower Nr. D.A.V. School, Off, Sarkhej - Gandhinagar Hwy, next to Kataria Arcade, Makarba, Ahmedabad, Gujarat 380051, India
www.shineinfosoft.in

- **The terms of engagement would be as under:**

1. Reporting time: 10:00 AM daily
2. Period of Internship 3 months.
3. Period of Probation: 6 months.
4. Date of Joining: 6th – December-2021.
5. You will be working/ designated as: Trainee.

We hope that you will work to your level best to improve the efficiency and performance of the company. Congratulations and best wishes.

Yours faithfully,

M. K. Thanki

Name: Manish Thanki
(Manager HR)

Note: - You are supposed to submit one original document for security purpose. It will be return back as and when you need.

For Candidate:
I agree to accept employment on the terms and conditions mentioned in the above letter.

Name:
Signature: _____ Date:_____

A -601.1, SiddhiVinayak Tower Nr. D.A.V. School, Off, Sarkhej - Gandhinagar Hwy, next to Kataria Arcade, Makarba, Ahmedabad, Gujarat 380051, India
www.shineinfosoft.in

Offer Letter

Date: 12th April 2022

Dear Falguni Desai,

With the Reference to the discussion, we had with you, we on behalf of Vrinsoft Technology are pleased to offer you the position of **"Jr. Business Development Executive"** and invite you to join the Vrinsoft Technology Family.
Your Cost to the Company would be **as per Discussion**.

The Allowances, benefits and other terms and conditions of your employment will be as per Company Policies as applicable from time to time. Your compensation will be reviewed in future as per Company Policy.

We welcome you aboard and the detailed appointment letter will be given to you at the time of joining. We expect you to join on or before **18th April 2022** in line with discussion with you, otherwise this offer will stand withdrawn automatically.

Again, Congratulations and Welcome to The Vrinsoft Technology Family.

You are required to Encl copies of the following:

a) Original Mark sheet (10th,12th, Degree, Master Degree any) or Deposit Payment which is decided by the company.
b) Latest Passport size photograph-3
c) Birth Certificate / School Leaving Certificate showing date of birth
d) Photo Id Proof Xeroxes-2 & Permanent Resident Proof Xeroxes-2

On joining you will be required to furnish:

a) Relieving letter and Experience Certificate from your present employer.
b) Last drawn Salary Slip / Certificate showing monthly salary and Annual benefits, from The present employer.

Thank You.
For Vrinsoft Technology

Mira Ganatra
HR Manager

Accepted: _____

VrinSoft Technology Pvt. Ltd.
Vrinsoft Technology Pvt. Ltd.
707-712, Elite Business Hub, AUDI Showroom Lane-Shapath Hexa,
Kargil petrol pump cross road, S G Highway, Ahmedbad - 380060
Ph: (079) 48902799 Web: www.vrinsofts.com Email sales@vrinsofts

rof. U. P. Patel <uppatel.mca@ddu.ac.in> Sep 3, 2021, 6:41:37 PM

to ddumca2022@googlegroups.com, MCA2022

Dear students,
I have received following mail from Visilean.
Congratulations to the selected students.
Selected students are required to give confirmation of offer acceptance mail to me as early as possible.

Dear Sir,

Please find below selected student list whom we would like to offer the placement. We would like to get connected and process their offer. Let's discuss the course of action for the same.

Sr. #	Name of Student	Degree	Technology
1	SHINGALA MEET RAJESH	BE (IT)	iOS
2	VEKARIYA ANIRUDHKUMAR MANSUKHBHAI	BE (IT)	Java
3	PATEL FORAM PANKAJKUMAR	MCA 3rd Sem	Java
4	BUTANI AVINASH JAYKISHAN	BE (IT)	DevOps
5	AGHARA PRASHANT SHAILESHKUMAR	BE (IT)	Java
6	SHAH HETSHREE PANKAJKUMAR	MCA 3rd Sem	Android
7	KHERADIYA SMIT JIGESHBHAI	BE (IT)	Java

Best Regards,

Anish Vadhavaniya
HR Manager
anish.vadhavaniya@visilean.com
+91 9099777001

VISILEAN
construction simplified
www.visilean.com

Prof. U. P. Patel <uppatel.mca@ddu.ac.in> Aug 5, 2021, 8:49:32 AM
to ddumca2022@googlegroups.com, MCA2022

Dear Students,
Refer an email for campus placement of VisiLean India Pvt. Ltd.
Apply it through Aadhan before given time.
PFA.

Greetings from VisiLean India Pvt. Ltd!

VisiLean is a Finland based highly innovative IT cloud-based construction management service that aims to transform how construction sites are managed across the globe. VisiLean was founded in 2015 by a team of entrepreneurs with an extensive experience in the construction and software industry following extensive research and development.

Please find attached our company profile for your perusal.

We are looking for fresh BE IT/BE Computer/MCA candidates for organization at Ahmedabad. The position details are given below.

Position – Software Intern – different technologies like – Java, UI, Android, iOS, DevOps etc.

No of Positions - 10

Job location – Ahmedabad

Job timings – 5 days a week and flexi timing between 9.00 -10.30 am and 6.00-7.30 pm

Package – 10K during internship and post 6 months, on successful completion of internship 4.5 LPA.

Minimum Service period – One year and 6 months including the 6 months internship

Thanks and Regards,

einfochips Private Limited
Registered Office :
Ratna SEZ, Block-E, Ratna, 3rd Eye Voice IT/ITES SEZ
Calica Const. & Impex Private Limited,
Ognaj, Ahmedabad
Gujarat, India-380060.
Web : www.einfochips.com
CIN No. U72200GJ1988PLC010830

einfochips
An Arrow Company
ARROW

Dear FUZEL MANSURI

Our panel members and the recruiters were all very excited to meet and get to know you over the past few days. We have been impressed with your background and hence we are eager to have you onboarded. We are very happy that you have accepted the offer and want to be a part of the Chipmate family.

At eInfochips we truly believe in creating careers for our Chipmates and not just offer a job. Over next few days you will discover the many facets of eInfochips that will be communicated to you via various mediums. You will be given information on the training, the projects you will work upon etc.

We believe families play a critical role in shaping individual's life and career by imparting the right values and supporting when needed, we want to take this moment to thank your family members. They have helped create a fine professional like you.

We truly believe that your knowledge, skills, attitude and experience would be good fit for our organization, and it will help our organization to reach new heights and in turn help you become a more accomplished professional.

We would encourage you to reach out to me (vijay.rane@einfochips.com) or Manan Khandelwal (Director – Talent Acquisition) (manan.khandelwal@einfochips.com) in case of any queries or help needed.

We eInfochips family extend our congratulations and look forward to welcoming you onboard.

Thanking You,

Rane

Vijay Rane
Vice President – Human Resources
eInfochips (An Arrow Electronics Company)



1203 , Elite Business Park
Opp. Sapath hexa,
Nr. Kargil vijay cross Road
S.G. Highway, Sola
Ahmedabad -380060

www.bluepixeltech.co m

Date: 06/12/2021

To,
Garg Srushti
C-15 Shanti society, santram
Deri road,behind adewn party plot
Nadiad, Patel society Area Tso Nad,kheda
Nadiad, Gujarat, 387002

Sub: Appointment Letter

Dear **Garg Srushti**,
We welcome you to our organization and trust that you will build a meaningful career in our company.

With reference to our Letter of Intent for the post of **Android Developer Trainee** you will be pleased to note that it has been decided to appoint you for the said post on the following terms and conditions.

1. Appointment:

Please provide the Signed & Scanned copy of the "Appointment Letter" latest by, **09th December 2020.**

2. Total Salary and Benefits.

Salary & Benefits will be decided on performance when once training will be completed**.** The Training tenure will be of six months from **6th-December-2021 to 6th-June-2022**.

3. Scope of Work/Job Description

In this position as **post,** you will be based at our **Office in Bluepixel Technologies LLP.** Your scope of work will be given to you within a week from your date of joining.

4. Intellectual Property

a. You will not give to anyone, by word of mouth or otherwise, any particulars or details of our process, technical know-how, security arrangement, administrative and/or organizational matters, financial matters whether confidential, secret or otherwise during the course of your employment and subsequently.

b. That you shall be just and faithful to the establishment in all the matters and shall not at any time except under the legal process divulge to any person whatsoever and shall use your best endeavor to prevent the publication or disclosure of any trade secret or any other information concerning or in respect of the items of its dealing / transactions or affairs which may come to your knowledge. You are also restrained to do business or competition with this company at least for a period of three years from the date of your cessation of employment with the Company.

c. As part of Security Policy, the management of the Company will have all the rights to verify and check the computer systems, personal baggage, storage spaces, Incoming & Outgoing communications, by any mode, in and outside the factory premises and/or place of work for securing the tangible and intangible properties of the Company during the period of service.

d. You are not allowed to use company's resources for personal use.

e. The management also has all the rights to modify, change the above Security Policy.

5. Notice Of Termination

a) In the event of your being confirmed in our service, your services, are liable to be terminated at any time after confirmation on either side giving **30 working days'** notice in writing or by paying the salary in lieu of notice, and either party is not bound to give reason therefore.

b) Upon the termination of your employment or resignation, you will return to the company all documents/information/literature in your possession relating to business of the company without retaining any copies. You will also return any property of the Company in your possession.

c) Notice period will be extended by any amount of leave (paid or unpaid) taken during this time.

6. Taxation

You shall bear your own taxation, which shall be deducted from your salary and/or other dues.

7. Change Of Address

In case of any change of address, it will be your duty to intimate to the Management and to get such changes recorded in the register of addresses. All communications sent to you by the Management at your last given address shall be deemed to have been delivered to you at the correct address.

8. Legal Jurisdiction

In case of any dispute, Ahmedabad would be the legal jurisdiction and will be considered as the place, where the cause of action shall be deemed to have risen.

9. General

a) That as an employee of this prestigious organization you will not work directly or indirectly for any other person, firm, company or organization, whether with or without remuneration, nor you will engage yourself or be interested directly or indirectly in any trade or business either as employer or employee or partner or advisor or in any other capacity.

b) Work extra hours if job so requires.

c) You agree to abide by the office/factory timings.

1203 , Elite Business Park
Opp. Sapath hexa,
Nr. Kargil vijay cross Road
S.G. Highway, Sola
Ahmedabad -380060

www.bluepixeltech.co m

d) You will be governed and abide by the service rules and regulations of the Company that are in force and will be introduced from time to time.

10. Leave Rule

An employee would be earning 1 leave per month.

11. Document Assurance

a) Once six months of training period of the candidate will be over and in any of case he/she doesn't continue further for one year of employment, in that case before leaving the organization he/she will receive the submitted original copy of their education document.

b) If candidate gets hire after training for one year as an employee, then he/she will receive their submitted original education document after completion of the one year of employment with us.

c) In case he/she is willing to leave the company after one year of employment and don't want to continues for second year then, in that case after serving one month of notice period he/ she will receive the original copy of submitted education document.

d) In either of case we will provide the submitted document back to the candidates.

The above terms and conditions are subject to Company policy.

You are advised to please bring the copy of below document.

1> Two passport size photo
2> Address proof copy
3> Pancard/Adhar Card/License copy of any one of these.
4> Experience certificate copy
5> Last Company Salary Slip or Bank statement

Please sign the duplicate copy of this appointment letter as token of having accepted the above terms and conditions and return the same to us.

With Best Wishes,

For, BLUEPIXEL TECHNOLOGIES LLP
H.P. Patel
DESIGNATED PARTNER

For, Bluepixel Technologies LLP

I accept the appointment on all the above terms and conditions.

Name: _____

Signature: _____ Date: _____

Solulab,
812-816, TimeSquare,
Ahmedabad, 380059

Date: 02/12/2021

To,
Mr. Ghanshyam Parmar,

Sub: Appointment Letter for the post of a Vocational Trainee

Dear Ghanshyam Parmar,

We have the pleasure in appointing you as a **Vocational Trainee** on the following terms and conditions:

1. That you will be on Vocational training for a period of **six** months from the start of the training date **6th Dec '21**.This training period of six months may, however, be extended at the discretion of the management.

2. During the period of training, the management reserves the right to terminate your appointment as a **Vocational Trainee** without notice.

3. That on satisfactory completion of the training you may be absorbed against a permanent vacancy, if any. In that event you will be appointed as confirmed employee and a fresh letter of appointment shall be issued to you. All the terms & conditions mentioned in the letter of appointment shall be applicable along with terms & conditions mentioned in the Vocational Trainee appointment letter.

4. The Company is engaged in the business of IT & Software Solution of any kind and has tie up withthe best of technology providers across the world. During training period, you will be imparted training to suit with requirement to handle our projects independently. Accordingly Company have to make investment for your training and in response to that you are required to serve the Company inclusive of training period giving assurance that you shall not leave the company till **7th May 2023**, in case you are absorbed against permanent vacancy, if any.

5. In case of refusal / non-joining of the Company against the permanent vacancy after the training period or want to leave the Company during the training period you shall have to pay Rs. 25,000 or stipend paid to you by company (whatever will the higher amount) towards the investments made for your training.

6. In special cases, if you want to leave the training/job in between then you have to give prior information before two months but in that case, also the final decision will be taken by the management & will bind you. In such case **point no. 5** will be applicable to you as of on permanent vacancy & trainee accordingly.

Signature:

Solulab,
812-816, TimeSquare,
Ahmedabad, 380059

7. You shall have to work on the Internal Libraries, Framework, Development Tools & Environment of SoluLab during the training/employment as may be prescribed from time to time by the company. Denying the same shall be deemed as breach of terms & conditions of your appointment.

8. You shall attend the training during such hours as may be prescribed or decided from time to time bythe company.

9. That you will be paid Stipend of [redacted]

10. You are advice to run TopTal tracker and being available 10:00am to 7:00pm, you need to complete 8working hours on daily basis Monday to Friday.

11. Any notice, memo or other communication required or permitted hereunder by either party shall beeffective and shall be deemed to be received:

    a. Upon delivery when delivered by hand. (Refusal to receive any communication sought to bedelivered personally will amount to insubordination)
    b. Upon delivery, if sent by an express courier with a reliable system for tracking delivery to theaddress mentioned hereinabove.
    c. Sent by certified or registered mail, postage prepaid, return receipt requested, to the address asmentioned hereinabove.
    d. Upon delivery if sent to the e-mail address mentioned on the employment application form ofthe candidate.
    e. Upon verbal communication or SMS sent on the mobile contact number provided by theparties.
    f. When transmitted, if sent by confirmed facsimile.

    It will be your duty to intimate in writing to the management whenever there is any change of your address. Also, you will not refuse to accept any communication as offered to you for personal delivery.

12. You shall be responsible for the safe keeping and returning in good order of all the properties which may be in your possession, custody, care or charge. The management shall have the right to deduct themoney value of such thing from your salary/dues and take such other action as it deems fit in the event of your failure to account for such properties whether during the course of service or otherwise.

13. During the tenure of service, you will keep your emoluments secret from other members of this organization and will treat all information coming to you as strictly confidential and the information contained in all documents and papers and other matters relating to the company will not be divulged by you to any person other than those of the management.

Signature:

Solulab,
812-816, TimeSquare,
Ahmedabad, 380059

14. We advise our employees to:

Ensure others know that your personal account or statements don't represent our company. You shouldn't state or imply that your personal opinions and content are authorized or endorsed by our company. We advise using a disclaimer such as "opinions are my own" to avoid misunderstandings.

Avoid sharing intellectual property like trademarks on a personal account without approval. Confidentiality policies and laws always apply.

Avoid any defamatory, offensive or derogatory content. It may be considered as a violation of our company's anti-harassment policy, if directed towards colleagues, clients or partners.

Disciplinary Consequences

We may have to take disciplinary action leading up to and including termination if employees do not follow this policy's guidelines. Examples of non-conformity with the employee social media policy include but are not limited to:

Disregarding job responsibilities and deadlines to use social media at work.

Disclosing confidential information through personal or corporate accounts.

Directing offensive comments towards other members of the online

community.

If you violate this policy inadvertently, you may receive a reprimand. We expect you to comply afterthat, or stricter disciplinary actions will apply.

15. Besides above conditions, you will abide by Service Rules/ Regulations or standing as in operation besides office orders which are issued from time to time. The Service Rules/ Regulations can be modified/ replaced by the Certified Standing Orders which will be binding upon you.

16. That you shall carry out such duties and work as may be entrusted to you from time to time in the interest of training. You shall also be required to come in shift duty.

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

Signature:

SoluLab,
812-16, Times Square 1
Thaltej, Ahmedabad,380059

Thanking you,

For, Solulab

Authorized Signatory

Acknowledgment & Declaration

I Ghanshyam Parmar read and understood the above terms & conditions. I hereby accept the above terms &conditions and agree to abide by them.

Received & Accepted

Signature: _____

Date: 3/12/2021

Signature: _____

INVENTYV
SOFTWARE SERVICES PRIVATE LIMITED

2nd Floor, 209 - Binori B Square -3,
Sindhu Bhavan Road, Nr. Trade Bulls,
Bodakdev Ahmedabad - 380058,
Gujarat – INDIA
Tel: +91 - 9979982311
CIN: U72900GJ2020PTC116853

Date: 16th May, 2022

To,
Mr. Hardik Prajapati
381 Mahadev vas-1, Opp Angle School, Nr. Ck Patel school,
New Vadaj Ahmedabad : 380013

Contact No.: +91 9558976162 9M)
Email ID: hardikmca3125@gmail.com

Subject: Appointment Letter

Dear Hardik,

We are pleased to appoint you as **"Jr. DevOps Engineer"** with **Inventyv Software Services Pvt. Ltd**.

Your date of joining is **16th May, 2022.**

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

Salary

Your salary (CTC) will be **₹ 35,000/-** per month (Please refer the annexure given underneath).
Your compensation has to be kept strictly confidential.

Duties and Responsibilities

The company expects from you a high standard of initiative, efficiency and commitment. You shall have to perform the duties as per the instructions and directions given to you by your superiors.

While in employment with the company, you will devote your time in full capacity to the company and shall not work with any other company on part time or full-time basis.

Discipline and Integrity

You will have to maintain a high standard of discipline and integrity in all your dealings with management, superiors, colleagues, employees, customers and the community.

INVENTYV
SOFTWARE SERVICES PRIVATE LIMITED

2nd Floor, 209 - Binori B Square -3,
Sindhu Bhavan Road, Nr. Trade Bulls,
Bodakdev Ahmedabad - 380058,
Gujarat - INDIA
Tel: +91 - 9979982311
CIN: U72900GJ2020PTC116853

Work Shift and Duty Time

You are hired for **Day Shift.**
Your standard office timings would be **10:00 AM** to **7:00 PM (IST)** including one-hour break.

Probation and Confirmation:

Probation period will be for three months starting from the date of joining. However, this period can be cut short or extended based on your performance and at the discretion of the management.

Leaves

During probation period, you can avail one paid leave per month from the company. Confirmed employees are eligible for two paid leaves per month as per our leave policy. Other leave entitlements are as per the Leave Policy of the Company.

Separation from the company

In case you wish to leave the company, you must serve three months' non-negotiable notice period. If you leave the company without serving notice period, you cannot claim any financial dues as well as experience and relieving documents.

In the event when the company decides to terminate the services of an employee, the company may pay notice salary to the employee based on his/her status with the company.

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Sindhu Bhavan Road, Nr. Trade Bulls,
Bodakdev Ahmedabad - 380058,
Gujarat – INDIA
Tel: +91 - 9979982311
CIN: U72900GJ2020PTC116853

Employment Service Agreement

Employees are required to sign an Employment Service Agreement as a condition of employment and business requirement.

Performance Appraisal

Your performance will be reviewed at regular intervals. The annual increment/raise in the salary will be based on your performance. Annual increment is not a right of an employee.

Confidentiality

Any document/source code/binaries/diagrams given to the employee as an intellectual property of Inventyv should not be taken outside company premises.

The employee is not allowed to carry a pen drive or any other storage media into the office premises and shall not copy the data and/or information from the company unless authorized in writing by competent authority.

Code of Conduct:

You shall at all times conduct yourself soberly and moderately while on work premises. One must show proper respect to all the members of the company and promote good reputation thereof.

You shall be accountable for all property, books, papers, tools, instruments, equipment, laptops, lock and key or any other property of the company which may be in your possession by virtue of this offer or in the course of carrying out your duties in the company.

Please note that failure or deviation from the code of conduct, will be subject to corrective action, disciplinary action by the company up to and including termination of employment.



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Bodakdev Ahmedabad - 380058,
Gujarat – INDIA
Tel: +91 - 9979982311
CIN: U72900GJ2020PTC116853

Please accept this appointment letter on the above-mentioned terms and conditions and send the duly signed duplicate copy of this letter.

Wishing you all the best for a bright career at Inventyv Software Services Pvt. Ltd.

Thanking you,

For Inventyv Software Services Pvt. Ltd.

Monika Bhagat
Head – HR

This is a system generated copy. It does not require any signature and stamp on it.

Accepted By: Prajapati Hardik

Signature Hardik

INVENTYV
SOFTWARE SERVICES PRIVATE LIMITED

2nd Floor, 209 - Binori B Square -3,
Sindhu Bhavan Road, Nr. Trade Bulls,
Bodakdev Ahmedabad - 380058,
Gujarat - INDIA
Tel: +91 - 9979982311
CIN: U72900GJ2020PTC116853

Annexure

Salary Structure

Employee Name: Hardik Prajapati
Employee Code: IN134

Particulars	Amount in Rs.
CTC offered	35000
Basic Salary + Dearness Allowance	19533
House Rent Allowance	9767
Children Education Allowance	200
Telephone and Internet Allowance	1200
Leave Travel Allowance	1500
Newspaper/Journal Allowance/Books	1000
Car Maintenance Allowance	1800
Night Shift Allowance	0
Other Allowance	0
Total Gross Salary	35,000
Employer PF Contribution	0
ESIC Employer @ 3.25	0
CTC	35,000
Deduction	
PF Contribution Employer	0
PF Contribution Employee	0
ESIC Contribution Employer @ 3.25	0
ESIC Contribution Employee @ 0.75	0
Professional Tax	200
TDS	0
Security Deposit	0
Total Deduction	200
Net Salary	34,800

SCIKEY

Creating work and business opportunities for a billion minds

www.scikey.ai

getintouch@scikey.ai
hroperations@scikey.ai

(0261) - 4040594

SRKay Consulting Group LLP
W-04A, Gem and Jewellery Park,
GHB, Ichhapore – Hazira, Surat - 394510

Offer Cum Appointment Letter

Dated – 29th March 2022

To,
Harsh Patel

Dear Harsh,

Welcome to SCIKEY, a brand of SRKay Consulting Group LLP.

It indeed has been a pleasure interacting with you. With reference to your application and your subsequent interview(s) with us, we at SCIKEY, a brand of SRKay Consulting Group (hereinafter referred to as Company) are pleased to offer you the SCIKEY Designation (as per Company Growth manual) as **Trainee Developer** whereas your Role on Project will be **Associate Trainee, Back End.**

Appended below are the details of your **Offer cum Appointment Letter**. Please feel free to call upon us in case you have any doubts or queries regards the same and/or if you would like to discuss the offer more in detail. We look forward to having you onboard and wish you a successful stint at the company.

Warm Regards,

For & on behalf of SCIKEY

Prosenjit Mukherjee

Prosenjit Mukherjee
Head – Human Resources

www.scikey.ai
getintouch@scikey.ai
hroperations@scikey.ai
(0261) - 4040594
SRKay Consulting Group LLP
W-04A, Gem and Jewellery Park,
GHB, Ichhapore – Hazira, Surat - 394510

1. Joining date

You will be required to report for duties at the earliest, but no later than **1st April 2022 (Friday).** We will keep our communication open and the initial training process for you.

2. Location

Your location for employment would be **Surat - "SRK", W04A, Gem & Jewellery Park, Ichhapore – Hazira, Surat-394510, Gujarat – India** ("work location"). During your assignment with the Company, you may be appointed, transferred, deputed or deployed to any other offices, projects, divisions, departments or units of the Company or its affiliates or subsidiaries or group companies existing or to be set up at any other location or any other unaffiliated company as may be required to render services to any customer/client of the company in India or abroad ("External Location") you would adhere and comply to the policies of the work location (it includes Client location). You may be required to travel to any of the other offices of the Company or its customer locations for business reasons, should the need arise. Although the Company will endeavour to ensure that any transfer or relocation does not cause unnecessary disruption to your status, the Company does not guarantee the continuation of any facility or perquisite upon transfer. In all such cases of transfer or relocation, the Company's transfer and relocation policies shall apply. If you relocate to another country, your salary will be adjusted following the then prevailing market matrices as may be utilized by the Company for your role in such a new country of assignment. In case of your deployment, deputation to any External Location or customer/client site, you may be required to enter into certain other agreements and arrangements with such company or customer/client including non-disclosure agreements, code of conduct or confidentiality agreements as per such company's or customer/client's policies in place from time to time. You shall, at all times while working at the External Location or customer/client's site, adhere to the terms of such agreements and arrangements. You agree that you shall furnish copies of such agreements to the Company and seek its prior approval before execution of such agreements. You shall not take up an assignment with the customer/client you have been deployed with for at least six (6) months from your last working day with the Company, without prior written approval from the Company.

3. Probation and confirmation

You will be on probation for **Six (6) months** from the date of joining. If in the opinion of the management you are found suitable at the end of the probation period, you will be confirmed as a permanent employee of SRKay Consulting Group or otherwise, the probation period may be extended by a suitable period or your services will be terminated. Your confirmation is also based on the submission of the documents required by the Company,

www.scikey.ai
getintouch@scikey.ai
hroperations@scikey.ai
(0261) - 4040594
SRKay Consulting Group LLP
W-04A, Gem and Jewellery Park,
GHB, Ichhapore – Hazira, Surat - 394510

details of which are enclosed in Annexure – III. (Please note that the management decision will be treated as final and binding)

You will not be entitled to privileged leave during the probation period. However, due to illness if you are medically unfit for the work, you will be granted leave at the discretion of the management on submission of an appropriate medical certificate.

The duration of the notice period is of **One Month (30 Days)** d**uring and after probation period**. However, in case of you resigning from the services of the Company, the Company shall have the sole discretion to relieve you from your services before the completion of the stipulated notice period but in such case, the Company shall not be liable to pay any compensation or salary with respect to the waived period of notice.

4. Leave Policy

You may be eligible for a maximum of up to 13 days of Earned Leaves (PL) and a maximum of up to 7 days of Sick Leaves. You can be eligible for casual leaves from time to time. In addition to the above, you are also eligible for 4 days of National Holidays and 4 days of Festive Holidays (including Saturdays and Sundays).

However, kindly note, we have multiple business lines with varied working days and hence your earned leaves could change from time to time based on your actual working days. The Company's Policies in general also provide for Maternity and Paternity leaves. Further details will be provided to you at the time of joining or during induction.

4.1 ***Maternity Leave:*** You will be governed by The Maternity Benefit Act 1961 formulated by the Government of India as per the rules and regulations in force from time to time.

4.2 ***Paternity / Adoption Leave:*** You can be entitled to 5 (five) days of Paternity / Adoption leave. This is a paid leave associated with the birth of an employee's child or the placement of a child with the employee in connection with adoption or foster care.

5. Compensation and Benefits

Your overall annual Compensation can be **INR 3,15,837/- (Three Lakhs Fifteen Thousand Eight Hundred and Thirty-Seven Rupees Only)** per annum. The break-up of your Annual Compensation is enclosed with this letter as Annexure I. All applicable taxes, including taxes levied on the remuneration, benefits/perquisite payable to you by the Company, statutory contributions made on your behalf by the Company shall be borne and paid by you. You will not be entitled to any additional remuneration on account of any special assignment, deployment or deputation undertaken by you during your normal course of assignment with the Company. Please note that

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the Company, at its sole discretion, may in case of appointment/transfer/deployment or deputation at an External Location or at customer/client's office, pay such additional remuneration as may be provided for in the company's policy in this regard. (You are required to always keep your salary information confidential and not disclose it to anyone else in the company.)

6. Provident Fund Scheme

You will be governed by The Employees Provident Fund Scheme, 1952, formulated by the Government of India immediately on joining, as per the rules and regulations in force from time to time.

7. ESIC / Insurance

You should be governed by The Employees State Insurance Scheme, 1948, formulated by the Government of India on joining as per the rules and regulations in force from time to time. If you are not coverable under ESIS, you will be eligible to participate in a Group Health Insurance & Personal Accidental Insurance Scheme. Further details will be provided to you at the time of joining.

8. Abandonment of employment

If you are absent from work for eight consecutive days without the consent of or notification to the Company, or without just cause, you shall be deemed to have terminated your employment.

9. Performance Review and Progression

Your promotion, increment shall depend upon your satisfactory performance in the periodical performance appraisal conducted by the management from time to time. If your performance is found unsatisfactory, then you will be put under PIP (Performance Improvement Plan) for the duration as may be decided by the management. If your performance is found unsatisfactory even after PIP, it may result in termination. A performance review will not necessarily result in a remuneration increase. Your remuneration will be subject to review by the company at such times as may be considered appropriate. Review dates would be as set by the company. The company operates on pay for performance policy and the result of any remuneration review will take your performance into account.

10. Medical Fitness and Verification of Particulars

Your appointment is subject to you being declared and remaining medically fit by a medical officer or by a doctor. The management has the right to get you medically examined by a certified medical practitioner during the period of your service with the Company. In case you are found medically unfit to perform your duties under your assignment, the Company has the right to terminate your assignment, but not before giving you sufficient

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notice with discussion and extending all medical support as possible during the period you are found to be unfit. The Company will take a supportive, compassionate, and lenient view in genuine cases of medical issues. The Company reserves the right to carry out reference verifications or background checks during your assignment with the Company, either by itself or through third-party agencies engaged by the Company. Such background verifications and reference checks, amongst others, would include past assignment(s) and salary details, criminal records, across countries resided in or worked in etc., and other details provided by you to the Company. You understand and acknowledge that this is a requirement, and you shall not raise any objection whatsoever to the said background verifications and reference checks. In case the particulars mentioned by you are false or unsatisfactory, your services will be liable to be terminated immediately. Further, you acknowledge and accept that the Company has made this offer of employment based on bonafide statements, information, and facts provided by you and other documents submitted by you. During your employment, if it is found that any information provided by you is false, incorrect or misleading, without prejudice to all its rights and remedies, the Company shall have a right to take appropriate disciplinary action against you.

11. Service Commitment

i. The company expects you to continue the employment of a minimum of 2 years from your date of joining. We would expect you to follow all the company policies and practices during your service period.

12. Duties and Responsibilities

i. The Company will expect you to work with a high standard of initiative, efficiency, and economy. You will perform, observe, and confirm such duties, directions and instructions assigned or communicated to you by the Company and those in authority over you.
ii. Please note that the nature of employment is such that you may be required to travel abroad. While the Company will endeavour to accommodate your reasonable requests, you recognize that customer/client deliverables are critical for the business. Refusal to travel persuant to two requests by the Company will be adequate grounds for your services to be terminated.
iii. You shall not seek membership of any local or public bodies without the written permission of the management.
iv. You shall neither divulge nor give out any information including particular or details of the Company's process, technical know-how, security arrangement, administrative and/or organizational matters or any information of confidential or secret nature (the "**Confidential Information**") which may be in your possession by virtue of your assignment with the Company to any unauthorized person during the period of your assignment or even afterwards by way of written or oral communication.
v. You shall keep confidential all the information and material provided to you by the Company or by its customer / clients concerning their affairs, in order to enable the Company to perform the services of the

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Company. This also includes such information as is already known to the recipient or is in public knowledge without you breaching your confidentiality obligation which you shall not release, use, or disclose, except with the prior written permission of the Company. Your obligation to keep such information confidential shall continue for a period of 1 (one) year after resignation or termination of your services with the Company.

vi. You will, as and when required by the Company, execute a separate non-disclosure agreement in a format approved by the Company.

vii. You will neither enter any commitment nor deal 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 any authority or discretion vested with you without the appropriate sanction of the Company.

viii. You will be responsible for the safekeeping and return in good condition and order the properties of the Company, which may be in your use, custody, possession, care, or charge.
For the purpose of any loss of any property of the Company in your possession, the Company will have a right to assess on its own and recover the damages of all such materials by way of monetary compensation or otherwise from you as may be deemed fit by the Company. The Company reserves the right to take any such action as it may deem necessary in the event of your failure to account for such material or property

ix. You shall not directly or indirectly solicit or cause to be solicited any customer/client of the Company during the term of your assignment and 1 (one) year after your resignation / the termination of your assignment with the Company unless there is a written approval for the same

x. Both during your assignment and for 1 (one) year after your assignment with the Company ceases, you will not directly or indirectly solicit any of the Company's employees or key employees of any of the Company's customer/clients for assignment with a person or entity involved in a business similar to or in competition with the business of the Company. Key employees include without limitation supervisory personnel, executives, personnel in charge of any department, section, or subdivision, and project managers, directors, and senior personnel on an individual project or project.

xi. You will not during your non-working hours, directly or indirectly carry out or cause to be carried out any work similar to that which the Company undertakes during the term of your assignment.

xii. You may during the course of your assignment be given assignments based on the Company's reasonable business needs which the company considers are suited to your background, qualifications and/or experience. You shall not refuse to carry out any assignment solely on the ground that it has not been or does not form part of your usual duties.

xiii. The nature of your services and responsibilities in the Company may be varied from time to time depending upon the requirements of the Company and you shall have no objection to such variation.

xiv. You shall undertake appropriate behaviour while travelling on behalf of the Company for the purpose of sales, external functions, conferences, events, official work or otherwise in accordance with the Company policy.

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xv. You shall abide by the Company policies and any amendments thereto as of and when notified to you by the Company.

13. Intellectual Property

i. All intellectual property such as trademarks, copyrights, designs, technical know-how etc., developed by you during your work hours with the Company either individually or collectively with other employees of the Company shall be the property of the Company and you shall not have any right or make any claim in respect thereof. You will disclose to the Company any discovery, invention, process or improvement made or discovered during your assignment with the Company (the "**Intellectual Property**") and the Intellectual

ii. Property shall automatically stand transferred to the Company and shall remain an absolute property of the Company at all times. If and when required to do so by the Company, you shall, at the Company's expense, take out or apply for a patent license or other rights, privileges or production as may be directed by us in respect of the Intellectual Property so that the benefit thereof shall accrue to the Company at all times and you shall execute such deeds, documents, agreements as may be required or directed by the Company for transfer, assignment or other to vest the rights in the Intellectual Property in favour of a third person, company, firm or proprietary as its sole beneficiary.

iii. In addition, you hereby appoint the Company as your duly constituted attorney for the purpose of executing in your name and on your behalf all such deeds and documents as may be required for the purpose of giving effect to the rights of the Company under this Clause.

iv. You hereby irrevocably and unconditionally waive any and all moral rights or any rights of a similar nature under any law in any jurisdiction in and to any and all material written, created or devised by you, whether solely or jointly, resulting from or suggested by anything which you shall do pursuant to your assignment with the Company.

v. You acknowledge that your remuneration and all consideration paid to you by the Company under this Agreement includes compensation for the assignment (if any) to the Company of the Intellectual Property and that the rights and obligations under this Clause shall continue in force after the termination of this Agreement in respect of any Intellectual Property created during your assignment under this Agreement and shall be binding upon your legal representatives.

14. Dress Code

The company has adopted business casual wear for employees. In order to create and maintain a professional image, employees are expected to wear clothing that is not offensive or distracting to customers/clients and colleagues. You are required to follow the dress code policy of the Company and shall maintain the standard level of hygiene. In case you are transferred, deputed or appointed at the External Location or the customer/client's office, you are required to follow the dress code policies in place at the External Location or

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at the customer / client's office (as the case may be). The general principle for adopting business casual dress is related to creating a positive image of the Company for our customers and colleagues.

i. Remember that at all times in the workplace employees are ambassadors of the Company.
ii. Clothes should not cause embarrassment or have a negative impact upon the image of the Company.
iii. Employees representing the Company off-site with third party companies should wear business formals.

15. Termination of permanent services

i. Your age of superannuation retirement will be 58 years. Thus, you will stand retired automatically without notice on the last day of the month in which you attain 58 years of age.
ii. If you remain absent without prior sanction of leave or remain absent beyond the period of leave originally granted or extended, you shall lose your lien on your assignment, unless:
    a. You return to work within 8 days of commencement of such absence: or
    b. Give an explanation to the satisfaction of the management of the Company
iii. Your services are liable to be terminated without notice or salary in lieu of the notice, in case of any misconduct on your behalf while in assignment with the Company / at the External Location or at the customer/client's office. For this purpose, the term 'misconduct' shall mean and include, without prejudice to the general meaning thereof, any reasonable suspicion of misconduct, disloyalty, commission of any act involving moral turpitude, any act of indiscipline or inefficiency or your refusal or failure to perform your obligations, duties, responsibilities or conviction for any serious crime or felony or any other crime involving moral turpitude, fraud, willful misrepresentation or any act having the effect or likely to have the effect of injuring the reputation or business or business relationship with the Company.
iv. Either party can terminate the appointment under this letter by giving a notice in writing to the other party or by paying the basic salary instead of the said notice. The duration of the notice period is of **two months (post of your confirmation)**. However, in case of you resigning from the services of the Company, the Company shall have the sole discretion to relieve you from your services before the completion of the stipulated notice period but in such case, the Company shall not be liable to pay any compensation or salary instead of the waived period of notice.
v. Your services can be terminated by the Company by giving you **2 days'** notice in writing or paying the monthly gross in lieu thereof in the event you fail to submit the joining documents within such time as set out in Annexure III.

16. General

i. At all times your conduct will comply with the Company policies.
ii. The regular working hours are from **9:00 am** to **5:30 pm**. with staggered weekly offs. Work timings may change based on the project you will be allocated to or based on client requirements. In such a case your

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project timings become your work timing. The company reserves the right to alter modify its hours, weekly off days & or holiday temporarily or permanently.

iii. You are required to work for 6 (six) days a week. A working day shall comprise 8.30 hrs. on Weekdays and Saturdays, including a break of 30 mins (one) hour for lunch, dinner, or tea breaks. You are expected to complete 48 (forty-eight) hours of productive work every week. If your timesheet determines the revenue of the company, failure to record your hours of work contribution in the timesheets regularly as determined by the management of the Company would result in loss of salary for the unrecorded period.

iv. The Company will cover you under Company's group medical insurance policy. The medical insurance premium for such policies shall form a part of your salary as set out in Annexure I. The insurance premium will be borne by you and the Company will only facilitate the process of insurance premium. In the event the amount paid by the Company on account of insurance premium for any month is lesser than the one stated in Annexure I, the Company will pay the difference to you and in case the amount paid by the Company is in addition to the one stated in Annexure I, you are liable to pay the difference to the Company. The insurance policy is subject to change from time to time as deemed fit by the management.

v. As of the date hereof, if you can be covered under the Employees' State Insurance Scheme (the "**Scheme**") under the Employees' State Insurance Act, 1948 and if any subsequent raise in your salary puts you out of the purview of the Scheme or the limits of the Scheme are revised, which no longer keep you eligible to avail benefits of the Scheme, the Company's contribution is applicable as per the act.

vi. You may be selected or sponsored by the Company for familiarization or training assignment with the technical collaborator of the Company or with any other institution or organization in India or abroad. If selected, you are required to take part in such training or assignment diligently and beneficially. The cost of such training, including travel fare and related expenses, will be borne by the Company, which the discretion of the management may be, subject to any contract or arrangement under which you shall agree to serve the Company for a specified number of years after completion of the training and agree to pay liquidated damages in case of earlier resignation or termination of service in proportion to a number of years of service remaining to be served.

vii. In case you are required to shift from another location to your place of assignment as specified in Annexure III at the time of joining, you are eligible to claim reimbursement for expenses incurred on packing, unpacking, loading, unloading, transportation as per the existing policy of the Company. However, in case of resignation or your services are terminated in any manner within 1 (one) year of your date of joining the assignment with the Company, the amount so paid shall be recoverable from you by the Company.

viii. In case you are shifted from your place of assignment to another location where the Company has its operations during your assignment with the Company, you are eligible to claim reimbursement for expenses incurred on packing, unpacking, loading, unloading, transportation as per the existing policy of the Company. However, in case of Resignation or your services are terminated in any manner within 1 (one) year of such shifting, the amount so paid shall be recoverable from you by the Company.

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ix. In case of any inquiry initiated by the Company or your employer at the External Location against you or any other employee as per the policy in place, you undertake to provide full co-operation in respect of such inquiry as may be required.

x. You will be governed by service rules and regulations including 'Code of Conduct', discipline and administrative order or any such other rule or order of the Company which may be in force from time to time.

xi. The date of birth mentioned in the matriculation / higher secondary certificate shall be conclusive proof of your age.

xii. You will notify the Human Resource Team of the Company about any change of address within a week of such change, failing which any communication served on your last
the notified address shall be deemed to be validly served on you.

xiii. Upon resignation or termination of your assignment with the Company in any manner, you shall immediately return to the Company any and all books, documents, correspondence, records including any compact disks or electronic storage device relating to the business and affairs of the Company.

xiv. You can be eligible to apply for of 2 to 4 leaves during your entire notice period. The same would change based on the number of days you serve your notice to the organization.

xv. In case, you take additional leaves beyond your applicable notice period, your notice duration may increase to keep parity with the organization's leave policy.

xvi. Any time upon request of the Company and in any event on resignation or termination of your assignment with the Company in any manner, you shall immediately hand over all the authorization letter or power of attorney issued in your favour by the Company or any other property of the Company in your possession in the same form as given to you by the Company (subject to ordinary wear and tear).

xvii. In case of resignation or termination of your assignment with the Company in any manner, you shall extend requisite co-operation to the Company to ensure a smooth transition of your duties and responsibilities to such person as may be appointed or nominated by the Company.

xviii. Your designation and compensation are subject to change depending upon the work assignment undertaken by you from time to time and the compensation structure of the Company is subject to revision to protect the cost to the Company.

xix. You will indemnify and keep us indemnified and hold harmless against any loss or damage caused to the Company or any claim raised by a third party against the Company due to any unauthorized act undertaken by you.

xx. You hereby represent to the Company that you are under no obligation or agreement or legal impediment that would prevent you from becoming an employee of the Company, or adversely impact your ability to perform the expected responsibilities.

xxi. Any notice or correspondence to be given by you to the Company or by the Company to you shall be given as under:

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a. If to Company: E-mail: hr@scikey.ai
b. If to the employee: The personal Email ID registered by the employee in their resume submitted to the company at the time of assignment.

xxii. In an event of a drop in performance, you will be put in a Performance Improvement Plan as per the Company policy.

17. Health and Safety

You shall take all reasonable precautions for your health and safety, and the health and safety of other team members. You shall comply with all rules and policies concerning health and safety which may apply from time to time. If you become aware of any danger or hazard that may affect your health and safety or the health and safety of other team members, you must immediately report the matter to the Company.

18. Final Settlement

On resignation or termination of your assignment with the Company, any amount owed by you to the Company including any amounts due on account of reimbursement of expenses incurred
by the Company due to any loss or damage caused by you to the property of the Company shall, at the sole discretion of the Company, be deducted from any monies payable by the Company to you, including any salary, wages, bonuses, vacation pay, severance, commission, incentives, ex-gratia, variable pay or expenses payable to you. Any excess of such amounts owed by you to the Company shall be repaid by you within 30 (thirty) days from your dissociation with the Company. The Company reserves the right to recover from you any and all cost and attorney's fees which are incurred by the Company for recovery of such amounts. The final settlement shall not be done unless all outstanding amounts have been settled by you.

19. Sharing of Personal information

Human resource information systems are consolidated and managed centrally. As a result, personal information is shared around the Company's locations worldwide, to selected organizations that provide services to the Company. To assure that personal data privacy is adequately safeguarded, the Company operates internal procedures to protect the confidentiality and security of individual personal information. The Company also requires the external organization it works with to provide adequate levels of protection. By accepting this offer you are agreeing to such data storage and sharing.

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20. Jurisdiction

In case of any dispute between the Company and you in relation to your assignment, the competent courts and tribunals at Surat shall have exclusive jurisdiction.

21. Background Checks

The Company may, at its discretion conduct background checks prior to or after your expected joining date to validate your identity, the address provided by you, your education details and details of your prior work experience. if any, and to conduct any criminal checks. You expressly consent to the company conducting such background checks. In this connection, you are required to furnish the documents listed in Annexure III. If the Company is not satisfied, in its sole discretion, with the outcome of the background checks, the Company reserves the right to withdraw this offer without notice and compensation or to take any appropriate action against you, including, but not limited to termination of your employment. When a background check raises any concerns regarding any of the details furnished by you and the Company feels the need to further validate such facts, the company may at its sole discretion, ask you for further information, to substantiate the details that you have earlier provided to the Company, before initiating appropriate action. Please note that SRKay Consulting Group requires you to furnish a copy of your passport at the time of joining. If you are unable to do so, the Company will initiate a criminal background check, the cost of which will need to be borne by you.

22. Revocation of Offer

The Company reserves the right to unilaterally revoke this offer at any time prior to receipt of your acknowledgement and acceptance of this offer letter in the form and manner provided hereunder. Such revocation shall be final and shall relieve the Company of liability of any nature whatsoever in respect of the offer contained herein and shall be without prejudice to any other right the Company may have against you in law or equity.

23. Other Terms & Conditions

You agree not to undertake employment, whether full-time or part-time, as the Director / Partner / Member / Employee of any other organization / entity engaged in any form of business activity without the consent of SRKay Consulting Group. The consent may be given subject to any terms and conditions that the Company may think fit and may be withdrawn at any time at the discretion of the Company.

You hereby acknowledge and agree to abide by all internal Policies of the Company, which you will be able to access, upon joining, on the HRMS. These Policies cover various human resources and administrative topics and procedures. The Company reserves the right to change these Policies at any time in its absolute discretion.

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You shall be required to sign certain mandatory agreements, including but not limited to the Confidentiality, Intellectual Property Rights, the Code of Business Conduct and Ethics and your employment shall be governed by all the rules and regulations, as amended from time to time, of the Company as applicable to your employment with us. This offer is also conditional upon your acceptance and execution of the Non-Compete Agreement (Annexure-II). This offer of employment constitutes the entire agreement between you and the Company regarding the terms of your employment and it is the complete, final, and exclusive embodiment of your agreement with regard to this subject matter and supersedes any other promises, warranties, representations or agreements, whether written or oral. It is entered into without reliance on any promise or representation other than those expressly contained herein, and it cannot be modified or amended except in writing signed by an authorized officer of the Company. If any of the terms or conditions of this offer are found to be illegal or unenforceable, such terms shall be treated as severable from the rest of the terms and conditions of this offer and the remaining terms and conditions shall continue.

The Company may change policies at any time at its discretion without requiring a variation to this agreement.

We look forward to your long and successful association with the Company.
Yours Sincerely,
For and on behalf of SCIKEY

Prosenjit Mukherjee

Prosenjit Mukherjee
Head – Human Resources

Enclosures:

Annexure I – Annual Potential Compensation Structure
Annexure II – Non-Compete
Annexure III – Contact Details of the Company and Joining Documents

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Acknowledgement and Acceptance

I have read and understood the terms and conditions of this letter and hereby notify my acceptance by signing at the space provided below.

Signature **Date**

_____ _____

This letter shall automatically stand withdrawn in case you do not notify your acceptance by countersigning this letter within 7 (seven) days of the date of this letter. This agreement shall be governed by the laws of India and you hereby agree to the exclusive jurisdiction of the courts in Surat, India.

As a token of your acceptance of this offer, please bring a duly signed, duplicate copy of the letter and all the accompanying annexures, on the date of joining.

We welcome you to the SRKay Consulting Group India family and wish you a rewarding career over the years to come.

Yours sincerely,
For & On Behalf of SRKay Consulting Group

Acknowledgement: I have read, understood, and agree to the terms and conditions as set forth in this offer letter.

Date: _____, 20_____ _____ Signature & your name.

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ANNEXURE I – REMUNERATION

Salary Structure -Surat		
Name	**Harsh Patel**	
Location		**Surat**
	Amount (INR)	**Monthly Payout (INR)**
Components (A)	**2,76,000**	**23,000**
Basic Salary	1,65,600	13,800
House Rent Allowance (HRA)	60,517	5,043
Advance Bonus	12,995	1,083
Transport Allowance	19,200	1,600
Food Allowance	17,688	1,474
Annual Total Compensation	**2,76,000**	
Benefits (B)	**Amount (INR)**	
* Insurance (Mediclaim + Personal Accident)	12,000	Provisioned Amount
Provident Fund (Company's Contribution)	19,872	As per The Provident Fund Act 1952
Gratuity	7,965	As per The Gratuity Act 1972
Company's contribution towards benefits	**39,837**	
Total Fixed Component	**3,15,837**	

1. All the components contained in the aforesaid structure shall be construed as Annual salary components.
2. 2. Any remuneration component which is not included in the above Salary Structure but becomes payable to the employees due to any change in any existing statute or introduction of a new statute/law, shall be added to this structure as applicable.

Please note that the above structure is subjected to change, in lieu of to change in company policy and income tax rules. All benefits are as per company policy, which are subject to change from time to time

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Note:

A) **Leave Travel Allowance (LTA)#** is an annual component but will be paid on a monthly basis in advance.

B) **Deductions:** The Company shall make any deductions from the salary, as it may be stated in the respective policies from time to time. For example, deductions towards company provided transport, non – adherence as per disciplinary policies etc.

C) **Provident Fund**:** Eligibility for Employer's Contribution to Provident Fund is governed strictly as per the rules under the Employees Provident Fund and Miscellaneous Provisions Act, 1952. As per the Act you will make your contribution to the PF scheme at 12% of Rs. Basic salary. The company will make similar matching contribution to the PF scheme every month.

D) **Gratuity***:** Gratuity will be applicable as per the Payment of Gratuity Act 1972

E) **Insurance:** The Company will cover you under Company's group medical insurance policy. The medical insurance premium for such policies shall form a part of your salary as set out in Annexure I. The insurance premium will be borne by you and the Company will only facilitate the process of insurance premium.

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

Please note that your Compensation details are personal to you, and you are requested not to share details of the same with others.

www.scikey.ai
getintouch@scikey.ai
hroperations@scikey.ai
(0261) - 4040594
SRKay Consulting Group LLP
W-04A, Gem and Jewellery Park,
GHB, Ichhapore – Hazira, Surat - 394510

ANNEXURE-II – NON-COMPETE AGREEMENT

I, _____, do hereby acknowledge and confirm the following: -

i. I am accepting employment with SRKay Consulting Group, as per the presents in this document, I agree to the following terms herein, and acknowledge that this is a material condition of my employment with SRKay Consulting Group

ii. I am required, on behalf of SRKay Consulting Group, to provide services to, or solicit business from, various customer/clients of SRKay Consulting Group for whom I performed services as a Company employee (each such customer/client hereinafter referred to as a "Customer").

iii. In consideration of the above, I agree that for six (6) months following the termination of my employment with SRKay Consulting Group for any reason, I will not:

   a. accept any offer of employment from any Customer, where I had worked in a professional capacity with that Customer in the twelve (12) months immediately preceding the termination of my employment with SRKay Consulting Group.

   b. accept any offer of employment from a Named Competitor of SRKay Consulting Group, if my employment with such Named Competitor would involve me having to work with a customer with whom I had worked in the twelve (12) months immediately preceding the termination of my employment with SRKay Consulting Group. For this Non-Compete Agreement, "Named Competitor" shall mean the following entities and their wholly-owned subsidiaries: -

1.
2.
3.

Place: Employee Signature:

Date: Employee Name: _____

SCIKEY
Creating work and business opportunities for a billion minds

www.scikey.ai
getintouch@scikey.ai
hroperations@scikey.ai
(0261) - 4040594
SRKay Consulting Group LLP
W-04A, Gem and Jewellery Park,
GHB, Ichhapore – Hazira, Surat - 394510

ANNEXURE III – DOCUMENTS CHECKLIST

On your date of joining, you are required to report at the following address:
Reporting Address:
SRKay Consulting Group, SRK, W04A, Gem & Jewellery Park, Ichhapore – Hazira, Surat-394510, Gujarat – India

HR SPOC: Krupali Patel
Contact Number: +91 9016157252
e-Mail: hroperations@scikey.ai **;** krupali.patel@scikey.ai
Reporting Date: 1st April 2022 (Friday)
Reporting Time: 9:00 am

We request you to kindly carry the Original of the following documents for verification purposes and photocopies of only those which you are yet to share. The same is mandatory and is required as part of the joining process.

DOCUMENT CHECKLIST

Sr No	Document
1	10th Std / SSC mark sheet / Certificate
2	12th Std / HSC mark sheet / Certificate
3	Diploma Final Year mark sheet AND Certificate (if applicable)
4	Degree Final Year mark sheet AND Certificate (if applicable)
5	Post Graduate Degree Final Year mark sheet AND Certificate (if applicable)
6	Relieving letters from all previous Organizations
7	Experience letters from all previous Organizations
8	Latest salary slips of Current Employer
9	Photocopy of Passport with Valid VISA Stampings /Election Card
10	Photocopy of PAN Card
11	Photocopy of Aadhaar Card
12	3 passport size color photographs with White background
13	Marriage Certificate
14	All supporting and relevant documentation indicating Nationality Status and due authorization to work in India (If applicable)

Infopercept

6th April, 2022

Offer Letter

Dear Hemang,

Greetings for the day!

Further to your completion of internship with us, we would like to confirm your selection at **Infopercept Consulting Pvt. Ltd**.

You will be a part of Infopercept's Software Development Team and your designation will be – '**Junior Software Developer'.**

Your date of joining is **7th April, 2022** and monthly remuneration will be: **₹ 15000/- *** (with a PFP component as in **Annexure A**). You will be on a probation for 3 months.

The increments will be as per our performance management system.

We would like to congratulate you and welcome you to the team!

Sincerely,

Jaydeep Ruparelia

Infopercept Consulting Private Limited

Kindly acknowledge this offer letter by sending an email to us.

Annexure A

As discussed, your monthly CTC is **₹ 15000,** out of which **₹ 12000** is the base salary and balance of ₹ **3000** is PFP (Pay For Performance).

In first quarter, you will be paid the base salary and the PFP, totaling to **₹ 9000,** will be disbursed along with the fourth month salary.

After 3 months, the monthly remuneration will be **₹ 15000.**

VISILEAN
Construction. Simplified

30th September 2021

Ms. Hetshree Shah
B/12, Puroshottam Nagar,
Old Dumral Road,
Nadiad - 387002.

Dear Hetshree,

SUB : Your Application for the post of Android Trainee

With reference to the personal interview held at our Ahmedabad office, we are pleased to offer you the post of **Android Trainee** at our Ahmedabad office location as per the terms and conditions mentioned in the offer letter.

- Salary package - Rs. 10,000/- stipend per month
- Probation period – 6 months
- Notice period – 2 months

You are advised to report to duty **on or before 3rd January 2022.**

You are requested to bring with you the following documents at the time of joining your duties:

1 Two passport size photographs
2 Copies of educational/professional qualifications and experience certificates.
3 Adhaar Card Copy
4 PAN Card Copy

Please return the duplicate copy of this offer and confirm your acceptance **on or before 7th October 2021.** We look forward to a long and mutually fruitful relationship and are happy to welcome you to be a member of **VISILEAN INDIA PRIVATE LIMITED** family.
With Best Wishes,

For Visilean India Pvt Ltd.,
Anish Vadhavaniya
HR Manager

I hereby accept the offer given to me as above and would be in a position to join the organisation by 09 / 01 / 2022. Should there be any change in the same I will inform you in writing atleast 15 days in advance.

Thanking you,
Hetshree Shah Hetshree

Date: 30/09/2021

Address : 716 Sakar-IX, Opp ATMA House, Near old RBI, Ashram Road Ahmedabad - 380009. Gujarat, India.
Email: info@visilean.com Contact Number : +91 9099 777 001

rof. U. P. Patel <uppatel.mca@ddu.ac.in> Sep 3, 2021, 6:41:37 PM

to ddumca2022@googlegroups.com, MCA2022

Dear students,
I have received following mail from Visilean.
Congratulations to the selected students.
Selected students are required to give confirmation of offer acceptance mail to me as early as possible.

Dear Sir,

Please find below selected student list whom we would like to offer the placement. We would like to get connected and process their offer. Let's discuss the course of action for the same.

Sr. #	Name of Student	Degree	Technology
1	SHINGALA MEET RAJESH	BE (IT)	iOS
2	VEKARIYA ANIRUDHKUMAR MANSUKHBHAI	BE (IT)	Java
3	PATEL FORAM PANKAJKUMAR	MCA 3rd Sem	Java
4	BUTANI AVINASH JAYKISHAN	BE (IT)	DevOps
5	AGHARA PRASHANT SHAILESHKUMAR	BE (IT)	Java
6	SHAH HETSHREE PANKAJKUMAR	MCA 3rd Sem	Android
7	KHERADIYA SMIT JIGESHBHAI	BE (IT)	Java

Best Regards,

Anish Vadhavaniya
HR Manager
anish.vadhavaniya@visilean.com
+91 9099777001

VISILEAN
construction simplified
www.visilean.com

Prof. U. P. Patel <uppatel.mca@ddu.ac.in> Aug 5, 2021, 8:49:32 AM
to ddumca2022@googlegroups.com, MCA2022

Dear Students,
Refer an email for campus placement of VisiLean India Pvt. Ltd.
Apply it through Aadhan before given time.
PFA.

Greetings from VisiLean India Pvt. Ltd!

VisiLean is a Finland based highly innovative IT cloud-based construction management service that aims to transform how construction sites are managed across the globe. VisiLean was founded in 2015 by a team of entrepreneurs with an extensive experience in the construction and software industry following extensive research and development.

Please find attached our company profile for your perusal.

We are looking for fresh BE IT/BE Computer/MCA candidates for organization at Ahmedabad. The position details are given below.

Position – Software Intern – different technologies like – Java, UI, Android, iOS, DevOps etc.

No of Positions - 10

Job location – Ahmedabad

Job timings – 5 days a week and flexi timing between 9.00 -10.30 am and 6.00-7.30 pm

Package – 10K during internship and post 6 months, on successful completion of internship 4.5 LPA.

Minimum Service period – One year and 6 months including the 6 months internship

Thanks and Regards,

Prof. P. N. Jardos <pnjardos.mca@ddu.ac.in>

Fwd: Schedule of Infopercept - Selected Candidate List

1 message

Head-MCA <hod.mca@ddu.ac.in> Sat, Mar 26, 2022 at 8:20 AM
To: "Prof. P. N. Jardos" <pnjardos.mca@ddu.ac.in>

for records

---------- Forwarded message ---------
From: **Nitin Pathak** <nitinp@infopercept.com>

Dear Dr. Joshi Sir,

Greetings for the evening!

The students of MCA (DDIT) will complete their 4 months internship on 6th April, 2022.

Below is the list of students whom we have selected for continuing with us further. The non-selected 2 have been informed about the same.

