



PROVISIONAL OFFER LETTER

PSPL/2024/OF/*0479/Sales Officer

August 14, 2024
Tushar Patmas
Pune

Dear Tushar Patmas,

Sub: Provisional Offer letter (hereinafter "Offer Letter") for the position of Sales Officer.

We are happy to offer you the position of **Sales Officer** in **Grade-SG01A** with Paytm Services Private Limited on the terms and conditions set out in this Letter.

1. Your total target CTC per annum shall be **INR 396000**, which includes a fixed component and a discretionary variable component entirely linked to your performance, as detailed in Annexure A. All taxes and statutory deductions as applicable will be deducted at source.
2. A formal employment agreement will be issued to you at the time of your joining which will contain the detailed terms and conditions of your employment including your duties and obligations, confidentiality, company policies and separation.
3. Your entitlement to the CTC is subject to you meeting all the conditions set out in this Letter including in Annexure A, employment agreement and the Company policies.
4. The variable component will be in the form of a **Sales Linked Incentive (SLI)** which is completely based on performance and target achieved by the employee, basis the Company's requirement, as communicated to you from time to time. These are awards which may be withdrawn anytime upon the Company's sole discretion. You expressly agree that completion of any job assignments would not imply you would be entitled to SLI. Details of SLI are set out in Annexure A hereto.
5. You will be expected to join duty on **August 17, 2024** the Business hours begins from 9.30 A.M. onwards. You are requested to meet **Sagar Hanumant Shirke**, Contact No. **8208785336** for your joining formalities. In case of any further issues, escalation, support or feedback, please write to Onboarding.helpdesk@paytmservices.com, our team will reach out to you on priority.
6. Your employment, including matters such as working hours, leaves and holidays shall be governed by the applicable law, Conduct of Conduct of the Company and other policies of the Company, as amended from time to time.
7. Please note that all the Company policies related to your employment with the Company will be made available to you on the date of your joining the Company or on any date thereafter, and you are expected to be apprised of the same as soon as possible. This is on the assumption that access to the company policies will be provided on the date of joining.
8. You shall be currently deputed at **Pune**. You acknowledge that the Company expects you to be flexible in terms of your place of work and the Company may, therefore, require you to travel or work from any other location which the Company considers necessary for a duration as it may deem fit.

Paytm Services Private Limited
(Formerly known as Balance Technology Private Limited)
offer@paytmservices.com
www.One97.com



Corporate Office - B 121, Sector 5, Noida 201301, India
T: +91 120 4770770 F: +91 120 4770771 CIN: U74110KA2011PTC094535
Registered Office - Ground Floor, Essae Vashnavi Summit, 6/B, 4th Main,
80 Feet Road, 3rd Block, Industrial Layout, Koramangala, Bangalore - 560034

Sagar Shirke
Principal

Collage



9. Based on its business requirements the Company, at its sole discretion, may change your job role and job location with a prior intimation to you.
10. For the purposes of your employment including conducting background verification, you are requested to carry the following documents in original at the time of joining for verification and a copy of the same for submission.
- High School and Senior Secondary Certificates and Mark Sheets
 - Graduation / Post Graduation certificate(s) along with mark sheets
 - Experience certificate and salary slip from last employer.
 - Blood Group.
 - Relieving certificate from last employer.
 - 3 Passport Size Photographs.
 - Form 16 from last employer.
 - Photo Identity Proof.
 - PAN Number.
 - Aadhaar Card
11. You represent and warrant that you are not subject to any restrictions which prevent you from being employed with the Company. Further, you have no criminal record and there are no criminal proceedings outstanding against you; and you are not currently, and have not previously been, disqualified from acting as an employee of the Company or any of its affiliates whether within or outside India.
12. This offer is subject to successful clearance of your background check which the Company may do pre or post your joining and in case of a report not satisfactory to the Company, the Company may take any necessary action including revoking the offer of employment along with this Letter, either prior to or subsequent to the date of your joining.
13. Your appointment and continuance in the employment with the Company shall be subject to you being and remaining medically fit for the Company's employment. You undertake that you are medically fit to carry out the duties that you have been informed of during your hiring process. The Company may, in its sole discretion, require you to undergo medical examination, from time to time as per the Company's guidelines.
14. Within three days of accepting this Letter, you are required to send us the copy of your resignation letter duly accepted by your current organization failing which Company reserves its right to withdraw this Letter.
15. Without prejudice, please note that the Company reserves its right to withdraw this Letter made to you before receipt of your acceptance of the same, without providing any reason to you.
16. Terms of this Letter are strictly confidential between you and the Company and should not be discussed with anyone nor divulged to anyone in any manner whatsoever, except with the prior consent of the Company.

Please sign and return a copy of this Letter to the undersigned, as a token of your acceptance, on or before date of joining.

We look forward to welcoming you aboard the Company.

Best regards,



Human Resources
Paytm Service Private Limited

Paytm Services Private Limited
(Formerly known as Balance Technology Private Limited)
offer@paytmservices.com
www.One97.com



Acknowledged & Agreed

S. J. Joshi
Principal

Name: Dnyaneshwar Arts and Com.
Walewadi, Pune-411001

Corporate Office - B 121, Sector 5, Noida 201301, India
T. +91 120 4770770 F. +91 120 4770771 CIN: U74110KA2016PTC094535
Registered Office - Ground Floor, Essae Vashnavi Summit, 6/B 7th Main,
80 Feet Road, 3rd Block, Industrial Layout, Koramangala, Bangalore - 560034



Annexure A

CTC Structure		
Salary Components	Monthly (Rs.)	Yearly (Rs.)
Basic	10100	121200
House Rent Allowance	5050	60600
Special Allowance	1115	13381
Statutory Bonus	2300	27600
Gross Salary	18565	222781
PF (Employer)	1622	19462
Medical Insurance Premium	209	2508
Monthly CTC	21000	252000
Variable		
Sales Linked Incentive (SLI)*	12000	144000
Total Salary (Gross CTC)	33000	396000

* Employee contribution for PF & ESIC shall also be deducted from your Gross salary only

* Medical Insurance premium rate is subject to change

Condition for entitlement of CTC:

(a) Meet minimum attendance and activity requirements, as applicable and prescribed by the Company from time to time. Your attendance will be calculated basis the quantum of minimum activities completed by you. In the event you perform 0 activities on a day, no attendance will be marked for that day.

As on date of this Letter, the attendance and activity requirements for your level are:

Attendance	Working Hours (Between Check-in and Check-out)	Min Activities Per Day
Full Day	8 Hours	10 Input activities on Target Merchants
Half Day	4 Hours	8 Input activities on Target Merchants

*Any change in attendance and activity requirements will be intimated to you with an advance notice.

(b) Sales Linked Incentive (SLI): SLI will be subject to the sales target Vs achievement by you.

This will be paid on monthly basis and shall be communicated separately from time to time. SLI will be paid only if you are active and working with the Company on the day of the SLI payout. i.e., you should not have resigned and/or serving the notice period on the day of SLI payout.



Date: 1 March 2022

Miss. Pranali p. Thete
Sus, Pune.

