



## AQAR 2023-24

### Criteria V

*Number of placement of outgoing students during the year*

5.2.1.1: Number of outgoing students placed during the year

<b>Year</b>	<b>2023-24</b>
<b>MBA</b>	<b>12</b>
<b>MCA</b>	<b>08</b>
<b>Total</b>	<b>20</b>

Here to enrich

27<sup>th</sup> February 2024

**A t. & Po. ShreeramNagar Baramati , Tal. Baramati,  
Dist. - Pune,  
Maharashtra-413102**

**Dear Mr. Krishna,**

**Congratulations!!!**

This is with reference to the interview you had with us. We are pleased to extend the following offer of employment

to you from Ashish Life Science Pvt. Limited based, on the following terms and conditions:

Designation: **Assistant Manger - Production**

Date of joining: **On or before 04<sup>th</sup> March 2024**

CTC: Your Annual Compensation (Cost To Company) will be **Rs. 5,50,000/- p.a (Refer - Annexure 1)**

A detailed appointment Letter will be issued to you on your day of joining. You are requested to carry the documents as mentioned in the attached checklist and a copy of the completed employment form, on your day of joining as given below:

- PAN Card & Aadhar Card
- Bank Details
- Passport Size Photograph

This offer stands cancelled / automatically withdrawn in case of any deviation(s) in information provided by you

or if you fail to report on duty on or before the date mentioned above.

Kindly provide your acceptance of this offer within 24 hours of receiving this offer.

We look forward to your successful association with the Company.

**Yours Sincerely,**

**For Ashish Life Science Pvt. Limited**

**Darshan Patil**  
**Manager - HR & Administration**

**Ashish Life Science Pvt Limited**  
Office : 1101 1104 Aston Sundervan Complex Acharya Patwardhan Marg  
(Lokhandwala Road), Andheri (West), Mumbai - 400053 INDIA  
Tel. No : +91 22 6819 0000 - Fax No : +91 22 6819 0050  
Fact & Repd Off : J 137, MIDC Tarapur, Bazar, Dist. Palghar 401501 INDIA  
Tel No : +91 22 25 66102122 - E mail : info@ashishlifescience.com  
Website : www.ashishlifescience.com - CIN No : U24100MH1192211C004810

*Patil*

*Darshan Patil*

**Director**  
**Vidya Pratishthan's**

**Multi Tech Information Technology**



Here to enrich

## Annexure 1

Name	Krishna Bhalerao	
Department	Productions	
Designations :	Assistant Manager	
Components	Monthly	Anually
Basics	22,000	2,64,000
HRA	10,200	1,22,000
Uniforms Allowance	2000	24,000
Professional Pursuit Allowance	2000	24,000
LTA	2000	24,000
Supplementally allowance	3433	41,196
Gross Total	41,633	4,99,596
		24,000
		5,26,392
CTC (Per Annum)	45,833	5,50,000

TDS Deduction (As Applicable).

**You will also be entitled to the following employee benefits as per the Company's Policy:**

- Mediclaim for self & Family Rs. 1,00,000/-
- Accidental Insurance Policy for self of Rs. 1,00,000/-
- 18 days Privileged Leaves, 5 Sick Leaves, 4 Casual Leaves.
- 09 days Public Holidays

**Yours Sincerely,**

**For Ashish Life Science Pvt. Limited**

**Darshan Patil**  
**Manager - HR &**  
**Administration**

**Ashish Life Science Pvt Limited**  
Office : 1101/1101 Aston Sundervan Complex Acharya Patwardhan Marg,  
Bokhondwala Road, Andheri (West) Mumbai - 400053 INDIA  
Tel No : +91 22 6819 0090 Fax No : +91 22 6819 0090  
Fact & Regd. Off : J 137 MIDC, Farapur, Bhiwar Dist. Palghar - 401501 INDIA  
Tel No : +91 2525 6610-1/2 Email : info@ashishlifescience.com  
Website : www.ashishlifescience.com CIN No : U24100BH11922PTC06-0010



**Director**  
**Vidya Pratishthan's**  
**Institute of Information Technology**  
**Vidyanagari, Baramati Dist, Pune**

# A. K. Oxygen Pvt Ltd.

AN ISO 9001:2015 CERTIFIED COMPANY

Manufacturer, Supplier - All Types of Medical & Industrial Gases

DATE: 21.02.2024

To,  
Shweta Kekan  
Janat Corner, Suryanagari  
Baramati413102

Subject: Appointment Letter

Dear SHWETA,

Following your acceptance of the job offer letter which you signed on, we would like to confirm your appointment with **A K OXYGEN PRIVATE LIMITED** as a **HUMAN RESOURCE**. Your employment is be subject to the terms and conditions listed below:

#### JOINING DATE

Your starting date is 04<sup>th</sup> March 2024.

#### WORK TIMINGS

Your work timings are from 10 AM to 6 PM, Monday to Saturday

#### PROBATION PERIOD

You will be on a probation period for the first six months. Upon successfully completing the probation period, your employment will become of a permanent status.

#### SALARY

Your monthly basic salary is Rs. 13000/- (PF and ESIC is excluded).

leave per year. And two months prior  
t for replacement.

id welcome to A K OXYGEN PRIVATE  
fruitful cooperation and success. We wish

*Desh raut*

Add. Plot No. C-21, MIDC, BARAMATI - 413

Dist - Pune (MH) Cel - 9

Email - akxygenbmt@gmail.com

www.akgind.co

than's  
Tech nology  
Dist. Pune



Dear Tejashri Shivaji Khatal,

We welcome you to Ananta Resource Management Pvt. Ltd, as an Intern with the below details.

➤ **Profile:-HR Recruiter Intern**

You shall be working in the Recruitment Department, where the role would be as per your experience, skills including but not limited to: (there may be all or part of the below work profile as and when required).

- Uploading Resumes in ATS.
- Screening of Resumes and Shortlisting.
- Calling the Candidates and Adding the Notes/Details.
- Keeping track of the working hours.
- Working on the ATS platform for connecting the candidates.
- Attending daily presentation meetings.
- Attending various workshops like Linked Job Postings, Creating Flyers, etc.

➤ **Working Day & Timings**

- 6 Days a week.
- Minimum 4 Hours per day & Maximum 6 Hours per day.
- On Sundays and other holidays provided by the organization, you can work for a maximum of 4 hours.
- More than 4 hours would not be counted into timesheet in case of holidays.
- Date of jo

➤ **Attendance & Timesheet**

- a. You need to maintain the timesheet on [www.clockify.me](http://www.clockify.me) (or as per the office policy) for which you will be added to the company workspace on the site. Contact the admin team member for understanding about updating your timesheet.
- b. Your working hours are 7 hours per day. It is the maximum that can be filled in clockify.
- c. No carry forward of the hours.
- d. No extra hours allowed to be put into clockify / timesheet system (more than 6 hours per day)
- e. Hours need to be updated same day, if not done same will not be computed on later stage update.
- f. Your attendance will be computed on the basis of clockify / time sheet updates daily.
- g. Certificate will be provided when 300 Hours are completed after compensating the redcards given.
- h. 300 hours will comprise of Technical Presentation as well as working hours.



**➤ Period of internship**

- Duration – 2 Months with 25 Working days with min. of 100 hours & Max 150 Hours per month.
- Continuation – On the basis of your performance you may be allowed to continue for another 2 or 3 months.
- Less than 300 hours - will not be considered for any Certificate.
- If you leave before completion of internship, No Certificates will be issued.
- No temporary certificates or continuation certificate will be provided in any case.
- Certificate is released within a month of internship completion, only after completion of all the exit formalities.

**➤ Probation Period**

- On the basis of your interview and resume you have been selected for the profile, in case your performance is not up to the mark or due to any other reason you shall be terminated in between the assignment.
- Probation Period would be 7 working days.
- Notice Period would be 7-15 working days depending upon your designation.

**➤ Leave Policy:**

- Leave shall be taken with prior approval:
  - For 1 day leave: 24 hours prior intimation.
  - For 7 days' leave: 168 hours i.e., 7 days prior intimation.

Two days of emergency leave can be taken in a quarter.

If no intimation is received within due course – red cards equal to the number of days of leave will be issued with an exception of any family member's death (documents shall be provided).

- In case of extension of leave red cards for each day of extension is issued.
- In case no leave approval is taken and clockify hours are less than 4 hours on any particular day same will be considered as leave taken without approval and red cards will be given for the same.

**➤ Discipline & Responsibility**

- Time Discipline - considering work from home - responsibility is expected.
- You would be required to attend compulsory meetings of 1-2 Hours in a day.
- More than 4 Hours skipping those meeting may cause to terminate your internship.
- Responding and being available for any queries or clarification required even on holiday or leave over calls.



ENT

➤ **Other Policies :-**

For any irregularity / delay in work allocated etc. team members are given Yellow / Red Card

- Yellow Card – as a warning.
- Red Card – deduction of working hours (min. 2 with every day it doubles ex. On 2 days it will be 4 hours).
- Green Card – if you exceed your daily KPI – you will be given equivalent Green Card.
- Green Card will be reduced from yellow card and balance will be converted to the Red Card at the end of the month.

➤ **Changes / Modification / Update / Addition to the Policies:**

Company may change, update, modify, add, delete any of the policies / policy as management may consider fit for the organization, such shall be applicable to all the employees / interns / team member of the organization and offer letter shall be considered as amended / updated with such policies, parameters etc. time to time.

In case if you / team member is not agreeing to the policy updates management may terminate with immediate effect or with giving notice period with their discretion without any compulsion to pay for such notice period.

**You are not allowed to use our database nor work as freelance recruiter or any other work without our written consent, if you are doing any other work / job / freelancer other than working with Ananta, you shall take written consent from us. In case of breach of integrity, you shall be liable to pay penalty of equal to 1 year of your remuneration.**

This communication would be treated as an Offer Letter cum joining letter between You & Ananta Resource Management.

For Ananta Resource Management Pvt Ltd

**MUKESH** Digitally signed by  
MUKESH SOLANKI  
**SOLANKI** Date: 2024.03.01  
CA Mukesh Solanki 19:16:24 +05'30'  
(Director)

*Mukesh Solanki*

g Centre, Station Road,



Please provide below listed documents with confirmation to this mail as acceptance to do internship with Ananta Resource Management Private Limited. (Ignore if already submitted)

Documents Required in PDF Format:

1. Aadhar Card
2. PAN Card
3. Photo 2
4. Resume
5. 2 Emergency Contact Details
6. Qualification Details



HEUNGKUK INDIA PRIVATE LTD

GST - 27AAECH7624J1ZC

www.heungkuk.co.kr.com

Date :08-04-2024

Ref No: HKI/HR/24/OFFER/01

To,  
Mr. Vishal Vitthal Sul.

Offer Letter

Dear Vishal,

This is with reference to your application and the subsequent discussions we had with you. We are pleased to offer you the position of "HR & Admin-Officer" in our organization, as discussed, this offer will be subject to following terms and conditions:

1. You will receive a total Rs.22,567/- (Twenty-Two thousand five hundred sixty-seven only). This will be disbursed you as per the prevailing rules and guideline of the company.
2. This offer is subject to your joining us on or before 08 April, 2024.
3. You will be under Training/ Probation for a period of 6 Month from the joining. On successful completion of your training period, and provided your services are found satisfactory, you will be confirmed by Management in written letter.
4. You are requested to submit self-attested copy of the following documents and Personal History Form (if not already filled in & submitted) on or before your joining the company.
  - a. Educational Testimonials, SSC Certificate containing Date of birth
  - b. Passport Size photographs (four)
  - c. PAN Card
  - d. Residence Proof

Please sign the Duplicate of this letter as token of having accepted the offer.

Yours truly,

Heungkuk India Pvt Ltd

ACCEPTED BY

Authorized Signatory

(Vishal Vitthal Sul)

Mechrosulab

CIN - U29308PN2019FTC1  
Registered Address Plot No. B-3, Khandala PH-2 Industrial Area, Village-Kesurd, Tal -Khandala,  
Email-hindia@heungkuk.co.kr, Tel. No.: +91-9028076112

Vidyanagari

Pratishthan's  
Technology  
Dist,Pune





CN032481712

1. Name and Registered Address of Establishment : PIAGGIO VEHICLES PRIVATE LIMITED (E02202700029)
- with Telephone no. & E-mail address : E-2, M.I.D.C. Area, Baramati, BaramatiPune, Maharashtra
- : 02112-664200  
: chandrakant.kale@piaggio.co.in
2. (a) Name of Apprentice (Block Letters) : DIVYA DATTATRAY DHAVAN (A032400336)  
(b) Father's/Mother's /Spouse's Name : DATTATRAY
3. Address of apprentice : Limtek, Maharashtra, Pune, 413102, Pune,  
: Pune, Maharashtra
4. Gender : Female
5. Date of Birth : 15-11-2000
6. (a) Whether belongs to SC/ST/OBC/PwD/ Minority : No  
(b) Name of the Category : General
7. Educational Qualification (Highest) : Graduate - B.Sc
8. (a) Category of Apprenticeship : Optional  
(b) Name of the trade for which Apprentice is training : HR Executive (Payroll and Employee Data Management)
9. Apprenticeship Training duration (Total) : 360 Days  
(a) Duration of Basic Training : 2 Weeks  
(b) Period of On-the-Job Training : From 01-03-2024 to 23-02-2025
10. Apprenticeship Training Location : PVEP  
(a) Name and address of facility where Basic Training is to be provided : N/A  
(b) Name and address of the facility where On-the-Job Training is to be provided : PIAGGIO VEHICLES PRIVATE LIMITED  
PVEP  
Pune  
Maharashtra
11. (a) Date of execution of contract : 29-03-2024  
(b) Age of Apprentice on the date of execution of contract : 23 years, 4 months and 14 days
12. Is the establishment opting for benefits under NAPS\*? : Yes  
\*If yes, Annexure 2 to this contract will also be applicable.