Sr. No.	NAME	GENDER	MOBILE NO	CITY	Status
1	YASHKUMAR BHATT	M	9924012298	BHAVNAGAR	Selected
2	JAYDEEP KOTAK	M	9265083674	JETPUR	Selected
3	HEMANG GOHEL	M	9377876778	JUNAGADH	Selected
4	VRUTIKA PANDYA	F	9429832442	VADODARA	Selected
5	VAIBHAVI PANDYA	F	7046318431	BHAVNAGAR	Selected
6	BHAVIK PRAJAPATI	M	9725916545	BHARUCH	Selected
7	KRUPA JANI	F	9408630608	VADODARA	Selected
8	PARTH THAKKAR	M	9499662912	VADODARA	Not selected
9	KENIL RANPURA	M	8306780490	BHAVNAGAR	Not selected

We would like to thanks you, the MCA department and the office bearers of DDU of the help extended to us and would like to have the same support in the coming years.

With Best Regards,

Nitin Pathak | (M) +91 8511525855 | (E) nitinp@infopercept.com

www.infopercept.com | Connect with us

Infopercept



Please consider the environment before printing this email.

Disclaimer: This e-mail message and all attachments transmitted with it are intended solely for the use of the addressee and may contain legally privileged and confidential information. If the reader of this message is not the intended recipient, or an employee or agent responsible for delivering this message to the intended recipient, you are hereby notified that any dissemination, distribution, copying, or other use of this message or its attachments is strictly prohibited. If you have received this message in error, please notify the sender immediately by replying to this message and please delete it from your computer.

--
Head - MCA
Dharmsinh Desai University
Nadiad.

BACANCY® TECHNOLOGY
+91-079-40037674
hr@bacancytechnology.com
www.bacancytechnology.com

Date: 01-July-2022

Dear Jinay Shah,

SUB: Offer Letter

Congratulations! We are pleased to confirm that you have been selected to work for Bacancy Software LLP.

The position we are offering is that of a **Software Engineer** at a salary of **Rs.3,80,000/- CTC per annum**. Your salary, incentives, allowances, and/or any kind of payment will be subject to prevailing applicable laws and deductions there if any. If PF deduction will be compulsory in the future as per the law of government, then you will be entitled to PF contribution from the offered remuneration. Bonus components of your CTC will be reimbursed If you continue to be employed with Bacancy for **1 year** and your resignation should not be in the process then you will be eligible to get a retention bonus/ joining bonus and the amount will be paid separately on **Oct-2023**. You will report to **Mr. Karan Vyas.** "You should be available to work in the customer time zone. You should be flexible enough to work/learn technologies according to the organization's need".

You will be working 5 days a week based on shifts and days communicated by your Manager, 8:30 hours per day. Your employment with us will be governed by the company's terms and conditions (mentioned in the Appointment Letter). Your first appraisal will be after one year from your date of joining. There will be a probationary period of three months from the date of joining.

You are requested to join on or before **01-July-2022**. If you fail to report on this date unless otherwise agreed in writing the offer shall stand automatically withdrawn.

If on verification, at the time of appointment or at a later date it is found that you have furnished wrong information, in such cases your services to the company will be liable to terminate. Please report to HR personnel on your start date for documentation and orientation. Please sign the copy of this letter and return it to indicate your acceptance of this offer.

We are confident that you will be able to make a significant contribution to the success of Bacancy Software LLP and we look forward to working with you.

For, Bacancy Software LLP.
HR Team

+91-079-40037674
hr@bacancytechnology.com
www.bacancytechnology.com

ANNEXURE I

- Copy of your resignation letter within 2 days of accepting the offer letter
- Copy of Resignation Acceptance within 1 week
- Last 3 months' salary slips or Bank Statement

JOINING FORMALITIES

Please bring the following documents along with you at the time of joining. Do carry the originals as well for verification: -

1. Photocopy of all Qualification Documents (10_{th}, 12_{th}, Graduate, Post Graduate Certificates, and Mark Sheets)
2. Photocopy of Id Proof (Aadhar card, Passport, Driving License, Voter Id)
3. Photocopy of Address Proof.
4. Photocopy of previous employment relieving letter and Experience letter.
5. Certificate of last drawn salary/salary slip.
6. Photocopy of Pan Card.
7. 4 Passport Size Photos

+91-079-40037674
hr@bacancytechnology.com
www.bacancytechnology.com

ANNEXURE II

Particular	Monthly	Yearly
Basic	9,500	114,000
HRA	3,800	45,600
Books & periodic	1,850	22,200
Mobile All.	1,500	18,000
Transport All	2,500	30,000
Uniform All	2,000	24,000
Special allowance	8,517	102,202
Gross salary	**29,667**	**356,004**
Bonus	2,000	24,000
CTC	**31,667**	**380,000**
Professional Tax	200	2,400
Take home	**29,467**	**353,600**

SETUBRIDGE
TECHNOLABS

Employment Bond Agreement CUM APPOINTMENT LETTER.

The Article of the agreement made and executed on date **07/07/2022**

BETWEEN

SetuBridge Technolabs
having its registered office at
603, Samruddhi Chamber, Income tax, Ahmedabad - 380014, India

hereinafter called and referred to as "SetuBridge" or as the "company" of the one part

AND

Mr. Jinesh Prajapati,
Indian, currently residing at
S/o Vinodchandra, B-1 pushpvihar township , new collector office opp , beside G.E.B yogi nagar dabhan road, Nadiad, Gujarat- 387002

hereinafter called and referred to as **Mr. Jinesh Prajapati** or as `The Employee' of the second part

WHEREAS The company is desirous of appointing Mr. Jinesh Prajapati as its " Jr. Php Developer" and the Employee have agreed to the terms and conditions outlined here below.

NOW THEREFORE THESE PRESENTS WITNESSES AND IT IS HEREBY MUTUALLY AGREED TO BY AND BETWEEN THE PARTIES HERETO AS UNDER: -

1. The said Mr. Jinesh Prajapati is hereby appointed as the " Jr. Php Developer" and he will hold the said office, subject to the provisions made hereinafter, for a term of 1 Year from the date of this agreement.

2. The Company shall pay the following salary initially 12,000/- INR per month during the probation period. If the employee completes a training/probation period of 4 months successfully as decided by the company, then he will be absorbed in a suitable grade as per the Organization's rule.

3. If any time during the employment, the employee does not show the expected performance or remains absent without prior permission or misbehaves, his service can be terminated by giving One Day's Notice or by making payment of one day in lieu of notice

4. That during the period of employment, the Employee shall be bound to observe and abide by all terms and conditions and stipulations hereinafter contained as also by such other rules and regulations as may be framed by the Company from time to time to be observed by or to be applicable to the Employees of his class.

VRINDI INDIA PVT. LTD.

Ingenious Products, Solutions and Services

Date: 29th April 2022

To,
Mr Karan Ukani,
201, Krishna Vatika,
Behind Nehru Garden,
Anand – 388001

STRICTLY CONFIDENTIAL

Dear **Mr Ukani,**

Welcome to Vrindi!!!

We are pleased to extend an offer of employment to you in the role of **"Jr. Software Engineer"**, your CTC will be **Rs. 20,000.00** (Twenty Thousand only). Your compensation and benefits are as detailed in page 04, 05.

Vrindi India Pvt. Ltd. is a 100% owned subsidiary of Vrindi Inc. (USA). Our worldwide offices will work as single global operation, rapidly evolving to provide new generation services. We intend to differentiate us by creating platform based services, bridging market gap in internet based services model and other Emerging Technology area. We intend to become a preferred outsourcing designation for Research and Development. We believe that with such a differentiation, we will be in a strong position to play a leadership role in the IT space. We intend to create intellectual capital by Ingenious Research and Development.

We are sure that your association with us will be enriching and rewarding. At Vrindi, we strive to create a workplace that is teeming with intelligence where creative minds collaborate with passion to exceed their own expectation. We intend to offer a workplace where ownership, risk and initiative taking is rewarded and reinforced on a continuous basis.

In the next few pages you will find details of your offer and other important information, and we request you to study them in detail and sign a copy of your acceptance. If there is anything that needs clarification, you can call Mr Alok Mittal, Chief Operations Officer at 09810438418 or mail him at the following mail id: alok.mittal@vrindi.com/ accounts@vrindi.com

We believe that by you choosing us, you have embarked on a very exciting journey ahead.

Yours sincerely

For Vrindi India Pvt. Ltd.

Helena Macwan
HR Executive

Karan. B. Ukani

Head Office: 19 Mac Namee Street, Plainsboro , New Jersey 08536.
Regd. Office: 1/9767, Street No-1, West Gorakh Park, Shahdra, Delhi-110032.
Branch Office: D-306, Shree Ram Arcade, Station Road, Anand- 388001 (Gujarat).
Tel : (609) 799-4634 Fax : (877) 987-4634
Mob: +91 98104 38418
Ph: (02692) 254884

1. **Commencement Date**

Your date of appointment will be 3rd May,2022,

At the time of Joining, you are requested to submit the following documents:

1. Copies of Academic Qualifications
2. Experience Certificate, if any, including the relieving letter from the previous employer/s.
3. Salary Certificate from the previous employer.
4. Form-16 (if applicable).
5. Two Passport size photographs.
6. Copy of Income-Tax PAN Card

2. **Verification of the particulars mentioned in your application**

If and when information furnished by you in your Application Form regarding your credentials is found to be incorrect or not true, you will be liable for termination or such other action as the Management deems fit.

3. **Working Hours**

- **USA Hours** – 8 Hours shift will be on rotation bases (The shift timings will be based on process / program requirement as and when explained by your superiors.)
- **USA Hours** – 4 or 6 Hours (The shift timings will be based on process / program requirement as and when explained by your superiors.)
- **INDIAN Hours** – 8 Hours –General Office timing will be from **09:30 a.m. to 6:30 p.m.(IST)** As per the requirement of the management/work

For Vrindi India Pvt. Ltd.

Helena Macwan
HR Executive

Kavan. B. Dhani

Head Office: 19 Mac Namee Street, Plainsboro , New Jersey 08536.
Regd. Office: 1/9767, Street No-1, West Gorakh Park, Shahdra, Delhi-110032.
Branch Office: D-306, Shree Ram Arcade, Station Road, Anand- 388001 (Gujarat).
Tel : (609) 799-4634 Fax : (877) 987-4634
Mob: +91 98104 38418
Ph: (02692) 254884

4. Duties & Responsibilities

1. The Management will expect you to work with a high standard of initiative, efficiency and economy.
2. During your service with the Company, you will not engage yourself directly or indirectly in any other Undertaking, Business, Employment or Activities prejudicial/detrimental to the interest of the Company.
3. You shall not give out to anyone, during the period of your service and even afterwards by word of mouth or otherwise, particulars or details of our intellectual properties or products details, technical knowhow, security arrangements, administrative and/or organizational matter of confidential or secret nature, which may be your privilege to know by virtue of your being our employee.
4. You shall keep confidential all the information and material provide to you by or on behalf of the management or by its clients concerning their affairs to enable the Management to perform the service. This excludes only such material as is already known to the public which also you will not release, use or disclose except with prior written permission of the Management. Your obligation to keep such information confidential shall survive even on termination or cancellation of the employment.
5. You will be responsible for the safe keeping and return in good condition and order of all the properties of the Company which may be in your use, custody, care or charge. For the loss of any property of the Management in your possession, the Management will have the right to assess on its own basis and recover the damages of all such material from you and to take such other action as it deems proper in the event of your failure to account for such material or property to its satisfaction.

5. **Probation, Confirmation & Termination** You will be on probation/ training for a period of **6 (Six) months** from the date of your appointment, where after, if your services are found satisfactory, you will be confirmed by means of a written intimation. The management reserves the right to reduce, dispense with or extend your probation period at its absolute discretion. The appointment is terminable by the Management without any notice if your performance is not satisfactory or any disciplinary action.

The Employee, on joining the Company, undertook to stay in employment of the company for **period of 2 years (including 6 months training/probation period)** with 3 months of notice period. In case the employee, for any reason, leaves the service of the company before two years, then he/she shall forthwith pay a sum of **75,000/- (Seventy-Five Thousand Only)** are being the indemnification of the cost of the training to the company. The employee undertakes not to dispute the amount, and shall pay the amount, before requesting for formal relieving order from the company & at the same time company has full right to initiate appropriate legal proceeding against the employee.

1. Upon confirmation your services are liable to be terminated by the company after providing you one month's notice or payment of basic salary in lieu thereof. If you want to leave the job before confirmation you have to give 3 months writing to that effect.
2. After completion of probation period contract is terminable, by giving 3 months notice in writing to that effect, reliving less than three months require management approval, to be at least on paying three months salary.
3. If the exigencies of work so require, the company may not relieve you earlier than the expiry of the entire period of notice. It shall, however, be open to the company to accept your resignation with effect from any date earlier than the one offered by you in your resignation letter.

Kenan. B. Ukani

Head Office: 19 Mac Namee Street, Plainsboro, New Jersey 08536.
Regd. Office: 1/9767, Street No-1, West Gorakh Park, Shahdra, Delhi-110032.
Branch Office: D-306, Shree Ram Arcade, Station Road, Anand- 388001 (Gujarat).
Tel: (609) 799-4634 Fax: (877) 987-4634
Mob: +91 98104 38418
Ph: (02692) 254884

Benefits Summary

Name	Karan Ukani		
Designation	Jr. Software Engineer		
Level / Band			
Salary			
TOTAL REMUNERATION WORKSHEET			
Salary Components	Monthly (In Rs.)		Annual (In Rs.)
Basic	8000.00		96,000.00
Flexible Benefit Component	5973.00		71,676.00
Sub Total 1	13,973.00		1,67,676.00
Retention Bonus	4000		48,000.00
Bonus	600.00		7,200.00
Deduction of Provident fund	Employee	Employer	
	960.00	1040.00	
Gratuity	386		
Sub Total 2	2027.00		
Total Cost to Company (1+2)	20,000.00		2,40,000.00

Bonus will be paid yearly basis; Retention Bonus will be paid after completion of 1.5 years. You should have current employment with Vrindi at the time of availing Bonus. It will not be credited in case of termination. It might get paid in installment, subject to company's circumstances.
Gratuity will only be paid after completion of five years

***PROFESSIONALTAX, INCOME TAX & ALL OTHER APPLICAPLE TAXES WILL BE DEDUCTED FROM YOUR CTC.**

Please treat the contents of this document as highly confidential. Any confidential breach of compensation is considered violation of company privacy policy.

Note: **Salary will be paid on or before 10th of each month**

Paid Time Off

- During probation only one casual leave per month is allowed.

  The below leaves are applicable after successfully completion of probation period.

- **Sick Leave / Casual Leave**

  Paid sick leave/casual leave allows an employee to recover from personal illness, injury or disability, which prevents performance of usual duties. All employees are entitled for 6 days of medical leave/casual leave in a calendar year.

- **Privilege Leave**

  This leave can be used for rest, recreation and a break from normal work attending to personal matters etc. All employees will be entitled for privilege leave of 12 days in any full calendar year.

- **Leave Without Notice**

  Absence without leave or remaining absent beyond the period of leave originally granted or subsequently extended, shall result in voluntary termination of your employment without any notice unless you

  1. Return to work within **3 days** from the commencement of such absence, &
  2. Provide satisfactory explanation to management regarding such absence.

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

Sincerely,

For Vrindi India Pvt. Ltd.

Helena Macwan
HR Executive

Acceptance

I, Karan Ukani accept the appointment on the terms and conditions contained herein and will report for duty on 3rd May 2022.

Signature: _____

Date : 29th April,2022

Karan B. Ukani

Head Office: 19 Mac Namee Street, Plainsboro , New Jersey 08536.
Regd. Office: 1/9767, Street No-1, West Gorakh Park, Shahdra, Delhi-110032.
Branch Office: D-306, Shree Ram Arcade, Station Road, Anand- 388001 (Gujarat).
Tel : (609) 799-4634 Fax : (877) 987-4634
Mob: +91 98104 38418
Ph: (02692) 254884

Date: 20/08/2021
Ahmedabad

Dear Keyur,

We are pleased to offer Keyur Anuvadia ("Employee") a full-time position at Crest Data Systems (India) LLP ("Company" or "Crest Data Systems"). We strongly believe that our team is our biggest asset and that our success is directly dependent how we collectively perform together as a team. With that spirit we would like to make the offer below. Please do not hesitate to reach out to us if you have any further questions. We would like to request you to treat all the information in this offer letter as highly confidential and discuss the details only with the HR or your hiring manager.

1. Appointment

We are pleased to extend a joint internship plus full-time employment offer of appointment as a "IT Admin" at Crest Data Systems. Your primary responsibilities shall include but not be limited to the following:

a) Understand new technologies and programming languages that the Company works with.
b) Complete necessary training provided by the company.
c) Assist project team with Software Development, QA, Automation, CloudOps/SRE, and Support to deliver technology solutions in the field of Data Analytics, Cyber Security, ML/AI, DevOps, and Cloud for the company.
d) Focus on solving customer requirements and perform multiple engineering roles as needed for the project.

The Company shall be at liberty to change the job description when a business necessity for the change arises without any prior intimation.

You agree, as a condition of employment, that you will execute the Company's '*Non-Disclosure and Confidentiality Undertaking'* Simultaneously with the execution of this letter.

2. Compensation and Benefits

During internship, your monthly total compensation will be Rs. 8,000/- (Rupees Eight Thousand Only). Your compensation will be paid monthly and will be subject to deduction of tax at source in accordance with regulations. Your compensation and benefits may be amended at the sole discretion of the Company.

Upon successful completion of the Internship, you are offered Full-time Employment at the Company with an annual compensation package of INR Rs. 3,25,000/- (Rupees Three Lakhs Twenty Five Thousand Only) inclusive of all the benefits, allowances, PF, and ESIC. Your compensation will be paid monthly and will be subject to deduction of tax at source in accordance with regulations.

3. Term of Employment

The internship will start from the date your college allows you to start the internship to the date the Company verifies the provisional degree certificate from your college. During the internship period, you are expected to work during regular business working hours (or your rotation shift hours as necessary for the business) and will be subject to the same company working hour policies as a regular employee. Upon verification of the provisional or final degree certificate by the Company, you will be converted to a Full-time employee at the Company.

You acknowledge that you will be under 18 months of service agreement with the Company, which would be applicable from the first day of internship to 18 months thereafter. In the event of your leaving, abandoning, or resigning the service of the Company in the breach of the terms of the agreement before expiry of the term would be quantified at INR Rs. 1,00,000/- (Rupees One Lac) or 1 month cost to company salary whichever is higher.

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4. Leaves

a) During your association with the Company you will be entitled to benefits as provided by Company policy and will be subject to current Company policies or those introduced or amended from time to time. We currently offer:
   (i) During the Internship period, you are allowed to take up to 1.75 days Paid Time Off (PTO) only for emergencies and study related reasons. Upon completion of internship, PTO leave balance (positive or negative) will be converted into cash compensation.
   (ii) Upon being full-time Employee, you will be eligible for Paid Time Off (PTO) leave of 21 days per year accumulated at the rate of 1.75 days per paycheck (monthly). If you join or terminate employment in the mid-month then PTO will be pro-rated based on working days in the month.
   (iii) Upon being full-time employee, PTO balance (positive or negative) will be converted into cash compensation at the end of financial year (March 31st) and PTO will be accumulated from scratch at the beginning of new financial year (April 1st).
   (iv) Maternity leave will be provided based on prevalent law at the time of start of the maternity leave.
   (v) Company-paid paternity leave of 5 working days from the birthday of the child. This leave can be taken anytime within 6 months of the child's birth.
   (vi) We offer approximately 10 public holidays per year depending on your location/region of employment.

b) You shall inform your immediate superior in writing, reasonably in advance, of your intention of taking your leaves and you shall obtain his prior approval. It is expected that leaves related to Study from the College are made known to the students in advance, so the same notice have to be provided to the Company so that they can plan training (for the Intern) and/or project plans accordingly.

c) If you are unable to attend work due to illness or injury, you are required upon request to provide a medical certificate from a registered medical practitioner confirming the illness or injury and stating its probable duration. In the case of any illness exceeding the stated probable duration, you will provide a further medical certificate from a registered medical practitioner within [three (3)] days after the expiry of the previous medical certificate.

d) You understand that taking any leaves during your notice period, may result in extension of the notice period.

e) Any Intern or Employee found to be taking excessive leaves without a valid justification, that affects the training program or project deliverables of the Company may result in termination from the Company.

5. Working location and norms

Your working location will be 2 – Gf, Garden view Opp Auda Garden, Bodakdev, Ahmedabad, Gujarat 380054. As part of your duties you may be required to travel outside the Company's premises. During your employment with the company you may also be transferred or deputed to any of the offices or locations of the Company or any of its affiliates or subsidiaries or group companies in India or abroad on the same or similar terms and conditions of employment.

a) Regular office working hours for most employees are Monday through Friday from 10am to 7pm.

b) For employees working for technical support, DevOps, SRE, CloudOps, Marketing, Sales, or Business Development, it is expected that your regular work hours may be in a shift of 9 hours in the morning / afternoon / evening / night and also in rotation across different shifts as required by business. Employees working in they night shift will have their working hours from 10pm to 7 am. These hours may shift slightly depending on the time zone in which the client is based or on the Daylight Savings Time. Employees working for technical support, DevOps, SRE, CloudOps may have rotational weekends and public holidays depending on project requirement.

c) It is expected that you will be available for any customer meetings / engagements as and when necessary.

d) In the event of travel, accommodation and travel will be provided as per the Company policy.

e) During the COVID-19 pandemic you may be required to work from home, but as situation stabilizes, we may ask you and your colleagues to come to office in a phased manner.

6. Probation

Upon being a full-time employee, you will be on probation for a period of six (6) months from the date of joining. The company may at its sole discretion extend your probation period based on your performance or other factors as the Company may deem fit.

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7. Notice Period

a) Your employment with the Company can be terminated by 60 (sixty) days' notice (notice period) in writing from either side regardless of whether you are performing internship or working as a permanent full-time (regardless of the probation period).
b) The Company has exclusive right to accept the resignation and terminate your employment any time before the notice period at Company's discretion for any reason whatsoever.
c) If you are relieved earlier then the employee shall not be entitled to getting paid from the day of termination.
d) If you submit your resignation then you must serve the entire notice period if the Company requires you to stay through the duration.
e) The company reserves the right to take legal action and report to the concerned authorities and industry bodies in case the employee leaves without serving the notice period.

8. Termination

a) In the event that the Intern does not complete all the formalities of the Internship, the Company reserves the right to cancel (or extend) his/her full-time employment and/or shall not be liable to provide an Internship completion Certificate to the Intern and will notify his/her college about the same.
b) However, in the event of gross indiscipline, violation of any company policies, willful neglect of duties, breach of trust or any discrepancy or untrue information found in the Employee's application, the Company has the discretion to terminate your services with such notice as it deems fit and without any notice or notice pay.
c) Upon the termination of your employment for any reason by either party, or upon the effective notice of termination of your employment by either party, the Company shall have the right to relieve you from the performance of any and all duties of the position upon the continued payment of your salary and compensation, as then in effect, for the duration of the notice period. During such notice period, you may be required not to attend for work, at the Company's absolute discretion. However, you will not take up any alternate employment until the expiration of such notice period.
d) The termination of your employment howsoever arising shall not affect such of the terms hereof as are expressed to operate or have effect thereafter and shall be without prejudice to any right of action already accrued to the Company in respect of any breach or default by you.
e) If your employment is terminated for any reason:
    (i) the Company may set-off amounts you owe the Company against any amounts the Company owes you at the date of termination except for amounts the Company is by law not entitled to set-off;
    (ii) you must return all the Company's property to the Company on termination including all written or machine-readable material, software, laptop, mobiles, computers, credit cards, keys and vehicles, etc; and you must not record or retain any confidential information of the Company which is marked as such or which by its nature is deemed as confidential whether so informed by the Company at the time of giving or not, in any form after termination. Upon request of the Company, you will return or destroy or have destroyed all correspondence, specifications, books, documents, market data, cost data, drawings, effects or records etc. or any other material belonging to the Company or relating to its business, including in its electronic form and shall not retain or make copies of these items. You will provide a certificate to the Company that such materials have been destroyed or returned, as the case may be.
    (iii) The Experience letter and/or relieving letter will be provided once amount you owe to the company is fully received.
f) The company reserves the right to take legal action and report to the concerned authorities and industry bodies in case the employee leaves without completing his/her termination formalities.

9. Increment in Salary and/or Grade

For all permanent employees, your salary and/or grade will be revised annually in April or October cycle depending on the date of joining. Employees who have joined in the months of January to June will have their annual performance and increment appraisal in April cycle and employees who join in the months of July to December will have their annual performance and increment appraisal in October cycle. Employees must have completed their probation period to be eligible for salary/grade review. Interns are not eligible for increment in Salary and/or Grade. Interns must be converted to permanent employees and their increment cycle will start from the day they are converted to permanent employees.

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This review will be based on the performance management norms of the Company and your performance in a given assessment period and on such effective date as applicable to employees in your category. Your appraisal depends on your efficiency, hard work, regularity in attendance, sincerity, good conduct, supervisor feedback, customer feedback, Company performance, and such other relevant factors as adjudged by the management. The compensation payable to you by the Company is unique and personal and any comparison of the same with those of others will be of no relevance. It is against the Company policy to share your salary or increment information with anyone in the Company other than your management, HR, and the Finance team.

10. Non-Solicitation

Non-solicitation of clients. you agree for a period of 2 Years from the date of relieving of my employment with Crest Data Systems to not directly or indirectly solicit competitive business from any client or customer of the organization that was contacted, solicited, or served by you or about which you received confidential information while you were employed by Crest Data Systems, nor for the same period of time, will I perform services or accept any business, competitive with that of Crest Data Systems, directly or indirectly from any of the clients or customers of Crest Data Systems, which involves you performing similar functions or acting in a similar capacity as when employed with Crest Data Systems.

Employment with clients. you agree for a period of 2 Years from the date of relieving of my employment with Crest Data Systems to not perform services, employment, or accept any business, that competes with that of Crest Data Systems directly or indirectly from any of the clients or customers of Crest Data Systems, which involves you performing similar functions or acting in a similar capacity as when employed with Crest Data Systems.

Non-solicitation of other employees. you agree so long as employed by Crest Data Systems and for a period of 2 Years after leaving for any reason whatsoever, not to directly or indirectly recruit, solicit, or otherwise induce or attempt to induce any employee of Crest Data Systems to terminate his or her employment with the Company or otherwise to act contrary to the interests of Crest Data Systems.

In the event of breach of any of the above clauses, the Company shall have a further and additional right to take any legal action and pursue the higher of the Liquidated Damages as highlighted in the Employee Non-Disclosure Agreement (signed upon joining the Company) or Employee Non-Solicitation Agreement (signed upon leaving the Company).

You undertake to execute a separate “Employee Non Solicitation Agreement” separately at the time of leaving the company. You also undertake to execute the “Employee Non-Disclosure Agreement” at the time of appointment and also to execute an additional “Employee Non Solicitation Agreement” with modification in future if need so arises and if company thinks deem fit to modify the terms of such “Employee Non-Disclosure Agreement” that the employee also agreed to sign.

11. Expectations

In making this Offer of Appointment, we expect that:

a) You devote your full time and attention in carrying out work activities at the Company and will not engage in or do any other IT business or render any professional service either on a full time or part time basis as an employee or as a contractor/consultant. You will also not engage directly or indirectly in any other profitable business connected with the dealings of the Company in any way.
b) You will keep your work strictly confidential and not divulge or disclose any information in any form, either during the employment or after, to anyone not employed by the Company. He/she will also execute and adhere to a Confidentiality Undertaking upon joining the company.
c) You can maintain a state of medical, physical, and mental fitness and ensure annual medical checkups. You may be required to submit a medical fitness certificate.
d) You have accurately represented the in your application and/or resume. You will authorize the Company to verify educational and employment records, conduct and any other background checks prior to joining the Company or anytime thereafter.

If any of the above expectations are not met, your employment may be terminated forthwith and without any notice period and without any liability to the Company.

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12. Protection of Interest

If you conceive or make any new or advanced methods of improving designing / processes / systems or all improvements in relation to the operations of the Company, such developments shall be fully and immediately communicated to the Company and shall be and remain the sole and exclusive right/property of the Company in perpetuity. If required by the Company, you shall execute separate documents or agreements in relation to such matters, conferring such rights on the Company. The salary payable to you hereunder is adequate compensation for such assignment and hence, shall not be entitled to any additional payment in this regard.

13. Past records

If any declaration given or information furnished by you to the Company proves to be false or if you are found to have willfully suppressed any material information, in such cases, you shall be liable to removal from employment, without any notice and without any compensation.

14. Documents

Following documents and approvals are contingent upon joining Crest Data Systems as a full-time/part-time employee or intern:

a) Upon joining the Company, you are required to execute a Non-Disclosure Agreement which along with this offer of appointment and other such paperwork, will govern the terms of your employment with the Company.
b) You will be required to provide verifying certificates/documents for photo identification, PAN card copy, educational qualifications (10th and 12th standard certifications, and Diploma/Bachelors/Master of Engineering degree certification and/or coursework), previous employment details relieving and/or experience letter, and three recent pay slips if any.
c) All employees joining Crest Data Systems are required to sign the service agreement including internship with the company from internship start date.
d) Employees whose International Visa / Work Permit is being sponsored by Crest Data Systems or its affiliates to undertake onsite project or training internationally clients will have to sign a one-year bond/service agreement with the company.
e) If an employee resigns during the bond period, he/she will have to bear the cost of the agreement.
f) In case of the event of the employee leaving the company (voluntarily or involuntary), the employee agrees to sign Non-Solicitation Agreement to protect the Company resources, business, customers, and partners against solicitation.

Agreeing to the above is mandatory and no exceptions will be made. If you have any concerns regarding any of the above, please talk to our HR / management prior to accepting the offer.

15. Miscellaneous Terms and Conditions

a) You hereby agree and undertake to immediately intimate the Company of any change in the information provided.
b) By signing below, you are agreeing to have read and understood each and every provision of this Letter of Appointment and that in consideration of the Company offering employment, voluntarily and unconditionally agree to abide by its terms and conditions of employment and any such directions or instructions as may be issued by the Company from time to time in discharge of your obligations as an employee of the Company.
c) If any provision of this letter shall be prohibited by or adjudicated by a court to be unlawful, void or unenforceable such provision shall to the extent required be severed from this letter and rendered ineffective as far as possible without modifying the remaining provisions of this letter and shall not in any way affect any other provisions or the validity or enforcement of this letter.
d) The Company will have the right to transfer and assign this contract of employment and all covenants and agreements herein will inure to the benefit of and be enforceable by such successors and assigns. This contract of employment is personal to you and you will not be entitled to transfer or assign it in whole or in part.

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16. Governing law and jurisdiction

This Letter of Appointment shall be governed by Indian law. The courts at Ahmedabad only shall have exclusive jurisdiction in the event of any dispute arising between you and the Company in respect of or under this Letter of Appointment or in any matter concerning your employment with the Company. You hereby agrees to unconditionally and unequivocally submit to such exclusive jurisdiction of the courts at Ahmedabad as envisaged hereinabove.

Please confirm that the above terms and conditions are acceptable to you and that you accept this appointment by signing this Letter of Appointment.

We look forward to having you be part of our team and grow with us.

Congratulations and welcome to Crest Data Systems!

Yours sincerely,

Signature: _____ Date: 20/08/2021

Name: Neha Shah
Partner, Crest Data Systems (India) LLP

On signing and acceptance of this Letter of Appointment, you have consented to the Company processing, both electronically and manually any appropriate data it may gather during your employment. This may include sensitive personal data, such as medical information, etc.

I agree and accept employment with the Company based on the terms and conditions mentioned in this Letter of Appointment, which have been read and understood by me.

Signature: _____ Date: 20/08/2021

Name: KEYUR ANUVADIA
(I have signed this agreement voluntarily, without any coercion and undue pressure)

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EMPLOYEE NON-DISCLOSURE AGREEMENT

1. **General**. As an employee of CREST DATA SYSTEMS (INDIA) LLP ("Crest Data Systems" or "Company"), a company incorporated in 2-Gf, Garden View, Opp. Auda Garden, Bodakdev, Ahmedabad, Gujarat 380054, India, under the Companies Act 1956 and in consideration of the compensation now and hereafter paid to me, I will devote my best efforts to furthering the best interests of Crest Data Systems. During my employment, I will not engage in activity that:
   a. conflicts with Crest Data Systems' business interests, including without limitation, any business activities not contemplated by this agreement,
   b. occupies my attention so as to interfere with the proper and efficient performance of my duties at Crest Data Systems, or
   c. interferes with the independent exercise of my judgment in the best interests of Crest Data Systems.

   As used herein, Crest Data Systems business means the development, QA, Automation, engineering, marketing, technology operations, and support of software and services for business and professional use including operating systems, application programs, Internet related websites or e-commerce solutions as well as books and hardware for the microcomputer and the Internet marketplace.

2. **Recognition of Absolute ownership**. That I do hereby recognize and admit that Crest Data Systems is the absolute, unrestricted and exclusive owner of the confidential or proprietary technical, financial, marketing, manufacturing, distribution, or other technical or business information or trade secrets of Crest Data Systems, including without limitation, concepts, techniques, processes, methods, systems, designs, clients, cost data, computer programs, formulae, development or experimental work, work in progress, customers and suppliers as well as software for business and professional use including operating systems, application programs, Internet related websites or e-commerce solutions as well as books and hardware for the microcomputer and the Internet marketplace used by me in the course of my employment with Crest Data Systems.

   I agree that I shall not in any manner whatsoever, represent and/or claim that I have any interest by way of ownership, assignment or otherwise in the same.

   In this agreement, all confidential and/or proprietary information belonging to and/or in possession of Crest Data Systems, which is received, accessed, and/or used by me during the course of my employment with Crest Data Systems, shall include without limitation, such information received from Crest Data Systems, its customers and/or any entity in which Crest Data Systems holds or controls more than 50% of the equity stock thereof and/or is entitled to vote for the election of directors.

3. **Non-Disclosure**. At all times, during my employment and thereafter, I will not disclose to anyone outside Crest Data Systems nor use for any purpose other than my work for Crest Data Systems:
   a. any confidential or proprietary technical, financial, marketing, manufacturing, distribution, personal data that you may have access to as part of your project with Crest clients or other technical or business information or trade secrets of Crest Data Systems, including without limitation, concepts, techniques, processes, methods, systems, designs, circuits, cost data, computer, programs, formulae, development or experimental work, work-in-progress, customers and suppliers,
   b. any information Crest Data Systems has received from others which Crest Data Systems is obligated to treat as confidential or proprietary or
   c. any confidential or proprietary information which is circulated within Crest Data Systems via its internal electronic mail system, intranet or otherwise.

   I will also not disclose any confidential or proprietary information to anyone inside Crest Data Systems except on a "need-to-know" basis. If I have any questions as to what comprises such confidential or proprietary information or trade secrets, as to whom, if anyone inside Crest Data Systems, it may be disclosed, I will consult with my manager and Human Resources (HR) at Crest Data Systems.

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4. **Assignment of inventions**. I hereby assign exclusively to Crest Data Systems all my right, title and interest in and to any all inventions, discoveries, designs, developments, improvements, copyrightable material, and trade secrets (collectively herein "Inventions") that I solely or jointly may conceive, write, encode, develop, test, or reduce to practice during the period of time I am in the employment of Crest Data Systems. I will make prompt and full disclosure to Crest Data Systems of any inventions, and if for any reason the assignment pursuant to this clause is not effective, will hold all such inventions in trust for the sole benefit of Crest Data Systems.

   I hereby waive and quit claim to Crest Data Systems, any and all claims of any nature whatsoever that I now or hereafter may have for infringement of any patent resulting from any patent applications for any inventions so assigned to Crest Data Systems.
   My obligation to assign shall not apply to any invention about which I can prove that:
   a. it was developed entirely on my own time; and
   b. no equipment, supplies, facilities, services or trade secret of Crest Data Systems was used in its development; and
   c. it does not relate
      i. directly to the business of Crest Data Systems or
      ii. to the actual or demonstrably anticipated research or development of Crest Data Systems; and
   d. it does not result from any work performed by me for Crest Data Systems.

5. **Excluded and Licensed inventions**. I have attached hereto, a list describing all inventions – belonging to me and made by me prior to my employment with Crest Data Systems that I wish to have excluded from this agreement. If not, such list is attached, I represent that there are no such inventions. If in the course of my employment at Crest Data Systems, I use in or incorporate into a Crest Data Systems product, program, process or machine, and invention owned by me or which I have an interest, Crest Data Systems is hereby granted and shall have an exclusive royalty-free, irrevocable, worldwide license to make, have made, use and sell that invention without restriction as to the extent of my ownership or interest.

6. **Application for Copyright and Patents**. I will execute any proper oath or verify any proper document in connection with carrying out the terms of this agreement. If, because of my mental or physical incapacity or for any other reason whatsoever, Crest Data Systems is unable to secure my signature to apply for or to pursue any application for any Indian or foreign patent or copyright covering inventions assigned to Crest Data Systems as stated above, I hereby irrevocably designate and appoint Crest Data Systems and its duly authorized officers and agents as my agent and attorney in fact, to act for me and in my behalf and stead, to execute and file any prosecution and issuance of Indian and foreign patents and copyrights thereon with the same legal force and effect as if executed by me,. I will testify at Crest Data Systems request and expense in any interference, litigation or other legal proceeding that may arise during or after my employment.

7. **Third party information**. I recognize that Crest Data Systems has received and will receive confidential or proprietary information from its customers as well as third parties subject to a duty on Crest Data Systems part to maintain the confidentiality of such information and to use it only for certain limited purpose. During the term of my employment and thereafter, I will not disclose such confidential or proprietary information to anyone except as necessary in carrying out my work in Crest Data Systems and consistent with Crest Data Systems agreement with such customers or third party. I will not use such information for the benefit of anyone other than Crest Data Systems or such third party, or in any manner inconsistent with any agreement between Crest Data Systems and such third party of which I am made aware.

8. **Company Asset Usage Policy including Company issued Laptops:**
   a. You understand that you are solely responsible for the Company assets whilst in your possession.
   b. You shall use the company assets solely for Company-related purpose.
   c. The Company's IT and HR team may monitor the Company assets.
   d. You shall keep the Company assets in good working order and will notify IT Team in case of any defect or malfunction during use.
   e. You shall not install and / or download any unauthorised software and / or applications on Company asset.

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f. You shall not allow the Company asset to be used by an unknown or unauthorized person. You shall assume full responsibility for the actions of others while using the laptop.
g. If the laptop is lost, stolen or damaged, the incident must be reported to the IT and HR team and your direct manager immediately.
h. If the lost, stolen, or damaged laptop and / or accessories is determined to be caused by negligence or intentional misuse, you shall assume full financial responsibility for repair costs or fair market value of the Company assets.
i. You shall abide by the Company's Information Security and Data Usage policies and sign the Information Security and Data Usage Policy Acknowledgment Form to adhere to Company's policies upon joining.

You are aware that any breach of these policies may render you liable to a strict disciplinary action.

9. **Prior Employer Information**. During my employment at Crest Data Systems, I will not use improperly or disclose any confidential or proprietary information or trade secrets of my former or current employers, principals, partners, co-ventures, clients, customers or suppliers of the vendors or customers of such persons or entities or their vendor or customers and I will not bring onto the premises of Crest Data Systems, any unpublished document or any property belonging to any such persons or entities or their vendors or customers unless such persons or entities have given their consent. I will not violate any non-disclosure or proprietary rights agreement I might have signed in connection with any such person or entity.

10. **Presumption of breach**. In the event of the possession, access and or use of the confidential or proprietary technical, financial, marketing, manufacturing, distribution or other technical or business information or trade secrets of Crest Data Systems, including without limitation, concepts, technique's processes, methods, system's, designs, clients, cost data, computer programs, formulae, development or experimental work, work-in-progress, customers and suppliers as well as software for business and professional use, application programs, internet websites, e-commerce solutions, books, hardware and information for the microcomputer and internet marketplace by any other third party with whom I may have a nexus, it shall be presumed, unless proved to the contrary, that such information has so come to the possession of the third party on account of breach of this agreement by me.

11. **Term of employment**. I acknowledge that I will be under 18 months of service agreement with Crest Data Systems (India) LLP, which would be applicable from the first day of internship to 18 months thereafter. In the event of the employee leaving, abandoning, or resigning the service of the company in the breach of the terms of the agreement before expiry of the term would be quantified at INR Rs. 1,00,000/- (Rupees One Lac) or 1 month cost to company salary whichever is higher. I also acknowledge that my employment will be of indefinite duration and that either Crest Data Systems or I will be free to terminate this employment relationship at will and at any time with or without cause and in accordance with the Employment Agreement signed by me with Crest Data Systems on the day of joining. I also acknowledge that any representations to the contrary are unauthorized and void, unless contained in the said employment agreement signed by an officer of Crest Data Systems.

12. **Return of materials**. At the time I leave the employment of Crest Data Systems, I will return to Crest Data Systems all papers, drawings, notes, memoranda, manuals, specifications, designs, devices, documents, diskettes, CD's, DVD's. Tapes, DAT Drives and any other material on any media containing or disclosing any confidential or proprietary technical or business information. I will also return any keys, pass cards, ID cards or other property belonging to Crest Data Systems.

13. **Non-solicitation**. While employed at Crest Data Systems and for a period of 2 years from the termination of my employment, I will not induce or attempt to influence directly or indirectly, any employee at Crest Data Systems to terminate his employment with Crest Data Systems or to work for me or any other person or entity.
    a. Non-solicitation of clients. I agree for a period of 2 Years from the date of relieving of my employment with Crest Data Systems to not directly or indirectly solicit competitive business from any client or customer of the organization that was contacted, solicited, or served by me or about which I received confidential information while I was employed by Crest Data Systems, nor for the same period of time, will I perform services or accept any business, competitive with that of Crest Data Systems, directly or

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indirectly from any of the clients or customers of Crest Data Systems, which involves me performing similar functions or acting in a similar capacity as when employed with Crest Data Systems.

b. Employment with clients. I agree for a period of 2 Years from the date of relieving of my employment with Crest Data Systems to not perform services, employment, or accept any business, that competes with that of Crest Data Systems directly or indirectly from any of the clients or customers of Crest Data Systems, which involves me performing similar functions or acting in a similar capacity as when employed with Crest Data Systems.

c. Non-solicitation of other employees. I agree so long as employed by Crest Data Systems and for a period of 2 Years after leaving for any reason whatsoever, not to directly or indirectly recruit, solicit, or otherwise induce or attempt to induce any employee of Crest Data Systems to terminate his or her employment with the Company or otherwise to act contrary to the interests of Crest Data Systems.

d. Liquidated Damages. I, unconditionally, without any protest and demur, agree to pay sum of Rs. 30,00,000/- (Rupees Thirty lacs Only) as a liquidated damages, to Crest Data Systems, in case of breach of the clause no. 12a, 12b, or 12c of this agreement on my part. The figure of liquidated damages is arrived at mutually and shall not have any bearing whether actual damages is caused to the tune of Rs. 30,00,000/- or not. I further agree that this clause shall not preclude the Crest Data Systems from recovering the further actual damages, if the same exceeds an amount of Rs. 30,00,000/-. The figure arrived by the Crest Data Systems with respect to the damages will be final and binding and I shall have no right to dispute the same.

e. I further agree that crest data system has absolute and unconditional right to revise the figure of the liquidated damages. It is agreed between the parties that Crest Data Systems will revise the liquidated damages every year and the same shall be posted in Company's Employee handbook. The revised figure so arrived by the Crest Data Systems is binding to me. I further unconditionally agree no to protest and contest the said revised figure by recourse to Law or otherwise.

14. **Personal property**. I agree that Crest Data Systems will not be responsible for loss, disappearance, or damage to personal property on Crest Data Systems premises, or if applicable, on residential premises subsidized by Crest Data Systems (including apartments or temporary housing). I hereby release, discharge and hold Crest Data Systems harmless from any and all claims relating to loss of, disappearance, or damage to such personal property.

15. **Equitable relief**. I acknowledge that any violation by me under this agreement, and/or any obligation of like nature, will cause irreparable injury to Crest Data Systems, and Crest Data Systems shall be entitled to extraordinary relief in any court in India, including, but not limited to, temporary restraining orders, preliminary injunctions, and permanent injunctions, without the necessity of posting bond or security.

16. **Attorney fees**. If court proceedings are required to enforce any provision of this agreement, the prevailing party shall be entitled to an award of reasonable and necessary expenses of litigation, including reasonable attorney fees.

17. **Entire Agreement**. I agree that this agreement shall be governed for all purposes by the laws of India. If any provision of this agreement shall be declared excessively broad, it shall be construed so as to afford Crest Data Systems the maximum protection permissible by law. If any provision of this agreement is void or is so declared, such provision shall be severed from this agreement, which shall otherwise remain in full force and effect. This agreement sets forth the entire agreement of the parties as to the subject matter hereof and any representations, promises, or conditions in connection therewith not in writing and signed by both parties shall not be binding upon either party, the terms and conditions of this agreement shall survive termination of my employment.

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The Courts of Ahmedabad alone shall have exclusive jurisdiction in case of dispute with respect to interpretation and implementation of the clauses of this agreement.

HAVING READ AND FULLY UNDERSTOOD THIS AGREEMENT, I have signed my name dated below:

Neha Shah
Partner, Crest Data Systems (India) LLP

EMPLOYEE: KEYUR ANUVADIA
(I have signed this agreement voluntarily, without any coercion and undue pressure)

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EMPLOYMENT AGREEMENT

This Employee Agreement (hereinafter referred to as the Agreement) is entered on 06/12/2021 between Keyur Anuvadia residing at F-194_ G.C.W. TOWNSHIP_ KOVAYA, Rajula-365541 - (hereinafter called as the Employee, which expression shall, unless it be repugnant to the context or meaning thereof, be deemed to mean and include, his heirs and execute); and

Crest Data Systems (India) LLP, having its registered office at **2-Gf, Garden View, Opp. Auda Garden, Bodakdev, Ahmedabad, Gujarat 380054** (hereinafter called as "Company" which expression shall include its affiliated and group companies, subsidiary or holding companies under the same management, successors and assigns)

The Company is in the Information Technology and software development industry; and

The Employee has approached the Company for employment; and

The parties recognize that the Employee, though qualified, does not possess any substantial practical exposure or knowledge base specific to the Information Technology and software development industry, consequently necessitating the undertaking of sizable and expensive training, for a considerable period, before the academic qualifications of the employee can be upgraded to the skill levels prevalent and imperative in the competitive industrial scenario, and made useful and adopted for the business of the Company, during which training period the Employee would not be in a position to undertake revenue generating work for the Company; and

WHEREAS The Company has heavily invested in establishing and maintaining relevant infrastructure for conducting courses to impart training to its employees who seek employment, thereby devoting its time, effort and money to train and upgrade the skills of the Employee; and

WHEREAS the Company is agreeable to offer training to the Employee, at the Company's costs, and suffer retention of the Employee during the training / internship / probation period without being in a position to utilize the Employee's services for any revenue generation during such period, provided the Employee offers the necessary comforts, assurance and promises to the Company, in terms more elaborately dealt with hereinafter; and

WHEREAS the Employee is keen to take up employment with the Company and avail of such necessary training and skill upgradation, in consideration of offering the comforts, assurances and promises expected by the Company.

NOW THEREFORE THE PARTIES AGREE AS FOLLOWS:

1. **Scope**

1.1 This agreement is intended to cover, *inter alia*, the commitment expected from the Employee, the treatment of Proprietary information of the Company which may come in the hands of the Employee, the dealing of issues arising from any Inventions or any Intellectual Property Rights coming into existence during the course of the employment of the Employee with the Company or within the specified term thereafter, the cooperation expected from the employee in perfecting the rights of the Company to all Inventions and Intellectual Property Rights, the training to be provided by the Company to the Employee and the obligations and covenants of the Employee concerning the requirement to serve the Company for the stipulated period and not serve any other employer, during such specific period and for consequential provisions of relief's and remedies**.** This agreement does not propose to address the specific terms of employment of the Employee, the pay scale, etc. which is the subject matter of a separate appointment letter issued by the Company, which appointment letter (the Appointment Letter) however, shall be subject to this agreement and this agreement and the appointment letter shall together, constitute the overall terms of employment of the Employee.

2. **Term of employment.**

The term of employment of the Employee with the Company shall, initially, be a period of **18 months** from the first day of internship to 18 months thereafter**.** The rights and obligations of the parties and the covenants on behalf of the Employee shall nonetheless continue beyond the Term, in case where the Employee's employment with the Company extends beyond the Term, without the necessity of any modification to this agreement.

The Company may consider granting of any special benefits / increments / promotions / ESOP / bonus to the Employee. At such a stage, the Company may wish to extend the Term, in which case the Company may do so by issuing appropriate communication in this regard, indicating the period (in years) by which the Term of the Employee stands extended. The parties agree and acknowledge that upon such extension, this agreement will continue to govern the rights and obligations of the parties for such extended Term, without any necessity of amendment to this agreement.

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3. **Proprietary Information**.
The Employee acknowledges that his employment creates a relationship of confidence and trust between the Company and the Employee with respect to any information:

Applicable to the business of the Company; or

Applicable to the business of any client or customer of the Company, which may be made known to the Employee by the Company or by any client or customer of the Company or learned by the Employee in such context during the period of his employment.

The parties also foresee that the Employee may discover or create Intellectual Property in the course of his employment and agree that in this respect the Employee has a special obligation to further the interest of the Company.

All such information has commercial value in the business in which Company is engaged and is hereinafter called "Proprietary Information." By way of illustration, but not limitation, Proprietary Information shall include any and all technical and non-technical information including patent, applications for grant of patent, copyright, including design copyright, trademarks whether registered or unregistered, registered or unregistered designs, utility models, trade secret, and proprietary information, techniques, sketches, drawings, models, inventions, know-how, processes, apparatus, equipment, algorithms, software programs, software source documents, and formulae related to the current, future and proposed products and services of Company, and the right to apply for them in any part of the world, discoveries, creations, inventions or improvements or upon additions to an invention, confidential information, know-how and any research effort relating to any of the above mention, whether registrable or not, moral rights and any similar rights in any other country and includes, without limitation, its respective information concerning research, experimental work, development, design details and specifications, engineering, financial information, procurement requirements, purchasing manufacturing, customer lists, business forecasts, sales and merchandising and marketing plans and information. "Proprietary Information" also includes proprietary or confidential information of any third party who may disclose such information to Company or the Employee in the course of Company's business.

4. Employee Covenants
4.1 During the continuance of employment under this agreement the Employee shall, devote his whole time and attention to the business of the Company and shall not, without the prior written consent of the Company:

a. engage in any other business or
b. be concerned or interested in any other business of a similar nature to or competitive with that, carried on by the Company or any of its subsidiaries or associated companies in relation to its goods and services.

4.2 Nondisclosure of Proprietary Information.
All Proprietary Information is the sole property of the Company, its assigns, and its customers and the Company, its assigns and its customers shall be the sole owner of all patents, copyrights, mask works, trade secrets and other rights in connection therewith. At all times, both during the Employee's employment by the Company and after its termination, the Employee will keep in confidence and trust all Proprietary Information, and the Employee will not use or disclose any Proprietary Information or anything directly relating to it, without the written consent of the Company, except as may be necessary in the ordinary course of performing his duties as an employee of the Company. Notwithstanding the foregoing, it is understood that, at all such times, the Employee is free to use information which is generally known in the trade or industry not as a result of a breach of this Agreement and his own skill, knowledge and know-how to whatever extent and in whatever way the Employee wishes.

4.3 If at any time during his employment under this agreement, the Employee makes or discovers or participates in the making or discovery of any Proprietary Information or Intellectual Property relating to or capable of being used in the business for the time being carried on by the Company or any of its subsidiaries or associated companies, full details of the Proprietary Information and Intellectual Properties shall immediately be communicated by him to the Company and shall be the absolute property of the Company. At the request of the Company, the Employee shall give and supply all such information, data, drawings, and assistance as may be requisite to enable the Company to exploit the Proprietary Information and Intellectual Property to its best advantage and shall execute all documents and do all things which may be necessary or desirable or require by the Company for obtaining patent or copy right or other protection for the Proprietary Information and Intellectual Property in such parts of the world as may be specified for the Company and for assigning / vesting the same in the Company or as it may direct.

4.4 The Employee irrevocably appoints the Company / or the Company's Nominee to be his attorney in his name and on his behalf to sign execute or do any such instrument or thing and generally to use his name for the purpose of giving to the Company (or its nominee) the full benefit of the provisions of this clause and in favour of any third party. A certificate in

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writing signed by any director or secretary of the Company that any instrument or act falls within the authority conferred by this clause shall be conclusive evidence that such is the case.

4.5 If the proprietary information or the Intellectual Property is not the property of the Company, the Company shall have the right to acquire for itself or its nominee the Employee's right in the Proprietary Information or Intellectual Property within 3 months after disclosure pursuant to clause 4.3 above on reasonable terms or by arbitration under this agreement.

4.6 Rights and obligations under this clause shall continue in force after termination of this agreement in respect of the Proprietary Information and Intellectual Property made or created during the Employee's employment with the Company and shall be binding upon the Employee's representatives.

4.7 Except as authorized or required by the Employee's duties, the Employee shall keep secret and shall not use or disclose and shall use his best endeavours to prevent the use or disclosure by or to any person of any of the Company's' Confidential Information which comes to the Employee's knowledge during his employment.

(a) The restriction set out in the clause above shall apply during and after the termination of the employment of the Employee with the Company, without limit in time.

(b) All records in any medium (whether written, computer readable or otherwise) including accounts, documents, drawings and private notes and all copies and extracts of them made or acquired by the Employee in the course of his employment shall be:

(i) the property of the Company.
(ii) used for the purpose of the Company only.
(iii) returned to the Company on demand at any time; and returned to the Company without demand immediately on the termination of the Employee's employment.

4.8 *Return of Materials / Non destruction*. Upon termination of his employment or at the request of the Company before termination, the Employee will deliver to the Company all written and tangible material (including computer data and all writings and documents to which any intangible property may have been reduced) in his possession incorporating the Proprietary Information or otherwise relating to the Company's business, The Employee shall ensure that no written and tangible material and computer data shall be destroyed or otherwise tampered with, but instead, be returned to the Company upon termination of employment or at the request of the Company, before termination, along with all other properties of the Company.

4.9 The Employee recognizes that the Company will provide the employee with such training as considered necessary by the Company, to aid and enable the Employee to perform the duties assigned by the Company. The Employee accepts and acknowledges that the said training is essential for the purpose of performing various obligations under this Agreement. The Employee further acknowledges that the Company is appropriating its resources for providing such training, which would cost the Company at least Rs. 1,00,000/-, over and above the costs incurred towards the Employee's remuneration and other outgoings for the period during which the Employee undergoes training and consequently, is unable to generate revenue for the Company.

4.10 The Employee acknowledges and recognizes that such training is inherently requisite in the industry, with the result that should the Employee quit the services of the Company, the Company will be constrained to invest significant time, energy and resources in preparing a fresh employee to the substitute for the Employee and in the meantime, suffer loss of business opportunity and remedy.

4.11 The Employee agrees and acknowledges that the Training provided by the Company and the Proprietary Information acquired while working with the Company are very crucial for any person in the similar business.

4.12 The Employee agrees, acknowledges and recognizes that only due to his assurance of working with the Company for the Term, the Company has provided him training as well as the access to Proprietary Information and Intellectual Property. The parties agree and recognize the necessity of negative covenants by the Employee, as hereinafter appearing, in case the Employee quits the services of the Company before the Term, since monetary compensation to the Company, while being necessary, would not be adequate and/or sufficient.

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4.13 The Employee in recognition and consideration of the aforesaid undertakes and covenants with the Company that:

4.13.1 He will not leave, abandon or resign from, the employment with the Company within the Term;

4.13.2 In the event of the Employee leaving, abandoning or resigning the service of the Company in breach of the terms of the agreement before expiry of the Term, the Employee shall not directly or indirectly engage in or carry, on his own accord or jointly with or as manager, agent, consultant or employee of any person, firm or company, or in partnership with others, the business at present being carried on by the Company or business which shall be in competition with the business of the Company, at any location where the Company has a place of business, for the remainder of the Term and in addition to pay the Company, as liquidated damages, the aggregate of the amount equal to the salaries the Employee would have received during the period of 3 months thereafter and the cost incurred by the Company for providing training as also for suffering the Employee during the term of the training without the Employee being able to generate revenue during this period, which, in absence of specific proof by the Company, to be quantified at Rs 1,00,000/- (Rupees One Lac) or 1 month Cost to company salary whichever is higher.

4.14 Such sums as may fall due to the Company by reason of clause 4.13.2 may be recovered by the Company, in whole or in part, by deduction from payment of the final salary, or other payments due to the Employee on termination of employment.

4.15 *No Solicitation*. During the Term of employment with the Company and for a period of two (2) years thereafter, the Employee shall not, whether as principle or agent, and whether alone or jointly with, or as a director, manager, partner, shareholder, employee or consultant of any other person, directly or indirectly:

a) Negotiate with, solicit business from or endeavour to entice away from the Company or any associated company the business of any person, firm, company, or organization who or which to his knowledge is or was a customer, client or agent of the Company during the period of 7 years immediately preceding the termination date, whether or not he had direct dealings or personal contacts in course of his employment during that period, so as to harm the goodwill or otherwise damage the business of the Company.

b) Interfere with, solicit, and endeavor to entice away from the company or employ any person who is grade of the employee of the Company.

4.16 The Employee agrees and accepts that having regard to all circumstances, the restrictions and covenants contained in this clause are reasonable and necessary for the protection of the Company and that they do not bear harshly upon the Employee and agree that:

(a) Each restriction shall be read and construed independently of the other restrictions so that if one or more are found to be void or unenforceable as an unreasonable restraint of trade or for any other reason, the remaining restriction shall not be affected.

(b) If any restriction is found to be void but would be valid and enforceable if some part of it were deleted, or if the restriction is limited in terms of time or place of operation, that restriction shall apply with such deletion or limitation as may be necessary to make it valid and enforceable.

4. **Termination of employment**:
The employment may be terminated in accordance with the terms and conditions laid down in the Letter of Appointment dated.

5. **After Termination**:

At no point after the termination date the Employee shall directly or indirectly represent himself as being interested in or employed by or in any way connected with the company, other than a former employee of the Company.

7. **Inventions**

7.1 As used in this Agreement, the term "Inventions" means any and all new or useful art, discovery, improvement, techniques, technical development, or invention whether or not patentable, and all related know-how, designs, mask works, trademarks, formulae, processes, manufacturing techniques, trade secrets, ideas, artwork, software or other copyrightable or patentable works.

7.2 *Disclosure of Prior Inventions*. The Employee has identified on Exhibit A ("Prior Inventions") attached hereto all Inventions relating in any way to the Company's business or demonstrably anticipated research and development which were made by the Employee prior to his employment with the Company ("Prior Inventions"), and the Employee represents that such list is

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complete. The Employee represents that the Employee has no rights in any such Inventions other than those Prior Inventions specified in Exhibit A ("Prior Inventions"). If there is no such list on Exhibit A ("Prior Inventions"), the Employee represents that he has made no such Prior Inventions at the time of signing this Agreement.