Dear Pranali,

Appointment Letter

We are pleased to appoint you in our organization as **Digital Marketing (SMM) Executive** subject to the following terms and conditions:

1. You hereby agree to be liable for the following terms and conditions:
 - I. Not engage in any conduct which is detrimental to the interest of the Client or First DigiAdd.
 - II. Not receive any payments of any nature directly or indirectly from the Client unless agreed to by First DigiAdd.
 - III. Neither directly nor indirectly offers you employment with the Client or its affiliates during the period of the work assignment without prior permission of First DigiAdd.
 - IV. Extend all cooperation to the Client's employees, consultants, representatives, etc, and do all such things as may be necessary and comply with all terms of the Appointment letter so as to effectively undertake the work.
 - V. Comply with the safety, health, and other rules and regulations of First DigiAdd and the First DigiAdd Client that you have been made aware of.
 - VI. In case we found any employee is not following the company's rules or his/her performance is not good, the Management has full authority to fire that employee without notice.
1. Termination of this letter of engagement shall not affect the obligations of the parties that have been incurred prior to such termination and First DigiAdd shall promptly settle all your dues after making the applicable deductions.
3. You agree to defend, indemnify and hold First DigiAdd or the Client harmless from any and all claims, damages, liability, attorney's fees, and expenses on account of your failure to satisfy any of your obligations under this work assignment letter or for misconduct or for violation of any law or creation of any legal liability by you.
4. Any dispute between you and First DigiAdd shall be referred to a sole arbitrator appointed by First DigiAdd. The arbitration shall be conducted in the English language, in accordance with the Arbitration and Conciliation Act 1996. This Engagement Letter shall be governed by the laws of India.
5. Details of your salary breakup will be as per the Annexure attached herein. You hereby authorize First DigiAdd to make all salary payments required to be made to you by First DigiAdd including all reimbursements either by way of Cheque or by directly crediting the amounts to your bank account.
6. The salary pay-out will be made latest by the 7th of the following month.
7. In addition to the terms contained herein, your relationship with First DigiAdd may be subject to such other additional terms and conditions as may be communicated to you from time to time in writing by First DigiAdd and you hereby agree to have read and clearly understood the terms of employment provided in the Service Rules, which is attached herein.
8. During your employment with First DigiAdd, if we find any irregularity or insufficiency in the documents submitted by you, this Appointment Letter would stand cancelled./ revoked.

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9. The Company reserves the right to conduct background verification through an external agency for which the company may share your personal and employment details with the external agencies. In the event, it is found that the details furnished by you are incorrect or you have concealed any material information or your BGV report is negative, your services are liable to be terminated.

10. Please note there are no financial implications of this bond but you will not be issued an experience certificate if you wish to leave the company before completing one year in the company (For On-Roll).

11. You need to serve a notice period of one month if you decide to leave the company.

- For Internship (Who get Stipend) - Min 15 Days
- For On Roll - Min 1 Month

In Case if you were not going to serve notice period then your stipend /salary may be deducted from the month you resign.

12. Please note there are no financial implications of this bond but you will not be issued an experience certificate if you wish to leave the company before completing a minimum of 3 months of Internship in the company (For Intern).

We at First DigiAdd LLP would like to create an environment and culture committed to cooperation, quality, and responsiveness that permeates every activity. As a new entrant, we would like you to add value to this process. Please return the copy of the Offer Letter enclosed after affixing your signature at the appropriate place on the Office Copy in token of your having read, agreed, fully understood, and accepted the terms and conditions of the appointment. In case we do not receive your acknowledgment copy within a period of 15 days from the date of joining, your assignment at First DigiAdd with the acceptance of your first salary from First DigiAdd will be conclusive proof of your acceptance in accordance with the terms and conditions.

First DigiAdd neither accepts any consideration in the form of any cash or kind nor supports any policy of accepting such consideration by any third party for providing employment to prospective candidates. In the event, you have paid any such amount to any employee, officer, or representative of First DigiAdd kindly bring the same to the immediate notice of your superiors or report the same to First DigiAdd through email or through the toll-free number which is provided to you

ABOUT INTERNSHIP

Internship Duration	3 Months	3 To 6 Months
-	-	Signature

Principal
Dnyansagar Arts and Commerce College
Balewadi, Pune-411045.



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SALARY ANNEXURE

Employee No:

Particulars	Amounts
Basic	7,400
House Rent Allowance	5,200
Dearness Allowance	1,500
Medical Allowance	700
Professional Tax	200
Statutory Bonus	-
Gross Earnings	15,000
Total Deduction	200
Amount In Words(Rs)	Fourteen Thousand Eight Hundred Only
Net Salary	14,800

* Income tax deductions, if applicable, will be as per the Income Tax Act, 1961

** Annual components (like LTA, Medical Reimbursement) would be payable on claims and will be considered for exemption under Income Tax subject to receipt of valid bills for the Financial Year if applicable

Note: This statement is only for the purpose of information and is illustrative in nature

ENDORSEMENT

I hereby confirm acceptance of the above assignment, on the terms and conditions stipulated therein.

For First DigiAdd LLP



(Authorized Signatory)

Accepted and Agreed

Signature and date:
Name: Pranali p. Thete



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Dnyansagar Arts and Commerce College
Balewadi, Pune-411045.

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Date : NOV 30,2023
Quess ID : GS8013152

Vaibhav Gajanan Chavare
Pune

SUB : APPRENTICE LETTER

Dear Vaibhav Gajanan Chavare

We are pleased to offer you the role of **Apprentice** based out of **Pune** for a duration as per agreed terms from the date of joining.

During this period the apprentice will be paid a Stipend of **Rs 16170** per month. The stipend details follows the scheme annexed hereto as Schedule-I.

1.HOURS OF WORK :

The apprentice shall abide by the working hours, weekly offs and paid holidays of the department, office or establishment where they are posted. The apprentice's hour of work shall coincide with the company's regular business hours, however, if the nature of the apprentice's requires flexibility in the days and hours of work, the company reserves the right to require the apprentice to work during other or further days or hours other than the company's normal business hours.

2.NON DISCLOSURE OF INFORMATION :

2.1. During the continuance of the apprentice's service with the company or any extension thereof and even after the cessation of apprenticeship with the company by any reason whatsoever:

i. The apprentice shall hold and keep in strictest confidence any and all confidential information and shall not disclose such confidential information unless the same is required to be disclosed under any relevant law, regulation or order of court, or under any directives or order of a governmental body.

ii. Apprentice shall not, except In the proper course of apprenticeship, publish, disclose, patent, copyright any confidential information to any person or entity or make any use of such information for their own purpose or for any other purpose whatsoever.

The term confidential Information, as used in this paragraph, shall mean any information or trade secrets, patents, intellectual properties, trademarks, including, without limitation, technical information, financial projections, security arrangements, client information, administrative and/or organizational matters of a confidential/secret nature which is known To the apprentice by virtue of

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S. J. Chavare



Principal
Dnyansagar Arts and Commerce College
Balewadi, Pune-411045.

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apprenticeship with the company, marketing information or otherwise, including any software, which is confidential or proprietary to the company, its subsidiaries or affiliates, its customers, subcontractors or any other individuals or company's having any kind of association or relationship with the company, and/or its affiliates or subsidiaries and all works, programs, papers, records, data, notes, drawings, files, documents, samples, devices, products, equipment, and other materials, including copies in whatever form and translations into any other language and intellectual property, relating to the business of the company.

2.2. Upon the cessation of apprenticeship with the company, or at any time upon the request of the company, the apprentice shall return and surrender to the company any confidential information including without limitation, data, information, files, books, magazines, reports, documents, manuals, audio and video tapes, floppies and discs and any other knowledge databases that came into their possession during the course of apprenticeship with the company and shall not retain any copy thereof in any form whatsoever.

COMPANY PROCEDURES:

The apprentice agrees to abide by the company's rules and regulations as specified under the company's code of conduct, handbook, or as otherwise promulgated by the company from time to time.

4. TERMINATION:

4.1. If an apprentice wishes to terminate their apprenticeship, they are required to provide notice period should be as per company policy prior written notice in lieu of notice period. conversely the company may, at its sole and absolute discretion, waive off the notice period or reduce if it considers circumstances so warrant as per the company policy.

4.2. The company reserves the right to terminate apprenticeship immediately if the apprentice is found to have committed the following acts, namely, criminal offences, gross misconduct, and violations of company policy in the course of apprenticeship.

5. RULES & REGULATIONS:

5.1. The company has established a variety of policies and standards which form part of the handbook that provide for a safe, enjoyable working environment. During the period of apprenticeship with us, the apprentice agrees to be bound by these policies and standards including but not limited to code of conduct, whistle blower, prevention of sexual harassment policy, and any future policies and standards that are reasonably introduced by the company. It is agreed that the introduction and administration of these policies is within the sole discretion of company and that these policies do not form a part of this agreement. Apprentice shall abide by the rules and regulations of the company as communicated by us to apprentice from time to time.

5.2. This appointment and its continuance are subject to apprentice being found and remaining medically (physically & mentally) fit by the company. Prescribed medical norms and the opinion of a registered medical practitioner (as approved by the company) shall be final in this regard.