**\*For DBT cases- Partial stipend support by the Government of India under NAPS will be limited to 25% of the stipend paid, upto a maximum of Rs. 1500 per month per apprentice during the apprenticeship training period.**

**For Non-DBT cases- Full stipend will be paid by the employer**

13. Monthly stipend amount

Year of training	Total stipend amount (in Rs.)	Break up of total stipend amount (in Rs.)	
		Employer's share out of col. 2	Government of India's share out of col. 2(25% of stipend paid upto a maximum of Rs. 1500 per month per apprentice)



*Dechranth*  
rector  
Vidya Pratishthan's

(a) 1 of 4541  
(b)

500

and 4th year of

The Establishment agrees and understands that the minimum monthly stipend amount is prescribed in the Rule 11(1) of Apprenticeship Rules, 1992. The Establishment confirms that the agreed monthly stipend amount entered above must be higher than these minimum rates.

If the minimum rates are modified through legislation (either through modification of rules, or through modification of minimum wages payable) during the course of apprenticeship, this revised rates will apply as the minimum payable to Apprentice

14. (a) Name and Address of Guardian In case Apprentice is under 18 years of age (Minor) : N/A  
(b) Relationship with the Apprentice : N/A
15. (a) Whether Apprentice was identified through approved Third Party Aggregator Yes  
(b) Name of TPA (if applicable) CAIT EDUSYS PRIVATE LIMITED

16. We, the Establishment, Apprentice/Guardian solemnly declare that we have read the Apprentices Act, 1961 and the Apprenticeship Rules, 1992 as amended from time to time, regarding the contract of apprenticeship training including obligations and terms and conditions contained in Schedule V and VI of the said rules and will comply with the same.
17. I, the Apprentice, declare that all details shared by me, including educational qualifications and other personal information shared, is correct and will provide original documents for verification at any time
18. We, the Establishment, have examined the Apprentice's information, including personal details, and will seek relevant documentation for verification as and when required.
19. In case of default by either the apprentice or the employer, we agree to compensate the other party as per the provisions of the Apprenticeship Rules, 1992 (Main Provisions of the Rules may be seen in the Annexure 1).
20. The Establishment, Apprentice/Guardian hereby also declares to comply with the terms and conditions of National Apprenticeship Promotion Scheme (NAPS), if applicable.

Signature of the  
Employer with seal

Signature of Apprentice

Signature of Guardian



*Deeshmanta*

*Dr. Vidya*  
Institute of In  
Vidyanagari

**Director**  
**Pratishthan's**  
Technology  
i Dist, Pune

FOR OFFICE USE ONLY

Contract Registration No. : CN032481712  
(To be given by the Office of the Apprenticeship Adviser)  
(Mandatory only for Registered Trades)

Signature of Registering Authority  
(Apprenticeship Advisor)  
(Registration required for Designation trade only)

## Annexure 1 Contract of Apprenticeship Training

Some provisions of the Apprenticeship Rules relating to the Contract of Apprenticeship Training are reproduced below for sake of convenience.

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r, not be paid for the period

for which an Apprentice remains on extraordinary leave.

2.

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hip Rules, 1992), he shall pay

3.

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1. For availing benefit under NAPS scheme, the course under which apprenticeship training is being provided, should be NSQF aligned.
2. and Certification shall be done jointly by the establishment and SSC/ NCVT/ other bodies as notified from time to time guidelines.
3. d, understood and agree to comply with the guidelines that are These guidelines are published at (<https://www.apprenticeshipindia.gov.in>) and maybe updated from time to time.



Q<sub>1</sub>

Q<sub>2</sub>

## Appointment Letter

To,  
Ms. Rutuja Ramdas Phadatare

adi, po Lalgun, Tal Khatav.

Dear Ms. Rutuja,

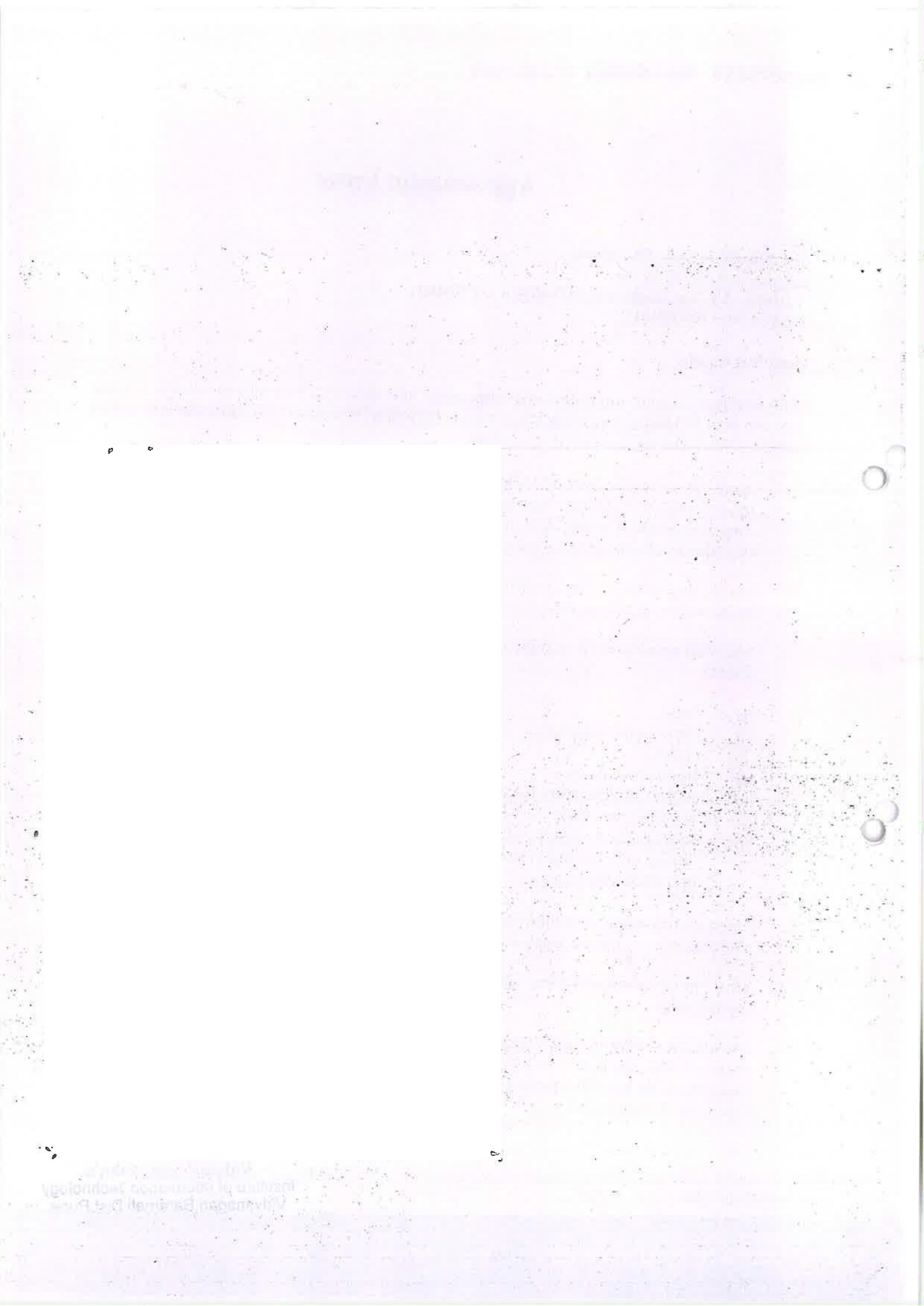
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cation. Y

1. Your date of joining will for a period of 3 months observed. and if it meets up to our expectations confirmed with or without giving in writing.
2. During the period of your probation, your appointment is liable to be terminated without notice and without assigning any reasons.
3. You will be entitled to a monthly pay of Rs. 10,000/-, and other benefits and allowances as under:-

(1)	Basic	:	4,000/-	P.M.
(2)	Conveyance Allowance	:	500/-	P.M.
(3)	H.R.A.	:	5,000/-	P.M.
(4)	Medical Allowance	:	500/-	P.M.
(5)	You will be paid Annual Bonus in accordance with the provisions of the Payment of Bonus Act, 1965.			
(6)	Earned Leave with pay at the rate of one day during the previous calendar year, subject to previous calendar year.			ce in
4. Upon confirmation, your future increments will be subject to your performance and at the sole discretion of the management.
5. Your shift working shall be liable to be changed from time to time if required by the management.
6. During the tenure of your appointment with us, you will devote your full time for the work of the company, and shall not be entitled to accept any part-time work or assignment for any other person without the express permission of the Company in that respect.







7. In case you desire or decide to take up any educational course or vocation, you shall be required to inform the c intention to do so well and in any case at least one month ement of such course o as the case may be.
8. You shall always keep the management promptly informed in writing, about any change in the postal address of the place of your permanent or existing residence, with full particulars thereof, including your contact telephone numbers, for the purpose of official communication.
9. You will not disclose or divulge or make public, without express consent of the company, any information in respect of the company and research carried on whether confined to you are which shall become known to you by the nature of your work during the course of your service or otherwise, except under legal obligations to do so.
10. You shall observe strict secrecy regarding the business of the company and shall not divulge, directly or indirectly, or disclose to any person, affairs or any information in respect of the company, or shall not publish any articles or deliver any speech or give any interviews on any subject relating to the company, without the express consent of the company, to that effect.
11. During the tenure of your employment, your services are liable to be transferred to any department, section, branch of the company or any other group company across the country existing at present or to be started at any time in future. Upon such transfer you will be governed by rules and regulations & terms and conditions applicable at your place of transfer.
12. This offer is always subject to correctness of all your personal details and other information furnished in your personal information form, and should there be any discrepancy in any material respect disclosed subsequent to your employment with the company, your appointment shall be liable for termination forthwith without any notice.
13. Your continuance of service is subject to your complete fitness, physical as well as mental, and during your tenure, the company may require you to undergo such medical tests as deemed fit and your services may be terminated with immediate effect to the sole discretion of the company, if you are found to be unfit to work in any manner.
14. You shall be responsible for safety and return in good condition the property of the company in your use, custody or charge, which is entrusted to you from time to time, being the requirement of your duties.
15. You are expected to be regular and punctual in attendance for work, and to observe all rules of normal discipline with regard to faithful and diligent p your duties and responsibilities, and maintain cordiality and decency in relation to all your subordinates, colleagues and superiors with a view to ensure efficient teamwork in a team spirit.



*[Handwritten signature]*

*[Handwritten signature]*

**Director**  
**Vidya Pratishthan's**  
**Institute of Information Technology**  
**Vidyanagari, Baramati Dist, Pune**

*[Faint, mirrored text from the reverse side of the page, including 'Director', 'Vidya Pratishthan's', 'Institute of Information Technology', and 'Vidyanagari, Baramati Dist, Pune']*

**DETAILS OF EXPERIENCE: [From present employer]**

1) Company Name & Address: (Present)

Duration From \_\_\_\_\_ Position Held \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

Duration From \_\_\_\_\_ Duration To \_\_\_\_\_ Position Held \_\_\_\_\_ Reason for leaving: \_\_\_\_\_

Details of gaps during \_\_\_\_\_ I career with reason therefor: (if any) \_\_\_\_\_

**OTHER DETAILS:**  
Are you a member of Employees Provident Fund?  
Yes. \_\_\_\_\_ No \_\_\_\_\_

Are you covered under E.S.I. Scheme?  
Yes.. \_\_\_\_\_

\_\_\_\_\_ e No. \_\_\_\_\_ Validity: \_\_\_\_\_  
YES \_\_\_\_\_ NO \_\_\_\_\_  
\_\_\_\_\_ N \_\_\_\_\_

**SALARY DETAILS :**

- a Present \_\_\_\_\_ Sal \_\_\_\_\_
- b \_\_\_\_\_
- c House Rent \_\_\_\_\_
- d \_\_\_\_\_
- e. \_\_\_\_\_
- f. Conveyance Allowance \_\_\_\_\_
- g. Special / \_\_\_\_\_ Allowance \_\_\_\_\_
- h \_\_\_\_\_

16. Upon your confirmation, you may be selected and deputed to enhance your skill sets depending upon the requirements of the management understood that, in case the management is required to

such training, the management may require you to bind yourself by an agreement of indemnity to work with the management for a specified period upon successful completion of such training, and in such a case you will execute such an agreement of indemnity.

17. Upon confirmation your services are liable to be terminated by a written notice of 1 month, or on payment of an amount equal to your monthly salary in lieu of such notice, except when such notice is not warranted for adequate cause.
18. Should you desire to leave our services, you shall be liable to give a written notice of 1 month, or to forfeit salary for equal period by way of liquidated damages for which you shall keep security deposit of equal amount with the management. Such security deposit shall be recovered from your salary of first 1 month immediately after confirmation, and the same will be refunded to you upon your serving the notice period after you tender your resignation to the company as above.
19. You will retire from the services of the Association on completion of 58 years of age.