7.3 *Ownership of Company Inventions; License of Prior Inventions*. The Employee acknowledges that all original works of authorship which are made by him (solely or jointly with others) within the scope of his employment and which are protectable, either as patents, designs or by copyrights or otherwise intellectual property, are at least "works made for hire" as that term is defined in the (United States Copyright Act (17 USCA § 101) and in India it is covered, inter alia, under Copy Right Act. The Employee hereby agrees promptly to disclose and describe to the Company, and the Employee hereby assigns and agrees to assign to the Company or its designee, his entire right, title, and interest in and to all Inventions and any associated intellectual property rights which the Employee may solely or jointly conceive, develop or reduce to practice during the period of his employment with the Company (a) which relate at the time of conception or reduction to practice of the invention to the Company's business or actual or demonstrably anticipated research or development, or (b) which were developed on any amount of the Company's time or with the use of any of the Company's equipment, supplies, facilities or trade secret information, or (c) which resulted from any work the Employee performed for the Company ("Company Inventions"). In the event the Employee has any right in the Inventions which cannot be assigned, the Employee agrees to waive enforcement worldwide of such right against Company, its employees and licensees or, if necessary, to exclusively license such right worldwide to Company, with the right to sublicense. These rights are assignable by Company. The Employee also waives and agrees never to assert any moral rights, or the equivalent thereof, against Company with respect to any of the rights described above. The Employee also agrees to grant the Company or its designees a royalty free, irrevocable, worldwide license (with rights to sublicense through multiple tiers of distribution) to practice all applicable patent, copyright and other intellectual property rights relating to any Prior Inventions which the Employee incorporate, or permit to be incorporated, in any Company Inventions. Notwithstanding the foregoing, the Employee agrees that he will not incorporate, or permit to be incorporated, such Prior Inventions in any Company Inventions without Company's prior written consent.

7.4 *Future Inventions*. The Employee recognizes that Inventions or Proprietary Information relating to his activities while working for the Company and conceived or made by him, alone or with others, within one (1) year after termination of his employment may have been conceived in significant part while employed by the Company. Accordingly, the Employee agrees that such Inventions and Proprietary Information shall be presumed to have been conceived during his employment with the Company and are to be assigned to the Company[1].

8. **Cooperation in Perfecting Rights to Inventions**.

(a) The Employee agrees to perform, during and after his employment, all acts deemed necessary or desirable by the Company to permit and assist it, at its expense, in obtaining and enforcing the full benefits, enjoyment, rights and title throughout the world in the Inventions hereby assigned to the Company. Such acts may include, but are not limited to, execution of documents and assistance or cooperation in the registration and enforcement of applicable patents, copyrights, mask works or other legal proceedings.

(b) In the event that the Company is unable for any reason to secure the Employee's signature to any document required to apply for or execute any patent, copyright, mask work or other applications with respect to any Inventions (including improvements, renewals, extensions, continuations, divisions or continuations in part thereof), the Employee hereby irrevocably designate and appoint the Company and its duly authorized officers and agents as his agents and attorneys-in-fact to act for and on his behalf and instead of the Employee, to execute and file any such application and to do all other lawfully permitted acts to further the prosecution and issuance of patents, copyrights, mask works or other rights thereon with the same legal force and effect as if executed by the Employee.

9. **No Violation of Rights of Third Parties**.

The performance of all the terms of this Agreement by the Employee and as an employee of the Company does not and will not breach any agreement to keep in confidence proprietary information, knowledge or data acquired by the Employee prior to his employment with the Company, and the Employee will not disclose to the Company, or induce the Company to use, any confidential or proprietary information or material belonging to any previous employer or others. The Employee is not a party to any other agreement which will interfere with his full compliance with this Agreement. The Employee agrees not to enter into any agreement, whether written or oral, in conflict with the provisions of this Agreement.

10. **Survival.**

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This Agreement (a) shall survive the Employee's employment by the Company, (b) does not in any way restrict his right or the right of the Company to terminate his employment at any time, for any reason or for no reason, (c) inures to the benefit of successors and assigns of the Company, and (d) is binding upon his heirs and legal representatives.

11. **Injunctive Relief**.

A breach of any of the covenants, promises or agreements contained herein will result in irreparable and continuing damage to the Company for which there will be no adequate remedy at law, and the Company shall be entitled to injunctive relief and/or a decree for specific performance, and such other relief as may be proper (including monetary damages if appropriate).

12. **Notices**.

Any notice required or permitted by this Agreement shall be in writing and shall be delivered as follows with notice deemed given as indicated: (i) by personal delivery when delivered personally; (ii) by overnight courier upon written verification of receipt; (iii) by telecopy or facsimile transmission upon acknowledgment of receipt of electronic transmission; or (iv) by certified or registered mail, return receipt requested, upon verification of receipt. Notices to the employee shall be sent to any address in the Company's records or such other address as the employee may specify in writing. Notices to the Company shall be sent to the Company's Human Resources Department or to such other address as the Company may specify in writing.

13. **Governing Law.**

This agreement shall be governed by and construed in accordance with the laws of India.

14 **Arbitration.**

Any dispute under or arising out of this agreement and Appointment Letter whether relating to the interpretation or performance of this Agreement, or otherwise whatsoever, shall be referred to a sole arbitrator to be appointed by the Company in accordance with the provisions of the Arbitration and Conciliation Act, 1996. The seat and venue of the arbitration shall be Ahmedabad.

15. **Jurisdiction.**

Subject to the provisions of arbitration, the Civil Courts at Ahmedabad alone have the jurisdiction.

16. **Severability.**

Should any provisions of this Agreement be held by a court of law to be illegal, invalid or unenforceable, the legality, validity and enforceability of the remaining provisions of this Agreement shall not be affected or impaired thereby.

17. **Waiver**.

The waiver by the Company of a breach of any provision of this Agreement by me shall not operate or be construed as a waiver of any other or subsequent breach by me.

IN WITNESS WHEREOF the parties hereto have hereunto set and subscribed their respective hands and seals the day and year first hereinabove written.

SIGNED SEALED AND DELIVERED

Authorized Signatory of the Company:

Signature:



Employer Name: **Neha Shah**

Designation: Partner, Crest Data Systems (India) LLP

Signature: Keyur Anuvadia

Employee Name: KEYUR ANUVADIA

(I have signed this agreement voluntarily, without any coercion and undue pressure)

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Activity

Santosh Suvarna IP: 122.169.101.20	created the document	Aug 20, 2021 09:18:41 UTC
Santosh Suvarna IP: 122.169.101.20	completed the document	Aug 20, 2021 09:21:25 UTC
Santosh Suvarna IP: 122.169.101.20	sent the document to kanuvadia99@gmail.com and santosh.suvarna@crestdatasys.com	Aug 20, 2021 09:21:25 UTC
Keyur Anuvadia IP: 117.97.205.58	first viewed the document	Aug 20, 2021 09:22:42 UTC
Keyur Anuvadia	signed the document	Aug 20, 2021 13:38:44 UTC

WEBDESK SOLUTION
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Regd. Add. : 306-D, Titanium City Centre, Nr.Sachin Tower, 100 Ft. Ring Road, Anandnagar, Ahmedabad, Gujarat, India, 380015

Date: 1st October 2021

To,
S. S. Khandelwal
TPO, D D University
Faculty of Technology

Subject: Final Semester Project

Dear Sir,

We are pleased to accept Ms Krishna Patel as a Project trainee in Webdesk Solution Pvt. Ltd., who is in the final semester of MCA in your institute. We have also offered her to join our company as an employee after her training is successfully completed.

She will be working in the PHP Department and We will assign her a mentor based on the role on the first day of joining.

Sincerely,
Authorized Signatory

Dilip Dalsaniya
Managing Director
WebDesk Solution Private Limited

WebDesk Solution Pvt. Ltd. Ahmedabad

Hello... Ms. Krishna

Congratulations...!!!

As per our telephonic conversation I would like to inform you that you have been selected as a "**Front End Developer"** at "**Qtonz Infosoft Pvt. Ltd".**

Joining date : 1st June 2022
Reporting time : 10:00 AM
Address : Qtonz Info soft Pvt Ltd,
A-703, Siddhi Vinayak Towers,
Behind Adani CNG Pump,
Makarba, Ahmedabad

Gujarat-380051

You are requested to bring following documents and...

You will be on probation period of 3 months starting from June 2022

1) PAN Card (Original + Xerox copy)
2) Adhar Card (Original + Xerox copy)
3) 2 Passport size photo
4) Copy of resume
5) Last Degree Certificate (Original)

Thanks & Regards,

HR,

Manali thakarar,
Qtonz Infosoft Pvt. Ltd.

Prof. U. P. Patel <uppatel.mca@ddu.ac.in>

Fwd: Confirmation of Selected Candidate(s) For Internship & Employment | La Net Team, Surat

Placement Cell DDU <tpo@ddu.ac.in> Mon, Jul 12, 2021 at 2:37 PM
To: uppatel.mca@ddu.ac.in, HOD MCA <hod.mca@ddu.ac.in>

to inform selected students.

congrats to them !!

---------- Forwarded message ---------
From: **La Net Team Recruitment** <recruitment@lanetteam.com>
Date: Mon, Jul 12, 2021 at 1:52 PM
Subject: Confirmation of Selected Candidate(s) For Internship & Employment | La Net Team, Surat
To: Placement Cell DDU <tpo@ddu.ac.in>

Dear Sir/Madam,

Greetings from La Net Team Software Solutions!!

We are glad to inform you that, below-mentioned students have been selected for internship & employment with us:

Sr. No.	NAME
1	RAJPUROHIT DHANPAL ARJUN
2	BABRIYA RAJ JAMANBHAI
3	GAJERA DHRUVIL CHATURBHAI
4	JOSHI PRATHMESH ASHUTOSH

We are congratulating the candidate and excited to have him on board. Kindly confirm their joining date so that we can start their joining process. We will also require NOC from the college.

Please feel free to connect/write to us if any further information is required.

Thanks & Regards,
TEAM RECRUITMENT

LA NET TEAM™

Direct: +91 72290 30202/6353235503 | w: **www.lanetteam.com**
406, Luxuria Business Hub, Nr. VR Mall, Surat, Gujarat - 395007
Ground Floor, I.T.P.I Building, Beside Celebration Mall, Bhuwana, Udaipur, Rajasthan - 313001

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S. S. Khandelwal
TPO, D D University
Faculty of Technology
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Ph. No. 0268-2520502 ext. 214
098243-11422 (cell)
Mail id : tpo@ddu.ac.in, sskddu@gmail.com
URL : www.ddu.ac.in

DAKSHYA
FREONDTECH
07948999457 info@dakshyafreondtech.com
A - 203, One World Capital, Behind Rajpath Club, Ahmedabad - 380054, Gujarat, India

Date: 18/04/2022

Ref No. 2022/HR/002

APPRAISAL LETTER

Dear **Manan Thakkar**,

On behalf of **Dakshya Freondtech**, we are pleased to extend our appreciation for your dedication and substantial contribution to the company. Your professionalism and dedication to your team during the recent project have impressed us all.

We have been closely following the progress of the recent project and have seen that your diligence and self-motivation have been a source of motivation for the rest of the team. We hope this positivity will flow into every work and all subsequent projects as well.

We are expecting more such important projects in the near future and wish to have you as the head so that we can be sure of success. We thank you once again for all the effort you put into this project.

Also, it is our pleasure to inform you that your current CTC is revised to **430000 INR per annum** w.e.f **18st April 2022**. With this all the other terms and conditions of your appointment remain unchanged.

We look forward to your continued support in the success of the company.

Regards,

Rakesh Dobariya
Director
Dakshya Freondtech

Date: 20/08/2021
Ahmedabad

Dear Mansi,

We are pleased to offer Mansi Sharma ("Employee") a full-time position at Crest Data Systems (India) LLP ("Company" or "Crest Data Systems"). We strongly believe that our team is our biggest asset and that our success is directly dependent how we collectively perform together as a team. With that spirit we would like to make the offer below. Please do not hesitate to reach out to us if you have any further questions. We would like to request you to treat all the information in this offer letter as highly confidential and discuss the details only with the HR or your hiring manager.

1. Appointment

We are pleased to extend a joint internship plus full-time employment offer of appointment as a "IT Admin" at Crest Data Systems. Your primary responsibilities shall include but not be limited to the following:

a) Understand new technologies and programming languages that the Company works with.
b) Complete necessary training provided by the company.
c) Assist project team with Software Development, QA, Automation, CloudOps/SRE, and Support to deliver technology solutions in the field of Data Analytics, Cyber Security, ML/AI, DevOps, and Cloud for the company.
d) Focus on solving customer requirements and perform multiple engineering roles as needed for the project.

The Company shall be at liberty to change the job description when a business necessity for the change arises without any prior intimation.

You agree, as a condition of employment, that you will execute the Company's '*Non-Disclosure and Confidentiality Undertaking'* Simultaneously with the execution of this letter.

2. Compensation and Benefits

During internship, your monthly total compensation will be Rs. 8,000/- (Rupees Eight Thousand Only). Your compensation will be paid monthly and will be subject to deduction of tax at source in accordance with regulations. Your compensation and benefits may be amended at the sole discretion of the Company.

Upon successful completion of the Internship, you are offered Full-time Employment at the Company with an annual compensation package of INR Rs. 3,25,000/- (Rupees Three Lakhs Twenty Five Thousand Only) inclusive of all the benefits, allowances, PF, and ESIC. Your compensation will be paid monthly and will be subject to deduction of tax at source in accordance with regulations.

3. Term of Employment

The internship will start from the date your college allows you to start the internship to the date the Company verifies the provisional degree certificate from your college. During the internship period, you are expected to work during regular business working hours (or your rotation shift hours as necessary for the business) and will be subject to the same company working hour policies as a regular employee. Upon verification of the provisional or final degree certificate by the Company, you will be converted to a Full-time employee at the Company.

You acknowledge that you will be under 18 months of service agreement with the Company, which would be applicable from the first day of internship to 18 months thereafter. In the event of your leaving, abandoning, or resigning the service of the Company in the breach of the terms of the agreement before expiry of the term would be quantified at INR Rs. 1,00,000/- (Rupees One Lac) or 1 month cost to company salary whichever is higher.

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4. Leaves

a) During your association with the Company you will be entitled to benefits as provided by Company policy and will be subject to current Company policies or those introduced or amended from time to time. We currently offer:
   (i) During the Internship period, you are allowed to take up to 1.75 days Paid Time Off (PTO) only for emergencies and study related reasons. Upon completion of internship, PTO leave balance (positive or negative) will be converted into cash compensation.
   (ii) Upon being full-time Employee, you will be eligible for Paid Time Off (PTO) leave of 21 days per year accumulated at the rate of 1.75 days per paycheck (monthly). If you join or terminate employment in the mid-month then PTO will be pro-rated based on working days in the month.
   (iii) Upon being full-time employee, PTO balance (positive or negative) will be converted into cash compensation at the end of financial year (March 31st) and PTO will be accumulated from scratch at the beginning of new financial year (April 1st).
   (iv) Maternity leave will be provided based on prevalent law at the time of start of the maternity leave.
   (v) Company-paid paternity leave of 5 working days from the birthday of the child. This leave can be taken anytime within 6 months of the child's birth.
   (vi) We offer approximately 10 public holidays per year depending on your location/region of employment.

b) You shall inform your immediate superior in writing, reasonably in advance, of your intention of taking your leaves and you shall obtain his prior approval. It is expected that leaves related to Study from the College are made known to the students in advance, so the same notice have to be provided to the Company so that they can plan training (for the Intern) and/or project plans accordingly.

c) If you are unable to attend work due to illness or injury, you are required upon request to provide a medical certificate from a registered medical practitioner confirming the illness or injury and stating its probable duration. In the case of any illness exceeding the stated probable duration, you will provide a further medical certificate from a registered medical practitioner within [three (3)] days after the expiry of the previous medical certificate.

d) You understand that taking any leaves during your notice period, may result in extension of the notice period.

e) Any Intern or Employee found to be taking excessive leaves without a valid justification, that affects the training program or project deliverables of the Company may result in termination from the Company.

5. Working location and norms

Your working location will be 2 – Gf, Garden view Opp Auda Garden, Bodakdev, Ahmedabad, Gujarat 380054. As part of your duties you may be required to travel outside the Company's premises. During your employment with the company you may also be transferred or deputed to any of the offices or locations of the Company or any of its affiliates or subsidiaries or group companies in India or abroad on the same or similar terms and conditions of employment.

a) Regular office working hours for most employees are Monday through Friday from 10am to 7pm.

b) For employees working for technical support, DevOps, SRE, CloudOps, Marketing, Sales, or Business Development, it is expected that your regular work hours may be in a shift of 9 hours in the morning / afternoon / evening / night and also in rotation across different shifts as required by business. Employees working in they night shift will have their working hours from 10pm to 7 am. These hours may shift slightly depending on the time zone in which the client is based or on the Daylight Savings Time. Employees working for technical support, DevOps, SRE, CloudOps may have rotational weekends and public holidays depending on project requirement.

c) It is expected that you will be available for any customer meetings / engagements as and when necessary.

d) In the event of travel, accommodation and travel will be provided as per the Company policy.

e) During the COVID-19 pandemic you may be required to work from home, but as situation stabilizes, we may ask you and your colleagues to come to office in a phased manner.

6. Probation

Upon being a full-time employee, you will be on probation for a period of six (6) months from the date of joining. The company may at its sole discretion extend your probation period based on your performance or other factors as the Company may deem fit.

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7. Notice Period

a) Your employment with the Company can be terminated by 60 (sixty) days' notice (notice period) in writing from either side regardless of whether you are performing internship or working as a permanent full-time (regardless of the probation period).
b) The Company has exclusive right to accept the resignation and terminate your employment any time before the notice period at Company's discretion for any reason whatsoever.
c) If you are relieved earlier then the employee shall not be entitled to getting paid from the day of termination.
d) If you submit your resignation then you must serve the entire notice period if the Company requires you to stay through the duration.
e) The company reserves the right to take legal action and report to the concerned authorities and industry bodies in case the employee leaves without serving the notice period.

8. Termination

a) In the event that the Intern does not complete all the formalities of the Internship, the Company reserves the right to cancel (or extend) his/her full-time employment and/or shall not be liable to provide an Internship completion Certificate to the Intern and will notify his/her college about the same.
b) However, in the event of gross indiscipline, violation of any company policies, willful neglect of duties, breach of trust or any discrepancy or untrue information found in the Employee's application, the Company has the discretion to terminate your services with such notice as it deems fit and without any notice or notice pay.
c) Upon the termination of your employment for any reason by either party, or upon the effective notice of termination of your employment by either party, the Company shall have the right to relieve you from the performance of any and all duties of the position upon the continued payment of your salary and compensation, as then in effect, for the duration of the notice period. During such notice period, you may be required not to attend for work, at the Company's absolute discretion. However, you will not take up any alternate employment until the expiration of such notice period.
d) The termination of your employment howsoever arising shall not affect such of the terms hereof as are expressed to operate or have effect thereafter and shall be without prejudice to any right of action already accrued to the Company in respect of any breach or default by you.
e) If your employment is terminated for any reason:
    (i) the Company may set-off amounts you owe the Company against any amounts the Company owes you at the date of termination except for amounts the Company is by law not entitled to set-off;
    (ii) you must return all the Company's property to the Company on termination including all written or machine-readable material, software, laptop, mobiles, computers, credit cards, keys and vehicles, etc; and you must not record or retain any confidential information of the Company which is marked as such or which by its nature is deemed as confidential whether so informed by the Company at the time of giving or not, in any form after termination. Upon request of the Company, you will return or destroy or have destroyed all correspondence, specifications, books, documents, market data, cost data, drawings, effects or records etc. or any other material belonging to the Company or relating to its business, including in its electronic form and shall not retain or make copies of these items. You will provide a certificate to the Company that such materials have been destroyed or returned, as the case may be.
    (iii) The Experience letter and/or relieving letter will be provided once amount you owe to the company is fully received.
f) The company reserves the right to take legal action and report to the concerned authorities and industry bodies in case the employee leaves without completing his/her termination formalities.

9. Increment in Salary and/or Grade

For all permanent employees, your salary and/or grade will be revised annually in April or October cycle depending on the date of joining. Employees who have joined in the months of January to June will have their annual performance and increment appraisal in April cycle and employees who join in the months of July to December will have their annual performance and increment appraisal in October cycle. Employees must have completed their probation period to be eligible for salary/grade review. Interns are not eligible for increment in Salary and/or Grade. Interns must be converted to permanent employees and their increment cycle will start from the day they are converted to permanent employees.

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This review will be based on the performance management norms of the Company and your performance in a given assessment period and on such effective date as applicable to employees in your category. Your appraisal depends on your efficiency, hard work, regularity in attendance, sincerity, good conduct, supervisor feedback, customer feedback, Company performance, and such other relevant factors as adjudged by the management. The compensation payable to you by the Company is unique and personal and any comparison of the same with those of others will be of no relevance. It is against the Company policy to share your salary or increment information with anyone in the Company other than your management, HR, and the Finance team.

10. Non-Solicitation

Non-solicitation of clients. you agree for a period of 2 Years from the date of relieving of my employment with Crest Data Systems to not directly or indirectly solicit competitive business from any client or customer of the organization that was contacted, solicited, or served by you or about which you received confidential information while you were employed by Crest Data Systems, nor for the same period of time, will I perform services or accept any business, competitive with that of Crest Data Systems, directly or indirectly from any of the clients or customers of Crest Data Systems, which involves you performing similar functions or acting in a similar capacity as when employed with Crest Data Systems.

Employment with clients. you agree for a period of 2 Years from the date of relieving of my employment with Crest Data Systems to not perform services, employment, or accept any business, that competes with that of Crest Data Systems directly or indirectly from any of the clients or customers of Crest Data Systems, which involves you performing similar functions or acting in a similar capacity as when employed with Crest Data Systems.

Non-solicitation of other employees. you agree so long as employed by Crest Data Systems and for a period of 2 Years after leaving for any reason whatsoever, not to directly or indirectly recruit, solicit, or otherwise induce or attempt to induce any employee of Crest Data Systems to terminate his or her employment with the Company or otherwise to act contrary to the interests of Crest Data Systems.

In the event of breach of any of the above clauses, the Company shall have a further and additional right to take any legal action and pursue the higher of the Liquidated Damages as highlighted in the Employee Non-Disclosure Agreement (signed upon joining the Company) or Employee Non-Solicitation Agreement (signed upon leaving the Company).

You undertake to execute a separate “Employee Non Solicitation Agreement” separately at the time of leaving the company. You also undertake to execute the “Employee Non-Disclosure Agreement” at the time of appointment and also to execute an additional “Employee Non Solicitation Agreement” with modification in future if need so arises and if company thinks deem fit to modify the terms of such “Employee Non-Disclosure Agreement” that the employee also agreed to sign.

11. Expectations

In making this Offer of Appointment, we expect that:

a) You devote your full time and attention in carrying out work activities at the Company and will not engage in or do any other IT business or render any professional service either on a full time or part time basis as an employee or as a contractor/consultant. You will also not engage directly or indirectly in any other profitable business connected with the dealings of the Company in any way.
b) You will keep your work strictly confidential and not divulge or disclose any information in any form, either during the employment or after, to anyone not employed by the Company. He/she will also execute and adhere to a Confidentiality Undertaking upon joining the company.
c) You can maintain a state of medical, physical, and mental fitness and ensure annual medical checkups. You may be required to submit a medical fitness certificate.
d) You have accurately represented the in your application and/or resume. You will authorize the Company to verify educational and employment records, conduct and any other background checks prior to joining the Company or anytime thereafter.

If any of the above expectations are not met, your employment may be terminated forthwith and without any notice period and without any liability to the Company.

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12. Protection of Interest

If you conceive or make any new or advanced methods of improving designing / processes / systems or all improvements in relation to the operations of the Company, such developments shall be fully and immediately communicated to the Company and shall be and remain the sole and exclusive right/property of the Company in perpetuity. If required by the Company, you shall execute separate documents or agreements in relation to such matters, conferring such rights on the Company. The salary payable to you hereunder is adequate compensation for such assignment and hence, shall not be entitled to any additional payment in this regard.

13. Past records

If any declaration given or information furnished by you to the Company proves to be false or if you are found to have willfully suppressed any material information, in such cases, you shall be liable to removal from employment, without any notice and without any compensation.

14. Documents

Following documents and approvals are contingent upon joining Crest Data Systems as a full-time/part-time employee or intern:

a) Upon joining the Company, you are required to execute a Non-Disclosure Agreement which along with this offer of appointment and other such paperwork, will govern the terms of your employment with the Company.
b) You will be required to provide verifying certificates/documents for photo identification, PAN card copy, educational qualifications (10th and 12th standard certifications, and Diploma/Bachelors/Master of Engineering degree certification and/or coursework), previous employment details relieving and/or experience letter, and three recent pay slips if any.
c) All employees joining Crest Data Systems are required to sign the service agreement including internship with the company from internship start date.
d) Employees whose International Visa / Work Permit is being sponsored by Crest Data Systems or its affiliates to undertake onsite project or training internationally clients will have to sign a one-year bond/service agreement with the company.
e) If an employee resigns during the bond period, he/she will have to bear the cost of the agreement.
f) In case of the event of the employee leaving the company (voluntarily or involuntary), the employee agrees to sign Non-Solicitation Agreement to protect the Company resources, business, customers, and partners against solicitation.

Agreeing to the above is mandatory and no exceptions will be made. If you have any concerns regarding any of the above, please talk to our HR / management prior to accepting the offer.

15. Miscellaneous Terms and Conditions

a) You hereby agree and undertake to immediately intimate the Company of any change in the information provided.
b) By signing below, you are agreeing to have read and understood each and every provision of this Letter of Appointment and that in consideration of the Company offering employment, voluntarily and unconditionally agree to abide by its terms and conditions of employment and any such directions or instructions as may be issued by the Company from time to time in discharge of your obligations as an employee of the Company.
c) If any provision of this letter shall be prohibited by or adjudicated by a court to be unlawful, void or unenforceable such provision shall to the extent required be severed from this letter and rendered ineffective as far as possible without modifying the remaining provisions of this letter and shall not in any way affect any other provisions or the validity or enforcement of this letter.
d) The Company will have the right to transfer and assign this contract of employment and all covenants and agreements herein will inure to the benefit of and be enforceable by such successors and assigns. This contract of employment is personal to you and you will not be entitled to transfer or assign it in whole or in part.

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16. Governing law and jurisdiction

This Letter of Appointment shall be governed by Indian law. The courts at Ahmedabad only shall have exclusive jurisdiction in the event of any dispute arising between you and the Company in respect of or under this Letter of Appointment or in any matter concerning your employment with the Company. You hereby agrees to unconditionally and unequivocally submit to such exclusive jurisdiction of the courts at Ahmedabad as envisaged hereinabove.

Please confirm that the above terms and conditions are acceptable to you and that you accept this appointment by signing this Letter of Appointment.

We look forward to having you be part of our team and grow with us.

Congratulations and welcome to Crest Data Systems!

Yours sincerely,

Signature: Neha Shah _____ Date: 20/08/2021

Name: Neha Shah
Partner, Crest Data Systems (India) LLP

On signing and acceptance of this Letter of Appointment, you have consented to the Company processing, both electronically and manually any appropriate data it may gather during your employment. This may include sensitive personal data, such as medical information, etc.

I agree and accept employment with the Company based on the terms and conditions mentioned in this Letter of Appointment, which have been read and understood by me.

Signature: Mansi Sharma _____ Date: 20/08/2021

Name: Mansi Sharma
(I have signed this agreement voluntarily, without any coercion and undue pressure)

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EMPLOYEE NON-DISCLOSURE AGREEMENT

1. **General**. As an employee of CREST DATA SYSTEMS (INDIA) LLP ("Crest Data Systems" or "Company"), a company incorporated in 2-Gf, Garden View, Opp. Auda Garden, Bodakdev, Ahmedabad, Gujarat 380054, India, under the Companies Act 1956 and in consideration of the compensation now and hereafter paid to me, I will devote my best efforts to furthering the best interests of Crest Data Systems. During my employment, I will not engage in activity that:
   a. conflicts with Crest Data Systems' business interests, including without limitation, any business activities not contemplated by this agreement,
   b. occupies my attention so as to interfere with the proper and efficient performance of my duties at Crest Data Systems, or
   c. interferes with the independent exercise of my judgment in the best interests of Crest Data Systems.

   As used herein, Crest Data Systems business means the development, QA, Automation, engineering, marketing, technology operations, and support of software and services for business and professional use including operating systems, application programs, Internet related websites or e-commerce solutions as well as books and hardware for the microcomputer and the Internet marketplace.

2. **Recognition of Absolute ownership**. That I do hereby recognize and admit that Crest Data Systems is the absolute, unrestricted and exclusive owner of the confidential or proprietary technical, financial, marketing, manufacturing, distribution, or other technical or business information or trade secrets of Crest Data Systems, including without limitation, concepts, techniques, processes, methods, systems, designs, clients, cost data, computer programs, formulae, development or experimental work, work in progress, customers and suppliers as well as software for business and professional use including operating systems, application programs, Internet related websites or e-commerce solutions as well as books and hardware for the microcomputer and the Internet marketplace used by me in the course of my employment with Crest Data Systems.

   I agree that I shall not in any manner whatsoever, represent and/or claim that I have any interest by way of ownership, assignment or otherwise in the same.

   In this agreement, all confidential and/or proprietary information belonging to and/or in possession of Crest Data Systems, which is received, accessed, and/or used by me during the course of my employment with Crest Data Systems, shall include without limitation, such information received from Crest Data Systems, its customers and/or any entity in which Crest Data Systems holds or controls more than 50% of the equity stock thereof and/or is entitled to vote for the election of directors.

3. **Non-Disclosure**. At all times, during my employment and thereafter, I will not disclose to anyone outside Crest Data Systems nor use for any purpose other than my work for Crest Data Systems:
   a. any confidential or proprietary technical, financial, marketing, manufacturing, distribution, personal data that you may have access to as part of your project with Crest clients or other technical or business information or trade secrets of Crest Data Systems, including without limitation, concepts, techniques, processes, methods, systems, designs, circuits, cost data, computer, programs, formulae, development or experimental work, work-in-progress, customers and suppliers,
   b. any information Crest Data Systems has received from others which Crest Data Systems is obligated to treat as confidential or proprietary or
   c. any confidential or proprietary information which is circulated within Crest Data Systems via its internal electronic mail system, intranet or otherwise.

   I will also not disclose any confidential or proprietary information to anyone inside Crest Data Systems except on a "need-to-know" basis. If I have any questions as to what comprises such confidential or proprietary information or trade secrets, as to whom, if anyone inside Crest Data Systems, it may be disclosed, I will consult with my manager and Human Resources (HR) at Crest Data Systems.

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4. **Assignment of inventions**. I hereby assign exclusively to Crest Data Systems all my right, title and interest in and to any all inventions, discoveries, designs, developments, improvements, copyrightable material, and trade secrets (collectively herein "Inventions") that I solely or jointly may conceive, write, encode, develop, test, or reduce to practice during the period of time I am in the employment of Crest Data Systems. I will make prompt and full disclosure to Crest Data Systems of any inventions, and if for any reason the assignment pursuant to this clause is not effective, will hold all such inventions in trust for the sole benefit of Crest Data Systems.

   I hereby waive and quit claim to Crest Data Systems, any and all claims of any nature whatsoever that I now or hereafter may have for infringement of any patent resulting from any patent applications for any inventions so assigned to Crest Data Systems.
   My obligation to assign shall not apply to any invention about which I can prove that:
   a. it was developed entirely on my own time; and
   b. no equipment, supplies, facilities, services or trade secret of Crest Data Systems was used in its development; and
   c. it does not relate
      i. directly to the business of Crest Data Systems or
      ii. to the actual or demonstrably anticipated research or development of Crest Data Systems; and
   d. it does not result from any work performed by me for Crest Data Systems.

5. **Excluded and Licensed inventions**. I have attached hereto, a list describing all inventions – belonging to me and made by me prior to my employment with Crest Data Systems that I wish to have excluded from this agreement. If not, such list is attached, I represent that there are no such inventions. If in the course of my employment at Crest Data Systems, I use in or incorporate into a Crest Data Systems product, program, process or machine, and invention owned by me or which I have an interest, Crest Data Systems is hereby granted and shall have an exclusive royalty-free, irrevocable, worldwide license to make, have made, use and sell that invention without restriction as to the extent of my ownership or interest.

6. **Application for Copyright and Patents**. I will execute any proper oath or verify any proper document in connection with carrying out the terms of this agreement. If, because of my mental or physical incapacity or for any other reason whatsoever, Crest Data Systems is unable to secure my signature to apply for or to pursue any application for any Indian or foreign patent or copyright covering inventions assigned to Crest Data Systems as stated above, I hereby irrevocably designate and appoint Crest Data Systems and its duly authorized officers and agents as my agent and attorney in fact, to act for me and in my behalf and stead, to execute and file any prosecution and issuance of Indian and foreign patents and copyrights thereon with the same legal force and effect as if executed by me,. I will testify at Crest Data Systems request and expense in any interference, litigation or other legal proceeding that may arise during or after my employment.

7. **Third party information**. I recognize that Crest Data Systems has received and will receive confidential or proprietary information from its customers as well as third parties subject to a duty on Crest Data Systems part to maintain the confidentiality of such information and to use it only for certain limited purpose. During the term of my employment and thereafter, I will not disclose such confidential or proprietary information to anyone except as necessary in carrying out my work in Crest Data Systems and consistent with Crest Data Systems agreement with such customers or third party. I will not use such information for the benefit of anyone other than Crest Data Systems or such third party, or in any manner inconsistent with any agreement between Crest Data Systems and such third party of which I am made aware.

8. **Company Asset Usage Policy including Company issued Laptops:**
   a. You understand that you are solely responsible for the Company assets whilst in your possession.
   b. You shall use the company assets solely for Company-related purpose.
   c. The Company's IT and HR team may monitor the Company assets.
   d. You shall keep the Company assets in good working order and will notify IT Team in case of any defect or malfunction during use.
   e. You shall not install and / or download any unauthorised software and / or applications on Company asset.

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f. You shall not allow the Company asset to be used by an unknown or unauthorized person. You shall assume full responsibility for the actions of others while using the laptop.
g. If the laptop is lost, stolen or damaged, the incident must be reported to the IT and HR team and your direct manager immediately.
h. If the lost, stolen, or damaged laptop and / or accessories is determined to be caused by negligence or intentional misuse, you shall assume full financial responsibility for repair costs or fair market value of the Company assets.
i. You shall abide by the Company's Information Security and Data Usage policies and sign the Information Security and Data Usage Policy Acknowledgment Form to adhere to Company's policies upon joining.

You are aware that any breach of these policies may render you liable to a strict disciplinary action.

9. **Prior Employer Information**. During my employment at Crest Data Systems, I will not use improperly or disclose any confidential or proprietary information or trade secrets of my former or current employers, principals, partners, co-ventures, clients, customers or suppliers of the vendors or customers of such persons or entities or their vendor or customers and I will not bring onto the premises of Crest Data Systems, any unpublished document or any property belonging to any such persons or entities or their vendors or customers unless such persons or entities have given their consent. I will not violate any non-disclosure or proprietary rights agreement I might have signed in connection with any such person or entity.

10. **Presumption of breach**. In the event of the possession, access and or use of the confidential or proprietary technical, financial, marketing, manufacturing, distribution or other technical or business information or trade secrets of Crest Data Systems, including without limitation, concepts, technique's processes, methods, system's, designs, clients, cost data, computer programs, formulae, development or experimental work, work-in-progress, customers and suppliers as well as software for business and professional use, application programs, internet websites, e-commerce solutions, books, hardware and information for the microcomputer and internet marketplace by any other third party with whom I may have a nexus, it shall be presumed, unless proved to the contrary, that such information has so come to the possession of the third party on account of breach of this agreement by me.

11. **Term of employment**. I acknowledge that I will be under 18 months of service agreement with Crest Data Systems (India) LLP, which would be applicable from the first day of internship to 18 months thereafter. In the event of the employee leaving, abandoning, or resigning the service of the company in the breach of the terms of the agreement before expiry of the term would be quantified at INR Rs. 1,00,000/- (Rupees One Lac) or 1 month cost to company salary whichever is higher. I also acknowledge that my employment will be of indefinite duration and that either Crest Data Systems or I will be free to terminate this employment relationship at will and at any time with or without cause and in accordance with the Employment Agreement signed by me with Crest Data Systems on the day of joining. I also acknowledge that any representations to the contrary are unauthorized and void, unless contained in the said employment agreement signed by an officer of Crest Data Systems.

12. **Return of materials**. At the time I leave the employment of Crest Data Systems, I will return to Crest Data Systems all papers, drawings, notes, memoranda, manuals, specifications, designs, devices, documents, diskettes, CD's, DVD's. Tapes, DAT Drives and any other material on any media containing or disclosing any confidential or proprietary technical or business information. I will also return any keys, pass cards, ID cards or other property belonging to Crest Data Systems.

13. **Non-solicitation**. While employed at Crest Data Systems and for a period of 2 years from the termination of my employment, I will not induce or attempt to influence directly or indirectly, any employee at Crest Data Systems to terminate his employment with Crest Data Systems or to work for me or any other person or entity.
    a. Non-solicitation of clients. I agree for a period of 2 Years from the date of relieving of my employment with Crest Data Systems to not directly or indirectly solicit competitive business from any client or customer of the organization that was contacted, solicited, or served by me or about which I received confidential information while I was employed by Crest Data Systems, nor for the same period of time, will I perform services or accept any business, competitive with that of Crest Data Systems, directly or

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indirectly from any of the clients or customers of Crest Data Systems, which involves me performing similar functions or acting in a similar capacity as when employed with Crest Data Systems.

b. Employment with clients. I agree for a period of 2 Years from the date of relieving of my employment with Crest Data Systems to not perform services, employment, or accept any business, that competes with that of Crest Data Systems directly or indirectly from any of the clients or customers of Crest Data Systems, which involves me performing similar functions or acting in a similar capacity as when employed with Crest Data Systems.

c. Non-solicitation of other employees. I agree so long as employed by Crest Data Systems and for a period of 2 Years after leaving for any reason whatsoever, not to directly or indirectly recruit, solicit, or otherwise induce or attempt to induce any employee of Crest Data Systems to terminate his or her employment with the Company or otherwise to act contrary to the interests of Crest Data Systems.

d. Liquidated Damages. I, unconditionally, without any protest and demur, agree to pay sum of Rs. 30,00,000/- (Rupees Thirty lacs Only) as a liquidated damages, to Crest Data Systems, in case of breach of the clause no. 12a, 12b, or 12c of this agreement on my part. The figure of liquidated damages is arrived at mutually and shall not have any bearing whether actual damages is caused to the tune of Rs. 30,00,000/- or not. I further agree that this clause shall not preclude the Crest Data Systems from recovering the further actual damages, if the same exceeds an amount of Rs. 30,00,000/-. The figure arrived by the Crest Data Systems with respect to the damages will be final and binding and I shall have no right to dispute the same.

e. I further agree that crest data system has absolute and unconditional right to revise the figure of the liquidated damages. It is agreed between the parties that Crest Data Systems will revise the liquidated damages every year and the same shall be posted in Company's Employee handbook. The revised figure so arrived by the Crest Data Systems is binding to me. I further unconditionally agree no to protest and contest the said revised figure by recourse to Law or otherwise.

14. **Personal property**. I agree that Crest Data Systems will not be responsible for loss, disappearance, or damage to personal property on Crest Data Systems premises, or if applicable, on residential premises subsidized by Crest Data Systems (including apartments or temporary housing). I hereby release, discharge and hold Crest Data Systems harmless from any and all claims relating to loss of, disappearance, or damage to such personal property.

15. **Equitable relief**. I acknowledge that any violation by me under this agreement, and/or any obligation of like nature, will cause irreparable injury to Crest Data Systems, and Crest Data Systems shall be entitled to extraordinary relief in any court in India, including, but not limited to, temporary restraining orders, preliminary injunctions, and permanent injunctions, without the necessity of posting bond or security.

16. **Attorney fees**. If court proceedings are required to enforce any provision of this agreement, the prevailing party shall be entitled to an award of reasonable and necessary expenses of litigation, including reasonable attorney fees.

17. **Entire Agreement**. I agree that this agreement shall be governed for all purposes by the laws of India. If any provision of this agreement shall be declared excessively broad, it shall be construed so as to afford Crest Data Systems the maximum protection permissible by law. If any provision of this agreement is void or is so declared, such provision shall be severed from this agreement, which shall otherwise remain in full force and effect. This agreement sets forth the entire agreement of the parties as to the subject matter hereof and any representations, promises, or conditions in connection therewith not in writing and signed by both parties shall not be binding upon either party, the terms and conditions of this agreement shall survive termination of my employment.

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The Courts of Ahmedabad alone shall have exclusive jurisdiction in case of dispute with respect to interpretation and implementation of the clauses of this agreement.

HAVING READ AND FULLY UNDERSTOOD THIS AGREEMENT, I have signed my name dated below:

Neha Shah
Partner, Crest Data Systems (India) LLP

EMPLOYEE: Mansi Sharma
(I have signed this agreement voluntarily, without any coercion and undue pressure)

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EMPLOYMENT AGREEMENT

This Employee Agreement (hereinafter referred to as the Agreement) is entered on 06/12/2021 between Mansi Sharma residing at C/404 SHYAMVED STATUS, IOC ROAD, CHANDKHEDA, AHMEDABAD-382424 (hereinafter called as the Employee, which expression shall, unless it be repugnant to the context or meaning thereof, be deemed to mean and include, his heirs and execute); and

Crest Data Systems (India) LLP, having its registered office at **2-Gf, Garden View, Opp. Auda Garden, Bodakdev, Ahmedabad, Gujarat 380054** (hereinafter called as "Company" which expression shall include its affiliated and group companies, subsidiary or holding companies under the same management, successors and assigns)

The Company is in the Information Technology and software development industry; and

The Employee has approached the Company for employment; and

The parties recognize that the Employee, though qualified, does not possess any substantial practical exposure or knowledge base specific to the Information Technology and software development industry, consequently necessitating the undertaking of sizable and expensive training, for a considerable period, before the academic qualifications of the employee can be upgraded to the skill levels prevalent and imperative in the competitive industrial scenario, and made useful and adopted for the business of the Company, during which training period the Employee would not be in a position to undertake revenue generating work for the Company; and

WHEREAS The Company has heavily invested in establishing and maintaining relevant infrastructure for conducting courses to impart training to its employees who seek employment, thereby devoting its time, effort and money to train and upgrade the skills of the Employee; and

WHEREAS the Company is agreeable to offer training to the Employee, at the Company's costs, and suffer retention of the Employee during the training / internship / probation period without being in a position to utilize the Employee's services for any revenue generation during such period, provided the Employee offers the necessary comforts, assurance and promises to the Company, in terms more elaborately dealt with hereinafter; and

WHEREAS the Employee is keen to take up employment with the Company and avail of such necessary training and skill upgradation, in consideration of offering the comforts, assurances and promises expected by the Company.

NOW THEREFORE THE PARTIES AGREE AS FOLLOWS:

1. **Scope**

1.1 This agreement is intended to cover, *inter alia*, the commitment expected from the Employee, the treatment of Proprietary information of the Company which may come in the hands of the Employee, the dealing of issues arising from any Inventions or any Intellectual Property Rights coming into existence during the course of the employment of the Employee with the Company or within the specified term thereafter, the cooperation expected from the employee in perfecting the rights of the Company to all Inventions and Intellectual Property Rights, the training to be provided by the Company to the Employee and the obligations and covenants of the Employee concerning the requirement to serve the Company for the stipulated period and not serve any other employer, during such specific period and for consequential provisions of relief's and remedies**.** This agreement does not propose to address the specific terms of employment of the Employee, the pay scale, etc. which is the subject matter of a separate appointment letter issued by the Company, which appointment letter (the Appointment Letter) however, shall be subject to this agreement and this agreement and the appointment letter shall together, constitute the overall terms of employment of the Employee.

2. **Term of employment.**

The term of employment of the Employee with the Company shall, initially, be a period of **18 months** from the first day of internship to 18 months thereafter**.** The rights and obligations of the parties and the covenants on behalf of the Employee shall nonetheless continue beyond the Term, in case where the Employee's employment with the Company extends beyond the Term, without the necessity of any modification to this agreement.

The Company may consider granting of any special benefits / increments / promotions / ESOP / bonus to the Employee. At such a stage, the Company may wish to extend the Term, in which case the Company may do so by issuing appropriate communication in this regard, indicating the period (in years) by which the Term of the Employee stands extended. The parties agree and acknowledge that upon such extension, this agreement will continue to govern the rights and obligations of the parties for such extended Term, without any necessity of amendment to this agreement.

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3. **Proprietary Information**.
The Employee acknowledges that his employment creates a relationship of confidence and trust between the Company and the Employee with respect to any information:

Applicable to the business of the Company; or

Applicable to the business of any client or customer of the Company, which may be made known to the Employee by the Company or by any client or customer of the Company or learned by the Employee in such context during the period of his employment.

The parties also foresee that the Employee may discover or create Intellectual Property in the course of his employment and agree that in this respect the Employee has a special obligation to further the interest of the Company.

All such information has commercial value in the business in which Company is engaged and is hereinafter called "Proprietary Information." By way of illustration, but not limitation, Proprietary Information shall include any and all technical and non-technical information including patent, applications for grant of patent, copyright, including design copyright, trademarks whether registered or unregistered, registered or unregistered designs, utility models, trade secret, and proprietary information, techniques, sketches, drawings, models, inventions, know-how, processes, apparatus, equipment, algorithms, software programs, software source documents, and formulae related to the current, future and proposed products and services of Company, and the right to apply for them in any part of the world, discoveries, creations, inventions or improvements or upon additions to an invention, confidential information, know-how and any research effort relating to any of the above mention, whether registrable or not, moral rights and any similar rights in any other country and includes, without limitation, its respective information concerning research, experimental work, development, design details and specifications, engineering, financial information, procurement requirements, purchasing manufacturing, customer lists, business forecasts, sales and merchandising and marketing plans and information. "Proprietary Information" also includes proprietary or confidential information of any third party who may disclose such information to Company or the Employee in the course of Company's business.

4. Employee Covenants
4.1 During the continuance of employment under this agreement the Employee shall, devote his whole time and attention to the business of the Company and shall not, without the prior written consent of the Company:

a. engage in any other business or
b. be concerned or interested in any other business of a similar nature to or competitive with that, carried on by the Company or any of its subsidiaries or associated companies in relation to its goods and services.

4.2 Nondisclosure of Proprietary Information.
All Proprietary Information is the sole property of the Company, its assigns, and its customers and the Company, its assigns and its customers shall be the sole owner of all patents, copyrights, mask works, trade secrets and other rights in connection therewith. At all times, both during the Employee's employment by the Company and after its termination, the Employee will keep in confidence and trust all Proprietary Information, and the Employee will not use or disclose any Proprietary Information or anything directly relating to it, without the written consent of the Company, except as may be necessary in the ordinary course of performing his duties as an employee of the Company. Notwithstanding the foregoing, it is understood that, at all such times, the Employee is free to use information which is generally known in the trade or industry not as a result of a breach of this Agreement and his own skill, knowledge and know-how to whatever extent and in whatever way the Employee wishes.

4.3 If at any time during his employment under this agreement, the Employee makes or discovers or participates in the making or discovery of any Proprietary Information or Intellectual Property relating to or capable of being used in the business for the time being carried on by the Company or any of its subsidiaries or associated companies, full details of the Proprietary Information and Intellectual Properties shall immediately be communicated by him to the Company and shall be the absolute property of the Company. At the request of the Company, the Employee shall give and supply all such information, data, drawings, and assistance as may be requisite to enable the Company to exploit the Proprietary Information and Intellectual Property to its best advantage and shall execute all documents and do all things which may be necessary or desirable or require by the Company for obtaining patent or copy right or other protection for the Proprietary Information and Intellectual Property in such parts of the world as may be specified for the Company and for assigning / vesting the same in the Company or as it may direct.

4.4 The Employee irrevocably appoints the Company / or the Company's Nominee to be his attorney in his name and on his behalf to sign execute or do any such instrument or thing and generally to use his name for the purpose of giving to the Company (or its nominee) the full benefit of the provisions of this clause and in favour of any third party. A certificate in

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writing signed by any director or secretary of the Company that any instrument or act falls within the authority conferred by this clause shall be conclusive evidence that such is the case.

4.5 If the proprietary information or the Intellectual Property is not the property of the Company, the Company shall have the right to acquire for itself or its nominee the Employee's right in the Proprietary Information or Intellectual Property within 3 months after disclosure pursuant to clause 4.3 above on reasonable terms or by arbitration under this agreement.

4.6 Rights and obligations under this clause shall continue in force after termination of this agreement in respect of the Proprietary Information and Intellectual Property made or created during the Employee's employment with the Company and shall be binding upon the Employee's representatives.

4.7 Except as authorized or required by the Employee's duties, the Employee shall keep secret and shall not use or disclose and shall use his best endeavours to prevent the use or disclosure by or to any person of any of the Company's' Confidential Information which comes to the Employee's knowledge during his employment.

(a) The restriction set out in the clause above shall apply during and after the termination of the employment of the Employee with the Company, without limit in time.

(b) All records in any medium (whether written, computer readable or otherwise) including accounts, documents, drawings and private notes and all copies and extracts of them made or acquired by the Employee in the course of his employment shall be:

(i) the property of the Company.
(ii) used for the purpose of the Company only.
(iii) returned to the Company on demand at any time; and returned to the Company without demand immediately on the termination of the Employee's employment.

4.8 *Return of Materials / Non destruction*. Upon termination of his employment or at the request of the Company before termination, the Employee will deliver to the Company all written and tangible material (including computer data and all writings and documents to which any intangible property may have been reduced) in his possession incorporating the Proprietary Information or otherwise relating to the Company's business, The Employee shall ensure that no written and tangible material and computer data shall be destroyed or otherwise tampered with, but instead, be returned to the Company upon termination of employment or at the request of the Company, before termination, along with all other properties of the Company.

4.9 The Employee recognizes that the Company will provide the employee with such training as considered necessary by the Company, to aid and enable the Employee to perform the duties assigned by the Company. The Employee accepts and acknowledges that the said training is essential for the purpose of performing various obligations under this Agreement. The Employee further acknowledges that the Company is appropriating its resources for providing such training, which would cost the Company at least Rs. 1,00,000/-, over and above the costs incurred towards the Employee's remuneration and other outgoings for the period during which the Employee undergoes training and consequently, is unable to generate revenue for the Company.

4.10 The Employee acknowledges and recognizes that such training is inherently requisite in the industry, with the result that should the Employee quit the services of the Company, the Company will be constrained to invest significant time, energy and resources in preparing a fresh employee to the substitute for the Employee and in the meantime, suffer loss of business opportunity and remedy.

4.11 The Employee agrees and acknowledges that the Training provided by the Company and the Proprietary Information acquired while working with the Company are very crucial for any person in the similar business.

4.12 The Employee agrees, acknowledges and recognizes that only due to his assurance of working with the Company for the Term, the Company has provided him training as well as the access to Proprietary Information and Intellectual Property. The parties agree and recognize the necessity of negative covenants by the Employee, as hereinafter appearing, in case the Employee quits the services of the Company before the Term, since monetary compensation to the Company, while being necessary, would not be adequate and/or sufficient.

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4.13 The Employee in recognition and consideration of the aforesaid undertakes and covenants with the Company that:

4.13.1 He will not leave, abandon or resign from, the employment with the Company within the Term;

4.13.2 In the event of the Employee leaving, abandoning or resigning the service of the Company in breach of the terms of the agreement before expiry of the Term, the Employee shall not directly or indirectly engage in or carry, on his own accord or jointly with or as manager, agent, consultant or employee of any person, firm or company, or in partnership with others, the business at present being carried on by the Company or business which shall be in competition with the business of the Company, at any location where the Company has a place of business, for the remainder of the Term and in addition to pay the Company, as liquidated damages, the aggregate of the amount equal to the salaries the Employee would have received during the period of 3 months thereafter and the cost incurred by the Company for providing training as also for suffering the Employee during the term of the training without the Employee being able to generate revenue during this period, which, in absence of specific proof by the Company, to be quantified at Rs 1,00,000/- (Rupees One Lac) or 1 month Cost to company salary whichever is higher.

4.14 Such sums as may fall due to the Company by reason of clause 4.13.2 may be recovered by the Company, in whole or in part, by deduction from payment of the final salary, or other payments due to the Employee on termination of employment.

4.15 *No Solicitation*. During the Term of employment with the Company and for a period of two (2) years thereafter, the Employee shall not, whether as principle or agent, and whether alone or jointly with, or as a director, manager, partner, shareholder, employee or consultant of any other person, directly or indirectly:

a) Negotiate with, solicit business from or endeavour to entice away from the Company or any associated company the business of any person, firm, company, or organization who or which to his knowledge is or was a customer, client or agent of the Company during the period of 7 years immediately preceding the termination date, whether or not he had direct dealings or personal contacts in course of his employment during that period, so as to harm the goodwill or otherwise damage the business of the Company.

b) Interfere with, solicit, and endeavor to entice away from the company or employ any person who is grade of the employee of the Company.

4.16 The Employee agrees and accepts that having regard to all circumstances, the restrictions and covenants contained in this clause are reasonable and necessary for the protection of the Company and that they do not bear harshly upon the Employee and agree that:

(a) Each restriction shall be read and construed independently of the other restrictions so that if one or more are found to be void or unenforceable as an unreasonable restraint of trade or for any other reason, the remaining restriction shall not be affected.

(b) If any restriction is found to be void but would be valid and enforceable if some part of it were deleted, or if the restriction is limited in terms of time or place of operation, that restriction shall apply with such deletion or limitation as may be necessary to make it valid and enforceable.

4. **Termination of employment**:
The employment may be terminated in accordance with the terms and conditions laid down in the Letter of Appointment dated.

5. **After Termination**:

At no point after the termination date the Employee shall directly or indirectly represent himself as being interested in or employed by or in any way connected with the company, other than a former employee of the Company.

7. **Inventions**

7.1 As used in this Agreement, the term "Inventions" means any and all new or useful art, discovery, improvement, techniques, technical development, or invention whether or not patentable, and all related know-how, designs, mask works, trademarks, formulae, processes, manufacturing techniques, trade secrets, ideas, artwork, software or other copyrightable or patentable works.

7.2 *Disclosure of Prior Inventions*. The Employee has identified on Exhibit A ("Prior Inventions") attached hereto all Inventions relating in any way to the Company's business or demonstrably anticipated research and development which were made by the Employee prior to his employment with the Company ("Prior Inventions"), and the Employee represents that such list is

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complete. The Employee represents that the Employee has no rights in any such Inventions other than those Prior Inventions specified in Exhibit A ("Prior Inventions"). If there is no such list on Exhibit A ("Prior Inventions"), the Employee represents that he has made no such Prior Inventions at the time of signing this Agreement.

7.3 *Ownership of Company Inventions; License of Prior Inventions*. The Employee acknowledges that all original works of authorship which are made by him (solely or jointly with others) within the scope of his employment and which are protectable, either as patents, designs or by copyrights or otherwise intellectual property, are at least "works made for hire" as that term is defined in the (United States Copyright Act (17 USCA § 101) and in India it is covered, inter alia, under Copy Right Act. The Employee hereby agrees promptly to disclose and describe to the Company, and the Employee hereby assigns and agrees to assign to the Company or its designee, his entire right, title, and interest in and to all Inventions and any associated intellectual property rights which the Employee may solely or jointly conceive, develop or reduce to practice during the period of his employment with the Company (a) which relate at the time of conception or reduction to practice of the invention to the Company's business or actual or demonstrably anticipated research or development, or (b) which were developed on any amount of the Company's time or with the use of any of the Company's equipment, supplies, facilities or trade secret information, or (c) which resulted from any work the Employee performed for the Company ("Company Inventions"). In the event the Employee has any right in the Inventions which cannot be assigned, the Employee agrees to waive enforcement worldwide of such right against Company, its employees and licensees or, if necessary, to exclusively license such right worldwide to Company, with the right to sublicense. These rights are assignable by Company. The Employee also waives and agrees never to assert any moral rights, or the equivalent thereof, against Company with respect to any of the rights described above. The Employee also agrees to grant the Company or its designees a royalty free, irrevocable, worldwide license (with rights to sublicense through multiple tiers of distribution) to practice all applicable patent, copyright and other intellectual property rights relating to any Prior Inventions which the Employee incorporate, or permit to be incorporated, in any Company Inventions. Notwithstanding the foregoing, the Employee agrees that he will not incorporate, or permit to be incorporated, such Prior Inventions in any Company Inventions without Company's prior written consent.

7.4 *Future Inventions*. The Employee recognizes that Inventions or Proprietary Information relating to his activities while working for the Company and conceived or made by him, alone or with others, within one (1) year after termination of his employment may have been conceived in significant part while employed by the Company. Accordingly, the Employee agrees that such Inventions and Proprietary Information shall be presumed to have been conceived during his employment with the Company and are to be assigned to the Company[1].

8. **Cooperation in Perfecting Rights to Inventions**.

(a) The Employee agrees to perform, during and after his employment, all acts deemed necessary or desirable by the Company to permit and assist it, at its expense, in obtaining and enforcing the full benefits, enjoyment, rights and title throughout the world in the Inventions hereby assigned to the Company. Such acts may include, but are not limited to, execution of documents and assistance or cooperation in the registration and enforcement of applicable patents, copyrights, mask works or other legal proceedings.

(b) In the event that the Company is unable for any reason to secure the Employee's signature to any document required to apply for or execute any patent, copyright, mask work or other applications with respect to any Inventions (including improvements, renewals, extensions, continuations, divisions or continuations in part thereof), the Employee hereby irrevocably designate and appoint the Company and its duly authorized officers and agents as his agents and attorneys-in-fact to act for and on his behalf and instead of the Employee, to execute and file any such application and to do all other lawfully permitted acts to further the prosecution and issuance of patents, copyrights, mask works or other rights thereon with the same legal force and effect as if executed by the Employee.

9. **No Violation of Rights of Third Parties**.

The performance of all the terms of this Agreement by the Employee and as an employee of the Company does not and will not breach any agreement to keep in confidence proprietary information, knowledge or data acquired by the Employee prior to his employment with the Company, and the Employee will not disclose to the Company, or induce the Company to use, any confidential or proprietary information or material belonging to any previous employer or others. The Employee is not a party to any other agreement which will interfere with his full compliance with this Agreement. The Employee agrees not to enter into any agreement, whether written or oral, in conflict with the provisions of this Agreement.

10. **Survival.**

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This Agreement (a) shall survive the Employee's employment by the Company, (b) does not in any way restrict his right or the right of the Company to terminate his employment at any time, for any reason or for no reason, (c) inures to the benefit of successors and assigns of the Company, and (d) is binding upon his heirs and legal representatives.

11. **Injunctive Relief**.

