

**Centre for Career Guidance, Training and Placement**  
**Placement Drives**  
**(Session 2023-24)**

| <b>S.No.</b> | <b>Name of Company</b>                    | <b>Date</b>                        | <b>No. of Students Placed</b> |
|--------------|---|------------------------------------|-------------------------------|
| 1.           | Flipshope                                 | 4 <sup>th</sup> September, 2023    | 03                            |
| 2.           | Genpact                                   | 15 <sup>th</sup> September, 2023   | 01                            |
| 3.           | Trimates Technologies Pvt. Ltd.           | 7 <sup>th</sup> October, 2023      | 12                            |
| 4.           | Teleperformance, New Delhi                | 3 <sup>th</sup> November, 2023     | 03                            |
| 5.           | Morning news India                        | 6 <sup>th</sup> November, 2023     | 03                            |
| 6.           | Oswal Computers and Consultants Pvt. Ltd. | 8,9,10 <sup>th</sup> January, 2024 | 03                            |
| 7.           | Trimates Technologies Pvt.Ltd.            | 1 <sup>st</sup> February, 2024     | 13                            |
| 8.           | Hyrefox Consultants Pvt. Ltd.             | 1 <sup>st</sup> February, 2024     | 04                            |
| 9.           | Brickred Systems                          | 1 <sup>st</sup> February, 2024     | 07                            |
| 10.          | Concretio Holistic                        | 1 <sup>st</sup> February, 2024     | 02                            |
| 11.          | Crack -Ed by Car Dekho                    | 1 <sup>st</sup> February, 2024     | 10                            |
| 12.          | CBI Solutions                             | 1 <sup>st</sup> February, 2024     | 07                            |
| 13.          | Teleperformance                           | 5 <sup>th</sup> March, 2024        | 06                            |
| 14.          | Seven Seas Tours and Travels              | 14 <sup>th</sup> May, 2024         | 01                            |

**Total - 75**

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## Fwd: Campus Placements\_Flipshope

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HR Flipshope <hr@flipshope.com>  
To: Akanksha Ganda <akanksha.g@kanoriacollege.in>

Mon, Sep 11, 2023 at 4:37 PM

Hello Akanksha,

We are glad to share the list of selected students for the internship program. We appreciate your support throughout the complete campus placement drive.

I am attaching the list of students who were present for the second round of the placement drive for your reference.

The selected students are as follows:

1. **Prachita Upadhyay:** Social Media Marketing Intern  
Internship Duration: 6 months  
Stipend: 10,000 per month.

2. **Mansha Rajkumar:** Content Writer Intern  
Internship Duration: 6 months  
Stipend: 10,000 per month.

3. **Anchal Jain:** Deals & Coupons Specialist Intern  
Internship Duration: 6 months  
Stipend: 8,000 per month.

Kindly share the joining date for the students ASAP. We are awaiting your response.

[Quoted text hidden]

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 **Present Candidates\_Kanoria PG College - Sheet1.pdf**  
49K

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## Welcome Onboard !

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Soham <soham@team.flipshope.com>  
To: prachita28up <prachita28up@gmail.com>  
Cc: hr <hr@flipshope.com>, akankshag <akanksha.g@kanoriacollege.in>

Tue, Sep 12, 2023 at 3:04 PM

Dear Prachita,  
Congratulations, Welcome Aboard!

Delighted to extend an Internship Opportunity for the **Social Media Marketing Intern** profile at Flipshope. Hope to have you come in with the same energy you always carry and excitement for the role. We're confident you'll learn a lot.

As your employment commences from the upcoming date consulted by the Organisation i.e: **(Thursday, 14-09-2023)**. Kindly give us a confirmation on the same. If you've any further dates regarding the joining we'd be happy to help.

You will be entitled to a monthly stipend of **INR 10,000** per month.  
[Quoted text hidden]

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## Welcome Onboard !

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Soham <soham@team.flipshope.com>  
To: mansha25903 <mansha25903@gmail.com>  
Cc: hr <hr@flipshope.com>, akankshag <akanksha.g@kanoriacollege.in>

Tue, Sep 12, 2023 at 3:10 PM

Dear Mansha,  
Congratulations, Welcome Aboard!

Delighted to extend an Internship Opportunity for the **Content Writer Intern** profile at Flipshope. Hope to have you come in with the same energy you always carry and excitement for the role. We're confident you'll learn a lot.  
[Quoted text hidden]

## Welcome Onboard !

Soham <soham@team.flipshope.com>  
To: anchal16jain <anchal16jain@gmail.com>  
Cc: hr <hr@flipshope.com>, akankshag <akanksha.g@kanoriacollege.in>

Tue, Sep 12, 2023 at 3:02 PM

Dear Anchal,  
Congratulations, Welcome Aboard!

Delighted to extend an Internship Opportunity for the **Deals/Coupons Specialist Intern** profile at Flipshope. Hope to have you come in with the same energy you always carry and excitement for the role. We're confident you'll learn a lot.

As your employment commences from the upcoming date consulted by the Organisation i.e: (**Thursday, 14-09-2023**). Kindly give us a confirmation on the same. If you've any further dates regarding the joining we'd be happy to help.

You will be entitled to a monthly stipend of **INR 8,000** per month.

Please revert back to this Mail within the next 24 Hours along with the Documents to confirm your Acceptance, failing to do so the Application will be Considered Null and Void.

Hoping to hear back from you being a Useful asset and we look forward to building Flipshope together!

Kindly revert back with your Acceptance within 24 hours along with the Documents mentioned below.

- Graduation Certificate / Previous Semester Marksheet.
- Aadhar Card
- PAN Card
- Bank Address Details (First Page of passbook/Cancelled Cheque)

If you have any queries, feel free to get in touch with us.

Regards,  
Soham Upadhyay  
Team HR Flipshope



**Genpact\_Campus Candidates\_Walk-In Interviews\_Jaipur Location\_19 September'23\_11:30 AM-1:30 PM**

Singh Nayar, Bhupinder <Bhupinder.SinghNayar@genpact.com>  
To: Akanksha Ganda <akanksha.g@kanoriacollege.in>  
Cc: "Margabandhu, Satish" <Satish.Margabandhu@genpact.com>

Thu, Oct 5, 2023 at 1:14 PM

Hi Akanksha,

As discussed, PFB the detail of candidate selected during the drive.

|                |           |       |            |                           |        |            |         |
|----------------|-----------|-------|------------|---------------------------|--------|------------|---------|
| Niharika Yadav | 2020/1394 | B.Com | 7742922304 | niharikayadavvv@gmail.com | Female | 03-09-2003 | Fresher |
|----------------|-----------|-------|------------|---------------------------|--------|------------|---------|

Regards

Bhupinder

From: Akanksha Ganda <akanksha.g@kanoriacollege.in>  
Sent: Tuesday, September 19, 2023 3:21 PM  
To: Singh Nayar, Bhupinder <Bhupinder.SinghNayar@genpact.com>  
Subject: Re: Genpact\_Campus Candidates\_Walk-In Interviews\_Jaipur Location\_19 September'23\_11:30 AM-1:30 PM

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Do not reply, click on links or open attachments unless you recognize the sender and know the content is safe. If you believe the content of this email may be unsafe, please forward it as an attachment to [thisthingsphishy@genpact.com](mailto:thisthingsphishy@genpact.com) or use the 'This Looks Phishy' Outlook button.

[Quoted text hidden]



Nisha Saini &lt;nisha.s@kanoriacollege.in&gt;

## Fwd: Campus placement drive - Kanoria PG Mahila Mahavidyalaya, Jaipur

1 message

**Akanksha Ganda** <akanksha.g@kanoriacollege.in>  
To: Nisha Saini <nisha.s@kanoriacollege.in>

Thu, Oct 17, 2024 at 1:23 PM

Thanks and Regards,  
Dr. Akanksha Ganda  
Convenor, Centre for Career Guidance, Training and Placement,  
Kanoria PG Mahila Mahavidyalaya, Jaipur  
Ph: 9649533330

----- Forwarded message -----

From: **Singh Nayar, Bhupinder** <Bhupinder.SinghNayar@genpact.com>  
Date: Mon, 11 Sept 2023, 1:45 pm  
Subject: RE: Campus placement drive - Kanoria PG Mahila Mahavidyalaya, Jaipur  
To: Margabandhu, Satish <Satish.Margabandhu@genpact.com>, Akanksha Ganda <akanksha.g@kanoriacollege.in>, Usha Sree, Mavuri Venkata <MavuriVenkata.UshaSree@genpact.com>  
Cc: Chopra, Arti <Arti.Chopra@genpact.com>

Dear Akanksha,

Greetings from Genpact Team!

As discussed, PFA the JD's for the current profiles for Transaction Backend and Insurance domain for **2023 pass-out graduate and post graduate candidates** and request to share the registrations as applicable in the excel attached.

CTC will range between 1.7 LPA to 2.5 LPA (will be finalized depending on the interview.)

Apprentice – 12000 per month to 15000 per month (will be finalized depending on the interview & Process you will select for.)

| Skillset                  | Proposed Grid       |
|---------------------------|---------------------|
| Apprentice Fresher        | 12150               |
| Fresher / Regular         | 170000 LPA          |
| Range                     | 1.70 LPA - 2.50 LPA |
| PA Apprentice Max Stipend | 18200               |

Please find attached JDs to know more about the roles we offer.

### **Minimum Eligibility**

- Any Graduate/ MBA (except Tech graduate Btech/BCA/MCA/B.Sc IT)
- Freshers are eligible.
- Good English language skills (verbal and written)
- Knowledge about claim processing will be added advantage.
- Should be willing to work 5/6 days a week.

- Shift – Must be flexible to work 24/7 (US Shifts)
- Location – Jaipur (Sitapur office)
- Please feel free to highlight if candidates are from PWD

**Note: MBA will be hired as 5A's & Graduate will be hired as Apprenticeship**

Below is the detailed Instruction on the Apprenticeship program,

- Eligibility criteria – 0 to 12 months of experience
- Someone with 12 months and 1 day will not come under the apprenticeship
- 15 months of Apprenticeship program offered by the Indian Government
- Only Stipend applicable
- No PF & ESI deduction
- Only Professional Tax deduction, 1% if PAN card is available (If NO PAN Card- 10% Tax deduction )
- Article ship candidates will not come under the apprenticeship.
- After 15 months, they will be assessed and promoted as per our policy.
- If candidates have 3 months or 6 months of experience prior, they will be offered as per apprentice grid
- Eligible for VIC

For any clarifications feel free to connect.

Thanks & regards,

**Bhupinder Singh Nayar | Manager - Recruitment**

E-mail: [bhupinder.singhnayar@genpact.com](mailto:bhupinder.singhnayar@genpact.com)

Mobile: +91 9811243060

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**From:** Margabandhu, Satish <[Satish.Margabandhu@genpact.com](mailto:Satish.Margabandhu@genpact.com)>

**Sent:** Monday, September 11, 2023 1:23 PM

**To:** Akanksha Ganda <[akanksha.g@kanoriacollege.in](mailto:akanksha.g@kanoriacollege.in)>; Usha Sree, Mavuri Venkata <[MavuriVenkata.UshaSree@genpact.com](mailto:MavuriVenkata.UshaSree@genpact.com)>; Singh Nayar, Bhupinder <[Bhupinder.SinghNayar@genpact.com](mailto:Bhupinder.SinghNayar@genpact.com)>

**Cc:** Chopra, Arti <[Arti.Chopra@genpact.com](mailto:Arti.Chopra@genpact.com)>

**Subject:** RE: Campus placement drive - Kanoria PG Mahila Mahavidyalaya, Jaipur

@Singh Nayar, Bhupinder connect with Ms Akanksha right away. - Ph: 9649533330

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**From:** Akanksha Ganda <[akanksha.g@kanoriacollege.in](mailto:akanksha.g@kanoriacollege.in)>

**Sent:** Saturday, September 9, 2023 1:37 PM

**To:** Usha Sree, Mavuri Venkata <[MavuriVenkata.UshaSree@genpact.com](mailto:MavuriVenkata.UshaSree@genpact.com)>

**Cc:** Margabandhu, Satish <[Satish.Margabandhu@genpact.com](mailto:Satish.Margabandhu@genpact.com)>; Chopra, Arti <[Arti.Chopra@genpact.com](mailto:Arti.Chopra@genpact.com)>

**Subject:** Re: Campus placement drive - Kanoria PG Mahila Mahavidyalaya, Jaipur



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We offer graduation courses like B.Com, B.Sc, B.A, BBA, BCA and post graduation also in arts, commerce and science.

Thanks and Regards,  
Dr. Akanksha Ganda  
Convenor, Centre for Career Guidance, Training and Placement,  
Kanoria PG Mahila Mahavidyalaya, Jaipur  
Ph: 9649533330

On Sat, 9 Sept 2023, 1:32 pm Usha Sree, Mavuri Venkata, <[MavuriVenkata.UshaSree@genpact.com](mailto:MavuriVenkata.UshaSree@genpact.com)> wrote:

Hi Akanksha

Thanks for your Email ,Please can you give us more insight about your college , Courses Offered so that we will able to discuss more further .

**Ushasree Venkata,Mavuri**

**Assistant Manager - Recruitment**

*E-mail: [MavuriVenkata.Ushasree@genpact.com](mailto:MavuriVenkata.Ushasree@genpact.com)*

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**From:** Akanksha Ganda <[akanksha.g@kanoriacollege.in](mailto:akanksha.g@kanoriacollege.in)>  
**Sent:** Saturday, September 9, 2023 1:29 PM  
**To:** Usha Sree, Mavuri Venkata <[MavuriVenkata.UshaSree@genpact.com](mailto:MavuriVenkata.UshaSree@genpact.com)>  
**Subject:** Campus placement drive - Kanoria PG Mahila Mahavidyalaya, Jaipur

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Hi Usha Sree,

As per our telephonic conversation, please help me with the HR contact (phone no and mail id) in Jaipur who can help us for campus placement drive in our college, Kanoria PG Mahila Mahavidyalaya, Jaipur.

Thanks and Regards,

Dr. Akanksha Ganda

Convenor, Centre for Career Guidance, Training and Placement,

Kanoria PG Mahila Mahavidyalaya, Jaipur

Ph: 9649533330

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**5 attachments**



**image001.png**  
2K



**image002.png**  
3K



**image002.png**  
3K



**JD-PA.docx**  
14K



**Campus Hiring Excel .xlsx**  
17K



Trimates Technologies Private Limited

07/10/2023

## Offer Letter

Dear **Vishakha Khandelwal**,

Congratulations! We are pleased to confirm that you have been selected to work for **Trimates Technologies Private Limited**. We are delighted to make you the following job offer:

The position we are offering you is that of **Business Development Executive** with an annual cost to company of 300000. This position reports to Amaan Khan.

We would like you to start work on 09/10/2023. Please report to Amaan Khan for documentation and orientation. If this date is not acceptable, please contact me immediately. On joining, you will be invited to our HR tool (XPayroll) in which you may be required to upload your documents.

Please sign the enclosed copy of this letter and return it to me by 13/10/2023 to indicate your acceptance of this offer.

We are confident you will be able to make a significant contribution to the success of Trimates Technologies Private Limited and look forward to working with you.

Sincerely,

Riya Chatterjee

Trimates Technologies Private Limited

Accepted by,

Vishakha Khandelwal

# Annexure A

## 1. Posting and Transfer

Your services are liable to be transferred, at the sole discretion of Management, in such other capacity as the company may determine, to any department / section, location, associate, sister concern or subsidiary, at any place in India or abroad, whether existing today or which may come up in future. In such a case, you will be governed by the terms and conditions of the service applicable at the new placement location.

## 2. Probation

That you will be on probation for a period of six months. The period of probation can be extended at the discretion of the Management and you will continue to be on probation till an order of confirmation has been issued in writing.

## 3. Full time employment

Your position is a whole time employment with the Company and you shall devote yourself exclusively to the business and interests of the company. You will not take up any other work for remuneration (part time or otherwise) or work in an advisory capacity, or be interested directly or indirectly (except as shareholder / debenture holder), in any other trade or business during your employment with the company, without permission in writing of the Management of the Company. You will also not seek membership of any local or public bodies without first obtaining specific permission from the Management.

## 4. Confidentiality

You will not, at any time, during the employment or after, without the consent of the Management disclose or divulge or make public, except on legal obligations, any information regarding the Company's affairs or administration or research carried out, whether the same is confided to you or becomes known to you in the course of your service or otherwise.

## 5. Intellectual Property

If you conceive any new or advanced method of improving designs/ processes/ formulae/ systems, etc. in relation to the business/ operations of the Company, such developments will be fully communicated to the company and will be, and remain, the sole right/ property of the Company.

## 6. Responsibilities & Duties

Your work in the organization will be subject to the rules and regulations of the organization as laid down in relation to conduct, discipline and other matters. You will always be alive to responsibilities and duties attached to your office and conduct yourself accordingly. You must effectively perform to ensure results.

## 7. Past Records

This letter of appointment is based on the information furnished in your application for employment and during the interviews you had with us. If any declaration given, or information furnished by you, to the company proves to be false, or if you are found to have willfully suppressed any material information, in such cases, you will be liable to removal from services without any notice.

## 8. Probation, Confirmation & Termination:

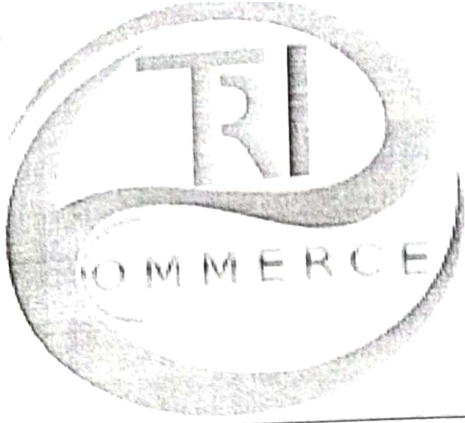
You will be on probation for a period of 90 days from the date of your appointment, where after, post completion of 90 days your services with the organization stands confirmed unless otherwise notified in writing through the HR team. The Company reserves the right to reduce or extend your probation period at its absolute discretion. During the probation period/ extended period of probation, company shall be entitled to terminate your employment without cause at any time by giving you 7 calendar days' notice or salary in lieu thereof. However, in case of cause, the Company can terminate your employment immediately. If you wish to terminate your employment with the Company during the probation period/ extended period of probation, then you shall be required to serve 7 calendar days' notice period from the day next to resignation or salary in lieu thereof. During the notice period you shall not be entitled to any paid or unpaid leave and the notice period cannot be adjusted by any accrued leave. The decision of waiving the notice period lies at the sole discretion of the Company.

Post probation confirmation, company shall be entitled to terminate your employment, without cause, at any time by giving you 30 days' notice or salary in lieu thereof. You are also bound to provide the company with 30 calendar days' notice period from the day next to resignation or salary in lieu thereof. During the notice period you shall not be entitled to any paid or unpaid leave and the notice period cannot be adjusted by any accrued leave. Full and Final will be done after 60 days of last day of notice, salary of notice period will be given on Full and Final.

The decision of waiving the notice period lies at the sole discretion of the Company.  
In the separation Without serving 30 days' notice period employee would not be entitled to receive current month salary.

## 9. Authority

No authority is vested upon you to make any financial commitment and enter into agreements/contracts/understandings of any nature with any second party and third party without seeking the prior permission/approval of the management. Any violation to exceed your specified authority as mentioned will be seriously viewed and disciplinary/appropriate legal action will be taken.



Trimates Technologies Private Limited

07/10/2023

## Offer Letter

Dear **Akanksha Jha**,

Congratulations! We are pleased to confirm that you have been selected to work for **Trimates Technologies Private Limited**. We are delighted to make you the following job offer:

The position we are offering you is that of **Business Development Executive** with an annual cost to company of 300000. This position reports to Amaan Khan.

We would like you to start work on 09/10/2023. Please report to Amaan Khan for documentation and orientation. If this date is not acceptable, please contact me immediately. On joining, you will be invited to our HR tool (XPayroll) in which you may be required to upload your documents.

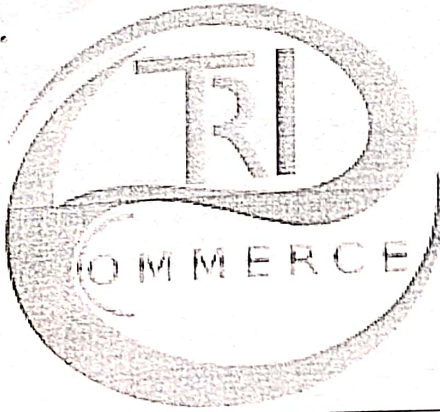
Please sign the enclosed copy of this letter and return it to me by 13/10/2023 to indicate your acceptance of this offer.

We are confident you will be able to make a significant contribution to the success of Trimates Technologies Private Limited and look forward to working with you.

Sincerely,

Riya Chatterjee  
Trimates Technologies Private Limited

Accepted by,  
Akanksha Jha



Trimates Technologies Private Limited

07/10/2023

## Offer Letter

Dear Nishita Sharma,

Congratulations! We are pleased to confirm that you have been selected to work for Trimates Technologies Private Limited. We are delighted to make you the following job offer:

The position we are offering you is that of Business Development Executive with an annual cost to company of 300000. This position reports to Amaan Khan.

We would like you to start work on 09/10/2023. Please report to Amaan Khan for documentation and orientation. If this date is not acceptable, please contact me immediately. On joining, you will be invited to our HR tool (XPayroll) in which you may be required to upload your documents.

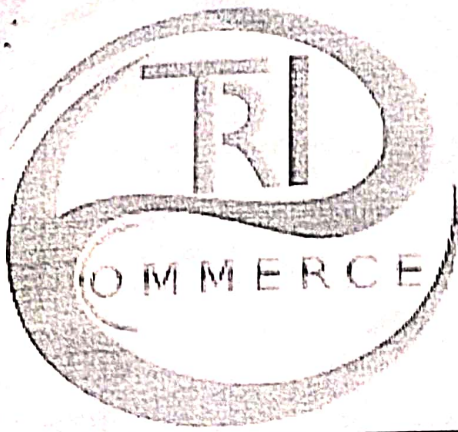
Please sign the enclosed copy of this letter and return it to me by 13/10/2023 to indicate your acceptance of this offer.

We are confident you will be able to make a significant contribution to the success of Trimates Technologies Private Limited and look forward to working with you.

Sincerely,

Riya Chatterjee  
Trimates Technologies Private Limited

Accepted by,  
Nishita Sharma



Trimates Technologies Private Limited

07/10/2023

## Offer Letter

Dear Vaishnavi Tyagi,

Congratulations! We are pleased to confirm that you have been selected to work for Trimates Technologies Private Limited. We are delighted to make you the following job offer:

The position we are offering you is that of Business Development Executive with an annual cost to company of 300000. This position reports to Amaan Khan.

We would like you to start work on 09/10/2023. Please report to Amaan Khan for documentation and orientation. If this date is not acceptable, please contact me immediately. On joining, you will be invited to our HR tool (XPayroll) in which you may be required to upload your documents.

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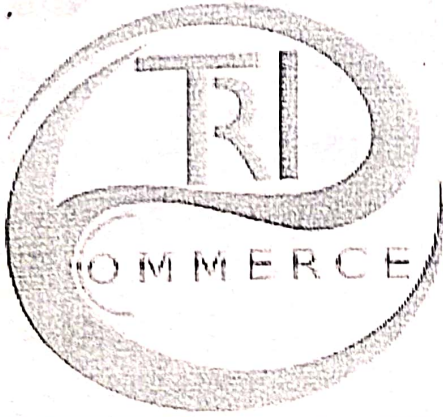
We are confident you will be able to make a significant contribution to the success of Trimates Technologies Private Limited and look forward to working with you.

Sincerely,

Riya Chatterjee  
Trimates Technologies Private Limited

Accepted by,  
Vaishnavi Tyagi





Trimates Technologies Private Limited

07/10/2023

## Offer Letter

Dear Vanshika Chouhan,

Congratulations! We are pleased to confirm that you have been selected to work for Trimates Technologies Private Limited. We are delighted to make you the following job offer:

The position we are offering you is that of Business Development Executive with an annual cost to company of 300000. This position reports to Amaan Khan.

We would like you to start work on 09/10/2023. Please report to Amaan Khan for documentation and orientation. If this date is not acceptable, please contact me immediately. On joining, you will be invited to our HR tool (XPayroll) in which you may be required to upload your documents.

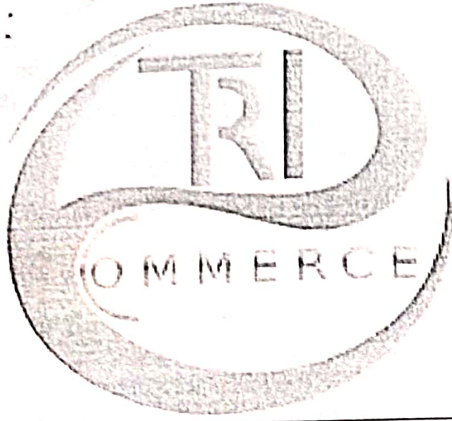
Please sign the enclosed copy of this letter and return it to me by 13/10/2023 to indicate your acceptance of this offer.

We are confident you will be able to make a significant contribution to the success of Trimates Technologies Private Limited and look forward to working with you.