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5.3. The apprentice will not enter into any commitment of dealing on behalf of the management of the company for which they have no express written authority, nor alter or be a party to any such alterations of any principal or policy of the management of the company or exceed the authority or discretion vested in them without the prior written sanction of the company or those in authority over them.

5.4. On termination of apprenticeship, the apprentice will return to the company all papers, documents, assets, and other property which belong to the company which may at that time be in their possession, relating to the business or affairs of the company and will not retain any copies or extract any information therefrom.

5.5. The apprentice will keep us informed in writing of any change in their residential address and such other matters.

6. JURISDICTION:

Any dispute arising out of the apprenticeship will be governed by and construed in accordance with the laws of India and the courts at bangalore shall have the jurisdiction to decide any disputes that may arise hereunder.

7. ID CARD:

7.1. Basis requirement, you will be issued ID card at the time of joining. Displaying your ID card is mandatory during your duty hours. At the time of exit you will be required to submit the ID card to our COE Centre (address given below).

In case, you fail to submit your ID card, you will be liable to pay back Rs.50/- and it will be recovered from your stipend amount.

Quess Corp Limited
COE (Centre Of Experience)
8th Floor, A-19,31 Raghukul Tower,
Sirsi Road, Khatipura (T-Point)
Jaipur, Rajasthan 302021.



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Note:

- 1.It is apprentices responsibility to submit the card to COE Centre and also share the courier receipt over email idcards@quesscorp.com with subject line 'Quess ID / Apprenticeship ID'.
- 2.In case apprentices notify that he / she has lost the card then they have to mandatorily notify it in written (Email / Letter) to idcards@quesscorp.com.

8. SEVERABILITY:

8.1. In case any one or more of the provisions contained in this letter shall for any reason be held to be invalid, illegal or unenforceable in any respect, such invalidity, illegality or unenforceability shall not affect any other provision of this letter, but this letter shall be construed as if such invalid, illegal or unenforceable provision had never been provided for herein and there shall be deemed substituted for such invalid, illegal or unenforceable provision such other provision as will most nearly accomplish the intent of the parties to the extent permitted by the applicable law. The apprentice is requested to confirm this offer along with our joining date. This letter of apprenticeship is valid and open for acceptance for a period of 3 days from the date of issue.

Please maintain strict confidentiality of the terms and conditions of apprenticeship. The company takes a very serious view of such disclosures and apprentice will be liable for disciplinary action in case breach of this condition of service.

We take this opportunity to wish apprentice a long and successful career with us.

Yours sincerely,
QUESS Corp Limited.



Tej Hans Raj Singh
Deputy CEO

Signature Of the Candidate:

Date:



Principal
Dnyansagar Arts and Commerce College
Balewadi, Pune-411045.



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Stipend Sheet

Quess ID : GS8013152

Designation : Apprentice

Apprentice Name Vaibhav Gajanan Chavare

Location : Pune

Work Location : MAHARASHTRA

Component	Monthly Stipend
Stipend amount	16170

All apprentices are covered under Employee Compensation Act .

For Quess Corp Limited.



Tej Hans Raj Singh
Deputy CEO



Principal
Dnyansagar Arts and Commerce College
Balewadi, Pune-411045.

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Date : MAY 03,2024
Quess ID : GS8029827

Sameeksha Santosh
Pune

SUB : APPRENTICE LETTER

Dear **Sameeksha Santosh Kadam**

We are pleased to offer you the role of **Apprentice** based out of **Pune** for a duration as per agreed terms from the date of joining.

During this period the apprentice will be paid a Stipend of **Rs 15920** per month. The stipend details follows the scheme annexed hereto as Schedule-I.

1.HOURS OF WORK :

The apprentice shall abide by the working hours, weekly offs and paid holidays of the department, office or establishment where they are posted. The apprentice's hour of work shall coincide with the company's regular business hours, however, if the nature of the apprentice's requires flexibility in the days and hours of work, the company reserves the right to require the apprentice to work during other or further days or hours other than the company's normal business hours.

2.NON DISCLOSURE OF INFORMATION :

2.1. During the continuance of the apprentice's service with the company or any extension thereof and even after the cessation of apprenticeship with the company by any reason whatsoever:

i. The apprentice shall hold and keep in strictest confidence any and all confidential information and shall not disclose such confidential information unless the same is required to be disclosed under any relevant law, regulation or order of court, or under any directives or order of a governmental body.

ii. Apprentice shall not, except In the proper course of apprenticeship, publish, disclose, patent, copyright any confidential information to any person or entity or make any use of such information for their own purpose or for any other purpose whatsoever.

The term confidential Information, as used in this paragraph, shall mean any information or trade secrets, patents, intellectual properties, trademarks, including, without limitation, technical information, financial projections, security arrangements, client information, administrative and/or organizational matters of a confidential/secret nature which is known To the apprentice by virtue of

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Dnyansagar Arts and Commerce College
Balewadi, Pune-411045.

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apprenticeship with the company, marketing information or otherwise, including any software, which is confidential or proprietary to the company, its subsidiaries or affiliates, its customers, subcontractors or any other individuals or company's having any kind of association or relationship with the company, and/or its affiliates or subsidiaries and all works, programs, papers, records, data, notes, drawings, files, documents, samples, devices, products, equipment, and other materials, including copies in whatever form and translations into any other language and intellectual property, relating to the business of the company.

2.2. Upon the cessation of apprenticeship with the company, or at any time upon the request of the company, the apprentice shall return and surrender to the company any confidential information including without limitation, data, information, files, books, magazines, reports, documents, manuals, audio and video tapes, floppies and discs and any other knowledge databases that came into their possession during the course of apprenticeship with the company and shall not retain any copy thereof in any form whatsoever.

3. COMPANY PROCEDURES:

The apprentice agrees to abide by the company's rules and regulations as specified under the company's code of conduct, handbook, or as otherwise promulgated by the company from time to time.

4. TERMINATION:

4.1. If an apprentice wishes to terminate their apprenticeship, they are required to provide notice period should be as per company policy prior written notice in lieu of notice period. conversely the company may, at its sole and absolute discretion, waive off the notice period or reduce if it considers circumstances so warrant as per the company policy.

4.2. The company reserves the right to terminate apprenticeship immediately if the apprentice Is found to have committed the following acts, namely, criminal offences, gross misconduct, and violations of company policy in the course of apprenticeship.

5. RULES & REGULATIONS:

5.1. The company has established a variety of policies and standards which form part of the handbook that provide for a safe, enjoyable working environment. During the period of apprenticeship with us, the apprentice agrees to be bound by these policies and standards including but not limited to code of conduct, whistle blower, prevention of sexual harassment policy, and any future policies and standards that are reasonably introduced by the company. It is agreed that the introduction and administration of these policies is within the sole discretion of company and that these policies do not form a part of this agreement. Apprentice shall abide by the rules and regulations of the company as communicated by us to apprentice from time to time.

5.2. This appointment and its continuance are subject to apprentice being found and remaining medically (physically & mentally) fit by the company. Prescribed medical norms and the opinion of a registered medical practitioner (as approved by the company) shall be final in this regard.

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5.3. The apprentice will not enter into any commitment of dealing on behalf of the management of the company for which they have no express written authority, nor alter or be a party to any such alterations of any principal or policy of the management of the company or exceed the authority or discretion vested in them without the prior written sanction of the company or those in authority over them.

5.4. On termination of apprenticeship, the apprentice will return to the company all papers, documents, assets, and other property which belong to the company which may at that time be in their possession, relating to the business or affairs of the company and will not retain any copies or extract any information therefrom.

5.5. The apprentice will keep us informed in writing of any change in their residential address and such other matters.

6. JURISDICTION:

Any dispute arising out of the apprenticeship will be governed by and construed in accordance with the laws of India and the courts at bangalore shall have the jurisdiction to decide any disputes that may arise hereunder.

7. ID CARD:

7.1. Basis requirement, you will be issued ID card at the time of joining. Displaying your ID card is mandatory during your duty hours. At the time of exit you will be required to submit the ID card to our COE Centre (address given below).

In case, you fail to submit your ID card, you will be liable to pay back Rs.50/- and it will be recovered from your stipend amount.

Quess Corp Limited
COE (Centre Of Experience)
8th Floor, A-19,31 Raghukul Tower,
Sirsi Road, Khatipura (T-Point)
Jaipur, Rajasthan 302021.