A breach of any of the covenants, promises or agreements contained herein will result in irreparable and continuing damage to the Company for which there will be no adequate remedy at law, and the Company shall be entitled to injunctive relief and/or a decree for specific performance, and such other relief as may be proper (including monetary damages if appropriate).

12. **Notices**.

Any notice required or permitted by this Agreement shall be in writing and shall be delivered as follows with notice deemed given as indicated: (i) by personal delivery when delivered personally; (ii) by overnight courier upon written verification of receipt; (iii) by telecopy or facsimile transmission upon acknowledgment of receipt of electronic transmission; or (iv) by certified or registered mail, return receipt requested, upon verification of receipt. Notices to the employee shall be sent to any address in the Company's records or such other address as the employee may specify in writing. Notices to the Company shall be sent to the Company's Human Resources Department or to such other address as the Company may specify in writing.

13. **Governing Law.**

This agreement shall be governed by and construed in accordance with the laws of India.

14 **Arbitration.**

Any dispute under or arising out of this agreement and Appointment Letter whether relating to the interpretation or performance of this Agreement, or otherwise whatsoever, shall be referred to a sole arbitrator to be appointed by the Company in accordance with the provisions of the Arbitration and Conciliation Act, 1996. The seat and venue of the arbitration shall be Ahmedabad.

15. **Jurisdiction.**

Subject to the provisions of arbitration, the Civil Courts at Ahmedabad alone have the jurisdiction.

16. **Severability.**

Should any provisions of this Agreement be held by a court of law to be illegal, invalid or unenforceable, the legality, validity and enforceability of the remaining provisions of this Agreement shall not be affected or impaired thereby.

17. **Waiver**.

The waiver by the Company of a breach of any provision of this Agreement by me shall not operate or be construed as a waiver of any other or subsequent breach by me.

IN WITNESS WHEREOF the parties hereto have hereunto set and subscribed their respective hands and seals the day and year first hereinabove written.

SIGNED SEALED AND DELIVERED

Authorized Signatory of the Company:

Signature:



Signature: Mansi Sharma

Employer Name: Neha Shah

Designation: Partner, Crest Data Systems (India) LLP

Employee Name: Mansi Sharma

(I have signed this agreement voluntarily, without any coercion and undue pressure)

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Files

CDSLLP - Latest_ Ahmedabad_Internship Appointment Letter_NDA_Bond.docx Aug 20, 2021 09:21:57 UTC

Activity

Santosh Suvarna IP: 122.169.101.20	created the document	Aug 20, 2021 09:22:05 UTC
Santosh Suvarna IP: 122.169.101.20	completed the document	Aug 20, 2021 09:25:05 UTC
Santosh Suvarna IP: 122.169.101.20	sent the document to mansi5oct10@gmail.com and santosh.suvarna@crestdatasys.com	Aug 20, 2021 09:25:05 UTC
Mansi Sharma IP: 106.213.185.48	first viewed the document	Aug 20, 2021 12:52:47 UTC
Mansi Sharma	signed the document	Aug 20, 2021 14:00:07 UTC

Gmail **Mansi Patel <mansikp.xiii@gmail.com>**

Fresher Training Offer mail

Aditi Banerji <aditi@aceinfoway.com> Fri, Jun 24, 2022 at 8:25 PM
To: mansikp.xiii@gmail.com

Dear Mansi,

Ace Infoway pvt. Ltd. is pleased to offer you an opportunity as **"Trainee-PHP"** for a period of 3 months starting from 27th June 2022.

This position is for our Nadiad branch.

You will receive Rs. 11000/- per month as stipend as a part of the program. Please bring your own laptop for the training period.

After completion of training internship- we may offer you a full time job based on your performance, which would be evaluated in these 3 months.

Please send your confirmation via email to confirm acceptance, no later than close of business on 25/06/22.

Below are the documents that you need to bring for documentation and also send copies of :

Sr. No.	Document	No. of copies
1	ID Proof Xerox	3
2	Address Proof Xerox	3
3	Photographs	4
4	Mark sheets(10 + 12 +Graduation+PG) Xerox	1
5	Pan Card Xerox	3
6	Chequebook/Passbook Copy	1

In the meantime, please don't hesitate to reach out to me, either through email or by calling me directly at 7567728996 if you should have any questions or concerns.

Congratulations and welcome to the team!

Regards,
Aditi Banerji
Assistant Manager-HR

Ace Infoway Private Limited
T: +91-79-40060912 | M: +91-7567728996
aditi@aceinfoway.com | www.aceinfoway.com
e n g a g e > e m p o w e r > e x c e l

ST/HRD/OFR/03/09/2021-22 Date: 20th September, 2021

Offer Letter

Mr. Meet Shah
Ahmedabad

Dear **Meet,**

With reference to your application and subsequent interview with us, we are pleased to offer you a **Trainee Software Engineer** position in our organization on the following terms and conditions.

DATE OF JOINING: 4th January, 2022

SALARY : Your Annual Total Employment Cost to the company would be as per the details in Annexure-A .

PLACE/TRANSFER:
Your present place of work will be at Ahmedabad, but during the course of the service, you shall be liable to be posted / transferred anywhere to serve any of the Company's Projects or any other establishment in India or outside, at the sole discretion of the Management.

PROBATION/CONFIRMATION:
You will be on full time training for six months. This training will start during the last semester of your education. You will not be paid any salary/stipend during training. After the completion of training your employment will start with us. You will be on a probation period for the first six months. Based on your performance your services will be confirmed with the company in writing after six months.

During the probation period your services can be terminated by the company with seven days notice and without any reasons whatsoever. If your services are found satisfactory during the probation period, you will be confirmed in the present position and thereafter your services can be terminated by the company on one month’s notice. You will be required to give one month notice during your employment, including probation period.

Absence for a continuous period of ten days without prior approval of your superior, (including overstay on leave / training) would result in your losing your lien on the service and the same shall automatically come to an end without any notice or intimation.

LEAVE:
During Probation, you get 1 leave per month. After confirmation, you get 1.25 leaves per month from the date of confirmation. You can accumulate a maximum of 30 leaves.

LOCK IN PERIOD:

You will have a lock in period with the organization for 2 years and 6 months (30 months) starting from the day of your joining. You will need to submit a cheque of Rs. 75,000(Seventy five thousand) at the time of submitting the signed offer letter. Once the lock in period finishes you can claim your cheque back. You agree to pay Rs. 75,000 incase if you decide to leave the organization before the lock in period finishes. You also agree to sign a notarized agreement with us for this.

RULES, REGULATIONS & CONFIDENTIALITY :

1. During the period of your employment with the Company, you will devote full time to the work of the Company. Further, you will not take up any other employment or assignment or any office, honorary or for any consideration, in cash or in kind or otherwise, without the prior written permission of the Company.
2. Increment in the grade will not be given as a matter of right or routine. The increment in the grade will be given after a year from the date of employment and subject to your work being efficient and satisfactory in the management's view.
3. You can be asked to work in Second Shift. (Shift Timing : 1.30 pm to 11.00 pm).
4. You will be required to work in any technology.
5. Please note that if you wish to leave the company, you shall be required to give 30 working days notice in advance or an amount of equivalent one-month salary shall be deducted from the final settlement. In case management wishes to terminate your services the management shall give you one month notice or the amount equivalent to one month i.e, 30 days of your salary. The management may at its option waive this condition.
6. You will not (except in the normal course of the Company's business) publish any article or statement, deliver any lecture or broadcast or make any communication to the press, including magazine publication relating to the Company's products or to any matter with which the Company may be concerned, unless you have previously applied to and obtained the written permission from the Company.
7. You will be required to maintain utmost secrecy in respect of Project documents, commercial offer, design documents, Project cost & Estimation, Technology, Software packages license, Company's policies, Company's patterns & Trade Mark and Company's Human assets profile.
8. You will be required to comply with all such rules and regulations as the Company may frame from time to time.
9. Any of our technical or other important information which might come into your possession during the continuance of your service with us shall not be disclosed, divulged or made public by you even thereafter.
10. If at any time in our opinion, which is final in this matter you are found non- performer or guilty of fraud, dishonesty, disobedience, disorderly behaviour, negligence, indiscipline, absence from duty without permission or any other conduct considered by us deterrent to our interest or of violation of one or more terms of this letter, your services may be terminated without notice and on account of reason of any of the acts or omission the company shall be entitled to recover the damages from you.
11. You will not accept any present, commission or any sort of gratification in cash or kind from any person, party or firm or Company having dealing with the company and if you are offered any, you should immediately report the same to the Management.

12. During your employment with the company, you will devote your time and attention exclusively to the duties entrusted to you and will not engage directly or indirectly or allow yourself to be engaged to work for any person, firm or company in the capacity of whatsoever, nor do any business without obtaining prior permission of the owner of the company in writing.
13. This offer letter is being issued to you on the basis of the information and particulars furnished by you in your application (including bio-data), at the time of your interview and subsequent discussions. If it transpires that you have made a false statement (or have not disclosed a material fact) resulting in your acceptance of this offer, the Management may take such action as it deems fit in its sole discretion, including termination of your employment.
14. You will be responsible for safekeeping and return in good condition and order of all Company property, which may be in your use, custody or charge.
15. Your acceptance of this offer and its continuance are subject to your being and remaining medically fit.
16. You will keep us informed in writing of any change of your residential address and civil status, failing which all communication intended to be served upon you would be sent you last given address and this shall be deemed to be sufficient service to you.
17. Being an employee of the company you will also require signing a Confidential / Non-Disclosure Agreement that will restrict you to join a direct competitor of the Company for a period of time & restrict you from soliciting the Company's clients or revealing confidential information that belongs to the Company. Breach of any of these covenants shall render this agreement liable for damages and termination of your Services, without assigning any reason whatsoever for such termination.
18. You will be required to attend to your work according to the exigencies and urgency of the various jobs, from time to time and you will adhere to the requirements of the company.
19. Please sign and return to the undersigned the duplicate copy of this letter signifying your acceptance.

We welcome you to The Surekha Technologies family and look forward to a long and fruitful collaboration.

With best wishes,

For Surekha Technologies Pvt. Ltd.

Umang Shah
HR Manager

Accepted On: _____

Joining Date: _____

Signature: _____

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Conga
Apttus Software Private Limited
A Wing, 6th Floor, Commerce House - 5,
Next to Vodafone House,
Prahlad Nagar Corporate Road,
Ahmedabad - 380 051, INDIA
Phone: +91 7405012513 - 15
info@conga.com I www.conga.com
CIN Number: U72200GJ2012PTC068683

Provisional Offer Letter

29-Oct-2021**,**

Dear MohammedarifShaikh**,**

It is my pleasure to offer you the position of **Associate Developer, IT** at Apttus Software Private Limited (operating under the name Conga, hereinafter referred to as "Conga" or the "Company"), contingent upon the successful completion of a background check (including a verification of indemnification, employment history, work eligibility and a criminal background) and other criteria as mentioned below. The criminal background check must be successfully completed prior to commencement of your employment-- additional verifications may be completed promptly following commencement of your employment. You agree to sign any necessary consents and provide such cooperation as reasonably necessary to perform such checks.

Please note that your employment with us is conditional and contingent upon your acceptance of this offer, your satisfactory completion of Project Training to Conga's sole judgment and associated trainings, as well as other terms set forth during internship and/or Company policies as amended from time to time. Conga reserves the right to withdraw this offer of employment with immediate effect if you fail to complete the Project and associated trainings to Conga's satisfaction.

You will be part of a team dedicated to delivering on Conga vision. Your employment will tentatively begin on **Monday, 11-Jul-2022** and your base location will be **Ahmedabad, India**. You will be reporting to **Sridhar Reddy Talasani, Sr. Manager, Shared Services.**

Compensation and Benefits:

a. Total CTC. As discussed and agreed upon mutually during your interview process. For salary break-up please review the Annexure-I below

b. Obligatory Deductions. Deduction of Income Tax, other tax contributions or any other lawful contributions or any scheme framed and made applicable to the Company shall be made from the salary payable to you either retrospective or prospective.

c. Benefits. As an employee, in addition to your compensation package, you will also be eligible to receive the benefits, which are offered to all Company employees, as described below. Insurance will begin from 15th or 1st of the month whichever is earlier.

These include:

- Personal Accident Insurance coverage for employee.
- Mediclaim Insurance coverage for the immediate family.
- You are eligible for paid leaves as follows which will begin to earn immediately after joining and accrue on a monthly basis (total leave equally divided in 12 months)

Years of continuous Service	**Annualized Vacation Time**
Up to 6 years	18 days
More than 6 years	20 days

Additional Leaves

Bereavement Leave	5 days
Sick/Casual Leave	14 days
Company Paid Holidays	10 days

Working Schedule. This is a position of continuous responsibility and does not entail payment of extra time or overtime. The company reserves the right to modify or alter its working hours and you may be required to work in shifts. The normal working hours would be from 9:30 AM to 6:30 PM with 1 hour of break. The regular working days are Monday through Friday.

Probation: Your 180 days of service following your training will be considered as probationary and you will be appraised for satisfactory performance. If your performance is found unsatisfactory, Conga may extend the probation period or terminate your employment with immediate effect. During the extension of probation period, if

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Apttus Software Private Limited
A Wing, 6th Floor, Commerce House - 5,
Next to Vodafone House,
Prahlad Nagar Corporate Road,
Ahmedabad - 380 051, INDIA
Phone: +91 7405012513 - 15
info@conga.com I www.conga.com
CIN Number: U72200GJ2012PTC068683

your performance is still found unsatisfactory, Conga shall be entitled to terminate your services forthwith without any notice whatsoever. If not communicated otherwise, after completion of stipulated probation period, you will automatically be converted into a confirmed employee.

Addition to this, you are required to submit your provisional degree certificate on or before **30th September, 2022,** failing which this offer stands to be null and void.

Relocation: Your posting will be at Ahmedabad. Business scenarios and Opportunities may require you to be transferred, temporarily or permanently to any other location, within the country of your posting or outside, at the will of the Company. Upon such transfer, to the extent necessary and subject to prior notice, Company may modify the terms of your employment to reflect the requirements of the new location. Your normal business-related expenses would be reimbursed subject to the Company's expense reimbursement policy.

- To provide financial assistance during relocation Conga reimburses the relocation expenses incurred. It is applicable to employee relocating to a different location and in case of new recruitment from outside Ahmedabad area.
- Relocation benefits will only apply if an employee is relocating from more than 50 kms from Conga office location. Relocation expenses will be paid up to **INR 50,000** OR **INR 15,000 and accommodation for 2 weeks (14 nights / 15 days);** payable on submission of original receipts for shipping costs, travel costs and initial lodging expenses for moving employee and immediate family (up to 4 people) to Ahmedabadarea.
- Relocation benefits should be availed within three (3) months of joining.
- If the employee voluntarily leaves Conga within one (1) year of joining, the relocation claim would be recovered from the full and final settlement.

Separation: A minimum of 2 (two) months' notice period or salary in lieu of notice period is required for termination of employment terms by either side seeking the termination. However, it will be the discretion of management to accept the salary in lieu of notice period or ask employee to serve the notice period. Salary for the purpose of notice period means total cost to company (CTC). In case of incomplete assignment, the company has the discretion to relieve you only at the end of 2 months' notice period.

- During probation period, employee is required to give minimum of 2 (two) weeks' notice period before separation.
- Our compensation and benefit package or any discussion of the same is not a commitment that your employment will have a minimum or a fixed term or that it is terminable only for a cause. No promises can be expressed or implied by anyone, that your employment is for any minimum or fixed term or that cause is required for the termination of the employment relationship. By signing below, you acknowledge that your employment at the Company is for unspecified duration, and neither this letter, nor your acceptance thereof, constitutes a contract for employment.
- Upon separation from the Company for any reason, you agree to return to the Company any equipment that has been provided to you. The Company reserves the right to deduct such costs from any final payments to be made to you.
- In the event of your leaving our company, for any reason, you shall return all of the Company's documents, papers, disks, etc. to the authorized person of the Company. All manuals, literature, new systems, programmers, products etc. developed by you, while in Company service will at all times deemed to be the sole property of the Company.
- Upon separation from the Company, you agree that you will not work for any Conga competitor / customer for a period of twelve (12) months after termination from employment with Company. For purposes of this paragraph, competitor shall mean entities that offer products and/or services to the marketplace similar to those offered by Company.

No Inconsistent Obligations: You represent that you are aware of no obligations legal or otherwise, inconsistent with the terms of this Agreement or with you undertaking employment with the Company.

Acceptance:

- The Appointment is given subject to your information supplied in the Application Form and resume to be absolutely true. In the event, any information supplied by you is found wrong or otherwise you shall be liable for termination without any notice and in such event management of Conga will have sole discretion to withhold / recover salaries payable/paid.
- Employee hereby agrees that he/she will sign as and when required agreement/s with Employer/Clients with regards to data security and confidentiality, including the accompanying Employee Proprietary Information, Non solicitation and Inventions Agreement.

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Conga
Apttus Software Private Limited
A Wing, 6th Floor, Commerce House - 5,
Next to Vodafone House,
Prahlad Nagar Corporate Road,
Ahmedabad - 380 051, INDIA
Phone: +91 7405012513 - 15
info@conga.com I www.conga.com
CIN Number: U72200GJ2012PTC068683

- The Offer Letter is enclosed. Please sign the duplicate copy in acknowledgment of your acceptance of the above stated terms and conditions and return to us within 3 days from receipt of this offer letter, after which the offer stands automatically withdrawn.

Annexure-I

Salary Break-Up: Salary break-up, as per the company policy, please refer compensation letter

NOTE:

Performance bonus would ordinarily be paid annually as per company policy. Gratuity shall be payable to eligible employees in accordance with the Payment of Gratuity Act, 1972.
Compensation package is subject to all applicable Income Tax laws currently in force.

The appointment is subject to submission and positive verification of the following documents and background verification check conducted by Conga approved agency.

Updated Resume. Latest passport sized photograph-2 Nos. Soft copies of highest educational degree held & other professional qualification(s) certificates, if any. Soft copy of Residence Proof (Passport / Aadhar Card / VoterID Card). Soft copy of Identity Proof (PAN card/ Passport / Driving License / Voter ID). Relieving & Experience letter of previous 2 employments.

Reporting Date: This appointment will take effect from the date of joining duty, which shall not be later than **Monday, 11-Jul-2022.** It is company's discretion to change the joining date based on mutual agreement between company and candidate.

Should you have any questions about joining the Company, please do not hesitate to contact the undersigned.

I am excited about the opportunity to work with you at Conga.

Sincerely,

DocuSigned by:
Michelle Green
D36FB7630AB244C...

Michelle Green

VP, Global HR Business Partners

Apttus Software Private Limited

Acknowledgement:

I have read and accepted the terms and conditions outlined above. I agree to keep the terms of this letter confidential. As desired, I shall join services w.e.f. Monday, 11-Jul-2022

Signature: DocuSigned by:
Arif Shaikh
A1A3C6DD4BEF4D2...
Mohammedarif Shaikh

Date: 10/29/2021

GROOVY
ASSURANCE OF EXCELLENCE!

GROOVY

23rd August, 2022

CERTIFICATE OF EMPLOYMENT

This is to certify that **Mrugesh Chauhan** was an employee of **Groovy web LLP** from **14th July** up to Still Working as **Jr.Backend**.

This certification is being issued to **Mr Mrugesh Chauhan** for whatever legal purpose it may serve.

Regards

HR Department.

GROOVY WEB LLP

HR MANAGER

+91 7284933224
hello@groovyweb.co
www.groovyweb.co
517-520 Center Square, Santram Road, Nadiad-387002, Gujarat, India

Zobi Web Solutions

A-512 Siddhi Vinayak Tower, Nr. Kataria Arcade, Makarba, Ahmedabad, Gujarat 380051

Zobi Web Solutions: Letter of Intent

November 09, 2021

Mr. Mohammed Shahil,
2112-A, Kachiya Sheri,
Jamalpur, Tangarvad,
Ahmedabad, Gujarat - 380001
Mob: 8511361215
Email: sahilnagori07@gmail.com

Dear **Mr. Mohammed Shahil,**

With reference to your interview and discussion with us, we are pleased to offer you the position of **.Net Trainee** on the terms and conditions as set forth below:

1. **Date of Commencement:** 07th December '21
2. **Training Period:** Six months from the date of commencement. The same period can be extended or reduced based on your training performance.
3. **Scope of Work:** The scope of your work/duties/expected skill sets/expected performance etc. have been discussed with and explained to you during your interviews and discussions.
4. **Place of Work:** Your current place of work will be Ahmedabad.
5. **Salary:** Your gross annual remuneration will be decided after completion of your training based on your training performance. The CTC break up will generally be as per Company policy and applicable tax provisions from time to time.

6. Notice of Termination:

i. During the Training period, the employment may be terminated any time by giving 15 days' notice in writing.

ii. As per company policy & your requirement, you will be given training during the tenure of your employment. Thus as mutually agreed you will be required to serve the company for a minimum of 2 years (24 Months) from the date of joining. For this reason, you will have to submit your original document for the security purpose. In case you disassociate your employment with the company before the completion of commitment period as above for any reason whatsoever even in training period, you will not be entitled to get back your documents.

iii. "If, however, it is any time found that any representation made by you to the Company prior to this Offer being made to you - including but not limited to any verbal representation, any information contained in your Curriculum Vitae, any supporting document or any other factual matter concerning you - was not entirely correct or truthful; then your employment shall be liable for summary dismissal without any notice, payment in lieu of notice or any compensation. Further, in such a case, the Company shall have the right to seek such other remedies as may be available to it in law including the right to damages, prosecution etc".

A-512 Siddhi Vinayak Tower, Nr. Kataria Arcade, Makarba, Ahmedabad, Gujarat 380051

7. **General:**

   i. Please note that the contents of this intent letter and any subsequent Employment Letter/Agreement are confidential and shall not be discussed with any other person.

   ii. The Company may from time to time revise its HR policies and, subject to those being applied generally to all or a class of employees without discrimination, and being lawful, will apply to you ipso facto;

We welcome you within our fold and trust that your association with Zobi Web Solutions will be exciting and mutually rewarding.

This Offer is valid for 3 days. You are requested to return the duplicate copy of this letter, duly signed or via Email, by you in token of your acceptance of the above Offer.

IT Path Solutions

Ref: IPS-21-22-035

Date: 26th August 2021

Name: Ms. Nibedita Singh

Address: Ahmedabad, Gujarat

Trainee Offer Letter

As an organization's initiative we are pleased to inform you that you are selected as a Intern Technology Architect. You have to join during the November / December 2021. Kindly bring two passport size photographs, Address proof, PAN card and Photo ID on the date of joining.

You will be on training period for six months. After successfully completing training period and review thereof, you will be offered an employment.

Your increment cycle will be of one year and after your employment confirmation.

Kindly confirm your acceptance of this offer and your date of joining.

Wishing you a long lasting association with **IT Path Solutions**.

For IT Path Solutions,

Keyur Patel

Co-Founder

Initials_____

Regd. Office : 84, Nirmal, Nr. Bhaduatnagar, Maninagar, Ahmedabad - 380 008. Gujarat. INDIA
Development Center : 801-804, Binori B Square 1, Near Neptune House, Iscon-Ambli Road, Ahmedabad - 380058
info@itpathsolutions.com www.itpathsolutions.com +91 79 48988632

IT Path Solutions

I Acknowledge receipt and accept the Offer Letter in original.

I also acknowledge that upon acceptance of this offer if I violate any terms mentioned in offer letter then company can deposit security cheque and take further necessary action.

Place: Ahmedabad

Date: 26th Aug. 2021

Name: Nibedita Singh

Signature: Nibedita

A/C No. :- 39088648510

Cheque No :- 529277

SBI Bank

Initials_____

Regd. Office : 84, Nirmal, Nr. Bhaduatnagar, Maninagar, Ahmedabad - 380 008. Gujarat. INDIA
Development Center : 801-804, Binori B Square 1, Near Neptune House, Iscon-Ambli Road, Ahmedabad - 380058.
info@itpathsolutions.com www.itpathsolutions.com +91 79 48988632

305, Iskon Center, Shivranjani Cross Road, Satellite, Ahmedabad - 380015.
Gujarat, India. Phone : +91-79-40062525, Mo. : 9099916499
Email : support@elsner.in Website : www.elsner.in

ELSNER™ Technologies Pvt. Ltd.
Transforming vision to value

An ISO 9001 : 2008 Certified Company

OFFER LETTER

Date: 31-05-2022

To,

Nidhi Shah
2,Vrundavan Park, near Nashikvala Hall,Odd Bazar, Umreth- 388220

Dear Nidhi,

This is in reference to your application and the subsequent interviews you have had with us. We are pleased to make you an offer for the position of **Jr. Shopify Developer**. You will be functionally reporting to **Ajay Sikarwar - TL** at **Elsner Technologies**, **Ahmedabad** Office.

You will be on probation for a period of **3 months** from the date of joining (Your probable date of Joining as communicated by you will be **1st June 2022** and this can be extended for a further period at the Company's discretion depending on your performance till the time an intimation regarding your confirmation is provided from company's end by email. Due to poor performance or on the grounds of code of conduct, if needed, then the organization can terminate the employee's services with 7 days' notice. If an employee wants to resign during probation then he/she will have to give 1 month notice period.

Your initial compensation package includes **INR (30000) for an annual salary of 1 year** ***INR (360000) CTC.*** You are required to join us latest by **1st June 2022 beyond** which this offer stands cancelled unless either party communicates the said delay beforehand.

We look forward to your arrival as an employee of our organization and are confident that you will play a key role in our company's growth and expansion. Your detailed appointment letter will be issued to you at the time of your joining. If this employment offer is acceptable to you, please sign a copy of this letter and return it to us by **31-05-2022** In case you are unable to send the copy instantly, you can send the scanned soft copy of the details given below along with your mail stating your acceptance of the offer.

305, Iskon Center, Shivranjani Cross Road, Satellite, Ahmedabad - 380015.
Gujarat, India. Phone : +91-79-40062525, Mo. : 9099916499
Email : support@elsner.in Website : www.elsner.in

ELSNER™ Technologies Pvt. Ltd.
Transforming vision to value

An ISO 9001 : 2008 Certified Company

The hard copy needs to be sent at least within a week's time from when the offer letter is mailed to you or received by you.

***For,* ELSNER Technologies Pvt. Ltd.**

ELSNER TECHNOLOGIES PVT. LTD. AHMEDABAD

Authorized Signatory,
Joshi Ayusha
Human Resources

I, Nidhi Shah have read the above terms and conditions in the right frame of mind and accepted the above mentioned.

Date of Joining : 01/06/2022

Name : Nidhi Shah

Signature : _____

Date of Signing : 01/06/2022

305, Iskon Center, Shivranjani Cross Road, Satellite, Ahmedabad - 380015.
Gujarat, India. Phone : +91-79-40062525, Mo. : 9099916499
Email : support@elsner.in Website : www.elsner.in

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OFFER LETTER

Date: 31-05-2022

To,

Nidhi Shah
2,Vrundavan Park, near Nashikvala Hall,Odd Bazar, Umreth- 388220

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We look forward to your arrival as an employee of our organization and are confident that you will play a key role in our company's growth and expansion. Your detailed appointment letter will be issued to you at the time of your joining. If this employment offer is acceptable to you, please sign a copy of this letter and return it to us by **31-05-2022** In case you are unable to send the copy instantly, you can send the scanned soft copy of the details given below along with your mail stating your acceptance of the offer.

305, Iskon Center, Shivranjani Cross Road, Satellite, Ahmedabad - 380015.
Gujarat, India. Phone : +91-79-40062525, Mo. : 9099916499
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The hard copy needs to be sent at least within a week's time from when the offer letter is mailed to you or received by you.

***For,* ELSNER Technologies Pvt. Ltd.**

ELSNER TECHNOLOGIES PVT. LTD. AHMEDABAD

Authorized Signatory,
Joshi Ayusha
Human Resources

I, Nidhi Shah have read the above terms and conditions in the right frame of mind and accepted the above mentioned.

Date of Joining : 01/06/2022

Name : Nidhi Shah

Signature : _____

Date of Signing : 01/06/2022

K&M TechnoGuide Infosoft Pvt. Ltd.

touch the sky with us..

Software Development, WEB Designing & Development, Digital Marketing & SEO, Industrial Training & work Shops, Foreign Language Training (French, German, Spanish, IELTS)

Ref. Intern/2021-2020/DDIT 20MAPTG030

Date: 3rd December, 2021

To,
Head,
Department of MCA Dharmsinh Desai University
Nadiad -387001

SUB: Project Work

Respected Sir/Mam,

We are pleased to accord our approval for providing industrial training to **ARPIT ASHIRWADBHAI NINAMA** as suggested, in our organization for the period from 05th December ,2021 to 09th April ,2022.

Details and scope of his project will be provided to him on his first day of training at the company. Upon successful completion of the training, he will be issued a certificate. he will be required to submit a copy of the detailed project report before completion of the training.

Yours faithfully,

K&M Technoguide Infosoft Pvt. Ltd. Anand

Maulik Shah
(Technical Director)

310 (Top Floor) ,"Triveni" Arcade, A. V. Road , Anand - 388001 +91-96625 33897, +91-99746 36331
Info@technoguideinfo.com www.technoguideinfo.com, www.technolanglab.com

Date: 16th May, 2022

To,
Ms. Nishi Shah
Vrundavan Park society,2 Near Nashikvala Hall, Umreth: 388220

Contact No.: +91 9924074727 (M)
Email ID: nishijshah195@gmail.com

Subject: Appointment Letter

Dear Nishi,

We are pleased to appoint you as **"Jr. Software Developer"** with **Inventyv Software Services Pvt. Ltd**.

Your date of joining is **16th May, 2022.**

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

Salary

Your salary (CTC) will be **₹ 35,000/-** per month (Please refer the annexure given underneath).
Your compensation has to be kept strictly confidential.

Duties and Responsibilities

The company expects from you a high standard of initiative, efficiency and commitment. You shall have to perform the duties as per the instructions and directions given to you by your superiors.

While in employment with the company, you will devote your time in full capacity to the company and shall not work with any other company on part time or full-time basis.

Discipline and Integrity

You will have to maintain a high standard of discipline and integrity in all your dealings

Work Shift and Duty Time

You are hired for **Day Shift.**
Your standard office timings would be **10:00 AM** to **7:00 PM (IST)** including one-hour break.

Probation and Confirmation:

Probation period will be for three months starting from the date of joining. However, this period can be cut short or extended based on your performance and at the discretion of the management.

Leaves

During probation period, you can avail one paid leave per month from the company. Confirmed employees are eligible for two paid leaves per month as per our leave policy. Other leave entitlements are as per the Leave Policy of the Company.

Separation from the company

In case you wish to leave the company, you must serve three months' non-negotiable notice period. If you leave the company without serving notice period, you cannot claim any financial dues as well as experience and relieving documents.

In the event when the company decides to terminate the services of an employee, the company may pay notice salary to the employee based on his/her status with the company.

Employment Service Agreement

Employees are required to sign an Employment Service Agreement as a condition of employment and business requirement.

Performance Appraisal

Your performance will be reviewed at regular intervals. The annual increment/raise in the salary will be based on your performance. Annual increment is not a right of an employee.

Confidentiality

Any document/source code/binaries/diagrams given to the employee as an intellectual property of Inventyv should not be taken outside company premises.

The employee is not allowed to carry a pen drive or any other storage media into the office premises and shall not copy the data and/or information from the company unless authorized in writing by competent authority.

Code of Conduct:

You shall at all times conduct yourself soberly and moderately while on work premises. One must show proper respect to all the members of the company and promote good reputation thereof.

You shall be accountable for all property, books, papers, tools, instruments, equipment, laptops, lock and key or any other property of the company which may be in your possession by virtue of this offer or in the course of carrying out your duties in the company.

Please note that failure or deviation from the code of conduct, will be subject to corrective action, disciplinary action by the company up to and including termination of employment.

Please accept this appointment letter on the above
send the duly signed duplicate copy of this letter.

Wishing you all the best for a bright career at Inventyv Software Services Pvt. Ltd.

Thanking you,

For Inventyv Software Services Pvt. Ltd.

Monika Bhagat
Head – HR

This is a system generated copy. It does not require any signature and stamp on it.

Accepted By: Ms. Nishi Shah

Signature
Nishi

Annexure

Salary Structure

Employee Name: Nishi Shah
Employee Code: IN136

Particulars	Amount in Rs.
CTC offered	35000
Basic Salary + Dearness Allowance	19533
House Rent Allowance	9767
Children Education Allowance	200
Telephone and Internet Allowance	1200
Leave Travel Allowance	1500
Newspaper/Journal Allowance/Books	1000
Car Maintenance Allowance	1800
Night Shift Allowance	0
Other Allowance	0
Total Gross Salary	35,000
Employer PF Contribution	0
ESIC Employer @ 3.25	0
CTC	35,000
Deduction	
PF Contribution Employer	0
PF Contribution Employee	0
ESIC Contribution Employer @ 3.25	0
ESIC Contribution Employee @ 0.75	0
Professional Tax	200
TDS	0
Security Deposit	0

Groups

Conversations

Search conversations withi...

New conversation

My groups
Recent groups
All groups
Favorite groups

Starred conversations

MCA2022

Conversations 99+
Members
About
My membership settings

Updates from SCIKEY

0 views

Prof. U. P. Patel <uppatel.mca@ddu.ac.in>
to ddumca2022@googlegroups.com, MCA2022

Dear students,
This is to inform you that SCIKEY is also offering job based on performance and they are providing package from 2
Once again congratulations to all selected students!!!!!!!!!

Further to the previous mail, kindly note, the shortlisted Students would join our Industrial Internship Program after
during their intership tenure, they may be hired as full time employee on the basis of their performance and technic
annum to 3.00 Lakh per annum. Also, there will be a service commitment of 1 year.

Reply all | Reply to author | Forward

SCIKEY
Creating work and business opportunities for billion

www.scikey.ai
getintouch@scikey.ai
hroperations@scikey.ai
(0261) - 4040594
SRKay Consulting Group LLP
W-04A, Gem and Jewellery Park,
GHB, Ichhapore – Hazira, Surat - 394510

Date – 4th October 2021

Ms. Palak Modi
Surat, Gujarat

Dear **Palak Modi**

Welcome to SCIKEY, A brand of SRKay Consulting Group!

SCIKEY is a Digital platform for Jobs, Work & Talent Solutions. Our vision is to create jobs & work opportunities for billion minds. Our mission is to help employers worldwide get access to quality talent and talent solutions in a click.

SCIKEY is a portfolio brand of SRKay Consulting Group, backed by the family office of billion-dollar SRK Exports. The company has its presence across India, USA, UK, Malaysia & Singapore.

Appointment

We have enjoyed speaking with you and getting to know you over the course of the last few weeks. The team has been impressed with your background and would love to formally designate you a position as Apprentice Trainee at SCIKEY (henceforth referred to as the "**Company**").

Your appointment is subject to successfully completion of current degree, awarded in the current academic year without any standing backlogs, accuracy of your testimonials and information provided by you.

Please let us know if you have any questions or would like to discuss the offer in more detail. We look forward to working with you and wish you success in your career with us.

Warm Regards,
For & on behalf of SCIKEY
Warm Regards,

Prosenjit Mukherjee

Prosenjit Mukherjee
Head - Human Resources

SCIKEY
Creating work and business opportunities for billion

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getintouch@scikey.ai
hroperations@scikey.ai
(0261) - 4040594
SRKay Consulting Group LLP
W-04A, Gem and Jewellery Park,
GHB, Ichhapore – Hazira, Surat - 394510

Following are the terms of the offer:

This appointment letter is valid upon joining the Company on or before **6th December 2021**, after which it shall stand revoked. Following are the details of your employment.

- **Designation:** Apprentice Trainee
- **Stipend:** Your total monthly payable amount would be INR 8000/- (includes Workmen Compensation Allowance) as per Apprentice terms and conditions of the location.

a) The stipend payable is taxable as per Indian Income Tax Act.
b) Under the apprentice program, you will not be covered under The Apprentice trainees' Provident Fund Scheme and The Apprentice trainees' State Insurance Scheme.

1. Apprentice Training Duration

- You would be on training period of twelve (12) months from the date of joining. On satisfactory completion of twelve months', trainee will be confirmed in the company unless informed otherwise.
- You shall render all cooperation to register your apprenticeship agreement on apprentice portal.

Location

Your location for apprenticeship would currently be **Surat** ("work location"). During the course of your assignment with the Company, you may be appointed, transferred, deputed or deployed to any other offices, projects, divisions, departments or units of the Company or its affiliates or subsidiaries or group companies existing or to be set up at any other location or any other unaffiliated company as may be required to render services to any customer / client of the company in India or abroad ("External Location").

You may be required to travel to any of the other offices of the Company or its customer locations for business reasons, should the need arise.

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1. Leave Policy

As per apprentice act 1961, you would be eligible for 12 casual leaves and 15 sick leaves (Medical Certificate mandatory in case of sick leaves). However, one can apply maximum of 1 leave per month during the apprentice period.

2. Workmen Compensation

You would be governed by Workmen compensation policy. Further details will be provided to you at the time of joining.

3. Abandonment of employment

If you are absent from work for eight consecutive days without the consent of, or notification to the Company, or without just cause, you shall be deemed to have terminated your employment.

4. Performance Review and Progression

Your promotion, increment shall depend upon your satisfactory performance in the periodical performance appraisal conducted by the management from time to time. If your performance is found unsatisfactory, then you will be put under PIP (Performance Improvement Plan) of the duration as may be decided by the management. If your performance is found unsatisfactory even after PIP, it may result in termination. A performance review will not necessarily result into remuneration increase. Your remuneration will be subject to review by the company at such times as may be considered appropriate. Review dates would be as set by the company. The company operates on pay for performance policy and result of any remuneration review will take your performance into account.

5. Medical Fitness and Verification of Particulars

Your appointment is subject to you being declared and remaining medically fit by a medical officer or by a Doctor. The management has the right to get you medically examined by a certified medical practitioner during the period of your service with the Company. In case you are found medically unfit to perform your duties under your assignment, the Company has the right to terminate your assignment, but not before giving you sufficient notice with discussion and extending all medical support as possible during the period you are found to be unfit. The Company will take a supportive, compassionate and lenient view in genuine cases of medical issues. Further you acknowledge and accept that the Company has appointed you on the basis of bonafide statements, information and facts provided by you and other documents submitted by you. During the course of your employment if it is found that any information provided by you is false, incorrect or misleading, without

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prejudice to all its rights and remedies, the Company shall have a right to take appropriate disciplinary action against you.

6. Duties and Responsibilities

i. The Company will expect you to work with a high standard of initiative, efficiency and economy. You will perform, observe, and confirm to such duties, directions and instructions assigned or communicated to you by the Company and those in authority over you

ii. Please note that the nature of apprenticeship is such that you may be required to travel abroad. While the Company will endeavor to accommodate your reasonable requests, you recognize that customer / client deliverables are critical for the business. Refusal to travel pursuant to two requests by the Company will be adequate grounds for your services to be terminated

iii. You shall not seek membership of any local or public bodies without written permission of the management

iv. You shall neither divulge nor give out any information including particular or details of the Company's process, technical know-how, security arrangement, administrative and / or organizational matters or any information of confidential or secret nature (the "**Confidential Information**") which may be in your possession by virtue of your assignment with the Company to any unauthorized person during the period of your assignment or even afterwards by way of written or oral communication.

v. You shall keep confidential all the information and material provided to you by the Company or by its customer / clients concerning their affairs, in order to enable the Company to perform the services of the Company. This also includes such information as is already known to the recipient or is in public knowledge without you breaching your confidentiality obligation which you shall not release, use or disclose, except with the prior written permission of the Company.

vi. You will, as and when required by the Company, execute a separate non-disclosure agreement in a format approved by the Company.

vii. You will neither enter into any commitment or dealing on behalf of the Company for which you have no express authority nor alter or be party to any alteration of any principle or policy of the Company or exceed any authority or discretion vested with you without the appropriate sanction of the Company

viii. You will be responsible for safekeeping and return in good condition and order the properties of the Company, which may be in your use, custody, possession, care or charge. For the purpose of any loss of any property of the Company in your possession, the Company will have a right to assess on its own and recover the damages of all such materials by way of monetary remuneration or otherwise from you as may be deemed fit by the Company. The Company reserves the right to take any such action as it may deem necessary in the event of your failure to account for such material or property

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ix. You shall not directly or indirectly solicit or cause to be solicited any customer / customer / client of the Company during the term of your assignment and 1 (one) year after your resignation / the termination of your assignment with the Company, unless there is a written approval for the same.

x. Both during your assignment and for 1 (one) year after your assignment with the Company ceases, you will not directly or indirectly solicit any of the Company's apprentice trainees or key apprentice trainees of any of the Company's customer / clients for assignment with a person or entity involved in business similar to or in competition with the business of the Company. Key apprentice trainees include without limitation supervisory personnel, executives, personnel in charge of any department, section or subdivision and project managers, directors and senior personnel on any individual project or projects

xi. You will not during your non-working hours, directly or indirectly carry out or cause to be carried out any work similar to that which the Company undertakes during the term of your assignment

xii. You may during the course of your assignment be given assignments based on the Company's reasonable business needs which the company considers are suited to your background, qualifications and / or experience. You shall not refuse to carry out any assignment solely on the ground that it has not been or does not form part of your usual duties

xiii. The nature of your services and responsibilities in the Company may be varied from time to time depending upon the requirements of the Company and you shall have no objection to such variation

xiv. You shall undertake appropriate behavior while traveling on behalf of the Company for the purpose of sales, external functions, conference, events or otherwise in accordance with the Company policy

xv. You shall abide by the Company policies and any amendments thereto as and when notified to you by the Company

7. Intellectual Property

i. All intellectual property such as trademarks, copyrights, designs, technical know-how etc., developed by you during your work hours with the Company either individually or collectively with other apprentice trainees of the Company shall be the property of the Company and you shall not have any right or make any claim in respect thereof. You will disclose to the Company any discovery, invention, process or improvement made or discovered during your assignment with the Company (the "**Intellectual Property**") and the Intellectual Property shall automatically stand transferred to the Company and shall remain an absolute property of the Company at all times. If and when required to do so by the Company, you shall, at the Company's expense, take out or apply for patent license or other rights, privileges or production as may be directed by us in respect of the Intellectual Property so that the benefit thereof shall accrue to the Company at all times and you shall execute such deeds, documents, agreements as may be required or directed by the Company for transfer, assignment or other to vest the rights in the Intellectual Property in favor of a third person, company, firm or a proprietary as its sole beneficiary

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ii. In addition, you hereby appoint the Company as your duly constituted attorney for the purpose of executing in your name and on your behalf all such deeds and documents as may be required for the purpose of giving effect to the rights of the Company under this Clause

iii. You hereby irrevocably and unconditionally waive any and all moral rights or any rights of a similar nature under any law in any jurisdiction in and to any and all material written, created or devised by you, whether solely or jointly, resulting from or suggested by anything which you shall do pursuant to your assignment with the Company

iv. You acknowledge that your remuneration and all consideration paid to you by the Company under this Agreement includes stipend for the assignment (if any) to the Company of the Intellectual Property and that the rights and obligations under this Clause shall continue in force after the termination of this Agreement in respect of any Intellectual Property created during your assignment under this Agreement and shall be binding upon your legal representatives.

8. Dress Code

The company has adopted business casual wear for apprentice trainees. In order to create and maintain a professional image, apprentice trainees are expected to wear clothing that is not offensive or distracting to customer / clients and colleagues. You are required to follow the dress code policy of the Company and shall maintain standard level of hygiene. In case you are transferred, deputed or appointed at the External Location or at the customer / client's office, you are required to follow the dress code policies in place at the External Location or at the customer / client's office (as the case may be).
The general principle for adopting business casual dress is related to creating a positive image of the Company for our customers and colleagues.

i. Remember that at all times in the workplace apprentice trainees are ambassadors of the Company
ii. Clothes should not cause embarrassment or have a negative impact upon the image of the Company
iii. Apprentice trainees representing the Company off-site with third party companies should wear business formals

9. General

i. At all times your conduct will be in compliance with the Company policies.
ii. The current working hours are from **09:00 am** to **06:00 pm**. with staggered weekly offs. Work timings may change based on the project you will be allocated to. In such case your project timings become your work timing. The company reserves the right to alter modify its hours, weekly off days & or holiday temporarily or permanently.

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iii. You are required to work maximum of 6 (six) days in a week. You are expected to complete upto 48 (forty-eight) hours of work every week. If your timesheet determines the revenue of the company, failure to record your hours of work contribution in the time sheets on regular basis as determined by the management of the Company would result into loss of stipend for the unrecorded period.

iv. The Company will cover you under Workman compensation policy.

v. You may be selected or sponsored by the Company for familiarization or training assignment with the technical collaborator of the Company or with any other institution or organization in India or abroad. If selected, you are required to take part in such training or assignment diligently and beneficially. The cost of such training, including travel fare and related expenses will be borne by the Company, which the discretion of the management may be, subject to any contract or arrangement under which you shall agree to serve the Company for specified number of years after completion of the training and agree to pay liquidated damages in case of earlier resignation or termination of service in proportion to number of years of service remaining to be served.

vi. In case you are shifted from your place of assignment to another location where the Company has its operations during your assignment with the Company, you are eligible to claim reimbursement for expenses incurred on packing, unpacking, loading, unloading, transportation as per the existing policy of the Company. However, in case of Resignation or your services are terminated in any manner within 1 (one) year of such shifting, the amount so paid shall be recoverable from you by the Company

vii. In case of any inquiry initiated by the Company or your employer at the External Location against you or any other apprentice trainee as per the policy in place, you undertake to provide full co-operation in respect of such inquiry as may be required

viii. You will be governed by service rules and regulations including 'Code of Conduct', discipline and administrative order or any such other rule or order of the Company which may be in force from time to time

ix. The date of birth mentioned in the matriculation / higher secondary certificate shall be the conclusive proof of your age

x. You will notify the Human Resource Team of the Company about any change of address within a week of such change, failing which any communication served on your last notified address shall be deemed to be validly served on you

xi. Upon resignation or termination of your assignment with the Company in any manner, you shall immediately return to the Company any and all books, documents, correspondence, records including any compact disks or electronic storage device relating to the business and affairs of the Company

xii. Any time upon request of the Company and in any event on resignation or termination of your assignment with the Company in any manner, you shall immediately hand over all the authorization letter or power of attorney issued in your favor by the Company or any other property of the Company in your possession in the same form as given to you by the Company (subject to ordinary wear and tear)

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xiii. In case of resignation or termination of your assignment with the Company in any manner, you shall extend requisite co-operation to the Company to ensure smooth transition of your duties and responsibilities to such person as may be appointed or nominated by the Company

xiv. Your designation and stipend are subject to change depending upon the work assignment undertaken by you from time to time and the stipend structure of the Company is subject to revision in order to protect the cost to the Company

xv. You will indemnify and keep us indemnified and hold harmless against any loss or damage caused to the Company or any claim raised by a third party against the Company due to any unauthorized act undertaken by you

xvi. You hereby represent to the Company that you are under no obligation or agreement or legal impediment that would prevent you from becoming an apprentice trainee of the Company, or adversely impact your ability to perform the expected responsibilities.

xvii. Any notice or correspondence to be given by you to the Company or by the Company to you shall be given as under:

a. If to Company: E-mail: contact@srkay.com
b. If to the apprentice trainee: The personal Email ID registered by the apprentice trainee in their resume submitted to the company at the time of assignment

xviii. In an event of a drop-in performance, you will be put in Performance Improvement Plan as per the Company policy

10. Health and Safety

You shall take all reasonable precautions for your health and safety, and the health and safety of other team members. In particular, you shall comply with all rules and policies concerning health and safety which may apply from time to time. If you become aware of any danger or hazard that may affect your health and safety or the health and safety of other team members, you must immediately report the matter to the Company.

11. Final Settlement

On resignation or termination of your assignment with the Company any amount owed by you to the Company including any amounts due on account of reimbursement of expenses incurred by the Company due to any loss or damage caused by you to the property of the Company shall,
be deducted as per apprentice act.

12. Sharing of Personal information

Human resource information systems are consolidated and managed centrally. As a result, personal information is shared around the Company's locations worldwide, to selected organizations which provide services to the

Company. To assure that personal data privacy is adequately safeguarded, the Company operates internal procedures to protect the confidentiality and security of individual personal information. The Company also requires the external organization it works with to provide adequate levels of protection. By accepting this offer you are agreeing to such data storage and sharing.

13. Jurisdiction

In case of any dispute between the Company and you in relation to your assignment, the competent courts and tribunals at Surat shall have exclusive jurisdiction.

14. Background Checks

The Company may, at its discretion conduct background checks prior to or after your expected joining date to validate your identity, the address provided by you, your education details and details of your prior work experience. if any, and to conduct any criminal checks. You expressly consent to the company conducting such background checks. In this connection, you are required to furnish the documents listed in Annexure III. If the Company is not satisfied, in its sole discretion, with the outcome of the background checks, the Company reserves the right to withdraw this offer without notice and compensation or to take any appropriate action against you, including, but not limited to termination of your employment. When a background check raises any concerns regarding any of the details furnished by you and the Company feels the need to further validate such facts, the company may at its sole discretion, ask you for further information, to substantiate the details that you have earlier provided to the Company, before initiating appropriate action.
Please note that SRKay Consulting Group requires you to furnish a copy of your passport at the time of joining. If you are unable to do so, the Company will initiate a criminal background check, the cost of which will need to be borne by you.

15. Other Terms & Conditions

You agree not to undertake employment, whether full-time or part-time, as the Director / Partner / Member / Apprentice trainee of any other organization / entity engaged in any form of business activity without the consent of SRKay Consulting Group. The consent may be given subject to any terms and conditions that the Company may think fit and may be withdrawn at any time at the discretion of the Company.
You hereby acknowledge and agree to abide by all internal Policies of the Company, which you will be able to access, upon joining, on the HRMS. These Policies cover various human resources and administrative topics and procedures. The Company reserves the right to change these Policies at any time in its absolute discretion. You shall be required to sign certain mandatory agreements, including but not limited to the Confidentiality, Intellectual Property Rights, the Code of Business Conduct and Ethics and your employment shall be governed by all the rules and regulations, as amended from time to time, of the Company as applicable to your

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employment with us. This offer is also conditional upon your acceptance and execution of the Non-Compete Agreement (Annexure II).

This offer of employment constitutes the entire agreement between you and the Company regarding the terms of your employment and it is the complete, final, and exclusive embodiment of your agreement with regard to this subject matter and supersedes any other promises, warranties, representations or agreements, whether written or oral. It is entered into without reliance on any promise or representation other than those expressly contained herein, and it cannot be modified or amended except in writing signed by an authorized officer of the Company.
If any of the terms or conditions of this offer are found to be illegal or unenforceable, such terms shall be treated as severable from the rest of the terms and conditions of this offer and the remaining terms and conditions shall continue.

The Company may change policies at any time at its discretion without requiring a variation to this agreement.
We look forward to your long and successful association with the Company.

Yours Sincerely,
For and on behalf of SRKAY Consulting Group

Prosenjit Mukherjee
Head – Human Resources

Enclosures:
Annexure I – Acknowledgement and Acceptance
Annexure II – Non-Compete
Annexure III – Contact Details of the Company and Joining Documents
Appendix-I – Stipend break up

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Acknowledgement and Acceptance

I have read and understood the terms and conditions of this offer letter and hereby notify my acceptance by signing at the space provided below.

Signature **Date**

_____ _____

This agreement shall be governed by the laws of India and you hereby agree to the exclusive jurisdiction of the courts in Surat, India.

As a token of your acceptance of this offer, please bring a duly signed, duplicate copies of the letter and all the accompanying annexures, on the date of joining.

We welcome you to SRKay Consulting Group India family and wish you a rewarding career over the years to come.

Yours sincerely,
For & On Behalf of **SRKay Consulting Group**

Prosenjit Mukherjee

Prosenjit Mukherjee
Head – Human Resources

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ANNEXURE II – NON-COMPETE AGREEMENT

I, _____, do hereby acknowledge and confirm the following: -

i. I am accepting employment with SRKay Consulting Group, as per the presents in this document, I agree to the following terms herein, and acknowledge that this is a material condition of my employment with SRKay Consulting Group

ii. I am required, on behalf of SRKay Consulting Group, to provide services to, or solicit business from, various customer / clients of SRKay Consulting Group for whom I performed services as a Company apprentice trainee (each such customer / client hereinafter referred to as a "Customer").

iii. In consideration of the above, I agree that for a period of six (6) months following the termination of my employment with SRKay Consulting Group for any reason, I will not:

   a. accept any offer of employment from any Customer, where I had worked in a professional capacity with that Customer in the twelve (12) months immediately preceding the termination of my employment with SRKay Consulting Group

   b. accept any offer of employment from a Named Competitor of SRKay Consulting Group, if my employment with such Named Competitor would involve me having to work with a customer with whom I had worked in the twelve (12) months immediately preceding the termination of my employment with SRKay Consulting Group. For the purposes of this Non-Compete Agreement, "Named Competitor" shall mean the following entities and their wholly owned subsidiaries: -

1.
2.
3.

Place: Apprentice trainee Signature:

Date: Full Name: _____

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ANNEXURE III – DOCUMENTS CHECKLIST

On your date of joining, you are required to report at the following address:
Office Address: SRKAY Consulting Group,
W04A, Gem & Jewellery Park,
Ichhapore – Hazira,
Surat – 394510.
Contact Person: Ms. Krupali Patel
Contact Number: +91 9016157252
Contact Email ID: hroperations@scikey.ai
Reporting Time: 09:00 am

We request you to kindly carry the Original of the following documents for verification purpose and photocopies of only those which you are yet to share. The same is mandatory and is required as part of the joining process.

DOCUMENT CHECKLIST

Sr. No	Documents
1	Aadhar card & PAN Card
2	Passport size photos – 2 copies
3	Self-Signature (soft copy)
4	Mobile Number
5	Category (OBC/SC/ST/GENERAL)
6	Higher Qualification Documents – 12th, Graduation etc.
7	Fitness/Medical Certificate from a bonafide M.B.B.S
8	School Leaving Certificate
9	Last Semester Pass Certificate
10	Bank Detail (savings A/C)

Note: All documents need to be duly signed on each page and arranged in the order specified above

www.matlabinfotech.com
Email ID: support@matlabinfotech.com
+91 9727572204

Offer Letter

Dated: 26/08/2021

Name: **Pankaj Ramsheshan Singh**

78, Priyanka Green City, Kadodara

Vareli, Surat, Kadodara, Gujarat.

Dear **Pankaj Singh**

This is with reference to your interview with us on dated **20/8/2021**

It is our pleasure to inform you that upon assessment we have found your skills and competencies matching our requirements.

Therefore, we are offering you an opportunity to work with our company for 18 months. You will be designated as "**Trainee Developer**" for six-month period. After confirmation you will be posted as **Jr. React/Node Developer**.

You will be paid **Rs. 9000/-** (Rupees Eight thousand only) for 6 Month as stipend during this Training& Internship period. After that your salary would be of **Rs.2.80L**/- CTC P.A, You would be reimbursed for the expenses incurred by you on travel & boarding whenever the project work assigned to you. As you need to Sign the Agreement of 18 Month, as security deposit you have to submit of Rs. 50,000 Cheque in Favor of MatlabInfotech. After finish your Agreement, very next day your cheque will give it to you.

Details and scope of your project will be provided to you on your first day of training at the company. After completion of your training, MatlabInfotech will issue you a certificate.

You will be required to submit a copy of the detailed project report before completion of your training. **Your Joining will be 6th Dec.2021**

Your training period with our organization will deal with important and sensitive information, records and other matters of the company. You will, therefore, be required to sign a "**Code of Conduct and Secrecy Agreement**" of our company on the first day of training.

Kindly reply us back for this letter by accepting the terms and conditions mentioned above for the offer given to you.

Your Faithfully
For **MatlabInfotech**

Accepted & Agreed
Hardik Beladiya
(C.E.O)

417, Silver Stone Arcade, Ved Rd,
near Dmart, Singanpor, Surat,
Gujarat 395004
+91 9727572204

IT Path Solutions

Ref: IPS-21-22-034

Date: 26th August 2021

Name: Mr. Parth Sheth

Address: Ahmedabad, Gujarat

Trainee Offer Letter

As an organization's initiative we are pleased to inform you that you are selected as a **Intern Technology Architect.** You have to join during the November / December 2021. Kindly bring two passport size photographs, Address proof, PAN card and Photo ID on the date of joining.

You will be on training period for six months. After successfully completing training period and review thereof, you will be offered an employment.

Your increment cycle will be of one year and after your employment confirmation.

Kindly confirm your acceptance of this offer and your date of joining.

Wishing you a long lasting association with **IT Path Solutions**.

For IT Path Solutions,

Keyur Patel

Co-Founder

IT PATH SOLUTIONS AHMEDAB

Initials_____

Regd. Office : 84, Nirmal, Nr. Bhaduatnagar, Maninagar, Ahmedabad - 380 008. Gujarat. INDIA
Development Center : 801-804, Binori B Square 1, Near Neptune House, Iscon-Ambli Road, Ahmedabad - 380058.
info@itpathsolutions.com www.itpathsolutions.com +91 79 48988632

IT Path Solutions

I Acknowledge receipt and accept the Offer Letter in original.

I also acknowledge that upon acceptance of this offer if I violate any terms mentioned in offer letter then company can deposit security cheque and take further necessary action.

Place: VADODARA

Date: 26/08/2021

Name: PARTH HARDIK SHETH

Signature: Parth

BANK NAME :- HDFC BANK

CHEQUE NUMBER :- 000017

ACCOUNT NUMBER :- 50100073950705

Initials_____

Regd. Office : 84, Nirmal, Nr. Bhaduatnagar, Maninagar, Ahmedabad - 380 008. Gujarat. INDIA
Development Center : 801-804, Binori B Square 1, Near Neptune House, Iscon-Ambli Road, Ahmedabad - 380058
info@itpathsolutions.com www.itpathsolutions.com +91 79 48988632

Infopercept

26th August 2021

Infopercept Consulting Pvt. Ltd.
H-1209, Titanium City Center.
Anandnagar Road, Satellite,
Ahmedabad-380015,
Gujarat, India

(M) +91 9898857117
www.Infopercept.com

Internship Offer Letter

Dear Parth,

Greetings for the day!

Further to our interaction with you, we would like to confirm your Internship at Infopercept Consulting Pvt. Ltd.

Your designation will be – **Cyber Security Trainee** in our team.

The date of commencement of Internship will be **6th December, 2021**.

Your monthly stipend will be: **INR 8000/-.**

Your internship period will be of 4 months; on successful completion of the internship and assessment of your work thereafter you will be taken on our payroll.

We would like to Congratulate you and welcome you to the team!

Sincerely,

Jaydeep Rupareliya



Gmail **Mansi Patel <mansikp.xiii@gmail.com>**

Fresher Training Offer mail

Aditi Banerji <aditi@aceinfoway.com> Fri, Jun 24, 2022 at 8:25 PM
To: mansikp.xiii@gmail.com

Dear Mansi,

Ace Infoway pvt. Ltd. is pleased to offer you an opportunity as **"Trainee-PHP"** for a period of 3 months starting from 27th June 2022.