For, Mahalaxmi Automotive Pvt. Ltd.

(Chief

(Sr. Manager HR & Admin)

I, \_\_\_\_\_ have read and understood the above terms and conditions, and I have subscribed my signature for having accepted the same.

Sign:



*Desai*  
**Director**  
**Vidya Pratishthan's**  
Institute of Information Technology  
Vidyanagari, Baramati Dist, Pune

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Director  
The State  
Library  
and  
Archives

*Bank*

HDFC Life Insurance Company Limited

Corporate & Registered Office:

11, 12th Floor, The Locusts, Apollo Mills Compound,  
M.M. Road, Marol Maheshwar, Mumbai - 400 031

☎ +91 22 5751 6666

☎ 1860 267 9999 | 022 66446530

☎ 1800 120 1234  
☎ 020 6611 1111



*Director's Job*

**Director**  
**Vidya Pratishthan's**  
Institute of Information Technology  
Vidyanagar  
Dist. Pune



**Annexure 1**

Date: February 26, 2024  
 Name: Manoj Shinde  
 Designation: Executive Trainee  
 Band: 2

**CTC STRUCTURE**

Components	Per Annum
<b>(I) Fixed Pay</b>	
Basic	142,500
House Rent Allowance	85,500
Other Allowance	124,444
Bonus	34,344
<b>(II) Reimbursements</b>	
LTA	11,875
Fuel	21,600
Mobile Handset	15,000
<b>Total Fixed Pay and Reimbursements</b>	<b>435,262</b>
<b>(III) Retirals</b>	
Provident Fund	21,600
Gratuity	6,888
<b>(IV) Valued Benefits</b>	
Group Insurance Benefit	11,250
<b>Fixed Cost to Company (FCTC)</b>	<b>475,000</b>

**Other Benefits (as per prevalent Company Policy):**

Group Term Insurance: Term cover of INR 1,200,000/-

Mediclaim: INR 200,000/- for self (dependents are covered after 6 months)

**STRICTLY PRIVATE AND CONFIDENTIAL**

Date: 18-06-2024

Dear Rushikesh Malhari Mane,

With reference to your application and the subsequent discussions with you; we are pleased to offer you an appointment at Bajaj Finance Limited ("**Company**") on the following terms:

**1. DESIGNATION & BAND**

You will be designated as "**Functional Trainee**" at **GB02B Band**.

**2 PERIOD OF EMPLOYMENT**

2 Basis your confirmation that you were relieved from the services of your previous employer as of the date of your joining with Bajaj Finance Limited, please note that, your employment with Bajaj Finance Limited will commence tentatively on **24-06-2024** (or any other date as may be agreed by BFL, in its sole discretion) and will continue on an on-going basis, until terminated by either party, with prior notice to the other as per Clause 5 of this Employment Letter.

2.2 The retirement age at the Company is 60 (sixty) years. Your employment will terminate automatically and without further notice on the last day of the month in which your 60<sup>th</sup> (sixtieth) birthday falls.

**HOURS AND PLACE OF WORK**

You shall be based in our **Shirval** office but may be required to serve the Company in any place within or outside India, as required.

You may be required to travel nationally and internationally on the business of the Company.

You will be required to work such hours as may reasonably be expected of you and as is consistent with an appointment of this nature.

You may, at the discretion of the Company be transferred to any of the divisions, departments, in the Company, its subsidiaries, branches or associate companies and you shall abide by the standing orders and services rules prevailing in such place/ entity without entitlement to any extra remuneration.

**SALARY**

4.1 Your basic salary will be **Rs. 9750/- (Rupees Nine Thousand Seven Hundred Fifty only)** and your house rent allowance will be **Rs. 4875 /- (Rupees Four Thousand Eight Hundred Seventy Five only)** per month. Your emoluments from the Company will be subject to tax deductions at source and other withholdings as required by law.

4.2 A detailed break-up of your compensation is attached as Annexure - A to this Employment Letter.

4.3 Yo ( ve  
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to

**BAJAJ FINANCE LIMITED**

[www.bajajfinserv.in/corporate-bajaj-finance](http://www.bajajfinserv.in/corporate-bajaj-finance)

Corporate Office: 4<sup>th</sup> Floor, Bajaj Finserv Corporate Office, Off Pune-Ahmednagar Road, Viman Nagar, Pune - 411 014 Maharashtra, India

Corporate Office Extn.: 3<sup>rd</sup> Floor, Panchshil Tech Park, Viman Nagar, Pune - 411 014, Maharashtra, India  
Tel: +91 20 7157 6403 | Fax: +91 20 7157 6364

Registered Office: C/o Bajaj Auto Limited complex, Mumbai - Pune Road, Akurdi, Maharashtra, India  
Corporate ID No.: L65910MH1987PLCO42961



*Deashrawan B*  
*J. J. Joshi*  
**Director**  
**Vidya Pratishthan's**  
Institute of Information  
Technology  
Vidyanagar





5. TERMINATION OR RESIGNATION FROM SERVICE

5.1. The Company shall terminate the employment of an employee if the employee is found to be in violation of the conditions of this Policy which are mentioned in the HRMS.

5.2. The Company shall terminate the employment of an employee if the employee is found to be in violation of the conditions of this Policy which are mentioned in the HRMS.

5.3. The employee shall be liable to pay damages to the Company in addition to the notice period if the employee is found to be in violation of the conditions of this Policy which are mentioned in the HRMS.

5.4 Obligations arising out of termination: You hereby agree that:

(a)

(b)

(c)

6. ANNUAL SALARY REVISION

6.1. We follow an April to March performance cycle. All salary revisions come up for review in the month of April at the sole discretion of the Company.

6.2. Employees who are eligible for an annual salary revision may be eligible for a salary revision if any, is determined on the basis of the employee's performance during the performance cycle. The increment will be determined on the basis of the employee's performance during the performance cycle. Those joining after 1st October, will not be eligible for the same.

*Deshmukh*

Director

BAJAJ FINANCE LIMITED

www.bajajfinserv.in/corporate-bajaj-finance

Off Pune-Ahmednagar Road, Viman Nagar, Pune - 411 014,

- 411 014, Maharashtra, India

Akurdi, Pune - 411 035, Maharashtra, India

Corporate Office: Maharashtra, India  
Corporate Office Extn.:  
Tel: +91 20 7157  
Registered Office  
Corporate ID No.:







INSERV

10. **EXCLUSIVE EMPLOYMENT**

While employed by the Company, you will not:

employee of  
than the Com  
at the prior w

In any other capacity by, any other company or organisation  
uneration and/ or otherwise, whether full time or part time,  
n from the Company;

10.3

10.4

11. **INTELLECTUAL PROPERTY**

11.1

11.2. You acknowledge that your remuneration and all consideration paid to you by the Company, under this Employment Letter and as may be revised from time to time, includes compensation for the assignment (if any) to the Company of all intellectual property rights and that the rights and obligations under this Clause shall continue in force after the termination of this Employment Letter in respect of any intellectual property created during your employment with the Company and shall be binding upon your legal representatives.

**BAJAJ FINANCE LIMITED**

[www.bajajfinserv.in/corporate-bajaj-finance](http://www.bajajfinserv.in/corporate-bajaj-finance)

Road, Viman Nagar, Pune - 411 014,

Corporate Office : 4<sup>th</sup>  
Maharashtra,

Corporate  
Office : +91 20 7157 6364

Office C/o Bajaj Auto Limited complex, Mumbai - Pune Road, Akurdi, Pune - 411 035, Maharashtra, India  
D No L65910MH1987PLCO42961









FINSERV

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Welcome to **Bajaj Finance Limited** and wish you a very successful career with the group.

For Bajaj Finance Limited,

**Thomas Augustine**  
Head – Human Resources

Encl: Annexure

*I have fully read and understood the terms of this Employment Letter. I accept the same on the above  
terms and conditions,  
and will be joining*

*I agree to abide by the rules and of the company*

2024

Signature

Name

Rushikesh M. Mane

**BAJAJ FINANCE LIMITED**

[www.bajajfinserv.in/corporate-bajaj-finance](http://www.bajajfinserv.in/corporate-bajaj-finance)

Corporate Office: : 4<sup>th</sup> Floor, Bajaj Finserv Corporate Office, Off Pune-Ahmednagar Road, Viman Nagar, Pune - 411 014, Maharashtra, India

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Call: +91 20 7157 6403 | Fax: +91 20 7157 6364

Registered Office: C/o Bajaj Auto Limited complex, Mumbai - Pune Road, Akurdi, Pune - 411 035, Maharashtra, India

Corporate ID No.: L65910MH1987PLCO42961

*Dechmont*

Director

Vidya Pratishthan's

Institute

Technology





**FINSERV**

- Further, you would be entitled to a hospitalization claim policy of up to **₹ 10 Lacs only** the premium for which will be borne by the Company spouse, parents, and up to two children (Group subsidized premium)

**acceptance of the above terms and conditions**

**Signature**

**Name**

**Date**

**BAJAJ FINANCE LIMITED**

[www.bajajfinserv.in/corporate-bajaj-finance](http://www.bajajfinserv.in/corporate-bajaj-finance)

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Registered Office: C/o Bajaj Auto Limited complex, Mumbai - Pune Road, Akurdi, Pune - 411 035,

Corporate ID No.: L65910MH1987PLCO42961



*Handwritten notes and stamps at the bottom of the page, including "Institute" and "Baramati".*

## Annexure - A

re

Date : 18-06-2024  
Name : Rushikesh Malhari Mane  
Band : GB02B

Component	Monthly	Yearly
Basic	9750	117000
House Rent Allowance	4875	58500
Special Allowance	12988	155856
Employer PF Contribution	1800	21600
Statutory Bonus	3087	37044
Total Fixed Salary	32500	390000
Gratuity	469	5628
Performance Pay	8125	97500
TCC without Cross Sell	41094	493128
Net Pay	28900	346800

Performance Pay amount as per the current performance pay policy may vary depending upon the performance of individual and of the company. The management reserves the rights to amend policy at any point of time.

The total sum of all elements may mismatch up to Rs.10/-. In the event there is any enhancement in the total emoluments to you on account of change in any statute or notification, then the said enhanced payment will be adjusted against total CTC payable to you as shown hereinabove. In such a case the company will have the right to restructure emoluments within the specific CTC.

**Benefits:**

Gratuity Benefit will be provided as per the provisions Payment of Gratuity Act, 1972.

Provident fund will be provided as per the provisions of the Employees' Provident Funds and Miscellaneous Provisions Act, 1952.

The CTC (Cost to Company) consisting of various components are detailed in the 'Salary Structure' stated above, which is inclusive of all contractual & statutory components of your compensation. Accordingly, BFL shall not be liable to pay any additional sum over and above CTC. However, BFL reserves the right to amend / vary your Salary Structure at any time, either under law or as part of any initiative by BFL, under intimation to you. Your continued employment with BFL is construed as your deemed acceptance to the above.

- If your employment is terminated by you for any reason prior to completion of twelve months of services, then you will pay back to the Company the entire joining expense incurred if any, by the Company.
- You would be covered under the Group Term Life Insurance scheme, with a sum insured of **Rs. 2,000,000 /- (Rupees Twenty lacs only)**. Additionally, you would be covered under the Group Accident Insurance Scheme, with a sum insured of **Rs. 3,000,000 /- (Rupees Thirty lacs only)**.

**BAJAJ FINANCE LIMITED**

[www.bajajfinserv.in/corporate-bajaj-finance](http://www.bajajfinserv.in/corporate-bajaj-finance)

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411 035, Maharashtra, India

Corporate ID No.: L65910MH1987PLCO42961

*Dechmont*

Director

Vidya Prakashan's

Institute of Information Technology



## Offer Letter

Date: October 7, 2024

Dear Yogesh kadam,

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: Ahmednagar.** 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:**
  - a. Salary:** As per the structure mentioned below:

Particulars (p.a.)	Amount (₹)
Basic Salary	₹ 180,000
House Rent Allowance	₹ 90,000
Leave & Travel Allowance	₹ 20,000
Flexible Allowance	₹ 67,200
Other Allowances	₹ 71,200
Provident Fund	₹ 21,600
<b>Gross Salary</b>	<b>₹ 450,000</b>
Incentives	₹ 150,000
<b>CTC *</b>	

\* Insurance is a company paid benefit which is over and above your CTC.

**b. Allowances:**

- 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 ₹ 67,200 /- p.a.)
- Official travel will be reimbursed subject to the policies of the company governing the same.

**c. Other Benefits:**

- 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.
- 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 ₹ 150,000 /- p.a.)
- You will be covered under the group medical and accid of the company

Deshmukh



**5. General:**

- a. You are expected to devote your whole time, attention and ability to the interest of the company and show total commitment to its goals.
  - b. 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.
  - c. You will not engage yourself, in any business of your own or any other business/employment.
  - d. You are expected to treat these terms of employment confidential.
  - e. Breach of any of the above conditions will render you liable for termination of your employment without notice.
  - f. 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 at management's discretion.
- 7. Your Date of Joining** shall be **January 2, 2025**.
- 8. Acceptance:** Kindly 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): \_\_\_\_\_

VSPL/HR/24-25/1105

Date: 05.11.2024

**Komal Sunil Pisal**  
 A/p Malegaon Colony  
 Tal Baramati Dist. Pune  
 Email Id komalpisal354@gmail.com  
 Mo No : 9423560063

**Subject: Appointment letter.**

**Dear Komal,**

This has reference to your application and the subsequent interviews you had with us. We are pleased to offer you the post of **Trainee Account Asst. (Grade-ET)** in our organization with effect from 05<sup>th</sup> Nov 2024 on the following terms and conditions:

1. Duration of the Training period will be 12 month from the date of joining.
2. During the trainee period you will be paid a monthly salary CTC Rs. 15000/- p.m. (Rupees Fifteen Only).
3. Other terms and conditions governing this offer are given in Annexure - A.