Sincerely,

Riya Chatterjee  
Trimates Technologies Private Limited

Accepted by,  
Vanshika Chouhan



Trimates Technologies Private Limited

07/10/2023

## Offer Letter

Dear Kali Khandelwal,

Congratulations! We are pleased to confirm that you have been selected to work for Trimates Technologies Private Limited. We are delighted to make you the following job offer:

The position we are offering you is that of Business Development Executive with an annual cost to company of 300000. This position reports to Amaan Khan.

We would like you to start work on 09/10/2023. Please report to Amaan Khan for documentation and orientation. If this date is not acceptable, please contact me immediately. On joining, you will be invited to our HR tool (XPayroll) in which you may be required to upload your documents.

Please sign the enclosed copy of this letter and return it to me by 13/10/2023 to indicate your acceptance of this offer.

We are confident you will be able to make a significant contribution to the success of Trimates Technologies Private Limited and look forward to working with you.

Sincerely,

Riya Chatterjee  
Trimates Technologies Private Limited

Accepted by,  
Kali Khandelwal



Trimates Technologies Private Limited

07/10/2023

## Offer Letter

Dear **Suhani Nagpal**,

Congratulations! We are pleased to confirm that you have been selected to work for Trimates Technologies Private Limited. We are delighted to make you the following job offer:

The position we are offering you is that of **Business Development Executive** with an annual cost to company of 300000. This position reports to Amaan Khan.

We would like you to start work on 09/10/2023. Please report to Amaan Khan for documentation and orientation. If this date is not acceptable, please contact me immediately. On joining, you will be invited to our HR tool (XPayroll) in which you may be required to upload your documents.

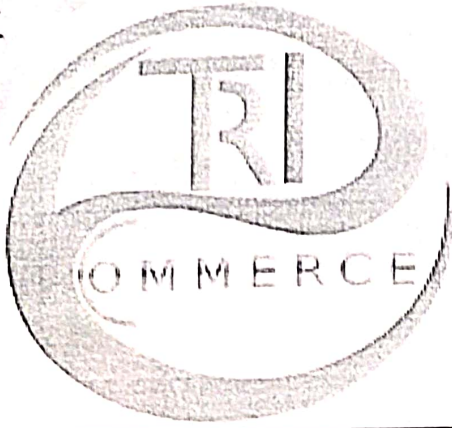
Please sign the enclosed copy of this letter and return it to me by 13/10/2023 to indicate your acceptance of this offer.

We are confident you will be able to make a significant contribution to the success of Trimates Technologies Private Limited and look forward to working with you.

Sincerely,

Riya Chatterjee  
Trimates Technologies Private Limited

Accepted by,  
Suhani Nagpal



Trimates Technologies Private Limited

07/10/2023

## Offer Letter

Dear Tamanna Sharma,

Congratulations! We are pleased to confirm that you have been selected to work for Trimates Technologies Private Limited. We are delighted to make you the following job offer:

The position we are offering you is that of Business Development Executive with an annual cost to company of 300000. This position reports to Amaan Khan.

We would like you to start work on 09/10/2023. Please report to Amaan Khan for documentation and orientation. If this date is not acceptable, please contact me immediately. On joining, you will be invited to our HR tool (XPayroll) in which you may be required to upload your documents.

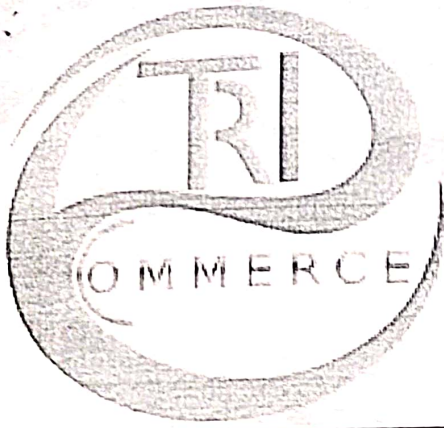
Please sign the enclosed copy of this letter and return it to me by 13/10/2023 to indicate your acceptance of this offer.

We are confident you will be able to make a significant contribution to the success of Trimates Technologies Private Limited and look forward to working with you.

Sincerely,

Riya Chatterjee  
Trimates Technologies Private Limited

Accepted by,  
Tamanna Sharma



Trimates Technologies Private Limited

07/10/2023

## Offer Letter

Dear Khushboo Kumari,

Congratulations! We are pleased to confirm that you have been selected to work for Trimates Technologies Private Limited. We are delighted to make you the following job offer:

The position we are offering you is that of Business Development Executive with an annual cost to company of 300000. This position reports to Amaan Khan.

We would like you to start work on 09/10/2023. Please report to Amaan Khan for documentation and orientation. If this date is not acceptable, please contact me immediately. On joining, you will be invited to our HR tool (XPayroll) in which you may be required to upload your documents.

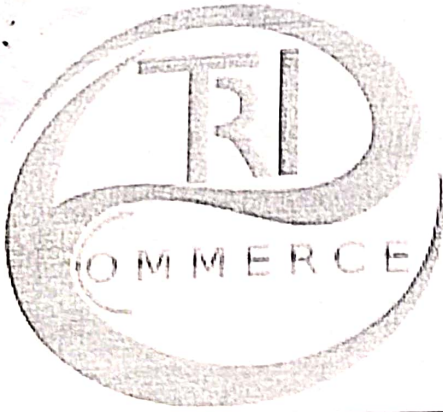
Please sign the enclosed copy of this letter and return it to me by 13/10/2023 to indicate your acceptance of this offer.

We are confident you will be able to make a significant contribution to the success of Trimates Technologies Private Limited and look forward to working with you.

Sincerely,

Riya Chatterjee  
Trimates Technologies Private Limited

Accepted by,  
Khushboo Kumari



Trimates Technologies Private Limited

07/10/2023

## Offer Letter

Dear Mansi Gangwani,

Congratulations! We are pleased to confirm that you have been selected to work for Trimates Technologies Private Limited. We are delighted to make you the following job offer:

The position we are offering you is that of Business Development Executive with an annual cost to company of 300000. This position reports to Amaan Khan.

We would like you to start work on 09/10/2023. Please report to Amaan Khan for documentation and orientation. If this date is not acceptable, please contact me immediately. On joining, you will be invited to our HR tool (XPayroll) in which you may be required to upload your documents.

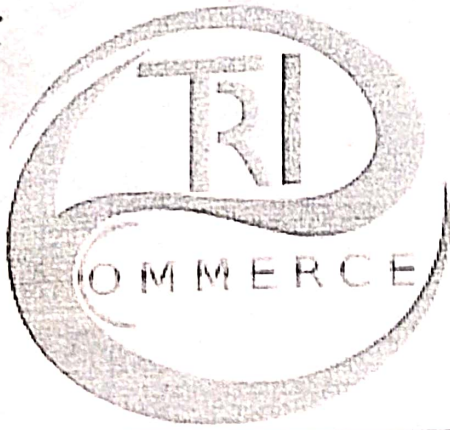
Please sign the enclosed copy of this letter and return it to me by 13/10/2023 to indicate your acceptance of this offer.

We are confident you will be able to make a significant contribution to the success of Trimates Technologies Private Limited and look forward to working with you.

Sincerely,

Riya Chatterjee  
Trimates Technologies Private Limited

Accepted by,  
Mansi Gangwani



Trimates Technologies Private Limited

07/10/2023

## Offer Letter

Dear Mahima,

Congratulations! We are pleased to confirm that you have been selected to work for Trimates Technologies Private Limited. We are delighted to make you the following job offer:

The position we are offering you is that of Business Development Executive with an annual cost to company of 234000. This position reports to Amaan Khan.

We would like you to start work on 09/10/2023. Please report to Amaan Khan for documentation and orientation. If this date is not acceptable, please contact me immediately. On joining, you will be invited to our HR tool (XPayroll) in which you may be required to upload your documents.

Please sign the enclosed copy of this letter and return it to me by 13/10/2023 to indicate your acceptance of this offer.

We are confident you will be able to make a significant contribution to the success of Trimates Technologies Private Limited and look forward to working with you.

Sincerely,

Riya Chatterjee

Trimates Technologies Private Limited

Accepted by,  
Mahima



Trimates Technologies Private Limited

07/10/2023

## Offer Letter

Dear Jyoti Yadav,

Congratulations! We are pleased to confirm that you have been selected to work for Trimates Technologies Private Limited. We are delighted to make you the following job offer:

The position we are offering you is that of Business Development Executive with an annual cost to company of 234000. This position reports to Amaan Khan.

We would like you to start work on 09/10/2023. Please report to Amaan Khan for documentation and orientation. If this date is not acceptable, please contact me immediately. On joining, you will be invited to our HR tool (XPayroll) in which you may be required to upload your documents.

Please sign the enclosed copy of this letter and return it to me by 13/10/2023 to indicate your acceptance of this offer.

We are confident you will be able to make a significant contribution to the success of Trimates Technologies Private Limited and look forward to working with you.

Sincerely,

Riya Chatterjee  
Trimates Technologies Private Limited

Accepted by,  
Jyoti Yadav



---

**Fwd: Appointment letter || Sakshi Jangid**

---

Shiksha Jangid <shikshajangid7@gmail.com>  
To: akanksha.g@kanoriacollege.in

Sat, Nov 18, 2023 at 6:25 PM

----- Forwarded message -----

From: Simran Jeet kour <simran.kour1@teleperformance.com>  
Date: Fri, Nov 17, 2023, 7:34 PM  
Subject: Appointment letter || Sakshi Jangid  
To: <shikshajangid7@gmail.com>  
Cc: Reena Arya <reena.arya1@teleperformance.com>, Deepak Verma <deepak.verma2@teleperformance.com>

Hi Sakshi,

Please find attached updated Appointment letter, kindly acknowledge the same ( DOJ 17-Nov-2023)

**Regards,**

**Simranjeet kour**

**Executive -Talent Acquisition| Teleperformance**

**Jaipur, Rajasthan, India**

[Simran.kour1@teleperformancedibs.com](mailto:Simran.kour1@teleperformancedibs.com)

cid:image009.png@01D5EB46.6DD4D340

[teleperformance.in](https://teleperformance.in) | [linkedin.com/company/teleperformance](https://linkedin.com/company/teleperformance)

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**3 attachments**

To,  
**Miss. Sakshi Jangid,**  
G-141, Uday Path, Dana Pani Shyam Nagar Jaipur 302019 Rajasthan,  
14 Nov 2023

Welcome aboard! We are pleased to have you join us as **Customer Care Executive**.

At Teleperformance, we are committed and passionate to deliver outstanding customer experience with every single opportunity. We are thrilled to have you with us and look forward to your contribution.

Yours Sincerely,  
**Preeti Shirke**  
Head Recruitment | Teleperformance

Date: November 17, 2023

Emp Temp Code: 1421527432

Sakshi Jangid

G-141, Uday Path, Dana Pani Shyam Nagar Jaipur - 302019,  
Rajasthan, India

Contact No: +919119206070

**Letter of Appointment**

Dear Sakshi,

With reference to the interviews you have had with us in the recent past, we are pleased to make you an Offer of Employment in our Company. Your Grade will be **Grade I** and you will be designated as **Customer Care Executive**. You are required to report for duties on **November 17, 2023 ("Joining Date")** at **9:30 AM** or as per the agreed time during work hours.

Your employment will be as per the following terms and conditions:

1. Your remuneration is detailed in the enclosed **Annexure I**. All tax liabilities arising out of your entire compensation package, present or future, shall be borne by you.
2. Your duties and responsibilities will be as assigned by your immediate manager or other superior officer of the Company and the same will also include the jobs assigned by the Management from time to time.
3. The Company's business operates on a **24x7** basis and you may therefore be required to work in shifts including periodic night shifts. The work exigencies and the role may require you to extend your work-timings in accordance with the *Working Hour & Attendance Policy*. By accepting and signing this letter you affirm your willingness to abide by this requirement.
4. While your initial place of posting will be at an agreed place/Company's Office/Site at **Jaipur**, you are liable to be transferred to any department/office anywhere in India/Overseas, or a company/entity formed by the promoters or transferred/assigned responsibility in any associate company or be recalled to your original location. Accordingly, your working hours/shift timings could be changed periodically depending on the work/process requirements. All such transfers shall be governed by the *Transfer Policy* of the company. In the event of you being deputed overseas for training and operations you will be required to and shall sign all required documentation as per the rules, regulation and policies of the Company.
5. Your appointment will be on probation for a period of **six months** from the date of your joining the Company or for an extended period of time ("**Probation Period**") if found necessary. Your employment with the Company will be confirmed on the expiry of your Probation Period unless you are specifically advised otherwise in writing.
6. Your appointment shall continue, during your Probation Period or thereafter upon confirmation, unless your employment is discontinued by the Company, by providing not less than **30 Days ("Notice Period")** prior written notice. In the event you decide to leave the employment of the Company, you will be required to provide **30 Days** prior written notice to the Company, and in case you fail to actually serve the aforementioned notice period, your resignation will be deemed to be rejected and you will be treated as "Absent without leave"/"Absconding" and further disciplinary action will also be initiated against you. However, the Company may at its sole discretion relieve you of your duties anytime during the notice period. You will be paid salary up to the last working day.

The Company at its discretion, during probation or on confirmation of your services thereof, without

assigning any reason, can discontinue your employment on payment in lieu of Notice Period. Such payment will be calculated pro rate on the basis of your current Gross Fixed salary (subject to tax).

In case of violation of any policies, procedures or rules of the Company or any other act of misconduct, including but not limited to improper behaviour, theft or fraud, your services are liable to be discontinued without Notice Period or without payment in lieu of Notice Period.

7. You agree that this employment is conditional upon you successfully clearing the training as required. In the event of your in-ability to clear the training, the Company may relieve you of your duties with immediate effect without Notice Period or without payment in lieu of Notice Period.
8. You are employed as a permanent employee of the Company and are therefore not permitted to undertake any other employment or engage in any commercial activities, outside the Company, either honorary or otherwise, without prior written approval of the Company.
9. You are required to maintain the highest order of discipline and secrecy about the work of the Company and/or its subsidiaries or associate companies and in case of any breach of trust/discipline, your services may be discontinued by the Company with immediate effect without notice period or without payment in lieu of notice period.

You are required to always maintain the highest standard of confidentiality towards Company information which includes but not limited to documents, files, records, customer details, project plans, strategies, developments, execution process, contracts, billing information, quality metrics, financial information about the Company etc. relating to business of the Company, which is proprietary to the Company and / or its clients and other information relating to the business of the Company which may be known, provided or confided to you ("**Confidential Information**"). You will not divulge or use such Confidential Information other than to fulfil your duties as an employee of the Company and while ensuring the best interests of the Company. Under no circumstances will you disseminate information regarding the affairs or business matters of the company or information regarding its customers without proper authorization and / or prior written approval. All information that comes to your knowledge by reasons of your employment with the Company is deemed to be Confidential Information. Upon ceasing to be an employee of the Company, you shall immediately return any records, documents and other information of the Company which are in your possession and shall not retain or transmit any copies (electronic or otherwise) of the same. You will be required to sign a separate confidentiality agreement along with this letter and may be required to sign further confidentiality agreements as may be required by the Company. The Company acknowledges that individual marketing packages, Web sites, and other communications that have been developed for a client and have been placed in the "public domain", once distributed to the public may be no longer subject to client confidentiality provisions.

10. You will be required to apply and maintain the highest standards of personal conduct and integrity and comply with all the Company's current rules, regulations, policies and procedures, including **Global Essential Compliance & Security Policies and Social Media Policy** as may be in force from time to time and as may be notified and displayed. You will be bound by the existing and new security rules, regulations and policies of the Company, including physical frisking (pat down) process wherein, a search would be conducted of outer clothing to detect any concealed prohibited articles. All policies mentioned in this letter, as well as others, are available on the Company intranet and may be changed/modified, at the Company's discretion. You are required to keep yourself updated with the Company's policies.
11. The Company shall have the right to vary, delete, and modify these terms and conditions of employment.
12. You will automatically **retire** from the services of the Company on the last day of the calendar month in which you attain the age of **Fifty-Eight years**. Your date of birth as per official records is **November 24, 2002**.
13. You are required to make a full and complete disclosure of any issues in past employment records, any relationships or dealings you have or propose to have/ enter into directly or through any of your relatives or family members, with any of the Company's agent, dealers, vendors, suppliers, subcontractors or the like

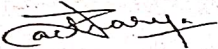
14. This appointment is subject to satisfactory verification of your credentials, character, antecedents and testimonials as provided in your application to the Company and your curriculum vitae. All cost incurred for such verification will be borne by the Company. If it is found at any time that you have made any false statements or suppressed any material information, it shall lead to immediate discontinuation of your employment with the Company without any notice or compensation.
15. You agree to undergo a drug test or any other medical/fitness test including breath analyzer, as asked for and at such a place and location as advised by the Company during the course of your employment. In the event you become unfit for performance of your assigned duties; you shall be liable to be discharged from the services without any notice.
16. You hereby consent to share your payroll, personal and employment related data for processing and review outside of the country, subject to adherence to applicable law.
17. Your address as provided by you in the employment forms shall be deemed to be correct for sending any communication to you and every communication addressed to you at the given address shall be deemed to have been sufficiently served upon you.
18. You are required to return the duplicate copy of this letter and report to work on or before the date of joining specified above. In the event you do not do so, it shall be deemed that you are not interested in this offer/appointment and this letter shall stand automatically withdrawn with effect from the Joining Date.
19. In the event of you resigning from the services of the company before a period of one year from the date of your joining, any payments made by the company towards relocation benefits, any bonuses or any other allowances, notice period buy-backs or any other such benefits that were to facilitate smooth integration, shall have to be repaid to the company.

If the above terms and conditions are acceptable to you, please sign on each page and return the duplicate copy of this letter as a token of your acceptance of this Letter of Employment.

Welcome to Teleperformance and here's wishing you a rewarding career.

Yours Truly,

For CRM Services India Private Limited,



Preeti Amit Shirke

Executive Vice President - Human Resources & Recruitment

I, Sakshi Jangid, residing at G-141, Uday Path, Dana Pani Shyam Nagar Jaipur - 302019, Rajasthan, India hereby accept the terms and conditions in this letter.

|                    |   |
|--------------------|---|
| Employee Signature | Accepted On 16 Nov 2023<br>shikshajangid7@gmail.com |
| Employee Name      | Sakshi Jangid                                       |

**Enclosures:**

1. Compensation/ Salary details (**Annexure I**)
2. Non-Disclosure- Declaration and Undertaking (**Annexure II**)
3. Personal Data- Declaration (**Annexure III**)
4. Work from Home- Declaration, applicable under WAHA-[Work at Home] (**Annexure IV**)

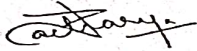
**NOTE:** For purposes of brevity and ease of reading, the term "the Company" or the term "Teleperformance" (wherever it appears in this letter) means Teleperformance.

Emp Temp Code : 1421527432

**Annexure I**  
**Compensation Details**

|  |                                |
|--|--------------------------------|
| Employee Name:                                   | Sakshi Jangid                  |
| Designation:                                     | Customer Care Executive        |
| Grade:   | Grade I                        |
| Date Of Joining:                                 | November 17, 2023              |
| City:  | Jaipur                         |
| <b>Pay Components</b>                            | <b>Amount In Indian (INR)</b>  |
| Basic Pay  | 14,191.00                      |
| Housing Rent Allowance (HRA)                     | 8,515.00                       |
| Transport Allowance                              | 0.00                           |
| Flexible Benefit Plan                            | 0.00                           |
| Statutory Bonus#                                 | 1,409.00                       |
| <b>Gross Fixed Salary (1)</b>                    | <b>24,115.00</b>               |
| Provident Fund (Employee) (2)                    | 1,703.00                       |
| ESIC (Employee) (3)                              | 0.00                           |
| <b>Net Take Home [1-(2+3)]</b>                   | <b>22,412.00</b>               |
| Provident Fund (Employer) (4)                    | 1,703.00                       |
| ESIC (Employer) (5)                              | 0.00                           |
| Gratuity* (6)                                    | 683.00                         |
| <b>Total Fixed Cost (1+4+5+6)</b>                | <b>26,501.00</b>               |
| <b>Annual Fixed CTC</b>                          | <b>318,012.00</b>              |
| <b>Annual Performance Pay**</b>                  | <b>0 % of Annual Fixed CTC</b> |
| <b>Annual Performance Linked Incentive (PLI)</b> | <b>30,000.0</b>                |

For CRM Services India Private Limited,



**Preeti Amit Shirke**  
**Executive Vice President - Human Resources & Recruitment**

\*Gratuity shall be payable as per "The Payment of Gratuity Act".

\*\*Performance Pay will be payable subject to assessed performance achievement level, the pay-out criteria and the frequency, as per the "Performance Pay policy/ note.

#Statutory Bonus is paid monthly as per "The Payment of Bonus Act".

- All Reimbursements will be paid as per prevailing Income Tax rules and company policies in effect
- The above compensation will be subject to Income Tax regulations in force from time to time.
- The above compensation is subject to deduction towards Medi-claim Insurance, transport, if/as applicable and any other statutory deduction/contribution including Professional Tax, labour
- Any Incentive payable, as part of the compensation structure or otherwise, shall have a "Minimum Attendance Threshold/Performance" as qualifying criteria for such payout.

|                    |   |
|--------------------|---|
| Employee Signature | Accepted On 16 Nov 2023<br>shikshajangid7@gmail.com |
| Employee Name      | Sakshi Jangid                                       |

**ANNEXURE II****DECLARATION AND UNDERTAKING REGARDING NON-DISCLOSURE**

I, **Sakshi Jangid**, residing at **G-141, Uday Path, Dana Pani Shyam Nagar Jaipur - 302019, Rajasthan, India**, and working as **Customer Care Executive**, do hereby solemnly state, undertake and declare that:

1. I will faithfully, truly and to the best of my skills and ability, execute and perform the duties required of me as an employee of **CRM Services India Private Limited**, a Company having its registered office at **Teleperformance Towers, Plot CST No. 1406-A/28 Mindspace, Malad (West), Mumbai- 400090, Maharashtra, India**.
2. I shall comply with all Teleperformance policies.
3. I will maintain the highest standard of confidentiality towards **Confidential Information**, by not, directly or indirectly, making known, or permitting such Confidential Information to be disclosed or made known to any person or entity, either inside or outside the Company. I acknowledge that such information is valuable, sensitive and a unique asset of the Company and/or of the Company's clients. I shall faithfully and diligently hold such Confidential Information from being disclosed to unauthorized persons, which may include, but are not limited to, employees of the Company that do not need to know the Confidential Information, persons not employed by the Company, persons that are not bound by a written confidentiality agreement with the Company, with regard to the specific Confidential Information, persons not directly aware of the proprietary and trade secret nature of the Confidential Information.
4. All documents, files, records, project plans, software tools as well as methods and techniques of doing business, including patents, trade secrets and other proprietary rights associated therewith, Strategies, Customer details and items of information or equipment relating to Company's business are and shall remain the property of the Company, including notes, documents, and files created in the performance of my duties of employment. I shall not under any circumstances remove such property from the Company premises without prior written consent. I further agree that all information relating to existing customers and potential customers of the Products, whether recorded in Company's database or otherwise is confidential to the company and that any ownership in respect thereof resides in the company and that it cannot be used by employee for any purpose not specifically referred to in this employment.
5. I understand and acknowledge that as set forth under the **Login Provisioning and De-provisioning Policy (GECSP 11)**, my employee ID and password used to access Company or its Clients' systems are personal and confidential, are **Proprietary Information**, and shall not be disclosed to anyone. Non-compliance with this Policy may lead to disciplinary sanctions upto and including discontinuation of services, consistent with applicable law.
6. Notwithstanding the separation of my employment with the company for any reason whatsoever I will not communicate or allow to be communicated to any person not legally entitled thereto any information relating to the Confidential Information and affairs of Teleperformance.
7. I will immediately report to the Company, any violation or breach of the commitments made in this declaration, whether the breach or violation is intentional or inadvertent and I agree that:
  - (i) In the event of a breach or threatened breach of the provisions of this declaration, the Company shall be entitled to an injunction restraining from using or disclosing, in whole or in part, such Confidential Information, or from rendering any services, to any person, firm, corporation, association or other entity to whom any such information has been disclosed or is threatened to be disclosed, which injunction shall be available without the posting of any bond or other security and the issuance of which is hereby consented to by Employee,
  - (ii) Any such breach would cause injury to the Company, and
  - (iii) The remedies provided for in this Section shall be cumulative to and not exclusive of any and all other

8. The rights to any invention, discovery or creation of any system or method related to the Company's operations and arising out of any work done in the course of my employment will automatically vest with the Company. In this connection, the Company may obtain patent rights in its name (or jointly with others) based on the fact of my invention, discovery, improvement or other creative effort. I acknowledge that I will not be liable for any compensation for such invention, discovery, improvement or other creative effort made by me, and that any reward that the Company may, in its sole discretion, bestow on me will not be deemed to confer any rights towards that invention, discovery or improvement in system or method. I further acknowledge that I may be required to execute further documentation in connection with such inventions, discoveries, improvements or other creative efforts and will execute the same without delay.
9. In the event of my leaving services of the Company, for any reason, during the 12-months period from the separation date, I shall **NOT** directly or indirectly either on my own account or otherwise:
  - i. engage or attempt to engage in providing services to any customer or prospective customer where such services or products are competitive with the services offered by the Company or any affiliate to the Customer
  - ii. canvass solicit or endeavour to entice away from the Company any client or customer(s) of the Company, or any person(s), who at any time during my employment, were or are clients or customers of the Company, or were in the habit of dealing with the Company;
  - iii. solicit, interfere with, or endeavour to entice away any employee of the Company; or
  - iv. counsel, or otherwise assist any person to do any of the acts referred to in para (i), (ii) & (iii) of this clause.
10. I shall **NOT** offer, promise, give, accept, condone, approve or knowingly benefit from an improper business gratuity, -a bribe, 'kickback' or other improper advantage, benefit or reward, or otherwise apply inappropriate influence.
11. I shall **NOT** make a 'facilitation payment'. Facilitation payment refers to the practice of paying a small sum of money to (usually) an official as a way of ensuring that they perform their duty.
12. None of my relatives are employed or associated with the Company or any of its affiliate companies or its customers/clients/suppliers in any form; and I undertake that I **shall** immediately notify the Company in case-
  - (a) any person who is so employed / associated becomes a relative, and/or
  - (b) a relative, in future, is so employed / associated with the Company.