This position is for our Nadiad branch.

You will receive Rs. 11000/- per month as stipend as a part of the program. Please bring your own laptop for the training period.

After completion of training internship- we may offer you a full time job based on your performance, which would be evaluated in these 3 months.

Please send your confirmation via email to confirm acceptance, no later than close of business on 25/06/22.

Below are the documents that you need to bring for documentation and also send copies of :

Sr. No.	Document	No. of copies
1	ID Proof Xerox	3
2	Address Proof Xerox	3
3	Photographs	4
4	Mark sheets(10 + 12 +Graduation+PG) Xerox	1
5	Pan Card Xerox	3
6	Chequebook/Passbook Copy	1

In the meantime, please don't hesitate to reach out to me, either through email or by calling me directly at 7567728996 if you should have any questions or concerns.

Congratulations and welcome to the team!

Regards,
Aditi Banerji
Assistant Manager-HR

Ace Infoway Private Limited
T: +91-79-40060912 | M: +91-7567728996
aditi@aceinfoway.com | www.aceinfoway.com
e n g a g e > e m p o w e r > e x c e l

Avidclan
technologies
1101, Shivalik Shilp, Iskcon Cross Roads, S.G. Highway, Ahmedabad, Gujarat 380015
Website: https://www.avidclan.com/
Email: info@avidclan.com

Date: 10th May, 2022

APPOINTMENT LETTER

Dear **Pooja Thakkar**,

We are delighted to appoint you for the position of Trainee Software Developer with our organization. You are going to become part of a fast-paced and dedicated team that works together to provide the clients with the highest possible level of service and advice.

The following points outline the terms and conditions we are proposing.

Title: Trainee Software Developer

Date of Joining: 2nd May, 2022

Training

There will be 3 to 6 months of initial training period from your date of joining during which you will be provided a stipend of 8000 INR per month. After the successful completion of training period, for the next 1 year, your salary will be between 25000 INR per month.

General Agreement Terms

1. There will be 6 months of initial probation period from your date of joining. During the probation period, if your performance is not satisfactory, the company has the option to terminate your service with one month notice pay. You will get individual

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medical insurance benefits after successful completion of your probation period.

2. You need to work a minimum of 8 hours per day and 40 hours per week. Hours needs to be tracked using time tracker tool provided by the company.

3. With effect from the date of your joining, there will be a 2-years service agreement excluding the notice period between you and the company during which you cannot resign/leave the company. The company acknowledges that you have submitted your **B.C.A. Semester-6** original academic marksheet during 2-years agreement period for security purpose. The marksheet will be returned to you after the completion of service agreement.

4. All Saturdays will be off, however, in case of some strict project timeline, the company may ask you to work on some specific Saturdays, if required. For every Saturday worked, one extra Paid Leave (PL) will be credited to your leave balance account.

5. There will be notice period of 2 months in case you decide to resign from the service after the completion of 2-years agreement. Notice period will not be a part of 2-years agreement.

6. You will be required to give an undertaking on confidentiality and non-competition as per the document given to you separately.

7. With effect from the next date of your training period end date, increment in salary will be provided on yearly basis on performance.

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Leave Policy

1. After the completion your training period, you will be provided a total of 18 leaves per year which includes 12 Paid Leaves (PL) and 6 Sick Leaves (SL).
2. If you need to apply for a single PL, you must inform at least 1-week prior to the leave date.
3. If you need to apply for two or more PLs, you need to inform at least two weeks prior to the first leave date.
4. Failing to inform before 1-week for single PL and 2-weeks for multiple PLs will result in leave deduction from SL balance.
5. Any unused PLs or SLs will be carry forwarded to the next calendar year. In case of resignation, on successful completion of notice period, any unused PLs and SLs will be encashed with the full and final settlement.

We look forward to the opportunity to work with you in an atmosphere that is successful and mutually challenging and rewarding.

Name: Pooja Thakkar

Sign: Thakkar.

Date: 10/05/2022.

AVIDCLAN TECHNOLOGIES

Rushil Bhuptani
(Authorized Signatory)

Avidclan technologies

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Groups

Conversations

Search conversations withi...

New conversation

My groups
Recent groups
All groups
Favorite groups

Starred conversations

MCA2022

Conversations 99+
Members
About
My membership settings

Selected students of Vrindi India Pvt. Ltd. 0 views

Prof. U. P. Patel <uppatel.mca@ddu.ac.in>
to ddumca2022@googlegroups.com, MCA2022

Dear Students,
Congratulations to **UKANI KARAN BHARATBHAI** and **THAKKAR POOJA SANJAYBHAI** from MCA Sem-3 for get
All the best to both of you.

--
Thanks & Regards,
UTSAV P PATEL
ASSISTANT PROFESSOR,
MCA DEPARTMENT,
D.D. UNIVERSITY,
NADIAD.

Reply all | Reply to author | Forward

Date:25-10-2021

Sub:- Offer letter

Dear Prashil Kumar,

With reference to the various meetings & discussions you had with us, we are pleased to make a provisional offer for your appointment as **" Trainee Engineer".**

Following are your training and employment details

- Training period: 6 months
- Stipend: Rs.5000 per month
- During training period there will be regular assessment and after training, in case performance is good then job offer with Rs.15000 per month (which won't be negotiable) with 2 years bond/agreement.
- In case performance is not good, there will be notice period of 15 Days

You are required to join the Company on or before the **06-12-2021**. In case you fail to join on the mentioned date, this offer letter stands cancelled

We welcome you to the Ecosmob team and look forward to a mutually rewarding relationship.

For **Ecosmob Technologies Pvt. Ltd.**



Phelomina Sequiera
Sr. HR Executive

29th September 2021
XIT/OL/21-22/173

Mr. Prathmesh Pawar
Dattkrupa Ardhanari, Post Ghodeshwar Mohol,
Dist. Solappur Maharashtra, 413253
E-mail: prathameshpawar06@gmail.com
Mobile: +918237259495

Offer Letter

Dear Prathmesh,

With reference to your selection on the basis of interview, we are pleased to offer you a role of 'Internee Asp. Net Developer' in our organization, on terms & conditions mentioned below:

Department	: Production
Designation	: Internee
Place of Posting	: Surat
Cost to Company	: Your fixed cost to company is Rs. 5000/- per month. You will be on training period for six months. Upon completion of six months training your Stipend will be proceed at once. Your salary will be evaluated when you join the production role that is in range of Rs. 15000/- to Rs. 20000/- per month.
Bond Period	: There will be Bond of Two years & Six months from the date of joining and will be followed by Company policy.
Probation Period	: You shall be on probation period of six months after you join the production role.
Notice Period	: A notice period of 45 days will be applied.
Reporting To	: Mr.Kalpesh Boghara

You will be governed by the service rules & regulation including conduct, discipline and appeal rules, administrative orders or any such other rules / orders of the firm that might be in force from time to time.

Please return the photocopy of the letter duly signed confirming your acceptance within 2 days of receiving this letter.

Your appointment is also subject to your furnishing the following documents:

I. Coloured passport size latest photograph - 4 for personnel records.
II. Photo copy of driving license/voter id card/any other ID proof for address & age verification.
III. Photo copies of academic qualification/certification examinations.

We look forward to your joining our team for long & successful association.

For Xcellence-IT

K.B. Bogha 29/9/'21

Kalpesh Boghara

XCELLENCE-IT SURAT

Offer Accepted_____ and will join by _____

LA NET TEAM
SOFTWARE SOLUTIONS
PRIVATE LIMITED
Passion for Innovation

Date: 24.08.2022

Mr. Joshi Prathmesh Ashutosh,

680, Gandhi Chock Nikora,
Bharuch, Gujarat - 392030

Appointment Letter

Dear **Mr. Joshi Prathmesh Ashutosh,**

We are pleased to offer you a position as **Software Developer trainee** from **06th December 2021** at **La Net Team Software Solutions Pvt Ltd, Surat.**

You will be offered full time employment, that of **Software Developer** with our organization located at Surat, Gujarat.

The company reserves the right to terminate your employment/training on grounds of misconduct or breach of terms and conditions of employment.

Congratulations and welcome to the team!

Damini Choat
(HR Executive)

LANET TEAM SOFTWARE SOLUTIONS PVT. LTD. ★ SURAT

STRICTLY CONFIDENTIAL

Date: 11th Nov, 2021

To,

Priya Rajendra Chavda

G-205, Rajmoti Complex

Chharwada Road, Nr. Hariya Hospital,

Vapi Pardi, Valsad, Gujarat – 396191.

Phone: (M) +91. 8153906804,(R) +91. 9913255193

PROJECT TRAINING & EMPLOYMENT AGREEMENT

Dear Mr./Ms. Priya,

We welcome you to the WeblineIndia Team!

With reference to your interview we are pleased to offer you project training and further employment based on our post-project training selection process.

PROJECT TRAINING DETAILS

Technology Selected **:** PHP
Project duration **:** 135working days (excluding any holidays for exams, sick leaves, etc.)
Training Starts from **:** On or after 01-Jan-2022 as per company decision. (Will be announced later)

POST PROJECT TRAINING / EMPLOYMENT DETAILS

Upon successful completion of project training which will be as per above terms, you will be required to undergo our post-project training selection process and based on the performance results of the selection process, you will be appointed as Jr. Developer.

1. Your Gross Fixed Package will be in the range of Rs.2,00,000/- to Rs.4,00,000/- for 12 months from the effective date of your employment. This will include Fixed and Variable compensation components and all benefits, taxes as applicable and any other benefits / deductions as applicable.

2. Your Gross Fixed Package will be in the range of Rs.3,00,000/- to Rs.6,00,000/- for the period of subsequent 12 months, beginning after completion of a period of 12 months from the effective date of your Employment. This will include Fixed and Variable compensation components and all benefits, taxes as applicable and any other benefits / deductions as applicable.

3. Thereafter, all the remunerations (Fix and Variable) of the EMPLOYEE will be discussed and finalized considering current performance and roles & responsibilities carried by the EMPLOYEE at that time along with Minimum Commitment Period.

Any statutory and non-statutory deductions like Professional tax, ESI, PF, TDS or any other taxes (whenever applicable) will be covered from all the payments (including Gross CTC and Performance Incentive). Paid leaves, Medical/Sick leaves, or any other leaves / benefits, are all included in the compensation. You will be eligible for 10 National Holidays during the calendar year and this benefit is additional to your annual package.

MINIMUM COMMITMENT PERIOD AGREED BY THE EMPLOYEE: 135 working days(Project Training) + 24 Months of Employment + Notice period (As per the Clause No.20).

This 'Minimum Commitment Period' is defined based on the understanding that the EMPLOYEE will be available for all working days in the above mentioned period (excluding the holidays as specified in Employee Handbook/Company Knowledge Base/Company Policy Documents and decided by Company from time to time + excluding the leaves offered to the Employee by the COMPANY as specified and decided by COMPANY from time to time). In case due to any reason whatsoever, the EMPLOYEE requires to take more leaves than offered by the COMPANY as part of his/her Consolidated Offer Package, the 'Minimum Commitment Period' will be extended by proportionate number of days of his/her absence from work to compensate for the loss of days in 'Minimum Commitment Period', if the COMPANY so desires.

As part of the documentations, you are also required to sign and follow all the terms as mentioned in our company's "Service Agreement and Terms of Employment" that includes various company policies like IT Policy, Non-Disclosure, Non-Compete, Non-Solicitation, Confidentiality terms, service agreement, etc.

We look forward to having you onboard on the date of your joining and expecting your association with Weblineindia Team will certainly enrich and reward both of us.

All the Best!

For, Hyaline Infotech Pvt. Ltd.

_____

Mahesh M. Patel

Asst. Manager HR

I have read, understood and accepted

_____

Priya Rajendra Chavda

OTHER TERMS AND CONDITIONS

1. The COMPANY relies upon the accuracy of information contained in the employment application and the accuracy of other data presented by the EMPLOYEE throughout the hiring process & employment. Any misrepresentations, falsifications, or material omissions in any of this information or data may result in exclusion of the EMPLOYEE from further consideration for employment or, if the person has been hired, the appointment and this Employment Agreement will automatically stand null and void with no remuneration payable for any/all period of service rendered by the EMPLOYEE.

2. The EMPLOYEE's employment in the COMPANY is subject to the required physical & mental fitness to perform his/her duties.

3. The initial posting of the EMPLOYEE will be at one of our Ahmedabad offices. However, he/she is liable to be transferred, at the sole discretion of the Management, in such other capacity as the COMPANY may determine, to any department/section, location, associated companies, branch offices, Client offices, sister concerns, or subsidiary, at any place in India or abroad, whether existing today or which may come up in future.

4. CODE OF CONDUCT:

4.1 Dress code while on work should be decent and appropriate for COMPANY culture and respective office environment.

4.2 The EMPLOYEE will come across politely to all the stakeholders and team members.

4.3 The EMPLOYEE will never demonstrate any verbal/non-verbal behavior, which can be construed as disrespectful/ offensive/derogatory for any women/colleague members. Such behavior may lead to an immediate termination of his/her services

4.4 In case the EMPLOYEE is subjected to any misbehavior/offending behavior of any nature by any of the team members, clients or stakeholders during/in the process of discharging his/her duties, the EMPLOYEE shall immediately (within less than 24 hours) report the same in writing to hrteam@weblineindia.com.

5. NDA / CONFIDENTIAL INFORMATION: The protection of confidential business information and trade secrets is vital to the interest and success of the COMPANY. EMPLOYEE is bound to observe absolute secrecy, both while this Employment Agreement is in effect and after its discontinuation/termination. EMPLOYEE shall never mention any confidential information in his/her resume or disclose any details during any interviews with other companies, with regard to any confidential information, trade secrets or other proprietary information relating to the business of the COMPANY or its subsidiaries, affiliated, associated and related individuals, companies, institutions, organizations, clients etc., insofar as this is not contravention of any statutory regulation or court

order. Information and materials developed by the EMPLOYEE or received by the COMPANY from third parties are included within the meaning of this paragraph.

Such confidential information includes, but is not limited to, the following examples:

- Compensation data,
- Client names or any other related details,
- Information like Project URLs or mobile applications URLs or anything similar, project cost and estimates, software licenses, COMPANY's IPRs, Trade Mark or Patents information etc.,
- Project documents, Design documents, Commercial offer and documents etc.
- Financial information,
- Marketing strategies,
- Pending projects and proposals,
- Proprietary production processes,
- Client names, information, data and details
- Personnel name & details, records, Payroll records, and
- Conversation between any persons associated with the COMPANY/clients/customers.

EMPLOYEE who improperly use or disclose trade secrets or confidential business information will be subject to disciplinary action, including termination of employment and legal action, irrespective of whether they gained any material/in kind benefit or not by such disclosures.

6. NON-COMPETE:

The EMPLOYEE shall never compete with COMPANY, during or after the discontinuation/termination of this Employment Agreement directly or indirectly on his/her own account or on behalf of or in conjunction with any person, firm, company or other entity, provide or canvass or work or solicit by any other means to any actual or potential customer of the COMPANY to or in respect of whom the:

- EMPLOYEE provided services on behalf of the COMPANY; or
- COMPANY had material dealings with the customer; or
- EMPLOYEE was introduced by any member of the COMPANY with a view to performing services in connection directly or indirectly with his/her contract.
- EMPLOYEE had the knowledge by any means about the other contacts or work or Project or know how or rates or any other business dealings.

In case of being contacted by the Client for any matter whatsoever, the EMPLOYEE will decline to communicate with them and also report to the Company immediately within 24 hours.

7. NON-SOLICITATION:

The EMPLOYEE agrees not to influence / hire / absorb any other employees of the COMPANY and its stakeholders including persons identified and/or worked directly or indirectly on COMPANY's / Client's / Strategic Partner's rolls for a specific period as per work order or while the Employment Agreement is effective and after discontinuation/termination of this Employment Agreement.

8. SOCIAL MEDIA POLICY:

8.1 The EMPLOYEE will ensure that none of the EMPLOYEE's communication/publication is inconsistent with the prescribed/informed guidelines and/or is capable of leading to any harm to the COMPANY's brand or reputation on any media like social media, print media etc. which is either his/her personal account or accounts provided by the COMPANY. Any publication or communication that has the potential to have a negative impact on the COMPANY or its Clients or its products / Services or the employees (including current/past/future), whether published during COMPANY time or Personal time or after leaving the COMPANY or otherwise, EMPLOYEE will be subject to disciplinary action including legal actions and will be liable to compensate for the damages incurred to the COMPANY.

8.2 EMPLOYEE agrees to not publish any videos and/or photos of the COMPANY events/activities/premises/human resources on any media without the COMPANY's written consent.

8.3 EMPLOYEE agrees that, he/she will not accept or send any connection request or make any kind of communication on any social media network / professional network to any of the current, past or potential clients of the COMPANY OR to any individual who is current or past EMPLOYEE of the Client of the COMPANY.

8.4 At no point of time (During the course of employment or any time later), EMPLOYEE is allowed to mention any current, past OR potential client information on any social media or professional profile or any of their documents including their CV/Resume/Applications/Profile. If EMPLOYEE is found / suspected to be deviating from these policies, he/she will be subject to disciplinary action including legal actions.

8.5 During the course of employment to carry out allocated work, an EMPLOYEE may be required to create any social accounts under his/her personal name. However, these accounts will be exclusively owned by the COMPANY and the EMPLOYEE will have to handover those accounts whenever instructed and/or at the time of leaving the COMPANY. Also,there should not be any data transfer or information transfer from these accounts (personal accounts exclusively owned by the COMPANY) to the personal accounts owned by the EMPLOYEE without written consent of the COMPANY.

8.6 EMPLOYEE may get various opportunities to use or access COMPANY's social or professional media accounts and profiles for the COMPANY's business purpose, COMPANY holds ownership of all such accounts and profiles. COMPANY holds the rights to monitor and supervise all the activities of these profiles and accounts at all points of time. EMPLOYEE is expected to handover immediately all such accounts and profiles on instruction from authorized person of the COMPANY. Personal use of COMPANY owned accounts and profiles are strictly prohibited. EMPLOYEE is instructed to use such accounts/profiles judiciously and carefully so as to maintain the reputation of the COMPANY and are strictly prohibited to carry any kind of activity on such accounts/profiles that may possibly lead to closure/suspension of these accounts/profiles or any reputational damages. In any such event COMPANY reserves the right to take disciplinary actions and the EMPLOYEE will be bound to compensate the losses/damages incurred due to such actions.

9. The EMPLOYEE is required to work a minimum of 8.30 productive hours on any working day (excluding any kind of breaks). The EMPLOYEE understands the work situations in software industry and agrees that based on the nature of work or request from client or project needs or to meet urgent deadlines, etc. he/she may be required

to work additional hours/late-hours/early hours on working days. Further, when there is a need, the EMPLOYEE is expected to additionally work/support minimum 25 hours per month either from home or on any non-working day with or without prior notice**.** The EMPLOYEE agrees to this and is willing to be flexible with the work timings and days. It is mandatory for the EMPLOYEE to attend any work-related training scheduled on weekends and or any non-working days.

10. The EMPLOYEE will be responsible for,

a. Following the development standards set by his PM/PL/Management/Client for coding and other development processes. For example, follow developer's checklist, coding style, GUI presentation, code commenting etc.
b. To finish the assigned task in a stipulated time frame.
c. To maintain the documents as prescribed in the COMPANY/client policy, for example, daily time-sheet, code backup etc.
d. Unit testing of developed projects, modules etc.
e. Maintaining proper backup easily accessible by his/her superiors when required
f. Following all systems of COMPANY as applicable from time to time

11. The EMPLOYEE will not take up any other work for remuneration or otherwise (part-time or otherwise) or work in an advisory capacity, or be interested directly or indirectly, in any trade or business during his/her employment with the COMPANY.

12. The EMPLOYEE will not (except in the normal course of the COMPANY's business) publish any article or statement, deliver any lecture or broadcast or make any communication to the press, including print, television, radio publication relating to the COMPANY's products or to any matter with which the COMPANY may be concerned, unless he/she have previously applied to and obtained the written permission from the COMPANY.

13. The EMPLOYEE will not accept any present, gifts, commission or any sort of gratification in cash or kind from any person, party, firm or COMPANY having dealing with the COMPANY and its stakeholders; and if he/she is offered any, he/she should immediately report the same to the management.

14. Any expenses incurred by the EMPLOYEE for official work must have prior approval by a supervisor in writing. All completed reimbursement request forms should go to accounts through the HR Department for further process.

15. If during the period of his/her employment with the COMPANY, the EMPLOYEE develops / achieves / creates any invention, process improvement, operational improvement, or other process/method likely to result in more efficient operation of any of the activities of the COMPANY or its Clients & Stakeholders, the COMPANY shall be entitled
to use, utilize and exploit such improvement and the EMPLOYEE shall assign all rights thereof to the COMPANY for the purpose of seeking any patent rights or for any other purpose. The COMPANY shall have the sole ownership rights of the

intellectual property that the EMPLOYEE may create during the tenure of association with the company including but not limited to the creative concept that may have been developed during his/her association with the COMPANY.

16. ABSENCE WITHOUT NOTICE:

When the EMPLOYEE is unable to work owing to illness or an accident, he/she is required to notify his/her supervisor. This will allow the COMPANY to arrange for temporary coverage of his/her duties, and helps other employees to continue work in his/her absence. If the EMPLOYEE does not report for work and the COMPANY is not notified of his/her status, it will be assumed after three (3) consecutive days of non-reported absence that the EMPLOYEE has resigned, and he/she will be removed from payroll and appropriate action will be taken as per his/her employment terms. If the EMPLOYEE became ill while at work or must leave the office for some other reason before the end of the workday, he/she should be sure to inform his/her supervisor of the situation and check out.

17. The EMPLOYEE is allowed to use internet & COMPANY email when necessary, to serve customers of the COMPANY & conduct COMPANY's business. The EMPLOYEE may use the internet when appropriate to access information needed to conduct business of the COMPANY. The EMPLOYEE may use COMPANY emails when appropriate for COMPANY business correspondence. Use of the internet must not disrupt operation of the COMPANY computer network. Use of internet must not interfere with the EMPLOYEE's productivity. EMPLOYEE is responsible for using the internet in a manner that is ethical and lawful. Internet messages are public and not private. Personal email, internet browsing for personal interest is not allowed and if any EMPLOYEE is found using, strict disciplinary action will be taken. The COMPANY reserves the right to access and monitor all files, messages on its systems and any other activity in the COMPANY premises, at any point of time.

18. CLIENT CONTRACT NEEDS:

Whenever the EMPLOYEE is working on a Client project or Onsite, he/she may be governed by special contract conditions including but not limited to, change in work timings, or submission of ID proof, or change in holiday structure, or any other, which are applicable as a result of the Client contract with the COMPANY, and this will be over and above the terms and conditions specified herewith as well as COMPANY policies, systems and processes specified from time to time.

19. PERFORMANCE REVIEW:

The performance review of the EMPLOYEE will be carried out from time to time as per COMPANY systems, to identify his/her progress by the seniors and/or management and/or HR team.

The performance review will decide his/her continuation of service, probation confirmation, application of the upcoming appraisal / increments in terms of timing and proportion, revisions required in the defined appraisal/increment, applicability of any decisions related to his/her promotion, requirement of any postponement of appraisal/promotion etc.

20. TERMINATION:

A] From COMPANY side

A.1]One month notice. The COMPANY reserves the right to terminate this Employment Agreement anytime during the period of this Employment/Project Training Agreement without giving any reasons whatsoever for its decision.

B] From EMPLOYEE side

B.1] If the EMPLOYEE would like to resign from services anytime during the 'Minimum Commitment Period', he/she will have to serve minimum 50 working days' notice AND in addition the amount equivalent to his/her last 3 months Gross CTC or Rs.50,000/- (whichever is higher)

B.2] If the EMPLOYEE would like to resign from services after the 'MINIMUM COMMITMENT PERIOD', he/she will have to serve a minimum 50 working days' notice.

C]In the event of any instance of dishonesty, gross and willful misconduct, or breach of the COMPANY policies and rules by the EMPLOYEE, the company shall have the right to terminate this Employment Agreement immediately and, in such case, COMPANY shall not be liable for any payment to the EMPLOYEE and he/she will be responsible for any damage or losses incurred to the COMPANY due to any such events. No Exit Documents will be provided to the EMPLOYEE in such cases. COMPANY will be free to share the details of any such instance with Clients/Other Stakeholders/in any Employment Background Checks/Other relevant Forums or with Legal and Police Personnel, if required.

21. <u>DAMAGES TO ORGANIZATION</u>: (PROPERTY, EQUIPMENT, MATERIALS, RECORDS AND DOCUMENTS)

The EMPLOYEE will be responsible for safekeeping and retain in good condition and order of all COMPANY property, which may be in his/her custody/charge or which may be for common use for all employees. The EMPLOYEE shall return to the COMPANY immediately upon request, or upon discontinuation/termination of his/her employment, all property, equipment, materials, records and documents which he/she prepared or which came into his/her possession as a result of his/her employment. Any kind of loss or damage to COMPANY assets whether done intentionally or otherwise, including but not limited to computers, hardware, software, mobile devices, company furniture etc. will be accountable on the EMPLOYEE and the COMPANY has all the rights to collect the damage amount from the EMPLOYEE either in cash or deducting from his/her remuneration or otherwise. In case any act of the EMPLOYEE, knowing or unknowing, intentional or unintentional, leads to any damages to the COMPANY, cash or kind, material or in terms of reputation, the EMPLOYEE will be bound to compensate for the same as per damages valued by the COMPANY. Similarly, in case the COMPANY is subjected to any liabilities/compensation/damages/payments/losses by any client or any other entity/individual, where any act of the EMPLOYEE, knowing or unknowing, intentional or unintentional is partly/completely responsible for it, the EMPLOYEE will be bound to compensate for the same as per damages valued by the COMPANY.

22. ETHICS, VALUES & OPERATING PHILOSOPHY:

The COMPANY believes in, and the EMPLOYEE is expected to adhere to, principles of ensuring Client Delight, Value for money to the clients, high quality outputs and result oriented. The COMPANY gives highest importance to the

quality standards in all aspects of its work and output and the EMPLOYEE will be expected to follow and practice the same. The EMPLOYEE is bound to maintain the expected standards of quality in all the work he/she performs.

The EMPLOYEE will be bound to adhere to the working protocols of the COMPANY, which includes but is not limited to maintaining timeliness, adhering to deadlines, timely reporting, timely information, seeking approvals as required, adhering to agreed protocols of work, adhering to specific instructions given by seniors, adhering to general expectations and understanding about work protocols and so on.

The EMPLOYEE is expected to work as a Team player and it is expected that he/she will display a constructive attitude in team building and team working. This will mean an equal and respecting relationship with all team members, avoidance of any behavior/attitude, which may lead to internal conflicts, or any behavior/attitude, which may possibly affect the productivity of the COMPANY.

As part of the COMPANY, the EMPLOYEE will give his/her best efforts and ensure adherence to the COMPANY Vision, Mission and Values in everything he/she does. The EMPLOYEE will demonstrate transparency, honesty and commitment in work as well as in regards to his/her association with the COMPANY.

The EMPLOYEE agrees not to get into any monetary transactions with any colleague, team member, consultants/associates working with the EMPLOYEE, clients, associates, partners, service providers, service seekers/users, beneficiaries etc.

The EMPLOYEE agrees that during his/her tenure with the COMPANY, he/she will not get involved in any activities, which are illegal.

While it is not usual, but in case required due to some unexpected reasons, an EMPLOYEE agrees to support and assist as and when required, after being relieved from the services for the tasks including but not limited to providing information, knowledge transfer, programming, bug fixing, attending client call, team discussions, statutory or legal processes, etc. for all such projects in which he/she have worked during his/her association with the COMPANY

23. PERFORMANCE AS ESSENCE OF THE SERVICE AGREEMENT:

Performance comprising high quality, accurate, timely outputs as required by the clients/Team Leaders/Project Managers of the COMPANY will be deemed as essence of the agreement. The EMPLOYEE will develop necessary knowledge, skills, expertise and attitude and devote needed time and efforts as required.

24. The services of the EMPLOYEE are governed by the COMPANY's policies, procedures and other rules that are currently applicable and are subject to amendments and adjustments from time to time. In all matters, including those not specifically covered here such as travelling, retirement etc. the EMPLOYEE will be governed by the rules of the COMPANY as shall be in force from time to time. The EMPLOYEE agrees to all the policies, rules and regulations of the COMPANY and also agrees to adhere to whatever changes are made from time to time by the COMPANY.

25. The EMPLOYEE accepts full liability for and warrants that it will keep the COMPANY and its Clients and stakeholders fully indemnified against any and all losses, damages, claims, demands, suits, actions proceedings, orders and/or judgments whatsoever (including legal costs on an indemnity basis) and howsoever arising out of any breach of the terms, conditions, undertakings or warranties herein.

LEGAL PROCEEDINGS

The Head Office of the COMPANY is at Ahmedabad, Gujarat. Any legal matters will be subject to exclusive jurisdiction of Ahmedabad, Gujarat, India.

The EMPLOYEE agrees that he/she has read this Employment Agreement carefully and has put his/her signature on each page of the Employment Agreement and at the bottom of the Employment Agreement as his/her acceptance of the Employment Agreement in full. A copy of this Employment Agreement is retained by the COMPANY for its records and further.

For, Hyaline Infotech Private Limited
(d.b.a. Weblineindia.com)

I have read and understood clearly all the terms and conditions of this Employment Agreement regarding my employment and I found them reasonable and I agree & accept to follow all. I have also received a copy of this agreement.

_____

Mahesh Patel
Asst. Manager - HR

_____

Employee Full Name - Priya Rajendra Chavda

LLP: AAS-0353

Date: 10/06/2022

To,
Thakkar Priyesh Rakeshbhai
F/216, Rajivnagar Society,
B\H Mill Ground, Kapadwanj Road,
Nadiad-387001, Gujarat

Subject: Offer Letter for the post of Trainee

Dear Thakkar Priyesh Rakeshbhai,

On behalf of **EliteSigma Infotech LLP**., I am pleased to confirm you've been selected as a fresher. Based on your credentials and information shared during the interviews, we feel that you shall make an outstanding contribution to our team.

Your date of joining would be on or before **15th June 2022**.

The other details of your employment will be specified in the letter or appointment which will be given to you after joining. You are required to submit a list of documents annexed herewith on the day of your joining as part of your joining formalities.

Hope you will work with a very good approach and a spirit of positive energy in our organization.

Thanking you,
Yours faithfully,
For EliteSigma Infotech LLP.

INVENTYV
SOFTWARE SERVICES PRIVATE LIMITED

2nd Floor, 209 - Bivori B Square - 3,
Sindhu Bhavan Road, Nr. Trade Bulls,
Bodakdev, Ahmedabad - 380058,
Gujarat - INDIA.
Tel: +91 - 9979982111
CIN: U72900GJ2020PTC116853

Date: 16th May, 2022

To,
Mr. Rahul Nareshbhai Motiyani
385/1, Guru Krupa Niwas,
Brahmanwada Santrampur- 389260, District-Mahisagar.

Contact No.: +919429145154 (M)
Email ID: rahulmotiyani991@gmail.com

Subject: Appointment Letter

Dear Rahul,

We are pleased to appoint you as **"Jr. Software Developer"** with **Inventyv Software Services Pvt. Ltd.**

Your date of joining is **16th May, 2022.**

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

Salary

Your salary (CTC) will be **₹ 35,000/-** per month (Please refer the annexure given underneath).
Your compensation has to be kept strictly confidential.

Duties and Responsibilities

The company expects from you a high standard of initiative, efficiency and commitment. You shall have to perform the duties as per the instructions and directions given to you by your superiors.

While in employment with the company, you will devote your time in full capacity to the company and shall not work with any other company on part time or full-time basis.

Discipline and Integrity

You will have to maintain a high standard of discipline and integrity in all your dealings with management, superiors, colleagues, employees, customers and the community.

2nd Floor, 201, Bindoo B Square, 3,
Siddhu Bhavan Road, Nr. Trade Bulls,
Bodakdev, Ahmedabad - 380058,
Gujarat - INDIA
Tel: +91 - 9979982311
CIN: U72900GJ2020PTC116853

Work Shift and Duty Time

You are hired for **Day Shift.**
Your standard office timings would be **10:00 AM** to **7:00 PM (IST)** including one-hour break.

Probation and Confirmation:

Probation period will be for three months starting from the date of joining. However, this period can be cut short or extended based on your performance and at the discretion of the management.

Leaves

During probation period, you can avail one paid leave per month from the company. Confirmed employees are eligible for two paid leaves per month as per our leave policy. Other leave entitlements are as per the Leave Policy of the Company.

Separation from the company

In case you wish to leave the company, you must serve three months' non-negotiable notice period. If you leave the company without serving notice period, you cannot claim any financial dues as well as experience and relieving documents.

In the event when the company decides to terminate the services of an employee, the company may pay notice salary to the employee based on his/her status with the company.

INVENTYV

SOFTWARE SERVICES PRIVATE LIMITED

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Bodakdev, Ahmedabad - 380058,
Gujarat - INDIA
Tel: +91 9979982311
CIN: U72900GJ2020PTC116853

Employment Service Agreement

Employees are required to sign an Employment Service Agreement as a condition of employment and business requirement.

Performance Appraisal

Your performance will be reviewed at regular intervals. The annual increment/raise in the salary will be based on your performance. Annual increment is not a right of an employee.

Confidentiality

Any document/source code/binaries/diagrams given to the employee as an intellectual property of Inventyv should not be taken outside company premises.

The employee is not allowed to carry a pen drive or any other storage media into the office premises and shall not copy the data and/or information from the company unless authorized in writing by competent authority.

Code of Conduct:

You shall at all times conduct yourself soberly and moderately while on work premises. One must show proper respect to all the members of the company and promote good reputation thereof.

You shall be accountable for all property, books, papers, tools, instruments, equipment, laptops, lock and key or any other property of the company which may be in your possession by virtue of this offer or in the course of carrying out your duties in the company.

Please note that failure or deviation from the code of conduct, will be subject to corrective action, disciplinary action by the company up to and including termination of employment.

INVENTYV
SOFTWARE SERVICES PRIVATE LIMITED

2nd Floor, 209 Binori B Square 3,
Sindhu Bhavan Road, Nr. Trade Bulls,
Bodakdev Ahmedabad 380058,
Gujarat - INDIA
Tel. +91 - 9979982311
CIN. U72900GJ2020PTC116853

Please accept this appointment letter on the above-mentioned terms and conditions and send the duly signed duplicate copy of this letter.

Wishing you all the best for a bright career at Inventyv Software Services Pvt. Ltd.

Thanking you,

For Inventyv Software Services Pvt. Ltd.

Monika Bhagat
Head – HR

This is a system generated copy. It does not require any signature and stamp on it.

Accepted By: MOTIYANI RAHUL

Signature

INVENTYV
SOFTWARE SERVICES PRIVATE LIMITED

2nd Floor, 209, Block-B Square-3,
Sindhu Bhavan Road, Nr. Trade Bulls,
Rodakdev, Ahmedabad - 380058,
Gujarat - INDIA
Tel: +91 - 9979982311
CIN: U72900GJ2020PTC116853

Annexure

Salary Structure

Employee Name: Rahul Motiyani
Employee Code: IN137

Particulars	Amount in Rs.
CTC offered	35000
Basic Salary + Dearness Allowance	19533
House Rent Allowance	9767
Children Education Allowance	200
Telephone and Internet Allowance	1200
Leave Travel Allowance	1500
Newspaper/Journal Allowance/Books	1000
Car Maintenance Allowance	1800
Night Shift Allowance	0
Other Allowance	0
Total Gross Salary	35,000
Employer PF Contribution	0
ESIC Employer @ 3.25	0
CTC	35,000
Deduction	
PF Contribution Employer	0
PF Contribution Employee	0
ESIC Contribution Employer @ 3.25	0
ESIC Contribution Employee @ 0.75	0
Professional Tax	200
TDS	0
Security Deposit	0
Total Deduction	200
Net Salary	34,800

ARTH I-SOFT Ultimate Forward Technology

Apprenticeship Letter

Ref: AIS/HRD/APPLTR/2021 Date: 20th September, 2021

To,
Raval Ritikkumar Rajeshbhai
A-403, Ratnam Square,
Nr. Banyan City, New Kareli Baug,
Vadodara.
Dist. : Vadodara - ~~364001~~ 390018
Mobile No: 8780773240

Dear Raval Ritikkumar Rajeshbhai,

ARTH-I SOFT is pleased to offer you the Apprenticeship as Developer. We are very happy to know your potential value to the company and look forward to the expertise you will use in your work.

your joining will be on December 2021 or January 2022 (Will confirm the date shortly)

As we have discussed, you will be working in our office located at B/1002, Safal Pegasus, Opp. Venus Atlantis, Nr. Shell Petrol Pump, 100FT Road, Prahladnagar, Ahmedabad, Gujarat.

Please Carry requirement documents on same date as mentioned below (Compulsory)

1.) 3 Non dated Cheques with your sign only (Your Personal account)
2.) Original + copy of all your Marksheets
3.) Copy of ID Proof (Aadhar Card & PAN Card)
4.) 2 Passport size photo

Committed to Join:

I am committed to Join with ARTHISOFT as an employee and I will join as above mentioned, because I understand that company has invested on me by rearranging business plan, staff pattern and related expenses, transportation costs, senior guidance, training expense and fees.

We look forward to an enduring relationship with you.

REGARDS,

ARTHISOFT

Authorized Signatory

Employee offer accepted

Raval Ritikkumar Rajeshbhai

vasy ERP

ERP | POS | CRM

VASYERP SOLUTIONS PVT LTD

(FORMERLY KNOWN AS 'CROODS CONSOLIDATES PVT LTD")

To,
Riya Pal
7/35, Near 9 no. petrol pump,
Behind Raju arts, Bhajan Ganj,
Ajmer, Rajasthan-305001.

Date: 06/09/2021

Sub: Offer Letter for Employment

Dear **Ms. Riya,**

Subsequent to your application & our meeting, we're pleased to inform you that you have been selected at **VASYERP SOLUTIONS PVT LTD,** the following terms and conditions would be applicable

1. This Job offer will be valid upon your joining us on or before **"06/12/2021"**
2. Your Position will be **"Software Tester Intern" in "Software Development Department"**
3. You are offered a **monthly remuneration 5000/- Rs (Five Thousand Only).**
4. If you wish to resign from the company, you need to give **60 days'** notice in writing. In case you have agreed bond/contract, separation terms will be as per agreement
5. You will be on probation for a period of **6 months**, which may be extended at the sole discretion of the management. During the period of probation, the appointment is terminable by the company. On completion of initial probation period till such time that you are intimated in writing regarding your confirmation, you shall continue to be on probation.
6. You shall be eligible for performance appraisal after successfully completion of 4 months of probation with us and your salary will be increased according to your performance within this calendar year.
7. You are employed in the company for full time. You will not be employed by any other Company or offer your services with or without pay to any physical person, legal entity or public authority or to be occupied in your own business without the prior written permission of the company.
8. You will hold the said office for the term of 18 Months from the date of joining the organization. As a guarantee you are agreed to keep your original education certificates with the custody of Vasyerp Solutions Pvt Ltd. You shall not resign till the end of committed Period
9. Amendments to the above terms and conditions, if any, will be made in writing

As mentioned, a detailed appointment letter will be issued to you after your joining the duties of the Company. You have agreed to join the duties on or before **(06/12/2021).** In case, you fail to join on the above mentioned date, the offer will automatically stand cancelled.

You are requested to kindly tender your Job offer acceptance and date of joining by signing a copy of this letter
We welcome you to our vasyERP family and look forward to your complete co-operation in keeping the Reputation of our origination should be remain best and flying high forever.

For Vasyerp Solutions Pvt Ltd

Authorised Signatory

Acceptance & Declaration

I hereby acknowledge the terms and conditions of this Letter and I further confirm & declare that I shall abide by the above terms and conditions.

Employee Signature.

House No - A5, The First
Near ITC Narmada, Vastrapur,
Ahmedabad, Gujarat, India - 380015

+91 80008 77644

admin@vasyerp.com

www.vasyerp.com

WEBDESK SOLUTION
WebDesk Solution Private Limited

98246 18403
sales@webdesksolution.com
Regd. Add. : 306-D, Titanium City Centre, Nr.Sachin Tower, 100 Ft. Ring Road, Anandnagar, Ahmedabad, Gujarat, India, 380015

Date: 1st October 2021

To,
S. S. Khandelwal
TPO, D D University
Faculty of Technology

Subject: Final Semester Project

Dear Sir,

We are pleased to accept Mr. Pithava Rutvik as a Project trainee in Webdesk Solution Pvt. Ltd., who is in the final semester of MCA in your institute. We have also offered him to join our company as an employee after his training is successfully completed.

He will be working in the PHP Department and We will assign him a mentor based on the role on the first day of joining.

Sincerely,
Authorized Signatory

Dilip Dalsaniya
Managing Director
WebDesk Solution Private Limited

WebDesk Solution Pvt. Ltd. Ahmedabad

Prof. U. P. Patel <uppatel.mca@ddu.ac.in> Sep 8, 2021, 9:05:20 AM
to ddumca2022@googlegroups.com, MCA2022

Dear Students,
Refer the below mail of WebDesk solution campus placement.
Also refer attached files of Job Descriptions.

Greetings from WebDesk Solution Private Limited!!

We are glad to receive your invitation for the campus drive in your institution for 2021 batch students. In line with our recent discussion,We wish to express our interest to take part in the recruitment program at your college.

We are looking for : **MCA, B.E , B.Tech Students (Last semester)**

Package we offer **: Min 1.8 LPA to Max 3 LPA**

Please find listed employment policy below :

1. Students will be **bond agreement** with company.
2. We granted around **20 days** leave to any campus driven student for their exam and viva. If they take more than 20 leave then it will extend their training period.
3. For all position bond will of 2 **years (**including 6 Months training**).**
4. The bond policy will include the following things

- Signing of Agreement and NDA with the company.
- Submitting a cheque equivalent to 3 months' salary, which will not be deposited but will be kept as security and will be returned on completion of the bond period.
- As a security measure, 10% deduction from the salary for the first 6 month will be done, which will also be returned to the candidate once he/she completes the bond period.

Please find the JD along with our company profile as attached.

Current Openings :

1. PHP developer (Backend developer / Laravel Developers)
2. HTML Developers
3. Full Stack Developers
4. Business Analyst
5. Project Coordinator
6. Devops Engineer

Feel free to contact me if you have any query.

Thank You,

WEBDESK SOLUTION PVT. LTD.
Website: www.webdesksolution.com

Partners:


volusionpartner
PARTNER
PRESTASHOP PARTNER
AGENCY
3dcart
PARTNER
partners

IT Path Solutions

Ref: IPS-21-22-037

Date: 26th August 2021

Name: Mr. Sagar Vaghela

Address: Ahmedabad, Gujarat

Trainee Offer Letter

As an organization's initiative we are pleased to inform you that you are selected as a **Intern Technology Architect.** You have to join during the November / December 2021. Kindly bring two passport size photographs, Address proof, PAN card and Photo ID on the date of joining.

You will be on training period for six months. After successfully completing training period and review thereof, you will be offered an employment.

Your increment cycle will be of one year and after your employment confirmation.

Kindly confirm your acceptance of this offer and your date of joining.

Wishing you a long lasting association with **IT Path Solutions**.

For IT Path Solutions,

Keyur Patel

Co-Founder



Initials_____

Regd. Office : 84, Nirmal, Nr. Bhaduatnagar, Maninagar, Ahmedabad - 380 008. Gujarat. INDIA
Development Center : 801-804, Binori B Square 1, Near Neptune House, Iscon-Ambli Road, Ahmedabad - 380058.
info@itpathsolutions.com www.itpathsolutions.com +91 79 48988632

IT Path Solutions

I Acknowledge receipt and accept the Offer Letter in original.

I also acknowledge that upon acceptance of this offer if I violate any terms mentioned in offer letter then company can deposit security cheque and take further necessary action.

Place: Bhavnagar

Date: 26/08/2021

Name: Sagar Vaghela

Signature: Sagar

Cheque No : 873792

Bank Name : Ujjivan Small Finance Bank

A/c No : 4498 1100 1005 1604

Initials_____

Regd. Office : 84, Nirmal, Nr. Bhaduatnagar, Maninagar, Ahmedabad - 380 008. Gujarat. INDIA
Development Center : 801-804, Binori B Square 1, Near Neptune House, Iscon-Ambli Road, Ahmedabad - 380058.
info@itpathsolutions.com www.itpathsolutions.com +91 79 48988632

Zobi Web Solutions

A-512 Siddhi Vinayak Tower, Nr. Kataria Arcade, Makarba, Ahmedabad, Gujarat 380051

Zobi Web Solutions: Letter of Intent

November 09, 2021

Mr. Mohammed Shahil,
2112-A, Kachiya Sheri,
Jamalpur, Tangarvad,
Ahmedabad, Gujarat - 380001
Mob: 8511361215
Email: sahilnagori07@gmail.com

Dear **Mr. Mohammed Shahil,**

With reference to your interview and discussion with us, we are pleased to offer you the position of **.Net Trainee** on the terms and conditions as set forth below:

1. **Date of Commencement:** 07th December '21
2. **Training Period:** Six months from the date of commencement. The same period can be extended or reduced based on your training performance.
3. **Scope of Work:** The scope of your work/duties/expected skill sets/expected performance etc. have been discussed with and explained to you during your interviews and discussions.
4. **Place of Work:** Your current place of work will be Ahmedabad.
5. **Salary:** Your gross annual remuneration will be decided after completion of your training based on your training performance. The CTC break up will generally be as per Company policy and applicable tax provisions from time to time.

6. Notice of Termination:

i. During the Training period, the employment may be terminated any time by giving 15 days' notice in writing.

ii. As per company policy & your requirement, you will be given training during the tenure of your employment. Thus as mutually agreed you will be required to serve the company for a minimum of 2 years (24 Months) from the date of joining. For this reason, you will have to submit your original document for the security purpose. In case you disassociate your employment with the company before the completion of commitment period as above for any reason whatsoever even in training period, you will not be entitled to get back your documents.

iii. "If, however, it is any time found that any representation made by you to the Company prior to this Offer being made to you - including but not limited to any verbal representation, any information contained in your Curriculum Vitae, any supporting document or any other factual matter concerning you - was not entirely correct or truthful; then your employment shall be liable for summary dismissal without any notice, payment in lieu of notice or any compensation. Further, in such a case, the Company shall have the right to seek such other remedies as may be available to it in law including the right to damages, prosecution etc".

A-512 Siddhi Vinayak Tower, Nr. Kataria Arcade, Makarba, Ahmedabad, Gujarat 380051

7. **General:**

   i. Please note that the contents of this intent letter and any subsequent Employment Letter/Agreement are confidential and shall not be discussed with any other person.

   ii. The Company may from time to time revise its HR policies and, subject to those being applied generally to all or a class of employees without discrimination, and being lawful, will apply to you ipso facto;

We welcome you within our fold and trust that your association with Zobi Web Solutions will be exciting and mutually rewarding.

This Offer is valid for 3 days. You are requested to return the duplicate copy of this letter, duly signed or via Email, by you in token of your acceptance of the above Offer.

DocuSign Envelope ID: C26CC7BF-13D7-42C4-9F7C-DD9A29DE9566

Conga
Apttus Software Private Limited
A Wing, 6th Floor, Commerce House - 5,
Next to Vodafone House,
Prahlad Nagar Corporate Road,
Ahmedabad - 380 051, INDIA
Phone: +91 7405012513 - 15
info@conga.com I www.conga.com
CIN Number: U72200GJ2012PTC068683

13-Oct-2021

Agreement between **Apttus Software Private Limited**
AND
Shashwat Vora

It is my pleasure to offer you the position of **Project Trainee** at **Apttus Software Private Limited** (operating under the name Conga, hereinafter referred to as "Conga" or the "Company"). This letter sets forth the terms of our offer, which, if you accept, will govern your employment with Company. Please note your employment with us is conditional and contingent upon your satisfactory completion of project and associated trainings, as well as other terms set forth herein and/or Company policies as amended from time to time

Shashwat Vora is herein referred as **Project Trainee**. The Project Trainee will undergo this training as per the curriculum guidelines laid by the company.

The Project Trainee has agreed on following terms and conditions.

- The Project Training will start on **10-January-2022 and ends on 10-July-2022**
- The Project Trainee will be paid stipend of INR **12,000/-** per month during the training period.
- This is a full-time internship. The normal working hours would be from 9:30 AM to 6:30 PM with 1 hour of break. The regular working days are Monday through Friday.
- The Project Trainee will be eligible for one (1) casual/sick leave per month during internship. This leave must be applied for and shall be granted in accordance with company leave policy.
- The Project Trainee may request for additional time off, if required, to fulfill any mandatory academic requirements which require presence/attendance at the academic institution. To apply for these additional leaves, project trainee will be required to submit official communication received from college/university/academic department head, with specified dates, to their reporting manager and HR at Conga.
- The Project Trainee needs to adhere to all the rules and regulations laid by **Conga** and any breach of the same will result in termination of his/her training.

- The project trainee will be required to do this project under the

DocuSign Envelope ID: C26CC7BF-13D7-42C4-9F7C-DD9A29DE9566

Conga
Apttus Software Private Limited
A Wing, 6th Floor, Commerce House - 5,
Next to Vodafone House,
Prahlad Nagar Corporate Road,
Ahmedabad - 380 051, INDIA
Phone: +91 7405012513 - 15
info@conga.com I www.conga.com
CIN Number: U72200GJ2012PTC068683

guidance of assigned personnel of Conga.

- For final Project Report, Conga will allow the Project Trainee to give only necessary part of project details. These details mentioned in project report should not harm Company's Intellectual Property rights, copy right details and other important information.

Sincerely,

DocuSigned by:
Michelle Green
E83B2CD5894C441...

Michelle Green
VP, Global HR Business Partners
Apttus Software Private Limited

Acceptance: I have read the above terms and conditions and I accept them

Signature: DocuSigned by: Shashwat Vora FF7EGG51F19D4F1... **Date:** 10/14/2021

Shashwat Vora

wt wishtree

September 01, 2021

Dear Shrey Pateliya,

Sub: **Offer Letter for Software Engineer**

Thank you for exploring career opportunities with Wishtree Technologies LLP. You have successfully completed our initial selection process and we are pleased to make an offer of employment.

This offer has been made based on your profile and interview performance. You have been extended the position of **Software Engineer** and would be based at our **Pune** facility. Your Annual Gross Salary is **Rs.5,11,506.** The compensation structure is provided in Annexure A attached with this letter. You are requested to join on **May 2, 2022,** and report at 10.30 am.

The terms & conditions of our Offer of Employment to you are as follows:

01. Probationary Period and Confirmation as a Permanent Employee:
You will be on probation for a period of six months from the date of joining the Company and may be confirmed as a permanent employee upon successful completion of your probation. Please note that as per Company policy, the employee would be confirmed on the 1st day of the month succeeding the month of completion of probation of six months from the date of joining the Company or after the period of probation, whichever is later. In addition to your performance during the Probationary Period, your confirmation as a permanent employee is subject to your submitting the requisite documents as required by the Company. Further details are enclosed in the Information Sheet.

02. Background Checks:
The Company may, at its discretion conduct background checks prior to or after your expected joining date to validate your identity, the address provided by you, your education details and details of your prior work experience, if any, and to conduct any criminal checks. You expressly consent to the Company conducting such background checks. In this connection, you are required to furnish the documents below.

- A copy of Secondary school mark-sheet containing among other details your date of birth.
- A copy of graduation degree certificate or provisional certificate (if applicable)
- A copy of all post-graduate degree certificates, if you have completed any post-graduation courses, including diploma courses.
- A copy of your Permanent Account Number (PAN)
- A copy of your Aadhaar card
- Two copies of your passport size photograph.

Originals of the above mentioned documents have to be submitted for verification. If the Company is not satisfied, in its sole discretion, with the outcome of the background checks, the Company reserves the right to withdraw this Offer without notice and Compensation or to take any appropriate action against you, including, but not limited to termination of your employment. When a background check raises any concerns regarding any of the details furnished by you and the Company feels the need to further validate

such facts, the company may at its sole discretion, ask you for further information, to substantiate the details that you have earlier provided to the Company, in advance of initiating appropriate action.

03. Salary Revision and Promotion

Your growth and increase in salary will depend solely on your performance and contribution to the Company. Salary increases are normally given after successful completion of 12 months from date of joining.

04. Insurance Plans

You will be covered under the Group Insurance Schemes. You shall have a health insurance cover of Rs. 2,00,000 and a life insurance / personal accident scheme cover of Rs. 5,00,000.

The details of the scheme would be available to you when you join the Company.

05. Working Hours

Wishtree maintains working days each week from Monday to Friday. Working hours are from 9:00 AM to 6:15 PM. A list of company holidays is drawn up at the beginning of each calendar year. You may be required to work beyond your existing working hours depending upon the business requirements exigencies from time to time.

06. Earned Leave

You will be entitled to earned leave of 5 days for every three months of service. Leave will be credited to your leave balance every quarter, for the next three months. An employee can carry forward half of the unused annual leave from a given financial year to the next financial year with a cap of maximum 5 leaves.

07. Other Terms and Conditions

You agree not to undertake employment, whether full-time or part-time, as the Director / Partner / Member / Employee of any other organization / entity engaged in any form of business activity without the consent of Wishtree. The consent may be given subject to any terms and conditions that the Company may think fit and may be withdrawn at any time at the discretion of the Company.

Our offer to you is conditional upon your having fully completed your graduation / post-graduation qualification - having completed all studies, course requirements and examinations required for the award of the educational qualification and producing all marks sheets and other relevant documents (if any), at least till the penultimate semester, on the day that you join the Company. Further, you should have been declared as passed by the relevant examination authority. The determination of the adequacy or authenticity of all or any of the proofs and any condonation of delay in submission of the same will be at the Company's discretion.

Our offer to you is conditional upon your having fully completed your prescribed training and learning path identified and communicated to you.

As a token of your acceptance of this offer, kindly bring a duly signed duplicate copy of the same on the date of joining.

We welcome you to the Wishtree family and wish you a bright career ahead with us.

Best Regards,

For Wishtree Technologies LLP



Priyanka Pandita
Senior Technical Recruiter

wishtree

Annexure A – Salary Chart
(All figures in INR)

Components	**Per Annum**	**Per Month**
Basic	2,50,008	20,834
HRA	1,00,003	8,334
Conveyance	39,996	3,333
Professional Development Allowances	76,389	6,366
A. MONTHLY GROSS SALARY	**4,66,396**	**38,866**
Employer PF contribution	21,600	1,800
Gratuity**	12,020	1,002
B. RETIRAL BENEFITS	**33,620**	**2,802**
C. FIXED GROSS SALARY -(A+B)	**5,00,016**	**41,668**
Employee Up-Skillment Program*	5,000	
Health Insurance	6,490	
D. OTHER ALLOWANCES	**11,490**	
COST TO COMPANY (CTC) - (C+D)	**5,11,506**	

OTHER BENEFITS (Annual Cover)	
Health Insurance	2,00,000
Life Insurance	5,00,000

**The gratuity amount set out above is an approximation. Your eligibility and the final pay out of any Gratuity amount will be determined in strict accordance with provisions of Payment of Gratuity Act.

*Up-Skillment Allowance is a re-imbursement for a pre-approved activity upon presentation of an invoice and limited to allowance amount or invoice amount, whichever is lower.

ODYSSEUS SOLUTIONS

Date: October 1, 2021

Ms. Simran Ghanchivhora
Address: 25-5, Bajipura, Laxmi Cinema pase, Vaso, Kheda Gujarat, 387380.

Dear Simran,

We are pleased to offer you, the internship program in our company in the field of **Software Development** Department for the period of **6 months** starting from **December 6, 2021**.

During the internship, you will not be paid any salary or stipend. However, Odysseus Solutions Pvt. Ltd. will take care of your out of pocket expenses i.e **Rs.5000 per month.**

Your reporting will be to the Human Resources Department at 12.00 PM IST on **December 6, 2021** with the appropriate documents and filled forms.

If there are any questions, please feel free to contact us. We are very pleased that You have decided to join us. We look forward to seeing you on **December 6, 2021** and offer a very warm welcome.

On successful completion of your internship, based on your performance, we would be pleased to offer you the Position of **Junior Soft□are Developer** at Odysseus Solutions Private Ltd, **Vadodara.**

As our **Junior Software Developer**, you will receive a total salary in the amount of **Rs. 3,00,000 (Three Lacs)** only as CTC per year which will be **Rs. 25,000 (Twenty-Five Thousand)** monthly, payable in accordance with the Company's regular payroll practices. Your salary will be subject to statutory deductions and withholdings inclusive of Professional Tax, EPF contributions, ESIC contributions and TDS, as applicable.

Thanking you,

For **Odysseus Solutions Private Limited**

Jaynee

Ms. Jaynee Kothari
Director of Human Resources

Confidential Annexure				
Name	:	Simran Ghanchivhora		
Employee ID	:			
Designation	:	Junior Software Developer		
Department	:	Software Development		
Date of Joining	:	December 6, 2021		
COST TO THE COMPANY (CTC) BREAK UP				
COMPONENTS		**Monthly (INR)**	**Annual (INR)**	**Remarks**
Basic	:	10000	120000	
HRA	:	4000	48000	
Bonus	:	750	9000	
Management Allowance	:	8450	101400	
Gross Salary	**:**	**23200**	**27□□00**	
Co. P.F.	:	1800	21600	
Deferred Benefits		**1□00**	**21□00**	
Total Fixed CTC	**:**	**25000**	**300000**	
P.F.	:	1800	21600	
Professional Ta□	:	200	2400	
Income Ta□	:	0	0	
Total Deductions	**:**	**2000**	**2□000**	
Total Payout	**:**	**21200**	**25□□00**	

Note:

1. Any Statutory Changes by the Government will form part of your CTC from the date applicable.

2. Income Tax will be calculated based on the declaration / document submission of each employee.

3. Other additional Incentives & Performance Bonus shall be at the sole discretion of the Management & will be based on the business results of Odysseus Solutions Private Limited.

4. Gratuity shall be applicable as per the statutory & legal framework applicable from time to time.

5. Professional Tax, as applicable state-wise, will be deducted from your monthly Salary.

Please sign below in acceptance of this offer:

Best Regards,
For Odysseus Solutions Private Limited

Simran Ghanchivhora



Jaynee Kothari
Director of Human Resources

Signature
Date: October 1, 2021

Groups

Conversations

Search conversations withi...

New conversation

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MCA2022

Conversations 99+
Members
About
My membership settings

Updates from SCIKEY

0 views

Prof. U. P. Patel <uppatel.mca@ddu.ac.in>
to ddumca2022@googlegroups.com, MCA2022

Dear students,
This is to inform you that SCIKEY is also offering job based on performance and they are providing package from 2
Once again congratulations to all selected students!!!!!!!!!