Kindly confirm your acceptance by signing the duplicate copy of this letter, on or before 05<sup>th</sup> Nov 2024, and submit the following documents to us along with a recent passport size photograph and service experience certificate (if any) in duplicate. Also submit the following documents in duplicate: Educational certificates and service experience certificates, and service proof, and other documents as may be required.

Thanking you,

Yours faithfully,  
 For VE

PVT. LTD

Sr

Meshrout

*Keeping milk safe and healthy for decades !*

Plot No C-56,57, 58, 69, 70 & 71 MIDC Baramati | Contact : (02112) 243686 | info@venturedairyworld.com

Handwritten text at the bottom of the page, possibly a signature or date, which is mirrored and difficult to read.

# Alkyl Amines Chemicals Limited

Reg. Office: 401-407, Numan Vajpa Kendra, Plot No. 10, Sector 13, Vashi, Navi Mumbai - 400703, INDIA  
Tel: 022 6791 6600 • Fax: 022 6791 6666 • E-mail: alkyl@alkylamines.com • Web: www.alkylamines.com

07<sup>th</sup> October 2024

**Ms. Rutuja Chitalkar**  
A/P – Baradgaon,  
Tal - Karjat – 414403  
Maharashtra  
Phone - 9067480040

Dear Ms. Rutuja,

We are pleased to inform you that you are appointed for the post of 'TRAINEE – P&A' at our factory: Plot No D-6/1, MIDC Kurkumbh, Taluka: Daund, Dist.: Pune - 413105, with effect from **07<sup>th</sup> October 2024**, on the following terms and conditions:-

1. You will be paid stipend of Rs. 15,010/- (Rupees Fifteen Thousand and Ten only) per month, House Rent Allowance of Rs.800/- (Rupees Eight Hundred only) per month.
2. You will be on training for a period of one year, which can be curtailed or extended at the sole discretion of the management. The management reserves the right to terminate your traineeship at any time during the training period without any notice and without assigning any reason.
3. On successful completion of the traineeship, the Company is not bound to offer you regular permanent employment, but in the event of any appropriate vacancy, the Company may consider your suitability for the same.
4. If your conduct, attendance, progress, and performance is found to be unsatisfactory during the training period, the Company shall be free to terminate your training forthwith.

Dednraut

: 2 : Ms. Rutuja Chitalkar

5. The period of training will not be treated as service for any purpose.
6. During the training period, you will be entitled to 1.5 days leave per month.
7. You will be liable to be transferred from one shift to another or from one department to another, one section to another or from one location to another, according to your training schedule for you.
8. The Company will not provide you accommodation or transport. However, you may avail of the Company's transport facility during its scheduled trips.
9. As explained during the interview, you will perform any work that may be entrusted to you during the period of your training at the discretion of the Company and you will claim no extra remuneration for the said work.
10. You should observe strict secrecy in respect of all transactions of the Company and its associates and should not reveal any of the matters which may come to your knowledge in the discharge of the duties, except when required to do so by the management of the Company, or by the process of law. You should not disclose or publish, either during the term of your training or subsequent thereto, any confidential or secret formulae acquired in the course of your training with the Company. You should not take with you without the consent of the Company, any records or documents of a confidential character when you leave the services of the Company. You shall sign a Secrecy Agreement / Service Agreement annexed to this letter.
11. You will abide by all the applicable rules, regulations, procedures and practices of the Company in force from time to time.

*Deshmukh*

**Director**  
**Vidya Pratishthan's**  
Institute of Information Technology  
Vidyanagari, Baramati Dist, Pune



12. You will be responsible for the safe keeping and return in good condition and order, of all properties and / or assets which may be entrusted to you by the company. The Company shall have the right to deduct the money value of all such property and / or other assets from your dues and take such other action as it may deem proper in the event of your failure to account for such property to its satisfaction.
13. You will follow all rules and regulations related to Safety, Health & Environment for creating safe working culture in the organization.
14. You will keep us informed of any change in your residential address.
15. This appointment is subject to your medical fitness.

Please signify your acceptance by signing the duplicate of this letter and return the same to us for our records.

Thanking you,


fully,  
**L AMINES CHEMICALS LIMITED**

**U**  
**CHIEF H      N RESOURCES OFFICER**

I hereby accept the above-mentioned terms of your employment, which have been explained to me and are fully understood by me.

Signature

*hrronk*  
*[Signature]*  
**Director**  
**Vidya Pratishthan's**  
**Institute of Information Technology**  
**Vidyanagari, Baramati Dist, Pune**



# Alkyl Amines Chemicals Limited

Reg. Office: 401-407, Nirman Vihar, Kurla, Plot No. 10, Sector 17, Vashi, New Mumbai - 400 703, INDIA  
Tel: 022 6794 6600 • Fax: 022 6794 6666 • E-mail: alkyl@alkylamines.com • Web: www.alkylamines.com



07<sup>th</sup> October 2024

**Ms. Rutuja Chitalkar**  
**Trainee – P&A**

Dear Ms. Rutuja,

This letter of agreement forms a part of contractual obligation on the part of you by virtue of your working in the organisation and flowing from the letter of appointment given to you.

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You shall not for a period of five years from the date of cessation or the termination of your employment with us take employment with or accept any assignment from another party e in the business of Aliphatic Amines, Amine Derivatives, Specialty Chemicals or other p manufactured, sold or dealt in by this company.

Please confirm your acceptance by returning the duplicate copy of this letter duly signed.

Yours faithfully,  
For **ALKYL AMINES CHEMICALS LIMITED**

UD  
C                      **N RESOURCES OFFICER**

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**The terms and conditions  
are accepted by me**

ogy

**Date: 03/07/2024**

**OFFER LETTER**

**Dear, Mr. Ketan Anil Sonawane**

It is my pleasure to extend the following offer of employment to you on behalf of Jay Automotive, further to the interview and discussions you have had with us. You are expected to join duty on or before **08/07/2024**

You are appointed to the position of "**HR Executive**" and in this capacity, you will report directly to the "**Mr. Dinesh Nimble**". You will be on a probation period of six months.

Your working hours start from **9:00 AM to 6:30 PM** with a lunch break a day and you are scheduled to work through whole week, which is minimum 48 hours a week.

Offer stands cancelled in case of any deviations in information or if you fail to report to us on or before pre-decided date, we have to assume that you have not accepted this job offer if we do not hear from you before joining date.

You have need to submit all your original qualification documents, KYC, relieving documents and salary slip (if any) of last three months with a copy of each, on the date of joining.

We look forward to an enduring relationship with yourself. In case, you do not join in stipulated time, this Offer letter stands withdrawn and no correspondence will be entertained in this regard, please note.

A detailed appointment letter will be issued to you upon joining.

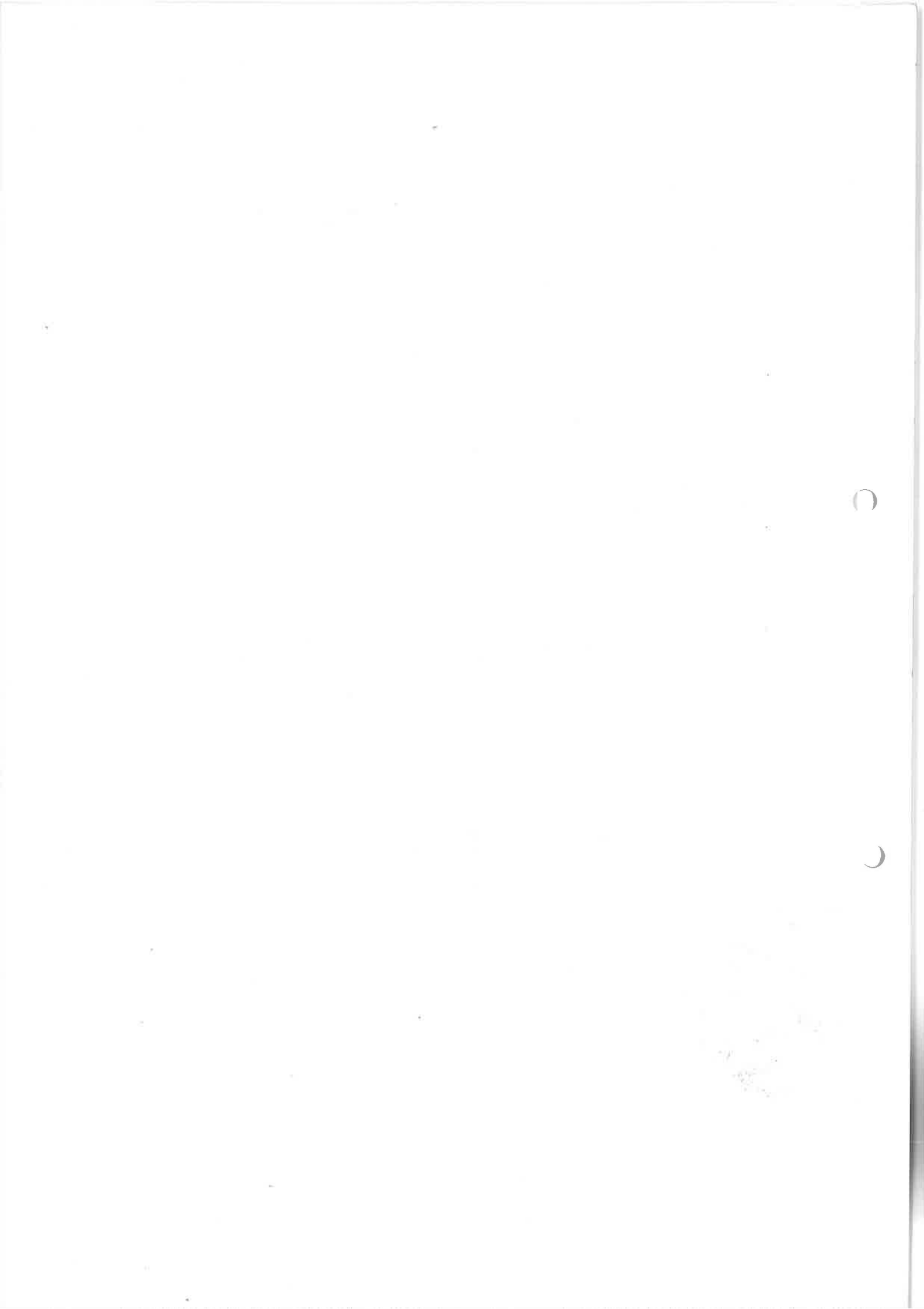
**For**



**HR**

**r**





Date: 05<sup>th</sup> July, 2024

Ketan Anil Sonawane

Subject: Appointment Letter

Dear Ketan Anil Sonawane,

Thank you for accepting and signing the job offer letter. I am pleased to inform you that your employment with Jay Automotive has been confirmed in the capacity of HR Executive.

As agreed, your starting date will be 08/07/2024 and your work timings from 9 AM to 6:30 PM, Monday to Saturday. Further information governing your employment can be found in the signed contract as well as the Employee Policy document.

If you have further queries about your employment, you may contact me directly or approach the HR department.

Congratulations on your appointment and welcome to Jay Automotive. We look forward to years of fruitful cooperation and success.

We wish you the best of luck in your new post.

Sincerely,



HR Manager



®

**MODSONIC INSTRUMENTS  
MFG. CO. (P) LTD.**

Simplifying NDT

Modsonic/HR  
February 22, 2024

MANUFACTURER OF ULTRASONIC TESTING EQUIPMENT

To,  
**Mr. Vinayak Mali**  
Urun-Islampur,  
Maharashtra.

**OFFER LETTER**

*Dear Mr. Vinayak,*

This refers to your application and subsequent interviews you had with us, we are pleased to offer you an appointment as "**Trainee Engineer**" in our organization on mutually discussed and agreed Terms & Conditions at the time of interview.

The Appointment Letter will be issued after your joining.

You are required to undergo a Pre-employment Medical Examination before your joining. This offer is valid subject to you being found medically fit and also obtaining satisfactory responses from the reference that you have provided.

You are requested to bring following documents at the time of joining.

- Relieving and Experience Certificates from the previous employer
- Copy of highest academic degree
- Copy of education testimonials
- Copy of birth certificate
- Aadhar Card/PAN Card/Passport/School leaving Certificate
- Last drawn salary slip (Three months)
- Two latest passport size photographs

You shall join the services of the company on or before **April 01, 2024** we shall appreciate your confirmation of acceptance of the above offer latest by **March 02, 2024**. Non acceptance before the stipulated date shall make this offer redundant automatically.

You are required to sign Code of Conduct upon your joining. You may refer the draft copy available on our company's website.


Please return the duplicate copy duly signed as a token of your acceptance.

We look forward to have a mutually rewarding working relationship and your contributions to the Organisation's success.