I understand and acknowledge that:

1. the restraints contained herein are reasonable in all the circumstances of employment and agree that they are necessary for the protection and maintenance of the Company and its business.
2. my services can be suspended pending disciplinary action/enquiry/investigation as per Company policy and I shall abide by decision of investigation/enquiry Committee constituted for such purposes.
3. the Company shall be entitled to seek an order for specific performance or injunctive relief or other equitable relief in case I fail to observe or breach any of the restraints herein.

I **shall** indemnify and keep indemnified the company for any loss, damages or injury suffered by the company for any breach of above conditions or any other clause or term of employment.

I understand and acknowledge that my failure to comply with this declaration and undertaking may lead to disciplinary sanctions which may include discontinuation of services, as well as civil liability and/or criminal prosecution under applicable laws.

Executed this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_

|                    |   |
|--------------------|---|
| Employee Signature | Accepted On 16 Nov 2023<br>shikshajangid7@gmail.com |
| Employee Name      | Sakshi Jangid                                       |



Annexure III

Personal Data - Declaration

I Sakshi Jangid hereby certify that all statements made on the Employment Application Form, my Curriculum Vitae or during my interviews with the Company are true and complete. I understand that any omission or misrepresentation of any fact may result in refusal of employment or immediate dismissal.

I further understand that I shall be bound by the existing and new rules, regulations and policies of the Company including those related to Frisking (Pat Down) process wherein, a search would be conducted of outer clothing to detect any unauthorized / prohibited articles.

I confirm that I have voluntarily furnished my personal information to the Company and the Company shall be free to use such information and all other information that I may provide at any time hereinafter. The Company may share such information in connection with my employment and other related matters, as deemed fit and necessary by the Company.

I recognize that in connection with employment with Teleperformance, I may be the subject of a background inquiry and drug test by the company or its representative, and I hereby authorize the same. I also authorize the Company to take action including penal action against me in case any fact is found contrary to what has been stated by me in the application form mentioned herein above.

I do hereby declare that I will immediately report to my Line Manager or HR team in case of "Change to Circumstances", within 48 hours of me becoming aware of such "Change to Circumstances" which may arise due to the following:

- a) I am found guilty of a criminal offence / is under police caution or investigation;
- b) There is a change in my legal right to work / work status; and
- c) There are any adverse credit judgments against me.
- d) Change in personal status like name change / marital status / permanent or current address change etc.

Executed this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_

|                    |   |
|--------------------|---|
| Temp Emp Code      | 1421527432  |
| Employee Signature | Accepted On 16 Nov 2023<br>shikshajangid7@gmail.com |
| Employee Name      | Sakshi Jangid                                       |

ANNEXURE IV  
DECLARATION AND UNDERTAKING - Work From Home

I, **Sakshi Jangid**, do here-by confirm and declare that while I Work From Home, I will adhere to all company and Client confidentiality and security policies, not limited to the below:

- I understand and agree that 'Working From Home' is an extension of my workplace and all policies as applicable while Working From Office shall continue to apply, including Confidentiality Agreement, Code of Conduct, Data Security and WAHA Security Policy amongst others;
- I understand that I will not use pen, paper, mobile phone, camera, or any other electronic devices while Working from Home;
- I will not have unauthorised people, including family and friends to access or take a look at my device while I am working, however I also understand that their movement around or behind my device might be captured in any monitoring tool;
- I understand and agree that recording of conversations or other Teleperformance/Client/consumer information, outside of standard business processes is prohibited;
- I understand that the use of speakerphone is prohibited while Working From Home;
- I understand that the key privacy considerations around accessing personal data (for example customer, client and employee information), read in conjunction with Teleperformance policies, standards and procedures, while Working From Home is strictly prohibited;
- I shall take particular care to reduce the risk of inappropriate or unauthorised disclosure of personal data while Working From Home; and
- I have a functional internet connection at home and shall ensure that it is operational with enough data availability at all the time. I understand that this is a pre-requisite for Work From Home and I shall maintain good internet bandwidth. I shall be fully responsible for upkeep and usage of this connection.
- I agree to return company or client's systems, assets, records and materials **within 36 hours** from the date of intimation received by the company in the same condition as it was provided to me.
- In case, I delay in returning or fail to return or returned in damaged condition, the company's or client's systems, assets, records and materials within such stipulated time then company has the undisputed right to recover penalties /amount as per the case may be.
- I agree to the use webcam for video calls /collaboration with supervisors and colleagues.
- I agree to the use of cameras available on the Teleperformance Cloud Campus by Teleperformance and the terms and conditions related to it as appended below, which is subject to update, as per the applicable law. This is regardless of whether the camera was provided by Teleperformance, if it is built-in or bundled with the equipment provided to the employee, or in a Bring Your Own Device (BYOD) scenario.
- I understand, that I have the option to raise a helpline ticket to the BHR team over the email id ([HR.TPCCIndia@teleperformancedibs.com](mailto:HR.TPCCIndia@teleperformancedibs.com)), if I will have any concern whatsoever, post deployment of Teleperformance Cloud Campus.
- I understand, that in the event, I desire to opt-out as Working-from-Home-Agent in the Teleperformance Cloud Campus, I will reach out to my immediate supervisor with a written notice stating the reason for it and [[HR.TPCCIndia@teleperformancedibs.com](mailto:HR.TPCCIndia@teleperformancedibs.com)].
- I hereby give my consent to Teleperformance's use of a Camera as part of the computer sign-on process to authenticate my identity. I further agree to allow Teleperformance to visually monitor me during work

hours via a camera to ensure that my work-at-home environment meets the expectations of Teleperformance and its clients.

- I specifically understand and agree to Teleperformance's use of camera video and audio for security measures assessment, proper and lawful execution of all employment and client related contractual provisions, safety verification and any other business-related purpose. I agree to turn on the camera when requested and/or conduct verification via phone or video call pursuant to random clean desk audits.

For this purpose, I hereby understand that Teleperformance reserves the right to inspect my work area in my Work From Home site or the system virtually with or without advance notice to me. I also understand that at random intervals during your shift, Teleperformance may take snapshots of your workspace to analyze and detect any violations of existing security protocols including, but not limited to, clean desk policy, GISP and standards.

I hereby provide my consent and agree to such inspection and waive-off any claim for invasion of privacy in connection with such inspection. There are a number of situations in which I will activate the camera. These include: for my identification to be confirmed (in particular every time I login to Teleperformance systems); during regular security procedures; during 1-to-1 meetings, coaching sessions, and team meetings to achieve the most effective communication, collaboration and provision of the services. As I am providing services remotely, Teleperformance also recommend camera use during the rest of the time that I am providing services as a way to more effectively engage with my colleagues. When I activate my camera, it will be livestreaming and not recording. Every time recording is required (for Teleperformance business purposes, in a chatroom where you are present, for instance recording informational sessions delivered by TP Representatives), the 'recording icon' will show and I will be able to turn off my own individual camera during the recorded session.

For above purpose, Teleperformance, in its sole discretion, reserves the right to install any system monitoring technology on the work machine including EDR, Webcams or any other software/file that allows for supervision at work-at-home site which includes, but is not limited to:

- Capturing 'facial confirmation', 'ID scan' and 'Geo Tagging';
- Tracking 'multiple people violation', 'unknown user violation', 'not at desk violation', 'auto idle user detection', 'Mobile phone detection and usage';
- Clean desk environment (use of pen/paper or other objects not permitted);
- Capturing Desk-top random image and click pictures when above violations are detected via random scan which could be used as evidence in case of any breach as per the security policy

I understand that failure to comply with the above will lead to appropriate action in accordance with Teleperformance HR policies and manual.

|                    |   |
|--------------------|---|
| Temp Emp Code      | 1421527432  |
| Employee Signature | Accepted On 16 Nov 2023<br>shikshajangid7@gmail.com |
| Employee Name      | Sakshi Jangid                                       |

**Date: November 18, 2023**

**Emp Temp Code: 1421527520**

**Suniti Jha**

29-e-172, Rbh Pratap Nagar, Sanganer, Pratap Nagar, Sector 11,  
Jaipur - 302033,  
Rajasthan, India

**Letter of Appointment**

**Dear Suniti,**

With reference to the interviews you have had with us in the recent past, we are pleased to make you an Offer of Employment in our Company. Your Grade will be **Grade I** and you will be designated as **Customer Care Executive**. You are required to report for duties on **November 20, 2023 ("Joining Date")** at **9:30 AM** or as per the agreed time during work hours.

Your employment will be as per the following terms and conditions:

1. Your remuneration is detailed in the enclosed **Annexure I**. All tax liabilities arising out of your entire compensation package, present or future, shall be borne by you.
2. Your duties and responsibilities will be as assigned by your immediate manager or other superior officer of the Company and the same will also include the jobs assigned by the Management from time to time.
3. The Company's business operates on a **24x7** basis and you may therefore be required to work in shifts including periodic night shifts. The work exigencies and the role may require you to extend your work-timings in accordance with the *Working Hour & Attendance Policy*. By accepting and signing this letter you affirm your willingness to abide by this requirement.
4. While your initial place of posting will be at an agreed place/Company's Office/Site at **Jaipur**, you are liable to be transferred to any department/office anywhere in India/Overseas, or a company/entity formed by the promoters or transferred/assigned responsibility in any associate company or be recalled to your original location. Accordingly, your working hours/shift timings could be changed periodically depending on the work/process requirements. All such transfers shall be governed by the *Transfer Policy* of the company. In the event of you being deputed overseas for training and operations you will be required to and shall sign all required documentation as per the rules, regulation and policies of the Company.
5. Your appointment will be on probation for a period of **six months** from the date of your joining the Company or for an extended period of time ("**Probation Period**") if found necessary. Your employment with the Company will be confirmed on the expiry of your Probation Period unless you are specifically advised otherwise in writing.
6. Your appointment shall continue, during your Probation Period or thereafter upon confirmation, unless your employment is discontinued by the Company, by providing not less than **30 Days ("Notice Period")** prior written notice. In the event you decide to leave the employment of the Company, you will be required to provide **30 Days** prior written notice to the Company, and in case you fail to actually serve the aforementioned notice period, your resignation will be deemed to be rejected and you will be treated as "Absent without leave"/"Absconding" and further disciplinary action will also be initiated against you. However, the Company may at its sole discretion relieve you of your duties anytime during the notice period. You will be paid salary up to the last working day..

The Company at its discretion, during probation or on confirmation of your services thereof, without

assigning any reason, can discontinue your employment on payment in lieu of Notice Period. Such payment will be calculated pro rate on the basis of your current Gross Fixed salary (subject to tax).

In case of violation of any policies, procedures or rules of the Company or any other act of misconduct including but not limited to improper behaviour, theft or fraud, your services are liable to be discontinued without Notice Period or without payment in lieu of Notice Period.

7. You agree that this employment is conditional upon you successfully clearing the training as required. In the event of your in-ability to clear the training, the Company may relieve you of your duties with immediate effect without Notice Period or without payment in lieu of Notice Period.
8. You are employed as a permanent employee of the Company and are therefore not permitted to undertake any other employment or engage in any commercial activities, outside the Company, either honorary or otherwise, without prior written approval of the Company.
9. You are required to maintain the highest order of discipline and secrecy about the work of the Company and/or its subsidiaries or associate companies and in case of any breach of trust/discipline, your services may be discontinued by the Company with immediate effect without notice period or without payment in lieu of notice period.

You are required to always maintain the highest standard of confidentiality towards Company information which includes but not limited to documents, files, records, customer details, project plans, strategies, developments, execution process, contracts, billing information, quality metrics, financial information about the Company etc. relating to business of the Company, which is proprietary to the Company and / or its clients and other information relating to the business of the Company which may be known, provided or confided to you ("**Confidential Information**"). You will not divulge or use such Confidential Information other than to fulfil your duties as an employee of the Company and while ensuring the best interests of the Company. Under no circumstances will you disseminate information regarding the affairs or business matters of the company or information regarding its customers without proper authorization and / or prior written approval. All information that comes to your knowledge by reasons of your employment with the Company is deemed to be Confidential Information. Upon ceasing to be an employee of the Company, you shall immediately return any records, documents and other information of the Company which are in your possession and shall not retain or transmit any copies (electronic or otherwise) of the same. You will be required to sign a separate confidentiality agreement along with this letter and may be required to sign further confidentiality agreements as may be required by the Company. The Company acknowledges that individual marketing packages, Web sites, and other communications that have been developed for a client and have been placed in the "public domain", once distributed to the public may be no longer subject to client confidentiality provisions.

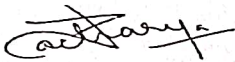
10. You will be required to apply and maintain the highest standards of personal conduct and integrity and comply with all the Company's current rules, regulations, policies and procedures, including **Global Essential Compliance & Security Policies** and **Social Media Policy** as may be in force from time to time and as may be notified and displayed. You will be bound by the existing and new security rules, regulations and policies of the Company, including physical frisking (pat down) process wherein, a search would be conducted of outer clothing to detect any concealed prohibited articles. All policies mentioned in this letter, as well as others, are available on the Company intranet and may be changed/modified, at the Company's discretion. You are required to keep yourself updated with the Company's policies.
11. The Company shall have the right to vary, delete, and modify these terms and conditions of employment.
12. You will automatically retire from the services of the Company on the last day of the calendar month in which you attain the age of **Fifty-Eight** years. Your date of birth as per official records is **February 10, 2003**.
13. You are required to make a full and complete disclosure of any issues in past employment records, any relationships or dealings you have or propose to have/ enter into directly or through any of your relatives or family members, with any of the Company's agent, dealers, vendors, suppliers, subcontractors or the like

14. This appointment is subject to satisfactory verification of your credentials, character, antecedents and testimonials as provided in your application to the Company and your curriculum vitae. All cost incurred for such verification will be borne by the Company. If it is found at any time that you have made any false statements or suppressed any material information, it shall lead to immediate discontinuation of your employment with the Company without any notice or compensation.
15. You agree to undergo a drug test or any other medical/fitness test including breath analyzer, as asked for and at such a place and location as advised by the Company during the course of your employment. In the event you become unfit for performance of your assigned duties; you shall be liable to be discharged from the services without any notice.
16. You hereby consent to share your payroll, personal and employment related data for processing and review outside of the country, subject to adherence to applicable law.
17. Your address as provided by you in the employment forms shall be deemed to be correct for sending any communication to you and every communication addressed to you at the given address shall be deemed to have been sufficiently served upon you.
18. You are required to return the duplicate copy of this letter and report to work on or before the date of joining specified above. In the event you do not do so, it shall be deemed that you are not interested in this offer/appointment and this letter shall stand automatically withdrawn with effect from the Joining Date.
19. In the event of you resigning from the services of the company before a period of one year from the date of your joining, any payments made by the company towards relocation benefits, any bonuses or any other allowances, notice period buy-backs or any other such benefits that were to facilitate smooth integration, shall have to be repaid to the company.

If the above terms and conditions are acceptable to you, please sign on each page and return the duplicate copy of this letter as a token of your acceptance of this Letter of Employment.

Welcome to Teleperformance and here's wishing you a rewarding career.

Yours Truly,  
For CRM Services India Private Limited,



Preeti Amit Shirke  
Executive Vice President - Human Resources & Recruitment

I, Suniti Jha, residing at 29-e-172, Rbh Pratap Nagar, Sanganer, Pratap Nagar, Sector 11, Jaipur - 302033, Rajasthan, India do hereby accept the terms and conditions in this letter.

|                    |  |
|--------------------|--|
| Employee Signature | Accepted On 18 Nov 2023<br>sunitijha2003@gmail.com |
| Employee Name      | Suniti Jha   |

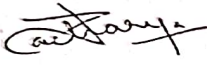
**Enclosures:**

1. Compensation/ Salary details (Annexure I)
2. Non-Disclosure- Declaration and Undertaking (Annexure II)
3. Personal Data- Declaration (Annexure III)
4. Work from Home- Declaration, applicable under WAHA-[Work at Home] (Annexure IV)

NOTE: For purposes of brevity and ease of reading, the term "the Company" or the term "Teleperformance" (wherever it appears in this letter) means Teleperformance.

Emp Temp Code : 1421527520

**Annexure I**  
**Compensation Details**

|  |                                |
|--|--------------------------------|
| <b>Employee Name:</b>  | Suniti Jha                     |
| <b>Designation:</b>  | Customer Care Executive        |
| <b>Grade:</b>  | Grade I                        |
| <b>Date Of Joining:</b>  | November 20, 2023              |
| <b>City:</b>   | Jaipur                         |
| <b>Pay Components</b>  | <b>Amount In Indian (INR)</b>  |
| Basic Pay  | 13,066.00                      |
| Housing Rent Allowance (HRA)   | 7,840.00                       |
| Transport Allowance  | 0.00                           |
| Flexible Benefit Plan  | 0.00                           |
| Statutory Bonus#   | 1,409.00                       |
| <b>Gross Fixed Salary (1)</b>  | <b>22,315.00</b>               |
| Provident Fund (Employee) (2)  | 1,568.00                       |
| ESIC (Employee) (3)  | 0.00                           |
| <b>Net Take Home [1-(2+3)]</b>   | <b>20,747.00</b>               |
| Provident Fund (Employer) (4)  | 1,568.00                       |
| ESIC (Employer) (5)  | 0.00                           |
| Gratuity* (6)  | 628.00                         |
| <b>Total Fixed Cost (1+4+5+6)</b>  | <b>24,511.00</b>               |
| <b>Annual Fixed CTC</b>  | <b>294,132.00</b>              |
| <b>Annual Performance Pay**</b>  | <b>0 % of Annual Fixed CTC</b> |
| <b>Annual Performance Linked Incentive (PLI)</b>   | <b>30,000.0</b>                |
| For CRM Services India Private Limited,<br><br><br><b>Preeti Amit Shirke</b><br><b>Executive Vice President - Human Resources &amp; Recruitment</b>   |                                |
| <p>*Gratuity shall be payable as per "The Payment of Gratuity Act".<br/> **Performance Pay will be payable subject to assessed performance achievement level, the pay-out criteria and the frequency, as per the "Performance Pay policy/ note.<br/> #Statutory Bonus is paid monthly as per "The Payment of Bonus Act".</p> |                                |

- All Reimbursements will be paid as per prevailing Income Tax rules and company policies in effect
- The above compensation will be subject to Income Tax regulations in force from time to time.
- The above compensation is subject to deduction towards Medi-claim Insurance, transport, if/as applicable and any other statutory deduction/contribution including Professional Tax, labour
- Any Incentive payable, as part of the compensation structure or otherwise, shall have a "Minimum Attendance Threshold/Performance" as qualifying criteria for such payout.

|                    |  |
|--------------------|--|
| Employee Signature | Accepted On 18 Nov 2023<br>sunitijha2003@gmail.com |
| Employee Name      | Suniti Jha   |

ANNEXURE II

DECLARATION AND UNDERTAKING REGARDING NON-DISCLOSURE

I, **Suniti Jha** residing at **29-e-172, Rbh Pratap Nagar, Sanganer, Pratap Nagar, Sector 11, Jaipur - 302033, Rajasthan, India**, and working as **Customer Care Executive**, do hereby solemnly state, undertake and declare that:

1. I will faithfully, truly and to the best of my skills and ability, execute and perform the duties required of me as an employee of **CRM Services India Private Limited**, a Company having its registered office at **Teleperformance Towers, Plot CST No. 1406-A/28 Mindspace, Malad (West), Mumbai- 400090, Maharashtra, India**.
2. I shall comply with all Teleperformance policies.
3. I will maintain the highest standard of confidentiality towards **Confidential Information**, by not, directly or indirectly, making known, or permitting such Confidential Information to be disclosed or made known to any person or entity, either inside or outside the Company. I acknowledge that such information is valuable, sensitive and a unique asset of the Company and/or of the Company's clients. I shall faithfully and diligently hold such Confidential Information from being disclosed to unauthorized persons, which may include, but are not limited to, employees of the Company that do not need to know the Confidential Information, persons not employed by the Company, persons that are not bound by a written confidentiality agreement with the Company, with regard to the specific Confidential Information, persons not directly aware of the proprietary and trade secret nature of the Confidential Information.
4. All documents, files, records, project plans, software tools as well as methods and techniques of doing business, including patents, trade secrets and other proprietary rights associated therewith, Strategies, Customer details and items of information or equipment relating to Company's business are and shall remain the property of the Company, including notes, documents, and files created in the performance of my duties of employment. I shall not under any circumstances remove such property from the Company premises without prior written consent. I further agree that all information relating to existing customers and potential customers of the Products, whether recorded in Company's database or otherwise is confidential to the company and that any ownership in respect thereof resides in the company and that it cannot be used by employee for any purpose not specifically referred to in this employment.
5. I understand and acknowledge that as set forth under the **Login Provisioning and De-provisioning Policy (GECSP 11)**, my employee ID and password used to access Company or its Clients' systems are personal and confidential, are **Proprietary Information**, and shall not be disclosed to anyone. Non-compliance with this Policy may lead to disciplinary sanctions upto and including discontinuation of services, consistent with applicable law.
6. Notwithstanding the separation of my employment with the company for any reason whatsoever I will not communicate or allow to be communicated to any person not legally entitled thereto any information relating to the Confidential Information and affairs of Teleperformance.
7. I will immediately report to the Company, any violation or breach of the commitments made in this declaration, whether the breach or violation is intentional or inadvertent and I agree that:
  - (i) In the event of a breach or threatened breach of the provisions of this declaration, the Company shall be entitled to an injunction restraining from using or disclosing, in whole or in part, such Confidential Information, or from rendering any services, to any person, firm, corporation, association or other entity to whom any such information has been disclosed or is threatened to be disclosed, which injunction shall be available without the posting of any bond or other security and the issuance of which is hereby consented to by Employee,
  - (ii) Any such breach would cause injury to the Company, and



8. The rights to any invention, discovery or creation of any system or method related to the Company's operations and arising out of any work done in the course of my employment will automatically vest with the Company. In this connection, the Company may obtain patent rights in its name (or jointly with others) based on the fact of my invention, discovery, improvement or other creative effort. I acknowledge that I will not be liable for any compensation for such invention, discovery, improvement or other creative effort made by me, and that any reward that the Company may, in its sole discretion, bestow on me will not be deemed to confer any rights towards that invention, discovery or improvement in system or method. I further acknowledge that I may be required to execute further documentation in connection with such inventions, discoveries, improvements or other creative efforts and will execute the same without delay.
9. In the event of my leaving services of the Company, for any reason, during the 12-months period from the separation date, I shall **NOT** directly or indirectly either on my own account or otherwise:
  - i. engage or attempt to engage in providing services to any customer or prospective customer where such services or products are competitive with the services offered by the Company or any affiliate to the Customer
  - ii. canvass solicit or endeavour to entice away from the Company any client or customer(s) of the Company, or any person(s), who at any time during my employment, were or are clients or customers of the Company, or were in the habit of dealing with the Company;
  - iii. solicit, interfere with, or endeavour to entice away any employee of the Company; or
  - iv. counsel, or otherwise assist any person to do any of the acts referred to in para (i), (ii) & (iii) of this clause.
10. I shall **NOT** offer, promise, give, accept, condone, approve or knowingly benefit from an improper business gratuity, a bribe, 'kickback' or other improper advantage, benefit or reward, or otherwise apply inappropriate influence.
11. I shall **NOT** make a 'facilitation payment'. Facilitation payment refers to the practice of paying a small sum of money to (usually) an official as a way of ensuring that they perform their duty.
12. None of my relatives are employed or associated with the Company or any of its affiliate companies or its customers/clients/suppliers in any form; and I undertake that I **shall** immediately notify the Company in case-
  - (a) any person who is so employed / associated becomes a relative, and/or
  - (b) a relative, in future, is so employed / associated with the Company.

I understand and acknowledge that:

1. the restraints contained herein are reasonable in all the circumstances of employment and agree that they are necessary for the protection and maintenance of the Company and its business.
2. my services can be suspended pending disciplinary action/enquiry/investigation as per Company policy and I shall abide by decision of investigation/enquiry Committee constituted for such purposes.
3. the Company shall be entitled to seek an order for specific performance or injunctive relief or other equitable relief in case I fail to observe or breach any of the restraints herein.

I **shall** indemnify and keep indemnified the company for any loss, damages or injury suffered by the company for any breach of above conditions or any other clause or term of employment.

I understand and acknowledge that my failure to comply with this declaration and undertaking may lead to disciplinary sanctions which may include discontinuation of services, as well as civil liability and/or criminal prosecution under applicable laws.

Executed this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_

|                    |  |
|--------------------|--|
| Employee Signature | Accepted On 18 Nov 2023<br>sunitijha2003@gmail.com |
| Employee Name      | Suniti Jha   |

Annexure III

Personal Data - Declaration

I **Suniti Jha** hereby certify that all statements made on the **Employment Application Form**, my **Curriculum Vitae** or **during my interviews** with the Company are **true and complete**. I understand that any omission or misrepresentation of any fact may result in refusal of employment or immediate dismissal.

I further understand that I shall be bound by the existing and new rules, regulations and policies of the Company including those related to Frisking (Pat Down) process wherein, a search would be conducted of outer clothing to detect any unauthorized / prohibited articles.

I confirm that I have voluntarily furnished my personal information to the Company and the Company shall be free to use such information and all other information that I may provide at any time hereinafter. The Company may share such information in connection with my employment and other related matters, as deemed fit and necessary by the Company.

I recognize that in connection with employment with Teleperformance, I may be the subject of a background enquiry and drug test by the company or its representative, and I hereby authorize the same. I also authorize the Company to take action including penal action against me in case any fact is found contrary to what has been stated by me in the application form mentioned herein above.

I do hereby declare that I will immediately report to my Line Manager or HR team in case of "**Change to Circumstances**", within **48 hours** of me becoming aware of such "**Change to Circumstances**" which may arise due to the following:

- a) I am found guilty of a criminal offence / is under police caution or investigation;
- b) There is a change in my legal right to work / work status; and
- c) There are any adverse credit judgments against me.
- d) Change in personal status like name change / marital status / permanent or current address change etc.

Executed this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_

|                    |  |
|--------------------|--|
| Temp Emp Code      | 1421527520   |
| Employee Signature | Accepted On 18 Nov 2023<br>sunitijha2003@gmail.com |
| Employee Name      | Suniti Jha   |

**ANNEXURE IV**  
**DECLARATION AND UNDERTAKING - Work From Home**

I, **Suniti Jha**, do here-by confirm and declare that while I Work From Home, I will adhere to all company and Client confidentiality and security policies, not limited to the below:

- I understand and agree that 'Working From Home' is an extension of my workplace and all policies as applicable while Working From Office shall continue to apply, Including Confidentiality Agreement, Code of Conduct, Data Security and WAHA Security Policy amongst others;
- I understand that I will not use pen, paper, mobile phone, camera, or any other electronic devices while Working from Home;
- I will not have unauthorised people, including family and friends to access or take a look at my device while I am working, however I also understand that their movement around or behind my device might be captured in any monitoring tool;
- I understand and agree that recording of conversations or other Teleperformance/Client/consumer information, outside of standard business processes is prohibited;
- I understand that the use of speakerphone is prohibited while Working From Home;
- I understand that the key privacy considerations around accessing personal data (for example customer, client and employee information), read in conjunction with Teleperformance policies, standards and procedures, while Working From Home is strictly prohibited;
- I shall take particular care to reduce the risk of inappropriate or unauthorised disclosure of personal data while Working From Home; and
- I have a functional internet connection at home and shall ensure that it is operational with enough data availability at all the time. I understand that this is a pre-requisite for Work From Home and I shall maintain good internet bandwidth. I shall be fully responsible for upkeep and usage of this connection.
- I agree to return company or client's systems, assets, records and materials within 36 hours from the date of intimation received by the company in the same condition as it was provided to me.
- In case, I delay in returning or fail to return or returned in damaged condition, the company's or client's systems, assets, records and materials within such stipulated time then company has the undisputed right to recover penalties /amount as per the case may be.
- I agree to the use webcam for video calls /collaboration with supervisors and colleagues.
- I agree to the use of cameras available on the Teleperformance Cloud Campus by Teleperformance and the terms and conditions related to it as appended below, which is subject to update, as per the applicable law. This is regardless of whether the camera was provided by Teleperformance, if it is built-in or bundled with the equipment provided to the employee, or in a Bring Your Own Device (BYOD) scenario.
- I understand, that I have the option to raise a helpline ticket to the BHR team over the email id (HR.TPCCIndia@teleperformancedibs.com), if I will have any concern whatsoever, post deployment of Teleperformance Cloud Campus.
- I understand, that in the event, I desire to opt-out as Working-from-Home-Agent in the Teleperformance Cloud Campus, I will reach out to my immediate supervisor with a written notice stating the reason for it and [HR.TPCCIndia@teleperformancedibs.com].
- I hereby give my consent to Teleperformance's use of a Camera as part of the computer sign-on process to authenticate my identity. I further agree to allow Teleperformance to visually monitor me during work

- hours via a camera to ensure that my work-at-home environment meets the expectations of Teleperformance and its clients.
- I specifically understand and agree to Teleperformance's use of camera video and audio for security measures assessment, proper and lawful execution of all employment and client related contractual provisions, safety verification and any other business-related purpose. I agree to turn on the camera when requested and/or conduct verification via phone or video call pursuant to random clean desk audits.

For this purpose, I hereby understand that Teleperformance reserves the right to inspect my work area in my Work From Home site or the system virtually with or without advance notice to me. I also understand that at random intervals during your shift, Teleperformance may take snapshots of your workspace to analyze and detect any violations of existing security protocols including, but not limited to, clean desk policy, GISP and standards.

I hereby provide my consent and agree to such inspection and waive-off any claim for invasion of privacy in connection with such inspection. There are a number of situations in which I will activate the camera. These include: for my identification to be confirmed (in particular every time I login to Teleperformance systems); during regular security procedures; during 1-to-1 meetings, coaching sessions, and team meetings to achieve the most effective communication, collaboration and provision of the services. As I am providing services remotely, Teleperformance also recommend camera use during the rest of the time that I am providing services as a way to more effectively engage with my colleagues. When I activate my camera, it will be livestreaming and not recording. Every time recording is required (for Teleperformance business purposes, in a chatroom where you are present, for instance recording informational sessions delivered by TP Representatives), the 'recording icon' will show and I will be able to turn off my own individual camera during the recorded session.

For above purpose, Teleperformance, in its sole discretion, reserves the right to install any system monitoring technology on the work machine including EDR, Webcams or any other software/file that allows for supervision at work-at-home site which includes, but is not limited to:

- Capturing 'facial confirmation', 'ID scan' and 'Geo Tagging';
- Tracking 'multiple people violation'. 'unknown user violation', 'not at desk violation', 'auto idle user detection'; Mobile phone detection and usage;
- Clean desk environment (use of pen/paper or other objects not permitted);
- Capturing Desk-top random image and click pictures when above violations are detected via random scan which could be used as evidence in case of any breach as per the security policy

I understand that failure to comply with the above will lead to appropriate action in accordance with Teleperformance HR policies and manual.

|                    |  |
|--------------------|--|
| Temp Emp Code      | 1421527520   |
| Employee Signature | Accepted On 18 Nov 2023<br>sunitijha2003@gmail.com |
| Employee Name      | Suniti Jha   |

**Fwd: Receipt of Offer acceptance (somya runthala)**

Somya Runthala <runthala.som18@gmail.com>  
To: akanksha.g@kanoriacollege.in

Sat, Nov 18, 2023 at 8:10 PM

----- Forwarded message -----

From: myHRMS <myhrms@teleperformance.com>  
Date: Wed, 15 Nov, 2023, 11:14 pm  
Subject: Receipt of Offer acceptance  
To: <runthala.som18@gmail.com>

Dear Miss. Somya Runthala,

We are pleased that you have accepted the offer to join **Teleperformance India** team as a **Customer Care Executive**.

Mentioned below details for reference.

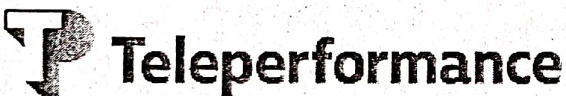
- Title: **Customer Care Executive**
- Start date: **16 Nov 2023**
- Company Name: **Teleperformance Global Services Private Limited**
- Work Location: **Plot No. SP-10 & SP-11 Mansarovar Industrial Area Jaipur Rajasthan PIN-302020**
- Salary (Annually): **318,012.00** =
- Leaves(Annually): **26 leaves (per completed month of service)**

For **detailed benefits\*** you will get Provisional Appointment via email after documents verification including your KYC.

Welcome to Teleperformance! If you have questions or need additional information, please do not hesitate to contact HR. We look forward to seeing you On **16 Nov 2023**.

Regards,  
Talent Acquisition Team  
Teleperformance India

\*Depending on your successfully completion of Documents Verification.



This is an auto-generated email, Please do not reply. Disclaimer: This e-mail and any attachments are for the intended addressee(s) only and may contain confidential and/or privileged material. If you are not a named addressee, do not use, retain or disclose such information. This email is not guaranteed to be free from viruses and does not bind Teleperformance Services in any contract or obligation.

**Disclaimer**

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To,  
**Miss. Somya Runthala,**  
Hh 225, Hindalco Colony Renukoot Sonebhadra 231217 Uttar Pradesh,  
15 Nov 2023

Welcome aboard! We are pleased to have you join us as **Customer Care Executive**.

At Teleperformance, we are committed and passionate to deliver outstanding customer experience with every single opportunity. We are thrilled to have you with us and look forward to your contribution.

Yours Sincerely,  
**Preeti Shirke**  
Head Recruitment | Teleperformance

## कॉलेज से इंटरनशिप और नौकरी के उम्मीदवार सिलेक्ट करने हेतु।

morningnews India <indiamorningnews21@gmail.com>  
To: Akanksha Ganda <akanksha.g@kanoriacollege.in>

Thu, Nov 23, 2023 at 11:43 AM

आदरणीय मैडम  
कनोड़िया कॉलेज,  
जयपुर, राज.

विषय— स्टूडेंट्स द्वारा मॉर्निंग न्यूज इंडिया में ज्वॉइनिंग बाबत।

महोदया जी,

यह कि आपके कॉलेज से मॉर्निंग न्यूज इंडिया में 3 स्टूडेंट्स क्रमशः गुंजन जैन, राज नंदिनी कंवर और पायल वर्मा 21 नवंबर 2023 से उपस्थिति देना शुरू कर दिया है। अतः इन सभी ट्रेनी स्टूडेंट्स को 7 दिवस पश्चात ज्वॉइनिंग लेटर संस्थान की तरफ से उपलब्ध करा दिया जाएगा।

सादर,

मॉर्निंग न्यूज इंडिया  
www.morningnewsindia.com  
[Quoted text hidden]

आपकी कॉलेज से सलेक्ट हुए इंटरनशिप और उन्हें Offer Letter देने हेतु।

morningnews India <indiamorningnews21@gmail.com>  
To: Akanksha Ganda <Akanksha.g@kanoriacollege.in>  
Cc: "Dr.Urukram Sharma" <urukram.sharma@gmail.com>

Thu, Nov 30, 2023 at 4:43 PM

श्रीमान PRO महोदय  
कन्नोडिया कॉलेज  
जयपुर

विषय- आपकी कॉलेज से सलेक्ट हुए इंटरनशिप और उन्हें Offer Letter देने हेतु।


मान्यवर  
कन्नोडिया कॉलेज की महत्ता को देखते हुए हमारे संस्थान मॉर्निंग न्यूज़ इंडिया ने यहां से तीन इंटरन सलेक्ट किए हैं जिनके नाम राज नंदिनी कवर, पायल वर्मा, गुजन जैन हैं। अतः अब इन तीनों ही इंटरन को 1 दिसंबर को Offer Letter उपलब्ध कराया जा रहा है। यह कि: इन चयनित उम्मीदवारों को 45 दिन की डिजिटल और प्रिंट मीडिया की 4 घंटे ट्रेनिंग दी जाएगी। इस दौरान कंपनी की तरफ से इन्हें 3 हजार से उनकी योग्यता के आधार पर स्टायपेंड दिया जाएगा। इस ट्रेनिंग के दौरान ही उन्हें फील्ड का अनुभव भी दिया जाएगा। इसके बाद यदि कोई उम्मीदवार हमारे संस्थान के साथ लगातार कार्य करना चाहेगा तो उसकी योग्यता और अनुभव को देखते हुए सालाना आधार पर पैकेज के चयन किया जाएगा।

सादर धन्यवाद  
MorningNewsIndia





# Oswal Computers & Consultants Pvt. Ltd.

ISO 9001: 2015 | ISO 27001:2013 |  CMMI DEV/3™

Date: 17<sup>th</sup> Jan ,2024

Dear Ms. Poorvi Mathur,

With regards to the subsequent discussions you had with us, we are pleased to Offer you the position of **Account Assistant** for Oswal Computers & Consultants Pvt. Ltd. The compensation remains the same as discussed at the time of interview.

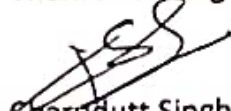
Please confirm your date of joining, so that we can process further.

Please note that the company's standard appointment letter & agreement containing terms and conditions, NDA, etc. shall be shared at the time of joining.

Kindly sign the copy of the offer letter as an acceptance and send the same to us within 3 days of receiving.

For further queries, please get in touch with the undersigned.

Thanks and Regards



Charudutt Singh Sikarwar

HR Manager

Oswal Computers & Consultants Pvt. Ltd.


CIN : U72200MP1983PTC002291

60 Electronic Complex, Pardeshipura, Indore-452 010 (M.P.) India

T : +91-731-2551745/46 | mail@oswaldata.com | www.oswaldata.com



# Oswal Computers & Consultants Pvt. Ltd.

ISO 9001: 2015 | ISO 27001:2013 |  CMMI DEV/3™

Date: 10<sup>th</sup> Jan ,2024

Dear Ms. Harshita Sharma,

With regards to the subsequent discussions you had with us, we are pleased to Offer you the position of **Account Assistant** for Oswal Computers & Consultants Pvt. Ltd. The compensation remains the same as discussed at the time of interview.

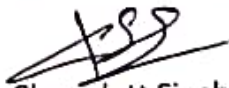
Please confirm your date of joining, so that we can process further.

Please note that the company's standard appointment letter & agreement containing terms and conditions, NDA, etc. shall be shared at the time of joining.

Kindly sign the copy of the offer letter as an acceptance and send the same to us within 3 days of receiving.

For further queries, please get in touch with the undersigned.

Thanks and Regards



Charudutt Singh Sikarwar

HR Manager


Oswal Computers & Consultants Pvt. Ltd.

CIN : U72200MP1983PTC002291

60 Electronic Complex, Pardeshipura, Indore-452 010 (M.P.) India  
T : +91-731-2551745/46 | mail@oswaldata.com | www.oswaldata.com



# Oswal Computers & Consultants Pvt. Ltd.

ISO 9001:2015 | ISO 27001:2013 |  CMMI DEV / 3

Date: 15<sup>th</sup> Jan ,2024

Dear Ms. Madhvi Soni,

With regards to the subsequent discussions you had with us, we are pleased to Offer you the position of **Account Assistant** for Oswal Computers & Consultants Pvt. Ltd. The compensation remains the same as discussed at the time of interview.

Please confirm your date of joining, so that we can process further.

Please note that the company's standard appointment letter & agreement containing terms and conditions, NDA, etc. shall be shared at the time of joining.

Kindly sign the copy of the offer letter as an acceptance and send the same to us within 3 days of receiving.

For further queries, please get in touch with the undersigned.

Thanks and Regards

  
15/1/24

Jitendra Goyal  
Project Manager  
Oswal Computers & Consultants Pvt. Ltd.

CIN : U72200MP1983PTC002291

60 Electronic Complex, Pardeshipura, Indore-452 010 (M.P.) India  
T : +91-731-2551745/46 | mail@oswaldata.com | www.oswaldata.com



Nisha Saini &lt;nisha.s@kanoriacollege.in&gt;

---

**Fwd: DEMANDED OFFER LETTER-oswal**

1 message

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**Akanksha Ganda** <akanksha.g@kanoriacollege.in>  
To: Nisha Saini <nisha.s@kanoriacollege.in>

Thu, Oct 17, 2024 at 1:31 PM

Thanks and Regards,  
Dr. Akanksha Ganda  
Convenor, Centre for Career Guidance, Training and Placement,  
Kanoria PG Mahila Mahavidyalaya, Jaipur  
Ph: 9649533330

----- Forwarded message -----

From: **HR - Oswal Computers (Rajasthan)** <careersrajasthan@oswaldata.com>  
Date: Sat, 24 Feb 2024, 12:47 pm  
Subject: Re: DEMANDED OFFER LETTER  
To: Akanksha Ganda <akanksha.g@kanoriacollege.in>  
Cc: Ramkumar Singh <ramkumars@oswaldata.com>

Dear Ma'am,

Please find salary package of selected candidates from Kanoria PG Mahila Mahavidyalaya,

1. POORVI MATHUR

SALARY -15000 MONTH CTC

2. HARSHITA SHARMA

STIPEND-8 K MONTH

3. MADHVI SONI

STIPEND- 8K MONTH

**Warm regards,**

**Charudutt Singh Sikarwar**

**HR manager**

**Oswal Computers & Consultants Pvt. Ltd.**

(M)+91-9251656065

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**From:** Akanksha Ganda <akanksha.g@kanoriacollege.in>  
**Sent:** Tuesday, January 30, 2024 5:49 PM  
**To:** HR - Oswal Computers (Rajasthan) <careersrajasthan@oswaldata.com>  
**Cc:** Ramkumar Singh <ramkumars@oswaldata.com>  
**Subject:** Re: DEMANDED OFFER LETTER

Thank you for the information.

Thanks and Regards,  
Dr. Akanksha Ganda  
Convenor, Centre for Career Guidance, Training and Placement,  
Kanoria PG Mahila Mahavidyalaya, Jaipur  
Ph: 9649533330

On Tue, 30 Jan 2024, 5:33 pm HR - Oswal Computers (Rajasthan), <[careersrajasthan@oswaldata.com](mailto:careersrajasthan@oswaldata.com)> wrote:

*Dear Ma'am,*

*Please find the attached offer letter of selected candidates from Kanoria PG Mahila Mahavidyalaya.*

***Warm regards,***

***Charudutt Singh Sikarwar***

***HR manager***

***Oswal Computers & Consultants Pvt. Ltd.***

*(M)+91-9251656065*



Akanksha Ganda &lt;akanksha.g@kanoriacollege.in&gt;

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## Trimates- Offer Letters

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riyachatterjee@trimates.in <riyachatterjee@trimates.in>  
To: Akanksha.g@kanoriacollege.in  
Cc: harsh.pahwa@trimates.in

Thu, Feb 1, 2024 at 4:54 PM

Hi Ma'am,

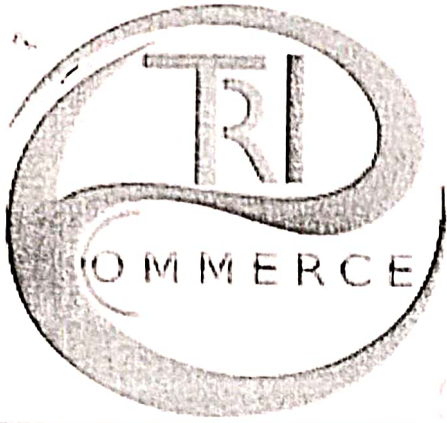
Attaching the offer letter of 13 selected candidates from today's campus-drive.

Regards  
Riya Chatterjee  
HR Manager  
Trimates Technologies Pvt. Ltd.

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### 13 attachments

-  shreya-singh-offer-letter.pdf  
80K
-  mansi-jadoun-offer-letter.pdf  
80K
-  rishita-bansal-offer-letter.pdf  
80K
-  kavya-nair-offer-letter.pdf  
80K
-  shruti-pareek-offer-letter.pdf  
80K
-  aditi-bangad-offer-letter.pdf  
80K
-  sania-dutta-offer-letter.pdf  
80K
-  nishtha-sharma-offer-letter.pdf  
80K
-  mahi-pareek-offer-letter.pdf  
80K
-  parul-vyas-offer-letter.pdf  
80K
-  aakanksha-goyal-offer-letter.pdf  
80K
-  harshita-sharma-offer-letter.pdf  
80K
-  ishita-sharma-offer-letter.pdf  
80K



Trimates Technologies Private Limited  
2nd Floor, Khandelwal Tower, Jagatpura, Jaipur,  
302017

01/02/2024

## Offer Letter

Dear Shreya Singh,

Congratulations! We are pleased to confirm that you have been selected to work for Trimates Technologies Private Limited. We are delighted to make you the following job offer:

The position we are offering you is that of Business Development Exexutive with an annual cost to company of 180000. This position reports to Amaan Khan.

We would like you to start work on 05/02/2024. Please report to Riya Chatterjee for documentation and orientation. If this date is not acceptable, please contact me immediately.

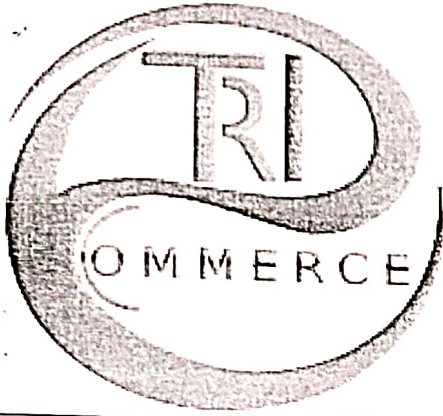
Please sign the enclosed copy of this letter and return it to me by 10/02/2024 to indicate your acceptance of this offer.

We are confident you will be able to make a significant contribution to the success of Trimates Technologies Private Limited and look forward to working with you.

Sincerely,

Riya Chatterjee  
Trimates Technologies Private Limited

Accepted by,  
Shreya Singh



Trimates Technologies Private Limited  
2nd Floor, Khandelwal Tower, Jagatpura, Jaipur,  
302017

01/02/2024

## Offer Letter

Dear Mansi Jadoun,

Congratulations! We are pleased to confirm that you have been selected to work for Trimates Technologies Private Limited. We are delighted to make you the following job offer:

The position we are offering you is that of Business Development Exexutive with an annual cost to company of 180000. This position reports to Amaan Khan.

We would like you to start work on 05/02/2024. Please report to Riya Chatterjee for documentation and orientation. If this date is not acceptable, please contact me immediately.

Please sign the enclosed copy of this letter and return it to me by 10/02/2024 to indicate your acceptance of this offer.

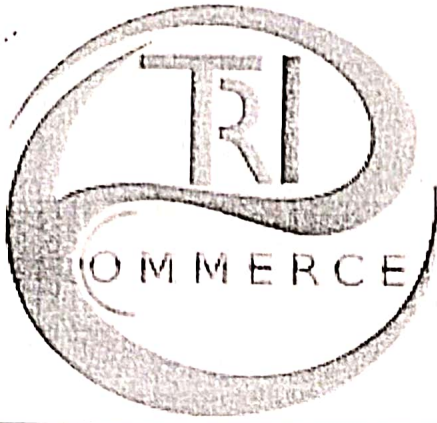
We are confident you will be able to make a significant contribution to the success of Trimates Technologies Private Limited and look forward to working with you.

Sincerely,

Riya Chatterjee  
Trimates Technologies Private Limited

Accepted by,  
Mansi Jadoun





Trimates Technologies Private Limited  
2nd Floor, Khandelwal Tower, Jagatpura, Jaipur,  
302017

01/02/2024

## Offer Letter

Dear Rishita Bansal,

Congratulations! We are pleased to confirm that you have been selected to work for Trimates Technologies Private Limited. We are delighted to make you the following job offer:

The position we are offering you is that of Business Development Exexutive with an annual cost to company of 180000. This position reports to Amaan Khan.

We would like you to start work on 05/02/2024. Please report to Riya Chatterjee for documentation and orientation. If this date is not acceptable, please contact me immediately.

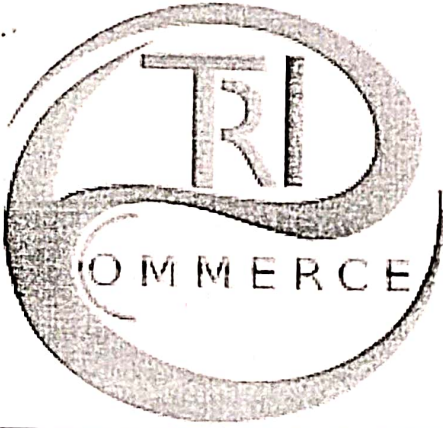
Please sign the enclosed copy of this letter and return it to me by 10/02/2024 to indicate your acceptance of this offer.

We are confident you will be able to make a significant contribution to the success of Trimates Technologies Private Limited and look forward to working with you.

Sincerely,

Riya Chatterjee  
Trimates Technologies Private Limited

Accepted by,  
Rishita Bansal



Trimates Technologies Private Limited  
2nd Floor, Khandelwal Tower, Jagatpura, Jaipur,  
302017

01/02/2024

## Offer Letter

Dear Kavya Nair,

Congratulations! We are pleased to confirm that you have been selected to work for **Trimates Technologies Private Limited**. We are delighted to make you the following job offer:

The position we are offering you is that of **Business Development Exexutive** with an annual cost to company of 180000. This position reports to Amaan Khan.

We would like you to start work on 05/02/2024. Please report to Riya Chatterjee for documentation and orientation. If this date is not acceptable, please contact me immediately.

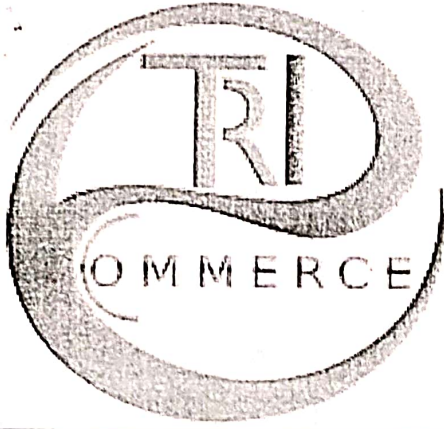
Please sign the enclosed copy of this letter and return it to me by 10/02/2024 to indicate your acceptance of this offer.

We are confident you will be able to make a significant contribution to the success of Trimates Technologies Private Limited and look forward to working with you.

Sincerely,

Riya Chatterjee  
Trimates Technologies Private Limited

Accepted by,  
Kavya Nair



Trimates Technologies Private Limited  
2nd Floor, Khandelwal Tower, Jagatpura, Jaipur,  
302017

01/02/2024

## Offer Letter

Dear Shruti Pareek,

Congratulations! We are pleased to confirm that you have been selected to work for Trimates Technologies Private Limited. We are delighted to make you the following job offer:

The position we are offering you is that of Business Development Exexutive with an annual cost to company of 180000. This position reports to Amaan Khan.

We would like you to start work on 05/02/2024. Please report to Riya Chatterjee for documentation and orientation. If this date is not acceptable, please contact me immediately.

Please sign the enclosed copy of this letter and return it to me by 10/02/2024 to indicate your acceptance of this offer.

We are confident you will be able to make a significant contribution to the success of Trimates Technologies Private Limited and look forward to working with you.

Sincerely,

Riya Chatterjee

Trimates Technologies Private Limited

Accepted by,  
Shruti Pareek

*[Handwritten signature]*



Trimates Technologies Private Limited  
2nd Floor, Khandelwal Tower, Jagatpura, Jaipur,  
302017

01/02/2024

## Offer Letter

Dear Aditi Bangad,

Congratulations! We are pleased to confirm that you have been selected to work for Trimates Technologies Private Limited. We are delighted to make you the following job offer:

The position we are offering you is that of Business Development Exexutive with an annual cost to company of 180000. This position reports to Amaan Khan.

We would like you to start work on 05/02/2024. Please report to Riya Chatterjee for documentation and orientation. If this date is not acceptable, please contact me immediately.

Please sign the enclosed copy of this letter and return it to me by 10/02/2024 to indicate your acceptance of this offer.

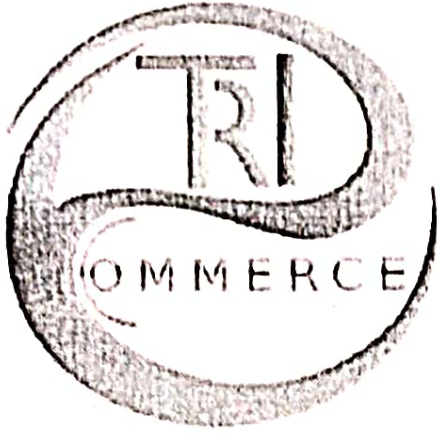
We are confident you will be able to make a significant contribution to the success of Trimates Technologies Private Limited and look forward to working with you.

Sincerely,

Riya Chatterjee

Trimates Technologies Private Limited

Accepted by,  
Aditi Bangad



Trimates Technologies Private Limited  
2nd Floor, Khandelwal Tower, Jagatpura, Jaipur,  
302017

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01/02/2024

## Offer Letter

Dear Sania Dutta,

Congratulations! We are pleased to confirm that you have been selected to work for Trimates Technologies Private Limited. We are delighted to make you the following job offer:

The position we are offering you is that of Business Development Exexutive with an annual cost to company of 180000. This position reports to Amaan Khan.

We would like you to start work on 05/02/2024. Please report to Riya Chatterjee for documentation and orientation. If this date is not acceptable, please contact me immediately.

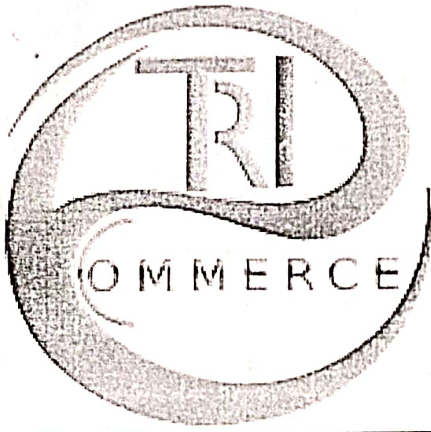
Please sign the enclosed copy of this letter and return it to me by 10/02/2024 to indicate your acceptance of this offer.

We are confident you will be able to make a significant contribution to the success of Trimates Technologies Private Limited and look forward to working with you.

Sincerely,

Riya Chatterjee  
Trimates Technologies Private Limited

Accepted by,  
Sania Dutta



Trimates Technologies Private Limited  
2nd Floor, Khandelwal Tower, Jagatpura, Jaipur,  
302017

01/02/2024

## Offer Letter

Dear Nishtha Sharma,

Congratulations! We are pleased to confirm that you have been selected to work for Trimates Technologies Private Limited. We are delighted to make you the following job offer:

The position we are offering you is that of Business Development Exexutive with an annual cost to company of 222000. This position reports to Amaan Khan.

We would like you to start work on 05/02/2024. Please report to Riya Chatterjee for documentation and orientation. If this date is not acceptable, please contact me immediately.

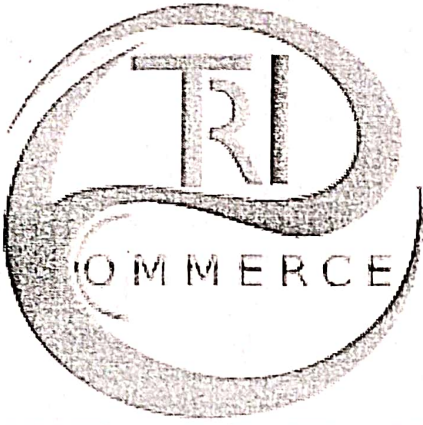
Please sign the enclosed copy of this letter and return it to me by 10/02/2024 to indicate your acceptance of this offer.

We are confident you will be able to make a significant contribution to the success of Trimates Technologies Private Limited and look forward to working with you.

Sincerely,

Riya Chatterjee  
Trimates Technologies Private Limited

Accepted by,  
Nishtha Sharma



Trimates Technologies Private Limited  
2nd Floor, Khandelwal Tower, Jagatpura, Jaipur,  
302017

01/02/2024

## Offer Letter

Dear Mahi Pareek,

Congratulations! We are pleased to confirm that you have been selected to work for Trimates Technologies Private Limited. We are delighted to make you the following job offer:

The position we are offering you is that of Business Development Exexutive with an annual cost to company of 210000. This position reports to Amaan Khan.

We would like you to start work on 05/02/2024. Please report to Riya Chatterjee for documentation and orientation. If this date is not acceptable, please contact me immediately.

Please sign the enclosed copy of this letter and return it to me by 10/02/2024 to indicate your acceptance of this offer.

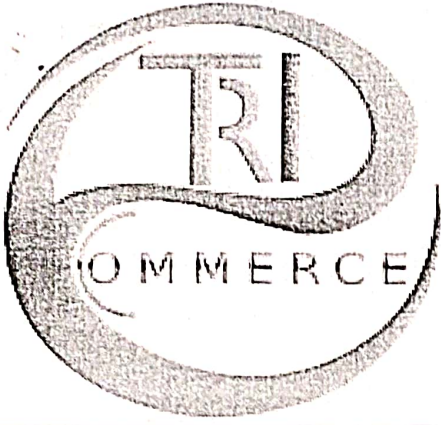
We are confident you will be able to make a significant contribution to the success of Trimates Technologies Private Limited and look forward to working with you.

Sincerely,

Riya Chatterjee

Trimates Technologies Private Limited

Accepted by,  
Mahi Pareek



Trimates Technologies Private Limited  
2nd Floor, Khandelwal Tower, Jagatpura, Jaipur,  
302017

01/02/2024

## Offer Letter

Dear Parul Vyas,

Congratulations! We are pleased to confirm that you have been selected to work for Trimates Technologies Private Limited. We are delighted to make you the following job offer:

The position we are offering you is that of Business Development Exexutive with an annual cost to company of 210000. This position reports to Amaan Khan.

We would like you to start work on 05/02/2024. Please report to Riya Chatterjee for documentation and orientation. If this date is not acceptable, please contact me immediately.

Please sign the enclosed copy of this letter and return it to me by 10/02/2024 to indicate your acceptance of this offer.

We are confident you will be able to make a significant contribution to the success of Trimates Technologies Private Limited and look forward to working with you.

Sincerely,

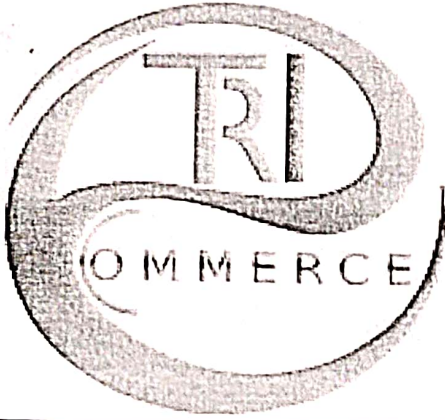
Riya Chatterjee

Trimates Technologies Private Limited

Accepted by,

Parul Vyas





Trimates Technologies Private Limited  
2nd Floor, Khandelwal Tower, Jagatpura, Jaipur,  
302017

01/02/2024

## Offer Letter

Dear Aakanksha Goyal,

Congratulations! We are pleased to confirm that you have been selected to work for Trimates Technologies Private Limited. We are delighted to make you the following job offer:

The position we are offering you is that of Business Development Exexutive with an annual cost to company of 210000. This position reports to Amaan Khan.

We would like you to start work on 05/02/2024. Please report to Riya Chatterjee for documentation and orientation. If this date is not acceptable, please contact me immediately.

Please sign the enclosed copy of this letter and return it to me by 10/02/2024 to indicate your acceptance of this offer.

We are confident you will be able to make a significant contribution to the success of Trimates Technologies Private Limited and look forward to working with you.

Sincerely,

Riya Chatterjee  
Trimates Technologies Private Limited

Accepted by,  
Aakanksha Goyal



Trimates Technologies Private Limited  
2nd Floor, Khandelwal Tower, Jagatpura, Jaipur,  
302017

01/02/2024

## Offer Letter

Dear Harshita Sharma,

Congratulations! We are pleased to confirm that you have been selected to work for Trimates Technologies Private Limited. We are delighted to make you the following job offer:

The position we are offering you is that of Business Development Exexutive with an annual cost to company of 210000. This position reports to Amaan Khan.

We would like you to start work on 05/02/2024. Please report to Riya Chatterjee for documentation and orientation. If this date is not acceptable, please contact me immediately.

Please sign the enclosed copy of this letter and return it to me by 10/02/2024 to indicate your acceptance of this offer.

We are confident you will be able to make a significant contribution to the success of Trimates Technologies Private Limited and look forward to working with you.

Sincerely,

Riya Chatterjee  
Trimates Technologies Private Limited

Accepted by,  
Harshita Sharma



Trimates Technologies Private Limited  
2nd Floor, Khandelwal Tower, Jagatpura, Jaipur,  
302017

---

01/02/2024

## Offer Letter

Dear Ishita Sharma,

Congratulations! We are pleased to confirm that you have been selected to work for Trimates Technologies Private Limited. We are delighted to make you the following job offer:

The position we are offering you is that of Business Development Exeutive with an annual cost to company of 210000. This position reports to Amaan Khan.

We would like you to start work on 05/02/2024. Please report to Riya Chatterjee for documentation and orientation. If this date is not acceptable, please contact me immediately.

Please sign the enclosed copy of this letter and return it to me by 10/02/2024 to indicate your acceptance of this offer.

We are confident you will be able to make a significant contribution to the success of Trimates Technologies Private Limited and look forward to working with you.

Sincerely,

Riya Chatterjee  
Trimates Technologies Private Limited

Accepted by,  
Ishita Sharma



Akanksha Ganda &lt;akanksha.g@kanoriacollege.in&gt;

## Final Selects - Brickred & Hyrefox - Campus Drive @Kanoria College-1st feb

Shilpi Agarwal &lt;shilpi.agarwal@hyrefox.co&gt;

Thu, Feb 1, 2024 at 5:18 PM

To: akanksha.g@kanoriacollege.in

Cc: Navaldeep Singh &lt;navaldeep@hyrefox.co&gt;, prateek@hyrefox.co, saurabh.garg@hyrefox.co, HyreFox HR &lt;hr@hyrefox.co&gt;

Hi Ma'am,

Thanks for the amazing hiring experience at your esteemed institution (Kanoria PG Girls College)!!

Here is the list of final selects for both Hyrefox and Brickred (as mentioned):-

| S.No. | Name              | Position          | Selected for |
|-------|-------------------|-------------------|--------------|
| 1     | Anushka Goyal     | Intern            | Hyrefox      |
| 2     | Mahi Soni         | Intern            | Hyrefox      |
| 3     | Vaishnavi Kaushik | Recruiter         | Hyrefox      |
| 4     | Nishtha Sharma    | Recruiter         | Hyrefox      |
| 5     | Aakanksha Goyal   | Associate Trainee | Brickred     |
| 6     | Harshita Singh    | Associate Trainee | Brickred     |
| 7     | Suhani Keswani    | Associate Trainee | Brickred     |
| 8     | Rriya Sharma      | Associate Trainee | Brickred     |
| 9     | Riya Vaid         | Associate Trainee | Brickred     |
| 10    | Rishita Agarwal   | Associate Trainee | Brickred     |
| 11    | Diya Gupta        | Associate Trainee | Brickred     |

Thanks &amp; Regards,

Shilpi Agarwal

Sr. Manager – Recruitment |Hyrefox Consultant



Akanksha Ganda &lt;akanksha.g@kanoriacollege.in&gt;

---

## Concretio Holistic || Congratulations!!

---

Manali Mathur <manali.mathur@concret.io>  
To: "itsarmy22@gmail.com" <itsarmy22@gmail.com>  
Cc: Akanksha Ganda <akanksha.g@kanoriacollege.in>

Fri, Feb 2, 2024 at 3:42 PM

Dear Ms. Suhani,

### Greetings from Concretio!!

We feel glad to inform you that you have cleared all the interview rounds with Concretio and we are excited to offer you the position of "Sales Trainee" in our organization. As discussed, your Joining Date and Time will be Monday, 5th February 2024 at 10 am.

Also, please find the below documents we require at the time of Joining :

- Copy of your PAN card
- Copy of your Aadhaar card
- Copy of your Educational Certificates
- Three color passport photographs (Self)
- Previous Company Documents

Kindly confirm us on the same mail till today EOD else this offer stands withdrawn.

In case of any concern, please feel free to connect over call or mail.

With Regards,

**Manali Mathur**

Senior HR Executive

Salesforce Consulting, ISV & PDO Partners

9784397330

Website | Blog | Youtube

Our AppExchange App - Local (Time | Weather | Meetings)

Chrome Extension: Tools for SF Admins & Devs - Install on Chrome | Install from AppExchange

*The content of this email is highly confidential and is only intended for the recipients specified in the message only.*

*As part of the company's confidentiality policies, it is strictly forbidden to copy, forward, or in any way reveal the contents of this message or share any part of this message with any third party, without the written consent of management/authorities at Concretio Apps Private Limited. If you received this message by mistake, please reply to this message, copying [info@concret.io](mailto:info@concret.io) and follow with its deletion, so that we can ensure such a mistake does not occur in the future.*



Akanksha Ganda <akanksha.g@kanoriacollege.in>

---

## Concretio Holistic || Congratulations!!

---

Manali Mathur <manali.mathur@concret.io>  
To: "diya85831@gmail.com" <diya85831@gmail.com>  
Cc: Akanksha Ganda <akanksha.g@kanoriacollege.in>

Fri, Feb 2, 2024 at 1:14 PM

Dear Ms. Diya,

### Greetings from Concretio!!

We feel glad to inform you that you have cleared all the interview rounds with Concretio and we are excited to offer you the position of "Sales Trainee" in our organization. As discussed, your Joining Date and Time will be Monday, 5th February 2024 at 10 am.

Also, please find the below documents we require at the time of Joining :

- Copy of your PAN card
- Copy of your Aadhaar card
- Copy of your Educational Certificates
- Three color passport photographs (Self)
- Previous Company Documents

Kindly confirm us on the same mail till today EOD else this offer stands withdrawn.

In case of any concern, please feel free to connect over call or mail.

With Regards,

**Manali Mathur**

Senior HR Executive

Salesforce Consulting, ISV & PDO Partners

9784397330

Website | Blog | Youtube

Our AppExchange App - Local (Time | Weather | Meetings)

Chrome Extension: Tools for SF Admins & Devs - Install on Chrome | Install from AppExchange

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Nisha Saini &lt;nisha.s@kanoriacollege.in&gt;

---

**Fwd: Proposal for Campus Placement!!- Concret.io**

1 message

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**Akanksha Ganda** <akanksha.g@kanoriacollege.in>  
To: Nisha Saini <nisha.s@kanoriacollege.in>

Thu, Oct 17, 2024 at 1:49 PM

Thanks and Regards,  
Dr. Akanksha Ganda  
Convenor, Centre for Career Guidance, Training and Placement,  
Kanoria PG Mahila Mahavidyalaya, Jaipur  
Ph: 9649533330

----- Forwarded message -----

From: **Manali Mathur** <manali.mathur@concret.io>  
Date: Tue, 23 Jan 2024, 2:21 pm  
Subject: Proposal for Campus Placement!!  
To: akanksha.g@kanoriacollege.in <akanksha.g@kanoriacollege.in>

Dear Ms. Akanksha,

**Greetings from Concretio!!**

As per our conversation, please find attached below the proposal for campus placement in your College .

For any queries, feel free to contact us .

With Regards,

**Manali Mathur**

Senior HR Executive

Salesforce Consulting, ISV &amp; PDO Partners

9784397330

Website | Blog | Youtube

Our AppExchange App - Local (Time | Weather | Meetings)

Chrome Extension: Tools for SF Admins &amp; Devs - Install on Chrome | Install from AppExchange

*The content of this email is highly confidential and is only intended for the recipients specified in the message only.*

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 **JD- Associate Sales Executive for Colleges (1).pdf**  
75K



### **Job Responsibilities**

- Candidate should possess excellent communication skills and be able to make calls to potential clients across the globe.
- Collaborating with the internal teams to proactively generate leads aligned with their outreach strategy.
- Conduct outbound calls during the night shift to potential leads(data given by concretio team) in USA/UK to promote our products or services, and generate appointments.
- Bring clients appointments with the business team.
- Obtains Client Information By Making Telephone Calls; Interviewing Clients; Verifying Information.
- Maintaining data integrity with consistent clean-ups and database updates.
- Identify new business opportunities by researching and analyzing potential clients in the IT industry (primarily Salesforce.com and its various cloud offerings).
- Conducting research and building prospect lists to identify potential leads. Converting prospects into qualified leads by effectively nurturing relationships and addressing their pain points.
- Responsible for initiating conversations with C-level executives, build traction with them and establishing the company as a trusted advisor.
- Use the right strategy to approach different prospects, for ex emails, social media etc.
- Ready to participate in all kinds of lead generation research activities - Email campaign, LinkedIn social media, events, seminars, referrals, web leads and other forms of Lead Generation.

### **Soft Skills Checklist**

- Well capable of drafting Emails, Messages and other Sales related content.
- 0-6 Months experience candidate would be preferred.
- Should be ready for Day and Night Shifts.
- Possess excellent communication skills.
- Establishing and maintaining professional relationships with prospects.
- Ability to make calls to business-users, in case of any urgent requirements (if he/she receives it during the lead generation process) would be a plus.



**Stipend during Training:-** Stipend would be 10K per month. Training period would be of 2 months, which can be extended if required.

**Note:** Employment is purely dependent on successful completion of training.

**Package after training :-** After training period, package would be around 3.50 LPA (3.00 LPA Fixed + 50k Performance Bonus) for one year (purely dependent on performance).

**Terms and Conditions :-** 2 years of Service Agreement

**Interview Process :-**

- Round - 1
- Round - 2
- Final HR Round

**Job Location:** Gurgaon/ Jaipur

Interested candidates can share their resumes at [hr@concret.io](mailto:hr@concret.io)

#### **Cultural Alignment Checklist**

- **OPEN Mindset:** An open, curious and learner profile is a must, we need someone who is open to adapt to the pace of change in the marketplace.
- **Sense of Ownership:** We are not going to put a manager on your head, who will seek status updates every few hours (multiple times in a day). You will be given a task, and expectations will be to own the 100% success and failure for the same. If you are one who enjoys taking ownership of tasks without much monitoring, you will love it here.
- **Excellent Craftsmanship:** We differentiate and take pride in what we build and deliver to customers across the globe. Mediocrity is not appreciated here in anything, and communication is something we expect and continuously work to improve on a day to day basis.

### **Concretio Holistic Software Services Pvt. Ltd.**

Concretio was incorporated in 2014 by Abhinav Gupta (Salesforce MVP, 8 times in a row) and Anjana Gupta, with a motive to build a team of passionate individuals, who want to develop high-quality solutions and enjoy challenges posed by rapidly changing technology. Concretio aims to grow steadily with its positive and friendly environment. Flexi work timings (once you are on a client project), 360 degree grooming, 5 days a week and great work life balance are some of our key USPs, along with other employee-friendly policies.



Akanksha Ganda <akanksha.g@kanoriacollege.in>

## Selected Students from Interview Session for Niva Bupa

Yash Anand <yash.anand@crack-ed.com>

Thu, Feb 1, 2024 at 7:54 PM

To: "akanksha.g@kanoriacollege.in" <akanksha.g@kanoriacollege.in>

Cc: muskan.sen@advarisk.com, pallawi.kothari@advarisk.com, Nabeel Akhtar <nabeel.akhtar@crack-ed.com>

Dear Madam,

I am delighted to inform you that 10 students have been selected from the placement drive held today for "Urban Profile Monitoring" offered by Advarisk.

### Selected student for Advarisk:

- 1) Nishka Sanadhya
- 2) Rriya Sharma
- 3) Suhani Keshwani
- 4) Rupal Choudhary
- 5) Vaishnavi Kaushik
- 6) Akanksha Goyal
- 7) Riya Vaid
- 8) Rishita Agarwal
- 9) Mansi Jadoun
- 10) Manisha Ramrakhani

Joining of these students has been initiated from tomorrow, where they will receive their offer letters. Kindly announce the results to all the candidates who appeared in the final round of interview.

We appreciate your understanding and collaboration in this matter. If you have any questions or if there is a need for further clarification, please feel free to reach out. We look forward to continued cooperation for the success of both the students and the college.

Best Regards,

--

Yash Anand  
Key Account Manager  
Crack-Ed  
+91 9993039399



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Nisha Saini &lt;nisha.s@kanoriacollege.in&gt;

**Fwd: Placement Opportunity for Students at Kanoria College.**

1 message

**Akanksha Ganda** <akanksha.g@kanoriacollege.in>  
To: Nisha Saini <nisha.s@kanoriacollege.in>

Thu, Oct 17, 2024 at 1:45 PM

Thanks and Regards,  
Dr. Akanksha Ganda  
Convenor, Centre for Career Guidance, Training and Placement,  
Kanoria PG Mahila Mahavidyalaya, Jaipur  
Ph: 9649533330

----- Forwarded message -----

From: **Yash anand** <anandyash777@gmail.com>  
Date: Wed, 24 Jan 2024, 1:24 pm  
Subject: Placement Opportunity for Students at Kanoria College.  
To: akanksha.g@kanoriacollege.in <akanksha.g@kanoriacollege.in>  
Cc: <nabeel.akhtar@crack-ed.com>

Dear Madam,

I hope this email finds you well .My name is Yash Anand and I represent **Crack-Ed**, a prominent vertical within the **CarDekho group**. Crack-Ed provides a platform where skills take higher precedence over degrees and we believe that the most important input for succeeding in a job is to have the right skills.

We are excited to connect with you and express our interest in hiring students from your institution to offer promising career opportunities.

We have identified a key job opening within an organisation that we believe would be a great fit for the talented students at your institution. This role not only offers excellent career prospects but also a platform for personal and professional growth.

The job opening :

| Sr. No. | Role                     | CTC               | Company Name | Location | Qualifications                                       | Job Type   | Office Timings    |
|---------|--------------------------|-------------------|--------------|----------|--|------------|-------------------|
| 1.      | Urban Monitoring Profile | 12k-15k per month | Advarisk     | Jaipur   | Basic computer knowledge, Good communication skills. | Office Job | 10:30AM to 6:30PM |

Our team is committed to providing a nurturing and challenging work environment, competitive compensation, and opportunities for career advancement.

We would greatly appreciate your response and guidance on the next steps to ensure the smooth organisation of this hiring. Please let us know if there are any specific requirements or details we should be aware of to facilitate the process.

Thank you for considering the proposal, and we look forward to a positive and mutually beneficial collaboration with your institution. Kindly share the CVs of interested students for these job profiles.

10/17/24, 6:31 PM

Kanoria Girls College Mail - Fwd: Placement Opportunity for Students at Kanoria College.

Warm regards.

--  
Yash Anand  
Key Account Manager  
Crack-Ed  
+91 9993039399



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## Offer Letter for Research Analyst

Private and Confidential

2<sup>nd</sup> February, 2024

CBI SOLUTIONS Pvt. Ltd.  
#531, Jaipur Electronic  
Market Riddhi Siddhi,  
Jaipur  
302016

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### Sub: Contract of Employment

Dear Anushka Goyal,

We are pleased to offer you the position of **Research Analyst** with us at **CBI SOLUTIONS Pvt. Ltd.** We hope you will enjoy your role and make a significant contribution to the success of the business.

**Your employment will commence with effect from 18<sup>th</sup> Feb, 2024.**

During this time, you will receive advice, training, and guidance to help you become familiar with, and competent in, performing the work you have been appointed to do.

Your salary will be **Rs. 15,000 per month plus incentives**. After probation company can offer Pre-Placement Offer (PPO) which is depend upon your performance and work of quality. Salary will be after probation up to according to your performance.

Probation period is **3-6 months**. It will depend upon your performance and work quality.



## Incentive and Bonus:

Your employment will include timely incentive criteria which is as under:

Your incentive target will be during probation 2000 words per day for which you'll be entitled 0.50 paisa per word once the monthly target is achieved.

## Annual Leave:

CBI SOLUTIONS may terminate your employment by giving the following period of notice (or payment in lieu) depending on service:

| Period of continuous service                 | Notice Period |
|--|---------------|
| Not more than 1 year                         | 1 months      |
| More than 1 year, but not more than 3 years  | 2 months      |
| More than 3 years, but not more than 5 years | 3 months      |
| More than 5 years                            | 4 months      |

Table 1.1

The company may terminate your employment at any time without notice, if:

1. You are guilty of serious misconduct
2. You are in material breach of a provision of this contract, including confidentiality undertakings.

The company may terminate your services with or without cause under the following circumstances:

1. With cause- The company immediately and without notice may terminate your services with Cause'. The term Cause' means the commission of a crime involving moral turpitude, theft, fraud or deceit; conduct that has an adverse effect on the company's reputation: substantial or continued unwillingness or inability to perform duties assigned to the employee; gross negligence or deliberate misconduct; any material breach of terms and conditions specified in this letter.
2. Unauthorized absence from work for a period of three or more consecutive days without due consent or notifying your superior officer.



3. Providing any false information to the company.
4. The company holds the right to terminate you for absconding (not responding to phone calls) for more than 3 days.

### Leaving the company without serving notice period:

If you wish to leave the services of the Company, a clear written notice (as per the above table [Table 1.1]) has to be given to the Company. In case of failure to give such written notice within the prescribed time, you are bound to make good the loss suffered by the Company and any other charges/liabilities Company incurs consequent to the failure to give required written notice.

However, due to exigencies of business the Company may at its sole discretion reject the salary in lieu of notice and ask you to serve the entire or part of the notice period.

### Termination by the company:

Following the termination of your employment you will be required to return all company property.

CBI SOLUTIONS hours of business are between 10:00 am and 7:00 pm. From time to time, you will be required to work reasonable additional hours or after hours when necessary to perform your duties. You are entitled to write the assignments and the content must be 100% plagiarism free and endless number of revisions are acceptable by you in case of client dissatisfaction.

### Privacy:

You are required to observe and uphold all of the Company's privacy policies and procedures as implemented or varied from time to time.

Collection, storage, access to and dissemination of employee personal information will be in accordance with privacy legislation.





### Confidentiality of Information:

During your employment you may become aware of information relating to the business of CBI SOLUTIONS, including but not limited to client lists, trade secrets, client details and pricing structures.

Confidential information, including client lists, trade secrets, pricing structures and any and all documents created by you in the course of your employment remain the sole property of CBI SOLUTIONS. You shall not, either during or after your employment, without the prior consent of both companies, directly or indirectly divulge to any person or use the confidential information for your own or another's benefit.

### Jurisdiction:

This contract is made in Rajasthan, India.



## Welcome and Acceptance:

Anushka Goyal we would like to take this opportunity to welcome you to CBI Solutions Pvt. Ltd. and wish you a long and rewarding career with us.

A handwritten signature in black ink that reads "Nirali Mehta". The signature is written in a cursive style and is enclosed within a hand-drawn oval shape.

With Regards,

Nirali Mehta  
HR Manager  
CBI Solutions

---

I, Anushka Goyal accept the terms and conditions of this contract.

Signed: \_\_\_\_\_

Dated: \_\_\_\_\_

A copy is provided for your records.



## Offer Letter for Research Analyst

Private and Confidential

2<sup>nd</sup> February, 2024

CBI SOLUTIONS Pvt. Ltd.  
#531, Jaipur Electronic  
Market Riddhi Siddhi,  
Jaipur  
302016

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### Sub: Contract of Employment

Dear Mitansha Lashkary,

We are pleased to offer you the position of **Research Analyst** with us at **CBI SOLUTIONS Pvt. Ltd.** We hope you will enjoy your role and make a significant contribution to the success of the business.

**Your employment will commence with effect from 1<sup>st</sup> March, 2024.**

During this time, you will receive advice, training, and guidance to help you become familiar with, and competent in, performing the work you have been appointed to do.

Your salary will be **Rs. 18,500 per month plus incentives**. After probation company can offer Pre-Placement Offer (PPO) which is depend upon your performance and work of quality. Salary will be after probation up to according to your performance.

Probation period is **3-6 months**. It will depend upon your performance and work quality.



## Offer Letter for Research Analyst

Private and Confidential

2<sup>nd</sup> February, 2024

CBI SOLUTIONS Pvt. Ltd.  
#531, Jaipur Electronic  
Market Riddhi Siddhi,  
Jaipur  
302016

---

### Sub: Contract of Employment

Dear Riya Jain,

We are pleased to offer you the position of **Research Analyst** with us at **CBI SOLUTIONS Pvt. Ltd.** We hope you will enjoy your role and make a significant contribution to the success of the business.

**Your employment will commence with effect from 15<sup>th</sup> Feb, 2024.**

During this time, you will receive advice, training, and guidance to help you become familiar with, and competent in, performing the work you have been appointed to do.

Your salary will be **Rs. 19000 per month plus incentives**. After probation company can offer Pre-Placement Offer (PPO) which is depend upon your performance and work of quality. Salary will be after probation up to **Rs. 22,000** according to your performance.

Probation period is **3-6 months**. It will depend upon your performance and work quality.



## Offer Letter for Research Analyst

Private and Confidential

2<sup>nd</sup> February, 2024

CBI SOLUTIONS Pvt. Ltd.  
#531, Jaipur Electronic  
Market Riddhi Siddhi,  
Jaipur  
302016

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### Sub: Contract of Employment

Dear Aakanksha Goyal,

We are pleased to offer you the position of **Research Analyst** with us at **CBI SOLUTIONS Pvt. Ltd.** We hope you will enjoy your role and make a significant contribution to the success of the business.

**Your employment will commence with effect from 19<sup>th</sup> Feb, 2024.**

During this time, you will receive advice, training, and guidance to help you become familiar with, and competent in, performing the work you have been appointed to do.

Your salary will be **Rs. 19,000 per month plus incentives.**

Probation period is **3-6 months**. It will depend upon your performance and work quality.



## Offer Letter for Research Analyst

Private and Confidential

2<sup>nd</sup> February, 2024

CBI SOLUTIONS Pvt. Ltd.  
#531, Jaipur Electronic  
Market Riddhi Siddhi,  
Jaipur  
302016

---

### Sub: Contract of Employment

Dear Kushmita Mittal,

We are pleased to offer you the position of **Research Analyst** with us at **CBI SOLUTIONS Pvt. Ltd.** We hope you will enjoy your role and make a significant contribution to the success of the business.

**Your employment will commence with effect from 20<sup>th</sup> Feb, 2024.**

During this time, you will receive advice, training, and guidance to help you become familiar with, and competent in, performing the work you have been appointed to do.

Your salary will be **Rs. 15,000 per month plus incentives**. After probation company can offer Pre-Placement Offer (PPO) which is depend upon your performance and work of quality. Salary will be after probation upto 18,000 according to your performance.

Probation period is **3-6 months**. It will depend upon your performance and work quality.



## Offer Letter for Research Analyst

Private and Confidential

2<sup>nd</sup> February, 2024

CBI SOLUTIONS Pvt. Ltd.  
#531, Jaipur Electronic  
Market Riddhi Siddhi,  
Jaipur  
302016

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### Sub: Contract of Employment

Dear Vaishnavi Kaushik,

We are pleased to offer you the position of **Research Analyst** with us at **CBI SOLUTIONS Pvt. Ltd.** We hope you will enjoy your role and make a significant contribution to the success of the business.

**Your employment will commence with effect from 15<sup>th</sup> Feb, 2024.**

During this time, you will receive advice, training, and guidance to help you become familiar with, and competent in, performing the work you have been appointed to do.

Your salary will be **Rs. 16,000 per month plus incentives**. After probation company can offer Pre-Placement Offer (PPO) which is depend upon your performance and work of quality. Salary will be after probation up to **Rs. 20,000** according to your performance.

Probation period is **3-6 months**. It will depend upon your performance and work quality.



## Offer Letter for Research Analyst

Private and Confidential

4<sup>th</sup> May, 2024

CBI SOLUTIONS Pvt. Ltd.  
#531, Jaipur Electronic  
Market Riddhi Siddhi,  
Jaipur  
302018

### Sub: Contract of Employment

Dear Pooja Khatri,

We are pleased to offer you the position of **Research Analyst** with us at **CBI SOLUTIONS Pvt. Ltd.** We hope you will enjoy your role and make a significant contribution to the success of the business.

**Your employment will commence with effect from 6th May, 2024.**

During this time, you will receive advice, training, and guidance to help you become familiar with, and competent in, performing the work you have been appointed to do.

During Probation Your Salary will be **Rs. 24,000 per month plus incentives**. After probation period your salary will be Increased as per your performance company can offer Pre- Placement Offer (PPO) which is depend upon your performance and work of quality.

Probation period is **3- 6 month**. It depends on your performance and the work quality.





## Incentive and Bonus:

Your employment will include timely incentive criteria which is as under:

During Probation Your incentive target will be 2500 words per day for which you'll be entitled 0.50 paisa per word once the monthly target is achieved. After the probation Period it will increase.

## Annual Leave:

CBI SOLUTIONS may terminate your employment by giving the following period of notice (or payment in lieu) depending on service:

| <b>Period of continuous service</b>          | <b>Notice Period</b> |
|--|----------------------|
| Not more than 1 year                         | 1 months             |
| More than 1 year, but not more than 3 years  | 2 months             |
| More than 3 years, but not more than 5 years | 3 months             |
| More than 5 years                            | 4 months             |

Table 1.1

The company may terminate your employment at any time without notice, if:

1. You are guilty of serious misconduct
2. You are in material breach of a provision of this contract, including confidentiality undertakings.

The company may terminate your services with or without cause under the following circumstances:

1. With cause- The company immediately and without notice may terminate your services with Cause'. The term Cause' means the commission of a crime involving moral turpitude, theft, fraud or deceit; conduct that has an adverse effect on the company's reputation: substantial or continued unwillingness or inability to perform duties assigned to the employee; gross negligence or deliberate misconduct; any material breach of terms and conditions specified in this letter.
2. Unauthorized absence from work for a period of three or more consecutive days without due consent or notifying your superior officer.



3. Providing any false information to the company.
4. The company holds the right to terminate you for absconding (not responding to phone calls) for more than 3 days.

### Leaving the company without serving notice period:

If you wish to leave the services of the Company, a clear written notice (as per the above table [Table 1.1]) has to be given to the Company. In case of failure to give such written notice within the prescribed time, you are bound to make good the loss suffered by the Company and any other charges/liabilities Company incurs consequent to the failure to give required written notice.

However, due to exigencies of business the Company may at its sole discretion reject the salary in lieu of notice and ask you to serve the entire or part of the notice period.

### Termination by the company:

Following the termination of your employment you will be required to return all company property.

CBI SOLUTIONS hours of business are between 10:00 am and 7:00 pm. From time to time, you will be required to work reasonable additional hours or after hours when necessary to perform your duties. You are entitled to write the assignments and the content must be 100% plagiarism free and an endless number of revisions are acceptable by you in case of client dissatisfaction.

### Privacy:

You are required to observe and uphold all of the Company's privacy policies and procedures as implemented or varied from time to time.

Collection, storage, access to and dissemination of employee personal information will be in accordance with privacy legislation.



### Confidentiality of Information:

During your employment you may become aware of information relating to the business of CBI SOLUTIONS, including but not limited to client lists, trade secrets, client details and pricing structures.

Confidential information, including client lists, trade secrets, pricing structures and any and all documents created by you in the course of your employment remain the sole property of CBI SOLUTIONS. You shall not, either during or after your employment, without the prior consent of both companies, directly or indirectly divulge to any person or use the confidential information for your own or another's benefit.

### Jurisdiction:

This contract is made in Rajasthan, India.



## Welcome and Acceptance:

Pooja Khatri, we would like to take this opportunity to welcome you to CBI Solutions Pvt. Ltd. and wish you a long and rewarding career with us.

A handwritten signature in black ink, appearing to read "Nirali Mehta", written over a horizontal line.

With Regards,

Nirali Mehta  
HR Manager  
CBI Solutions

I, Pooja Khatri, accept the terms and conditions of this contract.

Signed: \_\_\_\_\_

Dated: \_\_\_\_\_

A copy is provided for your records.



Nisha Saini &lt;nisha.s@kanoriacollege.in&gt;

## Fwd: Campus Placement Drive | Kanoria PG College | Teleperformance

2 messages

**Akanksha Ganda** <akanksha.g@kanoriacollege.in>  
To: Nisha Saini <nisha.s@kanoriacollege.in>

Thu, Oct 10, 2024 at 2:52 PM

Thanks and Regards,  
Dr. Akanksha Ganda  
Convenor, Centre for Career Guidance, Training and Placement,  
Kanoria PG Mahila Mahavidyalaya, Jaipur  
Ph: 9649533330

----- Forwarded message -----

From: **Gurumukh, Prashant** <gurumukh.prashant@teleperformance.com>  
Date: Tue, 5 Mar 2024, 12:35 pm  
Subject: RE: Campus Placement Drive | Kanoria PG College | Teleperformance  
To: Akanksha Ganda <akanksha.g@kanoriacollege.in>  
Cc: Atulkumar Sharma <Atulkumar.Sharma@teleperformance.com>

Hi Dr. Akansha,

PFB HR shortlisted candidates for the position of Customer Support Specialist. The salary is 3.24 lac per annum including PF & ESIC.

| S.No | Name                 | Mobile     | Course |
|------|----------------------|------------|--------|
| 1    | Anukriti Shukla      | 7877513957 | B.SC   |
| 2    | Akansha Jha          | 9828311409 | B.COM  |
| 3    | Mansi Gangwani       | 7878932996 | B.COM  |
| 4    | Vishakha Khandelawal | 9950418303 | BBA    |
| 5    | Neha Yadav           | 9499274300 | B.SC   |

Regards,

Gurumukh

**From:** Akanksha Ganda <akanksha.g@kanoriacollege.in>  
**Sent:** Monday, March 4, 2024 9:37 AM

**To:** Gurumukh,Prashant <[gurumukh.prashant@teleperformance.com](mailto:gurumukh.prashant@teleperformance.com)>

**Subject:** Re: Campus Placement Drive | Kanoria PG College | Teleperformance

**CAUTION:** This is an external email. Do not click any links or open attachments unless you recognize the sender and know the content is safe.

Hi Gurmukh,

As discussed, the drive is scheduled on 5th March, 2024, Tuesday, at 11 a.m. in college Auditorium.

Request you to confirm the same through mail.


Thanks and Regards,  
Dr. Akanksha Ganda  
Convenor, Centre for Career Guidance, Training and Placement,  
Kanoria PG Mahila Mahavidyalaya, Jaipur  
Ph: 9649533330

On Fri, 23 Feb 2024, 2:58 pm Gurumukh,Prashant, <[gurumukh.prashant@teleperformance.com](mailto:gurumukh.prashant@teleperformance.com)> wrote:

Hi Dr. Akansha Ganda,

As discussed, please find attached job description & let's plan the drive. We're hiring for tech & non tech support. The salary ranges from 3.24 to 4 LPA.

Regards,  
Gurumukh Prashant  
Teleperformance India  
[gurumukh.prashant@teleperformancedibs.com](mailto:gurumukh.prashant@teleperformancedibs.com)

 MO|+91 9571229571



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---

**Akanksha Ganda** <akanksha.g@kanoriacollege.in>  
To: Nisha Saini <nisha.s@kanoriacollege.in>

Thu, Oct 10, 2024 at 3:08 PM

Thanks and Regards,  
Dr. Akanksha Ganda  
Convenor, Centre for Career Guidance, Training and Placement,  
Kanoria PG Mahila Mahavidyalaya, Jaipur  
Ph: 9649533330

----- Forwarded message -----

From: **Gurumukh, Prashant** <gurumukh.prashant@teleperformance.com>  
Date: Wed, 6 Mar 2024, 8:05 am  
Subject: RE: Campus Placement Drive | Kanoria PG College | Teleperformance  
To: Akanksha Ganda <akanksha.g@kanoriacollege.in>  
Cc: Atulkumar Sharma <Atulkumar.Sharma@teleperformance.com>

Hi Dr. Akansa,

We've shortlisted one more candidate. PFB the details. The total count is six now.

| S.No | Name            | Mobile     | Course |
|------|-----------------|------------|--------|
| 1    | Priyanka Kumari | 9352743122 | B.SC   |

Regards,

Gurumukh

10/14/24, 12:10 PM

Kanoria Girls College Mail - Fwd: Campus Placement Drive | Kanoria PG College | Teleperformance

[Quoted text hidden]

[Quoted text hidden]



Dear,

Ms. Dipti Samariya  
(Jaipur)India

Date 21/5/24

**APPOINTMENT LETTER**

With reference to your application and subsequent interview with us, we are pleased to appoint you to the position of "Portal Support" in our Jaipur branch from 21<sup>st</sup> May 2024.

**1. Salary Brief:-**

Your will be entitled to receive compensation pay of Rs. 12000.00 per month.

**2. Working Hours-**

The working hours are to be followed by the employee (office timing 10:30 Am to 06:30 pm) Monday to Saturday.

**3. Leave policy:-**

There will be 12 granted leaves by the company (Excluding Sundays, other national and festive holidays) in case the granted holidays are unused it will be paid to the employee at end of the year.

**4. Notice period clause:-**

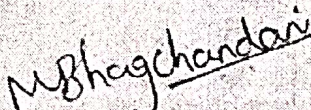
If the employee desire to leave the company, they needs to serve the notice period of one month as per stated by the company. In case employee fails to serve nptice period or if needs to leave company in any case they will pay a one-month salary.

All the above is based on our prior discussions and we look forward to your signed acknowledgement at the earliest.

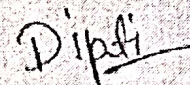
We hereby welcome you to our Organisation and look forward to your dedicated, loyal and hardworking services and contributions to the growth of our Company.

Thanking you,

For: Seven Seas Tours and Travels

  
Mrs. Nishika Bhagchandani

Signed in Acceptance

  
Ms. Dipti Samariya

**NAAC Criteria 5.2.1 Training and Placement details ( OFF Campus ) Session 2023-24**

| S.No | Year    | Name of Student placed | Contact Details | Program graduated from                    | Name of the employer with contact details   | Pay package at appointment | Proof              |
|------|---------|------------------------|-----------------|---|---|----------------------------|--------------------|
| 1    | 2023-24 | Tanvi Garg             | 7062678978      | Kanoria P.G. Mahila Mahavidyalaya ,Jaipur | Infosys Limited, Bangalore, 8028520261  | Approx. 8 lakh PA          | Appointment Letter |
| 2    | 2023-24 | Indra Sharma           | 8949466102      | Kanoria P.G. Mahila Mahavidyalaya ,Jaipur | JNU, 0141-2754399   | NA                         | ID Card            |
| 3    | 2023-24 | Himakshi Sharma        | 8764207668      | Kanoria P.G. Mahila Mahavidyalaya ,Jaipur | ManpowerGroup Services India Private Ltd., New Delhi, 1800-419-4001                                 | Rs. 26831 Per Month        | Appointment Letter |
| 4    | 2023-24 | Himangi Sharma         | 6378530900      | Kanoria P.G. Mahila Mahavidyalaya ,Jaipur | HDFC Bank, Mumbai,  | Rs.1,15,500 P.A.           | Appointment Letter |
| 5    | 2023-24 | Tanishka Kumawat       | 9610220960      | Kanoria P.G. Mahila Mahavidyalaya ,Jaipur | Principal Director of Audit Finance & Communication Shamnath Marg, Civil Lines, Delhi- 011-23811990 | NA                         | Appointment Letter |
| 6    | 2023-24 | Omika Nag              | 9530015060      | Kanoria P.G. Mahila Mahavidyalaya ,Jaipur | Jayshree Periwal International School, Mahapura, SEZ Road, Ajmer Road, Jaipur, 9782744444           | NA                         | Appointment Letter |
| 7    | 2023-24 | Kanika Jindal          | 7627032820      | Kanoria P.G. Mahila Mahavidyalaya ,Jaipur | Star Consulting Global, New Delhi, 9810162716   | Rs. 3,84,000 PA            | Appointment Letter |

March 28, 2024

HRD/COV/1007389780/23-24

Ms. Tanvi Garg  
Plot No. 15, Jamuna Dairy,  
Sodala, Ajmer Road,  
Jaipur-302006  
India

Ph: +91-7062678978

Dear Tanvi,

Welcome to Infosys!

Today, the corporate landscape is dynamic and the world ahead is full of possibilities! At Infosys, we are guided by our purpose to amplify human potential and create the next opportunity for people, businesses and communities. None of the amazing things we do at Infosys would be possible without an equally amazing culture, the environment where ideas can flourish and where you are empowered to move forward as far as your ideas will take you.

At Infosys, we assure that your career will never stand still, we will inspire you to build what's next and we will navigate further, together. Our journey of learnability, values and trusted relationships with our clients continue to be the cornerstones of our organization and these values are upheld only because of our people.

We look forward to working with you and wish you success in your career with us.

Warm regards,

**Sushanth Tharappan**  
**SVP and Head Human Resources - Infosys Limited**

Signature Not Verified

Digitally signed by SUSHANTH  
MICHAEL THARAPPAN  
Date: 2024.03.28 15:41:36 IST  
Reason: Digitally signed  
Location: Bangalore

INFOSYS LIMITED  
44, Infosys Avenue  
Electronics City, Hosur Road  
Bangalore 560 100, India  
T 91 80 2852 0261  
F 91 80 2852 0362  
askus@infosys.com  
www.infosys.com

Corporate Office:  
CIN: L85110KA1981PLC013115  
44, Infosys Avenue  
Electronics City, Hosur Road  
Bangalore 560 100, India  
T 91 80 2852 0261  
F 91 80 2852 0362  
askus@infosys.com  
www.infosys.com

HRD/1007389780/23-24

March 28, 2024

Ms. Tanvi Garg  
Plot No. 15, Jamuna Dairy,  
Sodala, Ajmer Road,  
Jaipur-302006  
India

Ph: +91-7062678978

Dear Tanvi,

Congratulations! We are delighted to make you an offer as **Senior Executive - Finance** and your role is **Senior Executive - Finance**.

Here are the terms and conditions of our offer:

### **Joining Date**

Your scheduled date of employment with us will be **April 8, 2024**.

### **Location**

Your location for employment is **BANGALORE**, 44, Infosys Avenue Electronics City, Hosur Road Bangalore 560 100, India.

You may be asked to relocate to any of our units, departments or the offices of our affiliates\* and/or the offices of our customers, depending on business requirements. In such an event, your remuneration and other benefits shall be determined in accordance with the relevant Policies of the Company in that work location.

Please be advised that you, by accepting this offer, hereby give your irrevocable consent to the above.

*\* For the purpose of this agreement, "affiliate" means any entity that controls, is controlled by, or is under common control with the First Party. For purposes of this Agreement, "control" means possessing, directly or indirectly, the power to direct or cause the direction of the management, policies or operations of an entity, whether through ownership of voting securities, by contract or otherwise.*

INFOSYS LIMITED  
44, Infosys Avenue  
Electronics City, Hosur Road  
Bangalore 560 100, India  
T 91 80 2852 0261  
F 91 80 2852 0362  
askus@infosys.com  
www.infosys.com

Corporate Office:  
CIN: L85110KA1981PLC013115  
44, Infosys Avenue  
Electronics City, Hosur Road  
Bangalore 560 100, India  
T 91 80 2852 0261  
F 91 80 2852 0362  
askus@infosys.com  
www.infosys.com

## **Probation and Confirmation**

You will be on probation for a period of six months from the date of joining us. On successful completion of your probation, you will be confirmed as a permanent employee of Infosys Limited. Your confirmation is also subject to your submitting the documents required by the Company, details of which are enclosed in the Information Sheet at Annexure - III.

## **Leave**

You are entitled to Earned Leave, right from your date of joining. You will be eligible for 15 working days of leave annually, during probation. On confirmation, you will be eligible for 20 working days of leave annually.

Leave is credited on a quarterly basis. The leave eligibility shall begin in the quarter of your joining the Company, on a pro-rata basis.

An illustration with other relevant information have been given in the Information Sheet. The Company's Policies also provide for Maternity, Paternity and Bereavement Leave. Further details will be provided to you at the time of joining.

## **Compensation and Benefits**

### **Salary**

Your Total Gross Salary will be **INR 66,668** per month. The break-up of your salary has been provided in the Compensation Details sheet at Annexure - I.

### **Ex - Gratia / Bonus**

You will be eligible for an Ex - Gratia/ Bonus payout which is calculated at **20%** of the Basic Salary as mentioned in the Compensation Details sheet at Annexure - I of this letter. The mode of payment for Financial Year 2024-25 will be as follows:

**95%** of the bonus amount mentioned in the Compensation Details sheet will be paid out on a monthly basis. The balance amount will be paid out in the end of the financial year.

### **Basket of Allowances (BOA)**

The Basket of Allowances will be paid to you as part of your salary every month.

You will have the flexibility of choosing the components and amounts under such components as per the options provided to you on the Company intranet, based on your preferences and income tax plans.

## **National Pension Scheme**

We offer all our India based employees the option to contribute towards the National Pension Scheme. This is an optional retirement benefit introduced by the Government of India for all its citizens. It enables accumulation of retirement corpus during active employment with add-on tax breaks. Please refer to the Information Sheet at Annexure - III for more details.

## **Insurance**

You will be eligible to participate in a Group Health Insurance Scheme. You may choose to enhance the coverage with other participatory optional health insurance plans (Titanium, Platinum and Gold). You will be covered by default under the Standard Plan which provides you and your family (your spouse and two children up to the age of 22 years) with a cover of **INR 500,000** per annum.

You will be covered under the Group Life Insurance Scheme, managed by Infosys Welfare Trust which provides you with a total Life Insurance cover of **INR 6,200,000** of which **INR 3,200,000** is covered towards natural death, and **INR 3,000,000** towards an accidental death. All employees become members of Infosys Welfare Trust, by one-time payment of **INR 250** and fixed monthly contribution of **INR 250**.

The details of the Scheme would be available to you when you join the Company.

## **Notice period**

You will be required to give three months` notice or salary thereof in case you decide to leave our services, subject to the Company`s discretion. Where circumstances make it necessary, the Company will have the discretion to relieve you only at the end of the three months` notice period. Similarly, the Company can terminate your services by giving three months` notice or salary thereof.

## **Background checks**

The Company may, at its discretion conduct background checks prior to or after your expected joining date to validate your identity, the address provided by you, your education details and details of your prior work experience if any, and to conduct any criminal checks. You expressly consent to the Company conducting such background checks. In this connection, you are required to furnish the documents listed in "Offer Annexure for India".

If you fail to submit the necessary documents as required by the Company within the specified time period or if the Company is not satisfied, with the outcome of the background checks, the Company, in its sole discretion, reserves the right to withdraw this Offer without notice and Compensation or to take any appropriate action against you, including, but not limited to termination of your employment.

When a background check raises any concerns regarding any of the details furnished by you and the Company feels the need to further validate such facts, the Company may at its sole discretion, ask you for further information, to substantiate the details that you have earlier provided to the Company, before initiating appropriate action.

Please note that Infosys requires you to furnish a copy of your passport at the time of joining. If you are unable to do so, the Company will initiate a criminal background check.

### **Other terms and conditions**

You agree not to undertake employment, whether full-time or part-time, as the Director / Partner / Member / Employee of any other organization / entity engaged in any form of business activity without the consent of Infosys. The consent may be given subject to any terms and conditions that the Company may think fit and may be withdrawn at any time at the discretion of the Company.

You hereby acknowledge and agree to abide by all internal Policies of the Company, which you will be able to access, upon joining, on the intranet sparsh. These Policies cover various human resources and administrative topics and procedures. The Company reserves the right to change these Policies at any time in its absolute discretion.

Based on the nature of your work and business requirements, you may be required to work on rotational shifts. If you are required to work on rotational shifts, you will be duly intimated of the change in your shift timings. During rotational shifts, you will continue to be bound by the provisions of the working hour policy of the Company. If the rotational shifts require you to work night shifts, the policy on night shift allowance of the Company (if in force) will be made applicable to you.

You shall be required to sign certain mandatory agreements, including but not limited to the Confidentiality, Intellectual Property Rights, the Code of Business Conduct and Ethics and your employment shall be governed by all the rules and regulations, as amended from time to time, of the Company as applicable to your employment with us. This offer is also conditional upon your acceptance and execution of the Non-Compete Agreement (Annexure II).

This offer of employment constitutes the entire agreement between you and the Company regarding the terms of your employment and it is the complete, final, and exclusive embodiment of your agreement with regard to this subject matter and supersedes any other promises, warranties, representations or agreements, whether written or oral. It is entered into without reliance on any promise or representation other than those expressly contained herein, and it cannot be modified or amended except in writing signed by an authorized officer of the Company.

If any of the terms or conditions of this offer are found to be illegal or unenforceable, such terms shall be treated as severable from the rest of the terms and conditions of this offer and the remaining terms and conditions shall continue in force.

This agreement shall be governed by the laws of India and you hereby agree to the exclusive jurisdiction of the courts in Bangalore, India.

As a token of your acceptance of this offer, please bring a duly signed duplicate copies of the letter and all the accompanying annexures, on the date of joining

We welcome you to the Infosys family and wish you a rewarding career over the years to come.

Yours sincerely,

**Sushanth Tharappan**  
**SVP and Head Human Resources - Infosys Limited**

**I have read, understood and agree to the terms and conditions as set forth in this offer letter.**

**Date:** \_\_\_\_\_, **20**\_\_\_\_\_

\_\_\_\_\_  
**Sign your name**

\_\_\_\_\_  
**Print your name**

Enclosures: Non-Compete Agreement (Annexure II)  
Information Sheet (Annexure III)

**Signature Not Verified**

Digitally signed by SUSHANTH  
MICHAEL THARAPPAN  
Date: 2024.03.26 15:41:36 IST  
Reason: Digitally Signed  
Location: Bangalore



## ANNEXURE - I

| <b>COMPENSATION DETAILS</b><br>(All figures in INR per month)   |  |          |                     |   |
|---|--|----------|---------------------|---|
| NAME  | Ms. Tanvi Garg   |          |                     |   |
| ROLE  | Senior Executive - Finance   |          |                     |   |
| ROLE DESIGNATION  | Senior Executive - Finance   |          |                     |   |
| <b>1. MONTHLY COMPONENTS</b>  |  |          |                     |   |
| BASIC SALARY  |  |          |                     | 33,340  |
| BASKET OF ALLOWANCES  |  |          |                     | 21,055  |
| BONUS / EX-GRATIA (95% of the eligible amount (20% of Basic Salary) being paid out on a monthly basis)  |  |          |                     | 6,335   |
| <b>MONTHLY GROSS SALARY</b>   |  |          |                     | <b>60,730</b>                                 |
| <b>2. ANNUAL COMPONENT</b>  |  |          |                     |   |
| BONUS / EX-GRATIA - (Balance 5% will be paid out in the end of the financial year after adjusting the advance (95%) paid out on a monthly basis)  |  |          |                     | 333   |
| <b>3. RETIRAL BENEFITS</b>  |  |          |                     |   |
| PROVIDENT FUND - 12% of Basic Salary  |  |          |                     | 4,001   |
| GRATUITY - 4.81% of Basic Salary*   |  |          |                     | 1,604   |
| <b>FIXED GROSS SALARY (1+2+3)</b>   |  |          |                     | <b>66,668</b>                                 |
| <b>TOTAL GROSS SALARY</b>   |  |          |                     | <b>66,668</b>                                 |
| <b>OTHER BENEFITS</b>   |  |          |                     |   |
| Scheme  | Eligible Amount In INR   | Interest | Monthly Instalments | Margin Money<br>(To be borne by the employee) |
| <b>SOFT LOAN</b>  | Fifty Thousand<br>(without security)                                   | @7%      | 24                  | Nil   |
| <b>SALARY LOAN</b>  | One Month's Gross Salary<br>/Fifteen Thousand<br>(Whichever is higher) | Nil      | 12                  | Nil   |
| All the above benefits are as per Company's policies, which are subject to change from time to time. The disbursement of any loan / loan allowance is subject to the fulfilment of all criteria defined for the same to the satisfaction of the Company as per the relevant loan / loan allowance policy at that time |  |          |                     |   |
| *The gratuity amount set out above is an approximation. Your eligibility and the final pay out of any Gratuity amounts will be determined in strict accordance with the provisions of the Payment of Gratuity Act   |  |          |                     |   |

Annexure - II  
Non Compete agreement

I, \_\_\_\_\_ do hereby acknowledge and confirm the following:-

(1) I am accepting employment with Infosys Limited ("Infosys"). Now, as per the presents below, I agree to the following terms herein, and acknowledge that this is a material condition of my employment with Infosys Limited.

(2) I am required, on behalf of Infosys, to provide services to, or solicit business from, various clients of Infosys for whom I performed services as a Company employee (each such client hereinafter referred to as a "Customer").

(3) In consideration of the above, I agree that for a period of six (6) months following the termination of my employment with Infosys for any reason, I will not:

a. accept any offer of employment from any Customer, where I had worked in a professional capacity with that Customer in the twelve (12) months immediately preceding the termination of my employment with Infosys;

b. accept any offer of employment from a Named Competitor of Infosys, if my employment with such Named Competitor would involve me having to work with a Customer with whom I had worked in the twelve (12) months immediately preceding the termination of my employment with Infosys.

For the purposes of this Non-Compete Agreement, "Named Competitor" shall mean the following entities and their wholly owned subsidiaries:-

- i. Tata Consultancy Services Limited
- ii. Accenture Limited
- iii. International Business Machines Corporation
- iv. Cognizant Technology Solutions Corporation
- v. Wipro Limited

Place: \_\_\_\_\_ Employee Signature: \_\_\_\_\_  
Date: \_\_\_\_\_ Employee Name : Ms. Tanvi Garg

Acknowledged by Infosys Limited:

HRD/1007389780/24-25

April 21, 2024

Ms. Tanvi Garg  
Plot No. 15, Jamuna Dairy,  
JAIPUR  
Rajasthan  
India

Ph: +91-7062678978

Dear Tanvi,

This is with regard to our Offer of Employment to you dated April 1, 2024 (Ref. No. HRD/1007389780/24-25).

Please note that, your date of joining has been revised to June 3, 2024. All the other terms and conditions mentioned in your offer letter remain unchanged. However, all the benefits are as per Company's policies, which are subject to change from time to time.

You are required to carry this letter with you at the time of joining the Company.

As acceptance to the revision in the date of joining, please sign and return a copy of this letter to HRD at the time of your joining.

Yours sincerely,



**Sushanth Tharappan**  
**SVP and Head Human Resources - Infosys Limited**

I have read, accept and agree to the terms and conditions as set forth in this letter.

Date: \_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_  
Sign your name

\_\_\_\_\_  
Print your name      Location

INFOSYS LIMITED  
44, Infosys Avenue  
Electronics City, Hosur Road  
Bangalore 560 100, India  
T 91 80 2852 0261  
F 91 80 2852 0362  
askus@infosys.com  
www.infosys.com

Corporate Office:  
CIN: L85110KA1981PLC013115  
44, Infosys Avenue  
Electronics City, Hosur Road  
Bangalore 560 100, India  
T 91 80 2852 0261  
F 91 80 2852 0362  
askus@infosys.com  
www.infosys.com



# JNU

Estd. by govt. of Rajasthan,  
Approved by UGC and NAAC Accredited  
Jagatpura, Jaipur-17, Ph.: 0141-2754399, 2753377  
Email: info@jnujaipur.ac.in | www.jnujaipur.ac.in

**STAFF IDENTITY CARD (SESSION 2023-24)**



**INDRA SHARMA**  
Assistant Professor

A handwritten signature in black ink, appearing to read 'Dr. Indra Sharma'.

Registrar

**School of Management**



**ManpowerGroup Services India Private Ltd.**

Suite No. A,1A, 1st Floor, Gobind Mansion,  
H - Block, Connaught Circus,  
New Delhi - 110001

T: 1800 - 419 - 4001

[www.manpoweronline.in](http://www.manpoweronline.in)

Date: **25/Aug/2023**

Name: **Himakshi Sharma**  
Address: **363-A, Devi Nagar, New Sanganer Road, Shiv Circle, Sodala, Jaipur, Rajasthan-302019**  
Employee ID: **100619595**

**Subject: FIXED TERM CONTRACT**

**Dear Himakshi Sharma,**

With reference to your appointment with **ManpowerGroup Services India Pvt. Ltd.**, we have pleasure in offering you the position of **Consultant – Operations And Services** in our organization on a Fixed Term Contract basis. The detail of the offer is as follow:

Start date of Assignment: **25/Aug/2023**

End date of Assignment: **24/Aug/2024**

Gross Salary per month: **26831**

Any statutory dues like PF, ESI, Bonus etc, if applicable, will be Paid / Deducted as per law.

All taxes will be deducted as applicable by law.

The terms and conditions of the contract and details of your salary break up are specified in Service Contract attached here to.

Kindly send the accepted copy of the same and your PAN number to ManpowerGroup. In case the signed acceptance is not received by ManpowerGroup within 7 days of the offer date, ManpowerGroup reserves the right to withdraw the offer.

For **ManpowerGroup Services India Private Limited**

**Dipankar Das**  
**Head Staffing Operations**

**Signature**

Accepted By

**Himakshi Sharma**



## FIXED TERM CONTRACT OF SERVICE

### Temporary Staff

1. This made between **ManpowerGroup Services India Pvt. Ltd., ("ManpowerGroup")** and **Himakshi Sharma** ("Temporary Staff") engagement:
2. **Engagement**  
The Temporary Staff is engaged by ManpowerGroup to perform specific fixed term work assignments ("Assignment") for ManpowerGroup customers ("Customer") under the terms and conditions of this Agreement and the Schedule A attached hereto for each new Assignment.
3. **The Contract**
  - (a) This agreement including Schedule A constitutes a fixed term contract of service between ManpowerGroup and the Temporary Staff and they govern each Assignment undertaken by the Temporary Staff. Upon acceptance of each Assignment by the Temporary Staff, ManpowerGroup and the Temporary Staff shall complete and sign Schedule A.
  - (b) The Temporary Staff is expected to complete the Assignment once accepted.
  - (c) No variation or alteration of these Terms shall be valid unless approved by ManpowerGroup in writing.
  - (d) Fixed Term Contract of Service means and includes only Temporary Service.
4. The Temporary Staff acknowledges that it is the nature of contract work that there may be periods when no suitable work is available and agrees that:
  - (a) Suitability shall be determined solely by ManpowerGroup.
  - (b) ManpowerGroup shall incur no liability towards the Temporary Staff should it fail to offer any Assignment at any point in time and failure to provide the Assignment will lead to automatic termination of the Temporary Staff.
5. (a) ManpowerGroup shall pay the Temporary Staff remuneration calculated at an agreed rate for each period worked during an Assignment, to be paid or monthly in arrears subject to deductions for the purpose of Provident Fund and any other Statutory deductions which ManpowerGroup may be bound by any laws or regulations to make. In addition, ManpowerGroup shall be entitled at any time to make deductions from the Temporary Staff's remuneration in respect of sums due from the Temporary Staff to ManpowerGroup in relation to any overpayment of any kind or any other debt.
  - (b) For all allowances paid requiring receipts for evidentiary purposes, the candidate is required to issue true and original documents to this office with the timesheet at the end of each month. Failure to do so will result in adjustments in your tax.
6. It is clarified that the Temporary Employee would not be entitled for any Wages or Leave during the period he/she has not taken any Assignment.
7. The Temporary Staff is not obliged to accept any Assignment offered by ManpowerGroup, but if he does so, during every Assignment and afterwards, as appropriate and as directed, he will:
  - (a) Co-operate with Customer's staff and accept the direct supervision and instruction of any responsible person in the Customer's organization as to the services to be performed during an Assignment.
  - (b) Observe any rules and regulations of the Customer's establishment to which attention has been drawn or which the Temporary Staff might reasonably be expected to ascertain.
  - (c) Unless arrangements are made to the contrary, conform to the normal hours of work currently in force at Customer's establishment or such other hours as the Customer may require.

- (d) Not engage in any conduct detrimental to the interests of Customer or ManpowerGroup. Take all reasonable steps to safeguard his own safety and safety of any other person who may be present or affected by his actions on the Assignment and comply with the health and safety policies of Customer.
- (e) Not to claim any compensation or to receive any payments of any nature whatsoever from the customer due to the Assignment, unless expressly consented to by ManpowerGroup.
- (f) In the event of the place of Assignment or the client getting changed, or for any reason whatsoever ManpowerGroup reserves the right to relocate the Temporary Staff at any other suitable location for undertaking the assignment and in such case, no additional remuneration or extra payment other than the remuneration payable as per the Contract of Temporary Service shall become payable subject to the condition that the Temporary Staff joins at the new location / Assignment and completes the assignment.
8. At the end of each work record period, (or at the end of an Assignment where an Assignment is for a period of less than the work record period or is completed before the work record period) the Temporary Staff shall deliver to ManpowerGroup his time sheet, duly completed to indicate the number of hours worked during the preceding period and signed by an authorized representative of Customer. ManpowerGroup shall not be obliged to make any payment to the Temporary Staff unless a properly authenticated time sheet has been submitted.
9. Due to the nature of the temporary work, ManpowerGroup may without notice and without liability or for any reason whatsoever terminate the assignment/ fixed term contract at any time and Temporary Staff shall have no claims whatsoever against ManpowerGroup or the customer, apart from receiving the remuneration for services rendered till the date of termination either in writing or verbal communication and he/ she shall not be entitled to or make any claim for any other compensation against ManpowerGroup or Customer
- (a) If for any reason, the client to whom the Temporary Staff is deputed stops paying for any reason irrespective of the period of assignment as a special case the temporary staff will be given one days notice with relevant pay till the date on which Temporary Staff attended duty at Clients place.
- (b) At any rate the liability of ManpowerGroup in the event of further threat or claim and / or / by Court action by dissatisfied Temporary staff making any claim otherwise shall on no account exceed one months / net remuneration last paid to Temporary Staff which will be solely payable at the discretion of ManpowerGroup.
10. If the Temporary Staff is unable for any reason to work on an Assignment, he should inform ManpowerGroup as soon as possible, but no later than 9.30am on the first day of absence, to enable alternative arrangements to be made.
11. The Temporary Staff shall keep confidential and will not at any time divulge to any person, nor use for his own or a third party's benefit, any information of whatever nature including but not limited to employment, business affairs, transactions or finances in relation to ManpowerGroup or the Customer.
12. **On termination of an Assignment:**
- (a) The Temporary Staff shall immediately deliver to ManpowerGroup all correspondence, documents, specifications, papers and property belonging to ManpowerGroup or Customer, which may be in his possession or under his control.
- (b) Temporary Staff agrees to provide ManpowerGroup with notice for termination or pay salary in lieu of notice should the Temporary Staff decide to end an Assignment earlier than the agreed duration.

**Schedule A****Assignment Details:**

Customer : **PNB Metlife India Insurance Company Limited**  
Place of Assignment : **Gurgaon**  
Start date of Assignment : **25/Aug/2023**  
End date of Assignment : **24/Aug/2024**

**Salary Break-up**

| Salary Header       | Amount        |
|---------------------|---------------|
| Basic               | 15000         |
| HRA                 | 7500          |
| Other Allowance     | 3264          |
| Bonus Monthly       | 1067          |
| Insurance Pay       | 210           |
| PF                  | 1800          |
| PF Admin            | 75            |
| EDLI Charges CM     | 75            |
| <b>Total CTC</b>    | <b>28991</b>  |
| <b>Gross Salary</b> | <b>26831</b>  |
| ESICEE              | 0             |
| EPFEE               | 1800          |
| <b>Net Salary</b>   | <b>₹25031</b> |

\* Labor Welfare Fund (Rs. 31) will be deducted from employee's salary as per state Government norms and applicability period.

\* Labor Welfare Fund (Rs. 62) towards employer's contribution as per state Government norms and applicability period.

\* Income tax and Professional tax as applicable will be deducted. All taxes will be deducted as applicable by law. Your salary is strictly confidential.

For **ManpowerGroup Services India Private Limited**



**Dipankar Das**  
**Head Staffing Operations**

**Signature**



Accepted By

**Himakshi Sharma**



### Declaration

1. I declare and clearly understand that the offer for Temporary Employment by ManpowerGroup is founded on the Declaration provided by me in respect of the following :
  - (a). Information/detail/s provided by me to ManpowerGroup and in my resume which is taken as correct by ManpowerGroup especially the information pertaining to age, educational qualifications, experience marital status and previous employment and my being a Major.
  - (b). If relieving letter of previous employer is not provided / submitted, the offer and acceptance is subject to production of relieving letter within the time granted by ManpowerGroup.
2. I further declare that in the event of any discovery / information made known to or available with ManpowerGroup with reference to any fraud, mis-statement, incorrect particulars or misinformation or suppression of any detail / material fact on any account leading to the mistaken offer of fixed term contract of service having been made / acted upon by ManpowerGroup the Contract of Temporary Service shall stand automatically terminated with/without any reference/notice to me with retrospective effect from the date of offer and making me liable to make good all losses, expenses, damages caused to ManpowerGroup apart from my compensating the actual loss suffered by them on account of such act/s.
3. I further declare that in the event of my not producing the relieving letter from my previous Employer [if applicable] within the stipulated time or due to any indulgence granted by ManpowerGroup, the Contract of Temporary Service shall stand automatically terminated with/without any reference / notice to me with retrospective effect from the date of offer and making Temporary Staff liable to make good all losses, expenses, damages caused to ManpowerGroup apart from my compensating the actual loss suffered by them on account of such act/s.
4. I have clearly understood that due to the nature of the temporary work, ManpowerGroup may without notice and without liability or for any reason whatsoever terminate the assignment / fixed term contract at any time and I shall have no claim whatsoever against ManpowerGroup or the Customer. Apart from receiving the remuneration for services rendered till the date of termination either in writing or verbal communication and I shall not be entitled to or make any claim for any other compensation against ManpowerGroup or Customer.

### Signature



Accepted By  
**Himakshi Sharma**

- (c) This contract shall be terminable by either party giving 30 days' notice in writing or salary in lieu of notice, to the other.
13. For any service of notice or communication of whatsoever kind, you will be informed by courier or ordinary post at the address given by you at the time of your employment. In case of any change in your address, surname after marriage in case of female or any other change, you will inform the management in writing to this effect within one week of such change and get new address recorded in your personal record.
14. The offer for Employment by ManpowerGroup is founded on the Declaration provided by Temporary Staff in respect of the following:
- (a) Information / detail/s provided by Temporary Staff to ManpowerGroup and in his/her resume which is taken as correct especially the information pertaining to age, educational qualifications, experience marital status and previous employment.
- (b) If relieving letter of previous employer is not provided / submitted , the offer and acceptance is subject to production of relieving letter within the time granted by ManpowerGroup.
15. In the event of any discovery / information made known to or available with ManpowerGroup with reference to any fraud , mis-statement ,incorrect particulars or misinformation or suppression of any detail / material fact on any account leading to the mistaken offer of fixed term contract of service having been made / acted upon by ManpowerGroup the Contract of Temporary Service shall stand automatically terminated with / without any reference / notice to Temporary Staff with retrospective effect from the date of offer and making Temporary Staff liable to make good all losses ,expenses, damages caused to ManpowerGroup apart from Temporary compensating the actual loss suffered by them on account of such act/s.
16. In the event of Temporary Staff not producing the relieving letter from his / her previous employer[if applicable] within the stipulated time or due to any indulgence granted by ManpowerGroup the Contract of Temporary Service shall stand automatically terminated with / without any reference / notice to Temporary Staff with retrospective effect from the date of offer and making Temporary Staff liable to make good all losses, expenses, damages caused to ManpowerGroup apart from Temporary Staff compensating the actual loss suffered by them on account of such act/s.
17. This Agreement shall be governed by and construed in accordance with the laws of India and the relevant State Govt and all disputes shall be subject to New Delhi Courts Jurisdiction.

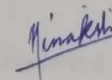
**I CONFIRM THAT I HAVE CAREFULLY READ THROUGH AND UNDERSTOOD ALL THE ABOVE TERMS AND CONDITIONS OF ENGAGEMENT HEREIN AND I UNDERTAKE TO ABIDE BY THE SAID TERMS AND CONDITIONS.**

For **ManpowerGroup Services India Private Limited**



**Dipankar Das**  
**Head Staffing Operations**

**Signature**



Accepted By

**Himakshi Sharma**



HDFC Bank Limited  
HDFC Bank House,  
Senapati Bapat Marg,  
Lower Parel (West),  
Mumbai - 400 013.

HDFC Bank Ltd.

Applicant No.80044783

|   |                           |                           |
|---|---------------------------|---------------------------|
| <b>Name : Himangi Sharma</b>            |                           |                           |
| <b>Grade : Assistant Manager</b>        |                           |                           |
| <b>Vertical : RETAIL BRANCH BANKING</b> |                           |                           |
| <b>Location : Jaipur</b>                |                           |                           |
| <b>Contact No : 6378530900</b>          |                           |                           |
|   | <b>Per Month<br/>(Rs)</b> | <b>Per Annum<br/>(Rs)</b> |
| <b>Base</b>                             | <b>9,625</b>              | <b>1,15,500</b>           |
| <b>HRA</b>                              | <b>2,500</b>              | <b>30,000</b>             |
| <b>Conveyance</b>                       | <b>1,600</b>              | <b>19,200</b>             |
| <b>Medical</b>                          | <b>1,250</b>              | <b>15,000</b>             |
| <b>Lunch Allowance</b>                  | <b>910</b>                | <b>10,920</b>             |
| <b>Personal Pay</b>                     | <b>4,125</b>              | <b>49,500</b>             |
| <b>Other Allowance</b>                  | <b>4,890</b>              | <b>58,680</b>             |
| <b>LTA</b>                              |                           | <b>9,625</b>              |
| <b>Total Fixed Cost (A)</b>             | <b>24,900</b>             | <b>3,08,425</b>           |
| <b>Provident Fund</b>                   | <b>1,800</b>              | <b>21,600</b>             |
| <b>Retirals(B)</b>                      | <b>1,800</b>              | <b>21,600</b>             |
| <b>Total Fixed Pay (A+B)</b>            | <b>26,700</b>             | <b>3,30,025</b>           |

Welcome to the HDFC Bank family.

Personal & Confidential

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80044783  
Himangi Sharma  
Jaipur

Dear Himangi,

Further to the interview and discussion you had with us, we are pleased to offer you the position of **Assistant Manager - CUSTOMER CARE EXECUTIVE** in HDFC Bank subject to the following terms and conditions:

|   |                       |
|---|-----------------------|
| Band  | : E1                  |
| Base salary   | : Rs. 1,15,500/- p.a. |
| (This salary will be taken into consideration while computing retiral benefits) |                       |
| HRA   | : Rs. 30,000/- p.a.   |
| Conveyance  | : Rs. 19,200/- p.a.   |
| Medical   | : Rs. 15,000/- p.a.   |
| Lunch Allowance   | : Rs. 10,920/- p.a.   |
| Personal Pay  | : Rs. 49,500/- p.a.   |
| Other Allowance   | : Rs. 58,680/- p.a.   |

(The above compensation will be payable to you every month in the salary. You may claim income tax exemption as applicable within the parameters of the applicable tax structure)

**Leave Travel Allowance:**

You would be entitled to LTA @ one month's base salary, after completion of one year of service in the Bank. The tax exemption on LTA will be in accordance with Income Tax provisions.

**Provident Fund:**

You will be covered under the Bank's Provident Fund Trust. The Bank shall contribute 12% of your base salary towards provident and pension funds in accordance with applicable laws.

**Personal Pay:**

The component of Personal Pay is specific to each individual and varies with regards to a person's level, performance rating, contribution, skills and competencies.

Applicant No. 80044783

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HDFC Bank Limited  
HDFC Bank House,  
Senapati Bapat Marg,  
Lower Parel (West),  
Mumbai - 400 013.

**Hospitalisation Benefit:**

You will be entitled to hospitalisation benefits under the prevailing Hospitalisation Scheme of the Bank.

**Probationary Period:**

You will be on probation for a period of six months from the date of your joining. Subject to satisfactory performance during the probationary period you will be confirmed in the services of the Bank. During probationary period either party may terminate the services by giving one month's notice or salary in lieu thereof at the bank's discretion. However, after confirmation either party will be required to give three months' notice or Salary in lieu of notice at the bank's discretion.

**Job description:**

Your duties and responsibilities will be explained to you on your joining the bank. However, you shall execute and perform all such duties that may be assigned to you by the Bank from time to time and the Bank reserves its right to vary these at its discretion.

**Location:**

Your place of posting will be **Jaipur**. However, the Bank reserves the right to transfer you to any other Office/Branch, Subsidiary or Associate Company of the Bank, in India, that is in existence or may come into existence at a future date.

**Secrecy:**

It is a condition of your employment that you will not, for whatever reason, divulge without express written authority from the Management, any information relating to the Bank or any of its constituents or employees or the Bank's customers or any transaction entered into by the Bank or any other information for which the bank is under a confidentiality obligation, as received by you in the course of your employment and after the cessation of your employment with the Bank.

**Alternative Employment:**

During the course of your employment with the Bank, you will not engage yourself directly or indirectly in any trade, business, occupation, employment, service or calling whether for remuneration or otherwise, without the prior written consent of the Bank.

**Maternity Benefits:**

a) All women employees of the Bank, irrespective of their tenure shall be eligible for Maternity Leave. The Bank shall allow 26 weeks of paid Maternity leave to its women employees, of which, not more than 8 weeks to precede the date of her expected delivery. The maximum period entitled for maternity benefit by a woman having two or more than two surviving children shall be 12 weeks of which not more than 6 weeks shall precede the date of her expected delivery.

b) The employee shall be also eligible for leave with pay for a period of 6 weeks in the event of a miscarriage or medical termination of pregnancy.

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Corporate Identity No.: L65920MH1994PLC080618

- c) In case of tubectomy operation, a woman employee is entitled for leave for a period of 2 weeks immediately following the day of her tubectomy operation.
- d) The Bank shall additionally provide leave with pay for a maximum period of one month for Illness arising out of Pregnancy, delivery, premature birth of the child, miscarriage, medical termination of pregnancy or tubectomy. This benefit is allowed subject to production of Medical Certificate.
- e) A woman employee, who legally adopts a child below the age of three months or a commissioning mother, shall be entitled to maternity leave with pay for a period of 12 weeks from the date the child is handed over to the adopting mother or the commissioning mother, as the case may be. The maximum period of maternity leave entitled to a woman employee legally adopting a child of over three months old and below the age of 6 years shall be eight weeks.
- f) In cases where a woman employee is not able to resume her duties at the end of Maternity Leave on account of medical / health reasons, she may be allowed to work from home for a period not exceeding 30 days subject to approval of concerned Group Head and CHRO provided the nature of work is such that she may work from home.

**Crèche facility:**

- a) The Bank will provide crèche facility in line with regulatory guidelines. The offices / locations where such facilities would be made available and the applicable terms and conditions would be notified in the Employee Portal of the Bank.

**Conditions Precedent:**

The offer is made to you subject to the following pre-conditions:

- a) The Bank receiving satisfactory background verification report in respect of your past employment checks, reference checks (referees should be supervisor, skip level supervisor or HR Official), education, address verification and any other checks as may be required by the Bank at its discretion ( together the "Checks"). By accepting this offer, you are also confirming that you have no objection to the Bank and/or a third party vendor authorized by the Bank ("Vendor") conducting the Checks and are hereby providing your consent for the Checks to be carried out by the Bank and/or the Vendor.

Additionally, the Bank and/or the Vendor reserves the right to seek references from your current/previous employer (s), at any stage, subsequent to your acceptance of this offer letter.

- b) The Bank receiving attested copies of all your degrees and professional qualifications certificates and documentary evidence of scholarships or prizes won, if any.
- c) The Bank receiving a copy of the relieving letter from your previous employer.

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HDFC Bank Limited  
HDFC Bank House,  
Senapati Bapat Marg,  
Lower Parel (West),  
Mumbai - 400 013.

d) The Self Declaration given by you in respect of your medical fitness is in order.

The terms and conditions set out in this letter of appointment constitute service conditions applicable to your employment in the Bank and with regard to any dispute arising thereof, the Mumbai Courts will have exclusive jurisdiction.

This letter is issued on your representation that you were not subjected to disciplinary action by your present or previous employers and/or held guilty in any legal proceedings. In the event any such incident is brought to the notice of the Bank, the Bank reserves its right to withdraw this letter/terminate your services without any prior notice and without assigning any reason.

Notwithstanding anything contained in the above paragraphs, your services may be terminated by the Bank if you are found to be indulging in acts of Commission/Omission which may be prejudicial to the interests of the Bank or any act of dishonesty, disobedience, insubordination or any other misconduct or neglect of duty or incompetence in the discharge of duty on your part.

Kindly note that you are required to join the Bank as per the joining date agreed basis our discussion not exceeding 90 days or in case you are not in employment with another employer including a fresher, 15 days from the issuance of the letter. You are required to give acceptance of the offer & above terms and conditions of employment immediately on receipt of this offer letter. This offer letter will be valid for a maximum of 90 days or 15 days, as the case may be, from the date of this letter. Please note that, the Bank hereby reserves the right to enquire or ask the documentary proof of your current employment and you shall furnish the same forthwith upon Bank's demand.

This Offer has been extended to you basis your representation, information and details provided by you during the interview and subsequent to your submitting of your personal information, requisite details, documents, educational qualification and work experience certificates, etc. uploaded by you on HDFC Bank Career Site/ E-Rec portal for seeking an employment with HDFC Bank. By accepting this Offer, you confirm that all the details filled in and the documents uploaded on HDFC Bank Career Site/ E-Rec portal are true and correct. In case any discrepancy is found in the information and details provided by you at any stage of your association with HDFC Bank, HDFC Bank reserves its right to take appropriate action against you at Bank's discretion.

We welcome you to HDFC BANK and look forward to having a long and mutually beneficial association with you.

**Yours truly,**

**For HDFC BANK LIMITED**

( Digitally Signed by **Ritesh Gupta** )

Applicant No. 80044783

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Corporate Identity No.: L65920MH1994PLC080618

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HDFC Bank Limited  
HDFC Bank House,  
Senapati Bapat Marg,  
Lower Parel (West),  
Mumbai - 400 013.

This communication is computer generated and may not contain signature. Where sent by email, this is signed with the digital signature of the HDFC Bank Ltd - which is obtained from a certifying authority under the Information Technology Act, 2000.

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Digitally signed by DS HDFC BANK  
LIMITED HUMAN RESOURCES  
Date: 2023.09.30 15:20:59 +05:30  
Applicant No. 80044783

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Corporate Identity No.: L65920MH1994PLC080618





कार्यालय प्रधान निदेशक लेखापरीक्षा वित्त एवं संचार  
शामनाथ मार्ग, दिल्ली-110054

Admn.I/F-876/DR Auditor /2022 batch/1053

Date 21.12.2023

**PROVISIONAL OFFER OF APPOINTMENT**

**Subject: Provisional offer of appointment to the post of Auditor as Probationer.**

**Ms. Tanishka Kumawat** daughter of Shri Kamlesh Kumar Kumawat is hereby offered an appointment to the post of Auditor as Probationer in the office of the Principal Director of Audit, Finance and Communication, Branch at Delhi, Sham Nath Marg, Civil Lines, Delhi – 110054 on the terms and conditions as mentioned below:

1. The provisional offer of appointment is being issued pending Document Verification by the Appointing Authority. If Appointing Authority after verification of certificates/documents of educational qualification/caste/PwBD etc. of the candidate finds that if any claim made in the application is not substantiated by certificates/documents at the time to document verification or at any stage, his/her candidature is liable to be rejected and the Provisional offer of appointment will be cancelled.
2. This provisional offer of appointment is being issued pending verification of character and antecedents from the concerned District Authorities. On receipt of the verification of character and antecedents from the concerned district authorities, the provisional offer of appointment to the post of Auditor shall be confirmed.
3. In case character & antecedents of the candidate is found not verified or any false information is given by the candidate in his/her self-declaration, the provisional appointment letter will be cancelled forthwith and other criminal/legal action will be taken, as a consequence.
4. **The period of probation will be of two years.** This may, however, be increased at the discretion of the appointment authority/authority higher than the appointing authority. During the period of probation, his/her appointment will be purely temporary and governed by the Central Civil Services (Temporary Services) Rules, 1965.
5. During the period of probation, he/she will have to undergo a regular course of training for such a period at such place and in such manner as may be prescribed. He/she may also be assigned regular duties during the period of training.
6. **On conclusion of the training referred to in para 5 above and after rendering a continuous service of 01 years, he/she will have to qualify the Departmental Examination for confirmation in the prescribed number of chances i.e 06. On account of failure to pass the said Departmental Examination, he/she will be liable to discharged from the service.**

7. While in service, he/she shall have to pass a test in Hindi (in case he/she has not already studied Hindi as a subject upto Matriculation Standard) in terms of the Government of India orders for In-service Training etc. under the Hindi Teaching Scheme.
8. While in service, he/she shall acquire proficiency in Accounts of the state Government. To acquire the professional skill in accounting functions, he/she shall be posted on deputation basis as per administrative convenience in office of the Pr. Accountant General/ Accountant General (Accounts & Entitlement) in the state concerned.
9. He/she will be allowed to draw his/her pay and allowances as admissible under the Central Civil Service (Revised Pay) Rules-2016 in the Level 5 (five) in the Pay Matrix.
10. In case he/she has not entered in to Government service (Central Govt.) before 01.01.2004, he/she will be entitled to the “New Restructured Defined Contribution Pension System” introduced vide Government of India, Ministry of Finance Notification No.5/7/2003-ECB&PR dated 22.12.2003 and subsequent orders/clarifications issued in this regard from time to time.
11. On satisfactory completion of the probation, he/she will be eligible for confirmation in the cadre of Auditor. The confirmation is also subject to his being considered fit in all respects for permanent retention in the service. The seniority of direct recruits in the cadre vis-à-vis the departmental candidates getting promotion as Auditor will be fixed in accordance with seniority rules prevailing in the Departmental as at present.
12. He/she will be liable to be transferred to the office of the Comptroller & Auditor General of India or to any other offices within IA&AD on such terms and conditions as the Comptroller & Auditor General of India may decide. Requests for transfer to any ex-cadre post or to any other organization within or outside Government of India on deputation or on permanent absorption basis will be regulated by the instructions issued by the Government of India/CAG of India/Cadre Controlling Authorities from time to time. **However, during the period of probation requests for deputation etc. will not be entertained.**
13. During the period of probation, he/she may be allowed, on written request, to apply for the post of Grade B officers under the Reserve Bank of India and the post under the Central Government / State Government to be filled only through the open competitive Examinations and carrying pay scale not lower than that of Auditor
14. He/she shall not be eligible for appointment to the post of Auditor, if
- (i) He/she has entered into or contracted a marriage with a person having a spouse living, or
  - (ii) He/she having a spouse living has entered into or contracted a marriage with any person.
- (He/she will have to give a declaration in this regard as shown in Annexure A)**
15. His/her appointment will be subject to his/her being found medically fit, in accordance with the rules on the subject. On acceptance of the offer of appointment and

successful completion of Document Verification, he/she is advised to undergo medical examination in a Government Hospital and obtain the certificate of fitness from the Appropriate Medical Authority (Civil Surgeon/ District Medical Officer or a Medical Officer of the equivalent status). In case, he/she is unable to obtain/produce the required medical certificate, this will arrange his medical examination from appropriate authority.

16. If he/she is a subject of (a) Nepal or (b) Bhutan or (c) Tibetan refugee who came over to India before the 1<sup>st</sup> January 1962 with the intention of permanently settling in India or (d) a person of Indian origin migrated from East Pakistan, Burma, Sri Lanka, East African countries of Kenya, Uganda, the Republic of Tanzania, Zambia, Malawi, Zaire, Ethiopia and Vietnam with the intention of permanently settling in India, a certificate of eligibility from the Govt. of India is required to be submitted at the time of joining.

17. In case he/she belongs to SC/ST, he/she should produce a certificate in original issued by the District Magistrate or Sub-Divisional Officer of the area, in which his/her parents were ordinarily residing on the date of his/her application, or if both of his/her parents are dead, of the place in which he/she, himself/herself ordinarily resides otherwise than for the purpose of his/her own education, that he/she belongs to one of the Scheduled Castes/Scheduled Tribes. In case he/she belongs to OBC/EWS, he/she should also produce a certificate in original from the District Magistrate/Dy. Commissioner or any other competent authority specified in this regard.

18. The appointing authority would satisfy himself/herself about the authenticity of the certificates, produced by the candidate, from the certificate issuing authorities. If the verification reveals that the claim of the candidate belongs to SC/ST, OBC/not to belong to the creamy layer of the OBC is false, his/her service will be terminated forthwith without assigning any further reasons and without prejudice to such further action as may be taken under the provisions of the Indian Penal Code for production of false certificates. The Appointing Authority should be kept informed of any change of religion, if any, after the appointment is accepted.

19. If he/she is presently working under Central Govt./ State Govt./PSU, he/she is required to bring a No Objection certificate from his/her present employer for the purpose of Document Verification. Further, for the purpose of joining, he/she is required to bring a certificate from the present employer to the effect that he/she has obtained a proper relief and that there is no objection to his/her appointment as Auditor on probation in the Indian Audit & Accounts Department.

20. No travelling allowance will be allowed for the journey to be taken up for document verification/initial appointment. However, Second Class Railway fare will be admissible to the candidates joining in the offices located in the North East region.

21. If he/she is willing to accept the provisional offer of appointment on the above mentioned conditions, he/she should communicate his/her acceptance in the enclosed form in **Annexure B** at once to the **Director (Hqrs)**, O/o Principal Director of Audit, Finance and Communication, Sham Nath Marg, Civil Lines, Delhi – 110054. In case acceptance is not

received by 19.01.2024, (**within 30 days from the date of issuing offer of appointment**) the offer will be treated as withdrawn.

22. If he/she is willing to accept the offer, he/she should report himself/herself to the Director (Hqrs), O/o Principal Director of Audit, Finance and Communication, Sham Nath Marg, Civil Lines, Delhi – 110054 who will arrange his/her for medical examination. If he/she is found medically fit, he/she shall have to produce all original certificates in support of educational qualification, SC/ST/OBC/EWS, age etc., for verification. The candidates who had already undergone medical examination and whose character and antecedents were got verified at the time of their initial appointment under the Central/State Government and intend to join the post of Auditor after giving technical resignation, need not undergo such formalities again for their appointment as Auditor on probation. However, they will be required to furnish a certificate to this effect from their employer. **In the normal circumstances, no request for extension of joining time would be entertained and therefore it is advisable not to enter into any unnecessary correspondence in this regard.**

Encl: 1) Attestation Form  
2) Annexure - A  
3) Annexure – B

(Mohd. Parwez Alam)  
Director (Hqrs)  
O/o Principal Director of Audit  
Finance & Communication  
Shamnath Marg, Civil Lines  
Delhi – 110054  
Phone number for contact  
011-23811990

To,  
Tanishka Kumawat D/o Kamlesh Kumar Kumawat  
41, Gomti Nagar, Toll Tax, Pratap Nagar,  
Jaipur, Station- Jaipur  
Rajasthan - 302033  
Mobile-9610220960



**JAYSHREE PERIWAL**  
**International School**



Mahapura SEZ Road, Ajmer Road, Jaipur Ph. 9782744444, 9782744445

Ms. Omika Nag

Address: 84, Barkat Nagar,  
Tonk Phatak, Jaipur

Mobile No. : 9530015060  
E-Mail ID: omikanag1996@gmail.com

Dear Ma'am / Sir,

**Subject : Letter of Appointment for serving at Jayshree Periwai International School**

Further to your application for employment with JPIS and the subsequent selection process, we are pleased to issue to you this Letter of Appointment and extend you a very warm welcome into our JPIS family. You have been currently appointed as **Economics Teacher** at the Jayshree Periwai International School at Mahapura, Jaipur, as per terms and conditions discussed and agreed upon as under :-

1. This appointment is effective from **15<sup>th</sup> April, 2024** the date of your joining our organization.
2. Your job functions and responsibilities currently, as **Economics Teacher** will be as defined broadly in the enclosed Annexure-1. Your role and responsibilities are open to be modified and evolved as we journey together. It is compulsory to fulfill minimum 24 months services. The security amount will not be refunded if the said tenure is not fulfilled.
3. Performance and Professional commitment standards at JPIS are very high and we believe in upgrading the bar of quality continuously. This has been the one single mantra for our meteoric growth and as a member of this family now, we hope you will also share to take pride in our quest for quality.
4. The notice period for resignation / termination will be 30 working days up till 3-year services and 90 working days after successfully completion of 3 year services. In case of short notice period, there will be proportionate deduction of gross salary for the short number of days.  
  
In case the applicable notice period has not been served, the relieving cum experience certificate will carry the note of "Short Notice Period" served. However, if the Management wishes, you can be relieved immediately, with suitable settlement of your notice pay.
5. Vacation salary will be admissible after putting in minimum of 12 months service.
6. Your future increments or promotion or any other salary revision shall be based on merit, considering your Periodic and Consistent overall performance, Performance of the School where you are posted

*Omika Nag*  
12/3/24



Shot on OnePlus

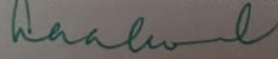
and the overall Performance of the Group, and any other parameters fixed from time to time, at the discretion of the management, and shall not be considered, merely as a matter of right.

7. During the tenure of your services, you will wholly devote yourself to the work assigned to you and will not undertake any other employment either on full or part time basis without prior permission of the Group, in writing. Any contravention of this condition will entail termination of your services from the Group.
8. JPIS is a growing entity. Your services can be transferred or loaned or assigned, with or without a transfer, from one department to the other or to any of our branches, existing or to come in existence in future.
9. You are required to update yourself on the Leaves and other policies of JPIS regularly. In the event that you are absent from duty without information or permission of leave or you overstay your sanctioned leave, the Management will treat you as having voluntarily abandoned the services of the Institution.
10. At JPIS we allow the children to blossom yet. Discipline that is inculcated in the scholars, is by way of presenting ourselves, whether Educators, Professional Staff or Support Staff, within the **highest Code of Conduct (CoC)**. All members of JPIS are required to update themselves on the CoC and demonstrate its manifestations in their actions, words and even thoughts towards the scholars, peers, operator and superiors. Breach of CoC, by Contractual, Probationary or Permanent employees, will have to face consequences as per the Group's Consequence Management Policy.
11. All information provided by you w.r.t. your credentials, qualifications, testimonials and experience related documents, last salary drawn and so on are expected to be accurate and true. If not and found lacking in any manner later, your services can be terminated as per the final decision of the Management at JPIS.
12. You will keep the school informed of any change in your Phone numbers, Mail ID, Residential Address that may happen during the course of employment of your service with the Institute. This is required to ensure that significant communications from statutory bodies (PF, Bank, Insurance etc.) sometimes needing your immediate action, are reached out to you, correctly and in time.
13. Any balance of advance or loan taken by you from the Institution, shall be fully recovered from your salary and any other legal dues, at the time of your leaving the services.
14. You will be paid a consolidated sum of **Rs. 75,000/- (Rupees Seventy Five Thousand Only)**

You are requested to return the enclosed copy duly signed as a token of your acceptance of the terms and conditions of your employment.

Hope that this will be the beginning of a long and successful journey with us, leading to a fruitful career for you as well.

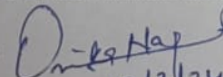
For Jayshree Periwal International School

  
Principal

Accepted

Name : *Ms. Omika Nag*

Signature :

  
(2/3/24)

April 25<sup>th</sup>, 2024

**Ms. Kanika Jindal**  
**Mob: +91 7627032820**  
**Email: kanikajindal2002@gmail.com**  
**Subject: Offer Letter for the position of Manager- Business Development**

Dear Kanika,

As per our discussions and interviews, we are pleased to offer you the position of “**Manager- Business Development**” on behalf of **Star Consulting Global**, w.e.f. **6<sup>th</sup> May 2024**. Your employment would be on probation basis, eligible for conversion to Full-time Employment subject to your performance evaluation for a period of 6 Months (or less) from the original Date of joining.

You would be working in our Delhi office and your CTC would be INR 3,84,000/- Per Annum subjected to tax deduction (in case applicable).

Moreover, in consideration of your prospective business contributions, Performance Incentives would be applicable as per the company policy, effective from the start of your Full-time Employment. The details of this **Variable Incentive Plan** are as follows:

| Business Input Value Closure (BVC) in INR | Incentive Percentage |
|---|----------------------|
| 0- 2,00,000                               | 0                    |
| 2,00,001- 4,00,000                        | 1% of BVC            |
| 4,00,001- 6,00,000                        | 2% of BVC            |
| 6,00,001- 8,00,000                        | 3% of BVC            |
| 8,00,001- 10,00,000                       | 4% of BVC            |
| 10,00,001- Onwards                        | 5% of BVC            |

The incentive value would be processed for payment within 45 Days of complete payment receipt from the Client.

This incentive plan will be effective for 3 months, during which a mid-term review will be done and necessary updates would be incorporated. At the completion of 3 months a final review of this plan would be conducted and relevant upgradation would be incorporated.

On date of joining, you are requested to bring along the following documents mentioned below:

1. All Educational Proof and Certificates (Self Attested/ Photocopies for submission and originals during verification).
2. Photo ID & Address Proof (Self Attested/ Aadhar Card)
3. Document supporting age (birth certificate for people born after 1989 and 10th marks cards for people born earlier).
4. Pan Card Copy (Self Attested)
5. 2 Passport size photograph (Self Attested)
6. Emergency Family Phone Numbers including landlines.
7. Blood Group Details
8. Banking Details for Account Registration.
9. IT Declaration/ Form 16 from last employer
10. Salary Slip for last six months of previous Organization
11. Experience Certificate Copy (Self Attested)
12. 12. Industry References (2 in Nos)
13. Relieving Certificate of pervious Organization

Your personal contribution is important in achieving current and future Business goals. We look forward to your continued support and performance.

Kindly sign the copy as a token of your acceptance of this offer.

Your Sincerely,  
For Star Consulting Global,  
**Ms. Yasha Vatsa**  
Managing Partner



Accepted & Agreed

Sign: .....

Name: **Ms. Kanika Jindal**