Further to the previous mail, kindly note, the shortlisted Students would join our Industrial Internship Program after
during their intership tenure, they may be hired as full time employee on the basis of their performance and technic
annum to 3.00 Lakh per annum. Also, there will be a service commitment of 1 year.

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Date – 4th October 2021

Ms. Srushti Vairale
Surat, Gujarat

Dear **Srushti Vairale**

Welcome to SCIKEY, A brand of SRKay Consulting Group!

SCIKEY is a Digital platform for Jobs, Work & Talent Solutions. Our vision is to create jobs & work opportunities for billion minds. Our mission is to help employers worldwide get access to quality talent and talent solutions in a click.

SCIKEY is a portfolio brand of SRKay Consulting Group, backed by the family office of billion-dollar SRK Exports. The company has its presence across India, USA, UK, Malaysia & Singapore.

Appointment

We have enjoyed speaking with you and getting to know you over the course of the last few weeks. The team has been impressed with your background and would love to formally designate you a position as Apprentice Trainee at SCIKEY (henceforth referred to as the "**Company**").

Your appointment is subject to successfully completion of current degree, awarded in the current academic year without any standing backlogs, accuracy of your testimonials and information provided by you.

Please let us know if you have any questions or would like to discuss the offer in more detail. We look forward to working with you and wish you success in your career with us.

Warm Regards,
For & on behalf of SCIKEY
Warm Regards,

Prosenjit Mukherjee

Prosenjit Mukherjee
Head - Human Resources

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Following are the terms of the offer:

This appointment letter is valid upon joining the Company on or before **6th December 2021**, after which it shall stand revoked. Following are the details of your employment.

- **Designation:** Apprentice Trainee
- **Stipend:** Your total monthly payable amount would be INR 8000/- (includes Workmen Compensation Allowance) as per Apprentice terms and conditions of the location.

a) The stipend payable is taxable as per Indian Income Tax Act.
b) Under the apprentice program, you will not be covered under The Apprentice trainees' Provident Fund Scheme and The Apprentice trainees' State Insurance Scheme.

1. Apprentice Training Duration

- You would be on training period of twelve (12) months from the date of joining. On satisfactory completion of twelve months', trainee will be confirmed in the company unless informed otherwise.
- You shall render all cooperation to register your apprenticeship agreement on apprentice portal.

Location

Your location for apprenticeship would currently be **Surat** ("work location"). During the course of your assignment with the Company, you may be appointed, transferred, deputed or deployed to any other offices, projects, divisions, departments or units of the Company or its affiliates or subsidiaries or group companies existing or to be set up at any other location or any other unaffiliated company as may be required to render services to any customer / client of the company in India or abroad ("External Location").

You may be required to travel to any of the other offices of the Company or its customer locations for business reasons, should the need arise.

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1. Leave Policy

As per apprentice act 1961, you would be eligible for 12 casual leaves and 15 sick leaves (Medical Certificate mandatory in case of sick leaves). However, one can apply maximum of 1 leave per month during the apprentice period.

2. Workmen Compensation

You would be governed by Workmen compensation policy. Further details will be provided to you at the time of joining.

3. Abandonment of employment

If you are absent from work for eight consecutive days without the consent of, or notification to the Company, or without just cause, you shall be deemed to have terminated your employment.

4. Performance Review and Progression

Your promotion, increment shall depend upon your satisfactory performance in the periodical performance appraisal conducted by the management from time to time. If your performance is found unsatisfactory, then you will be put under PIP (Performance Improvement Plan) of the duration as may be decided by the management. If your performance is found unsatisfactory even after PIP, it may result in termination. A performance review will not necessarily result into remuneration increase. Your remuneration will be subject to review by the company at such times as may be considered appropriate. Review dates would be as set by the company. The company operates on pay for performance policy and result of any remuneration review will take your performance into account.

5. Medical Fitness and Verification of Particulars

Your appointment is subject to you being declared and remaining medically fit by a medical officer or by a Doctor. The management has the right to get you medically examined by a certified medical practitioner during the period of your service with the Company. In case you are found medically unfit to perform your duties under your assignment, the Company has the right to terminate your assignment, but not before giving you sufficient notice with discussion and extending all medical support as possible during the period you are found to be unfit. The Company will take a supportive, compassionate and lenient view in genuine cases of medical issues. Further you acknowledge and accept that the Company has appointed you on the basis of bonafide statements, information and facts provided by you and other documents submitted by you. During the course of your employment if it is found that any information provided by you is false, incorrect or misleading, without

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prejudice to all its rights and remedies, the Company shall have a right to take appropriate disciplinary action against you.

6. Duties and Responsibilities

i. The Company will expect you to work with a high standard of initiative, efficiency and economy. You will perform, observe, and confirm to such duties, directions and instructions assigned or communicated to you by the Company and those in authority over you

ii. Please note that the nature of apprenticeship is such that you may be required to travel abroad. While the Company will endeavor to accommodate your reasonable requests, you recognize that customer / client deliverables are critical for the business. Refusal to travel pursuant to two requests by the Company will be adequate grounds for your services to be terminated

iii. You shall not seek membership of any local or public bodies without written permission of the management

iv. You shall neither divulge nor give out any information including particular or details of the Company's process, technical know-how, security arrangement, administrative and / or organizational matters or any information of confidential or secret nature (the "**Confidential Information**") which may be in your possession by virtue of your assignment with the Company to any unauthorized person during the period of your assignment or even afterwards by way of written or oral communication.

v. You shall keep confidential all the information and material provided to you by the Company or by its customer / clients concerning their affairs, in order to enable the Company to perform the services of the Company. This also includes such information as is already known to the recipient or is in public knowledge without you breaching your confidentiality obligation which you shall not release, use or disclose, except with the prior written permission of the Company.

vi. You will, as and when required by the Company, execute a separate non-disclosure agreement in a format approved by the Company.

vii. You will neither enter into any commitment or dealing on behalf of the Company for which you have no express authority nor alter or be party to any alteration of any principle or policy of the Company or exceed any authority or discretion vested with you without the appropriate sanction of the Company

viii. You will be responsible for safekeeping and return in good condition and order the properties of the Company, which may be in your use, custody, possession, care or charge. For the purpose of any loss of any property of the Company in your possession, the Company will have a right to assess on its own and recover the damages of all such materials by way of monetary remuneration or otherwise from you as may be deemed fit by the Company. The Company reserves the right to take any such action as it may deem necessary in the event of your failure to account for such material or property

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ix. You shall not directly or indirectly solicit or cause to be solicited any customer / customer / client of the Company during the term of your assignment and 1 (one) year after your resignation / the termination of your assignment with the Company, unless there is a written approval for the same.

x. Both during your assignment and for 1 (one) year after your assignment with the Company ceases, you will not directly or indirectly solicit any of the Company's apprentice trainees or key apprentice trainees of any of the Company's customer / clients for assignment with a person or entity involved in business similar to or in competition with the business of the Company. Key apprentice trainees include without limitation supervisory personnel, executives, personnel in charge of any department, section or subdivision and project managers, directors and senior personnel on any individual project or projects

xi. You will not during your non-working hours, directly or indirectly carry out or cause to be carried out any work similar to that which the Company undertakes during the term of your assignment

xii. You may during the course of your assignment be given assignments based on the Company's reasonable business needs which the company considers are suited to your background, qualifications and / or experience. You shall not refuse to carry out any assignment solely on the ground that it has not been or does not form part of your usual duties

xiii. The nature of your services and responsibilities in the Company may be varied from time to time depending upon the requirements of the Company and you shall have no objection to such variation

xiv. You shall undertake appropriate behavior while traveling on behalf of the Company for the purpose of sales, external functions, conference, events or otherwise in accordance with the Company policy

xv. You shall abide by the Company policies and any amendments thereto as and when notified to you by the Company

7. Intellectual Property

i. All intellectual property such as trademarks, copyrights, designs, technical know-how etc., developed by you during your work hours with the Company either individually or collectively with other apprentice trainees of the Company shall be the property of the Company and you shall not have any right or make any claim in respect thereof. You will disclose to the Company any discovery, invention, process or improvement made or discovered during your assignment with the Company (the "**Intellectual Property**") and the Intellectual Property shall automatically stand transferred to the Company and shall remain an absolute property of the Company at all times. If and when required to do so by the Company, you shall, at the Company's expense, take out or apply for patent license or other rights, privileges or production as may be directed by us in respect of the Intellectual Property so that the benefit thereof shall accrue to the Company at all times and you shall execute such deeds, documents, agreements as may be required or directed by the Company for transfer, assignment or other to vest the rights in the Intellectual Property in favor of a third person, company, firm or a proprietary as its sole beneficiary

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ii. In addition, you hereby appoint the Company as your duly constituted attorney for the purpose of executing in your name and on your behalf all such deeds and documents as may be required for the purpose of giving effect to the rights of the Company under this Clause

iii. You hereby irrevocably and unconditionally waive any and all moral rights or any rights of a similar nature under any law in any jurisdiction in and to any and all material written, created or devised by you, whether solely or jointly, resulting from or suggested by anything which you shall do pursuant to your assignment with the Company

iv. You acknowledge that your remuneration and all consideration paid to you by the Company under this Agreement includes stipend for the assignment (if any) to the Company of the Intellectual Property and that the rights and obligations under this Clause shall continue in force after the termination of this Agreement in respect of any Intellectual Property created during your assignment under this Agreement and shall be binding upon your legal representatives.

8. Dress Code

The company has adopted business casual wear for apprentice trainees. In order to create and maintain a professional image, apprentice trainees are expected to wear clothing that is not offensive or distracting to customer / clients and colleagues. You are required to follow the dress code policy of the Company and shall maintain standard level of hygiene. In case you are transferred, deputed or appointed at the External Location or at the customer / client's office, you are required to follow the dress code policies in place at the External Location or at the customer / client's office (as the case may be).
The general principle for adopting business casual dress is related to creating a positive image of the Company for our customers and colleagues.

i. Remember that at all times in the workplace apprentice trainees are ambassadors of the Company
ii. Clothes should not cause embarrassment or have a negative impact upon the image of the Company
iii. Apprentice trainees representing the Company off-site with third party companies should wear business formals

9. General

i. At all times your conduct will be in compliance with the Company policies.
ii. The current working hours are from **09:00 am** to **06:00 pm**. with staggered weekly offs. Work timings may change based on the project you will be allocated to. In such case your project timings become your work timing. The company reserves the right to alter modify its hours, weekly off days & or holiday temporarily or permanently.

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iii. You are required to work maximum of 6 (six) days in a week. You are expected to complete upto 48 (forty-eight) hours of work every week. If your timesheet determines the revenue of the company, failure to record your hours of work contribution in the time sheets on regular basis as determined by the management of the Company would result into loss of stipend for the unrecorded period.

iv. The Company will cover you under Workman compensation policy.

v. You may be selected or sponsored by the Company for familiarization or training assignment with the technical collaborator of the Company or with any other institution or organization in India or abroad. If selected, you are required to take part in such training or assignment diligently and beneficially. The cost of such training, including travel fare and related expenses will be borne by the Company, which the discretion of the management may be, subject to any contract or arrangement under which you shall agree to serve the Company for specified number of years after completion of the training and agree to pay liquidated damages in case of earlier resignation or termination of service in proportion to number of years of service remaining to be served.

vi. In case you are shifted from your place of assignment to another location where the Company has its operations during your assignment with the Company, you are eligible to claim reimbursement for expenses incurred on packing, unpacking, loading, unloading, transportation as per the existing policy of the Company. However, in case of Resignation or your services are terminated in any manner within 1 (one) year of such shifting, the amount so paid shall be recoverable from you by the Company

vii. In case of any inquiry initiated by the Company or your employer at the External Location against you or any other apprentice trainee as per the policy in place, you undertake to provide full co-operation in respect of such inquiry as may be required

viii. You will be governed by service rules and regulations including 'Code of Conduct', discipline and administrative order or any such other rule or order of the Company which may be in force from time to time

ix. The date of birth mentioned in the matriculation / higher secondary certificate shall be the conclusive proof of your age

x. You will notify the Human Resource Team of the Company about any change of address within a week of such change, failing which any communication served on your last notified address shall be deemed to be validly served on you

xi. Upon resignation or termination of your assignment with the Company in any manner, you shall immediately return to the Company any and all books, documents, correspondence, records including any compact disks or electronic storage device relating to the business and affairs of the Company

xii. Any time upon request of the Company and in any event on resignation or termination of your assignment with the Company in any manner, you shall immediately hand over all the authorization letter or power of attorney issued in your favor by the Company or any other property of the Company in your possession in the same form as given to you by the Company (subject to ordinary wear and tear)

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xiii. In case of resignation or termination of your assignment with the Company in any manner, you shall extend requisite co-operation to the Company to ensure smooth transition of your duties and responsibilities to such person as may be appointed or nominated by the Company

xiv. Your designation and stipend are subject to change depending upon the work assignment undertaken by you from time to time and the stipend structure of the Company is subject to revision in order to protect the cost to the Company

xv. You will indemnify and keep us indemnified and hold harmless against any loss or damage caused to the Company or any claim raised by a third party against the Company due to any unauthorized act undertaken by you

xvi. You hereby represent to the Company that you are under no obligation or agreement or legal impediment that would prevent you from becoming an apprentice trainee of the Company, or adversely impact your ability to perform the expected responsibilities.

xvii. Any notice or correspondence to be given by you to the Company or by the Company to you shall be given as under:

a. If to Company: E-mail: contact@srkay.com
b. If to the apprentice trainee: The personal Email ID registered by the apprentice trainee in their resume submitted to the company at the time of assignment

xviii. In an event of a drop-in performance, you will be put in Performance Improvement Plan as per the Company policy

10. Health and Safety

You shall take all reasonable precautions for your health and safety, and the health and safety of other team members. In particular, you shall comply with all rules and policies concerning health and safety which may apply from time to time. If you become aware of any danger or hazard that may affect your health and safety or the health and safety of other team members, you must immediately report the matter to the Company.

11. Final Settlement

On resignation or termination of your assignment with the Company any amount owed by you to the Company including any amounts due on account of reimbursement of expenses incurred by the Company due to any loss or damage caused by you to the property of the Company shall,
be deducted as per apprentice act.

12. Sharing of Personal information

Human resource information systems are consolidated and managed centrally. As a result, personal information is shared around the Company's locations worldwide, to selected organizations which provide services to the

Company. To assure that personal data privacy is adequately safeguarded, the Company operates internal procedures to protect the confidentiality and security of individual personal information. The Company also requires the external organization it works with to provide adequate levels of protection. By accepting this offer you are agreeing to such data storage and sharing.

13. Jurisdiction

In case of any dispute between the Company and you in relation to your assignment, the competent courts and tribunals at Surat shall have exclusive jurisdiction.

14. Background Checks

The Company may, at its discretion conduct background checks prior to or after your expected joining date to validate your identity, the address provided by you, your education details and details of your prior work experience. if any, and to conduct any criminal checks. You expressly consent to the company conducting such background checks. In this connection, you are required to furnish the documents listed in Annexure III. If the Company is not satisfied, in its sole discretion, with the outcome of the background checks, the Company reserves the right to withdraw this offer without notice and compensation or to take any appropriate action against you, including, but not limited to termination of your employment. When a background check raises any concerns regarding any of the details furnished by you and the Company feels the need to further validate such facts, the company may at its sole discretion, ask you for further information, to substantiate the details that you have earlier provided to the Company, before initiating appropriate action.
Please note that SRKay Consulting Group requires you to furnish a copy of your passport at the time of joining. If you are unable to do so, the Company will initiate a criminal background check, the cost of which will need to be borne by you.

15. Other Terms & Conditions

You agree not to undertake employment, whether full-time or part-time, as the Director / Partner / Member / Apprentice trainee of any other organization / entity engaged in any form of business activity without the consent of SRKay Consulting Group. The consent may be given subject to any terms and conditions that the Company may think fit and may be withdrawn at any time at the discretion of the Company.
You hereby acknowledge and agree to abide by all internal Policies of the Company, which you will be able to access, upon joining, on the HRMS. These Policies cover various human resources and administrative topics and procedures. The Company reserves the right to change these Policies at any time in its absolute discretion. You shall be required to sign certain mandatory agreements, including but not limited to the Confidentiality, Intellectual Property Rights, the Code of Business Conduct and Ethics and your employment shall be governed by all the rules and regulations, as amended from time to time, of the Company as applicable to your

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employment with us. This offer is also conditional upon your acceptance and execution of the Non-Compete Agreement (Annexure II).

This offer of employment constitutes the entire agreement between you and the Company regarding the terms of your employment and it is the complete, final, and exclusive embodiment of your agreement with regard to this subject matter and supersedes any other promises, warranties, representations or agreements, whether written or oral. It is entered into without reliance on any promise or representation other than those expressly contained herein, and it cannot be modified or amended except in writing signed by an authorized officer of the Company.
If any of the terms or conditions of this offer are found to be illegal or unenforceable, such terms shall be treated as severable from the rest of the terms and conditions of this offer and the remaining terms and conditions shall continue.

The Company may change policies at any time at its discretion without requiring a variation to this agreement.
We look forward to your long and successful association with the Company.

Yours Sincerely,
For and on behalf of SRKAY Consulting Group

Prosenjit Mukherjee
Head – Human Resources

Enclosures:
Annexure I – Acknowledgement and Acceptance
Annexure II – Non-Compete
Annexure III – Contact Details of the Company and Joining Documents
Appendix-I – Stipend break up

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Acknowledgement and Acceptance

I have read and understood the terms and conditions of this offer letter and hereby notify my acceptance by signing at the space provided below.

Signature **Date**

_____ _____

This agreement shall be governed by the laws of India and you hereby agree to the exclusive jurisdiction of the courts in Surat, India.

As a token of your acceptance of this offer, please bring a duly signed, duplicate copies of the letter and all the accompanying annexures, on the date of joining.

We welcome you to SRKay Consulting Group India family and wish you a rewarding career over the years to come.

Yours sincerely,
For & On Behalf of **SRKay Consulting Group**

Prosenjit Mukherjee

Prosenjit Mukherjee
Head – Human Resources

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ANNEXURE II – NON-COMPETE AGREEMENT

I, _____, do hereby acknowledge and confirm the following: -

i. I am accepting employment with SRKay Consulting Group, as per the presents in this document, I agree to the following terms herein, and acknowledge that this is a material condition of my employment with SRKay Consulting Group

ii. I am required, on behalf of SRKay Consulting Group, to provide services to, or solicit business from, various customer / clients of SRKay Consulting Group for whom I performed services as a Company apprentice trainee (each such customer / client hereinafter referred to as a "Customer").

iii. In consideration of the above, I agree that for a period of six (6) months following the termination of my employment with SRKay Consulting Group for any reason, I will not:

   a. accept any offer of employment from any Customer, where I had worked in a professional capacity with that Customer in the twelve (12) months immediately preceding the termination of my employment with SRKay Consulting Group

   b. accept any offer of employment from a Named Competitor of SRKay Consulting Group, if my employment with such Named Competitor would involve me having to work with a customer with whom I had worked in the twelve (12) months immediately preceding the termination of my employment with SRKay Consulting Group. For the purposes of this Non-Compete Agreement, "Named Competitor" shall mean the following entities and their wholly owned subsidiaries: -

1.
2.
3.

Place: Apprentice trainee Signature:

Date: Full Name: _____

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ANNEXURE III – DOCUMENTS CHECKLIST

On your date of joining, you are required to report at the following address:
Office Address: SRKAY Consulting Group,
W04A, Gem & Jewellery Park,
Ichhapore – Hazira,
Surat – 394510.
Contact Person: Ms. Krupali Patel
Contact Number: +91 9016157252
Contact Email ID: hroperations@scikey.ai
Reporting Time: 09:00 am

We request you to kindly carry the Original of the following documents for verification purpose and photocopies of only those which you are yet to share. The same is mandatory and is required as part of the joining process.

DOCUMENT CHECKLIST

Sr. No	Documents
1	Aadhar card & PAN Card
2	Passport size photos – 2 copies
3	Self-Signature (soft copy)
4	Mobile Number
5	Category (OBC/SC/ST/GENERAL)
6	Higher Qualification Documents – 12th, Graduation etc.
7	Fitness/Medical Certificate from a bonafide M.B.B.S
8	School Leaving Certificate
9	Last Semester Pass Certificate
10	Bank Detail (savings A/C)

Note: All documents need to be duly signed on each page and arranged in the order specified above

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Prof. U. P. Patel <uppatel.mca@ddu.ac.in>
to ddumca2022@googlegroups.com, MCA2022

Dear students,
Arsenal Tech has schedules test on 21/20/2021
Online test on 21.10.2021

Prof. U. P. Patel <uppatel.mca@ddu.ac.in>
to ddumca2022@googlegroups.com, MCA2022

Dear students,
We have received following mail from ArsenalTech.

Please find the below candidates shortlisted for final round, will give them confirmation by tomorrow:

CHAVDA PRIYA RAJENDRA
MEMON SUFIYAN RAFIKBHAI
NAGORILUHAR MOHAMMEDSHAHIL FAKRUDDIN

Regards,
Disha

Reply all Reply to author Forward

ArsenalTech Pvt. Ltd.

Better IT Better Business

Date: 9th Nov 2021

Dear Sufiyan,

Further to the interview you had with us, we are pleased to inform you that you have been selected as Trainee at ArsenalTech and you will be placed in PHP Department on the following terms and conditions:

1. Your training period will commence from 6th December 2021 and your training will be at Ahmedabad office.

2. The training will be for a period of 6 (Six) Months from 6th December 2021– which can be extended depending on your performance during the initially defined period of 6 Months. Upon completion of training period, subject to performance and availability of a suitable vacancy, the Company may offer you permanent employment – for which you are obligated from this moment itself, as there will be agreement to be signed as well for the training and job commencement. Under this time agreement, your first salary will be withheld with the company as security token, and will be returned after completion of agreement period.

3. You will be eligible for a fixed stipend amount finalized by the hiring manager which will be applicable until the completion of training and the company will pay it monthly after the successful commencement of the training.

4. You will be governed by staff rules and regulations as applicable to all Trainees. Subject to any change in policy by the management which will be informed at appropriate time.

As a token of having understood the terms and conditions enumerated above, please sign the duplicate copy of this offer letter and return to us.

For ArsenalTech,

Received.

Sufiyan

MANAGER– HUMAN RESOURCES

Regd. Office : Block - B, Office No. 1003, Mondeal Heights, Near Panchratana Party Plot, S.G. Highway, Ahmedabad, Gujarat 380015.
☎ : + 91 79 40398675 **Cell :** +91 8401822376 **Email :** info@arsenaltech.com **URL :** www.arsenaltech.com
CIN : U72900GJ2016PTC092017

IT Path Solutions

Ref: IPS-21-22-033

Date: 26th August 2021

Name: Mr. Suraj Bhardwaj

Address: Ahmedabad, Gujarat

Trainee Offer Letter

As an organization's initiative we are pleased to inform you that you are selected as a **Intern Technology Architect.** You have to join during the November / December 2021. Kindly bring two passport size photographs, Address proof, PAN card and Photo ID on the date of joining.

You will be on training period for six months. After successfully completing training period and review thereof, you will be offered an employment.

Your increment cycle will be of one year and after your employment confirmation.

Kindly confirm your acceptance of this offer and your date of joining.

Wishing you a long lasting association with **IT Path Solutions**.

For IT Path Solutions,

Keyur Patel

Co-Founder

IT PATH SOLUTIONS AHMEDAB

Initials_____

Regd. Office : 84, Nirmal, Nr. Bhaduatnagar, Maninagar, Ahmedabad - 380 008. Gujarat. INDIA
Development Center : 801-804, Binori B Square 1, Near Neptune House, Iscon-Ambli Road, Ahmedabad - 380058.
info@itpathsolutions.com www.itpathsolutions.com +91 79 48988632

IT Path Solutions

I Acknowledge receipt and accept the Offer Letter in original.

I also acknowledge that upon acceptance of this offer if I violate any terms mentioned in offer letter then company can deposit security cheque and take further necessary action.

Place: Gandhidham (Kutch)

Date: 26-08-2021

Name: Suraj Bhardwaj

Signature: Suraj

Cheque no. 000011
Bank: Laxshmi vilas Bank
Ac no. 027530900000162

Initials_____

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W-04A, Gem and Jewellery Park,
GHB, Ichhapore – Hazira, Surat - 394510

Date – 4th October 2021

Mr. Sureshchandra Vasava
Surat, Gujarat

Dear **Sureshchandra Vasava**

Welcome to SCIKEY, A brand of SRKay Consulting Group!

SCIKEY is a Digital platform for Jobs, Work & Talent Solutions. Our vision is to create jobs & work opportunities for billion minds. Our mission is to help employers worldwide get access to quality talent and talent solutions in a click.

SCIKEY is a portfolio brand of SRKay Consulting Group, backed by the family office of billion-dollar SRK Exports. The company has its presence across India, USA, UK, Malaysia & Singapore.

Appointment

We have enjoyed speaking with you and getting to know you over the course of the last few weeks. The team has been impressed with your background and would love to formally designate you a position as Apprentice Trainee at SCIKEY (henceforth referred to as the "**Company**").

Your appointment is subject to successfully completion of current degree, awarded in the current academic year without any standing backlogs, accuracy of your testimonials and information provided by you.

Please let us know if you have any questions or would like to discuss the offer in more detail. We look forward to working with you and wish you success in your career with us.

Warm Regards,
For & on behalf of SCIKEY
Warm Regards,

Prosenjit Mukherjee

Prosenjit Mukherjee
Head - Human Resources

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Following are the terms of the offer:

This appointment letter is valid upon joining the Company on or before **6th December 2021**, after which it shall stand revoked. Following are the details of your employment.

- **Designation:** Apprentice Trainee
- **Stipend:** Your total monthly payable amount would be INR 8000/- (includes Workmen Compensation Allowance) as per Apprentice terms and conditions of the location.

a) The stipend payable is taxable as per Indian Income Tax Act.
b) Under the apprentice program, you will not be covered under The Apprentice trainees' Provident Fund Scheme and The Apprentice trainees' State Insurance Scheme.

1. Apprentice Training Duration

- You would be on training period of twelve (12) months from the date of joining. On satisfactory completion of twelve months', trainee will be confirmed in the company unless informed otherwise.
- You shall render all cooperation to register your apprenticeship agreement on apprentice portal.

Location

Your location for apprenticeship would currently be **Surat** ("work location"). During the course of your assignment with the Company, you may be appointed, transferred, deputed or deployed to any other offices, projects, divisions, departments or units of the Company or its affiliates or subsidiaries or group companies existing or to be set up at any other location or any other unaffiliated company as may be required to render services to any customer / client of the company in India or abroad ("External Location").

You may be required to travel to any of the other offices of the Company or its customer locations for business reasons, should the need arise.

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1. Leave Policy

As per apprentice act 1961, you would be eligible for 12 casual leaves and 15 sick leaves (Medical Certificate mandatory in case of sick leaves). However, one can apply maximum of 1 leave per month during the apprentice period.

2. Workmen Compensation

You would be governed by Workmen compensation policy. Further details will be provided to you at the time of joining.

3. Abandonment of employment

If you are absent from work for eight consecutive days without the consent of, or notification to the Company, or without just cause, you shall be deemed to have terminated your employment.

4. Performance Review and Progression

Your promotion, increment shall depend upon your satisfactory performance in the periodical performance appraisal conducted by the management from time to time. If your performance is found unsatisfactory, then you will be put under PIP (Performance Improvement Plan) of the duration as may be decided by the management. If your performance is found unsatisfactory even after PIP, it may result in termination. A performance review will not necessarily result into remuneration increase. Your remuneration will be subject to review by the company at such times as may be considered appropriate. Review dates would be as set by the company. The company operates on pay for performance policy and result of any remuneration review will take your performance into account.

5. Medical Fitness and Verification of Particulars

Your appointment is subject to you being declared and remaining medically fit by a medical officer or by a Doctor. The management has the right to get you medically examined by a certified medical practitioner during the period of your service with the Company. In case you are found medically unfit to perform your duties under your assignment, the Company has the right to terminate your assignment, but not before giving you sufficient notice with discussion and extending all medical support as possible during the period you are found to be unfit. The Company will take a supportive, compassionate and lenient view in genuine cases of medical issues. Further you acknowledge and accept that the Company has appointed you on the basis of bonafide statements, information and facts provided by you and other documents submitted by you. During the course of your employment if it is found that any information provided by you is false, incorrect or misleading, without

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prejudice to all its rights and remedies, the Company shall have a right to take appropriate disciplinary action against you.

6. Duties and Responsibilities

i. The Company will expect you to work with a high standard of initiative, efficiency and economy. You will perform, observe, and confirm to such duties, directions and instructions assigned or communicated to you by the Company and those in authority over you

ii. Please note that the nature of apprenticeship is such that you may be required to travel abroad. While the Company will endeavor to accommodate your reasonable requests, you recognize that customer / client deliverables are critical for the business. Refusal to travel pursuant to two requests by the Company will be adequate grounds for your services to be terminated

iii. You shall not seek membership of any local or public bodies without written permission of the management

iv. You shall neither divulge nor give out any information including particular or details of the Company's process, technical know-how, security arrangement, administrative and / or organizational matters or any information of confidential or secret nature (the "**Confidential Information**") which may be in your possession by virtue of your assignment with the Company to any unauthorized person during the period of your assignment or even afterwards by way of written or oral communication.

v. You shall keep confidential all the information and material provided to you by the Company or by its customer / clients concerning their affairs, in order to enable the Company to perform the services of the Company. This also includes such information as is already known to the recipient or is in public knowledge without you breaching your confidentiality obligation which you shall not release, use or disclose, except with the prior written permission of the Company.

vi. You will, as and when required by the Company, execute a separate non-disclosure agreement in a format approved by the Company.

vii. You will neither enter into any commitment or dealing on behalf of the Company for which you have no express authority nor alter or be party to any alteration of any principle or policy of the Company or exceed any authority or discretion vested with you without the appropriate sanction of the Company

viii. You will be responsible for safekeeping and return in good condition and order the properties of the Company, which may be in your use, custody, possession, care or charge. For the purpose of any loss of any property of the Company in your possession, the Company will have a right to assess on its own and recover the damages of all such materials by way of monetary remuneration or otherwise from you as may be deemed fit by the Company. The Company reserves the right to take any such action as it may deem necessary in the event of your failure to account for such material or property

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ix. You shall not directly or indirectly solicit or cause to be solicited any customer / customer / client of the Company during the term of your assignment and 1 (one) year after your resignation / the termination of your assignment with the Company, unless there is a written approval for the same.

x. Both during your assignment and for 1 (one) year after your assignment with the Company ceases, you will not directly or indirectly solicit any of the Company's apprentice trainees or key apprentice trainees of any of the Company's customer / clients for assignment with a person or entity involved in business similar to or in competition with the business of the Company. Key apprentice trainees include without limitation supervisory personnel, executives, personnel in charge of any department, section or subdivision and project managers, directors and senior personnel on any individual project or projects

xi. You will not during your non-working hours, directly or indirectly carry out or cause to be carried out any work similar to that which the Company undertakes during the term of your assignment

xii. You may during the course of your assignment be given assignments based on the Company's reasonable business needs which the company considers are suited to your background, qualifications and / or experience. You shall not refuse to carry out any assignment solely on the ground that it has not been or does not form part of your usual duties

xiii. The nature of your services and responsibilities in the Company may be varied from time to time depending upon the requirements of the Company and you shall have no objection to such variation

xiv. You shall undertake appropriate behavior while traveling on behalf of the Company for the purpose of sales, external functions, conference, events or otherwise in accordance with the Company policy

xv. You shall abide by the Company policies and any amendments thereto as and when notified to you by the Company

7. Intellectual Property

i. All intellectual property such as trademarks, copyrights, designs, technical know-how etc., developed by you during your work hours with the Company either individually or collectively with other apprentice trainees of the Company shall be the property of the Company and you shall not have any right or make any claim in respect thereof. You will disclose to the Company any discovery, invention, process or improvement made or discovered during your assignment with the Company (the "**Intellectual Property**") and the Intellectual Property shall automatically stand transferred to the Company and shall remain an absolute property of the Company at all times. If and when required to do so by the Company, you shall, at the Company's expense, take out or apply for patent license or other rights, privileges or production as may be directed by us in respect of the Intellectual Property so that the benefit thereof shall accrue to the Company at all times and you shall execute such deeds, documents, agreements as may be required or directed by the Company for transfer, assignment or other to vest the rights in the Intellectual Property in favor of a third person, company, firm or a proprietary as its sole beneficiary

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ii. In addition, you hereby appoint the Company as your duly constituted attorney for the purpose of executing in your name and on your behalf all such deeds and documents as may be required for the purpose of giving effect to the rights of the Company under this Clause

iii. You hereby irrevocably and unconditionally waive any and all moral rights or any rights of a similar nature under any law in any jurisdiction in and to any and all material written, created or devised by you, whether solely or jointly, resulting from or suggested by anything which you shall do pursuant to your assignment with the Company

iv. You acknowledge that your remuneration and all consideration paid to you by the Company under this Agreement includes stipend for the assignment (if any) to the Company of the Intellectual Property and that the rights and obligations under this Clause shall continue in force after the termination of this Agreement in respect of any Intellectual Property created during your assignment under this Agreement and shall be binding upon your legal representatives.

8. Dress Code

The company has adopted business casual wear for apprentice trainees. In order to create and maintain a professional image, apprentice trainees are expected to wear clothing that is not offensive or distracting to customer / clients and colleagues. You are required to follow the dress code policy of the Company and shall maintain standard level of hygiene. In case you are transferred, deputed or appointed at the External Location or at the customer / client's office, you are required to follow the dress code policies in place at the External Location or at the customer / client's office (as the case may be).
The general principle for adopting business casual dress is related to creating a positive image of the Company for our customers and colleagues.

i. Remember that at all times in the workplace apprentice trainees are ambassadors of the Company
ii. Clothes should not cause embarrassment or have a negative impact upon the image of the Company
iii. Apprentice trainees representing the Company off-site with third party companies should wear business formals

9. General

i. At all times your conduct will be in compliance with the Company policies.
ii. The current working hours are from **09:00 am** to **06:00 pm**. with staggered weekly offs. Work timings may change based on the project you will be allocated to. In such case your project timings become your work timing. The company reserves the right to alter modify its hours, weekly off days & or holiday temporarily or permanently.

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iii. You are required to work maximum of 6 (six) days in a week. You are expected to complete upto 48 (forty-eight) hours of work every week. If your timesheet determines the revenue of the company, failure to record your hours of work contribution in the time sheets on regular basis as determined by the management of the Company would result into loss of stipend for the unrecorded period.

iv. The Company will cover you under Workman compensation policy.

v. You may be selected or sponsored by the Company for familiarization or training assignment with the technical collaborator of the Company or with any other institution or organization in India or abroad. If selected, you are required to take part in such training or assignment diligently and beneficially. The cost of such training, including travel fare and related expenses will be borne by the Company, which the discretion of the management may be, subject to any contract or arrangement under which you shall agree to serve the Company for specified number of years after completion of the training and agree to pay liquidated damages in case of earlier resignation or termination of service in proportion to number of years of service remaining to be served.

vi. In case you are shifted from your place of assignment to another location where the Company has its operations during your assignment with the Company, you are eligible to claim reimbursement for expenses incurred on packing, unpacking, loading, unloading, transportation as per the existing policy of the Company. However, in case of Resignation or your services are terminated in any manner within 1 (one) year of such shifting, the amount so paid shall be recoverable from you by the Company

vii. In case of any inquiry initiated by the Company or your employer at the External Location against you or any other apprentice trainee as per the policy in place, you undertake to provide full co-operation in respect of such inquiry as may be required

viii. You will be governed by service rules and regulations including 'Code of Conduct', discipline and administrative order or any such other rule or order of the Company which may be in force from time to time

ix. The date of birth mentioned in the matriculation / higher secondary certificate shall be the conclusive proof of your age

x. You will notify the Human Resource Team of the Company about any change of address within a week of such change, failing which any communication served on your last notified address shall be deemed to be validly served on you

xi. Upon resignation or termination of your assignment with the Company in any manner, you shall immediately return to the Company any and all books, documents, correspondence, records including any compact disks or electronic storage device relating to the business and affairs of the Company

xii. Any time upon request of the Company and in any event on resignation or termination of your assignment with the Company in any manner, you shall immediately hand over all the authorization letter or power of attorney issued in your favor by the Company or any other property of the Company in your possession in the same form as given to you by the Company (subject to ordinary wear and tear)

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xiii. In case of resignation or termination of your assignment with the Company in any manner, you shall extend requisite co-operation to the Company to ensure smooth transition of your duties and responsibilities to such person as may be appointed or nominated by the Company

xiv. Your designation and stipend are subject to change depending upon the work assignment undertaken by you from time to time and the stipend structure of the Company is subject to revision in order to protect the cost to the Company

xv. You will indemnify and keep us indemnified and hold harmless against any loss or damage caused to the Company or any claim raised by a third party against the Company due to any unauthorized act undertaken by you

xvi. You hereby represent to the Company that you are under no obligation or agreement or legal impediment that would prevent you from becoming an apprentice trainee of the Company, or adversely impact your ability to perform the expected responsibilities.

xvii. Any notice or correspondence to be given by you to the Company or by the Company to you shall be given as under:

a. If to Company: E-mail: contact@srkay.com
b. If to the apprentice trainee: The personal Email ID registered by the apprentice trainee in their resume submitted to the company at the time of assignment

xviii. In an event of a drop-in performance, you will be put in Performance Improvement Plan as per the Company policy

10. Health and Safety

You shall take all reasonable precautions for your health and safety, and the health and safety of other team members. In particular, you shall comply with all rules and policies concerning health and safety which may apply from time to time. If you become aware of any danger or hazard that may affect your health and safety or the health and safety of other team members, you must immediately report the matter to the Company.

11. Final Settlement

On resignation or termination of your assignment with the Company any amount owed by you to the Company including any amounts due on account of reimbursement of expenses incurred by the Company due to any loss or damage caused by you to the property of the Company shall,
be deducted as per apprentice act.

12. Sharing of Personal information

Human resource information systems are consolidated and managed centrally. As a result, personal information is shared around the Company's locations worldwide, to selected organizations which provide services to the

Company. To assure that personal data privacy is adequately safeguarded, the Company operates internal procedures to protect the confidentiality and security of individual personal information. The Company also requires the external organization it works with to provide adequate levels of protection. By accepting this offer you are agreeing to such data storage and sharing.

13. Jurisdiction

In case of any dispute between the Company and you in relation to your assignment, the competent courts and tribunals at Surat shall have exclusive jurisdiction.

14. Background Checks

The Company may, at its discretion conduct background checks prior to or after your expected joining date to validate your identity, the address provided by you, your education details and details of your prior work experience. if any, and to conduct any criminal checks. You expressly consent to the company conducting such background checks. In this connection, you are required to furnish the documents listed in Annexure III. If the Company is not satisfied, in its sole discretion, with the outcome of the background checks, the Company reserves the right to withdraw this offer without notice and compensation or to take any appropriate action against you, including, but not limited to termination of your employment. When a background check raises any concerns regarding any of the details furnished by you and the Company feels the need to further validate such facts, the company may at its sole discretion, ask you for further information, to substantiate the details that you have earlier provided to the Company, before initiating appropriate action.
Please note that SRKay Consulting Group requires you to furnish a copy of your passport at the time of joining. If you are unable to do so, the Company will initiate a criminal background check, the cost of which will need to be borne by you.

15. Other Terms & Conditions

You agree not to undertake employment, whether full-time or part-time, as the Director / Partner / Member / Apprentice trainee of any other organization / entity engaged in any form of business activity without the consent of SRKay Consulting Group. The consent may be given subject to any terms and conditions that the Company may think fit and may be withdrawn at any time at the discretion of the Company.
You hereby acknowledge and agree to abide by all internal Policies of the Company, which you will be able to access, upon joining, on the HRMS. These Policies cover various human resources and administrative topics and procedures. The Company reserves the right to change these Policies at any time in its absolute discretion. You shall be required to sign certain mandatory agreements, including but not limited to the Confidentiality, Intellectual Property Rights, the Code of Business Conduct and Ethics and your employment shall be governed by all the rules and regulations, as amended from time to time, of the Company as applicable to your

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employment with us. This offer is also conditional upon your acceptance and execution of the Non-Compete Agreement (Annexure II).

This offer of employment constitutes the entire agreement between you and the Company regarding the terms of your employment and it is the complete, final, and exclusive embodiment of your agreement with regard to this subject matter and supersedes any other promises, warranties, representations or agreements, whether written or oral. It is entered into without reliance on any promise or representation other than those expressly contained herein, and it cannot be modified or amended except in writing signed by an authorized officer of the Company.
If any of the terms or conditions of this offer are found to be illegal or unenforceable, such terms shall be treated as severable from the rest of the terms and conditions of this offer and the remaining terms and conditions shall continue.

The Company may change policies at any time at its discretion without requiring a variation to this agreement.
We look forward to your long and successful association with the Company.

Yours Sincerely,
For and on behalf of SRKAY Consulting Group

Prosenjit Mukherjee
Head – Human Resources

Enclosures:
Annexure I – Acknowledgement and Acceptance
Annexure II – Non-Compete
Annexure III – Contact Details of the Company and Joining Documents
Appendix-I – Stipend break up

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Acknowledgement and Acceptance

I have read and understood the terms and conditions of this offer letter and hereby notify my acceptance by signing at the space provided below.

Signature **Date**

_____ _____

This agreement shall be governed by the laws of India and you hereby agree to the exclusive jurisdiction of the courts in Surat, India.

As a token of your acceptance of this offer, please bring a duly signed, duplicate copies of the letter and all the accompanying annexures, on the date of joining.

We welcome you to SRKay Consulting Group India family and wish you a rewarding career over the years to come.

Yours sincerely,
For & On Behalf of **SRKay Consulting Group**

Prosenjit Mukherjee

Prosenjit Mukherjee
Head – Human Resources

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ANNEXURE II – NON-COMPETE AGREEMENT

I, _____, do hereby acknowledge and confirm the following: -

i. I am accepting employment with SRKay Consulting Group, as per the presents in this document, I agree to the following terms herein, and acknowledge that this is a material condition of my employment with SRKay Consulting Group

ii. I am required, on behalf of SRKay Consulting Group, to provide services to, or solicit business from, various customer / clients of SRKay Consulting Group for whom I performed services as a Company apprentice trainee (each such customer / client hereinafter referred to as a "Customer").

iii. In consideration of the above, I agree that for a period of six (6) months following the termination of my employment with SRKay Consulting Group for any reason, I will not:

   a. accept any offer of employment from any Customer, where I had worked in a professional capacity with that Customer in the twelve (12) months immediately preceding the termination of my employment with SRKay Consulting Group

   b. accept any offer of employment from a Named Competitor of SRKay Consulting Group, if my employment with such Named Competitor would involve me having to work with a customer with whom I had worked in the twelve (12) months immediately preceding the termination of my employment with SRKay Consulting Group. For the purposes of this Non-Compete Agreement, "Named Competitor" shall mean the following entities and their wholly owned subsidiaries: -

1.
2.
3.

Place: Apprentice trainee Signature:

Date: Full Name: _____

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ANNEXURE III – DOCUMENTS CHECKLIST

On your date of joining, you are required to report at the following address:
Office Address: SRKAY Consulting Group,
W04A, Gem & Jewellery Park,
Ichhapore – Hazira,
Surat – 394510.
Contact Person: Ms. Krupali Patel
Contact Number: +91 9016157252
Contact Email ID: hroperations@scikey.ai
Reporting Time: 09:00 am

We request you to kindly carry the Original of the following documents for verification purpose and photocopies of only those which you are yet to share. The same is mandatory and is required as part of the joining process.

DOCUMENT CHECKLIST

Sr. No	Documents
1	Aadhar card & PAN Card
2	Passport size photos – 2 copies
3	Self-Signature (soft copy)
4	Mobile Number
5	Category (OBC/SC/ST/GENERAL)
6	Higher Qualification Documents – 12th, Graduation etc.
7	Fitness/Medical Certificate from a bonafide M.B.B.S
8	School Leaving Certificate
9	Last Semester Pass Certificate
10	Bank Detail (savings A/C)

Note: All documents need to be duly signed on each page and arranged in the order specified above

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Offer Cum Appointment Letter

Dated – 29th March 2022

To,
Sureshchandra Vasava

Dear Sureshchandra,

Welcome to SCIKEY, a brand of SRKay Consulting Group LLP.

It indeed has been a pleasure interacting with you. With reference to your application and your subsequent interview(s) with us, we at SCIKEY, a brand of SRKay Consulting Group (hereinafter referred to as Company) are pleased to offer you the SCIKEY Designation (as per Company Growth manual) as **Trainee Developer** whereas your Role on Project will be **Associate Trainee, Back End.**

Appended below are the details of your **Offer cum Appointment Letter**. Please feel free to call upon us in case you have any doubts or queries regards the same and/or if you would like to discuss the offer more in detail. We look forward to having you onboard and wish you a successful stint at the company.

Warm Regards,

For & on behalf of SCIKEY

Prosenjit Mukherjee

Prosenjit Mukherjee
Head – Human Resources

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1. Joining date

You will be required to report for duties at the earliest, but no later than **1st April 2022 (Friday).** We will keep our communication open and the initial training process for you.

2. Location

Your location for employment would be **Surat - "SRK", W04A, Gem & Jewellery Park, Ichhapore – Hazira, Surat-394510, Gujarat – India** ("work location"). During your assignment with the Company, you may be appointed, transferred, deputed or deployed to any other offices, projects, divisions, departments or units of the Company or its affiliates or subsidiaries or group companies existing or to be set up at any other location or any other unaffiliated company as may be required to render services to any customer/client of the company in India or abroad ("External Location") you would adhere and comply to the policies of the work location (it includes Client location). You may be required to travel to any of the other offices of the Company or its customer locations for business reasons, should the need arise. Although the Company will endeavour to ensure that any transfer or relocation does not cause unnecessary disruption to your status, the Company does not guarantee the continuation of any facility or perquisite upon transfer. In all such cases of transfer or relocation, the Company's transfer and relocation policies shall apply. If you relocate to another country, your salary will be adjusted following the then prevailing market matrices as may be utilized by the Company for your role in such a new country of assignment. In case of your deployment, deputation to any External Location or customer/client site, you may be required to enter into certain other agreements and arrangements with such company or customer/client including non-disclosure agreements, code of conduct or confidentiality agreements as per such company's or customer/client's policies in place from time to time. You shall, at all times while working at the External Location or customer/client's site, adhere to the terms of such agreements and arrangements. You agree that you shall furnish copies of such agreements to the Company and seek its prior approval before execution of such agreements. You shall not take up an assignment with the customer/client you have been deployed with for at least six (6) months from your last working day with the Company, without prior written approval from the Company.

3. Probation and confirmation

You will be on probation for **Six (6) months** from the date of joining. If in the opinion of the management you are found suitable at the end of the probation period, you will be confirmed as a permanent employee of SRKay Consulting Group or otherwise, the probation period may be extended by a suitable period or your services will be terminated. Your confirmation is also based on the submission of the documents required by the Company,

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details of which are enclosed in Annexure – III. (Please note that the management decision will be treated as final and binding)

You will not be entitled to privileged leave during the probation period. However, due to illness if you are medically unfit for the work, you will be granted leave at the discretion of the management on submission of an appropriate medical certificate.

The duration of the notice period is of **One Month (30 Days)** d**uring and after probation period**. However, in case of you resigning from the services of the Company, the Company shall have the sole discretion to relieve you from your services before the completion of the stipulated notice period but in such case, the Company shall not be liable to pay any compensation or salary with respect to the waived period of notice.

4. Leave Policy

You may be eligible for a maximum of up to 13 days of Earned Leaves (PL) and a maximum of up to 7 days of Sick Leaves. You can be eligible for casual leaves from time to time. In addition to the above, you are also eligible for 4 days of National Holidays and 4 days of Festive Holidays (including Saturdays and Sundays).

However, kindly note, we have multiple business lines with varied working days and hence your earned leaves could change from time to time based on your actual working days. The Company's Policies in general also provide for Maternity and Paternity leaves. Further details will be provided to you at the time of joining or during induction.

4.1 ***Maternity Leave:*** You will be governed by The Maternity Benefit Act 1961 formulated by the Government of India as per the rules and regulations in force from time to time.

4.2 ***Paternity / Adoption Leave:*** You can be entitled to 5 (five) days of Paternity / Adoption leave. This is a paid leave associated with the birth of an employee's child or the placement of a child with the employee in connection with adoption or foster care.

5. Compensation and Benefits

Your overall annual Compensation can be **INR 3,15,837/- (Three Lakhs Fifteen Thousand Eight Hundred and Thirty-Seven Rupees Only)** per annum. The break-up of your Annual Compensation is enclosed with this letter as Annexure I. All applicable taxes, including taxes levied on the remuneration, benefits/perquisite payable to you by the Company, statutory contributions made on your behalf by the Company shall be borne and paid by you. You will not be entitled to any additional remuneration on account of any special assignment, deployment or deputation undertaken by you during your normal course of assignment with the Company. Please note that

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the Company, at its sole discretion, may in case of appointment/transfer/deployment or deputation at an External Location or at customer/client's office, pay such additional remuneration as may be provided for in the company's policy in this regard. (You are required to always keep your salary information confidential and not disclose it to anyone else in the company.)

6. Provident Fund Scheme

You will be governed by The Employees Provident Fund Scheme, 1952, formulated by the Government of India immediately on joining, as per the rules and regulations in force from time to time.

7. ESIC / Insurance

You should be governed by The Employees State Insurance Scheme, 1948, formulated by the Government of India on joining as per the rules and regulations in force from time to time. If you are not coverable under ESIS, you will be eligible to participate in a Group Health Insurance & Personal Accidental Insurance Scheme. Further details will be provided to you at the time of joining.

8. Abandonment of employment

If you are absent from work for eight consecutive days without the consent of or notification to the Company, or without just cause, you shall be deemed to have terminated your employment.

9. Performance Review and Progression

Your promotion, increment shall depend upon your satisfactory performance in the periodical performance appraisal conducted by the management from time to time. If your performance is found unsatisfactory, then you will be put under PIP (Performance Improvement Plan) for the duration as may be decided by the management. If your performance is found unsatisfactory even after PIP, it may result in termination. A performance review will not necessarily result in a remuneration increase. Your remuneration will be subject to review by the company at such times as may be considered appropriate. Review dates would be as set by the company. The company operates on pay for performance policy and the result of any remuneration review will take your performance into account.

10. Medical Fitness and Verification of Particulars

Your appointment is subject to you being declared and remaining medically fit by a medical officer or by a doctor. The management has the right to get you medically examined by a certified medical practitioner during the period of your service with the Company. In case you are found medically unfit to perform your duties under your assignment, the Company has the right to terminate your assignment, but not before giving you sufficient

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notice with discussion and extending all medical support as possible during the period you are found to be unfit. The Company will take a supportive, compassionate, and lenient view in genuine cases of medical issues. The Company reserves the right to carry out reference verifications or background checks during your assignment with the Company, either by itself or through third-party agencies engaged by the Company. Such background verifications and reference checks, amongst others, would include past assignment(s) and salary details, criminal records, across countries resided in or worked in etc., and other details provided by you to the Company. You understand and acknowledge that this is a requirement, and you shall not raise any objection whatsoever to the said background verifications and reference checks. In case the particulars mentioned by you are false or unsatisfactory, your services will be liable to be terminated immediately. Further, you acknowledge and accept that the Company has made this offer of employment based on bonafide statements, information, and facts provided by you and other documents submitted by you. During your employment, if it is found that any information provided by you is false, incorrect or misleading, without prejudice to all its rights and remedies, the Company shall have a right to take appropriate disciplinary action against you.

11. Service Commitment

i. The company expects you to continue the employment of a minimum of 2 years from your date of joining. We would expect you to follow all the company policies and practices during your service period.

12. Duties and Responsibilities

i. The Company will expect you to work with a high standard of initiative, efficiency, and economy. You will perform, observe, and confirm such duties, directions and instructions assigned or communicated to you by the Company and those in authority over you.
ii. Please note that the nature of employment is such that you may be required to travel abroad. While the Company will endeavour to accommodate your reasonable requests, you recognize that customer/client deliverables are critical for the business. Refusal to travel persuant to two requests by the Company will be adequate grounds for your services to be terminated.
iii. You shall not seek membership of any local or public bodies without the written permission of the management.
iv. You shall neither divulge nor give out any information including particular or details of the Company's process, technical know-how, security arrangement, administrative and/or organizational matters or any information of confidential or secret nature (the "**Confidential Information**") which may be in your possession by virtue of your assignment with the Company to any unauthorized person during the period of your assignment or even afterwards by way of written or oral communication.
v. You shall keep confidential all the information and material provided to you by the Company or by its customer / clients concerning their affairs, in order to enable the Company to perform the services of the

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Company. This also includes such information as is already known to the recipient or is in public knowledge without you breaching your confidentiality obligation which you shall not release, use, or disclose, except with the prior written permission of the Company. Your obligation to keep such information confidential shall continue for a period of 1 (one) year after resignation or termination of your services with the Company.

vi. You will, as and when required by the Company, execute a separate non-disclosure agreement in a format approved by the Company.

vii. You will neither enter any commitment nor deal 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 any authority or discretion vested with you without the appropriate sanction of the Company.

viii. You will be responsible for the safekeeping and return in good condition and order the properties of the Company, which may be in your use, custody, possession, care, or charge.
For the purpose of any loss of any property of the Company in your possession, the Company will have a right to assess on its own and recover the damages of all such materials by way of monetary compensation or otherwise from you as may be deemed fit by the Company. The Company reserves the right to take any such action as it may deem necessary in the event of your failure to account for such material or property

ix. You shall not directly or indirectly solicit or cause to be solicited any customer/client of the Company during the term of your assignment and 1 (one) year after your resignation / the termination of your assignment with the Company unless there is a written approval for the same

x. Both during your assignment and for 1 (one) year after your assignment with the Company ceases, you will not directly or indirectly solicit any of the Company's employees or key employees of any of the Company's customer/clients for assignment with a person or entity involved in a business similar to or in competition with the business of the Company. Key employees include without limitation supervisory personnel, executives, personnel in charge of any department, section, or subdivision, and project managers, directors, and senior personnel on an individual project or project.

xi. You will not during your non-working hours, directly or indirectly carry out or cause to be carried out any work similar to that which the Company undertakes during the term of your assignment.

xii. You may during the course of your assignment be given assignments based on the Company's reasonable business needs which the company considers are suited to your background, qualifications and/or experience. You shall not refuse to carry out any assignment solely on the ground that it has not been or does not form part of your usual duties.

xiii. The nature of your services and responsibilities in the Company may be varied from time to time depending upon the requirements of the Company and you shall have no objection to such variation.

xiv. You shall undertake appropriate behaviour while travelling on behalf of the Company for the purpose of sales, external functions, conferences, events, official work or otherwise in accordance with the Company policy.

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xv. You shall abide by the Company policies and any amendments thereto as of and when notified to you by the Company.

13. Intellectual Property

i. All intellectual property such as trademarks, copyrights, designs, technical know-how etc., developed by you during your work hours with the Company either individually or collectively with other employees of the Company shall be the property of the Company and you shall not have any right or make any claim in respect thereof. You will disclose to the Company any discovery, invention, process or improvement made or discovered during your assignment with the Company (the "**Intellectual Property**") and the Intellectual

ii. Property shall automatically stand transferred to the Company and shall remain an absolute property of the Company at all times. If and when required to do so by the Company, you shall, at the Company's expense, take out or apply for a patent license or other rights, privileges or production as may be directed by us in respect of the Intellectual Property so that the benefit thereof shall accrue to the Company at all times and you shall execute such deeds, documents, agreements as may be required or directed by the Company for transfer, assignment or other to vest the rights in the Intellectual Property in favour of a third person, company, firm or proprietary as its sole beneficiary.

iii. In addition, you hereby appoint the Company as your duly constituted attorney for the purpose of executing in your name and on your behalf all such deeds and documents as may be required for the purpose of giving effect to the rights of the Company under this Clause.

iv. You hereby irrevocably and unconditionally waive any and all moral rights or any rights of a similar nature under any law in any jurisdiction in and to any and all material written, created or devised by you, whether solely or jointly, resulting from or suggested by anything which you shall do pursuant to your assignment with the Company.

v. You acknowledge that your remuneration and all consideration paid to you by the Company under this Agreement includes compensation for the assignment (if any) to the Company of the Intellectual Property and that the rights and obligations under this Clause shall continue in force after the termination of this Agreement in respect of any Intellectual Property created during your assignment under this Agreement and shall be binding upon your legal representatives.

14. Dress Code

The company has adopted business casual wear for employees. In order to create and maintain a professional image, employees are expected to wear clothing that is not offensive or distracting to customers/clients and colleagues. You are required to follow the dress code policy of the Company and shall maintain the standard level of hygiene. In case you are transferred, deputed or appointed at the External Location or the customer/client's office, you are required to follow the dress code policies in place at the External Location or

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at the customer / client's office (as the case may be). The general principle for adopting business casual dress is related to creating a positive image of the Company for our customers and colleagues.

i. Remember that at all times in the workplace employees are ambassadors of the Company.
ii. Clothes should not cause embarrassment or have a negative impact upon the image of the Company.
iii. Employees representing the Company off-site with third party companies should wear business formals.

15. Termination of permanent services

i. Your age of superannuation retirement will be 58 years. Thus, you will stand retired automatically without notice on the last day of the month in which you attain 58 years of age.
ii. If you remain absent without prior sanction of leave or remain absent beyond the period of leave originally granted or extended, you shall lose your lien on your assignment, unless:
    a. You return to work within 8 days of commencement of such absence: or
    b. Give an explanation to the satisfaction of the management of the Company
iii. Your services are liable to be terminated without notice or salary in lieu of the notice, in case of any misconduct on your behalf while in assignment with the Company / at the External Location or at the customer/client's office. For this purpose, the term 'misconduct' shall mean and include, without prejudice to the general meaning thereof, any reasonable suspicion of misconduct, disloyalty, commission of any act involving moral turpitude, any act of indiscipline or inefficiency or your refusal or failure to perform your obligations, duties, responsibilities or conviction for any serious crime or felony or any other crime involving moral turpitude, fraud, willful misrepresentation or any act having the effect or likely to have the effect of injuring the reputation or business or business relationship with the Company.
iv. Either party can terminate the appointment under this letter by giving a notice in writing to the other party or by paying the basic salary instead of the said notice. The duration of the notice period is of **two months (post of your confirmation)**. However, in case of you resigning from the services of the Company, the Company shall have the sole discretion to relieve you from your services before the completion of the stipulated notice period but in such case, the Company shall not be liable to pay any compensation or salary instead of the waived period of notice.
v. Your services can be terminated by the Company by giving you **2 days'** notice in writing or paying the monthly gross in lieu thereof in the event you fail to submit the joining documents within such time as set out in Annexure III.