**This offer is subject to obtaining Acceptance and Relieving letter from your current Management/ Employer.**



**Mfg. Co Ltd.**

**Director & CEO**

AN  **ELECON** GROUP COMPANY

FACTORY & REGD. OFFICE : PLOT NO. 33. PHASE III, G.I.D.C. INDUSTRIAL ESTATE, NARODA,  
AHMEDABAD - 382330, INDIA | www.modsonic.com | CIN : U31990GJ1979PTC055623  
8908054, | E-MAIL : modsonic@modsonic.com



  
  
**Director**  
**Vidya Pratishthan's**  
Institute of Information Technology



Simplifying Tech For You

## Internship-cum-Offer Letter

Dear Rajnandni,

We are pleased to offer you the position of **Intern** in our Company.

After completion of your internship period, you will be designated as **Junior Associate Engineer**. Acceptance of this letter is by expression acceptance of the service agreement of Minimum contractual period. "Minimum Contractual Term" means the Internship Period i.e. (initial minimum 6(Six) Months which can be extended till the time you have not cleared for your final semester exams) and 1 year thereafter.

The date for commencement of your joining is :  
to the office at 10:00 AM at the given address.

Upon joining, you will be required to get signed the documents requested. Your compensation as follows:

- **Stipend** - With effect from your joining date, you will receive a **monthly stipend of INR 10,000** per month. If you do not submit internship request letter then Esi and PF, and you will get around **INR 8,000** per month.
- **CTC** - Post completion of internship, your CTC will be **4.0L - 6.0L** depending on your performance. *@5 lac per annum*
- **Duration** - Internship period will be of 6 months. You can be chosen as FTE
- **Selection/Performance:** Depending on how quickly you learn during your internship period, you can be chosen as FTE

H18-21, Blessings Plaza, 1st Floor,  
Subash Nagar Shopping Centre,  
Jaipur, Rajasthan 302016

+91- 982 853 3874  
+91- 988 786 0178  
+91- 141-411 2663

contact@sysquare.com  
www.sysquare.com

*Besh*



**Documents Needed:**

- Original and 1 Photocopy of all marksheets of graduation and post-graduation till date.
- Original and 1 photocopy of marksheets and certificates of X and XII.
- Signed cheque of 2 lakh rupees favoring Sysquare technologies Pvt. Ltd without any date **OR** your original documents will be kept for the duration of your internship and thereafter for 1 year.  
Internship request letter from university/college (On letterhead)  
Training Certificate (if any)
- Original and 1 Photocopy of Identity Document (Driving License/Pan Card/Aadhar Card) etc.
- 2 passport size photographs

**Roles and Responsibilities: [ Development]**

- Design, build, and maintain efficient, reusable code/design  
Ensure the best possible performance, quality, and responsiveness of the applications  
Proficient in coding, with a good knowledge of its ecosystems
- Solid understanding of object-oriented programming  
Familiar with various design and architectural patterns
- Knowledge of concurrency patterns  
Identify bottlenecks and bugs, and devise solutions to these problems
- A team player who can easily adapt in a rapidly changing environment.
- Excellent communication, aptitude, problem solving skills and client interfacing skills.
- Excellent IQ, CQ and AQ (Intelligence, Curiosity and Adaptability Quest)

**Note: Company can terminate this internship and offer if candidate delays in joining without prior information OR do any misconduct OR underperform during internship period**







Simplifying Tech For You

## SALARY ANNEXURE

Basic Pay	1,87,500.00
House Rent Allowance	
Other Allowance	
Employer's Provident Fund Contribution	
<b>FIXED PAY (A+B+C+D)</b>	
<b>GROSS SALARY (E-D)</b>	
Employee's Provident Fund Contribution	
Health Insurance <i>(subject to change/optional)</i>	
Gratuity <i>(subject to change)</i>	
<b>RETIRALS (G+H+I)</b>	
<b>IN HAND (F-J)</b>	
Retention Bonus <i>(given equal over period of 4 years, e</i>	
<b>M Performance Bonus</b>	
<b>N VARIABLE PAY (L+M)</b>	
<b>CTC(E+N)</b>	

With the signature below, I accept this offer for emplc

Rajnandni

(Name)

(Signature)

Jaipur

(Joining Location)

7976706585

( Mobile Number )

H18-21, Blessings Plaza, 1st Floor,  
Subash Nagar Shopping Centre,  
Jaipur Rajasthan 302016

+91- 982 853 3674  
+91- 988 786 0176  
+91- 141-411 2663



Director



**I.T. Services: Consulting and Outsourcing**

- ✦ Technology Consulting
- ✦ Business Software and Analytics
- ✦ Enterprise Cloud, Mobility and Infrastructure

**oCorp**  
R.I.T. TAKES

Pegasus InfoCorp Pvt Ltd.  
F 401/402, Lotus Corporate Park,  
Off Western Express Highway,  
Goregaon East, Mumbai,  
India 400063  
Tel: +91.961.953.7999  
www.pegasusinfocorp.com

Ref: Pegasus InfoCorp/2023/

Date: 15/12/2023

Dear **Shivam Rane**

We are pleased to confirm our offer of employment to you as a **"Project Coordinator"** with Pegasus InfoCorp Private Limited ("Pegasus InfoCorp" or "the Company") as per your application with us and subsequent interviews with our teams.

At Pegasus InfoCorp, one of our goals is to afford all our people the opportunity to pursue their careers, to achieve their personal best, and to balance their personal and professional goals. We value your ability and believe you will find our work environment to be challenging and fulfilling.

The terms of this offer letter are hereunder:

**1. Level**

- 1.1. You will be hired at the **'Project Coordinator'** level of Pegasus InfoCorp
- 1.2. For the purpose of this letter, your employment is said to have commenced on the date of your joining Pegasus InfoCorp as confirmed by the Human Resource Vertical of the Company.
- 2.
- 2.1. This offer is exclusively made to you and is a private and confidential document.
- 2.2. You are mandatorily required to maintain the confidentiality and ensure that the details of your offer are not discussed or shared with anyone outside of the Human Resources Vertical of the Company.
- 2.3. If at any stage, it comes to the attention of any personnel in the Human Resource Vertical that you have shared the details of your offer letter with any person within or outside of Pegasus InfoCorp, it would be deemed to be a breach of this clause.
- 2.4. You undertake and confirm to the Company that during the continuation of your employment, you shall keep confidential all material data of the Company or its clients along with trade secrets, if any and communicate the same only to your reporting manager. That you shall not disclose such confidential information and/or trade secrets to any person not part of your business vertical
- 2.5. Breach of confidentiality clause shall attract disciplinary action as per the terms of this offer letter read along with the Terms of Employment of the Company.

HQ: F-401/402, Lotus Corporate Park, Off Western Express Highway, Goregaon East, Mumbai, India 400063  
CIN NO. U72900MH2004PTC143926 India: +91.961.953.7999 USA: +1 408.620.4600 Web: www.pegasusinfocorp.com



*Shivam Rane*  
*Deshmukh*  
**Director**  
**Vi**  
**Institute**  
**han's**  
**Technology**

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- ✧ Enterprise Cloud, Mobility and Infrastructure

### **3. Location**

- 3.1. You will be based out of our development centers or out of our client's offices (both inside or outside India).
- 3.2. At times, depending on the nature of professional assignment handled by you, you may be required to travel outside of India. The details of such outstation or overseas travel and accommodation, the per-diem allowance at such location for food, conveyance etc. will be informed to you well in advance by your reporting manager.
- 3.3. For any overseas travel, the Company shall give you reasonable notice of extensive travel requirements and take into account your personal circumstances as much as possible.

### **4. Compensation**

Your target annual compensation (cost to company, that is, "CTC") will be **INR 5,00,000/- (Rupees Five Lakhs Only)**. The breakup of your target annual salary is attached along with this letter in ANNEXURE I.

5.

- 5.1. An employee shall be eligible for 18 (Eighteen) paid days of vacation and 10 (Ten) public holidays annually.
- 5.2. For the purpose of this offer letter the aforesaid period of 18 paid leaves shall accrue at the rate of 1.5 (One Point Five) days of paid leave for successful completion of every month of undivided service, counted from the date of joining. However, no paid leaves will be provided in the first 3 (Three) months of joining.
- 5.3. The employees are advised to strictly abide by the Company's Leave Policy for any further clarification in this regard. For the purpose of this letter, undivided service shall mean continuous service in employment with Pegasus during any month without availing any paid leave. In the event, leave is obtained by the employee, such annual leave of 18 days shall be proportionately reduced.
- 5.4. The dates of the public holidays and the number of paid leaves may vary based on the Pegasus InfoCorp office location from where employees work, or the client for which they work (base country of international clients, or state in India of domestic clients), or the policies applicable at a client office. You may request for the holiday policy applicable to you from us for any clarifications.

### **6. Salary Payment**

- 6.1. The last date for payroll processing is the 5th of every month. Net Salary (Gross Salary minus Deductions) will be credited to the employees Bank account on or before the 5th date of every succeeding month.
- 6.2. Please note that the first salary credit may take upto the 15th of the succeeding month. New Joinees are encouraged to complete their bank opening formalities as per the Companies formalities at the earliest.



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**7. Salary Revision**

- 7.1. The performance appraisal and salary revision will be on an annual basis following the next month succeeding the twelve months of the employee joining the Company.
- 7.2. The salary revision will be based on your work performance, work delivery and feedback received from your client and managers.

**8. Personal Taxes**

- 8.1. Every employee shall be subject to deduction of tax as per the slab in which his/her income falls and as per the deductions furnished by him/her to the Payroll department of Pegasus InfoCorp. In the event, an employee fails to furnish adequate proof in support of his/her tax savings, then the Payroll department will be obligated to deduct tax for unfurnished exemptions/savings.
- 8.2. Employee shall be liable to furnish his PAN to the employer, failing which the tax will be deducted at a higher rate as specified in section 206AA of the Income Tax Act, 1961 or the amendments made thereto under the Annual Union Budget of India.

**9.**

- 9.1. Your background checks conducted by Pegasus InfoCorp are cleared to the satisfaction of the Human Resource Vertical.
- 9.2. You agree that your full name mentioned in this offer letter will be used to create your employee records at Pegasus InfoCorp and the same will be used for all future communications. The name given in the application shall be the same name as is there in any Government issued Identity Card or School Leaving Certificate or PAN or AADHAR or Election Card (Collectively called as "KYC").
- 9.3. That the residential address provided by you to Pegasus InfoCorp shall be the same address as is recorded on the KYC issued by the appropriate Government agency. You undertake that none of the KYC or academic records are in-correct or fake. You will keep the Company informed of any changes in your postal address that may occur during your period of employment with the Company.
- 9.4. You hereby represent that you are not in breach of any contract with any third party or restricted in any way in your ability to undertake or perform duties of your employment with Pegasus InfoCorp.
- 9.5. You also represent and warrant that you will be fully responsible for any personal liabilities that may arise as a result of an agreement between you and any third party and that the Company will in no way be concerned with such liabilities.
- 9.6. You will at all times maintain your ability to be employed in India and in the event of any change in your personal circumstances resulting in possible alteration to the employability status, you will keep the Human Resource Vertical informed.
- 9.7. You agree not to undertake any other employment, whether full-time or part-time, in any form of business or freelance activity during your employment with the Company. This is so that you can commit all your working time and attention to the performance of your duties and shall use your best endeavours to develop, improve and expand the business of the Company.





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- 9.8. During the period of this employment you should not draw, accept or endorse any cheque or bill on behalf of the Company or, in any way, pledge the Company's credit except so far as you may have been authorized by the Company to do so, either generally or in any particular case.
- 9.9. All appointments are based on the information furnished by you in your employment application and all further declarations and undertakings made by you. Any false statement or information furnished as above will lead to your dismissal without notice.

**10.**

In the event that you leave the Company either initiated by yourself or the Company, you shall not refer or solicit or poach or offer to recruit any employee from the Company for a period of 36 (Thirty-Six) months commencing the last day of your employment with the Company.

**11. Retirement:**

You will retire on the last day of the month in which you complete sixty years of age

**12. Separation**

- 12.1. This contract of employment between you and the Company may be terminated by either party by giving a 2 (two) months notice period.
- 12.2. Your release from the services of the Company will also be subject to satisfactory handover of the responsibilities assigned to you, along with returning of all Company assets.
- 12.3. You confirm and acknowledge that failure on your part to give this notice period (after resigning from the Company) to your reporting manager and to the Human Resource Vertical would put your team and the Company in a situation of compromise before its clients and such failure on your part will directly impact the earnings of the Company.
- 12.4. In the event you fail to serve the required complete notice period after resignation (as per clause 12.1), you shall be considered as an absconding employee. In this case, the terms specified in section 13 below will be applicable to you.

**13. Absconding**

- 13.1. In case you are absent from work continuously, without prior written authorization or approval, for 10 (Ten) calendar days or more, you shall be deemed to have absconded and terminated the services from Pegasus InfoCorp on your own accord. You will also be considered an absconding employee if you fail to serve the complete notice period after resignation (as per clause 12.1).
- 13.2. Such termination of service shall be deemed to be a breach of the contract of this offer and terms of employment by you and all the consequences applicable to breach shall be applicable to you immediately upon the occurrence of such breach.



- 15.1. You may note that all further details of different company policies will be provided to you on your joining Pegasus InfoCorp. You may request a copy of the detailed terms of employment or any specific policy details from us for any clarifications.
- 15.2. In the event of willful neglect or breach of any of the terms hereof, or of any of the terms of employment or any company policy, or in the event of refusal on your part to carry out the lawful instructions of any member of the Company or being guilty of misconduct, the Company may terminate your employment forthwith without notice.
- 15.3. You confirm that you have read and understood the terms of this offer and undertake that, if any loss is caused to the Company on account of your breach of the terms of this offer or the terms of employment of the Company, you shall indemnify the Company to the extent of actual loss or three months CTC, whichever is higher.





**I.T. Services: Consulting and Outsourcing**

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**Pegasus infoCorp**  
DOING WHATEVER I.T. TAKES

**Shivam**, we believe we can provide you with an atmosphere in which we will use your professional talents to the fullest, and grow with the company. Do not hesitate to contact me if you need any further assistance.

The terms of this offer are valid for two (2) working days from the date of this offer. We look forward to having you on board the Pegasus InfoCorp team.

Yours Sincerely,

For Pegasus InfoCorp Pvt. Ltd

Utkarsha Chavan,  
HR Manager - HR Group



(LTA)			
Attire Allowance	938	11,250	Tax Free (*)
Choice Pay	16,423	1,97,083	
<b>Total</b>	<b>41,667</b>	<b>5,00,000</b>	

**Foot-Notes**

1. Tax free if suitable receipts are provided as per Companies Tax Policy, which shall be up-dated every year with the amendments made by the Union Budget of the Central Government to the Income Tax Act, 1961 or such other Act which shall for the time being in force be applicable for deduction of tax at source on salary income.
2. The basket of choices available for the choice pay components will be made available to you on joining as per your grade. You can discuss the TDS aspect with a tax consultant/tax attorney/a qualified chartered accountant of your choice on the most appropriate tax structure for you and this shall be done at your own cost.
3. For the first 6 months of the financial year, TDS deducted would be Rs. 0/- per month. This is assuming that you will be choosing the old tax regime for TDS calculations.. If you prefer tax calculations as per the new tax regime, the TDS will be changed accordingly. Details of the same are provided in the TDS policy.
4. Provident Fund (PF) will be mandatory deducted from the CTC of employees where it is mandated by law, including if the Universal Account Number (UAN) of resource under EPF Act is activated at any time in past history. PF shall also be mandatory deducted for employees deployed for specific client requirements.



**RAYAT SHIKSHAN SANSTHA, SATARA**  
**APPOINTMENT LETTER**

Outward No.H Edn./ 3180

Date:- 06/07/2024

To,  
Shri./Smt. SHINDE PRADNYA SURESH, MCA

Add: C/O The Principal, Yashvantrao Chavan Institute of Science, Satara  
Mob. : 9130628895  
Email :

You have been appointed as Assistant Professor in Computer Science in Yashvantrao Chavan Institute of Science, Satara, of Rayat Shikshan Sanstha, Satara on C.H.B. basis from 08/07/2024 to 26/10/2024 at non-grant section, for the academic year 2024-2025. Your appointment is subject to following terms and conditions:-

01. Your appointment is purely on C.H.B. basis for the above period on payment per hour / per lecture fixed by the Institution.
02. This appointment is purely on C.H.B. therefore you will not be entitled to get any type of benefit of regular employee from Education Department & Government of Maharashtra.
03. If you are found absent continuously for more than three days without prior permission, your services will be terminated automatically.
04. You will be disqualified & terminated if your performance is unsatisfactory or you indulge in any kind of misbehavior, misconduct or illegal act, during the service period. You will have to strictly follow the rules, guidelines & conditions given by the Sanstha. If you do not follow any of the terms & conditions mentioned it will be presumed that you are disqualified for the above post & your appointment will be terminated immediately.
05. If your acceptance is not received within seven days from the date of receipt of the appointment order, your appointment will be treated as cancelled.
06. After completion of the said period, your appointment will be terminated automatically without any notice of termination.
07. Your appointment is purely C.H.B. basis. Therefore you will not claim any right in the said post in future. You will not claim any right of permanent employee in the said post. You shall give an undertaking on a bond of Rs.100/- to that effect.
08. You shall submit your correct mailing address to the head of the institution for communication and the originals as well as certified true copies of relevant testimonials such as birth date certificate mark sheets, experience certificate, discharge/ relieving certificate, caste certificate, change of name certificate (if any) etc. before joining your duties.
09. You have to submit medical certificate from civil surgeon / approved medical officer to prove your physical fitness.
10. You have to produce caste validity certificate within a three months from the date of your appointment, if required, otherwise your appointment will be cancelled with immediate effect
11. Your appointment is made from 08/07/2024 to 26/10/2024.
12. Notice Period- This Appointment may be terminated either side with giving one month notice or one month salary in lieu of notice period.
13. This appointment letter is being issued to you on the basis of information & particulars furnished by you. If it transpires that you have made for statement (or have not disclosed a material fact) resulting in your being offered this application. The sanstha may take such action as it deems fit in its sole discretion, including termination of your service

Principal,  
Yashvantrao Chavan Institute of Science,  
Satara

Rayat Shikshan Sanstha, Satara

Copy for information & necessary action.

Principal, Yashvantrao Chavan Institute of Science, Satara.

Above terms and conditions, I read & understand and will abide the

Signature of employee-----

Date -----

8/7/2024

8/7/2024

Y. C.

Satara

Inward No.- 9790

Date -



Director

Vidya Pratishthan's

**RAYAT SHIKSHAN SANSTHA, SATARA  
APPOINTMENT LETTER**

Outward No.H.Edn./ 11402

Date:- 12/11/2024

To,  
Shri./Smt. SHINDE PRADNYA SURESH, MCA

Add: C/O The Principal, Yashwantrao Chavan Institute of Science, Satara  
Mob : 9130628895  
Email :

Yashwantrao Chavan  
12/11/2024  
2024

Appointment Letter  
Pradnya Suresh Shinde

It is with pleasure that we have received your application for the post of  
and we are pleased to have selected you for the post of  
to upto the last working day of academic year

Has Appointment  
Pradnya Suresh Shinde  
Appointment Letter

by you. If it transpires that you have made for statement (or have not disclosed a material fact)  
resulting in your being offered this application. The sanstha may take such action as it deems fit in  
it sole discretion, including termination of your service.



*[Signature]*  
Joint Secretary (H.Edn.)  
Rayat Shikshan Sanstha, Satara

Copy for information & necessary action.

Principal, Yashwantrao Chavan Institute of Science, Satara.

Above terms and conditions, I read & understand and will abide the same in my above service period

Signature of employee-----

Date-----



**Director  
Vidya Pratishthan's**

Institute of Science, Satara



VIDYA PRATISHTHAN'S  
VINODKUMAR GUJAR BAL VIKAS MANDIR

Opp. Railway Station, Bhigwan Road, BARAMATI - 413 102.

Web : www.vpbalvikas.org

E-mail : balvikas@vidyanpratishthan.org



Ref. No. : VGBVM / 628 / 24

2024

Subject : Appointment Letter

Teacher

at Vinodkumar Gujar Bal Vikas Mandir

for a period of

three years

from the

date of joining

with a monthly salary of

(Rupees Fifteen Thousand)

per annum.

Middle School Section

3

documents:

a) Educational and professional Certificate (Original for Verification)

b) Clearance / Relieving Certificate from previous employer.

c) Experience Certificate

NOTE 8

D CAMERA



*[Handwritten Signature]*

*[Handwritten Signature]*

Director  
Vidya Pratishthan's



Ref. No. : VGBVM / 62<sup>R</sup> / 24

Date : 13-04-2024

- d) Two stamp sized photographs
  - e) Address proof (Local and Permanent)
  - f) Last Pay certificate from previous employer
4. After confirmation, your service can be terminated by either side by giving one month notice or paying one month salary in lieu of the notice.
  5. During this service you are eligible to take leave as per the rules. The leave is not claimable as a matter of right but may be granted on the discretion of the Principal of the School.
  6. You will not be on any pretext absent yourself from the duties without first having obtained the permission of the Principal.
  7. During the period of your employment with us you shall not without the previous consent of the management in writing, accept any tuition or employment, or engage yourself in any activity which will affect your duties as a teacher. This includes further study to enhance your qualification.
  8. You may be called beyond the normal working hours in case of exigencies of work.
  9. You will abide by all the rules and regulations in force in the school and shall carry out all such orders and directions received time to time from the Principal. You shall diligently and faithfully carry out the instructions in the work assigned to you in the interest of the institution.
  10. You are required to report for duty on 01-06-2024. In case you fail to report for duty on the above date, unless extended by mutual consent, this offer will stand automatically cancelled.
  11. You are required to submit a letter to the Principal of the school stating your willingness to join the school.

On behalf of the Hon. Executive Committee, we welcome you to Vidya Pratishthan's Vinodkumar Gujar Bal Vikas Mandir, and wish you success.

Thanking You,

Yours faithfully,

(Mr. Asish Ghosh)  
Principal

Vidya Pratishthan's Vinodkumar Gujar  
Bal Vikas Mandir, Boremati-413102  
UDISE No. 27250211619

NOTE 8  
D CAMERA

C.C: 1) The Registrar  
2) The Accountant



*Deshmukh*

Director  
Vidya Pratishthan's  
Institute of Information Technology

## OFFER OF EMPLOYMENT

04-10-2024

To,  
Avinash Mergal,

With reference to your application and subsequent interviews and discussions you have had with us, we are pleased to offer you the position of "Network Engineer L1" in "Network Operations Centre" department based at Pune. Aerpace Communications Private Limited is pleased to offer you employment on the following terms:

1. You are required to join on or before **07-10-2024** at 10.30 AM.
2. Your Annual CTC will be **Rs 4,50,000/-**. The detailed structure is mentioned in Annexure-A.
3. You will be on the probation for the period of **three months** from the date of joining. During this time, you will be governed by the Probation Policy. The probation period shall be liable to be extended or dispensed with at any time, solely at the discretion of the Management. During the period of probation, including any extension thereof, services may be terminated by the Company on grounds of non-performance, disciplinary issues, non-compliance or the like, without notice and without assigning any reason.
4. This is not an appointment letter, nor does it convey any right to employment. A letter of appointment will be issued subject to meeting your all requirements and completion of all formalities related to your employment, after your joining.
5. You will be required to provide us the below mentioned documents at the time of your joining:
  - a. Relieving letter from the company you last worked with.
  - b. Appointment / Employment letter of the company you last worked with
  - c. Complete salary details (last 3 months pay slips) duly authenticated by your previous employer
  - d. Bank account details for salary (Please submit a cancelled cheque).
  - e. PF Account and UAN Account Number of the company you last worked with.
  - f. One passport size colored photo

Your employment will only be valid post authentication of salary documents and successful background verification.

This offer is the subject to the receipt of the authentic documents received from your end, and reports from the references provided by you. In case you have not provided complete contact details of the references, please arrange to do so along with your acceptance of this offer.

7. Your initial posting with Aerpace Communications Private Limited will be at Pune. However, during employment with the company, you may be posted/transferred to any Offices/ Location/ Department of the Company existing or to be set-up at any other location without any additional remuneration.

Please confirm your acceptance of this offer within 3 days from date of issuance of this letter. Failing to do so, we will be eligible to revoke the offer without prior intimation.

For Aerpace Communications Private Limited

Vaishali Pargaonkar  
GM - Human Resources

aerpace Communications Private Limited  
No. 8002, 8th floor, NIBR 1 Aerocity, Safed Pool, Andheri Kurla Road,  
Sakinaka, Andheri East, Mumbai 400 072

hello@aerloop.com

www.aerloop.com



Director  
Vidya Pratishthan's

## Annexure-A

### Annexure - A COST TO COMPANY (Salary Break-up)

Particulars	Monthly	Annual
Basic Salary	33,434	401,208
House Rent Allowance	4,066	48,792
<b>Total Earnings (A)</b>	<b>33,682</b>	<b>404,184</b>
Add: Employer Contribution		
Provident Fund	1,398	16,776
ESIC	511	6,132
Total Earnings (B)	1,909	22,908
<b>COST TO COMPANY (A) + (B)</b>	<b>37,500</b>	<b>450,000</b>

### NET SALARY

Particulars	Monthly
<b>Gross Salary</b>	<b>37,500</b>
Less: Deductions	
Provident Fund (Employee Contribution)	1,398
ESIC (Employee Contribution)	118
Profession Tax	200
<b>Net Salary</b>	<b>33682</b>

Note:

1. For Gross Salary more than Rs.10000 /-, PT of Rs. 300 would be deducted in the month of February.
- 2.TDS will be calculated and deducted from the Net Salary, as governed by the Income Tax Act rules

For Aerpace Communications Private Limited

Vaishali Pargaonkar  
GM - Human Resources

aerpace Communications Private Limited  
No. 8002, 8th floor, NIBR 1 Aerocity, Safed Pool, Andheri Kurla Road,  
Sakinaka, Andheri East, Mumbai

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**Director**  
Vidya Pratishthan's  
Institute of Information Technology  
Vidyanagari, Baramati Dist, Pune



# ELITE ENTERPRISES

Office No. 18, Dev Daya Park CHS, Pokharan Road No. 1, Opp J.K. Gram, Thane (W) 400 606.  
Tel: 9867286930 Email: info@eliteconsultants.org.in

Date: 22.07.2024

To,  
**Mr. Shashikant Tupkar,**  
Plot no -50,  
Shiv Nagar Gadiya  
Vihar Road,  
Aurangabad,  
Maharashtra-431001

Dear Mr. Shashikant Tupkar,

We are pleased to depute you to work as a **Software Engineer** for handling our client **M/s L&T Precision Engineering and Systems** For its Project at **Talegaon**, from **24-October-2024** on following terms & conditions:

**Scope of Service: -**

You shall associate with the Project department of Larsen & Toubro Ltd. As a Software Engineer for and shall render services and perform the work entrusted from time to time to the best of your ability, skill & efficiency

**Compensation: -**

You shall be paid the monthly compensation i.e. Rs. 25,500/- (Rupees Twenty-Five Thousand and Five Hundred Only) all- inclusive for all man- hours in force as certified by Larsen & Toubro site in-charge. Your payments shall be transferred to your Bank A/c latest by 07<sup>th</sup> of every month.