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Balewadi, Pune-411045.

Note:

- 1.It is apprentices responsibility to submit the card to COE Centre and also share the courier receipt over email idcards@quesscorp.com with subject line 'Quess ID / Apprenticeship ID'.
- 2.In case apprentices notify that he / she has lost the card then they have to mandatorily notify it in written (Email / Letter) to idcards@quesscorp.com.

8. SEVERABILITY:

8.1. In case any one or more of the provisions contained in this letter shall for any reason be held to be invalid, illegal or unenforceable in any respect, such invalidity, illegality or unenforceability shall not affect any other provision of this letter, but this letter shall be construed as if such invalid, illegal or unenforceable provision had never been provided for herein and there shall be deemed substituted for such invalid, illegal or unenforceable provision such other provision as will most nearly accomplish the intent of the parties to the extent permitted by the applicable law. The apprentice is requested to confirm this offer along with our joining date. This letter of apprenticeship is valid and open for acceptance for a period of 3 days from the date of issue.

Please maintain strict confidentiality of the terms and conditions of apprenticeship. The company takes a very serious view of such disclosures and apprentice will be liable for disciplinary action in case breach of this condition of service.

We take this opportunity to wish apprentice a long and successful career with us.

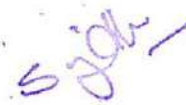
Yours sincerely,
QUESS Corp Limited.



Tej Hans Raj Singh
Deputy CEO

Signature Of the Candidate:

Date:



Principal
Dnyansagar Arts and Commerce College
Balewadi, Pune-411045.



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Quess ID: GS8029827

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Stipend Sheet

Quess ID : GS8029827

Designation : Apprentice

Apprentice Name Sameeksha Santosh Kadam

Location : Pune

Work Location : MAHARASHTRA

Component	Monthly Stipend
Stiped amount	15920

All apprentices are covered under Employee Compensation Act .

For Quess Corp Limited.



Tej Hans Raj Singh
Deputy CEO



Principal
Dnyansagar Arts and Commerce College
Balewadi, Pune-411045.



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Quess ID : GS8029827

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WORKFORGE
ASSOCIATES PVT. LTD.

STRICTLY PRIVATE AND CONFIDENTIAL

DATE: AUGUST 11, 2024

APPOINTMENT LETTER

Dear **Kunal Mondal**,

Congratulations!

With reference to your application and subsequent interview, we are pleased to extend an offer of employment to you at **WorkForge Associates Pvt. Ltd.** as an **EMPLOYEE.**

Subject to your accepting this appointment letter, your anticipated start date will be no later than **AUGUST 12, 2024.**

Your appointment will be effective from the date of joining.

Your Annual Compensation will be **INR ₹126,000/-** in Hand.

Your primary work location will be **SARITA VIHAR, NEW DELHI** or any work location **WorkForge Associates Pvt. Ltd.** may ask you to work from time to time as per its discretion.

This appointment is subject to your acceptance 24 Hours from the date of issuance. Please formally accept this appointment letter within 24 Hours , failing which this offer shall lapse automatically and will stand revoked at the sole discretion of **WorkForge Associates Pvt. Ltd.** This offer and your employment with **WorkForge Associates Pvt. Ltd.** is conditional upon you successfully clearing the background verification process as applicable at **WorkForge Associates Pvt. Ltd.**

The Company reserves the right to amend your date of joining prior to your start date, in-line with business exigencies. Any change to this effect, will be communicated to you vide a revised appointment letter.



Sybil
Principal
Dnyansagar Arts and Commerce College
Balewadi, Pune-411045.

workforgeassociates@gmail.com





WORKFORGE
ASSOCIATES PVT. LTD.

To ensure that you have full understanding of the terms and conditions of your employment at **WorkForge Associates Pvt. Ltd** and the benefits available to you, there are a number of enclosures to this letter which you will need to adhere with during the course of your employment with us.

Please sign the enclosed copy of this letter, terms and conditions, confidentiality and intellectual property protection agreement and any other annexure attached.

We look forward to welcoming you to **WorkForge Associates Pvt. Ltd**

Sincerely,
For **WorkForge Associates Pvt. Ltd,**

I, **Kunal Mondal**, hereby accept the offer of appointment on the terms and conditions set out in this letter of employment

EMPLOYEE'S SIGNATURE

DATE: AUGUST 12, 2024



Signature
Principal
Dnyansagar Arts and Commerce College
Balewadi, Pune-411045.

workforgeassociates@gmail.com





TERMS AND CONDITIONS

This statement of Terms and Conditions forms part of the contract of employment (the "Contract") between **Kunal Mondal** and **WorkForge Associates Pvt. Ltd** ("the Company") and will be effective from the commencement of your employment with us.

The Training Period Will be Unpaid As Per Company Policies.

Probation Period:

- 1) You will be on probation for a period of three months from your date of joining. During this period, you are expected to set your key results/goals in consensus with your Manager.
- 2) On satisfactory completion of your probation, your services will be confirmed in writing. Unless confirmed in writing, you shall continue to remain on probation. There shall be no automatic confirmation in service.
- 3) In case your performance and/or conduct is found unsatisfactory, the Company may in its discretion extend the probation period in writing.
- 4) The Company reserves the right to terminate your services during probation without giving any reason, or any prior notice/payment in lieu of notice.

Hours of Work:

- 1) **WorkForge Associates Pvt. Ltd** operates 24/7 and 365 days a year, so your working hours may involve Day and Night shift and working weekends and public holidays as permitted under applicable laws and company policies.
- 2) Your working hours can be varied at the sole discretion of the Company, you may also be required to work beyond the working hours depending on business exigencies / requirements per the applicable company policy.
- 3) Day Shift Timings- 10:00AM-7:00PM
Night Shift Timings- 10:00PM-7:00AM

Leaves:

- 1) You will be eligible for leaves as per the Company policy.
- 2) Sandwich Off's (If you have taken leaves Monday And Saturday unnoticed Salary Will Deducted As Per company policies.



Principal
Dnyansagar Arts and Commerce College
Balewadi, Pune-411045.





Workplace Harassment:

- 1) **WorkForge Associates Pvt. Ltd** has an Equal Employment Opportunity Policy which employees must follow, at all times.
- 2) The management has a zero-tolerance on workplace discrimination, harassment, sexual harassment and bullying.
- 3) Any breach with regards to the same can lead to disciplinary action including termination per the applicable policy.

Dual Employment:

- 1) You shall not enter into any contract with any third party whether full time or part time during the period of your employment at Company.
- 2) You will not undertake any other employment, personal business, assume any public or private office or honorary or remunerative except with the prior written permission/ approval of the management. You shall not indulge in any business, trade or a vocation for profit or otherwise during your employment with the Company.
- 3) Violation of the above shall render you liable for stern action as per applicable Company Policy and / or Law which may include your dismissal/termination from service.

Abandonment of Employment:

- 1) Your absence for a period of three days and/ or more days without prior information or approval from your Supervisor and/or HR (including overstay of sanctioned leave duration), shall be treated as Abandonment of service. The Company in such occasion retains the right to terminate your services without any prior notice or payment in lieu of notice in such instance.
- 2) In such cases the Company also reserves the right to withhold any service certificates or payments due to you.



S. J. K.
Principal
Dnyansagar Arts and Commerce College
Balewadi, Pune-411045.





Integrity & Confidentiality:

1) You will be required to demonstrate highest degree of integrity in the performance of your responsibilities. During the course of your employment with **WorkForge Associates Pvt. Ltd.**, and at least for a period of one year thereafter, you will not transit, disclose or otherwise use confidential and proprietary information of the Company, its clients, vendors, independent contractors and subcontractors to an authorized or unauthorized person, except as and may be required in the course of your duties in connection with the Company's business without prior consent or confirmation in writing. You will also abide by all confidentiality, safety and security regulations of the Company as may be applicable from time to time.

2) Breach of the above obligation gives cause of action to the Company to proceed with appropriate civil and criminal liabilities, in addition to immediate termination of your services.

3) Personal Data shared by you will be held by the Company for legal, personnel, administrative and / or management purposes and may be shared with authorized subsidiaries or affiliates of **WorkForge Associates Pvt. Ltd** and any person or organization acting on behalf such as:

a. Third party vendors who provide services to the Company (benefits provided, record maintenance, health benefits, background verification and payroll administrator), legal counsel, regulatory authorities, auditors, external investigators, authorized government authorities.

b. Your personal identifiable information and sensitive personal data will be located/ stored within the territory of India or US or any other country where the Company will open its branches/ establishment in future, safely with reasonable safeguards to avoid any unauthorized usage/ access of the data.

c. Your further consent to your Personal data and Sensitive personal data will be shared with the concerned authorized government official if the same is sought over a written orders/ communication.

1) You will be required to demonstrate highest degree of integrity in the performance of your responsibilities. During the course of your employment with **WorkForge Associates Pvt. Ltd.**, and at least for a period of one year thereafter, you will not transit, disclose or otherwise use confidential and proprietary information of the Company, its clients, vendors, independent contractors and subcontractors to an authorized or unauthorized person, except as and may be required in the course of your duties in connection with the Company's business without prior consent or confirmation in writing. You will also abide by all confidentiality, safety and security regulations of the Company as may be applicable from time to time.

2) Breach of the above obligation gives cause of action to the Company to proceed with appropriate civil and criminal liabilities, in addition to immediate termination of your services.

3) Personal Data shared by you will be held by the Company for legal, personnel, administrative and / or management purposes and may be shared with authorized subsidiaries or affiliates of WorkForge Associates Pvt. Ltd and any person or organization acting on behalf such as:

a. Third party vendors who provide services to the Company (benefits provided, record maintenance, health benefits, background verification and payroll administrator), legal counsel, regulatory authorities, auditors, external investigators, authorized government authorities.

b. Your personal identifiable information and sensitive personal data will be located/ stored within the territory of India or US or any other country where the Company will open its branches/ establishment in future, safely with reasonable safeguards to avoid any unauthorized usage/ access of the data.

c. Your further consent to your Personal data and Sensitive personal data will be shared with the concerned authorized government official if the same is sought over a written orders/ communication.

Sincerely,
For WorkForge Associates Pvt. Ltd,

Principal
Dnyansagar Arts and Commerce College
Balewadi, Pune-411045.

EMPLOYEE'S SIGNATURE
DATE: AUGUST 12, 2024



24 May 2024

PRANJALI

Flat No-17, 8 Yash Classicsr 120/7, PO: Armament, , Sus Road , Pashan, Pune, Maharashtra, 411021

INTERNSHIP LETTER

Dear PRANJALI,

InfoVision Labs India Pvt. Ltd., is pleased to offer you an internship opportunity as an **Trainee Software Engineer**. You will reporting to **Abhishek Srivastava** and your Job Location will be **PUNE SEZ QUBIX**.

During the internship, you will be eligible for a stipend of **10000 per month**. During the internship you will not be eligible for any benefits of a full time employee. The organization reserves the right to terminate the internship at any given time.

For this position, your major duties will include

- Understanding the project or assignment
- Working on the assigned activities and completing the activities in a timely manner
- Learning
- Submitting weekly status report and daily work done information to the manager
- Contributing to the organization through discussions, completion of assigned tasks, collaborating on projects
- During the 3 months of internship, your performance will be evaluated and based on the evaluation feedback by your reporting manager, hiring decision will be made. Apart of performance, office discipline and behavioral parameters will aslo play an important role in the decision making.

Your schedule will be approximately 40 hours per week beginning **27 May 2024**. Your assignment will conclude on **26 Dec 2024**.

Please review, sign and return to confirm acceptance, no later than close of business on **26 Dec 2024**.

Congratulations and welcome to the team!

Sincerely,



Shashikanth R Bondugula

Chief People Officer

I accept the above offer, and will begin on: **24 May 2024**

Signature Date



Principal

Dnyanagar Arts and Commerce College
Balewadi, Pune-411045.

INTERNSHIP OFFER LETTER

Stuti Ravankar

Date: 30th May 2024.

Congratulations! We are pleased to offer you the role of **Operations Intern** at **amber**.

The internship is a significant experience in the course of your development into a qualified professional. Therefore, we do hope you will use this opportunity to add value mutually to and from the organization.

Please find the details regarding your internship below:

Title: Operations Intern

Internship start date: 18th June, 2024.

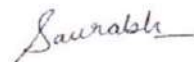
Duration: 6 Months

Stipend: INR 20,000/- month (Rupees Twenty Thousand Per Month Only) (10% tax will be deducted at source)

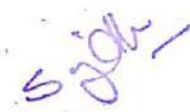
Please note the below clauses:

- Eligible for amber's reimbursement policy.
- As an Intern, You will be entitled to 2.5 paid leave/month which is subject to approval from the Immediate Reporting Manager.
- Your internship is expected to end after 6 months. However, your performance will be tracked on a daily basis and the company may terminate your internship if performance is found unsatisfactory.
- If you wish not to complete your internship to the stipulated internship period, then you can do so by giving a 15 days notice period which is mandatory.
- The notice period shall become effective from the date of receipt by the Company, of the internship resignation. If you do not serve the notice period mentioned, the Company shall be entitled to set off from any payments to be made to you by the Company upon termination of the proportionate salary for the notice period not served by you.
- If you leave within the first month of internship, there will be no stipend you will be eligible for. During the term of the internship, you shall not engage in any other employment outside business activity. We look forward to welcoming you to our ever-growing team. We hope your time will be very fruitful and fulfilling.

For Amber Internet Solutions Pvt Ltd,



Saurabh Goel
Co-Founder,
Amber Internet Solutions Pvt Ltd


Principal
Dnyansagar Arts and Commerce College
Balewadi, Pune-411045.



amberstudent is a 4.5★ workplace on glassdoor

Amber Internet Solutions Pvt. Ltd.

6th floor, Core C & D, Solitaire Business Hub,

Opp. NECO Garden Society, Viman Nagar, Pune, Maharashtra 411014



Ref: btpl/2024-25/018

Date: 11th November, 2024

To,
Ms. Ketki Saptak Takalkar

Sub: Appointment Letter

Dear Ketki,

We are pleased to appoint you for the position as a **"Marketing Manager"** on the following terms and conditions:

1. Your appointment will commence from **11th November, 2024**.
2. The Gross Compensation offered to you would be [REDACTED]
[REDACTED] The detailed breakup is stated in the attached Annexure "A".
3. Statutory Taxes, as applicable will be deducted from the above.
4. You should note that the emoluments are consolidated, i.e. are inclusive of all Allowances. You will be eligible for other allowances and benefits as per company rules.
5. You would be on probation for three months from the date of joining. At the end of the probation period, subject to your performance your services would be confirmed
6. Initially and till further notice your place of work will be at Pune or any other place decided by the company. Your appointment will be subject to the general rules of conduct, discipline, leave rules, holidays, and hours of work etc. that are prevailing in the company or may be brought into force from time to time.
7. You may be called to work at any of the company's Establishments, Subsidiaries, Clients or Affiliates at any location.
8. You may be required to undertake tours or other assignments in connection with the company's business and in any of its business units, Establishments, Subsidiaries, Clients or Affiliates at any location.
9. You will be eligible for traveling expenses and other allowances according to the rules in force at that time.
10. Termination of Service –

10 (A). On Probation - The Company may terminate your service at any time by either giving you one week notice or payment of one week consolidated salary in lieu of notice. If at any time you are found guilty of misconduct, your service may be terminated without notice or payment in lieu of notice in accordance with the Rules in force.

10 (B). On Confirmation - The Company may terminate your service at any time by either giving you one month notice or payment of one month consolidated salary in lieu of notice. Similarly it will be permissible for you to resign from our services subject to your giving the company two month's notice in writing of your intention to do so. The company retains the right to relieve you of your duties any time earlier than the stipulated notice period of two months, in case of your resignation from the company.



S. Jadhav
Principal

Dnyansagar Arts and Commerce College
Balewadi, Pune - 411045.

Bluemingo Tech Private Limited

Reg. Off: B 1103, 24K Sereno, Pan Card Club Road, Baner Gaon, Baner, Pune 411045. Tel: +91-9860646569
C.I.N - U62013PN2024PTC229170, Website: www.bluemingotech.com, E-Mail: info@bluemingotech.com

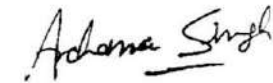
If you should leave the company service without notice, you will be liable to be sued for damages. If at any time you are found guilty of misconduct, your service may be terminated without notice or payment in lieu of notice in accordance with the Rules in force

11. Leave during Notice Period – unless for emergency purposes and unless specific prior approval is taken from the relevant authority, no leave of any type (accumulated or otherwise) will be allowed during the Notice Period mentioned in clause 10 above relating to termination of service.
12. You will be required to undertake a confidentiality and Non-Disclosure Agreement effective from the date of joining. The confidentiality is to ensure that all proprietary information, documents, literature, inventions, Intellectual Property, Intellectual Capital, etc. developed or obtained during your tenure with Bluemingo Tech Pvt. Ltd. will not be utilized by you at any point to undermine the interest of Bluemingo Tech Pvt. Ltd. We will be happy to provide the details of the Confidentiality and Non-Disclosure Agreement.
13. All Intellectual Property created by virtue of Design, Implementation, Presentations, etc. of all work during your stay with the Company will be the legal property of the Company.
14. While being associated with the Company all personnel would be guided by the policies and procedures of the Company in force from time to time.

Please acknowledge your acceptance of our offer by signing and returning the duplicate copy of this letter.

With warm regards,

For **Bluemingo Tech Pvt. Ltd.**



Archana Singh
Director

Accepted by:

Ketki Saptak Takalkar
Date: 11th November, 2024



Principal
Dnyansagar Arts and Commerce College
Balewadi, Pune-411045.

Date : MAY 03,2024
Quess ID : GS8029826

Pooja Arjun Sarok
Pune

SUB : APPRENTICE LETTER

Dear Pooja Arjun Sarok

We are pleased to offer you the role of **Apprentice** based out of **Pune** for a duration as per agreed terms from the date of joining.

During this period the apprentice will be paid a Stipend of **Rs 15920** per month. The stipend details follows the scheme annexed hereto as Schedule-I.

1.HOURS OF WORK :

The apprentice shall abide by the working hours, weekly offs and paid holidays of the department, office or establishment where they are posted. The apprentice's hour of work shall coincide with the company's regular business hours, however, if the nature of the apprentice's requires flexibility in the days and hours of work, the company reserves the right to require the apprentice to work during other or further days or hours other than the company's normal business hours.

2.NON DISCLOSURE OF INFORMATION :

2.1. During the continuance of the apprentice's service with the company or any extension thereof and even after the cessation of apprenticeship with the company by any reason whatsoever:

i. The apprentice shall hold and keep in strictest confidence any and all confidential information and shall not disclose such confidential information unless the same is required to be disclosed under any relevant law, regulation or order of court, or under any directives or order of a governmental body.

ii. Apprentice shall not, except In the proper course of apprenticeship, publish, disclose, patent, copyright any confidential information to any person or entity or make any use of such information for their own purpose or for any other purpose whatsoever.

The term confidential Information, as used in this paragraph, shall mean any information or trade secrets, patents, intellectual properties, trademarks, including, without limitation, technical information, financial projections, security arrangements, client information, administrative and/or organizational matters of a confidential/secret nature which is known To the apprentice by virtue of

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Quess ID: GS8029826

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Principal
Dnyansagar Arts and Commerce College
Balewadi, Pune-411045.

apprenticeship with the company, marketing information or otherwise, including any software, which is confidential or proprietary to the company, its subsidiaries or affiliates, its customers, subcontractors or any other individuals or company's having any kind of association or relationship with the company, and/or its affiliates or subsidiaries and all works, programs, papers, records, data, notes, drawings, files, documents, samples, devices, products, equipment, and other materials, including copies in whatever form and translations into any other language and intellectual property, relating to the business of the company.

2.2. Upon the cessation of apprenticeship with the company, or at any time upon the request of the company, the apprentice shall return and surrender to the company any confidential information including without limitation, data, information, files, books, magazines, reports, documents, manuals, audio and video tapes, floppies and discs and any other knowledge databases that came into their possession during the course of apprenticeship with the company and shall not retain any copy thereof in any form whatsoever.

3. COMPANY PROCEDURES:

The apprentice agrees to abide by the company's rules and regulations as specified under the company's code of conduct, handbook, or as otherwise promulgated by the company from time to time.

4. TERMINATION:

4.1. If an apprentice wishes to terminate their apprenticeship, they are required to provide notice period should be as per company policy prior written notice in lieu of notice period. conversely the company may, at its sole and absolute discretion, waive off the notice period or reduce if it considers circumstances so warrant as per the company policy.

4.2. The company reserves the right to terminate apprenticeship immediately if the apprentice is found to have committed the following acts, namely, criminal offences, gross misconduct, and violations of company policy in the course of apprenticeship.

5. RULES & REGULATIONS:

5.1. The company has established a variety of policies and standards which form part of the handbook that provide for a safe, enjoyable working environment. During the period of apprenticeship with us, the apprentice agrees to be bound by these policies and standards including but not limited to code of conduct, whistle blower, prevention of sexual harassment policy, and any future policies and standards that are reasonably introduced by the company. It is agreed that the introduction and administration of these policies is within the sole discretion of company and that these policies do not form a part of this agreement. Apprentice shall abide by the rules and regulations of the company as communicated by us to apprentice from time to time.

5.2. This appointment and its continuance are subject to apprentice being found and remaining medically (physically & mentally) fit by the company. Prescribed medical norms and the opinion of a registered medical practitioner (as approved by the company) shall be final in this regard.

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Principal
Dnyansagar Arts and Commerce College
Balewadi, Pune-411045.

5.3. The apprentice will not enter into any commitment of dealing on behalf of the management of the company for which they have no express written authority, nor alter or be a party to any such alterations of any principal or policy of the management of the company or exceed the authority or discretion vested in them without the prior written sanction of the company or those in authority over them.

5.4. On termination of apprenticeship, the apprentice will return to the company all papers, documents, assets, and other property which belong to the company which may at that time be in their possession, relating to the business or affairs of the company and will not retain any copies or extract any information therefrom.

5.5. The apprentice will keep us informed in writing of any change in their residential address and such other matters.

6. JURISDICTION:

. Any dispute arising out of the apprenticeship will be governed by and construed in accordance with the laws of India and the courts at bangalore shall have the jurisdiction to decide any disputes that may arise hereunder.

7. ID CARD:

7.1. Basis requirement, you will be issued ID card at the time of joining. Displaying your ID card is mandatory during your duty hours. At the time of exit you will be required to submit the ID card to our COE Centre (address given below).

In case, you fail to submit your ID card, you will be liable to pay back Rs.50/- and it will be recovered from your stipend amount.

Quess Corp Limited
COE (Centre Of Experience)
8th Floor, A-19,31 Raghukul Tower,
Sirsi Road, Khatipura (T-Point)
Jaipur, Rajasthan 302021.

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Quess ID: GS8029826

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S. J. K.
Principal
Dnyansagar Arts and Commerce College
Balewadi, Pune-411045.

Note:

- 1.It is apprentices responsibility to submit the card to COE Centre and also share the courier receipt over email idcards@quesscorp.com with subject line 'Quess ID / Apprenticeship ID'.
- 2.In case apprentices notify that he / she has lost the card then they have to mandatorily notify it in written (Email / Letter) to idcards@quesscorp.com.

8. SEVERABILITY:

8.1. In case any one or more of the provisions contained in this letter shall for any reason be held to be invalid, illegal or unenforceable in any respect, such invalidity, illegality or unenforceability shall not affect any other provision of this letter, but this letter shall be construed as if such invalid, illegal or unenforceable provision had never been provided for herein and there shall be deemed substituted for such invalid, illegal or unenforceable provision such other provision as will most nearly accomplish the intent of the parties to the extent permitted by the applicable law. The apprentice is requested to confirm this offer along with our joining date. This letter of apprenticeship is valid and open for acceptance for a period of 3 days from the date of issue.

Please maintain strict confidentiality of the terms and conditions of apprenticeship. The company takes a very serious view of such disclosures and apprentice will be liable for disciplinary action in case breach of this condition of service.

We take this opportunity to wish apprentice a long and successful career with us.

Yours sincerely,
QUESS Corp Limited.



Tej Hans Raj Singh
Deputy CEO

Signature Of the Candidate:

Date:



Principal
Dnyansagar Arts and Commerce College
Balewadi, Pune-411045.



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Stipend Sheet

Quess ID : GS8029826

Designation : Apprentice

Apprentice Name Pooja Arjun Sarok

Location : Pune

Work Location : MAHARASHTRA

Component	Monthly Stipend
Stipend amount	15920

All apprentices are covered under Employee Compensation Act .

For **Quess Corp Limited.**



Tej Hans Raj Singh
Deputy CEO

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Balewadi, Pune-411045.

TECHNOLITE BUSINESS SOLUTIONS PVT. LTD.

☎ 9035247007 , 9036247007 ✉ info@technolitesolutions.com 🌐 www.technolitesolutions.com

📍 525, Suratwala Mark Plazzo, Hinjewadi, Pune, Maharashtra 411057

Date : 25/04/2024

Ref : TBS/OL2024402

**To : Kajal Ganpat Shejal ,
Pune, Maharashtra**

We are pleased to extend to you a formal offer of employment for the position of Customer Sales Executive. After carefully considering your qualifications and interviewing you, we are confident that you will make a valuable contribution to our team.

We are excited to offer you the following terms and conditions of employment:

Position: Customer Sales Executive

Department: Sales and Marketing

Joining Date: 01/05/2024

Working Days: Mon - Sat

Compensation Package:

- Base Salary: Rs. 18,000 per month
- Deduction: Rs. 1000 (to be paid after 6 months of employment)
- Incentives/Bonuses: Depends on the monthly performance.
- Annual Leaves: 12 days.

We believe that you will be a great fit for our team and that your skills and experience will contribute to our continued success. We look forward to welcoming you and working with you to achieve our shared goals.



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Job Responsibilities:

- Engage with customers to understand their needs and recommend appropriate products or services.
- Conduct sales presentations and demonstrations to potential customers.
- Build and maintain relationships with clients to ensure customer satisfaction and loyalty.
- Design and create visually appealing marketing materials using Canva or similar graphic design tools.
- Meet or exceed sales targets and contribute to the overall sales goals of the company.
- Keep accurate records of sales activities and customer interactions in the CRM system.
- Stay updated on product knowledge, market trends, and competitor activities.

If you have any questions or need further clarification, please do not hesitate to contact us. Congratulations once again, and we are excited to have you join our team!

Sincerely,

Ashutosh Talekar

Ashutosh Talekar
CEO, Technolite Business Solutions



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ADP Private Limited

Regd. Office: ADP Boulevard, Survey No. 88/AA and 88/E, Nanakramguda Village,
Serilingampally Mandal, Ranga Reddy District, Hyderabad, Telangana - 500008
Phone: +91 40 6757 0000

adp.com

Dec 18, 2024

Ms. Ananya Jain
D 304 Vedanta Society, D Building, Frozen Bottle,
Wakad, Pune, Maharashtra, 411057.

Dear Ananya,

Congratulations! Subsequent to the discussions we had with you, we are pleased to extend an offer for you to be a part of ADP Private Limited ("ADP"/"Company"). Please find the offer details below:

- Position:** Sr.Financial Analyst
- Grade:** G2L2
- Start Date:** On or Before Jan 16, 2025
- Compensation:** Total CTC of INR 1,150,007.00 (Eleven Lakhs Fifty Thousands And Seven Only) per year including variable performance incentive linked to your performance, performance of your business unit and ADP.
- Probation & Notice Period:** You will be on probation for a period of 6 (six) months from the date of your joining. During this period, you will be entitled to all benefits as per ADP's policy and your employment with the Company is terminable by serving a notice of 60 (sixty) days on either side. On successful completion of probation period, the notice period would be 90 (ninety) days on either side. Upon termination, whether during or after the probation period, ADP may elect to provide payment in lieu of notice. ADP reserves the right to terminate your employment with immediate effect on the basis of, but not limited to, non-adherence to ADP's Code of Conduct and Ethics and other related policies, non performance and elimination of the position per ADP's business needs.
- Place of work:** Your initial place of work will be Pune. However, your services can be transferred at the discretion of the Company and you may be assigned, to any location in India or abroad where the Company or any one of its associates or customers, conducts business.

Note: Please find the details of the terms and conditions of this offer attached. The details of which are strictly confidential and should not be shared with anyone.

We wish you a long and successful career with ADP.

Sincerely,

Sujnan Venkatesh
(Divisional Vice President and Head of HR)



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Hissa No. 9+10+11+12,
Nagar Road, Wadgoansheri,
Pune, Maharashtra - 411014
Phone: +91 20 6757 5444



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Details of Compensation

Name: Ananya Jain
Position: Sr.Financial Analyst
Grade: G2L2

A. Base Salary	Monthly (INR)*	Annual (INR)*
• Basic Salary	INR 42,780.00	INR 513,360.00
• House Rent Allowance	INR 18,482.00	INR 221,784.00
• Flexible Benefits**	INR 8,556.00	INR 102,672.00
B. Bonus (20% of Basic Salary Paid Monthly)	INR 8,556.00	INR 102,672.00
C. Standard Benefits		
• Provident Fund***	INR 5,134.00	INR 61,608.00
• Gratuity	INR 2,058.00	INR 24,696.00
Gross Compensation (A+B+C)	INR 85,566.00	INR 1,026,792.00

Variable Performance Incentive (VPI)# (will range from 0% to 175% based on performance)	0%	100%	175%
	INR 0.00	INR 123,215.00	INR 215,626.00
Total CTC (Gross + VPI)##	INR 1,150,007.00		

* Indian Rupees

** Flexible Benefits include Leave Travel Allowance and Children Education Allowance

*** Provident Fund will be deducted as per the prevailing statutes


These are indicative payouts at your grade and will vary based on your performance, performance of your business unit & ADP

Total CTC is computed at 100% VPI (refer clause no. 12 below) payout

Tax will be applicable as per prevailing tax slab and tax regulations in India

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Terms and Conditions

1. Working Hours

ADP works 7 (seven) days a week, 24 (twenty-four) hours a day. You will be expected to attend office and work during the hours assigned to you by your leaders which may include night shifts. You will be required to work 5 (five) days a week and your weekly off may not necessarily be on Saturday and Sunday.

2. Confidentiality

You will be required to execute a confidentiality agreement at the time of joining, regarding your employment and the business matters of the Company.

3. Authenticity

Please note that this offer is subject to the authenticity of the information and documentation provided by you. In the event the information provided is proved to be false / untrue, ADP reserves the right to immediately terminate your services.

4. Documents

Our offer is subject to the completion of separation formalities at your previous employer. At the time of joining the Company, you are required to produce a copy of the relieving letter (if you have previous work experience) from your last employer.

5. Permanent Account Number (PAN)

Permanent Account Number (PAN) is mandatory under Income Tax Act, 1961 for processing salaries. In the absence of PAN, TDS would be deducted as per the applicable slab rate of income tax.

6. Statutory Benefits

Provident Fund: Provident Fund will be deducted from your salary as per the Employees' Provident Funds and Miscellaneous Provisions Act, 1952. The Company will also contribute a matching amount towards your Provident Fund. The PF related components of the compensation would be governed by the relevant statutory laws as may be applicable from time to time.

Gratuity: The Gratuity is paid to the associates as per the Payment of Gratuity Act, 1972 and would be governed by the relevant statutory laws as may be applicable from time to time.

7. Statutory Compliance

Income tax and profession tax or any other applicable payments will be deducted from your salary, as applicable as per statutory laws. Following these statutory deductions, your salary will be credited on or before the last working day of each month, however, if your date of joining falls after 25th day of the month, the salary for the month you joined shall be credited along with the salary for the subsequent month.

8. Flexible Benefits

The flexible benefit is a key component in your gross yearly compensation. It allows you the flexibility to claim tax exemption benefit, as per Income Tax Act, 1961 and relevant rules in practice for the given financial year.

9. Health Insurance

You and your dependents will be covered as per the existing Medclaim Insurance Policy provided by the Company.

10. Personal Accident Insurance

You will be covered as per the existing Group Personal Accident Insurance Plan provided by the Company.

11. Leave

You are eligible for Privilege Leaves and Casual Leaves as per ADP's policy and in accordance with the applicable laws. You are also entitled to avail the public holidays as per ADP's policy and in accordance with the applicable laws. Leave should be taken, as mutually agreed between you and your reporting manager.

For those members who joined the Company after 1st of January, leave entitlement for the period between your Start Date and 31st of December will be allocated on a pro rata basis.

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12. Variable Performance Incentive

You will be eligible for variable performance incentive based on your performance, performance of your business unit and ADP. This incentive will be paid as a one-time amount every year as per the organization's variable performance incentive payment cycle. In case the period of employment is less than 1 (one) year at the time of bonus cycle, the amount will be computed on a pro-rata basis.

13. Maternity Benefit

Women associates would be eligible to avail maternity related benefits per the Maternity Benefit Act, 1961 and relevant Company guidelines applicable from time to time.

14. Drug Test

You will be required to undergo a drug test with ADP on the day of induction. If tested positive for any of the banned and illegal drugs as per ADP's policy, it would result in action leading up to immediate termination.

15. Background Checks

In accordance with our policy, this offer is conditioned upon your successful completion of a background check. Because this is a conditional offer of employment, you should not give notice to your present employer, sell real estate, or incur any other expense associated with acceptance of employment until you receive confirmation that you have successfully satisfied the preconditions of employment. This process is generally completed within 3 (three) weeks, however the process may take longer. Background checks may include, without limitation, criminal screening, educational and employment verification, and reference checks. This offer is subject to the authenticity of any information and documentation in connection with background screening provided by you or otherwise obtained by ADP before, during or after the offer is communicated to you. In the event any information provided by you or otherwise obtained by ADP for background screening is proven to be false, misleading, or otherwise unsatisfactory to ADP in its sole discretion, ADP reserves the right to immediately rescind this offer and/or terminate your employment, if applicable, at any time.



S. J. Ghosh
Principal
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OFFER LETTER

Dear Srushti Dadage,

We are delighted to offer you the position of HR Manager at IMPERIUM. After carefully evaluating your qualifications, experience, and performance during the selection process, we are confident that you will play a vital role in shaping and managing our human resources to foster growth, innovation, and excellence within our organization.

Here are the details of your offer:

- Position: HR Manager
- Start Date: 10/09/24
- Employment Type: Full-Time
- Salary: NA
- Location: Hybrid
- Reporting To: Atharva Kapile, CEO of IMPERIUM


This offer is contingent upon the successful completion of the onboarding process and acceptance of the terms outlined in your appointment letter.

We are thrilled to have you join our dynamic team at IMPERIUM. Kindly confirm your acceptance by 10/10/24 via email at imperiumofficialgroup@gmail.com.

Best Regards,



Atharva kapile
CEO, IMPERIUM



Principal
Dnyansagar Arts and Commerce College
Balewadi, Pune-411045.



+91 7887741483



imperiumofficialgroup@gmail.com



Pune, Maharashtra, India





Date:- March 1, 2024

Umesh Rao
C/0 Deepak Rao, C-205, Yashwin Society, Vibgyor School
Road, Next to Teeth Tower, Baner-Sus, Pashan, Pune,
Maharashtra - 411021

Private & Confidential

Subject: Offer of Employment

Dear Umesh

Welcome aboard the ConnectWise flight, to your dream career!

Following our very interesting discussions with you, we are delighted to offer you a position with us as **Software Support Specialist I** starting **March 5, 2024**


Our Registered Office is located in Mumbai, Maharashtra, at Times Square, Units 1 and 2, B Wing, 8th Floor, Andheri-East, MH-400059. You will operate in a hybrid model from our physical office in Bangalore/Pune/Mumbai or travel to other locations. This may be required for training, meetings, brainstorming sessions, collaboration on critical projects, and other business events that are more effective when all colleagues get to physically interact with each other.

Your gross annual compensation is **INR 500,000.00** which is outlined in **Annexure "A"**. This is inclusive of applicable statutory benefits, contributions, bonuses (if any), and tax which will be deducted at source.

Please note that our offer of employment is contingent upon a satisfactory Background Verification and your full and complete disclosure to the Company of any and all agreements (non-competition, non-solicitation, employment, confidentiality or otherwise) with any prior employer, clients, principals, partners, or others which in any way limit you either contractually or otherwise from engaging in any business activities required or contemplated by the Company in this offer for employment. The Company reserves the right to withdraw this offer or terminate your employment without any obligation whatsoever in the event that it determines or believes that any contractual or other obligation may limit your ability to engage in business activities for the Company.

May we request you to please sign this offer letter on all pages, as a token of your acceptance of the same, no later than 3 days from the date of this letter, after which this offer shall automatically lapse and stand revoked.




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CONNECTWISE LLP

Registered Office: - Unit Nos. 1 & 2, 8th Floor, Wing B, Times Square, Marol, Andheri Kurla Road, Andheri (East), Mumbai- 400 059, Maharashtra, India,
Tel No: - +91-22 42023100. LLPIN: - AAP-8341, Email: - info.india@connectwise.com, Website: - www.connectwise.com
Pune: - Pune SEZ Unit: Rhine Block 1.5 A-wing, 5th floor, Embassy Tech Zone, Hinjewadi, Phase II, Pune-411057, Maharashtra, India.
Tel No: - +91-20 67701500
Bangalore: - TRS Arcade, No. 3, 1st Main Road, Mysore Income, Tax Layout, Chandra Layout Main Road, Vijayanagar, Bangalore – 560040.
Connectwise LLP is registered with limited liability.



The Institute of Chartered Accountants of India
(Setup by an Act of Parliament)

STUDENT CARD

31/Jan/2025

SRN	WRO0714761	Name	MRUNAL DEVIDAS CHAUDHARI
Sex	MALE	Date of Birth	04/Oct/2002
Father	DEVIDAS MADHUSUDAN CHAUDHARI	Mother	MADHURI DEVIDAS CHAUDHARI
Email	chaudharimrunal4@gmail.com	Mobile	9322774993
Aadhar	830935589884	Category	OBC
Correspondence Address	PLOT NO 2 MADHUSUDAN SADOBA NAGAR HEERA PIPE ROAD SADOBA NAGAR HEERA PIPE ROAD JALGAON	Permanant Address	PLOT NO 2 MADHUSUDAN JALGAON MAHARASHTRA IND JALGAON MAHARASHTRA IND
Pin	425001	Pin	425001
Phone		Phone	

COURSE AND EXAM DETAILS:

COURSE	EXAMINATION TYPE	ENROLMENT DATE	RE-REGISTRATION DATE	MONTH OF PASSING	YEAR OF PASSING	ROLLNO	MARK	MAXMARK	PERCENTAGE	RESULT STATUS
NEWFIN23	GROUP 1	22/Jan/2025								
NEWFIN23	GROUP 2	22/Jan/2025								
CONINT23	GROUP 1	22/Feb/2021	10/Jan/2024	MAY	2023	176780	229	400	57.25	PASSED
CONINT23	GROUP 2	22/Feb/2021	10/Jan/2024	MAY	2024	477422	100	200	50	PASSED
NEWFND	NA	12/Jun/2020		NOVEMBER	2020	652960	200	400	50	PASSED

TRAINING PROGRAM DETAILS:

Training Degree Name	Date of appearance test	Date of completion	Training Certificate No.	Training Certificate Institute Name	Passing Month	Passing Year	Training Status
ICITSS - Information Technology	09/Feb/2022	08/Feb/2022	JALGAON/IT/0000694	JALGAON			Passed
ICITSS - Orientation Course	19/Jun/2022	19/Jun/2022	JALGAON/OC/0000631	JALGAON			Passed
ITT	09/Feb/2022	09/Feb/2022	JALGAON/IT/0000694	WESTERN INDIA REGIONAL COUNCIL OF ICA			Passed
OP	19/Jun/2022	19/Jun/2022	JALGAON/OC/0000631	JALGAON			Passed

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