16. General

i. At all times your conduct will comply with the Company policies.
ii. The regular working hours are from **9:00 am** to **5:30 pm**. with staggered weekly offs. Work timings may change based on the project you will be allocated to or based on client requirements. In such a case your

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project timings become your work timing. The company reserves the right to alter modify its hours, weekly off days & or holiday temporarily or permanently.

iii. You are required to work for 6 (six) days a week. A working day shall comprise 8.30 hrs. on Weekdays and Saturdays, including a break of 30 mins (one) hour for lunch, dinner, or tea breaks. You are expected to complete 48 (forty-eight) hours of productive work every week. If your timesheet determines the revenue of the company, failure to record your hours of work contribution in the timesheets regularly as determined by the management of the Company would result in loss of salary for the unrecorded period.

iv. The Company will cover you under Company's group medical insurance policy. The medical insurance premium for such policies shall form a part of your salary as set out in Annexure I. The insurance premium will be borne by you and the Company will only facilitate the process of insurance premium. In the event the amount paid by the Company on account of insurance premium for any month is lesser than the one stated in Annexure I, the Company will pay the difference to you and in case the amount paid by the Company is in addition to the one stated in Annexure I, you are liable to pay the difference to the Company. The insurance policy is subject to change from time to time as deemed fit by the management.

v. As of the date hereof, if you can be covered under the Employees' State Insurance Scheme (the "**Scheme**") under the Employees' State Insurance Act, 1948 and if any subsequent raise in your salary puts you out of the purview of the Scheme or the limits of the Scheme are revised, which no longer keep you eligible to avail benefits of the Scheme, the Company's contribution is applicable as per the act.

vi. You may be selected or sponsored by the Company for familiarization or training assignment with the technical collaborator of the Company or with any other institution or organization in India or abroad. If selected, you are required to take part in such training or assignment diligently and beneficially. The cost of such training, including travel fare and related expenses, will be borne by the Company, which the discretion of the management may be, subject to any contract or arrangement under which you shall agree to serve the Company for a specified number of years after completion of the training and agree to pay liquidated damages in case of earlier resignation or termination of service in proportion to a number of years of service remaining to be served.

vii. In case you are required to shift from another location to your place of assignment as specified in Annexure III at the time of joining, you are eligible to claim reimbursement for expenses incurred on packing, unpacking, loading, unloading, transportation as per the existing policy of the Company. However, in case of resignation or your services are terminated in any manner within 1 (one) year of your date of joining the assignment with the Company, the amount so paid shall be recoverable from you by the Company.

viii. In case you are shifted from your place of assignment to another location where the Company has its operations during your assignment with the Company, you are eligible to claim reimbursement for expenses incurred on packing, unpacking, loading, unloading, transportation as per the existing policy of the Company. However, in case of Resignation or your services are terminated in any manner within 1 (one) year of such shifting, the amount so paid shall be recoverable from you by the Company.

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ix. In case of any inquiry initiated by the Company or your employer at the External Location against you or any other employee as per the policy in place, you undertake to provide full co-operation in respect of such inquiry as may be required.

x. You will be governed by service rules and regulations including 'Code of Conduct', discipline and administrative order or any such other rule or order of the Company which may be in force from time to time.

xi. The date of birth mentioned in the matriculation / higher secondary certificate shall be conclusive proof of your age.

xii. You will notify the Human Resource Team of the Company about any change of address within a week of such change, failing which any communication served on your last
the notified address shall be deemed to be validly served on you.

xiii. Upon resignation or termination of your assignment with the Company in any manner, you shall immediately return to the Company any and all books, documents, correspondence, records including any compact disks or electronic storage device relating to the business and affairs of the Company.

xiv. You can be eligible to apply for of 2 to 4 leaves during your entire notice period. The same would change based on the number of days you serve your notice to the organization.

xv. In case, you take additional leaves beyond your applicable notice period, your notice duration may increase to keep parity with the organization's leave policy.

xvi. Any time upon request of the Company and in any event on resignation or termination of your assignment with the Company in any manner, you shall immediately hand over all the authorization letter or power of attorney issued in your favour by the Company or any other property of the Company in your possession in the same form as given to you by the Company (subject to ordinary wear and tear).

xvii. In case of resignation or termination of your assignment with the Company in any manner, you shall extend requisite co-operation to the Company to ensure a smooth transition of your duties and responsibilities to such person as may be appointed or nominated by the Company.

xviii. Your designation and compensation are subject to change depending upon the work assignment undertaken by you from time to time and the compensation structure of the Company is subject to revision to protect the cost to the Company.

xix. You will indemnify and keep us indemnified and hold harmless against any loss or damage caused to the Company or any claim raised by a third party against the Company due to any unauthorized act undertaken by you.

xx. You hereby represent to the Company that you are under no obligation or agreement or legal impediment that would prevent you from becoming an employee of the Company, or adversely impact your ability to perform the expected responsibilities.

xxi. Any notice or correspondence to be given by you to the Company or by the Company to you shall be given as under:

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a. If to Company: E-mail: hr@scikey.ai
b. If to the employee: The personal Email ID registered by the employee in their resume submitted to the company at the time of assignment.

xxii. In an event of a drop in performance, you will be put in a Performance Improvement Plan as per the Company policy.

17. Health and Safety

You shall take all reasonable precautions for your health and safety, and the health and safety of other team members. You shall comply with all rules and policies concerning health and safety which may apply from time to time. If you become aware of any danger or hazard that may affect your health and safety or the health and safety of other team members, you must immediately report the matter to the Company.

18. Final Settlement

On resignation or termination of your assignment with the Company, any amount owed by you to the Company including any amounts due on account of reimbursement of expenses incurred
by the Company due to any loss or damage caused by you to the property of the Company shall, at the sole discretion of the Company, be deducted from any monies payable by the Company to you, including any salary, wages, bonuses, vacation pay, severance, commission, incentives, ex-gratia, variable pay or expenses payable to you. Any excess of such amounts owed by you to the Company shall be repaid by you within 30 (thirty) days from your dissociation with the Company. The Company reserves the right to recover from you any and all cost and attorney's fees which are incurred by the Company for recovery of such amounts. The final settlement shall not be done unless all outstanding amounts have been settled by you.

19. Sharing of Personal information

Human resource information systems are consolidated and managed centrally. As a result, personal information is shared around the Company's locations worldwide, to selected organizations that provide services to the Company. To assure that personal data privacy is adequately safeguarded, the Company operates internal procedures to protect the confidentiality and security of individual personal information. The Company also requires the external organization it works with to provide adequate levels of protection. By accepting this offer you are agreeing to such data storage and sharing.

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20. Jurisdiction

In case of any dispute between the Company and you in relation to your assignment, the competent courts and tribunals at Surat shall have exclusive jurisdiction.

21. Background Checks

The Company may, at its discretion conduct background checks prior to or after your expected joining date to validate your identity, the address provided by you, your education details and details of your prior work experience. if any, and to conduct any criminal checks. You expressly consent to the company conducting such background checks. In this connection, you are required to furnish the documents listed in Annexure III. If the Company is not satisfied, in its sole discretion, with the outcome of the background checks, the Company reserves the right to withdraw this offer without notice and compensation or to take any appropriate action against you, including, but not limited to termination of your employment. When a background check raises any concerns regarding any of the details furnished by you and the Company feels the need to further validate such facts, the company may at its sole discretion, ask you for further information, to substantiate the details that you have earlier provided to the Company, before initiating appropriate action. Please note that SRKay Consulting Group requires you to furnish a copy of your passport at the time of joining. If you are unable to do so, the Company will initiate a criminal background check, the cost of which will need to be borne by you.

22. Revocation of Offer

The Company reserves the right to unilaterally revoke this offer at any time prior to receipt of your acknowledgement and acceptance of this offer letter in the form and manner provided hereunder. Such revocation shall be final and shall relieve the Company of liability of any nature whatsoever in respect of the offer contained herein and shall be without prejudice to any other right the Company may have against you in law or equity.

23. Other Terms & Conditions

You agree not to undertake employment, whether full-time or part-time, as the Director / Partner / Member / Employee of any other organization / entity engaged in any form of business activity without the consent of SRKay Consulting Group. The consent may be given subject to any terms and conditions that the Company may think fit and may be withdrawn at any time at the discretion of the Company.

You hereby acknowledge and agree to abide by all internal Policies of the Company, which you will be able to access, upon joining, on the HRMS. These Policies cover various human resources and administrative topics and procedures. The Company reserves the right to change these Policies at any time in its absolute discretion.

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You shall be required to sign certain mandatory agreements, including but not limited to the Confidentiality, Intellectual Property Rights, the Code of Business Conduct and Ethics and your employment shall be governed by all the rules and regulations, as amended from time to time, of the Company as applicable to your employment with us. This offer is also conditional upon your acceptance and execution of the Non-Compete Agreement (Annexure-II). This offer of employment constitutes the entire agreement between you and the Company regarding the terms of your employment and it is the complete, final, and exclusive embodiment of your agreement with regard to this subject matter and supersedes any other promises, warranties, representations or agreements, whether written or oral. It is entered into without reliance on any promise or representation other than those expressly contained herein, and it cannot be modified or amended except in writing signed by an authorized officer of the Company. If any of the terms or conditions of this offer are found to be illegal or unenforceable, such terms shall be treated as severable from the rest of the terms and conditions of this offer and the remaining terms and conditions shall continue.

The Company may change policies at any time at its discretion without requiring a variation to this agreement.

We look forward to your long and successful association with the Company.
Yours Sincerely,
For and on behalf of SCIKEY

Prosenjit Mukherjee

Prosenjit Mukherjee
Head – Human Resources

Enclosures:

Annexure I – Annual Potential Compensation Structure
Annexure II – Non-Compete
Annexure III – Contact Details of the Company and Joining Documents

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Acknowledgement and Acceptance

I have read and understood the terms and conditions of this letter and hereby notify my acceptance by signing at the space provided below.

Signature **Date**

_____ _____

This letter shall automatically stand withdrawn in case you do not notify your acceptance by countersigning this letter within 7 (seven) days of the date of this letter. This agreement shall be governed by the laws of India and you hereby agree to the exclusive jurisdiction of the courts in Surat, India.

As a token of your acceptance of this offer, please bring a duly signed, duplicate copy of the letter and all the accompanying annexures, on the date of joining.

We welcome you to the SRKay Consulting Group India family and wish you a rewarding career over the years to come.

Yours sincerely,
For & On Behalf of SRKay Consulting Group

Acknowledgement: I have read, understood, and agree to the terms and conditions as set forth in this offer letter.

Date: _____, 20_____ _____ Signature & your name.

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ANNEXURE I – REMUNERATION

Salary Structure -Surat		
Name	**Sureshchandra Vasava**	
Location		**Surat**
	Amount (INR)	**Monthly Payout (INR)**
Components (A)	**2,76,000**	**23,000**
Basic Salary	1,65,600	13,800
House Rent Allowance (HRA)	60,517	5,043
Advance Bonus	12,995	1,083
Transport Allowance	19,200	1,600
Food Allowance	17,688	1,474
Annual Total Compensation	**2,76,000**	
Benefits (B)	**Amount (INR)**	
* Insurance (Mediclaim + Personal Accident)	12,000	Provisioned Amount
Provident Fund (Company's Contribution)	19,872	As per The Provident Fund Act 1952
Gratuity	7,965	As per The Gratuity Act 1972
Company's contribution towards benefits	**39,837**	
Total Fixed Component	**3,15,837**	

1. All the components contained in the aforesaid structure shall be construed as Annual salary components.
2. 2. Any remuneration component which is not included in the above Salary Structure but becomes payable to the employees due to any change in any existing statute or introduction of a new statute/law, shall be added to this structure as applicable.

Please note that the above structure is subjected to change, in lieu of to change in company policy and income tax rules. All benefits are as per company policy, which are subject to change from time to time

www.scikey.ai
getintouch@scikey.ai
hroperations@scikey.ai
(0261) - 4040594
SRKay Consulting Group LLP
W-04A, Gem and Jewellery Park,
GHB, Ichhapore – Hazira, Surat - 394510

Note:

A) **Leave Travel Allowance (LTA)#** is an annual component but will be paid on a monthly basis in advance.

B) **Deductions:** The Company shall make any deductions from the salary, as it may be stated in the respective policies from time to time. For example, deductions towards company provided transport, non – adherence as per disciplinary policies etc.

C) **Provident Fund**:** Eligibility for Employer's Contribution to Provident Fund is governed strictly as per the rules under the Employees Provident Fund and Miscellaneous Provisions Act, 1952. As per the Act you will make your contribution to the PF scheme at 12% of Rs. Basic salary. The company will make similar matching contribution to the PF scheme every month.

D) **Gratuity***:** Gratuity will be applicable as per the Payment of Gratuity Act 1972

E) **Insurance:** The Company will cover you under Company's group medical insurance policy. The medical insurance premium for such policies shall form a part of your salary as set out in Annexure I. The insurance premium will be borne by you and the Company will only facilitate the process of insurance premium.

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

Please note that your Compensation details are personal to you, and you are requested not to share details of the same with others.

www.scikey.ai
getintouch@scikey.ai
hroperations@scikey.ai
(0261) - 4040594
SRKay Consulting Group LLP
W-04A, Gem and Jewellery Park,
GHB, Ichhapore – Hazira, Surat - 394510

ANNEXURE-II – NON-COMPETE AGREEMENT

I, _____, do hereby acknowledge and confirm the following: -

i. I am accepting employment with SRKay Consulting Group, as per the presents in this document, I agree to the following terms herein, and acknowledge that this is a material condition of my employment with SRKay Consulting Group

ii. I am required, on behalf of SRKay Consulting Group, to provide services to, or solicit business from, various customer/clients of SRKay Consulting Group for whom I performed services as a Company employee (each such customer/client hereinafter referred to as a "Customer").

iii. In consideration of the above, I agree that for six (6) months following the termination of my employment with SRKay Consulting Group for any reason, I will not:

   a. accept any offer of employment from any Customer, where I had worked in a professional capacity with that Customer in the twelve (12) months immediately preceding the termination of my employment with SRKay Consulting Group.

   b. accept any offer of employment from a Named Competitor of SRKay Consulting Group, if my employment with such Named Competitor would involve me having to work with a customer with whom I had worked in the twelve (12) months immediately preceding the termination of my employment with SRKay Consulting Group. For this Non-Compete Agreement, "Named Competitor" shall mean the following entities and their wholly-owned subsidiaries: -

1.
2.
3.

Place: Employee Signature:

Date: Employee Name: _____

SCIKEY
Creating work and business opportunities for a billion minds

www.scikey.ai
getintouch@scikey.ai
hroperations@scikey.ai
(0261) - 4040594
SRKay Consulting Group LLP
W-04A, Gem and Jewellery Park,
GHB, Ichhapore – Hazira, Surat - 394510

ANNEXURE III – DOCUMENTS CHECKLIST

On your date of joining, you are required to report at the following address:
Reporting Address:
SRKay Consulting Group, SRK, W04A, Gem & Jewellery Park, Ichhapore – Hazira, Surat-394510, Gujarat – India

HR SPOC: Krupali Patel
Contact Number: +91 9016157252
e-Mail: hroperations@scikey.ai **;** krupali.patel@scikey.ai
Reporting Date: 1st April 2022 (Friday)
Reporting Time: 9:00 am

We request you to kindly carry the Original of the following documents for verification purposes and photocopies of only those which you are yet to share. The same is mandatory and is required as part of the joining process.

DOCUMENT CHECKLIST

Sr No	Document
1	10th Std / SSC mark sheet / Certificate
2	12th Std / HSC mark sheet / Certificate
3	Diploma Final Year mark sheet AND Certificate (if applicable)
4	Degree Final Year mark sheet AND Certificate (if applicable)
5	Post Graduate Degree Final Year mark sheet AND Certificate (if applicable)
6	Relieving letters from all previous Organizations
7	Experience letters from all previous Organizations
8	Latest salary slips of Current Employer
9	Photocopy of Passport with Valid VISA Stampings /Election Card
10	Photocopy of PAN Card
11	Photocopy of Aadhaar Card
12	3 passport size color photographs with White background
13	Marriage Certificate
14	All supporting and relevant documentation indicating Nationality Status and due authorization to work in India (If applicable)

Infopercept

26th August 2021

Infopercept Consulting Pvt. Ltd.
H-1209, Titanium City Center.
Anandnagar Road, Satellite,
Ahmedabad-380015,
Gujarat, India

(M) +91 9898857117
www.Infopercept.com

Internship Offer Letter

Dear Parth,

Greetings for the day!

Further to our interaction with you, we would like to confirm your Internship at Infopercept Consulting Pvt. Ltd.

Your designation will be – **Cyber Security Trainee** in our team.

The date of commencement of Internship will be **6th December, 2021**.

Your monthly stipend will be: **INR 8000/-.**

Your internship period will be of 4 months; on successful completion of the internship and assessment of your work thereafter you will be taken on our payroll.

We would like to Congratulate you and welcome you to the team!

Sincerely,

Jaydeep Rupareliya



To,
Dr Narayan Joshi
Head, MCA Department
Dharmsinh Desai University.

Dear Sir,

We, Infopercept Consulting Pvt. Ltd. are one of the leading cyber security solutions providers in India and abroad. More about us can be located at https://www.infopercept.com/.

We would like to offer internship for the position of **'Cyber Security Trainee'** to the final year MCA students. Internship will commence on 06th December, 2021 and its duration will be **4 months**. During internship the stipend will be between **₹8000 and ₹10000** based on performance in the interview based selection process.

Selection for the fulltime job will be based on performance during the internship. Package during job will be between **₹180,000 and ₹ 240,000 per annum**. Annual increments thereafter as per our Performance Management parameters.

Please share database of interested candidates and 2-3 days for the interview process.

Looking forward to your reply.

Mr. Nitin Pathak
Director – HR.
Infopercept Consulting Pvt. Ltd.

Prof. U. P. Patel
<uppatel.mca@ddu.ac.in>
unread,
Aug 23, 2021, 12:48:01 PM
to ddumca2022@googlegroups.com, MCA2022

Dear students,
Following mail we have received from IT Path Solutions .
Congratulations to all.
And from now onwards no need to appear for any other company.
Please send your confirmation of accepting this offer to me within 15 minutes.

---------- Forwarded message ---------
From: **IT Path Solutions- Career** <career@itpathsolutions.com>
Date: Mon, Aug 23, 2021 at 12:35 PM
Subject: Re: Reg: Proposal letter for Campus Recruitment
To: Placement Cell DDU <tpo@ddu.ac.in>
Cc: <uppatel.mca@ddu.ac.in>, Nikunj Ganatra <nikunj@itpathsolutions.com>

Respected Khandelwal Sir and Utsav Sir,

Hope you are doing well !!

Kindly please find a list of students who got selected from our side, based on the one to one skype interviews done on this Saturday:

Sr.No	Name	Mail ID
1	Patel Tirthkumar Pareshbhai	pateltirth1942@gmail.com
2	Suraj Bhardwaj	suraj.bhardwaj1004@gmail.com
3	Parth Seth	parthsheth100@gmail.com
4	Nibedita Singh	singhnibedita7043@gmail.com
5	Dharti Sureshbhai Chauhan	dharti6196@gmail.com
6	Sagar Vaghela	sagarvaghela754535@gmail.com
7	Amee Sanjaybhai Bhatt	ameebhatt14599@gmail.com
8	Mehta Janvi Bipinbhai	janvimehta1299@gmail.com
9	Sutariya Jigarbhai Sureshbhai	jigarsutariya2608@gmail.com

We would like to welcome them on our premises visit, collect the offer letter, and confirm their position.
For that our HR team will give them a call and share all the required details.

IT Path Solutions

Ref: IPS-21-22-032

Date: 26th August 2021

Name: Mr. Tirth Patel

Address: Ahmedabad, Gujarat

Trainee Offer Letter

As an organization's initiative we are pleased to inform you that you are selected as a **Intern Technology Architect.** You have to join during the November / December 2021. Kindly bring two passport size photographs, Address proof, PAN card and Photo ID on the date of joining.

You will be on training period for six months. After successfully completing training period and review thereof, you will be offered an employment.

Your increment cycle will be of one year and after your employment confirmation.

Kindly confirm your acceptance of this offer and your date of joining.

Wishing you a long lasting association with **IT Path Solutions**.

For IT Path Solutions,

Keyur

Keyur Patel

Co-Founder

IT PATH SOLUTIONS AHMEDABAD

Initials_____

Regd. Office : 84, Nirmal, Nr. Bhaduatnagar, Maninagar, Ahmedabad - 380 008. Gujarat. INDIA
Development Center : 801-804, Binori B Square 1, Near Neptune House, Iscon-Ambli Road, Ahmedabad - 380058.
info@itpathsolutions.com www.itpathsolutions.com +91 79 48988632

IT Path Solutions

I Acknowledge receipt and accept the Offer Letter in original.

I also acknowledge that upon acceptance of this offer if I violate any terms mentioned in offer letter then company can deposit security cheque and take further necessary action.

Place: Himatnagar

Date: 26/08/2021

Name: Patel Tirth P.

Signature: Tirth

A/C No :- 66023568046
Cheque No :- 401891
Bank Name :- State Bank of India

Initials _____

Regd. Office : 84, Nirmal, Nr. Bhaduatnagar, Maninagar, Ahmedabad - 380 008. Gujarat. INDIA
Development Center : 801-804, Binori B Square 1, Near Neptune House, Iscon-Ambli Road, Ahmedabad - 380058
info@itpathsolutions.com www.itpathsolutions.com +91 79 48988632



Prof. P. N. Jardos <pnjardos.mca@ddu.ac.in>

Fwd: Job Offer after Successful completion of Internship (2022)

1 message

Placement Cell DDU <tpo@ddu.ac.in> Tue, Jul 12, 2022 at 4:32 PM
To: "Prof. P. N. Jardos" <pnjardos.mca@ddu.ac.in>, HOD MCA <hod.mca@ddu.ac.in>

To inform Ujash.

Congrats to him !!

---------- Forwarded message ---------
From: dimpy patel <hr@qodors.com>
Date: Tue, Jul 12, 2022 at 3:54 PM
Subject: Job Offer after Successful completion of Internship (2022)
To: Placement Cell DDU <tpo@ddu.ac.in>

Hello
Greetings from Qodors!

To,
Dharmsinh Desai University
Nadiad, Gujarat

Subject: Recruitment Information

Dear Sir/Ma'am,

TO WHOM IT MAY CONCERN

Kindly inform you that we have selected your MCA student for Project Training in our company. It's our pleasure to inform you that a student from your institute has successfully completed his Project Training and he continues with us as a " Software Developer" with below terms & conditions.

NO.	Student Name	Annual Package Offered	Bond Period
1	Ujash Jogani	2.00 Lakh	1 Year

Company Name:	**Qodors Technologies**
Company Address:	303, Qodors Technologies , Shubh Square, Patel wadi , lal Darwaja , Surat
Contact Person Name:	Ms. Dimpy Patel

Contact Person Designation:	HR manager
Contact Person Email Address:	hr@qodors.com
Contact Person Phone Number:	9925709905

Looking forward to strengthening our relationship as always.

Thank you for your continuous support and efforts.

Thanks & Regards,

Ms. Dimpy Patel | HR Manager
Qodors Technologies

Contact Details :-

Website : http://www.qodors.com/

Mail ID : Contact@qodors.com
hr@qodors.com

Contact No. 9081411001 / 9925709905

Address : 303**, Shubh Square, Patel Wadi Road, Lal Darwaja, Surat 395004**

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--
Dr. S. S. Khandelwal
TPO, D D University
Faculty of Technology
P.O. Box 35, College Road,

Nadiad - 387 001 (Gujarat)
Ph. No. 0268-2520502 ext. 214
098243-11422 (cell)
Mail id : tpo@ddu.ac.in, sskddu@gmail.com
URL : www.ddu.ac.in

Offer Letter

Joining Date : 25th July, 2022

Dear **Utsav Prajapati**,

I am pleased to offer you Jr. Full Stack Developer at Samarpan Infotech. Your hours of work will be discussed and arranged with me and your rate is **8,000/- payable monthly training period(3 month)** and after training complete, **it will be 18,000/- payable monthly**.

Your probationary and training period are for 3 months, during which time if you are not suitable for the position or you feel that this is not the type of work you expected either party could terminate contracts with two month notice and Appraisal will be done after 1 year 3 month. Terms and conditions of employment are available for you to read and any clarification should be addressed before the end of your probationary period. Your bond period is 1 year 3 months. And if you break, we will take action as per HR policy.

Please be kind enough to submit photocopy of your Pan card, passport, educational certificates, appointment letters, experience letters, relieving letter and pay slips of all previous employment and 2 passport size photographs.

Finally, I hope you will enjoy working in our company and if at any time you need to speak to me, do not hesitate to ask me to spend some time with you.

For, Samarpan Infotech

Sandip Malaviya

(CEO)

(+91) 90995 00660
(+1) 312 444 0989
305, Shukan Business Centre,
Nr. Swastik Cross Road, Navrangpura,
A'bad – 380009, Gujarat, India
info@samarpaninfotech.com
www.samarpaninfotech.com

PrismWeblink

Prism Weblink LLP

C-1002, C-616, A-724,
Siddhi Vinayak Tower
S.G. Highway, Makarba,
Ahmedabad - 380051

Mobile: 8511753381
info@prismweblink.com
www.prismweblink.com

Date: **08-07-2022,**

Subject: **Joining Latter**

Dear **Mr. Vivek Vaghela,**

We receive your application for the post of **Digital Marketing Intern**. We are pleased to inform you that our organization has found you eligible for the profile described.

You are requested to report at our office as per the address below at 09:00 AM on **11th July 2022** in approval of your appointment.

Prism Weblink LLP
A-724 Siddhi Vinayak Tower
S.G. Highway, Makarba,
Ahmedabad - 380051

This is to inform you that this letter will be null and void in case you do not report at the date and time specified in this letter.

We are pleased to offer you employment in the position of **Digital Marketing Intern.**

This appointment letter is subject to the following terms and conditions: -

1. **Basic Salary**
   - As per our Company policy, you will be on probation for 3 months at the Stipend of **6000/-** per month, and then, based on your performance and review you will be taken to the next level of employment at the organization based on the discussion with the HR.
2. **Duties and Responsibilities**
   - These points out the requirement to perform the tasks related to the job and may identify the place where the employees will be stationed.
3. **If you will take any leave in between the training period, it will count as unpaid leave.**
4. **Office Timing:**
   - The Company's working hours are Monday to Saturday, from 9.00 am to 6.00 pm. You are entitled to 01 Hour of lunch break every day.
   - Lunchtime is 1:00 p.m. to 2:00 p.m. and 15 Minutes tea Break in the evening.
   - Office timing is 9.00 a.m. to 6.00 p.m. 15 Minutes grace period in applying for month three-time (after 9:15 a.m.) has been given to employees, after 3 times coming late mark the half-day.

For, PRISM WEBLINK LLP

PARTNER

Prism Weblink LLP

C-1002, C-616, A-724,
Siddhi Vinayak Tower
S.G. Highway, Makarba,
Ahmedabad - 380051

Mobile: 8511753381
info@prismweblink.com
www.prismweblink.com

5. **Dress Code:**

Employees shall maintain a professional appearance at all times while on duty and shall wear clothing appropriate to their duties.

Daily Basis (Monday to Saturday)

Ladies: Hair neatly brushed/pleated; Skirts with less than 4 inches below knees shall not be worn; sports shoes will not be worn;

Gents: Polished shoes; shocks; clean shave or neatly trimmed beard (no 2/3 days stubble) & hair neatly cut & brushed; sports shoes/chappals will not be worn.

- Monday to Friday (Formal Dressing)

  Ladies: Sarees; Salwar kameez; formal Trousers and top; formal skirts and top;

  Gents: Trousers; shirts trucked in; belt; shoes; wearing light color shirts and small Chex shirt.

- Saturday & Sunday (Semi-formal dressing)

  Ladies: Jeans or denim material clothing; Sarees; Salwar kameez; formal trousers & tops;

  Formal skirts & top; T-shirts may be worn.

  Gents: Jeans; checked or colored shirts; trousers; shirts tucked in; belt; shoes &socks;

6. **OTHER DISCIPLINE**

Usage of Mobile Phone:

- All employees have to keep their mobile on silent or switch off mode during office hours and they can use mobiles for calling or texting and other users only at lunchtime and during tea break.
- You can share office numbers with your family members and they can use this in an emergency.
- M: 8511753381
- Violence, fighting, horseplay, and other inappropriate conduct are prohibited.
- Neglect of duty and insubordination will not be tolerated.
- No employee shall engage in outside employment that is detrimental to the Company's interest or where such work is competitive or in conflict with the Company's interest. Employment outside the Company must be reported to the employee's supervisor.
- Employees shall not reveal information in Company records to unauthorized persons. Employees shall not publish or broadcast material in which the Company is identified or Employee's connection with the Company is expressed or implied without first submitting such material to the appropriate Company officials for review and approval.
- No employee shall knowingly submit inaccurate or untruthful information for, or on, any Company record, report, or document.

For, PRISM WEBLINK LLP

PARTNER

Prism Weblink LLP

C-1002, C-616, A-724,
Siddhi Vinayak Tower
S.G. Highway, Makarba,
Ahmedabad - 380051

Mobile: 8511753381
info@prismweblink.com
www.prismweblink.com

Before joining the organization, you will ensure that you will be free from any contractual restrictions preventing you from accepting this offer or starting work on the joining date.

We hope to have a long successful professional relationship with you and wish you all the very best.

Yours Sincerely,

For, PRISM WEBLINK LLP

Founder and CEO

I accept this offer

Vivek Vaghela

Infopercept

26th August 2021

Infopercept Consulting Pvt. Ltd.
H-1209, Titanium City Center.
Anandnagar Road, Satellite,
Ahmedabad-380015,
Gujarat, India

(M) +91 9898857117
www.Infopercept.com

Internship Offer Letter

Dear Vrutika,

Greetings for the day!

Further to our interaction with you, we would like to confirm your Internship at Infopercept Consulting Pvt. Ltd.

Your designation will be – **Cyber Security Trainee** in our team.

The date of commencement of Internship will be **6th December, 2021**.

Your monthly stipend will be: **INR 8000/-.**

Your internship period will be of 4 months; on successful completion of the internship and assessment of your work thereafter you will be taken on our payroll.

We would like to Congratulate you and welcome you to the team!

Sincerely,

Jaydeep Rupareliya



Infopercept

26th August 2021

Infopercept Consulting Pvt. Ltd.
H-1209, Titanium City Center.
Anandnagar Road, Satellite,
Ahmedabad-380015,
Gujarat, India

(M) +91 9898857117
www.Infopercept.com

Internship Offer Letter

Dear Yash,

Greetings for the day!

Further to our interaction with you, we would like to confirm your Internship at Infopercept Consulting Pvt. Ltd.

Your designation will be – **Cyber Security Trainee** in our team.

The date of commencement of Internship will be **6th December, 2021**.

Your monthly stipend will be: **INR 8000/-.**

Your internship period will be of 4 months; on successful completion of the internship and assessment of your work thereafter you will be taken on our payroll.

We would like to Congratulate you and welcome you to the team!

Sincerely,

Jaydeep Rupareliya



Infosense Services
Plot No. 135, Nr. Yash Plaza, Raysan,
Gandhinagar, Gujarat - 382421
Phone: +91 (0) 79 23213024

ISS/HRD/INT/47-21

August 23,2021
Amee Bhatt
DDU

Subject: Internship offer

Dear **Amee,**

Greetings from Infosense !

With reference to your application and subsequent interview we would like to congratulate you on being selected for internship with Infosense Services in our **Emerging Technologies** department as **Trainee-Python,** based at **Gandhinagar, Gujarat.** Your training is scheduled to start effective **December 13, 2021** for a period of 6 months. We are excited that you will be joining our team!

Your internship will include training/orientation and focus primarily on learning and developing new skills and gaining a deeper understanding of concepts through hands-on application of the knowledge you learned during your Bachelors \ Masters.

The project details and technical platform will be shared with you after commencement of your training

You should report for training at the following address:

Infosense
Plot No. 135, Nr. Yash Plaza, Raysan, Gujarat

Congratulations again and we look forward to working with you.

Please share your acceptance by email to hrd@infosenseglobal.com by or before August 24,2021**.**



Thanks, and Regards
Hetal Gajjar Soni
Manager – Human Resource

NEOFRUITION

Subject: Appointment as a Software Engineer Trainee

Date: 25th September, 2021.

Dear Mr. Bhaveshkumar Chaudhari,

We are pleased to inform you that NeoFruition Technosol Pvt Ltd is appointing you as Software Engineer Trainee as part of your academic initiative.

During this duration, you are expected to do full time assignment as per the guidance of NeoFruition team members.

The training would be more on the domain of Digitalization of Business Processes and Network Software. This solution is intended for Enterprises and Telecom domain

During the training period, you shall be offered stipend of Rs. 5,000 per month.
On successful completion of training, you shall be absorbed as an employee depending upon your performance and behavior during the training and salary will be range of Rs 15,000 to Rs. 22,000 per month.

Regards,



Akshat Joshi,
Director.
NeoFruition Technosol Pvt Ltd.
http://www.neofruition.com

Infopercept

6th April, 2022

Offer Letter

Dear Bhavik,

Greetings for the day!

Further to your completion of internship with us, we would like to confirm your selection at **Infopercept Consulting Pvt. Ltd**.

You will be a part of Infopercept's Software Development Team and your designation will be – '**Junior Software Developer'.**

Your date of joining is **7th April, 2022** and monthly remuneration will be: **₹ 15000/- *** (with a PFP component as in **Annexure A**). You will be on a probation for 3 months.

The increments will be as per our performance management system.

We would like to congratulate you and welcome you to the team!

Sincerely,

Jaydeep Ruparelia

Infopercept Consulting Private Limited

Kindly acknowledge this offer letter by sending an email to us.

Annexure A

As discussed, your monthly CTC is **₹ 15000,** out of which **₹ 12000** is the base salary and balance of ₹ **3000** is PFP (Pay For Performance).

In first quarter, you will be paid the base salary and the PFP, totaling to **₹ 9000,** will be disbursed along with the fourth month salary.

After 3 months, the monthly remuneration will be **₹ 15000.**

QUIXOM
TECHNOLOGY

To,
Jinalben Rabari
Bidaj Nadiad, Kheda,
Gujarat 387120

Friday, 16th July, 2021
July 2021/364

Subject: Offer Letter for Employment

Dear **Jinalben**,

With reference to your application and the subsequent interview you had with us, we are pleased to offer you a position of "**Jr. Python Developer**" in our organization and that would be effective from **6/12/2021** as discussed and convenient.

Your CTC will be as per discussion and the same will be mentioned in written on your appointment letter which will be handed to you on your joining.

We congratulate you on your selection and wish you a long and successful career with us. We are confident that your contribution will take us further exceling for best results. We assure you of our support for your professional development and growth.

Once again we welcome you to **Quixom Technology Pvt Ltd** and look to have a fruitful association with you.

With Best Wishes,
Quixom Technology Pvt Ltd

FOR, QUIXOM TECHNOLOGY PVT LTD

DIRECTOR

Director
Chirag Akbari

QUIXOM TECHNOLOGY PVT LTD
604 – Bsquare-1, Near Neptune House,Iscon-Ambli BRTS Road, Ahmedabad, Gujarat-380058| +91 9033266951
www.quixom.com | Email: sales@quixom.com

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Prof. U. P. Patel <uppatel.mca@ddu.ac.in>

Fwd: Infosys Certification: Students qualified for Systems Engineer Role

2 messages

Placement Cell DDU <tpo@ddu.ac.in> Fri, Aug 6, 2021 at 10:07 AM
To: mgoswami.it@ddu.ac.in, uppatel.mca@ddu.ac.in, AJG CL DDU <ajg.cl@ddu.ac.in>, HOD MCA <hod.mca@ddu.ac.in>, "Hod MehcanicalEngg." <hod.mech@ddu.ac.in>, Jaydeep Jivani <jaydeepjivani.ch@ddu.ac.in>, "Prof. C. K. Bhensdadia" <ckbhensdadia@ddu.ac.in>, "Prof. C. K. Bhensdadia" <ckbhensdadia@gmail.com>, "Prof. Jatayu Baxi" <jatayubaxi.ce@ddu.ac.in>, "Prof. Jignesh G. Bhatt" <jigneshgbhatt.ic@ddu.ac.in>, "Prof. V. G. Gandhi" <vggandhi.ch@ddu.ac.in>, "Training & Placement (EC-DDU)" <tnp.ec@ddu.ac.in>, "Training & Placement Co-Ordinator CE Dept." <tpo.ce@ddu.ac.in>, Vipul Dabhi <vipuldabhi.it@ddu.ac.in>

to inform the selected students.

congrats to them !!

---------- Forwarded message ---------
From: **Manish Singh** <manish.singh41@infosys.com>
Date: Thu, Aug 5, 2021 at 10:42 PM
Subject: Infosys Certification: Students qualified for Systems Engineer Role
To: tpo@ddu.ac.in <tpo@ddu.ac.in>
Cc: Sudhir Kumar Mishra <Sudhir_Mishra01@infosys.com>, Anivesh Joshi <anivesh.joshi@infosys.com>, Ajinkya Wagh <ajinkya.wagh@infosys.com>



Dear Professor,

Hope you and your loved ones are doing well.

We are happy to share the list of students from your institute who have appeared in the pre-placement interviews that were conducted after considering the student's performance in the Advantage Round. Please refer to the below for the list.

Candidate Name	Candidate Email	Final Result	Certified
Dhrusha Prajapati	dhrusha55prajapati@gmail.com	SELECTED for Systems Engineer Role	Yes
Deep Patel	18ituos008@ddu.ac.in	NO_SHOW	
Ashaka Mehta	ashakamehta8@gmail.com	NO_SHOW	
Harshit Patel	harshitspatel6600@gmail.com	NO_SHOW	

Harsh Vaghani	harshvaghani00@gmail.com	SELECTED for Systems Engineer Role	Yes
Verik Vekaria	verikvekaria@gmail.com	REJECTED	

Students who have been shortlisted for the role of Systems Engineer (SE) have also **successfully earned the Infosys Certification to become 'Infosys Certified Software Programmer'**

Please note: This is a conditional job offer subject to background verification of the candidate.

Each qualified student will receive the job offer related communication on August 7, 2021. Kindly let us know by end of day tomorrow i.e., 6th August, in case there are any reservations with the release of offer communication.

Feel free to reach out in case of any query.

Best regards,

Manish Singh

Senior Associate lead TA

Infosys

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--

S. S. Khandelwal
TPO, D D University
Faculty of Technology
P.O. Box 35, College Road,
Nadiad - 387 001 (Gujarat)
Ph. No. 0268-2520502 ext. 214
098243-11422 (cell)
Mail id : tpo@ddu.ac.in, sskddu@gmail.com
URL : www.ddu.ac.in

Prof. U. P. Patel <uppatel.mca@ddu.ac.in> Fri, Aug 6, 2021 at 11:23 AM
To: ddumca2022@googlegroups.com, MCA2022 <ddumca2022_2@ddu.ac.in>

Dear students,
This is to inform you that one of your classmate Dhrusha Prajapati from Sem-5 is selected in Infosys as System Engineer.
She is selected through InfyTQ platform.
Congratulations to Dhrusha!!!!!
[Quoted text hidden]

--

Thanks & Regards,
UTSAV P PATEL
ASSISTANT PROFESSOR,
MCA DEPARTMENT,
D.D. UNIVERSITY,
NADIAD.

SIGMA SOLVE
ENTERPRISE SOFTWARE SOLUTIONS

Date: 30th June, 2022

To,
Janvi Mehta,

Congratulations!!!

We are delighted to extend an offer of employment to you at, **Sigma Solve LTD.**

We feel that your skills and Experience will be valuable assets in further enhancing organization position.

1. Sigma Solve LTD has pleasure in offering you a position of **Python Developer.**
2. Your nature of work, role and responsibility would be the same as discussed in person during your interview.
3. Employment type.
4. You will be required to join us from **04th July 2022.**
5. On receipt of this offer letter, kindly send an acknowledgement for acceptance of this offer letter along with a Confirmation on your date of joining, within 2 days from receipt of the letter.
6. You are required to send following documents as part of your pre-joining formalities.

- Original Mark sheet of all education qualification certificates/Degree (Which will be return after 15 days of your joining)
- A copy of relieving and experience letter for all past employers.
- Last three months' pay-slips.
- Copy of valid ID proof (PAN Card/ Voter ID Card/ Passport/ Driving License)
- Copy of address proof (Light bill/ Municipal Tax Bill/Ration Card/Passport/Rental Agreement)
- Copy of PAN card
- Copy of Aadhar card
- You have to submit 2 cheques of offer Monthly Salary amount for security purpose before your Joining which will be return back when you leave the company.
- By signing this letter, you are bound with 1-year bond which will start from your DOJ.

SIGMA SOLVE
ENTERPRISE SOFTWARE SOLUTIONS

We look forward to your arrival as an employee of our organization and are confident that you will play a key role in our company's expansion into national and international markets. Your detailed appointment letter will be issued to you at the time of your joining. If this

employment offer is acceptable to you, please sign a copy of this letter and return it to us by Date.

For Sigma Solve Ltd

(Shivangi)

SIGMA SOLVE LIMITED AHMEDABAD

HR Manager

I accept the above-mentioned employment offer and acknowledge receiving a copy of the same.

Signature: .....

Date: 30/06/2022

Infopercept

6th April, 2022

Offer Letter

Dear Jaydeep,

Greetings for the day!

Further to your completion of internship with us, we would like to confirm your selection at **Infopercept Consulting Pvt. Ltd**.

You will be a part of Infopercept's Software Development Team and your designation will be – '**Junior Software Developer'.**

Your date of joining is **7th April, 2022** and monthly remuneration will be: **₹ 15000/- *** (with a PFP component as in **Annexure A**). You will be on a probation for 3 months.

The increments will be as per our performance management system.

We would like to congratulate you and welcome you to the team!

Sincerely,

Jaydeep Ruparelia

Infopercept Consulting Private Limited

Kindly acknowledge this offer letter by sending an email to us.

Annexure A

As discussed, your monthly CTC is **₹ 15000,** out of which **₹ 12000** is the base salary and balance of ₹ **3000** is PFP (Pay For Performance).

In first quarter, you will be paid the base salary and the PFP, totaling to **₹ 9000,** will be disbursed along with the fourth month salary.

After 3 months, the monthly remuneration will be **₹ 15000.**

Date: 8th Jun,2022
To,
Jigar Sutariya,

Further to our discussions, we have pleasure in giving you an offer in our organization as **Associate Software Engineer.** Your compensation package would be as agreed and discussed. However, the structure of your compensation plan may be altered / changed from time to time in line with the Compensation policy and practices of the Organization. Please refer detailed annexure on Page 2 for further details.

Probation:
As per organization policy, the probation period applicable to you shall be six (6) months. On successful completion of probation and review, you will be confirmed as a permanent employee of the company. During probation, the period of notice required for resignation is 1 month on either side. All Confirmations will be considered from the first working day of the coming month only.

Background check:
This letter of offer is based on the information furnished in your application for employment and during the interviews you had with us. If, at any time in future, it comes to light that any of this information is incorrect or any relevant information has been withheld, then your employment is liable to be terminated without notice or assigning any reason thereof. Your appointment is subject to satisfactory reference checks and a clearance from any secrecy / service agreements that you may have executed, which could have a bearing on your working with us.

Withdrawal of offer:
This offer is valid till **next 2 days,** if you do not confirm the acceptance; TatvaSoft has the right to withdraw the offer.

Submission of documents:
If you are willing to accept the offer, kindly send all the below docs in response to email within next 5 days.

1. 1 Passport size recent photograph
2. 10th,12th Mark sheet
3. Degree certificate of bachelors and masters
4. Last 3 Months Salary Slip with company seal OR 6 months of bank statement
5. Experience letter of all previous companies
6. 1 Copy of Aadhar Card and Pan card

Please note: Experience letter of the current company can be submitted post joining.

Annexure 1

No	Particulars	Details
1	Cost to the company (CTC)	Rs.3,00,000/-
2	Technology	PHP – ReactJS
3	Designation	Associate Software Engineer
5	Timings	9.00 am to 6.30 pm
6	Leaves (During Probation period)	No
7	Leaves after confirmation	21 leaves in one financial year (Pro-rated)
8	Increment Cycle	Yearly July – 2023
9	Provident Fund (Applicability)	No
10	Total Experience	Fresher
11	Applicable for any other bonus	No
12	Any additional perks	No

Monthly Salary Structure

Actual CTC without Deduction	25,000.00
Basic Salary	15,100.00
HRA	6040.00
Conv.	0
Medical Reimbursement	0
Gratuity Payment	629.00
Meal Voucher	0
Spl. Allow.	3231.00
Variable	0
In Hand Salary After PT and Gratuity Deduction	24,171.00

We welcome you to our organization and look forward to your contribution to the growth of the organization and yourself.

For TatvaSoft,

Authorized Signatory
HR Department

ACCEPTANCE OF OFFER FOR EMPLOYMENT

I have read and understood the above terms and conditions, and agree to abide to the same. I hereby accept this offer and will join

On : _____

Sign : _____

INFYNNO SOLUTIONS

Date:- 5th May 2022

Training Letter

Dear Kenil Ranpura,

On behalf of **Infynno Solutions** we are pleased to offer you a position of **"Software Trainee (Python)"** for a period starting from **16th May 2022 to 16th October 2022** under the following terms and conditions:

a) As an intern you will be receive "temporary employment" status. As a temporary employee, you will receive **10k per month** as a Stipend.

b) After the completion of training, you are entitled to receive the training completion letter.

c) In the course of performing your work and servicing our clients, all matters that are known to you should be kept in strictest confidence.

d) After the completion of your Training, you will immediately return to the Company all of its property, equipment, and documents, including electronically stored information.

e) You are expected to serve the entire duration of your training period.

f) Working hours will be 10AM to 7PM – Monday to Friday.

g) You will follow all policies and practices governing the conduct of our business and employees, including our policies prohibiting discrimination and harassment.

We are excited about the opportunity to work with you.

1023 iSQUARE Corporate Park, Science City Rd, Sola, Ahmedabad, Gujarat 380060

hr@infynno.com www.infynno.com + 91 8488-838308

Thursday, 28-Apr-2022

Subject: Offer Letter

Dear Meghavi,

With reference to your application at Phonon and subsequent discussions we are pleased to offer you the position of **Business Analyst.**

Your expected joining date is **Tuesday, 10-May-2022**

The Pre-Placement Appointment Letter containing details of the terms and conditions of employment will be issued to you within a week of your joining us. Please note this offer is conditional to successful completion of third-party BGV (Background Verification) failing which the offer shall stand cancelled.

Refer Annexure attached herewith for the compensation details.

For Phonon Communications Pvt. Ltd.

Nashitah Godiwala
HR- Business Partner
Email: hr@phonon.io

Annexure

Internship:

The internship will commence from Tuesday, 10-May-2022 to Wednesday, 10-Aug-2022

1. Service Fees: Rupees in words Fifteen Thousand only (₹ 15,000) per month*
2. The internship shall be considered to have been successfully completed on a report affirming the same from the Candidate's line supervisor(s)with proper confirmation appraisal to the HR Department.

Pre-Placement (Full Time Employment):

On successful completion of 3 months of internship based on performance review, Full-Time Employment will be effective from Thursday, 11-Aug-2022 with ₹ 3,50,000/- per Annum. The remuneration breakup will be shared with Appointment Letter.

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GHB, Ichhapore – Hazira, Surat - 394510

Date – 4th October 2021

Mr. Murtaza Cyclewala
Surat, Gujarat

Dear **Murtaza Cyclewala**

Welcome to SCIKEY, A brand of SRKay Consulting Group!

SCIKEY is a Digital platform for Jobs, Work & Talent Solutions. Our vision is to create jobs & work opportunities for billion minds. Our mission is to help employers worldwide get access to quality talent and talent solutions in a click.

SCIKEY is a portfolio brand of SRKay Consulting Group, backed by the family office of billion-dollar SRK Exports. The company has its presence across India, USA, UK, Malaysia & Singapore.

Appointment

We have enjoyed speaking with you and getting to know you over the course of the last few weeks. The team has been impressed with your background and would love to formally designate you a position as Apprentice Trainee at SCIKEY (henceforth referred to as the "**Company**").

Your appointment is subject to successfully completion of current degree, awarded in the current academic year without any standing backlogs, accuracy of your testimonials and information provided by you.

Please let us know if you have any questions or would like to discuss the offer in more detail. We look forward to working with you and wish you success in your career with us.

Warm Regards,
For & on behalf of SCIKEY
Warm Regards,

Prosenjit Mukherjee

Prosenjit Mukherjee
Head - Human Resources

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Following are the terms of the offer:

This appointment letter is valid upon joining the Company on or before 6th December 2021, after which it shall stand revoked. Following are the details of your employment.

- **Designation:** Apprentice Trainee
- **Stipend:** Your total monthly payable amount would be as per Apprentice terms and conditions of the location.

a) The stipend payable is taxable as per Indian Income Tax Act.
b) Under the apprentice program, you will not be covered under The Apprentice trainees' Provident Fund Scheme and The Apprentice trainees' State Insurance Scheme.

1. Apprentice Training Duration

- You would be on training period of twelve (12) months from the date of joining. On satisfactory completion of twelve months', trainee will be confirmed in the company unless informed otherwise.
- You shall render all cooperation to register your apprenticeship agreement on apprentice portal.

Location

Your location for apprenticeship would currently be **Surat** ("work location"). During the course of your assignment with the Company, you may be appointed, transferred, deputed or deployed to any other offices, projects, divisions, departments or units of the Company or its affiliates or subsidiaries or group companies existing or to be set up at any other location or any other unaffiliated company as may be required to render services to any customer / client of the company in India or abroad ("External Location").

You may be required to travel to any of the other offices of the Company or its customer locations for business reasons, should the need arise.

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1. **Leave Policy**

   As per apprentice act 1961, you would be eligible for 12 casual leaves and 15 sick leaves (Medical Certificate mandatory in case of sick leaves). However, one can apply maximum of 1 leave per month during the apprentice period.

2. **Workmen Compensation**

   You would be governed by Workmen compensation policy. Further details will be provided to you at the time of joining.

3. **Abandonment of employment**

   If you are absent from work for eight consecutive days without the consent of, or notification to the Company, or without just cause, you shall be deemed to have terminated your employment.

4. **Performance Review and Progression**

   Your promotion, increment shall depend upon your satisfactory performance in the periodical performance appraisal conducted by the management from time to time. If your performance is found unsatisfactory, then you will be put under PIP (Performance Improvement Plan) of the duration as may be decided by the management. If your performance is found unsatisfactory even after PIP, it may result in termination. A performance review will not necessarily result into remuneration increase. Your remuneration will be subject to review by the company at such times as may be considered appropriate. Review dates would be as set by the company. The company operates on pay for performance policy and result of any remuneration review will take your performance into account.

5. **Medical Fitness and Verification of Particulars**

   Your appointment is subject to you being declared and remaining medically fit by a medical officer or by a Doctor. The management has the right to get you medically examined by a certified medical practitioner during the period of your service with the Company. In case you are found medically unfit to perform your duties under your assignment, the Company has the right to terminate your assignment, but not before giving you sufficient notice with discussion and extending all medical support as possible during the period you are found to be unfit. The Company will take a supportive, compassionate and lenient view in genuine cases of medical issues. Further you acknowledge and accept that the Company has appointed you on the basis of bonafide statements, information and facts provided by you and other documents submitted by you. During the course of your employment if it is found that any information provided by you is false, incorrect or misleading, without

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prejudice to all its rights and remedies, the Company shall have a right to take appropriate disciplinary action against you.

6. Duties and Responsibilities

i. The Company will expect you to work with a high standard of initiative, efficiency and economy. You will perform, observe, and confirm to such duties, directions and instructions assigned or communicated to you by the Company and those in authority over you

ii. Please note that the nature of apprenticeship is such that you may be required to travel abroad. While the Company will endeavor to accommodate your reasonable requests, you recognize that customer / client deliverables are critical for the business. Refusal to travel pursuant to two requests by the Company will be adequate grounds for your services to be terminated

iii. You shall not seek membership of any local or public bodies without written permission of the management

iv. You shall neither divulge nor give out any information including particular or details of the Company's process, technical know-how, security arrangement, administrative and / or organizational matters or any information of confidential or secret nature (the "**Confidential Information**") which may be in your possession by virtue of your assignment with the Company to any unauthorized person during the period of your assignment or even afterwards by way of written or oral communication.

v. You shall keep confidential all the information and material provided to you by the Company or by its customer / clients concerning their affairs, in order to enable the Company to perform the services of the Company. This also includes such information as is already known to the recipient or is in public knowledge without you breaching your confidentiality obligation which you shall not release, use or disclose, except with the prior written permission of the Company.

vi. You will, as and when required by the Company, execute a separate non-disclosure agreement in a format approved by the Company.

vii. You will neither enter into any commitment or dealing on behalf of the Company for which you have no express authority nor alter or be party to any alteration of any principle or policy of the Company or exceed any authority or discretion vested with you without the appropriate sanction of the Company

viii. You will be responsible for safekeeping and return in good condition and order the properties of the Company, which may be in your use, custody, possession, care or charge. For the purpose of any loss of any property of the Company in your possession, the Company will have a right to assess on its own and recover the damages of all such materials by way of monetary remuneration or otherwise from you as may be deemed fit by the Company. The Company reserves the right to take any such action as it may deem necessary in the event of your failure to account for such material or property

ix. You shall not directly or indirectly solicit or cause to be solicited any customer / customer / client of the Company during the term of your assignment and 1 (one) year after your resignation / the termination of your assignment with the Company, unless there is a written approval for the same.

x. Both during your assignment and for 1 (one) year after your assignment with the Company ceases, you will not directly or indirectly solicit any of the Company's apprentice trainees or key apprentice trainees of any of the Company's customer / clients for assignment with a person or entity involved in business similar to or in competition with the business of the Company. Key apprentice trainees include without limitation supervisory personnel, executives, personnel in charge of any department, section or subdivision and project managers, directors and senior personnel on any individual project or projects

xi. You will not during your non-working hours, directly or indirectly carry out or cause to be carried out any work similar to that which the Company undertakes during the term of your assignment

xii. You may during the course of your assignment be given assignments based on the Company's reasonable business needs which the company considers are suited to your background, qualifications and / or experience. You shall not refuse to carry out any assignment solely on the ground that it has not been or does not form part of your usual duties

xiii. The nature of your services and responsibilities in the Company may be varied from time to time depending upon the requirements of the Company and you shall have no objection to such variation

xiv. You shall undertake appropriate behavior while traveling on behalf of the Company for the purpose of sales, external functions, conference, events or otherwise in accordance with the Company policy

xv. You shall abide by the Company policies and any amendments thereto as and when notified to you by the Company

7. Intellectual Property

i. All intellectual property such as trademarks, copyrights, designs, technical know-how etc., developed by you during your work hours with the Company either individually or collectively with other apprentice trainees of the Company shall be the property of the Company and you shall not have any right or make any claim in respect thereof. You will disclose to the Company any discovery, invention, process or improvement made or discovered during your assignment with the Company (the "**Intellectual Property**") and the Intellectual Property shall automatically stand transferred to the Company and shall remain an absolute property of the Company at all times. If and when required to do so by the Company, you shall, at the Company's expense, take out or apply for patent license or other rights, privileges or production as may be directed by us in respect of the Intellectual Property so that the benefit thereof shall accrue to the Company at all times and you shall execute such deeds, documents, agreements as may be required or directed by the Company for transfer, assignment or other to vest the rights in the Intellectual Property in favor of a third person, company, firm or a proprietary as its sole beneficiary

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ii. In addition, you hereby appoint the Company as your duly constituted attorney for the purpose of executing in your name and on your behalf all such deeds and documents as may be required for the purpose of giving effect to the rights of the Company under this Clause

iii. You hereby irrevocably and unconditionally waive any and all moral rights or any rights of a similar nature under any law in any jurisdiction in and to any and all material written, created or devised by you, whether solely or jointly, resulting from or suggested by anything which you shall do pursuant to your assignment with the Company

iv. You acknowledge that your remuneration and all consideration paid to you by the Company under this Agreement includes stipend for the assignment (if any) to the Company of the Intellectual Property and that the rights and obligations under this Clause shall continue in force after the termination of this Agreement in respect of any Intellectual Property created during your assignment under this Agreement and shall be binding upon your legal representatives.

8. Dress Code

The company has adopted business casual wear for apprentice trainees. In order to create and maintain a professional image, apprentice trainees are expected to wear clothing that is not offensive or distracting to customer / clients and colleagues. You are required to follow the dress code policy of the Company and shall maintain standard level of hygiene. In case you are transferred, deputed or appointed at the External Location or at the customer / client's office, you are required to follow the dress code policies in place at the External Location or at the customer / client's office (as the case may be).
The general principle for adopting business casual dress is related to creating a positive image of the Company for our customers and colleagues.

i. Remember that at all times in the workplace apprentice trainees are ambassadors of the Company
ii. Clothes should not cause embarrassment or have a negative impact upon the image of the Company
iii. Apprentice trainees representing the Company off-site with third party companies should wear business formals

9. General

i. At all times your conduct will be in compliance with the Company policies.
ii. The current working hours are from **09:00 am** to **06:00 pm**. with staggered weekly offs. Work timings may change based on the project you will be allocated to. In such case your project timings become your work timing. The company reserves the right to alter modify its hours, weekly off days & or holiday temporarily or permanently.

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iii. You are required to work maximum of 6 (six) days in a week. You are expected to complete upto 48 (forty-eight) hours of work every week. If your timesheet determines the revenue of the company, failure to record your hours of work contribution in the time sheets on regular basis as determined by the management of the Company would result into loss of stipend for the unrecorded period.

iv. The Company will cover you under Workman compensation policy.

v. You may be selected or sponsored by the Company for familiarization or training assignment with the technical collaborator of the Company or with any other institution or organization in India or abroad. If selected, you are required to take part in such training or assignment diligently and beneficially. The cost of such training, including travel fare and related expenses will be borne by the Company, which the discretion of the management may be, subject to any contract or arrangement under which you shall agree to serve the Company for specified number of years after completion of the training and agree to pay liquidated damages in case of earlier resignation or termination of service in proportion to number of years of service remaining to be served.

vi. In case you are shifted from your place of assignment to another location where the Company has its operations during your assignment with the Company, you are eligible to claim reimbursement for expenses incurred on packing, unpacking, loading, unloading, transportation as per the existing policy of the Company. However, in case of Resignation or your services are terminated in any manner within 1 (one) year of such shifting, the amount so paid shall be recoverable from you by the Company

vii. In case of any inquiry initiated by the Company or your employer at the External Location against you or any other apprentice trainee as per the policy in place, you undertake to provide full co-operation in respect of such inquiry as may be required

viii. You will be governed by service rules and regulations including 'Code of Conduct', discipline and administrative order or any such other rule or order of the Company which may be in force from time to time

ix. The date of birth mentioned in the matriculation / higher secondary certificate shall be the conclusive proof of your age

x. You will notify the Human Resource Team of the Company about any change of address within a week of such change, failing which any communication served on your last notified address shall be deemed to be validly served on you

xi. Upon resignation or termination of your assignment with the Company in any manner, you shall immediately return to the Company any and all books, documents, correspondence, records including any compact disks or electronic storage device relating to the business and affairs of the Company

xii. Any time upon request of the Company and in any event on resignation or termination of your assignment with the Company in any manner, you shall immediately hand over all the authorization letter or power of attorney issued in your favor by the Company or any other property of the Company in your possession in the same form as given to you by the Company (subject to ordinary wear and tear)

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xiii. In case of resignation or termination of your assignment with the Company in any manner, you shall extend requisite co-operation to the Company to ensure smooth transition of your duties and responsibilities to such person as may be appointed or nominated by the Company

xiv. Your designation and stipend are subject to change depending upon the work assignment undertaken by you from time to time and the stipend structure of the Company is subject to revision in order to protect the cost to the Company

xv. You will indemnify and keep us indemnified and hold harmless against any loss or damage caused to the Company or any claim raised by a third party against the Company due to any unauthorized act undertaken by you

xvi. You hereby represent to the Company that you are under no obligation or agreement or legal impediment that would prevent you from becoming an apprentice trainee of the Company, or adversely impact your ability to perform the expected responsibilities.

xvii. Any notice or correspondence to be given by you to the Company or by the Company to you shall be given as under:

a. If to Company: E-mail: contact@srkay.com
b. If to the apprentice trainee: The personal Email ID registered by the apprentice trainee in their resume submitted to the company at the time of assignment

xviii. In an event of a drop-in performance, you will be put in Performance Improvement Plan as per the Company policy

10. Health and Safety

You shall take all reasonable precautions for your health and safety, and the health and safety of other team members. In particular, you shall comply with all rules and policies concerning health and safety which may apply from time to time. If you become aware of any danger or hazard that may affect your health and safety or the health and safety of other team members, you must immediately report the matter to the Company.