**Personal Accident Insurance: -**

You shall be covered under Workmen's Compensation Policy for the entire duration of the contract.

**Site Working Hours: -**

Your normal Site working hours shall be 10 Hours/day (Exclusive of half an hour Lunch Break) based on site deputation memo as per site timings, 6 days a week.

**Leaves & Holidays.**

You shall be eligible for leave of 1.3 working days per month during the period of this contract. All leaves shall be taken with prior permission/ approval from client / Site Manager/ Departmental head should your main absent for any unavoidable reasons. You shall be entitled to public holidays declared at site.



**Director**  
**Vidya Pratishthan's**  
**Institute of Information Technology**  
**Vidyanagari, Baramati Dist, Pune**

**Duration:-**

Your deputation shall be for a period of **1 (One) year** from the date of reporting at client's office / site. The assignment period shall be further extended or curtailed at the sole discretion of our client.

**Site Clearance after Completion of Assignment:-**

After completion of the assignment, you shall obtain necessary site clearance certificate/ No-dues from Larsen & Toubro Site Manager / Client and same to be submitted at Elite Enterprises Office. Final Settlement will be made only after receipt of the same

**Resignation / Termination:-**

In case you wish to demobilize on your own than you shall provide Elite Enterprises with One month Notice, if not provided then Elite Enterprises is liable to deduct equivalent amount from your monthly salary.

The Buyer (Larsen & Toubro Ltd) have an absolute right to terminate this contract upon a written notice to Elite Enterprises in the event of your

- Failure to perform the work assigned to you
- Services being unsatisfactory, insufficient or inadequate
- Breach of any of the provisions of this contract.

**Responsibility:-**

The work shall be performed in a professional manner consistently in strict conformity and compliance to Client's quality standards & procedures.

All specifications, drawings, samples, data sheets and other data supplied by client or prepared by you are to be exclusively for the services against this order and those are to be returned to the client on demand.

You shall be provided a workplace on temporary basis during the tenure of the contract, for which you shall be responsible for the security and safety of the equipment materials and machines.

**Discipline:-**

You shall follow the code of conduct of Larsen & Toubro Ltd and shall strictly adhere to the norms of discipline as applicable and laid down by them from time to time.

You shall maintain Secrecy & confidentiality of all information pertaining to the project and related activities at all times.

As a token of unconditional acceptance of the terms & conditions of this offer, please sign & return the duplicate of this letter to the undersigned.

**Thanking you,**

**For, ELITE ENTERPRISES**

**ACCEPTANCE**

**Signature:**

**Name: Mr. R. K. THAKOR**

**Signature:**

**Name: Mr. Shashikant Tupkar**



*Shashikant*  
**Director**  
**Vidya Pratishthan's**  
**Institute of Information Technology**  
**- Vidyanagari, Baramati Dist, Pune**



Annexure

Mr. Shashikant Tupkar- Software Engineer - Talegaon	
Particulars	Amt (Rs) PM
Education	
Experience	0.8
Basic + DA	18000
HRA	3060
Conveyance	995
Medical Allowance	985
Flexi Allowance	974
Other All	1486
<b>Gross</b>	<b>25500</b>
PF	1800
PT	200
ESIC	0
<b>In Hand</b>	<b>23500</b>



*[Handwritten signature]*

Deekranthab

**Director**  
**Vidya Pratishthan's**  
**Institute of Information Technology**  
**Vidyanagari, Baramati Dist, Pune**

Vidya Pratishthan's  
Institute of Information Technology  
Vidyanagari, Baramati Dist, Pune

Date: 02-11-2023

To,  
**Mr. Kishankumar Bharat Gavare**  
Address: Lane no 8 mangal nagar, Parner Bhavan ,  
Pimpri-Chinchwad - 411033, Maharashtra.  
Mobile No: 7083400096  
Email: - kishangavare99@gmail.com  
Emp. Code: TCL15613

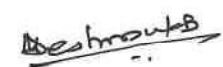
Dear Mr. Kishankumar,

We are pleased to offer you employment to work as “Agency Contractor ” on deputation with our client TCL, for a fixed period of employment, on the following terms and conditions:

1. Your contract of employment shall be valid from 02-11-2023 to 01-11-2024. Notwithstanding this, in the event of the project/work for which you are being employed comes to an end before the aforementioned period; this contract shall be co- terminus with the aforementioned project/work.
2. Notwithstanding anything above, depending upon the aforementioned project/work, the company reserves its right to extend your temporary assignment for such a period or periods as may be necessary depending upon the exigencies relatable to the work for which you are hereby engaged. In the event, the company shall be in writing extend your temporary assignment on the terms as may be indicated in such extension of the assignment you shall be governed by such terms and conditions as may be indicated therein.
3. During the period of fixed contract, your services could be deputed at the sole discretion of the management to any of our client's company to do work pertaining to or incidental to the client's business.
4. You will not be absent from your duty without sufficient reasons, you will obtain prior written permission / sanction from the supervisor about your absence giving reasons thereof and probable duration immediately, failing which, the same will be treated as loss of Pay and if it continues we shall take appropriate action.
5. You will be governed by the conduct, discipline, rules and regulations as laid down by the management.







**Director**  
Vidya Pratibha



6. You will receive remuneration as detailed in Annexure I. The salary for the first month will be paid, subject to furnishing the details mentioned below:
  - CV and a passport size photograph
  - Proof of age
  - E-Aadhar Card
  - Certificate of Educational Qualifications
  - Experience Certificates from previous employer
  - Release from previous employer
  - A copy of your present salary slip and 2 references with telephone and e-mail contact
7. The salary will be paid to you, subject to the receipt of payment from the Client (TCL). You will receive your salary on 7th of every month, but in no case later than 10th.
8. This contract shall be terminable by either party giving one month notice in writing or salary on lieu of notice, to the other.

We are consciously endeavoring to build an atmosphere of trust, openness, responsiveness, autonomy and growth among all members to the **Lobo Staffing Solutions Pvt. Ltd** family. As a new entrant, we would like you to whole-heartedly contribute in this process.

As a token of acceptance of the above terms and conditions, you are requested to sign the duplicate copy of this letter and return to us.

**For Lobo Staffing Solutions Pvt. Ltd**

**Authorized Signatory**

I hereby accept the above-mentioned terms and conditions.

**Name: Kishankumar Bharat Gavare**

**Date: 02-11-2023**

**Signature:**





STAFFING SOLUTIONS  
PRIVATE LIMITED  
Tomorrow's People Solutions Today

**Annexure: 1**

Name Mr. Kishankumar Bharat Gavare  
Designation Agency Contractor  
Reporting Head Sumit Balasaheb Bobade  
Location Pune, Maharashtra  
Department  
Start Date : 02-11-2023  
End Date : 01-11-2024

SALARY COMPONENT	AMOUNT
BASIC	11,632
DA	2,678
SPECIAL ALLOWANCE	0
HRA	3,555
CCA	0
MOBILE ALLOWANCE	0
OTHER ALLOWANCE	0
ADVANCE TO STATUTORY BONUS	1,195
<b>GROSS SALARY (A)</b>	<b>19,060</b>

**Benefits: (B)**

PF EMPLOYER	1,861
ESIC EMPLOYER	619
INSURANCE & OTHER CHARGES.	200
<b>COST TO COMPANY (A+B)</b>	<b>21,740</b>

**Deductions: (C)**

PF EMPLOYEE	1,717
ESIC EMPLOYEE	143
PROFESSION TAX	200
<b>NET TAKE HOME (A-C)</b>	<b>17,000</b>

\*NOTE: - Basic pay indicated above includes Dearness Allowance / Special Allowance as applicable.

For Lobo Staffing Solutions Pvt. Ltd

**Authorized Signatory**

I hereby accept the above-mentioned terms and conditions.  
Name: Kishankumar Bharat Gavare  
Date: 02-11-2023

Signature:

*J*

Date: 06-11-2023

Regd. Office : 212, 2nd Floor, Prabhadevi Estate, Veer Savarkar Marg, Prabhadevi, Mumbai - 400 025.  
Tel: +91-22-6629 7800 / 81, Fax: +91-22-2436 4352 • www.lobostaffing.com • CIN : U74140MH1996PTC102649  
OUR PRESENCE : • MUMBAI • BANGALORE • NAI • KOLKATA • NEW DELHI • PUNE • SECUNDERABAD

ISO  
9001  
Quality  
Management



*Dehmanb*

rector  
Vidya Pratishthan's  
Institute of Information Technology

Mr. Kishankumar Bharat Gavare  
Address: Lane no 8 mangal nagar, Parner Bhavan ,  
Pimpri-Chinchwad - 411033, Maharashtra.  
Mob: 7083400096  
Email: kishangavare99@gmail.com  
Emp Code: TCL15613

## DEPUTATION

Dear Kishankumar,

We are pleased to inform you that your services are being deputed to **TCL** with effect from **02-11-2023** as mentioned under clause 1 of your letter of appointment. The terms and conditions of your deputation will be as follows:

1. You will, with effect from **02-11-2023** be required to work at our client's office/ premises at any of their locations.
2. During the tenure of deputation, you will continue to be an employee of **Lobo Staffing Solutions Pvt. Limited**.
3. In the day to day functioning or carrying out all responsibilities, you will receive instructions from **TCL** and will undertake to abide by any suggestions, etc. given by any assigned person(s).
4. You shall also abide by training that may be offered to you by **TCL**
5. You shall be bound by the working hours of **TCL**.
6. You shall take care not to disclose confidential information/trade secrets, etc. that you may come across in the course of your responsibilities to anyone outside **TCL** and use such information only in connection with the service provided to **TCL**.
7. You shall at no point of time stake any claim or right to claim employment, damage, loss or compensation of any sort whatsoever against **TCL**. This arrangement is purely a contractual agreement between **Lobo Staffing Solutions Pvt. Limited** and **TCL** for the time specified.
8. You shall not engage in any act subversive of discipline in the course of your duty/duties in the property of **TCL** or outside, and if you were at any time found indulging in such act/s, we reserve the right to initiate disciplinary action as is deemed fit, against you.
9. You shall be responsible for protecting the property of **TCL** entrusted to you in the due discharge of your duties and shall indemnify **TCL**, when there is a loss of any kind to the said property.
10. You will be liable to compensate **Lobo Staffing Solutions Private Limited** in case any claim arises from the Client on account of your willful act or negligence.







**STAFFING SOLUTIONS**

*Tomorrow's People Solutions Today*

All other terms and conditions of your employment remain unchanged.

Please sign the duplicate copy of this letter as a token of having read and acknowledged the contents and return it to us.

**For Lobo Solutions Pvt. Ltd**

**Authorized Signatory**

I hereby accept the above-mentioned terms and conditions.

**Name: Kishankumar Bharat Gavare**

**Date: 02-11-2023**

**Signature:**

Regd. Office : 212,  
Tel: +91-22-6629 7800

OUR PRESENCE : • MUMBAI •

Prabhadevi, Mumbai - 400 025.

CIN : U74140MH1996PTC102649

• KOLKATA • NEW DELHI • PUNE • SECUNDERABAD

ISO  
9001  
Quality  
Management



*ADeshmukh*

**Director**  
**Vidya Pratishthan's**  
**Institute of Information Technology**

**Form 'F'**  
(See Sub-rule (1) of Rule 6)  
NOMINATION

To : Lobo Staffing Solutions Pvt. Ltd.

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

**Nominee (s)**

Sr No	Name in full with address of nominee (s)	Relationship with the employee	Age of nominee	Proportion by which the gratuity will be shared
1	Bharat Gulabrao Gavare	Father	13-03-1979	100 %
2				
3				
4				

**STATEMENT**

1. Name of employee in full : Mr. Kishankumar Bharat Gavare
2. Sex : male
3. Religion : NA
4. Whether unmarried/ married/ widow / widower
6. Post held with Ticket or Serial No. if any
7. Date of Appointment : 02-11-2023
8. Permanent address : Jalochi, Malgunde Wasti, Baramati, Pune, Maharashtra 413102
- Village : Pune Thana : \_\_\_\_\_  
District : Pune Maharashtra
- Date : 06-11-2023

Signature/Thumb impression of the employee





**DECLARATION BY THE WITNESSES**

Nomination Signed/thumb impressed before me

**Name in full and full address of witnesses**

**Signature of witnesses**

1

2

**Place**

**Date**

**CERTIFICATE BY THE EMPLOYER**

Certified that the particulars of the above nomination have been verified and recorded in this establishment.  
Employer's Reference No., if any.


**Date**

**Employer's Signature & Designation**

**Name & Address of Establishment or Rubber Stamp**

**ACKNOWLEDGEMENT BY EMPLOYEE**

Received the duplicate copy of nomination in form 'F' filed by me and duly certified by the employer. Date 02-11-2023

  
**Signature of the Employee**



## Form-2 (Revised)

NOMINATION AND DECLARATION FORM  
FOR UNEXEMPTED/EXEMPTED ESTABLISHMENT  
Declaration and Nomination for under the Employee's Provident Funds and  
Employee's Pension Schemes

(Paragraph 33 and 61 (1) of the Employee's Provident Fund Scheme 1952 & Paragraph 13 of the  
Employee's Pension Scheme, 1955)

1. Name (In Block Letters)
2. Father / Husband Name Bharat / -
3. Date of Birth : 18-06-1999 4. Sex : male
5. Marital Status : Single 6. Account No. MH/42857/-  
(Married / Unmarried / Widow / Widower)
7. Address Permanent : Jalochi, Malgunde Wasti, Baramati, Pune, Maharashtra 413102
8. Temporary Address Lane no 8 mangal nagar, Parner Bhavan , Pimpri-Chinchwad, Maharashtra  
411033

### PART - A (E.P.F.)

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

Name of the Nominee (s)	Address of the Nominee (s)	Nominee's relationship with the member	Date of Birth	Total amount of share of accumulations in Provident Fund to be paid to each nominee.	If the nominee is a minor, name and address of the guardian who may receive the amount during the minority of the nominee
1	2	3	4	5	6
Bharat Gulabrao Gavare	Lane no 8 mangal nagar, Parner Bhavan , Pimpri-Chinchwad, Maharashtra 411033	Father	13-03-1979	100 %	

1.\* Certified that I have no family as defined in para 2(g) of the Employee's Provident Fund scheme, 1952 and should I acquire a family hereafter the above nomination should be deemed as cancelled.

2. \* Certified that my father/mother is/are depended upon me.

\* Strike out whichever is not applicable

Signature/or thump impression of the subscriber



**PART - B (E.P.S.)  
(PARA - 18)**

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

Serial No.	Name of the family member	Address	Age	Relationship with the member
1	2	3	4	5
1	Bharat Gulabrao Gavare	Lane no 8 mangal nagar, Parner Bhavan , Pimpri- Chinchwad, Maharashtra 411033	13-03-1979	Father
2				
3				
4				

\*\* Certified that I have no family as defined in para 2(b) of the Employee's Pension Scheme, 1995 and should I acquire a family hereafter I shall furnish particulars thereon in the above form.

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

Name & Address of the Nominee	Date of Birth	Relationship with member
Same as above	Same as above	Same as above

Date : 02-11-2023

Signature of thump impression of the Subscriber

\* Strike out whichever is not applicable

**CERTIFICATE BY EMPLOYER**

Certified that the above declaration and nomination has been signed/thump impressed before me by Shri/Smt.Kum. employed in my establishment after he/she has the entries/the entries have been read over to him/her by me and got confirmed by him/her.

Place: Mumbai

For **LOBO STAFFING SOLUTIONS PVT. LTD.**

\_\_\_\_\_  
Authorized Signatories  
Signature of the employer or other Authorized Officer  
of the establishment

Designation \_\_\_\_\_  
Name & Address of the Factory / Establishment or  
Rubber Stamp thereof.

**LOBO STAFFING SOLUTIONS PVT. LTD.**  
212, PRABHADEVI ESTATE,  
V.S. MARG, PRABHADEVI,  
MUMBAI – 400025





New Form No 11 – Declaration Form  
(To be retained by the employer for future reference)

**EMPLOYEES' PROVIDENT FUND ORGANISATION**  
Employees' Provident Fund Scheme, 1952 (Paragraph 34 & 57) &  
Employees' Pension Scheme, 1995 (Paragraph 24)

(Declaration by a person taking up employment in any establishment on which EPF Scheme, 1952  
and 1995 is

1	Name of the Member	Mr. Kishankumar Bharat Gavare
2	Fathers' Name <input checked="" type="checkbox"/>	Bharat
	Spouse's Name <input type="checkbox"/>	
	(Please tick whichever is applicable)	
3	Date of Birth (DD/MM/YYYY)	18-06-1999
4	Gender (Male/Female/Transgender)	male
5	Marital Status (Married/Unmarried/Widow/Widower/Divorced)	Single
6	(a) Email ID	kishangavare99@gmail.com
	(b) Mobile No	7083400096
7	Whether earlier a member of EPF Scheme, 1952	Yes
8	Whether earlier a member of EPS Scheme, 1995	Yes
9	Previous employment details: [If Yes to 7 and/or 8 above]	
	a) Universal Account Number:	
	b) Previous PF Account Number:	
	c) Date of exit previous employment: (DD/MM/YYYY)	31-10-2023
	d) Scheme Certificate No (if issued)	
	e) Pension Payment Order (PPO) No (if issued)	
10	a) International Worker:	No
	b) If yes, state country of region (India/Name of country)	
	c) Passport No:	
	d) Validity of Passport [DD/MM/YYYY]	
11	KYC Details: (Attach self-attested copies of following KYCs)	
	a) Bank Account Number & IFSC Code	520481027082281 / UBIN0910996
	b) AADHAR Number	409945547997
	c) Permanent Account Number (PAN)	CLYPG3926L

**UNDERTAKING**

- 1) Certified that the particulars are true to the best of my knowledge
- 2) I authorize EPFO to use my Aadhar for verification/authentication/KYC purpose for service delivery.
- 3) Kindly transfer the funds and service details, if applicable, from the previous PF account as declared above to the present PF Account.  
(The transfer would be possible only if the identified KYC detail approved by previous employer has been verified present using his Digital Signature Certificate)
- 4) In case of changes in above details, the same will be intimated to employer at the earliest.

Date: 02-11-2023  
Place: Mumbai

Signature of Member

- A The member Mr. /Ms. /Mrs. Mr.. Kishankumar Bharat Gavare has joined on 02-11-2023 and has been allotted PF Number MH/42857/-
- B. In case the person was earlier not a member of EPF Scheme, 1952 and EPS, 1995:
- (Post allotment of UAN) The UAN allotted for the member is: -
  - Please Tick the Appropriate Option:  
The KYC details of the above member in the UAN database  
 Have not been uploaded.  
 Have been uploaded but not approved  
 Have been uploaded and approved with DSC.
- C. In case the person was earlier a member of EPF Scheme, 1952 and ESP Scheme, 1995:
- The above PF Account number/UAN of the member as mentioned in (A) above has been tagged with his/her UAN/Previous Member ID as declared by member.
  - Please Tick the Appropriate Option:  
 The KYC details of the above member in the UAN database have been approved with Digital Signature Certificate and transfer request has been generated on portal.  
 As the DSC of establishment are not registered with EPFO, the member has been informed to file physical claim (Form-13) for transfer of funds from his previous establishment.

Date: 02-11-2023  
Place: Mumbai

Signature of Employer with Seal



## Payment of Wages (Nomination) Rules, 2009

### FORM – I

#### Nomination and Declaration Form

(See Rule 3)

1. Name of Person making nomination Mr. Kishankumar Bharat Gavare.
2. Father's/Husband's name Bharat

3. Date of Birth 18-06-1999
4. Sex male
5. Marital Status Single
6. Address

**Permanent** Jalochi, Malgunde Wasti, Baramati, Pune, Maharashtra 413102

**Temporary** Lane no 8 mangal nagar, Parner Bhavan, Pimpri-Chinchwad - 411033, Maharashtra

I hereby nominate the person(s)/cancel the nomination made by me previously and nominate the person(s) mentioned below to receive any amount due to me from the employer, in the event of my death.

Name of Nominee/ nominees	Address	Nominee's relationship with the member	Date of Birth	Total amount of share of accumulations in credit to be paid to each nominee	If the nominee is a minor, name and address of the guardian who may receive the amount during the minority of the nominee
1	2	3	4	5	6
Bharat Gulabrao Gavare	Jalochi, Malgunde Wasti, Baramati, Pune, Maharashtra 413102	Father	13-03-1979	100 %	

1. Certified that I have no family and should I acquire a family hereafter, the above nomination shall be deemed as cancelled.
2. \*Certified that my father/mother is/are dependent on me.
3. \*Strike out whichever is not applicable.

Signature or thumb impression  
of the employed person

#### CERTIFIED BY EMPLOYER

Certified that the above declaration and nomination has been signed/thumb impressed before me by Shri./Smt./Kum Mr. Kishankumar Bharat Gavare in my establishment after he/she has read the entry/entries have been read over to him/her by me and got confirmed by him/her



Signature of the employer or other authorized  
Officer of the establishment and  
Designation

Place:  
Date: 06-11-2023

Lobo Staffing Solutions  
Pvt Ltd. Prabhadevi Ind Estate, 212, 2nd Floor, Veer Savarkar Marg, Prabhadevi, Mumbai 400025.



Date - 02-11-2023

**Tata Code of Conduct - 2015**

I acknowledge that I have received a copy of the Tata Code of Conduct - 2015.

I have read the Tata Code of Conduct - 2015 and I hereby acknowledge that as an employee of a vendor of Tata Communications Ltd, I am required to comply with the guidelines prescribed therein and failure to do so may result in my ceasing working on any projects connected with Tata Communications Ltd, disciplinary action from my employers including termination and, if applicable, any other legal action in the court of law.

I understand that if I have a concern about any violation or a potential violation of the Tata Code of Conduct, I must promptly report the violation to the Ethics Counsellor, Ethics Helpline and/or any other Designated Authority of Tata Communications Ltd or my employer.

**Signature :**

**Full Name :** Mr. Kishankumar Bharat Gavare

**Department/Function/BU :** -

**Name and Address of the Vendor/Agency:** Lobo Staffing Solutions Pvt Ltd, Prabhadevi Ind. Estate, 212, 2<sup>nd</sup> Floor, V.S. Marg, Opp Siddhivinayak Temple, Prabhadevi, Mumbai 400025



Undertaking for POSH  
(Prevention of Sexual Harassment at Workplace)

Date: 02-11-2023

**Mr. Kishankumar Bharat Gavare**  
**Employee Code: TCL15613**

Dear Sir/ Madam

I am Mr. Kishankumar Bharat Gavare working in Lobo Staffing Solutions Pvt Ltd ("Company"), appointed under Fixed Term Contract for a period of 1 year from Dated: 02-11-2023 and deputed with Tata Communications [India Entity] Limited ("Client").

Through this undertaking I affirm and acknowledge that I have understood the contents of POSH and affirm to the Company and Client that I will abide with all the terms and conditions read and explained to me by the Company and its client, I further acknowledge that for any violation under POSH, I myself will be liable for the same and the Company and Client can validly initiate appropriate disciplinary proceedings/ enquiry against me as per law including discontinuation of my contract and holding of my salary.

POSH Violation includes any unwelcomed sexual behavior directly or indirectly. Some of these are:

- Physical contact and advances,
- A demand or request for sexual favors
- Sexually colored remarks
- Showing pornography
- Threats, Innuendoes
- Touching, Patting, Pinching Comments about physical appearance
- Any other unwelcome physical, verbal or non-verbal conduct of sexual nature
- Any type of Sexual communications, unwelcomed gestures conduct.

I acknowledge that I have understood the contents of this undertaking for POSH and for any violation under the said act directly or indirectly I myself will be liable for the same and the Company and the Client can initiate appropriate disciplinary proceedings/ enquiry against me as per law including discontinuation of my contract and holding of my salary.

Staffer Name: Mr. Kishankumar Bharat Gavare  
Date: 02-11-2023

Employee Sign:





Date - 02-11-2023

I acknowledge that I have received a copy of the Dignity at Workplace policy

I have read the Dignity at Workplace policy and I hereby acknowledge that as an employee of a vendor of Tata Communications Ltd., I am required to comply with the Dignity at Workplace prescribed therein and failure to do so may result in to my ceasing working on any projects connected with Tata Communications Ltd/Tata Communications Transformation Services Ltd/Tata Communications Payment Solutions Ltd, disciplinary action from my employers including termination and, if applicable, any other legal action in the court of law.

I understand that if I have a concern about any violation or a potential violation of the Dignity at Workplace policy, I must promptly report the violation to my employer (Vendor).

**Signature:**

**Full Name:** Mr. Kishankumar Bharat Gavare

**Department/Function/BU:**

**Name and Address of the Vendor/Agency:** Lobo Staffing Solutions Pvt Ltd. Prabhadevi Ind Estate, 212, 2nd Floor, Veer Savarkar Marg, Prabhadevi, Mumbai 400025



Date - 02-11-2023

**Information security Acceptable Use Policy for Employee and Contractors**

I acknowledge that I have received a copy of the Information security - Acceptable Use Policy for Employee and Contractors.

I have read the **Information security Acceptable Use Policy** for Employee and Contractors and I hereby acknowledge that as an employee of a vendor of Tata Communications Ltd., I am required to comply with the guidelines prescribed therein and failure to do so may result in my ceasing working on any projects connected with Tata Communications Ltd, disciplinary action from my employers including termination and, if applicable, any other legal action in the court of law.

I understand that if I have a concern about any violation or a potential violation of the Information security Acceptable Use Policy for Employee and Contractors, I must promptly report violation to the Global information security group (sirt@tatacommunications.com), CISO of Tata Communications Ltd my employer

**Signature:**

**Full Name:** Mr. Kishankumar Bharat Gavare

**Department/Function/BU:**

**Name and Address of the Vendor/Agency:** Lobo Staffing Solutions Pvt Ltd. Prabhadevi Ind Estate, 212, 2nd Floor, Veer Savarkar Marg, Prabhadevi, Mumbai 400025

