



**Jawahar Education Society's
Institute of Technology, Management & Research, Nashik**

Approved by AICTE and DTE, Government of Maharashtra, Affiliated to University of Pune

5.2.1 Number of outgoing students placed and / or progressed to higher education year wise during the last five years

Year 2020-21

Date: 28 Feb 2022

Mr Harshal Kiran Karpe
Flat No2 Kondhana Apartment Shikharewadi Nashik

Road 422101

Employee No: 2360577

Dear Mr Harshal Kiran Karpe

Appointment Letter

We are pleased to appoint you in our organization as Officer subject to the following terms and conditions:

1. Your contract will commence from 28 Feb 2022 and expire on 28 Feb 2023 during which you will render services to our Client at their premises subject to the terms and conditions of the engagement letter executed by you on 28 Feb 2022 and in accordance to the instructions received by you from us or any other authorized person and will be bound by our rules and regulations.
2. You hereby agree to be liable for the following terms and conditions:
 - i. Fully perform the services, in a professional manner, at the Client's location until the completion of the term of the work assignment.
 - ii. During the term of the work assignment, render services exclusively to the Client and such performance shall not be inconsistent with any obligation you may have to other third parties.
 - iii. Not engage in any conduct which is detrimental to the interest of the Client or TeamLease.
 - iv. Not receive any payments of any nature directly or indirectly from the Client unless agreed to by TeamLease.
 - v. Neither directly nor indirectly offers you for employment with the Client or its affiliates during the period of the work assignment without prior permission of TeamLease.
 - vi. 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.
 - vii. Report and be present at the designated location during the working hours mentioned herein and abide by the rules and regulations as required by the Client.
 - viii. Comply with the safety, health and other rules and regulations of TeamLease and the TeamLease Client that you have been made aware of.
 - ix. During the course of your contract, you can be transferred to a location within the territory of India as and when required by TeamLease for executing the services provided herein.
3. Should you be selected to perform the Work Assignment, the nature of your relationship with TeamLease will be that of a Contract of Service for a fixed period. By executing this letter of engagement neither do we offer you employment with TeamLease nor do you become an employee of TeamLease. Upon expiry or termination of the Work Assignment, your employment with TeamLease shall stand terminated forthwith.
4. Except for expiry of a Work Assignment due to completion/expiry of the same or in respect of a Work Assignment of one week or a lesser period of time, either party may terminate this Work Assignment Letter by issuing 15 days notice in writing or payment thereof.
5. Termination of this letter of engagement shall not affect the obligations of the parties that have been incurred prior to such termination and TeamLease shall promptly settle all your dues after making the applicable deductions.
6. You agree to defend, indemnify and hold TeamLease or the Client harmless from any and all claims, damages, liability, attorneys 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.
7. Any dispute between you and TeamLease shall be referred to a sole arbitrator appointed by TeamLease. The arbitration shall be conducted in English language, in accordance with the Arbitration and Conciliation Act 1996, at Bangalore, Karnataka, India. This Engagement Letter shall be governed by the laws of India.

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8. Details of your salary breakup will be as per the Annexure attached herein. You hereby authorize TeamLease to make all salary payments required to be made to you by TeamLease including all reimbursements either by way of Cheque or by directly crediting the amounts to your bank account.
9. The salary payout will be made latest by 9th of the following month.
10. You will be entitled to an employer's contribution of Provident fund to the extent of 12% of your basic salary and applicable ESI contribution. You will also be covered under Medical and Accident Insurance and will be entitled to all other statutory benefits whichever is applicable during the contract period. It is hereby clarified that if you fail to submit the ESIC, PF, Gratuity nomination forms together with any other document as required under the applicable labour legislations, TeamLease shall not incur any liability with regards to any Claims under the said applicable labour legislations.
11. In addition to the terms contained herein, your relationship with TeamLease may be subject to such other additional terms and conditions as may be communicated to you from time to time in writing by TeamLease and you hereby agree to have read and clearly understood the terms of employment provided in the Service Rules, which is attached herein.
12. During your employment with TeamLease, if we find any irregularity or insufficiency in the documents submitted by you, this Appointment Letter would stand cancelled/revoked.
13. The Company reserves the right to conduct background verification through an external agency for which company may share your personal and employment details with the external agencies. In the event it is found that the details furnished by you is incorrect or you have concealed any material information or your BGV report is negative, your services are liable to be terminated.
14. Employee contribution towards insurance premium would be deducted from monthly salary, if opted for floater policy under the Group Medical Coverage.
15. The nature of your relationship with TeamLease will be that of contract of service from 28 Feb 2022 and expire on 28 Feb 2023 . Upon expiry or termination of the work Assignment, your employment with TeamLease shall stand terminated forthwith.

We at TeamLease would like to create an environment and culture committed to co-operation, 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 appointment. Please send across the signed acknowledged copy to ROPS Team, Bangalore TeamLease Address which is mentioned below. In case we do not receive your acknowledgement copy within a period of 15 days from the date of joining, your assignment at TeamLease with the acceptance of your first salary from TeamLease will be conclusive proof of your acceptance in accordance of terms and conditions.

TeamLease 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, representative of TeamLease kindly bring the same to the immediate notice of your superiors or report the same to Teamlease through email or through the toll free number which is provide to you.

ENDORSEMENT

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

For TEAMLEASE SERVICES LIMITED

Accepted and Agreed



Signature and date:



(Authorized Signatory)

Name: HARSHAI KIDAN KADDE

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TeamLease Services Limited., CIN No. L74140KA2000PLC118395
Registered Address: BMTC Commercial Complex, 6th Floor, 80 Feet Road, Koramangala, Bangalore - 560095.
Ph : (91-80) 33002345, Fax : (91-80) 33243001 www.teamlease.com

Salary Annexure

Employee No: 2360577

Particulars	Amount
Basic	9298
House Rent Allowance	4648
Employer PF Contribution	1116
ESIC - Employer	488
Statutory Bonus	1054
TotalAmount	16604
Amount In Words(Rs)	Sixteen Thousand Six Hundred Four Rupees

Net Pay Annexure

EARNINGS	Amount
Basic	9298
House Rent Allowance	4648
Statutory Bonus	1054
Gross Earnings	15000
DEDUCTIONS *	Amount
Employee ESI	113
Employee PF	1116
Professional Tax	200
Total Deduction	1429
Net Salary	13571

* 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

Mandatory Training Programme - Prevention of Sexual Harassment at Work Place - The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act 2013 (Act)

In accordance with the provisions of the above Act and the Policy of the Company to create awareness on prevention of sexual harassment at workplace, we urge you to undergo an online training programme, on the subject matter.

Please note that undergoing online training is mandatory for this engagement.

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The **link** to undergo the programme and complete the evaluation is given below.

Link : <https://tconnect.teamlease.com/Learning>

The training programme shall be conducted on a regular basis every year. Please complete the training programme within 15 days of receipt of this letter, after which it shall be treated as a deemed confirmation that you have understood your responsibilities in ensuring a safe workplace.

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Ph : (91-80) 33002345, Fax : (91-80) 33243001 www.teamlease.com

Mr. Majid Khan
S/O Mushahid Khan, A-5, Nandan Appt., Wadala Pathardi Road,
Shri Ram Nagar, Vinay Nagar, Gandhi Nagar,
Nashik-422006

Dear Majid

Welcome to Datamatics, the first and only Indian organization to have won the prestigious International Asia Pacific Quality Award (IAPQA) in the services category, which included IT/ITES, Banks, Insurance companies and other services organizations. This is a unique achievement in the history of the Indian IT industry, as it was won competing against hundreds of companies from 38 countries including the US, Japan, Australia, New Zealand, Israel, South Korea, Peru, Mexico, China, Russia and Canada.

For Datamatics, Quality is not just a destination but a journey in which every Datamatician contributes. We invite you to be part of this journey!

We are pleased to appoint you as 'TRAINEE CONSULTANT' the Grade 'S02' w.e.f. **September 06, 2021** on the following terms and conditions:

1. Your Basic Salary and perquisites per month will be as per **Annexure 'A'**. Please note that the compensation details are strictly confidential between you and the Company and should not be divulged to anyone.
2. You shall also be entitled to the other benefits such as Provident Fund, coverage under the Company's Health Insurance Scheme/ESIC.
3. You will be on probation for a period of **six months** from the date of joining. Your probation period may be extended in writing if your performance is not considered satisfactory by the Company. Notice period for the purpose of separation from services during the probation period, by either side will be by a written intimation of thirty (30) days in advance or of thirty (30) days salary in lieu thereof and thereafter according to Clause 4 below. Your employment shall be deemed to be confirmed unless you are informed in writing otherwise, before completion of your probation period.
4. Your employment will be terminable by giving written notice of **90 days** as stipulated in the separation policy or as per the changes communicated in that policy from time to time or salary in lieu thereof; by either side. Since the purpose of notice period is to ensure business continuity, in the eventuality of you separating from the Company of your own accord, serving of notice period shall be compulsory unless the Company after due consideration, agrees to accept payment in lieu of notice period. In the event that you abscond or leave the services of the Company without proper notice as provided herein, the company will initiate legal proceedings against you and all costs/damages as a result of this action will be recovered from you. The resignation will be accepted only on your fulfilling the terms of the undertaking given by you during the course of your employment.
5. Initially you will be posted at our office at **Nashik**. However, you may at any time be transferred to any another department, unit or location in India as may be considered necessary by the Company at its sole and absolute discretion. You may be required to work in different shifts at the sole discretion of the Company.
6. You shall be also required to submit a copy of your valid passport, pan card and driving license within 3 months of your appointment.
7. You shall not, during the period of your employment with the Company and for a period of 12 months from the date you have ceased to be an employee of the Company, accept any employment with or solicit any business or work from any organization, that is working with the same client project for which you have worked during your employment with the Company. You acknowledge and agree that the monetary compensation may not be an adequate remedy for breach of this clause. In the event of a breach by you, the Company will be entitled to the remedies of injunction, specific performance and any other equitable relief; and no proof of special damages shall be necessary; and for the enforcement of these remedies, the expenses shall be borne by you.

DATAMATICS GLOBAL SERVICES LIMITED

Regd. office: Knowledge Centre, Plot 58, Street No. 17, MIDC, Andheri (East), Mumbai - 400093, INDIA
Branch Office: Suyojit Datamatics Knowledge Center, Nashik Mumbai Agra Highway, Nashik - 422 009, Maharashtra, INDIA
| Tel: +91 (253) 610 2222 | Fax: +91 (253) 610 2271 | CIN : L72200MH1987PLC045205 | www.datamatics.com

Ref. ID: **BORNOFFER/2021/1281**

27-Oct-2021

Mr Kartik Deepak Kumbhakarna

House No.- 1858/59 , Old Tambat Lane ,
Bhadrakali, Near Doodh Bazar , Nashik.
Nashik - 422001
Maharashtra, India

Private & Confidential

Offer Letter

Dear **Kartik Deepak Kumbhakarna**,
Welcome to **BORN!**

We are pleased to offer you the position and role of **Software Engineer - Trainee**. We strongly believe that your competence, coupled with the opportunities at BORN will be a winning team. Within 30 days of the Commencement Date, your Reporting Manager will provide you with all details of your principal duties & responsibilities (KRA) that would be required of you for your employment.

Your compensation break-up is provided in the next page. A detailed appointment letter will be given to you on joining. You will be requested to travel to our branch offices or client location depending on the needs of the company. BORN is a growing company, and we are dedicated to provide you opportunities for career development and advancement.

Please note that this offer is contingent upon the following:

1. Your acceptance of this letter
2. Your ability to travel abroad for durations required by the company and your role
3. Providing a relieving letter from all your previous employer
4. Providing attested copies of all educational mark sheets and professional certificates
5. Salary certificate from the last employer giving details of monthly and annual emoluments along with Form 16
6. Proof of date of birth
7. Three copies of your latest passport size photographs
8. Photocopy of PAN card

We would be conducting a background and reference check either directly or through a third

party. Please be aware that this offer and any subsequent appointment that you receive from BORN will stand cancelled if we decide that the background and reference check are not up to our expectations.

Please sign and return one copy of the offer letter to the undersigned. We would appreciate you joining us around **08-Nov-2021** at our **Pune** location.

We look forward to a mutually rewarding, long and a fruitful association.

Sincerely,

BORN Commerce Private Limited



Nathan NS
County Head - Human Resources

Click [here](#) or use a [QR code scanner](#) to validate this document.



Read and Accepted: **Kartik Deepak Kumbhakarna**

Date: 16/11/2021



BORNOFFER/2021/1281
Kartik Deepak Kumbhakarna

Salary Components	Monthly CTC (In INR)	Annual CTC (In INR)
Basic	20,000	2,40,000
House Rent Allowance (HRA)	10,000	1,20,000
Leave Travel Allowance	800	9,600
Employer's contribution to Provident Fund	2,400	28,800
Special Allowance 1	16,800	2,01,600
Special Allowance 2	0	0
Variable Pay		
	Tenure Bonus*	50,000
	Certification Enhancement Bonus*	50,000
	Performance Bonus*	0
Total CTC		7,00,000

*Tenure Bonus You will be eligible to earn a tenure bonus of **INR 50,000** (as applicable to tax) after completion of one year and it will be applicable as per your date of join with us, as applicable

*Certification Enhancement Bonus of **INR 50,000** (as applicable to tax) will be released upon completion of minimum one certification within one year and it will be applicable as per your date of joining with us. For further information on certification enhancement bonus kindly get in touch with your reporting authority, where applicable.

Your salary will be payable pursuant to the Company's regular payroll policy. Amounts payable to you shall be reduced by required withholdings taxes and other customary and/or authorized deductions.

Your KRA/Goals will be assigned by your respective manager/reporting authority on your date of joining.

Policy Annexure

- Working Hours:** Working hours would be 8.5 hours per day (including 30 minutes break). You will be expected to attend office and work during the hours assigned to you by your Manager. The work week and shifts will be defined as per business requirements, which might include night shifts (Depending on the job requirements and special circumstances).
- Leave Policy:** Leave year will commence from 1 January and end on 31 December every year. An employee is entitled to the following categories of leave for every year of employment with BORN:
 - Privilege Leave (PL) – 12 days per Annum
 - Sick Leave – 6 days per Annum
 - Casual Leave – 6 days per Annum
- Marriage Leave & Gift Policy:** Employees who is getting married will be eligible for 4 working days of marriage leave which should be taken as a block of continuous leave, before or after their date of wedding.

Marriage Gift: An employee of BORN who gets married will be gifted with a "Gift Cheque" for a value of Rs. 5000/- (Five Thousand Only).

- Maternity Leave:** Female employees, who have been in continuous employment of the company for not less than 80 days (including weekly offs and national holidays) prior to the date of delivery, will be allowed maternity leave on full pay up to a maximum of 26 weeks (182 days inclusive of holidays and weekends).
- Paternity Leave:** Male employees who are legally married are entitled to avail paternity leave up to a maximum of 3 days (can be availed only in a block). This is in addition to the leaves specified as per this policy.
- Alcohol, Drugs & Illegal Substance Abuse Policy:** Possession of alcohol, illegal drugs or other illegal substances is not permitted on company property, or while on duty. Furthermore, employees are not permitted to report for duty while under the influence of alcohol, illegal drugs or other illegal substances. Employees failing to adhere strictly to this policy will be subject to disciplinary action, up to and including termination. Report any suspicious activity to your immediate supervisor or the Human Resources department.
- Background Verification Policy:** In order to provide safe environment, BORN conducts

background investigation for the applicants being consider for employment. Background investigations include Educational, Employment, Address (Present & Permanent), Criminal record and Professional reference check.

8. **Probation Term:** Employee's shall be on probation for a period of 6months. During the probation period, if your performance is not satisfactory, the management reserves the right to terminate your service without assigning any reason thereof or without any notice or notice pay thereof. The management also reserves the right to extend the probation period if your performance is not satisfactory. However, after successful completion of probation, your appointment shall be deemed to have been confirmed automatically unless you are intimated about the extension of your probation period.
9. **Provident Fund:** Provident fund will be deducted from your salary as per EPF Act. The PF related components of the compensation would be governed by the relevant statutory laws as may be applicable time to time.
10. **Gratuity:** The Gratuity is paid to all permanent employees of BORN as per Gratuity Act, 1972, and the amount will be given at the time of retirement or leaving the job.
11. **Statutory Compliance:** Income Tax & Professional Tax or any other payment will be deducted from your salary, as applicable as per statutory laws.
12. **Medical Insurance Policy & Benefits:** There are 3 types of medical insurance provided the Company:
 - GMC (Group Health Insurance) Policy & Benefits – It covers Employee + Spouse + Child1 + Child2
 - GPA (Group Personal Accidental Insurance) Policy & Benefit – It covers the employee.
 - Voluntary Parents Health Insurance Policy & Benefits – It is optional, and it covers 2 dependent parents.

*This policy manual is designed to inform you about the company policies & employee benefits, it may stand for revision as per changes in employment laws and the organizational decisions.

*This information should be treated as confidential and should not be circulated for any purpose

Kartik Deepak Kumbhakarna

APPOINTMENT LETTER FOR APPRENTICE

3rd March 2021

To,
Monali Narayan Salve
N 41 A F 2/15/7, Saibab Nagar
Vijay Nagar, Nashik
Cidco Colony
Maharashtra – 422009

Khetan Bhavan,
198 Jamshedji Tata Road,
Churchgate,
Mumbai 400 020, INDIA

Phones : +91-22-4355 2727
E-mail : info@chemito.net
Web : www.chemito.net

This has reference to your application dated **24st February 2021** and the personal discussions you had with our representative.

At the very outset, the Company is desirous of making it abundantly clear that the scheme, hereinafter set out, is introduced purely as a social measure to enable persons to get training/apprentice and on completion thereof to enable them to find employment in other similar organizations.

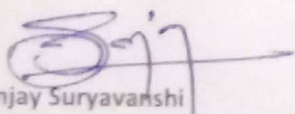
With a view to provide you the apprentice, we are pleased to appoint you as **'Apprentice'** in the Software Development w.e.f. **3rd March 2021** for our Nashik factory.

Your Apprenticeship will be subject to the following terms and conditions:

1. That your appointment is done based on the Apprenticeship Act and will be acted upon the said act.
2. Your apprentice period shall be of one year. The Company, however, shall have right to extend or curtail the said period of one year having regard to the skills acquired by you.
3. That during the apprentice period your consolidated stipend will be Rs. **14,000/- p.m.**
4. That during the period of your Apprenticeship, the relationship shall be that of master and pupil. You shall thereof, not be considered as regular employee of the company and shall not become entitled to the benefits or allowances, which may become due to the regular employees.
5. That the Company shall have the sole discretion of setting out your apprentice requirements and for that purpose you may be required to be posted from one department to another or from one place to another, if the company is of the opinion that it is so necessary for the purpose of your apprentice.
6. *If you remain absent for any reason whatsoever from your apprentice requirements for a continuous period of seven days or more, without informing the Company in any way, then in such case, the company shall consider that you have no intention of continuing with your apprentice requirements and that you have put an end to your apprentice of your own free will and accord.*
7. The Company will review at the end of each month your apprentice progress and for that purpose may give you some trade tests, if it so desires.
8. That during the period of your apprentice you shall give full compliance to all rules and regulations as are in force on the date of your being taken up as an Apprentice, and to all such other orders given, in that behalf thereafter.

9. Your apprentice period without anything more shall automatically come to an end on completion of a period of 12 (twelve) months or the extended period, if any. This shall however, be without prejudice to the right of the Company to so terminate your Apprenticeship at any time without giving you any notice or assigning reason for doing the same.
10. Nothing herein contained shall be construed as a contract of service or employment creating employer-employee relationship between the Company and the Apprentice. It is clearly agreed and understood that the Company, in absorbing you as a Apprentice, is under no obligation to take you in its regular employment, nor does it assure you in any way that the employment may be given even through the Apprentice may have completed his apprenticeship to the entire satisfaction of the Company.
11. After the completion of your apprentice period, the Company offers you an employment you will not be under any obligation to accept the same.
12. That during the period of Apprenticeship, you shall make every sincere endeavor to complete the apprentice requirements and shall at all times exert yourself to the best of your ability to make the apprentice period a success. You shall preserve and maintain perfect discipline at all times.
13. During the period of your apprentice with the Company, you will devote your whole time attention to your apprentice and will not engage yourself directly or indirectly in any service, trade, profession, business or occupation.
14. Any damage to machinery in the course of your apprentice period or you losing or spoiling any tool or accessories given under your care or charge, or causing any damage to the property of the Company willfully or out of sheer neglect, then, in all such cases, the Company hereby reserves its right to deduct from your stipend such amounts as the Company may deem fit and of which the Company shall be sole judge.
15. You shall not disclose any information concerning the affairs or working of the Company, the disclosure of which is likely to be prejudicial to the Company.
16. You will abide by the rules and regulations of the Company framed from time to time and currently in force as well as the Standing Orders applicable to the Company.
17. The terms of your apprenticeship, as set out above, have been read out to you and explained to you in the language you understand, you are required to sign a duplicate of this letter if the terms and conditions are acceptable to you.

for Chemito Infotech Pvt Ltd.


Sanjay Suryavanshi
Head-Human Resource & Admin.

Accepted


Monali Narayan Salve



3i Infotech[®]
LIMITLESS EXCELLENCE

Date: 6th Dec 21

Ms.Vaishali Ramesh Nikam

Dear Vaishali Ramesh Nikam,

We have great pleasure in offering you the position of Associate Support Engineer in G1 grade on the below terms of remuneration.

Components	Annual (INR)
Basic	156744
HRA	78372
Supplementary Allowance	67100
P.F. (Co's Contribution - 12% of Basic)	21600
Gratuity	7539
Insurance	6263
Total Fixed Pay (TFP)	337618
Performance Pay*	32382
Total CTC	370000

Notes: -

1. Your Salary is subject to deduction of Income Tax in accordance with the provision of the Income Tax Act.
2. *Performance Pay / Bonus (maximum as above) will be based on Company, Team & Individual performance.
3. You will be covered under Gratuity and Employee Insurances as per company policy
4. Statutory deduction as applicable.



3i Infotech®
LIMITLESS EXCELLENCE

Terms of association:

1. The detailed appointment letter containing the terms and conditions of the employment will be issued to you on the day of joining.
2. Please scan the below documents in the system.
 - Highest educational transcripts mark sheet and certificates.
 - PAN Card- Mandatory in color.
 - Aadhar Card
 - Passport in color.
 - Passport size Photograph (3.5 cm * 3.5 cm) in white background.
 - Cancelled cheque of existing ICICI Bank a/c - 12 Digits (if any).
 - Permanent Address Proof - Mandatory
 - Current Address Proof if any.
 - Relieving / Experience Letters of all previous organizations.

Sreerupa Sengupta
Global Head – Human Resources

Ms. Shruti Kishore Ahire
10, Jagannath hos. Society,
doc. Bha bha nagar,
Mumbai naka, Nashik

Date: 19th April, 2021

Subject: Letter of offer

Dear Shruti,

On behalf of Drivedge Infosolutions, I am pleased to offer you the position of **Trainee Software Engineer**. Drivedge is dedicated to enhancing the value of our offerings by investing in our people, knowledge and delivery capability to create faster, more effective solutions for our clients. We believe that your capabilities will complement and add depth to our organization.

At Drivedge, for the first six months you would be under training. During this period, your monthly stipend would be **Rs. 7,000/-** for first three months of training period and **Rs. 10,000/-** for the remaining three months of training period. Post successful completion of this period, your compensation would be **Rs. 2, 61, 400/- p.a.** (Rupees Two Lakhs Sixty One Thousand Four Hundred only). The structure of your compensation will be mentioned in your appointment letter. Your compensation may be altered / changed from time to time in line with the Compensation policy and practices of the Organization.

During the training period, performance reviews will be conducted at regular intervals, based on which services of the employee will be confirmed with Drivedge. Also, during the training period unsatisfactory job performance may result into either extension of the training period or termination from the services.

Drivedge shall invest substantial time, effort & money for your training & development. It may be necessary to serve required period with Drivedge as specified in the agreement of employment. During your employment, the period of notice required for resignation in probation is one month on either side and after confirmation of your services; it is three months on either side.

You will abide by the rules and regulations of the Company, as may be in force from time to time and if any violation made during your tenure, you would be subjected to disciplinary action.

Your employment is subject to satisfactory reference checks and clearance from any secrecy / service agreements that you may have executed, which could have a bearing on your working with us.

This employment is based on the information furnished in your application for employment and during the interviews you had with us. If, at any time in future, it comes to light that any of this information is incorrect or any relevant information has been withheld, then your employment is liable to be terminated without notice.

This offer is valid till 19th April, 2021. If you do not confirm the acceptance before this date, Drivedge, has the right to withdraw the offer.

We welcome you to our organization and look forward to your contribution to a mutually beneficial growth.

On the day of joining, please bring along the following documents for verification / submission.

1. Attested copies of educational certificates and mark sheets.
2. Copy of Relieving letter & experience certificate from previous employer[s].
3. Salary certificate from previous employer.
4. Copy of your passport
5. Copy of your PAN Card
6. One stamp size colored photograph

Kindly sign and return to us the duplicate copy of this letter as your Acceptance.

Wish you all the best.

Yours Sincerely,
For Drivedge,

Authorized Signatory

Acceptance Signature



Date: 15-Jul-2021

To

Mr.ROHIT RAJENDRA PAWAR,
AT POST NEVPUR,
TAL- KANNAD,
DIST- AURANGABAD-431147, MAHARASHTRA.

Dear **Mr.ROHIT RAJENDRA PAWAR,**

OFFER OF EMPLOYMENT

We are pleased to offer you employment for the position **MEMBER TECHNICAL STAFF** with **ZOHO CORPORATION PRIVATE LIMITED.**

REMUNERATION

Your annual Cost to Company will be **Rs.552000/- (RUPEES FIVE LAKH FIFTY TWO THOUSAND ONLY)**. The break-up of your gross salary and information specific to bonus and gratuity are set out in Annexure A. Salary will be paid by the last day of each month. All additional benefits that Zoho currently provides employees are set out in Annexure B.

DATE OF JOINING

Your date of appointment is effective from your date of joining after successful completion of your curriculum.

PROBATION

You will be on probation, at a minimum, until completion of the performance review cycle that immediately follows completion of six months from your date of joining, provided that your performance is determined to be satisfactory. If your performance is not satisfactory, your probation may be extended until your performance is determined to be satisfactory. Upon completion of the probation period you will be confirmed on the rolls of the company.

SALARY REVISION

Revision to your compensation will be after one year from the date of joining, subject to satisfactory completion of the probation by you. Zoho operates a Pay-for-performance Policy and any salary revision will take your performance into account.





ADHERENCE TO POLICIES

During your employment with the Company you shall adhere to all policies of the Company including IT Services Acceptable Use Policy, Acceptable Encryption Policy, Email Policy, Extranet Policy, Information Sensitivity Policy, Password Policy, Remote Access Policy, Virtual Private Network Policy and such policies as may be decided by the Company from time to time. The Company may amend these policies from time to time and you agree to be bound by such subsequent versions of the policies. The Company will communicate important information about its policies by way of electronic mail notification and/or the Company's intranet. The policies are incorporated into the terms and conditions of employment by this reference.

CONFIDENTIALITY

Information you have access to during the course of your employment are confidential and proprietary information of the Company, its Affiliated Companies and customers. "Affiliated Companies" means Zoho Corporation Private Limited and any entity in which the management of Zoho or the company has substantial interest. You agree not to disclose such information other than on a need-to-know basis. In this regard, you agree to observe in good faith your obligations under the Agreement Regarding Confidential Information and Proprietary Developments, a copy of which is included with this Letter of Offer of Employment for your reference and which will be executed separately by you upon joining the Company. The matters related to your compensation are strictly confidential between you and the Company and should be treated as such.

TRANSFERABILITY

You may be asked to work in any department or section of the Company in any capacity by either the management or the head of the department or section, and you agree to work accordingly. You may also be required to work on transfer or deputation in any other concern in which the management has any interest or any of the other branches or regional offices, anywhere in India or abroad, now existing or to be set up in future and you shall be bound to work in such concerns or at such locations.

ASSIGNMENT OF RIGHTS IN WORK

You agree that all works performed and things developed, including inventions, designs, improvements, writings, and discoveries made, during your employment and pertaining to the business conducted by the Company shall remain the exclusive property of the Company. You shall assist the Company in obtaining patents and copyrights on all such inventions, designs, improvements, writings and discoveries deemed suitable for patent and copyright by the Company, and shall execute all documents and perform all necessary actions to obtain the patents and copyrights, for the purpose of vesting the Company with full and exclusive title thereto, and protecting the Company against infringement of the patents and copyright by others.

CONCURRENT EDUCATION

You shall not, during the term of your employment with the Company, pursue any full time or part time courses in any institution/universities in India or any other foreign country, without the express approval by the company.

CONCURRENT EMPLOYMENT OR BUSINESS

You shall not engage yourself directly or indirectly in any other trade, business or occupation without obtaining the management's prior permission in writing. You shall not carry on any activity and/or commit any act prejudicial to the interests of the Company.





NON-COMPETE

You shall not, during the term of your employment with the Company and for a period of 1 (one) year after termination of employment, either directly or indirectly own, invest in, direct, aid or work, in any capacity, including as full/part time employee, consultant or advisor for any Competitor or SI Partner of the Company.

A “Competitor” is a concern engaged in developing Computer Programs similar to the Software products or services developed and marketed by the Company or any of its Affiliated Companies. An “SI Partner” is a concern which the Company or its Affiliated Companies has appointed as a partner for providing services to Customers based on products or technology owned by the Company or Affiliated Companies.

TERMINATION

Termination at will: This employment agreement is terminable at will by either party.

Termination for misconduct: You agree that the Company may terminate this Contract without notice and without payment in lieu of notice in any of the following events:

1. If any declaration/document given or furnished by you to the Company proves to be false; or if you are found to have wilfully suppressed any material information;
 2. If you are found guilty of misconduct, disobedience or of conduct that tends to bring disrespect to the company;
 3. If you are found to be in breach of any of your obligations under the terms and conditions of employment;
 4. If you are found to have disclosed any confidential information of the Company, its Affiliated Companies or customers of the Company and Affiliated Companies;
 5. If you have violated the Company’s policies;
 6. If the result of any reference or background check is unsatisfactory;
 7. If you are found to be under the influence/possession of alcohol/drugs inside the office premises;
 8. Your access cards are not transferable. If it is found to be mishandled for any proxy attendance;
- Termination for any of the reasons stated above may be notified to the person(s) whose reference was submitted by you and the Company will not be liable to give you any prior notice nor pay any compensation in lieu of a notice period.

NON-SOLICITATION

You agree that for a period of six months after termination or expiration of your employment with the Company, regardless of the reason for termination or expiration, you shall not directly or indirectly, solicit for employment, or advise or recommend to any other person that they employ or solicit for employment, any person employed at that time by the Company, or by any Affiliated Company.

AMENDMENT OF TERMS AND CONDITIONS OF EMPLOYMENT

The Company may amend the terms and conditions set forth herein from time to time and you agree to be bound by such amended terms and conditions of employment .

GOVERNING LAW AND JURISDICTION

The terms and conditions of this Letter of Offer of Employment are governed by the laws of India. All disputes arising out of your employment with the Company or involving the terms and conditions of this Agreement will be subject to the exclusive jurisdiction of the courts in Chennai, India.





VALIDITY

This offer of employment is enclosed with some of our important policies. You are requested to download, read, understand and sign the documents on or before **22-Jul-2021**. Your signature indicates your acceptance of the terms and conditions of this employment.

Upon submitting your acceptance, you will be asked to provide a tentative date of joining in the personal details form. However, closer to the actual date of joining you will receive a confirmation e-mail from us.

The matters related to your compensation are strictly confidential between you and the company and should be treated as such.

I am sure you will find this offer very exciting and I, on behalf of Zoho, assure you of a very rewarding career in our organization.

With best wishes,

Yours sincerely,
For ZOHO CORPORATION PRIVATE LIMITED

Mohammed Sohail
Manager - HR

I hereby confirm that I have read, understood and accepted the offer, agreement and the company policies.

Signature:

Date of Offer acceptance:

Name : Rohit Rajendra Pawar

Place :





ANNEXURE A

NAME : ROHIT RAJENDRA PAWAR
DESIGNATION : MEMBER TECHNICAL STAFF

Details	Monthly	Annual
Basic	18400	220800
HRA	9200	110400
Other Allowance & Flexible component	16192	194304
Gross Salary	43792	525504
Employer Provident Fund (12% of Basic+TA)*	2208	26496
Cost To Company (CTC)	46000	552000
Prosperity Sharing Plan		100000
Compensation for the first year		652000

* You will be covered under the Company's Provident Fund Scheme from the date of joining the organization. Under this scheme, the company will contribute 12% of your basic salary per month as employer contribution and an equal amount will be deducted from your salary as your contribution towards the fund.

OTHER BENEFITS:

PROSPERITY SHARING PLAN

PSP (Prosperity Sharing Plan) is a one time bonus scheme derived based on company's productivity. Every year during April or May, we will decide on extending this scheme to our confirmed employees after reviewing the company's growth and productivity. Upon confirmation, you may qualify for the above mentioned PSP amount subject to scheme existence for that year. Please note, the quantum mentioned above is only an indicative figure and is subject to change based on your performance as determined by your manager.

GRATUITY

Gratuity will be payable as per the Gratuity Act, upon separation from the company, subject to completion of minimum five years of employment with Zoho.





ANNEXURE B

The Company currently provides the following benefits to an employee:

GIFT CARD AMOUNT

You will be paid an amount of **Rs.6000/- (RUPEES SIX THOUSAND ONLY)** once in a year towards your broadband connection. For the new comers, it is applicable from their date of joining. For the first year the amount will be pro-rated based on the joining date.

TRANSPORTATION FACILITY

For safety and security reasons, the Company provides transportation facilities, including but not limited to shuttle services and cab services. However, Company does not recommend daily long commute to work. This offer is based on the assumption that you will move to a distance within 5-10 km of the office premises.

DEVICES AND GADGETS

Company provides essential devices and gadgets for all its employees strictly for official purpose. However, what is essential (in most cases) is not the latest model device or gadget. We do not view the device or gadget as a status symbol or a fashion accessory but as an essential tool to get work done. Expecting the latest model device or gadget as a status symbol is most likely going to leave you disappointed. So please be prepared.

FOOD AND SNACKS

Company provides food, snack and other refreshment for all its employees.

RECREATIONAL FACILITY

Company provides certain recreational facilities to its employees of which some are offered at a nominal charge.

TEAM TREAT AND TRIP

To improve the team collaboration, the company provides **Rs.1000/- (RUPEES ONE THOUSAND ONLY)** for team treat and **Rs.4000/- (RUPEES FOUR THOUSAND ONLY)** for team trip to all its eligible employees, every year.

GROUP MEDICLAIM INSURANCE

Company will bear the full premium of covering you under the Group Medclaim policy for a sum insured of **Rs.400000/- (RUPEES FOUR LAKH ONLY)**. This is a floater policy where five of your dependents will also be covered along with you.

GROUP PERSONAL ACCIDENT INSURANCE

You will be covered under the Personal Accident Insurance Scheme, for a sum insured of **Rs.2000000/- (RUPEES TWENTY LAKH ONLY)**.

GROUP TERM LIFE INSURANCE

As a welfare measure for its employees, the company has subscribed to the Group Term Life Insurance. The insurance coverage is worth of **Rs.2760000/- (RUPEES TWENTY SEVEN LAKH SIXTY THOUSAND ONLY)**.

Please note that the above mentioned Insurance schemes are subject to change based on yearly renewal



Nikita Jagannath Prajapati

Tel: +919145533402

Sub: APPOINTMENT LETTER**Dear Nikita Jagannath Prajapati,**

This is with reference to your application and the subsequent interviews with us, we are pleased to offer you the position of "**Associate Consultant**" in Role band "**RB7**" for Sub Studio- "**Smart Integration (API)**" in our organization at "**Mumbai**". Your date of joining will be "**31-Jan-2022**" on the terms and conditions as indicated in this letter. You are requested to report to office at 10:00 AM on the day of your joining.

Your compensation details are attached in Salary Sheet


1. (a) Your place of operation will be mainly at "**Mumbai**" at the time of joining the organization. However, depending on the project / work where your involvement is continuously required, you may be transferred to any of our other offices, project locations, group companies, client locations, etc. or for deputation to any organization, to be posted at any of their offices, project locations, divisions, departments, etc. at anytime, anywhere in India or abroad. In the event of such a transfer/ deputation, details of the terms and conditions will be communicated to you.
 - (b) The working hours applicable to you will be the same as are observed depending upon your place of posting and can be amended from time to time. Further, you should be prepared to work in any shift, as may be required by the Company's / clients work requirements.
 - (c) This offer is subject to: your acceptance within two days; submission of all your certificates in respect of educational qualifications; identity proof and release letter/service certificates from present employer.
 - (d) At any time during the course of your employment with the company, the company is entitled to terminate your employment without notice, if the information provided by you during the selection process is found to be in-correct.
2. (a) Please note that the salary structure of the Company may be altered/modified at the discretion of the management, having regards to market and business needs. Further, salary, allowances and all other payments / benefits will be governed by the Company's rules as well as statutory provisions in force from time to time and subject to deductions of appropriate taxes at source.
 - (b) Please also note that your remuneration package is strictly confidential between you and the Company and should be so maintained
 - (c) Your remuneration package will be reviewed as per the Company's practice and any increase will depend on the Company's performance and your performance



3. Resignation / Termination / Notice Period from Services:

- (a) Either you or the company may terminate your employment upon giving ninety (90) days' written notice. The company may however terminate your employment by giving you salary in lieu of notice. The Company may also terminate your employment with immediate effect for any misconduct.
- (b) Performance Improvement Program (PIP): Timelines of PIP will be as per compancy policy.
- (c) Integrity/Disciplinary Issues: An employee will be released from the organization with immediate effect on account of misconduct, integrity or for any other disciplinary issues.
- (d) If you resign within a year of your joining the Company, then the amount paid to you as a joining bonus, relocation expenses, and notice pay buyout at the time of your joining, will be recovered by the Company in Full and Final settlement.
- (e) Notice Period:
When an employee resigns voluntarily, you are expected to serve 90 days' notice period from the date,entered in Workday.
- (f) Full and Final Settlement (F&F):
Employee will receive their Resignation Acceptance and Experience Letter on his/her Last Working Day, on receiving clearance from all internal departments. Full and Final Settlement of the employee takes place within 45 days of the employee's Last Working Day.

- 4. The age of Retirement is sixty years. The company will be registering your date of birth as per the documents provided by you i.e. PAN Card/ Passport/ Identity Card at the time of joining.
- 5. You will be liable for any losses suffered by the Company, due to your negligence, misconduct, willful insubordination or inefficiency. In all or any of such cases your services may get terminated without any notice period.
- 6. As per the Company's rules you cannot undertake any employment anywhere else, even on part-time basis whether for any consideration or not. Disobeying of this will lead to termination of your services by the Company without any notice period, with no liability on the part of the Company for payment of any compensation in lieu of such notice. You must not be, involved or concerned with or provide service to any other entity, company or person whilst employed by the Company without the prior written consent of the Company. Unless specifically authorized in writing by the Company, the Employee agrees that he/she will not enter into any contract, agreement or arrangement with any person or entity that binds the Company or creates any liability or obligation upon Company, without obtaining a specific prior written permission from the Company. The Employee shall also not communicate with the media or with journalists in relation to the Company or its affairs, without obtaining a specific prior written permission from the Company.
- 7. The Company rules pertaining to matters such as mentioned above but not limited to designation, working hours, etc. are subject to change without any prior notice.

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8. Your address given in the application form will be deemed to be correct for the purpose of sending any communication to you. In case of any change in your address you will inform the HR team in writing about the same within 7 days failing which any communication sent to your last recorded address will be deemed to have been, duly served upon you.
 9. You will be governed by the Company's rules, regulations and practices as intimated / published in intranet from time to time in respect of matters not covered by this letter of appointment. Company's decisions on all such matters shall be final and binding on you.

You will be governed by the HR policies as published in the intranet of the Company. Any changes will be intimated to you by a group mail on a periodic basis and you are expected to keep yourself updated by visiting the site regularly. The Employee's employment with the Company shall be in accordance with the terms and conditions set forth in this Agreement and in accordance with the Company Policies as may be amended from time to time and such other policies as may be made applicable to the Employee from time to time.

10. If any declaration given or furnished by you to the Company proves to be false or if you are found to have willfully suppressed any material information, the Company will be entitled to terminate your services without any notice or obligation
11. Conflicts of Interest and Confidentiality.
 - (a) You must not at any time whilst you are an employee of the Company (except so far as is required for the proper performance of your duties) nor after your employment with the Company has ended communicate or divulge to any person ("person" shall include a firm or company or other body) or make use of or permit any other person to make use of for your own or any other person's benefit any trade secrets or other Confidential Information relating to the Company or any Group Company and any of its or their respective business interests or customers or clients.
 - (b) For the purposes of paragraph 11.a, "Confidential Information" shall include trade secrets; customer/client / supplier lists, contact details of clients, customers and suppliers and individuals within those organizations; technical information, know-how, research and development; financial projections, target details and accounts; fee levels, pricing policies, commissions and commission charges; budgets, forecasts, reports, interpretations, records and corporate and business plans; planned products and services; marketing and advertising plans, requirements and materials, marketing surveys and research reports; market share and pricing statistics; and computer software and passwords. All such information which is not in the public domain shall be deemed to be confidential
 - (c) During the course of your employment with the Company, you may not provide services or advice to any competitor organization which is involved in a commercial negotiation of any kind in which the Company is also participating.
 - (d) During the Term of employment and always thereafter, Employee will not make any false, defamatory or disparaging statements about the Company, or the employees, officers or directors of the Company that are reasonably likely to cause damage to any such entity or person.

- (e) The Employee will comply with, and do all things necessary to permit the Company to safeguard its Confidential Information and he/she shall promptly inform the Company of any potential or accidental disclosure of Confidential Information and shall take all steps, together with the Company, to retrieve and protect the said Confidential Information.

12. NDA: Code of Conduct:

- (a) In the interest of securing the proprietary information and confidentiality of the Organization, it is mandatory for each employee to sign the "Bristlecone Code of Conduct" during employment. Any employee who is found not abiding to the code of conduct would be held responsible for breach of the same and appropriate disciplinary action would be taken against this.
- (b) All information pertaining to Compensation and Benefits are treated as confidential. Employees are expected not to share details regarding the same with any other internal or external person. Any such information that needs to be shared by any employee can be done with prior authorization of HR.
- (c) Employees who leave Bristlecone are required not to share any information pertaining to the organization, or any of the business entities Bristlecone operates with. All databases, equipment provided to employee are the property of Bristlecone and any kind of practice which results in bringing damage to the organization will not be favorably viewed. The employees will be liable to compensate for the damage, which may result due to such practices.

13. Non-Solicitation and Non-Compete

- (a) Any employee working for a competitor, upon termination or resignation, should not gain competitive advantage by abusing confidential information about Bristlecone's trade secrets or sensitive information such as customer/client lists, business practices, upcoming products and marketing plans.
- (b) The Employee hereby agrees and undertakes that during the term of the employment with the Company and for a period of 12 months following the date of termination of Employee's employment with the Company for any reason, the Employee shall not, directly or indirectly, either as an individual on his own account or as a partner, employee, consultant, advisor, agent, contractor, director, trustee, committee member, office bearer, or shareholder (or in a similar capacity or function):
 - (i) Solicit and/or attempt to solicit employment of or advise any of the Company's existing employees or any person who was employed by the Company within six months prior to such solicitation or any person or organization providing services to or through Company and/or its Affiliates to terminate his or her contract or relationship with Company or to accept any contract (directly or indirectly) or other arrangement for providing services to any other person or organization; or
 - (ii) Contact and/or attempt to contact any of the existing or prospective clients or customers (i.e. any person or organization with whom the Company and/or its Affiliates is in advanced stages of exploring a professional or business relationship) of the Company and/or its Affiliates to entice such

clients or customers away from the Company and/or its Affiliates or to damage in any way their business relationship with the Company and/or its Affiliates or for the provision of substantially the same services provided to such clients by the Company and/or its Affiliates; or

- (iii) Solicit and/or attempt to solicit or undertake employment with any client/customer of the Company and/or its Affiliates or any organization where the employee has been taken or sent for training, deputation or secondment or professional work by the Company; or
- (iv) Enter the employ of, or render any other services to, any person engaged in a business which competes with the Business, if (i) the Employee has prior knowledge of the same or (ii) the Employee gains such knowledge during the Term of employment or (iii) it is obvious to the Employee; or
- (v) Sell, supply, market or distribute any products or services similar to or competing with the Business.

14. IT Policy

- (a) **Prohibited Use** - The Bristlecone email system shall not to be used for the creation or distribution of any disruptive or offensive messages, including offensive comments about race, gender, hair color, disabilities, age, sexual orientation, pornography, religious beliefs and practice, political beliefs, or national origin. Employees who receive any emails with this content from any Bristlecone employee should report the matter to their supervisor immediately. Employees may not forward any documents to their personal accounts. All auto-forward messages should be removed from the personal profiles.
- (b) **Personal Use** - Using a reasonable amount of Bristlecone resources for personal emails is acceptable, but non-work related email shall be saved in a separate folder from work related email. Sending non-business related multimedia, pictures larger than ½ MB etc., chain letters or joke emails from a Bristlecone email account is prohibited. Mass mailings from Bristlecone shall be approved by Director - IT before sending. These restrictions are also applicable if you forward any email received from Bristlecone employee
- (c) **Diligent Use:** You are expected to handle Bristlecone assets with due care and will be held accountable for any damage incurred to the allocated equipment. This damage may be during regular use or due to negligence or mishandling. In the event of any damage, penalty may be applicable as per the company asset policy.
- (d) **Asset Return:** All company assets are to be maintained in line with clause 14 (a,b,c) and are to be returned to Bristlecone's IT department at the time of employee's exit. Non-submission of assets would warrant recovery, as per the company asset policy.



15. Intellectual Property

- (a) Any discovery, invention, secret process, improvement in procedure, trade mark, design or copyright work that you make, discover or produce in the course of your employment in connection with or in any way affecting or relating to, or capable of being used or adapted for use in connection with, the business of the Company or any Group Company shall immediately be disclosed to the Company and shall belong to and be the absolute property of the Company or such Group Company as the Company may nominate for that purpose. You will (at the request and reasonable expense of the Company) sign all such documents and perform all such acts as may be required to fully vest all such rights in the Company (or its nominee).
- (b) You waive irrevocably all Moral Rights in any works produced during your employment in which copyright is vested in the Company or any Group Company whether by virtue of this paragraph 15 or otherwise.
- (c) You acknowledge that the extent, if any, of the protection sought in relation to the matters referred to in paragraph 15.a shall be decided by the Company in its sole and absolute discretion and that accordingly you will not (whether during or after this employment) apply or join in applying for any patent, registered design, trademark or other equivalent protection without the prior written approval of the Company.

16. If the terms and conditions offered herein are acceptable to you, please return the duplicate copy of this letter to the undersigned, duly executed by you by appending your signature on the last page and initials on the remaining pages.

17. Background Checks:

Bristlecone mandates you to go through Background checks. These checks verify previous employment, education qualifications and addresses of every employee. You are required to provide all documents requested by Bristlecone or any agency that Bristlecone appoints for running these checks. Background check documents need to be provided within 5 days of joining the company failing which the Company is entitled to take disciplinary action including termination of the employment agreement. In an event, the employee / candidate is unable to clear the background check, the company retains the right to withdraw the offer / terminate employment.

As a token of your acceptance of all the above mentioned terms and conditions, we request you to confirm your acceptance of this offer and confirm to us your date of joining by a return email.

We welcome you to the Bristlecone family and wish you a successful career with us

Yours Faithfully,

Bristlecone India Limited

Date of Joining _____



Lisa Lesko
Chief People Officer

signHere1
Nikita Jagannath Prajapati

Salary Sheet

Nikita Jagannath Prajapati

Designation: Associate Consultant

Sub Studio: Smart Integration (API)

Effective from the date of your reporting for duties, you will be eligible for salary, allowances, and other benefits as under:

Salary Components		Amount (Rs. per annum)
1. Basic Salary		180000
2. Flexible Pay:	H.R.A, LTA, Child Education Allowance, Meal Allowance, Telephone/Broadband Reimbursement, Books & Periodicals, Car Fuel and Maintenance Reimbursement, Driver's salary, Supplementary Allowance	214742
3. Provident Fund	@ 12% of Basic Salary	21600
4. Gratuity	@ 4.81% of Basic Salary	8658
5. Total Compensation(1+2+3+4)		425000

**Over and above the committed Fixed CTC, company provides Mediciam Insurance coverage for a sum insured amount of Rs. 600000/- per annum as a family floater for self, spouse and 2 children. Besides this, voluntary options have been given to employees to cover their dependent parents at corporate rates on a self-paid basis.

***Also, the company provides coverage under Group Personal Accident (GPA) and Group Term Life (GTL) Insurance as per company's policy.

****Bristlecone will provide for reimbursement towards your notice period recovery (full taxable) in the previous organization to the extent of proofs submitted by you. This amount will be recovered from you if you leave Bristlecone within 1 year from the date of payment. This will be payable if you are eligible and have written HR approval before your joining.

*****Bristlecone will offer reimbursement towards relocation expenses on household goods and one-way economy class tickets for you and your immediate family (spouse and children). Additionally, you will be provided company accommodation + reasonable conveyance reimbursement for up to 15 days at your assigned Base Location subject to prior approval from HR at Bristlecone. Reimbursement towards household goods will be eligible approval HR before joining and the same should be claimed within 15 days of joining. The amount paid towards household goods will be subject to existing HR policies and needs to be supported with actuals invoices for reimbursement purposes. For more details kindly check our relocation policy before claiming. Reimbursement will occur as per existing relocation policy. This sum would be recovered if you leave the organization within 1 year from the date of payment.

Bristlecone India Limited



Lisa Lesko
Chief People Officer

Offer Accepted/Date of Joining: _____

signHere1
Nikita Jagannath Prajapati

AGREEMENT OF ACCEPTANCE

This Letter of Acceptance is executed by and between Bristlecone India Ltd (hereinafter referred to as the "Company"), and "Nikita Jagannath Prajapati", an Indian inhabitant residing at , hereinafter referred to as the "Acceptor")

Whereas:

1. **The Acceptor has communicated his/her interest in receiving employment with the Company vide dated 31-Jan-2022**
2. **The Company issued a Letter of Offer to the Acceptor dated 31-Jan-2022, offering him/her employment with the Company.**

By signing this Agreement of Acceptance, the Acceptor agrees to the following:

1. The Acceptor has accepted Employment with the Company on terms and conditions prescribed in the Letter of Offer.
2. The Acceptor can, within a period of one week from the date of this Agreement, without cause revoke this Agreement of Acceptance, by providing a written notice to the company (Notice of Revocation) to the attention of **Kinnary Desai**, at the following address **5th Floor, Binarius, Deepak Complex, Airport Road Opp. Golf Course, Yerwada, Pune - 411006** by registered communication. It shall be the Acceptors responsibility to make sure that such Notice of Revocation reaches the Company before the conclusion of the 7th day from the date of this Agreement.
3. The acceptor agrees to submit a copy of the letter of resignation to his/her present organization of employment to the company within a period of 2 days from the date of this Agreement.
4. The Acceptor agrees and confirms that his/her the date of joining the Company is **31-Jan-2022**

Signed:



For the Company: Bristlecone India Limited
Lisa Lesko
Chief People Officer

Acceptor: signHere1
Nikita Jagannath Prajapati

Date: dateSigned1

Location:

**CHECKLIST****DOCUMENTS/ITEMS TO BE SUBMITTED TO HRD AT THE TIME OF JOINING**

1. Copies of Graduation/Post-Graduation (Degree) certificates and all other qualifications.
2. Copies of service certificates from all your previous employers.
(Actual dates of employment must be specified)
3. Relieving letter and Service Certificate from your present employer.
4. Three Nos. Colored passport size photographs(with white background).
5. Copies of the passport sheets (All sheets wherever any entries were made, particularly the following:
 - a) Passport number, Date and Place of Issue.
 - b) Due date of expiry of the passport.
 - c) Name, date of birth, photograph, address
 - d) Stamps/entries reg. issue of visa/work permit/entry permit by any country
(Including refusal)
 - e) Emigration Check Not Required Stamp
6. PAN Card Copy
7. Aadhar Card Copy

Name: Nikita Jagannath Prajapati

Emp No: _____

Signature: signHere1Date: dateSigned1



19 July 2021

Mr. Rishabh Pandey

Dear Rishabh,

OFFER LETTER

We are pleased to offer you the position of **Trainee - Software Engineer** on the following terms and conditions.

1. Your Appointment date is **16 August 2021** and you will be on probation for a period of 6 months from the date of your joining.
2. You should note that the salaries are consolidated, i.e. are inclusive of Dearness Allowance. You will be eligible for the other allowances and benefits as per the company rules.
3. You will be working at companies premises at **Pune**. You will be subject to the general rules of conduct, discipline, leave rules, holidays, hours of work, etc. that are prevailing in the Company or may be brought into force from time to time. You will also be eligible for 20 working days paid vacation per year, prorated as per your date of joining.
4. You may be required to undertake tours to client's location or other business assignments in connection with the company's business. You will be eligible for traveling expenses and other allowances according to the rules in force at that time.
5. Your service may be terminated by the Company at any time by either giving you three month's notice or payment of three months fixed Salary in lieu of notice. Similarly, it will be permissible for you to resign from our services subject to your giving the Company three month's notice in writing of your intention to do so. If you should leave the Company's service without notice, you will be liable to pay to the Company a sum equivalent to three months fixed Salary or you will be liable to be sued for damages. If at any time you are found guilty of misconduct, your services may be terminated without notice or payment in lieu of notice in accordance with the law.
6. You will be required to undertake a Confidentiality Agreement effective from the date of joining. The Confidentiality Agreement is to ensure that all proprietary information, documents, literature, invention obtained/made during your tenure with Prorigo Software will not be utilized by you at any point to undermine the interests of Prorigo Software. We will be happy to provide the details of the Confidentiality Agreement.

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

It is mandatory that you submit the **scan copy** following documents, at the time of joining:

- a) Photocopies of all educational certificates (SSC, HSC/Diploma, graduation, post-graduation), mark sheets (including all semesters)
- b) Service certificates from all the previous employers (if applicable)
- c) Any document issued by your last employer that shows that you have been relieved from their services. (if applicable)
- d) Last pay slip / salary certificate. (if applicable)

Please bring the Originals for verification. Appointment letter will be issued only on submission of above listed documents. If the documents are not submitted at the time of joining, the Company reserves the right to take necessary action.

You are also requested to carry with you the following:

- a) Four passport size color photographs with light background.
- b) Photocopy copy of your Passport & Pancard.
- c) Photocopy of your Aadhar card.

Looking forward to having you onboard.

With warm regards,



Kishore Kumar

Head – Human Resource

I accept the above offer and my date of joining is : _____

Name: _____

Signature: _____

Date: _____

ANNEXURE 1
(Compensation details)

Name : **Mr. Rishabh Pandey**
Designation : **Trainee - Software Engineer**
Group : **Delivery**
Location : **Pune**
Salary Components :

COMPONENT	Monthly (RS)	Annual (RS)
BASIC	15000	180000
HRA	4014	48168
LEAVE TRAVEL ALLOWANCE	4000	48000
Employer contribution to PF	1986	23832
TOTAL FIXED COMPENSATION	25000	300000
COST TO COMPANY		300000

Notes:

- The above components of the salary structure can change to be in accordance with the structure prevalent in the organization.
- Also please note that Medical insurance is provided for employee, their spouse and 2 kids as fringe benefits.

Date: Sep 24, 2021
 Offer No : QS2342261

SHWETA EKNATH JAGTAP
 NASIK
 NASHIK
 MAHARASHTRA

FIXED TERM EMPLOYMENT CONTRACT

Dear **SHWETA EKNATH JAGTAP**

We are pleased to offer you employment at QUESS Corp Limited for a fixed period of employment as per the following terms:

DEPUTATION:

You are deputed to VODAFONE IDEA LIMITED under this Contract. The terms of employment is exclusively with QUESS, the employee shall never be deemed to be the employee of the client, where you have been deputed under this Contract.

You will with effect from SEP 25, 2021 be deputed by QUESS, to work at client's office / premises at any of their locations.

During the course of your contract, you can be transferred to a location within the territory of india as and required by Quess for rendering the services under this contract

TENURE:

The term of your Contract shall be valid from SEP 25, 2021 to AUG 25, 2022.

COTERMINOUS:

Notwithstanding the Tenure of this Contract, in the event of the project / work / deputation for which you are being employed terminates before your Contract end period, this Contract shall be coterminous with the project / work.

LOCATION:

You are required to work at client's location at NASHIK. During the term of your employment with the Company, you may be transferred in such capacity that the management may determine, to any other entity, department, branch, location under the same management, whether existing or to be set up in future. The terms and conditions applicable to such other place / establishment will apply to you.

POSITION:

You are appointed as RETAIL SALES OFFICER.

REMUNERATION:

The details of your salary break up with components are as per the enclosure attached herewith.

EXTENSION:

Unless otherwise notified to you in writing this contract of employment would be valid AUG 25, 2022 from the date of you joining QUESS. This contract may be considered for an extension depending on the client and QUESS's requirements. The extension of contract period would be considered on fresh terms as agreed between you and QUESS through a separate mutually executed contract of employment. QUESS shall inform you in writing of the extension requirements.

WORKING HOURS:

You will follow the working hours of the client where you will be deputed. You may have to work on shifts, based on the client's requirement. Your attendance will be recorded through Mobiles application developed by Quess, and maintained by contact person at QUESS.

TERMINATION & SUSPENSION:

At the time of termination of the employment either due to termination by either you or the Company or upon the lapse of the term of employment, if there are any dues owing from you to the Company, the same may be adjusted against any monies due to you by the Company on account of salary including bonus or any other payment owned to you under the terms of your employment.

During the tenure of your Contract, any deviation or misconduct in any form that were noticed by the company or if there are any breach of internal policies or any regulation that was mutually agreed to be complied with, QUESS or principal employer has the rights and authority to suspend your services until you are notified to resume work in writing. QUESS reserves all such right to withheld full or a portion of your salary during such suspension period.

NOTICE PERIOD:

In the eventuality if you wish to separate from the organization you will need to give 15 day's notice in writing. The Contract can be terminated at the discretion of QUESS subject to 15 day's notice.

However due to breach of code of conduct, misbehavior or indiscipline etc, then in such cases, QUESS will have / reserve rights to terminate immediately without giving notice period.

INDEMNITY:

You shall be responsible for protecting any property of the Client entrusted to you in the due discharge of your duties and you shall indemnify the client if there is a loss of any kind to the said property.

Quess Confidential

Offer No : QS2342261

Page 2

This is a system generated letter

QUESS Corp Limited

3/3/2, Bellandur Gate, Sarjapur Road, Bangalore - 560103, Karnataka, India
<http://www.quesscopy.com> | Toll Free No: 1800-572-3333

CODE OF CONDUCT:

You shall not engage in any act subversive of discipline in the course of your duty/ies for the Client either within the Client's organization or outside it, and if you were at any time found indulging in such act/s, the Company shall reserve the right to initiate disciplinary action as is deemed fit against you.

HOLIDAYS:

You will be entitled to paid holidays in a year as notified by the company from time to time.

ADDRESS FOR COMMUNICATION:

The address of communication for the purpose of service of notice and other official communication to the company shall be the registered address of the company. The address of communication and service of notice and other official communication is the address set out as above and your present residential address namely. In the event there is a change in your address, you shall inform the same in writing to the Management and that shall be the address last furnished by you, shall be deemed to be sufficient for communication and shall be deemed to be effective on you.

BACKGROUND VERIFICATION:

The company reserves the right to have your back ground verified directly or through an outside agency. If on such verification it is found that you have furnished wrong information or concealed any material information your services are liable to be terminated.

ABSENTEEISM:

You should be regular and punctual in your attendance. If you remain absent for 5 consecutive working days or more without sanction of leave or prior permission or if you over stay sanctioned leave beyond 5 consecutive working days or more it shall be deemed that you have voluntarily abandonment your employment with the company and your services are liable to be terminated accordingly.

RULES AND REGULATIONS:

You shall be bound by the Rules & Regulations framed by the company from time to time in relation to conduct, discipline and other service conditions which will be deemed as Rules, Regulation and order and shall form part and parcel of this letter of appointment.

OTHER TERMS OF CONTRACT:

In addition to the terms of appointment mentioned above, you are also governed by the standard employment rules of QUESS (as per Associate Manual). The combined rules and procedures as contained in this letter will constitute the standard employment rules and you are required to read

Quess Confidential

Offer No : QS2342261

Page 3

This is a system generated letter

QUESS Corp Limited

3/3/2, Bellandur Gate, Sarjapur Road, Bangalore - 560103, Karnataka, India
<http://www.quescorp.com> | Toll Free No: 1800-572-3333

both of them in conjunction.

JURISDICTION:

Notwithstanding the place of working or placement or the normal or usual residence of the employee concerned or the place where this instrument is signed or executed this Contract shall only subject to the jurisdiction of the High Court of Judicature of Karnataka at Bangalore and its subordinate Courts.

DEEMED CANCELLATION OF CONTRACT:

The Contract stands cancelled and revoked if you do not report to duty within 3 days from the date of joining & your act will be construed as deemed and implied rejection of the offer of employment from your side; hence no obligation would arise on the part of the company in lieu of such Employment Contract issued.

The Employee will have to undergo training, on basis successfully completing training the associates will be confirmed to join the organization.

You will have to undergo a mandatory training program for a specific period of 25 days. At the end of the training program you will be evaluated on requisite skills and only upon successful completion of the training and evaluation to the satisfaction of the Company, you will be confirmed to join the organization under Fixed Term Employment Contract. Notwithstanding anything in this offer of employment, the Company reserves its right to withdraw the offer, if in the opinion of Company you have not successfully completed the training and fail the evaluation conducted.

You shall report to work on Sep 25 2021 at the clients place.

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

1. Educational Certificates
2. Experience Letter / Relieving letter
3. Latest month pay slip
4. Photo ID proof
5. Address Proof
6. 5 passport size photographs
7. PAN card
8. UAN Card
9. Aadhaar Card

Here's wishing you the very best in your assignment with us and as a token of your understanding and accepting of the standard terms of employment, you are requested to sign the duplicate copy of this letter and return to us within a day.

With warm regards,

Quess Confidential

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This is a system generated letter

Offer No : QS2342261

QUESS Corp Limited

3/3/2, Bellandur Gate, Sarjapur Road, Bangalore - 560103, Karnataka, India

<http://www.quescorp.com> | Toll Free No: 1800-572-3333

For **QUESS Corp Limited**.



Tej Hans Raj Singh
COO Staffing

I have read and understood the above mentioned terms and conditions of the Contract. I voluntarily accept the same and I shall abide to the terms and conditions mentioned therein and any amendments from time to time.

All the above mentioned terms and conditions will come in force from your date of joining, in case of no acceptance received before the first salary it would be deemed as acknowledged and accepted by you on receipt of your first salary.

Name:.....

Signature:.....

Place:.....

Date:.....

Compensation Sheet

Offer No: **QS2342261** Associate Name: **SHWETA EKNATH JAGTAP**
 Designation: **Retail Sales Officer** Location: **NASHIK**

Pay Heads	Rs. Monthly Pay	Rs. Annual Pay
Basic	8500	102000
House Rent Allowance	4250	51000
Statutory_bonus	709	8508
Gross Salary	13459	161508

Employer's Contribution		
Employer_esi	438	5256
Employer Provident Fund	1105	13260
Total Contribution	1543	18516
Cost to Company : (CTC)	15002	180024

Deduction: (Subjected to change)		
Employee Esi	101	1212
Provident Fund	1020	12240
Professional Tax	200	2400
Total Deduction	1321	15852
Net Take	12138	145656

Home		
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Dear Associate,

Get Anytime Easy Access for all your HR Details & Documents (Salary Slip, Offer Letter, PF/ESIC/UAN/Insurance Nos) on your Mobile phone via InEdge App.

Please download InEdge application from Google Playstore

<https://goo.gl/nYnCgD> or Apple iStore <https://goo.gl/3JY6yn>.

UserId - QS2342261

Login **Password** - password

Transaction **password** - password

DISCLAIMER

To whomsoever it may Concern

I, SHWETA EKNATH JAGTAP , Offer ID QS2342261, hereby given my consent to use my signature in all statutory forms and any other compliance documents/COC used by employer related to my employment. I also confirm that the signatures provided by me are best matched to my original signatures. Also, in consent to my details being shared with any Govt. Agency/Bank/Client/Background verification Partners.

Associate Name:

Associate Signature:

APPOINTMENT LETTER

28th January 2022

Mr. Mayur Solanki

Dear Mayur,

Subsequent to your interview with us, we are pleased to offer you a position of **Trainee Software Developer** in the company. Your joining date will be on or before **1st February 2022**. Your initial place of posting will be at our development center at **Powai, Mumbai**.

The terms and conditions of your offer will be as per Annexure I and II.

With Regards

Yours sincerely

For C2L BIZ Solutions Private Limited

BHAVESH
LILADHAR LALAN

Digitally signed by
BHAVESH LILADHAR LALAN
Date: 2022.02.17 13:33:30
+05'30'

Bhavesh Lalan
Director

Encl: As stated above

C2L BIZ Solutions Pvt. Ltd.

Corporate Office :
Unit No. 119, 1st Floor, 'B' Wing, Solaris-1,
Saki-Vihar Road, Andheri (East), Mumbai 400 072. India
+91 22 4263 0400 (B)

Registration No.
U72900MH2007PTC175935

www.c2lbiz.com

Registered Office :
Unit No. 505, 5th Floor, ATL Corporate Park,
Saki Vihar Road, Opp. L&T Gate No. 7,
Andheri (East), Mumbai – 400 072.

Mr. Mayur Solanki

Salary Break-up details

Salary Component	Amount (monthly in Rs)	Amount (annual monthly in Rs)
Basic	9,400	1,12,800
HRA	4,700	56,400
Special allowance	7,520	90,240
Conveyance	1600	19,200
Medical allowance	1250	15,000
Child Education allowance	200	2,400
Gross Total	24,670	2,96,040
Other Benefits (Annual)		
*Provident Fund (company contribution)		21,600
Health Insurance Premium		7,500
Gratuity		5,423
CTC Total (Annual)		3,30,563

* Provident Fund will be deducted as Rs.1800/- per month from your monthly gross. An equal amount will be contributed by the organization towards the PF.

Other Deductions:

- Income Tax deductions as per applicable.
- Professional Tax @ Rs 200/- per month

BHAVESH
LILADHAR
LALAN

Digitally signed by
BHAVESH LILADHAR LALAN
Date: 2022.02.17 13:33:41
+05'30'

Bhavesh Lalan
Director

CompuCom

To,
Shradha Vijay Upadhye,
13-Jan-2022

Pune

SUB: OFFER OF EMPLOYMENT

Dear Shradha Vijay Upadhye,

We are pleased to offer you employment with CompuCom-CSI Systems India Private Limited for the position of **Graduate Engineer Trainee**. In addition to confirming the Offer, this letter sets out the terms and conditions of your employment.

Terms and Conditions of Offer:

Position	Graduate Engineer Trainee
Level	Level 1
Location	Full Time at Pune (initially)
Probation Period	180 Days
Notice Period	90 Days
Work Hours	9 hours (Rotational or Fixed timings, depending on business requirements)
Latest Joining Date	17-Jan-2022

During your employment, you will be covered under the local employment legislation in India. On joining, you will be required to complete all the joining formalities and sign the employment agreement and the Employee Non-Disclosure Agreement. The employment agreement will incorporate the terms set out below:

Salary and Benefits:

Total Annual Compensation	Rs. 400000
Variable Component	10%

Please refer to the Annexure I for detailed salary components.

Company has different Business Units and you may be transferred within or across Business Units or across other locations of the Company based on the requirement of Company.

During your employment with the Company, you shall be subject to, and have to abide by, the rules and regulations stipulated by the Company. The Company may, at its discretion, modify, from time to time, the rules and regulations, as it deems fit, without notice.

Regd. Office: 13th Floor, Tower B, EON Free Zone II (SEZ), Survey No. 72, Hissa No. 2/1, Kharadi, Pune – 411 014
Level 2, Building 4C (SEZ), The Manjri Stud Farm Pvt. Ltd. (SP Infocity), Sr. No 209, Pune-Saswad Road, Phursungi,
Pune – 412 308

www.CompuCom.com • +91 20 6724 7888

CIN: U72200PN2010PTC135998