11. Final Settlement

On resignation or termination of your assignment with the Company any amount owed by you to the Company including any amounts due on account of reimbursement of expenses incurred by the Company due to any loss or damage caused by you to the property of the Company shall,
be deducted as per apprentice act.

12. Sharing of Personal information

Human resource information systems are consolidated and managed centrally. As a result, personal information is shared around the Company's locations worldwide, to selected organizations which provide services to the

www.scikey.ai
getintouch@scikey.ai
hroperations@scikey.ai
(0261) - 4040594
SRKay Consulting Group LLP
W-04A, Gem and Jewellery Park,
GHB, Ichhapore – Hazira, Surat - 394510

Company. To assure that personal data privacy is adequately safeguarded, the Company operates internal procedures to protect the confidentiality and security of individual personal information. The Company also requires the external organization it works with to provide adequate levels of protection. By accepting this offer you are agreeing to such data storage and sharing.

13. Jurisdiction

In case of any dispute between the Company and you in relation to your assignment, the competent courts and tribunals at Surat shall have exclusive jurisdiction.

14. Background Checks

The Company may, at its discretion conduct background checks prior to or after your expected joining date to validate your identity, the address provided by you, your education details and details of your prior work experience. if any, and to conduct any criminal checks. You expressly consent to the company conducting such background checks. In this connection, you are required to furnish the documents listed in Annexure III. If the Company is not satisfied, in its sole discretion, with the outcome of the background checks, the Company reserves the right to withdraw this offer without notice and compensation or to take any appropriate action against you, including, but not limited to termination of your employment. When a background check raises any concerns regarding any of the details furnished by you and the Company feels the need to further validate such facts, the company may at its sole discretion, ask you for further information, to substantiate the details that you have earlier provided to the Company, before initiating appropriate action.
Please note that SRKay Consulting Group requires you to furnish a copy of your passport at the time of joining. If you are unable to do so, the Company will initiate a criminal background check, the cost of which will need to be borne by you.

15. Other Terms & Conditions

You agree not to undertake employment, whether full-time or part-time, as the Director / Partner / Member / Apprentice trainee of any other organization / entity engaged in any form of business activity without the consent of SRKay Consulting Group. The consent may be given subject to any terms and conditions that the Company may think fit and may be withdrawn at any time at the discretion of the Company.
You hereby acknowledge and agree to abide by all internal Policies of the Company, which you will be able to access, upon joining, on the HRMS. These Policies cover various human resources and administrative topics and procedures. The Company reserves the right to change these Policies at any time in its absolute discretion. You shall be required to sign certain mandatory agreements, including but not limited to the Confidentiality, Intellectual Property Rights, the Code of Business Conduct and Ethics and your employment shall be governed by all the rules and regulations, as amended from time to time, of the Company as applicable to your

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GHB, Ichhapore – Hazira, Surat - 394510

employment with us. This offer is also conditional upon your acceptance and execution of the Non-Compete Agreement (Annexure II).

This offer of employment constitutes the entire agreement between you and the Company regarding the terms of your employment and it is the complete, final, and exclusive embodiment of your agreement with regard to this subject matter and supersedes any other promises, warranties, representations or agreements, whether written or oral. It is entered into without reliance on any promise or representation other than those expressly contained herein, and it cannot be modified or amended except in writing signed by an authorized officer of the Company.
If any of the terms or conditions of this offer are found to be illegal or unenforceable, such terms shall be treated as severable from the rest of the terms and conditions of this offer and the remaining terms and conditions shall continue.

The Company may change policies at any time at its discretion without requiring a variation to this agreement.
We look forward to your long and successful association with the Company.

Yours Sincerely,
For and on behalf of SRKAY Consulting Group

Prosenjit Mukherjee
Head – Human Resources

Enclosures:
Annexure I – Acknowledgement and Acceptance
Annexure II – Non-Compete
Annexure III – Contact Details of the Company and Joining Documents
Appendix-I – Stipend break up

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GHB, Ichhapore – Hazira, Surat - 394510

Acknowledgement and Acceptance

I have read and understood the terms and conditions of this offer letter and hereby notify my acceptance by signing at the space provided below.

Signature **Date**

_____ _____

This agreement shall be governed by the laws of India and you hereby agree to the exclusive jurisdiction of the courts in Surat, India.

As a token of your acceptance of this offer, please bring a duly signed, duplicate copies of the letter and all the accompanying annexures, on the date of joining.

We welcome you to SRKay Consulting Group India family and wish you a rewarding career over the years to come.

Yours sincerely,
For & On Behalf of **SRKay Consulting Group**

Prosenjit Mukherjee

Prosenjit Mukherjee
Head – Human Resources

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GHB, Ichhapore – Hazira, Surat - 394510

ANNEXURE II – NON-COMPETE AGREEMENT

I, _____, do hereby acknowledge and confirm the following: -

i. I am accepting employment with SRKay Consulting Group, as per the presents in this document, I agree to the following terms herein, and acknowledge that this is a material condition of my employment with SRKay Consulting Group

ii. I am required, on behalf of SRKay Consulting Group, to provide services to, or solicit business from, various customer / clients of SRKay Consulting Group for whom I performed services as a Company apprentice trainee (each such customer / client hereinafter referred to as a "Customer").

iii. In consideration of the above, I agree that for a period of six (6) months following the termination of my employment with SRKay Consulting Group for any reason, I will not:

   a. accept any offer of employment from any Customer, where I had worked in a professional capacity with that Customer in the twelve (12) months immediately preceding the termination of my employment with SRKay Consulting Group

   b. accept any offer of employment from a Named Competitor of SRKay Consulting Group, if my employment with such Named Competitor would involve me having to work with a customer with whom I had worked in the twelve (12) months immediately preceding the termination of my employment with SRKay Consulting Group. For the purposes of this Non-Compete Agreement, "Named Competitor" shall mean the following entities and their wholly owned subsidiaries: -

1.
2.
3.

Place: Apprentice trainee Signature:

Date: Full Name: _____

www.scikey.ai
getintouch@scikey.ai
hroperations@scikey.ai
(0261) - 4040594
SRKay Consulting Group LLP
W-04A, Gem and Jewellery Park,
GHB, Ichhapore – Hazira, Surat - 394510

ANNEXURE III – DOCUMENTS CHECKLIST

On your date of joining, you are required to report at the following address:
Office Address: SRKAY Consulting Group,
W04A, Gem & Jewellery Park,
Ichhapore – Hazira,
Surat – 394510.
Contact Person: Ms. Krupali Patel
Contact Number: +91 9016157252
Contact Email ID: hroperations@scikey.ai
Reporting Time: 09:00 am

We request you to kindly carry the Original of the following documents for verification purpose and photocopies of only those which you are yet to share. The same is mandatory and is required as part of the joining process.

DOCUMENT CHECKLIST

Sr. No	Documents
1	Aadhar card & PAN Card
2	Passport size photos – 2 copies
3	Self-Signature (soft copy)
4	Mobile Number
5	Category (OBC/SC/ST/GENERAL)
6	Higher Qualification Documents – 12th, Graduation etc.
7	Fitness/Medical Certificate from a bonafide M.B.B.S
8	School Leaving Certificate
9	Last Semester Pass Certificate
10	Bank Detail (savings A/C)

Note: All documents need to be duly signed on each page and arranged in the order specified above

Letter of Offer

1st September 2021
Subject: **Internship and Job Offer**
Dear **Ms. Niralee Patel,**

This is with reference to your application and subsequent interview with us. We are excited to offer you a full-time job with the title **Software Developer** at **BOSC Tech Labs Pvt. Ltd**.

As per our conversation, the duration of your internship would be 6th December 2021 to 30th June 2022 (till your result) and you will be paid a monthly stipend of **Rs. 5,000 /- (Rupees Only)** per month.

On satisfactory completion of the internship period, if you perform well then only, you will be confirmed in service and you will be paid a yearly on-hand salary of **Rs. 3,00,000 /- (Rupees Only)** per year. Below is the break up for the same

- Rs. 2,50,000/- per year which will be paid monthly
- After completion of two-years bonus will be paid of Rs 50,000 /-

The duration of your probation period will be till you will complete your degree. On satisfactory completion of the probation period, if you perform well then only, you will be confirmed as a permanent employee of the organization.

Note: Any Tax/TDS liabilities arising out of the remuneration will be deducted as per the Government rules.

As per the discussion, your anticipated start date will be December 06, 2021, at the Gandhinagar location.
.
The detailed contractual appointment letter indicating all terms and conditions of your employment will be given to you at the time of joining.

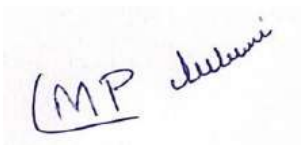
You are requested to bring below mentioned documents at the time of joining.

1. Driving License
2. Pan Card
3. Aadhar Card
4. Copy of Education Documents
5. Copy of the Offer Letter of the last employer
6. Copy of Last 3 salary slips of the previous employer
7. Copy of Experience letter of the last employer
8. 2 Photographs
9. 1 Cancelled Cheque

We look forward to the opportunity to work with you in an atmosphere that is successful and mutually challenging and rewarding.

If you have any questions, please contact me directly via phone or email.

Yours faithfully,



Knovos
India Pvt. Ltd.

Offer Letter

Date: 18 April 2022

To,
Mr. Parth Jethva

Dear Parth,
This is in reference to the discussion you had with us. In this connection, Knovos India Pvt. Ltd. is very pleased to offer you the position of **Jr. Software Engineer** in our organization on the terms and conditions.

Your gross CTC salary will be **INR 3,60,000/-** annually.

We will issue you regular appointment letter post joining with details on the actual date of your joining. You are requested to share the acceptance of this offer on mail and confirm the exact date of your joining in our organization.

Please carry the **Xerox copy** of all the below documents at the time of joining your duties.

- 3 Copies of PAN Card
- 2 Copies of Aadhar Card
- Age Proof (Document containing Date of Birth like Leaving Certificate, Birth Certificate, Driving License, Passport, Voter Id)
- 8 Same Passport Size Photographs with White Background
- Education Proof
    a. Post-Graduation Certificate (if applicable)
    b. Post-Graduation Consolidated Mark sheet (if applicable) (all the mark sheets) c. Graduation Certificate
    d. Graduation Consolidated Mark sheet (all the mark sheets)
    e. XII Mark sheet
    f. X Mark sheet
- Previous Employment Proof
    a. Relieving Letter/Experience Certificate
    b. Appointment Letter

We are happy to welcome you to be a member of Knovos's family.

With Best Wishes,

Very Truly Yours,

I Accept: 

Joining Date: 3 - May - 2022

Outright Solutions Pvt Ltd.

T 033-40690010
A Plot No J5 Systron Bulding,
Block EP&GP Sector-v,
Saltlake, Kolkata-700091

Appointment Letter

22nd July, 2022
Priyanka Mahepal
Amar Street, Jinploat,
Parishram House,
Kodinar-362720

Dear Priyanka,

With reference to your application and subsequent interview with us, we are pleased to appoint you as **Web Developer** in our organization on the terms and conditions mentioned in the annexure. You will be working with and under the pay role of Outright Solutions Pvt. Ltd. And you will be reporting at our Rajkot Office.

Date of Joining: 1st June, 2022

Salary Break up

IN HAND SALARY	Amount
Basic	7000
HRA	3500
Conveyance Allowance	2000
Attendance Allowance	1500
Gross Monthly	**14000**
Deductions	
P. Tax	**200**
PF	**0**
Total Deductions	**200**
In Hand Monthly	**13800**
Gross Yearly	**165600**
CTC Yearly	**168000**

Your salary will be credited in your account within the 8th of every month. JOININGS AFTER 20th OF THE MONTH WILL GET THE SALARY IN THE NEXT MONTH.

Our Rajkot Office Address:- 1207, The Spire
Near Sheetal Park BRTS Stop,
150 Feet Ring Rd,
Rajkot, Gujarat 360007

Please sign and return to the undersigned the duplicate copy of this letter signifying your acceptance.

We welcome you to Outright Solutions Pvt Ltd family and look forward to a fruitful collaboration.

With best wishes,

For, **Outright Solutions Pvt Ltd.**



……..
(***Saurav Acharya***)
HR Manager

Annexure

Employee Leave
Employees/Trainees are entitled for 1 day leave in a month only.

Paternity Leave
A male employee will be granted 2 additional working days leave, on the birth of his child.

Maternity Leave
A female employee will be granted 60 days additional leave.

Marriage Leave
A permanent full-time Outright Solutions employee will be eligible for additional 3 days of paid leave in the event of his/her marriage. Application for marriage leave must be submitted in a leave application form along with marriage invitation card, 1 week in advance for the Department Manager's approval.
All leaves not complying with the above will be treated as "Absent". Or LWP
Any leave, without information, or failure to provide medical after re-joining, will be considered Earned leave, if the employee has EL accumulated in his leave balance or else 2 days of LWP.
No casual leave or sick leave will be considered even if the employees have balanced leave in his account.

NOTE: Any unplanned leave on Fridays or Mondays will be treated as three days leave including Saturday and Sunday. Deductions will be amended accordingly.

Disciplinary Action:

1. During the period of your employment with the Company, you will devote full time to the work of the Company. Further, you will not take up any other employment or

assignment or any office, honorary or for any consideration, in cash or in kind or otherwise, without the prior written permission of the Company.

2. You will not (except in the normal course of the Company's business) publish any article or statement, deliver any lecture or broadcast or make any communication to the press, including magazine publication relating to the Company's products or to any matter with which the Company may be concerned, unless you have previously applied to and obtained the written permission from the Company.

3. You will be required to maintain utmost secrecy in respect of Project documents, commercial offer, design documents, Project cost & Estimation, Technology, Software packages license, Company's polices, Company's patterns & Trade Mark and Company's Human assets profile.

4. You will be required to comply with all such rules and regulations as the Company may frame from time to time.

5. Any of our technical or other important information which might come into your possession during the continuance of your service with us shall not be disclosed, divulged or made public by you even thereafter.

6. If at any time in our opinion, which is final in this matter you are found non- performer or guilty of fraud, dishonest, disobedience, disorderly behavior, negligence, indiscipline, absence from duty without permission or any other conduct considered by us deterrent to our interest or of violation of one or more terms of this letter, your services may be terminated without notice and on account of reason of any of the acts or omission the company shall be entitled to recover the damages from you.

7. You will not accept any present, commission or any sort of gratification in cash or kind from any person, party or firm or Company having dealing with the company and if you are offered any, you should immediately report the same to the Management.

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

9. You will be responsible for safekeeping and return in good condition and order of all Company property, which may be in your use, custody or charge.

10. You shall keep the company informed in writing of any change in your address failing which any notice /letter send by the company to your address mentioned above shall be sufficient for the purpose of this contract.

Attendance:

In UL (Uninformed Leave), 2 days salary will be deducted .An employee will be terminated if he/she entails 3 ULs.

Hours of Work: Shift window is from 10:00 AM to 9 PM. If an employee has not registered the attendance within the stipulated time frame and did not inform the Administration/Office-in-Charge about his/her late arrival (due to Official duty etc), will be considered as a half day. Attendance after 12 PM will be considered as Half-day leave and the same will be adjusted against the pay or leave balance of the employee in the coming month. Employees will be required to observe shift/general shift working hours and weekly off as stipulated by the company. Each employee can avail only one holiday in a week. If there is requirement, the weekly holiday may also be cancelled but that will be compensated in salary.

Deduction of Salary for absence: The deduction will be done at the rate calculated by dividing the monthly salary by the actual no. of working days i.e. excluding weekly off days as applicable during that month. If a person is being absent for any, he needs to inform the HR, the reporting authority at least 2 hours before shift time , else he/she will be marked Unauthorized Leave which would attract deduction of 2 days salary. Unauthorized Leave will also be applicable if the employee does not send the hard copy of the leave application to the HR on being absent for more than 1 days.

Holidays: Company will determine and announce Public holidays in a calendar year based on business requirement. Management will decide the numbers of days of holidays and occasion year.

Resignation: Any employee, who has received the appointment letter, will be required to give a notice period in writing before resigning from the services of the company. **Employee in probation has to serve a notice period of 15 working days and confirmed employees will have to serve a notice period of 30 working days**. Failing which the entire outstanding salary would be **forfeited** and the company would not owe anything to the candidate either in the form of cash or kind.

Exit Interview: On acceptance of resignation and on completion of the notice period of 30 working days, an employee would be required to obtain clearances from all departments for his/her final settlement, including an exit interview with HR.

Terminated: <u>Employees are not entitled for any claims.</u>

Salary payment After Resignation: Salary would be paid after a minimum of 30 days from the day notice period is completed. However depending on the circumstances salary might be paid after 60 days.

Income Tax:
Income tax as applicable will be deducted from employees as per provision of Income Tax Act and Rules.

Gmail **Ravi Prajapati <ravip.webdesk@gmail.com>**

Offer of Employment

3 messages

Punita P <hr@webdesksolution.com> Tue, Jun 14, 2022 at 6:25 PM
To: Ravi Prajapati <ravip.webdesk@gmail.com>
Cc: John A <jignesh.ahya@gmail.com>, dilip dalsaniya <dilip.webdesksolution@gmail.com>, Jayesh Tanna <jayesh.webdesksolution@gmail.com>

Hello Ravi,

Good Evening..!!

You have completed your training of 6 months successfully and I am pleased to offer you employment in the position of "**PHP Developer**" with WebDesk Solution Pvt. Ltd. As per discussion, your offered Salary is 21000 with a 10% deduction and applicable from 1st June 2022. Your salary will be reviewed after a period of 1.5 Year. You will be entitled to all allowances and benefits whatsoever decided by the management.

If you have any further queries do not hesitate to contact me.

WebDesk Solution Pvt. Ltd. congratulates you on your confirmation and wishes you well in your position.!!

Thank You,
Punita P | HR Manager
WEBDESK SOLUTION PVT. LTD.
Website: www.webdesksolution.com

Partners:

This e-mail message and all attachments transmitted with it may contain legally privileged and/or confidential information intended solely for the use of the addressee(s). If the reader of this message is not the intended recipient, you are hereby notified that any reading, dissemination, distribution, copying, forwarding or other use of this message or its attachments is strictly prohibited. If you have received this message in error, please notify the sender immediately and delete this message and all copies and backups thereof.

Ravi Prajapati <ravip.webdesk@gmail.com> Tue, Jun 14, 2022 at 6:28 PM
To: Punita P <hr@webdesksolution.com>

Thank you for your offer . I am delighted to formally accept the offer.

[Quoted text hidden]

Ravi Prajapati <ravip.webdesk@gmail.com> Mon, Aug 22, 2022 at 6:51 PM
To: ravi8980704405prajapati@gmail.com

[Quoted text hidden]

ARTH
I-SOFT Ultimate Forward Technology

Date: 04th July, 2022

Ref: AIS/HRD/LAPL/AHD/2022

Mr. Makwana Rohan Hemendrabhai,
Block No. 11-B, 4th Floor, Yogiraj Flat,
Near Sun N Shine Hotel, Panwadi Road,
Vadva, Bhavnagar, Gujarat - 364001
Mobile No: 9664848003

Sub: Appointment Letter for the position of as **Jr. Game Developer**

Dear Mr. Makwana Rohan Hemendrabhai,

We are pleased to inform you that you have completed your Internship successfully with **ARTH I SOFT** and now you have been confirmed as **Jr. Game Developer** in our Company and you will be placed in **Unity Department** on the following terms and conditions: Your **Appointment as Jr. Game Developer** with effect from **04/07/2022.**

RULES AND REGULATIONS

- Your Monthly Salary OR Remuneration paid by Company OR by an Employer will of **Rs. 18000/-** (Rupees Eighteen Thousand Only) will be CTC with effect from **04/07/2022**
- You will be governed by the terms and conditions of the Employee Agreement, Staff Regulations and Rules as applicable to the Employee of your category from time to time.
- If you drop out by your own during the employment, you must reimburse the cost mentioned in Agreement because ARTHISOFT will be investing, directly or indirectly, in building my skills, knowledge and experience and ARTHISOFT rightfully expects that I serve for this minimum period to be able to obtain some benefit of such skills, knowledge and experience.
- You must serve the company for the minimum period of 2 years with effect from **04-07-2022** otherwise you must pay the company Rs. 45,000/- (Rupees Forty Five Thousand Only) or three month salary whichever is higher.
- The company has the right to terminate you at any stage if the performance is not satisfactory.
- Working days Monday to Saturday, Timings **09:30 AM to 7:00 PM** with **60 minutes break** – Alternate Saturday off depending on the Management Team, Management can force to any employee to come on all day if projects are on deadline. All employees may be asked to work extra hours in critical delivery situations.
- All employees may be asked to work in shifts by the management if required.
- All employees are required to work for at least **4.5 hours in case of half days**.
- You agree to stay in office during extra hours or overtime if company needs you or your projects are on deadlines or your project manager/Project Leader ask you to stay.

AHMEDABAD * ARTHISOFT *

M. Rohan

- You agree and acknowledge that 1 day unauthorized leave will deduct your 2 days salary
- You need to sign "EMPLOYMENT INDEMNITY BOND" which is included in Agreement
- No paid leave or any kind of casual leave is given to any employee by the company
- Expenses of Rs.600/- (Rupees Six Hundred Only) will be borne by the employee for Bond Franking and Notary
- If you are irregular in timings Company may deduct your salary, as decided by management team.
- The company has right to change rules & regulations at any stage, which company may not want to continue in future. Like Leave Rules, Alternate Saturday off.
- You are supposed to serve minimum 2 month notice period in case of resignation. Any employee failing to do so will lead to stop of salary payment and relevant actions would be taken thereafter.

Committed Work Period:

- I am committed to work with ARTHISOFT as employee from **03/01/2022 to 02/07/2024.**
- I will not leave the company during this period of time because I understand that company invested on me by rearranging business plan, staff pattern and related expenses, transportation costs, senior guidance, training expense and fees.
- As a token of your understanding of the terms and conditions enumerated above, you may kindly sign the duplicate copy of this order and return to us.

Yours faithfully,
For ARTHISOFT

Authorized Signatory

Employee offer accepted

Mr. Makwana Rohan Hemendrabhai

B-401/Safal Pegasus, Above ICICI Bank, Near Prahlad Nagar Garden,Anand Nagar Road, Ahmedabad, Gujarat. |Office: 9265216983|Web : www.arthisoft.com | Mail : info@arthisoft.com

1203 , Elite Business Park
Opp. Sapath hexa,
Nr. Kargil vijay cross Road
S.G. Highway, Sola
Ahmedabad -380060

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Date: 06/12/2021

To,
Shah Ruchika
15, shankarpark society,
Amdavadi darvaja bahar-bhoja
Talavdi, nadiad- 387001

Sub: Appointment Letter

Dear **Shah Ruchika**,
We welcome you to our organization and trust that you will build a meaningful career in our company.

With reference to our Letter of Intent for the post of **Web Developer Trainee** you will be pleased to note that it has been decided to appoint you for the said post on the following terms and conditions.

1. Appointment:

Please provide the Signed & Scanned copy of the "Appointment Letter" latest by, **09th December 2020.**

2. Total Salary and Benefits.

Salary & Benefits will be decided on performance when once training will be completed**.** The Training tenure will be of six months from **6th-December-2021 to 6th-June-2022**.

3. Scope of Work/Job Description

In this position as **post,** you will be based at our **Office in Bluepixel Technologies LLP.** Your scope of work will be given to you within a week from your date of joining.

4. Intellectual Property

a. You will not give to anyone, by word of mouth or otherwise, any particulars or details of our process, technical know-how, security arrangement, administrative and/or organizational matters, financial matters whether confidential, secret or otherwise during the course of your employment and subsequently.

b. That you shall be just and faithful to the establishment in all the matters and shall not at any time except under the legal process divulge to any person whatsoever and shall use your best endeavor to prevent the publication or disclosure of any trade secret or any other information concerning or in respect of the items of its dealing / transactions or affairs which may come to your knowledge. You are also restrained to do business or competition with this company at least for a period of three years from the date of your cessation of employment with the Company.

c. As part of Security Policy, the management of the Company will have all the rights to verify and check the computer systems, personal baggage, storage spaces, Incoming & Outgoing communications, by any mode, in and outside

the factory premises and/or place of work for securing the tangible and intangible properties of the Company during the period of service.

d. You are not allowed to use company's resources for personal use.

e. The management also has all the rights to modify, change the above Security Policy.

5. Notice Of Termination

a) In the event of your being confirmed in our service, your services, are liable to be terminated at any time after confirmation on either side giving **30 working days'** notice in writing or by paying the salary in lieu of notice, and either party is not bound to give reason therefore.

b) Upon the termination of your employment or resignation, you will return to the company all documents/information/literature in your possession relating to business of the company without retaining any copies. You will also return any property of the Company in your possession.

c) Notice period will be extended by any amount of leave (paid or unpaid) taken during this time.

6. Taxation

You shall bear your own taxation, which shall be deducted from your salary and/or other dues.

7. Change Of Address

In case of any change of address, it will be your duty to intimate to the Management and to get such changes recorded in the register of addresses. All communications sent to you by the Management at your last given address shall be deemed to have been delivered to you at the correct address.

8. Legal Jurisdiction

In case of any dispute, Ahmedabad would be the legal jurisdiction and will be considered as the place, where the cause of action shall be deemed to have risen.

9. General

a) That as an employee of this prestigious organization you will not work directly or indirectly for any other person, firm, company or organization, whether with or without remuneration, nor you will engage yourself or be interested directly or indirectly in any trade or business either as employer or employee or partner or advisor or in any other capacity.

b) Work extra hours if job so requires.

c) You agree to abide by the office/factory timings.

d) You will be governed and abide by the service rules and regulations of the Company that are in force and will be introduced from time to time.

1203 , Elite Business Park
Opp. Sapath hexa,
Nr. Kargil vijay cross Road
S.G. Highway, Sola
Ahmedabad -380060

www.bluepixeltech.co m

10. Leave Rule

An employee would be earning 1 leave per month.

11. Document Assurance

a) Once six months of training period of the candidate will be over and in any of case he/she doesn't continue further for one year of employment, in that case before leaving the organization he/she will receive the submitted original copy of their education document.

b) If candidate gets hire after training for one year as an employee, then he/she will receive their submitted original education document after completion of the one year of employment with us.

c) In case he/she is willing to leave the company after one year of employment and don't want to continues for second year then, in that case after serving one month of notice period he/ she will receive the original copy of submitted education document.

d) In either of case we will provide the submitted document back to the candidates.

The above terms and conditions are subject to Company policy.

You are advised to please bring the copy of below document.

1> Two passport size photo
2> Address proof copy
3> Pancard/Adhar Card/License copy of any one of these.
4> Experience certificate copy
5> Last Company Salary Slip or Bank statement

Please sign the duplicate copy of this appointment letter as token of having accepted the above terms and conditions and return the same to us.

With Best Wishes,

For, BLUEPIXEL TECHNOLOGIES LLP
H.P. Patel
DESIGNATED PARTNER

For, Bluepixel Technologies LLP

I accept the appointment on all the above terms and conditions.

Name: _____

Signature: _____ Date: _____

QUIXOM
TECHNOLOGY

To,
Sagar Koshti
B/NO C/21, Lalita Society, Lotues School,
Ahmedabad, Gujarat - 382443

Friday, 16th July, 2021
July 2021/363

Subject: Offer Letter for Employment

Dear **Sagar**,

With reference to your application and the subsequent interview you had with us, we are pleased to offer you a position of "**Jr. Python Developer**" in our organization and that would be effective from **6/12/2021** as discussed and convenient.

Your CTC will be as per discussion and the same will be mentioned in written on your appointment letter which will be handed to you on your joining.

We congratulate you on your selection and wish you a long and successful career with us. We are confident that your contribution will take us further exceling for best results. We assure you of our support for your professional development and growth.

Once again we welcome you to **Quixom Technology Pvt Ltd** and look to have a fruitful association with you.

With Best Wishes,
Quixom Technology Pvt Ltd
FOR, QUIXOM TECHNOLOGY PVT LTD

DIRECTOR

Director
Chirag Akbari

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Infopercept

6th April, 2022

Offer Letter

Dear Vaibhavi,

Greetings for the day!

Further to your completion of internship with us, we would like to confirm your selection at **Infopercept Consulting Pvt. Ltd**.

You will be a part of Infopercept's Software Development Team and your designation will be – '**Junior Software Developer'.**

Your date of joining is **7th April, 2022** and monthly remuneration will be: **₹ 15000/- *** (with a PFP component as in **Annexure A**). You will be on a probation for 3 months.

The increments will be as per our performance management system.

We would like to congratulate you and welcome you to the team!

Sincerely,

Jaydeep Ruparelia

Infopercept Consulting Private Limited

Kindly acknowledge this offer letter by sending an email to us.

Annexure A

As discussed, your monthly CTC is **₹ 15000,** out of which **₹ 12000** is the base salary and balance of ₹ **3000** is PFP (Pay For Performance).

In first quarter, you will be paid the base salary and the PFP, totaling to **₹ 9000,** will be disbursed along with the fourth month salary.

After 3 months, the monthly remuneration will be **₹ 15000.**

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Date – 4th October 2021

Mr. Vivek Vamja
Surat, Gujarat

Dear **Vivek Vamja**

Welcome to SCIKEY, A brand of SRKay Consulting Group!

SCIKEY is a Digital platform for Jobs, Work & Talent Solutions. Our vision is to create jobs & work opportunities for billion minds. Our mission is to help employers worldwide get access to quality talent and talent solutions in a click.

SCIKEY is a portfolio brand of SRKay Consulting Group, backed by the family office of billion-dollar SRK Exports. The company has its presence across India, USA, UK, Malaysia & Singapore.

Appointment

We have enjoyed speaking with you and getting to know you over the course of the last few weeks. The team has been impressed with your background and would love to formally designate you a position as Apprentice Trainee at SCIKEY (henceforth referred to as the "**Company**").

Your appointment is subject to successfully completion of current degree, awarded in the current academic year without any standing backlogs, accuracy of your testimonials and information provided by you.

Please let us know if you have any questions or would like to discuss the offer in more detail. We look forward to working with you and wish you success in your career with us.

Warm Regards,
For & on behalf of SCIKEY
Warm Regards,

Prosenjit Mukherjee

Prosenjit Mukherjee
Head - Human Resources

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Following are the terms of the offer:

This appointment letter is valid upon joining the Company on or before **6th December 2021**, after which it shall stand revoked. Following are the details of your employment.

- **Designation:** Apprentice Trainee
- **Stipend:** Your total monthly payable amount would be INR 8000/- (includes Workmen Compensation Allowance) as per Apprentice terms and conditions of the location.

a) The stipend payable is taxable as per Indian Income Tax Act.
b) Under the apprentice program, you will not be covered under The Apprentice trainees' Provident Fund Scheme and The Apprentice trainees' State Insurance Scheme.

1. Apprentice Training Duration

- You would be on training period of twelve (12) months from the date of joining. On satisfactory completion of twelve months', trainee will be confirmed in the company unless informed otherwise.
- You shall render all cooperation to register your apprenticeship agreement on apprentice portal.

Location

Your location for apprenticeship would currently be **Surat** ("work location"). During the course of your assignment with the Company, you may be appointed, transferred, deputed or deployed to any other offices, projects, divisions, departments or units of the Company or its affiliates or subsidiaries or group companies existing or to be set up at any other location or any other unaffiliated company as may be required to render services to any customer / client of the company in India or abroad ("External Location").

You may be required to travel to any of the other offices of the Company or its customer locations for business reasons, should the need arise.

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1. Leave Policy

As per apprentice act 1961, you would be eligible for 12 casual leaves and 15 sick leaves (Medical Certificate mandatory in case of sick leaves). However, one can apply maximum of 1 leave per month during the apprentice period.

2. Workmen Compensation

You would be governed by Workmen compensation policy. Further details will be provided to you at the time of joining.

3. Abandonment of employment

If you are absent from work for eight consecutive days without the consent of, or notification to the Company, or without just cause, you shall be deemed to have terminated your employment.

4. Performance Review and Progression

Your promotion, increment shall depend upon your satisfactory performance in the periodical performance appraisal conducted by the management from time to time. If your performance is found unsatisfactory, then you will be put under PIP (Performance Improvement Plan) of the duration as may be decided by the management. If your performance is found unsatisfactory even after PIP, it may result in termination. A performance review will not necessarily result into remuneration increase. Your remuneration will be subject to review by the company at such times as may be considered appropriate. Review dates would be as set by the company. The company operates on pay for performance policy and result of any remuneration review will take your performance into account.

5. Medical Fitness and Verification of Particulars

Your appointment is subject to you being declared and remaining medically fit by a medical officer or by a Doctor. The management has the right to get you medically examined by a certified medical practitioner during the period of your service with the Company. In case you are found medically unfit to perform your duties under your assignment, the Company has the right to terminate your assignment, but not before giving you sufficient notice with discussion and extending all medical support as possible during the period you are found to be unfit. The Company will take a supportive, compassionate and lenient view in genuine cases of medical issues. Further you acknowledge and accept that the Company has appointed you on the basis of bonafide statements, information and facts provided by you and other documents submitted by you. During the course of your employment if it is found that any information provided by you is false, incorrect or misleading, without

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prejudice to all its rights and remedies, the Company shall have a right to take appropriate disciplinary action against you.

6. Duties and Responsibilities

i. The Company will expect you to work with a high standard of initiative, efficiency and economy. You will perform, observe, and confirm to such duties, directions and instructions assigned or communicated to you by the Company and those in authority over you

ii. Please note that the nature of apprenticeship is such that you may be required to travel abroad. While the Company will endeavor to accommodate your reasonable requests, you recognize that customer / client deliverables are critical for the business. Refusal to travel pursuant to two requests by the Company will be adequate grounds for your services to be terminated

iii. You shall not seek membership of any local or public bodies without written permission of the management

iv. You shall neither divulge nor give out any information including particular or details of the Company's process, technical know-how, security arrangement, administrative and / or organizational matters or any information of confidential or secret nature (the "**Confidential Information**") which may be in your possession by virtue of your assignment with the Company to any unauthorized person during the period of your assignment or even afterwards by way of written or oral communication.

v. You shall keep confidential all the information and material provided to you by the Company or by its customer / clients concerning their affairs, in order to enable the Company to perform the services of the Company. This also includes such information as is already known to the recipient or is in public knowledge without you breaching your confidentiality obligation which you shall not release, use or disclose, except with the prior written permission of the Company.

vi. You will, as and when required by the Company, execute a separate non-disclosure agreement in a format approved by the Company.

vii. You will neither enter into any commitment or dealing on behalf of the Company for which you have no express authority nor alter or be party to any alteration of any principle or policy of the Company or exceed any authority or discretion vested with you without the appropriate sanction of the Company

viii. You will be responsible for safekeeping and return in good condition and order the properties of the Company, which may be in your use, custody, possession, care or charge. For the purpose of any loss of any property of the Company in your possession, the Company will have a right to assess on its own and recover the damages of all such materials by way of monetary remuneration or otherwise from you as may be deemed fit by the Company. The Company reserves the right to take any such action as it may deem necessary in the event of your failure to account for such material or property

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ix. You shall not directly or indirectly solicit or cause to be solicited any customer / customer / client of the Company during the term of your assignment and 1 (one) year after your resignation / the termination of your assignment with the Company, unless there is a written approval for the same.

x. Both during your assignment and for 1 (one) year after your assignment with the Company ceases, you will not directly or indirectly solicit any of the Company's apprentice trainees or key apprentice trainees of any of the Company's customer / clients for assignment with a person or entity involved in business similar to or in competition with the business of the Company. Key apprentice trainees include without limitation supervisory personnel, executives, personnel in charge of any department, section or subdivision and project managers, directors and senior personnel on any individual project or projects

xi. You will not during your non-working hours, directly or indirectly carry out or cause to be carried out any work similar to that which the Company undertakes during the term of your assignment

xii. You may during the course of your assignment be given assignments based on the Company's reasonable business needs which the company considers are suited to your background, qualifications and / or experience. You shall not refuse to carry out any assignment solely on the ground that it has not been or does not form part of your usual duties

xiii. The nature of your services and responsibilities in the Company may be varied from time to time depending upon the requirements of the Company and you shall have no objection to such variation

xiv. You shall undertake appropriate behavior while traveling on behalf of the Company for the purpose of sales, external functions, conference, events or otherwise in accordance with the Company policy

xv. You shall abide by the Company policies and any amendments thereto as and when notified to you by the Company

7. Intellectual Property

i. All intellectual property such as trademarks, copyrights, designs, technical know-how etc., developed by you during your work hours with the Company either individually or collectively with other apprentice trainees of the Company shall be the property of the Company and you shall not have any right or make any claim in respect thereof. You will disclose to the Company any discovery, invention, process or improvement made or discovered during your assignment with the Company (the "**Intellectual Property**") and the Intellectual Property shall automatically stand transferred to the Company and shall remain an absolute property of the Company at all times. If and when required to do so by the Company, you shall, at the Company's expense, take out or apply for patent license or other rights, privileges or production as may be directed by us in respect of the Intellectual Property so that the benefit thereof shall accrue to the Company at all times and you shall execute such deeds, documents, agreements as may be required or directed by the Company for transfer, assignment or other to vest the rights in the Intellectual Property in favor of a third person, company, firm or a proprietary as its sole beneficiary

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ii. In addition, you hereby appoint the Company as your duly constituted attorney for the purpose of executing in your name and on your behalf all such deeds and documents as may be required for the purpose of giving effect to the rights of the Company under this Clause

iii. You hereby irrevocably and unconditionally waive any and all moral rights or any rights of a similar nature under any law in any jurisdiction in and to any and all material written, created or devised by you, whether solely or jointly, resulting from or suggested by anything which you shall do pursuant to your assignment with the Company

iv. You acknowledge that your remuneration and all consideration paid to you by the Company under this Agreement includes stipend for the assignment (if any) to the Company of the Intellectual Property and that the rights and obligations under this Clause shall continue in force after the termination of this Agreement in respect of any Intellectual Property created during your assignment under this Agreement and shall be binding upon your legal representatives.

8. Dress Code

The company has adopted business casual wear for apprentice trainees. In order to create and maintain a professional image, apprentice trainees are expected to wear clothing that is not offensive or distracting to customer / clients and colleagues. You are required to follow the dress code policy of the Company and shall maintain standard level of hygiene. In case you are transferred, deputed or appointed at the External Location or at the customer / client's office, you are required to follow the dress code policies in place at the External Location or at the customer / client's office (as the case may be).
The general principle for adopting business casual dress is related to creating a positive image of the Company for our customers and colleagues.

i. Remember that at all times in the workplace apprentice trainees are ambassadors of the Company
ii. Clothes should not cause embarrassment or have a negative impact upon the image of the Company
iii. Apprentice trainees representing the Company off-site with third party companies should wear business formals

9. General

i. At all times your conduct will be in compliance with the Company policies.
ii. The current working hours are from **09:00 am** to **06:00 pm**. with staggered weekly offs. Work timings may change based on the project you will be allocated to. In such case your project timings become your work timing. The company reserves the right to alter modify its hours, weekly off days & or holiday temporarily or permanently.

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iii. You are required to work maximum of 6 (six) days in a week. You are expected to complete upto 48 (forty-eight) hours of work every week. If your timesheet determines the revenue of the company, failure to record your hours of work contribution in the time sheets on regular basis as determined by the management of the Company would result into loss of stipend for the unrecorded period.

iv. The Company will cover you under Workman compensation policy.

v. You may be selected or sponsored by the Company for familiarization or training assignment with the technical collaborator of the Company or with any other institution or organization in India or abroad. If selected, you are required to take part in such training or assignment diligently and beneficially. The cost of such training, including travel fare and related expenses will be borne by the Company, which the discretion of the management may be, subject to any contract or arrangement under which you shall agree to serve the Company for specified number of years after completion of the training and agree to pay liquidated damages in case of earlier resignation or termination of service in proportion to number of years of service remaining to be served.

vi. In case you are shifted from your place of assignment to another location where the Company has its operations during your assignment with the Company, you are eligible to claim reimbursement for expenses incurred on packing, unpacking, loading, unloading, transportation as per the existing policy of the Company. However, in case of Resignation or your services are terminated in any manner within 1 (one) year of such shifting, the amount so paid shall be recoverable from you by the Company

vii. In case of any inquiry initiated by the Company or your employer at the External Location against you or any other apprentice trainee as per the policy in place, you undertake to provide full co-operation in respect of such inquiry as may be required

viii. You will be governed by service rules and regulations including 'Code of Conduct', discipline and administrative order or any such other rule or order of the Company which may be in force from time to time

ix. The date of birth mentioned in the matriculation / higher secondary certificate shall be the conclusive proof of your age

x. You will notify the Human Resource Team of the Company about any change of address within a week of such change, failing which any communication served on your last notified address shall be deemed to be validly served on you

xi. Upon resignation or termination of your assignment with the Company in any manner, you shall immediately return to the Company any and all books, documents, correspondence, records including any compact disks or electronic storage device relating to the business and affairs of the Company

xii. Any time upon request of the Company and in any event on resignation or termination of your assignment with the Company in any manner, you shall immediately hand over all the authorization letter or power of attorney issued in your favor by the Company or any other property of the Company in your possession in the same form as given to you by the Company (subject to ordinary wear and tear)

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xiii. In case of resignation or termination of your assignment with the Company in any manner, you shall extend requisite co-operation to the Company to ensure smooth transition of your duties and responsibilities to such person as may be appointed or nominated by the Company

xiv. Your designation and stipend are subject to change depending upon the work assignment undertaken by you from time to time and the stipend structure of the Company is subject to revision in order to protect the cost to the Company

xv. You will indemnify and keep us indemnified and hold harmless against any loss or damage caused to the Company or any claim raised by a third party against the Company due to any unauthorized act undertaken by you

xvi. You hereby represent to the Company that you are under no obligation or agreement or legal impediment that would prevent you from becoming an apprentice trainee of the Company, or adversely impact your ability to perform the expected responsibilities.

xvii. Any notice or correspondence to be given by you to the Company or by the Company to you shall be given as under:

a. If to Company: E-mail: contact@srkay.com
b. If to the apprentice trainee: The personal Email ID registered by the apprentice trainee in their resume submitted to the company at the time of assignment

xviii. In an event of a drop-in performance, you will be put in Performance Improvement Plan as per the Company policy

10. Health and Safety

You shall take all reasonable precautions for your health and safety, and the health and safety of other team members. In particular, you shall comply with all rules and policies concerning health and safety which may apply from time to time. If you become aware of any danger or hazard that may affect your health and safety or the health and safety of other team members, you must immediately report the matter to the Company.

11. Final Settlement

On resignation or termination of your assignment with the Company any amount owed by you to the Company including any amounts due on account of reimbursement of expenses incurred by the Company due to any loss or damage caused by you to the property of the Company shall,
be deducted as per apprentice act.

12. Sharing of Personal information

Human resource information systems are consolidated and managed centrally. As a result, personal information is shared around the Company's locations worldwide, to selected organizations which provide services to the

Company. To assure that personal data privacy is adequately safeguarded, the Company operates internal procedures to protect the confidentiality and security of individual personal information. The Company also requires the external organization it works with to provide adequate levels of protection. By accepting this offer you are agreeing to such data storage and sharing.

13. Jurisdiction

In case of any dispute between the Company and you in relation to your assignment, the competent courts and tribunals at Surat shall have exclusive jurisdiction.

14. Background Checks

The Company may, at its discretion conduct background checks prior to or after your expected joining date to validate your identity, the address provided by you, your education details and details of your prior work experience. if any, and to conduct any criminal checks. You expressly consent to the company conducting such background checks. In this connection, you are required to furnish the documents listed in Annexure III. If the Company is not satisfied, in its sole discretion, with the outcome of the background checks, the Company reserves the right to withdraw this offer without notice and compensation or to take any appropriate action against you, including, but not limited to termination of your employment. When a background check raises any concerns regarding any of the details furnished by you and the Company feels the need to further validate such facts, the company may at its sole discretion, ask you for further information, to substantiate the details that you have earlier provided to the Company, before initiating appropriate action.
Please note that SRKay Consulting Group requires you to furnish a copy of your passport at the time of joining. If you are unable to do so, the Company will initiate a criminal background check, the cost of which will need to be borne by you.

15. Other Terms & Conditions

You agree not to undertake employment, whether full-time or part-time, as the Director / Partner / Member / Apprentice trainee of any other organization / entity engaged in any form of business activity without the consent of SRKay Consulting Group. The consent may be given subject to any terms and conditions that the Company may think fit and may be withdrawn at any time at the discretion of the Company.
You hereby acknowledge and agree to abide by all internal Policies of the Company, which you will be able to access, upon joining, on the HRMS. These Policies cover various human resources and administrative topics and procedures. The Company reserves the right to change these Policies at any time in its absolute discretion. You shall be required to sign certain mandatory agreements, including but not limited to the Confidentiality, Intellectual Property Rights, the Code of Business Conduct and Ethics and your employment shall be governed by all the rules and regulations, as amended from time to time, of the Company as applicable to your

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employment with us. This offer is also conditional upon your acceptance and execution of the Non-Compete Agreement (Annexure II).

This offer of employment constitutes the entire agreement between you and the Company regarding the terms of your employment and it is the complete, final, and exclusive embodiment of your agreement with regard to this subject matter and supersedes any other promises, warranties, representations or agreements, whether written or oral. It is entered into without reliance on any promise or representation other than those expressly contained herein, and it cannot be modified or amended except in writing signed by an authorized officer of the Company.
If any of the terms or conditions of this offer are found to be illegal or unenforceable, such terms shall be treated as severable from the rest of the terms and conditions of this offer and the remaining terms and conditions shall continue.

The Company may change policies at any time at its discretion without requiring a variation to this agreement.
We look forward to your long and successful association with the Company.

Yours Sincerely,
For and on behalf of SRKAY Consulting Group

Prosenjit Mukherjee
Head – Human Resources

Enclosures:
Annexure I – Acknowledgement and Acceptance
Annexure II – Non-Compete
Annexure III – Contact Details of the Company and Joining Documents
Appendix-I – Stipend break up

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Acknowledgement and Acceptance

I have read and understood the terms and conditions of this offer letter and hereby notify my acceptance by signing at the space provided below.

Signature **Date**

_____ _____

This agreement shall be governed by the laws of India and you hereby agree to the exclusive jurisdiction of the courts in Surat, India.

As a token of your acceptance of this offer, please bring a duly signed, duplicate copies of the letter and all the accompanying annexures, on the date of joining.

We welcome you to SRKay Consulting Group India family and wish you a rewarding career over the years to come.

Yours sincerely,
For & On Behalf of **SRKay Consulting Group**

Prosenjit Mukherjee

Prosenjit Mukherjee
Head – Human Resources

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ANNEXURE II – NON-COMPETE AGREEMENT

I, _____, do hereby acknowledge and confirm the following: -

i. I am accepting employment with SRKay Consulting Group, as per the presents in this document, I agree to the following terms herein, and acknowledge that this is a material condition of my employment with SRKay Consulting Group

ii. I am required, on behalf of SRKay Consulting Group, to provide services to, or solicit business from, various customer / clients of SRKay Consulting Group for whom I performed services as a Company apprentice trainee (each such customer / client hereinafter referred to as a "Customer").

iii. In consideration of the above, I agree that for a period of six (6) months following the termination of my employment with SRKay Consulting Group for any reason, I will not:

   a. accept any offer of employment from any Customer, where I had worked in a professional capacity with that Customer in the twelve (12) months immediately preceding the termination of my employment with SRKay Consulting Group

   b. accept any offer of employment from a Named Competitor of SRKay Consulting Group, if my employment with such Named Competitor would involve me having to work with a customer with whom I had worked in the twelve (12) months immediately preceding the termination of my employment with SRKay Consulting Group. For the purposes of this Non-Compete Agreement, "Named Competitor" shall mean the following entities and their wholly owned subsidiaries: -

1.
2.
3.

Place: Apprentice trainee Signature:

Date: Full Name: _____

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ANNEXURE III – DOCUMENTS CHECKLIST

On your date of joining, you are required to report at the following address:
Office Address: SRKAY Consulting Group,
W04A, Gem & Jewellery Park,
Ichhapore – Hazira,
Surat – 394510.
Contact Person: Ms. Krupali Patel
Contact Number: +91 9016157252
Contact Email ID: hroperations@scikey.ai
Reporting Time: 09:00 am

We request you to kindly carry the Original of the following documents for verification purpose and photocopies of only those which you are yet to share. The same is mandatory and is required as part of the joining process.

DOCUMENT CHECKLIST

Sr. No	Documents
1	Aadhar card & PAN Card
2	Passport size photos – 2 copies
3	Self-Signature (soft copy)
4	Mobile Number
5	Category (OBC/SC/ST/GENERAL)
6	Higher Qualification Documents – 12th, Graduation etc.
7	Fitness/Medical Certificate from a bonafide M.B.B.S
8	School Leaving Certificate
9	Last Semester Pass Certificate
10	Bank Detail (savings A/C)

Note: All documents need to be duly signed on each page and arranged in the order specified above

SIS-HR/AL/05-22/094

Date: 06 May, 2022

To,

Mr. Yash Chandak
138-1st floor Gangotri Nagar,
Triveni Nagar, Jaipur-302018,
Rajasthan.

M-7014383898

Subject: Appointment Letter

Dear Yash,

Welcome to Staunchsys IT Services Pvt. Ltd. !!!! We are delighted to have you as part of an ever growing and exciting company.

With reference to your application and subsequent interviews you have had with us, and further to the letter of offer dated 26th Apr 2022 we are pleased to appoint you as Jr. Consultant in our organization with effect from 06 May 2022, you shall be located at our Ahmedabad office, subject to the following terms & conditions.

Your employee code is 094 and should be used in all official correspondence within the company.

1) SALARY:

Your total compensation (Cost to the Company) will be in Rs. 3,00,000 per annum. Monthly gross salary will be calculated after deduction of professional tax, income tax, PF, ESIC ,Bonus and any other deductions as and when applicable as per labour law, or any other law as and when applicable as per the company's and Government's rules and policy.

Earnings			
Description		**Monthly**	**Yearly**
Basic Salary		12,750.00	153,000.00
House Rent Allowance		9,190.00	110,280.00
Bonus		1,530.00	18,360.00
LTA		-	-
Telecommunication All.		-	-
Food Allowance		-	-
Special Allowance		-	-
Gross		**23,470.00**	**281,640.00**
Employer PF Contribution		1,530.00	18,360.00
Employer's ESIC Contribution			-
Joining Bonus			-
CTC		**25,000.00**	**300,000.00**
Deduction			
Professional Tax		200.00	2,400.00
Employee PF contribution		1,530.00	18,360.00
ESIC		-	-
Retention Bonus		5,000.00	60,000.00
Total Deduction		6,730.00	80,760.00
Net Pay		16,740.00	**200,880.00**

Explanation of terms used:

1. Basic: This is the base component of the salary to which many other components are linked. This amount is fully taxable. This amount is 51% of your CTC or Rs. 9800/- whichever is higher.
2. HRA or House Rent Allowance: This amount will be tax free partially or fully, if you submit rent agreement and rent receipts, Tax benefit calculation will be done on the basis of provisions of Income Tax Act, 1961.
3. Bonus: Bonus is a reward that is paid to an employee for his good work towards the organisation. The basic objective to give bonus is to share the profit earned by the

organisation amongst the employees and staff members. This amount is 12% of your Basic. It will be fully taxable.

4. LTA or Leave Travel Allowance: LTA is a type of allowance given to the employee by employers for travel. It covers within-country travel costs when he/she is on leave from work. It will be partially or fully taxable. Employees can avail benefit from this component twice in a gap of four years. To avail this benefit employees need to provide travel documents and it will be calculated as per government rules.
5. Telecommunication Allowance: It is a non-taxable reimbursement to an employee who is required to use a personal cell phone for business purposes, the employee has to submit proof of incurring the corresponding expense to the employer.
6. Food Allowance: The annual allowance for meal coupons upto Rs 26,400 is tax-exempt, and meal coupons of monthly Rs.2200 is provided from the employer. To avail this benefit enroll yourself for a food card.
7. Special Allowance: This will vary as it is based on the difference between gross salary and other components that make up the entire salary. It is a fully taxable component.
8. Provident Fund: Employer and Employee both have to contribute 12% of the employee's basic salary every month towards Employee Provident Fund (EPF). This benefit is given to employees for their retirement. Employee's contribution Deduction is available under Section 80C.
9. Professional Tax: Professional tax is a tax that is levied by a state government on all individuals who earn a living through any medium. The calculation of this tax and the amount collected differs from one state to another.
10. ESIC: ESIC includes the medical benefit to employees. It is calculated on the basis of gross salary/wages/pay per month and the maximum limit is up to ₹ 21,000/- per month.
11. TDS or Income Tax: Income Tax is a Tax deducted at source as per the Income Tax Act 1961.

The information pertaining to compensation and benefits is personal and confidential in nature. We urge you to maintain the confidentiality of your compensation details and any increments henceforth and not share it with others.

2) ON- SITE TRAVEL :

You may be required to work anywhere in India or overseas, if the company so directs based on the exigencies of work. Employees will get remuneration on expenses incurred during on-site travel based on Project, Location and duration of assignment. Separate on-site travel agreements need to be signed by an Employee which has all the information pertaining to the visit or on-site assignment.

3) POSTAL ADDRESS:

You will keep the company informed of the postal address along with contact number for communication including the changes that may occur during your period of employment with the company.

4) PASSPORT:

Every employee is required to possess a valid passport during his employment with Staunchsys IT Services Pvt. Ltd. In cases where an employee does not possess a valid passport at the time of joining the company, he/she is required to get one issued within three months from the date of joining.

5) NOTICE PERIOD:

On resigning from the services of Staunchsys IT Services Pvt. Ltd. you are required to serve a notice period as per the HR policy and as applicable at the time of departure. In case of a shortfall of notice period, the relieving date shall be prerogative of the company, and shall be within the notice period, Further, the company reserve the right to recover an amount equivalent to the consolidated salary for the number of days of shortfall and withhold his/her relieving letter/ certificates.

6) CONFIRMATION:

You will be on probation for a period of 3 months from the date of joining. You will be deemed to be on probation till a letter of confirmation is given to you.

7) 1 YEAR COMMITMENT:

- Employee agrees to serve a minimum period of 1 year from the date of Joining.
- Company shall not be liable to release any documents in breach of this agreement.
- Employee shall not be entitled for loyalty bonus as bifurcated in CTC.

8) PERFORMANCE REVIEWS:

Performance reviews will be done on a regular interval basis. Your increments are discretionary and will be subject to and on the basis of your effective performance and results during the period as also the performance and results of the Company.

9) LEAVE :

Every employee is eligible for leaves as per the company's leave policy.

10) NON- COMPETITION:

While employed with this company, you will not in any circumstances be permitted to work for any other firm or person, either whole time or part time, to own, or in any way be associated with any firm or person as advisor, director or partner, whether paid or not, for your services, without prior written permission of the company.

11) DISCIPLINE:

a) You shall not refuse to take up any assignment that may be offered to you by the company.

b) You shall be expected to abide by the rules and regulations of the company, be courteous, honest and professional within the company or with its clients/customers, and maintain & represent the

Company's high standards of professional Services at all times, whether in the Company or at its client's site(s).

c) You shall be responsible for all company properties and material that are in your possession, and all infrastructure like telephones, computers, projectors etc that have been provided to you to enable you in your work.

d) You shall not publicly criticize, defame or misrepresent the Company and shall not, knowingly, commit any such actions which may result in the Company's image / business being adversely affected.

e) During the course of your employment with the Company, you will not solicit business of any nature, either directly or indirectly, for yourself, or for any other party, from the Company's clients and / or customers.

12) AUTHENTICITY OF INFORMATION:

This appointment is made on the basis of information provided by you in the application and also at the time of interview. Original copies of your certificates, testimonials and previous employment records should be submitted along with the photocopies for verification. If any declarations given by you to the Company prove to be false or if you are found to have wilfully suppressed any material information, you will be liable to be removed from service without any notice.

13) BACKGROUND VERIFICATION:

Your appointment at Staunchsys IT Service Pvt. Ltd. is subject to the satisfactory completion of your background reference check which includes verification of your past employment details based on the documents/information furnished by you at the time of joining our company.

14) TERMINATION:

In the event of any misconduct or breach of terms of employment on the part of the employee during probation or on/after confirmation the Company reserves the right to terminate this agreement immediately without any notice.

You will be subject to all rules and regulations of the company that are in force and shall abide by them until in employment with the company. Staunchsys IT Services Pvt. Ltd. reserves the right to modify, alter the company's policies and reserves the right to vary or modify any or all of the above terms and conditions which shall be binding on you in lieu thereof, from time to time.

This Agreement is to be construed pursuant to Laws of India. Jurisdiction and venue for any claim arising out of this Agreement shall be subject to Ahmedabad jurisdiction.

You will be governed by the code of conduct, discipline, rules and regulations as laid down by the company, the same can be modified and updated from time to time, and these will be deemed to be an integral part of this agreement of employment.

Please sign the copy of this letter, as a token of acceptance of your appointment on the terms and conditions mentioned above.

We welcome you on board and wish you a pleasant, fruitful and mutually beneficial association with the Company.

Yours faithfully,
For Staunchsys IT Services Pvt. Ltd



Shweta Singh
HR Manager

I have carefully read the terms and conditions of my employment. I have understood the same and accepted them entirely. Name: Signature: Date: Place: