



Rahul Bidve <rbidve1997@gmail.com>

Fwd: Offer letter for the post of Project Coordinator - Village Development Project Belawade

1 message

ROHIT GADEKAR <rohitg095@gmail.com>
To: Rahul Bidve <rbidve1997@gmail.com>

Fri, Sep 19, 2025 at 12:00 PM

Thanks & Regards,

Rohit Vijay Gadekar
Project Coordinator,
CSR Cell,
Karve Institute of Social Service, Pune.
Contact No - +91 8605127898



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

From: **Chayan Pardhi** <chayan.pardhi@csrceilkinss.in>

Date: Mon, Aug 30, 2021 at 5:47 PM

Subject: Offer letter for the post of Project Coordinator - Village Development Project Belawade

To: <rohitg095@gmail.com>

Cc: Dr. Mahesh Thakur <maheashtthakur24@csrceilkinss.in>, Mahesh Thakur <maheashtthakur24@gmail.com>, Madhuri D. Sanas <mdsanas@sudarshan.com>, Rupesh M. Marbate <rmmarbate@sudarshan.com>

Dear Mr. Rohit Vijay Gadekar,
894, Shaniwar Peth,
Govind Vihar Apartment,
Satara, Maharashtra - 415002

Greetings from CSR Cell, Karve Institute of Social Service, Pune!



CSR Cell, Karve Institute of Social Service executes its Field Action Projects for Rural Development in different parts of Maharashtra. CSR Cell is currently working with prominent CSR Companies. Sudarshan CSR Foundation of Sudarshan Chemical Industries Limited runs their CSR programs in different parts of India. Karve Institute as a CSR partner has been working in 3 to 4 villages from Roha block of Raigad District since 2016.

This is with reference to your interview conducted on 30th August 2021 for the position of Project Coordinator. We found your profile suitable for the 'Project Coordinator' position. With this communication, we offer you the position of 'Project Coordinator'. You will be on probation period for the initial 6 months. Depending on your performance in these 6 months; a decision on your continuation and promotion as Project Manager will be taken.

As you confirmed in the interview, you need to join from 6th September 2021. Your placement location is Belawade, Paud, Pune District. Your monthly remuneration will be Rs. 28,000/- per month (all inclusive). Your appointment is subject to temporary position till 31st March 2023. Your position will be extended as per the performance appraisal to be conducted after six months and on yearly basis thereon. Position period will depend on the project period extension from the Donor Agency.

Field traveling and communication will be paid as per actual expenses. You have to submit your necessary documents to the Head Office (Copy of CV, Academic Documents, Aadharcard, Pan Card) once you acknowledge this offer letter.

Kindly, accept the offer by acknowledging this Offer Letter.

Best regards

Chayan Pardhi,
Program Manager,
CSR Cell,
Karve Institute of Social Service, Pune



PM_PC Roles and Responsibilities.docx
14K

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District Collector and District Magistrate office, Nandurbar

Dear Rahul Bidve

Congratulations on making it to the "District Megistrate Fellowship Program, Nandurbar 2020"!

We are pleased to confirm your selection to District Magistrate Fellowship Program, Nandurbar 2020- 2021. District Magistrate Fellowship is a 11 months fellowship to be launched in the district of Nandurbar, Maharashtra. This fellowship aims at enabling the DMs office with youth as a resource towards achieving the set goal and indicators by NITI Aayog for Aspirational Districts Program of Nandurbar, Maharastra.

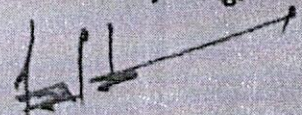
We welcome you to the District Magistrate Fellowship 2020-2021. We wish you good luck in building your leadership competencies and implementing some best practices in public services which will be useful for your life.

Please sign the copy of letter and return by 08/11/2020 Should you fail to return a signed copy of this letter by the stated time, we will assume that you are no longer interested in this Fellowship Program and will therefore withdraw the offer.

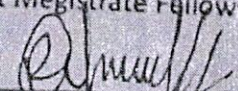
In the initial days you will be allotted to a village of Nandurbar District and later it might change as per the requirement of District Administration

After your acceptance of this offer, you need to reach at Nandurbar latest by 18/11/2020

The formal Fellowship letter with terms and conditions will be issued at the time of joining.


Deputy Collector, Nandurbar

I wish to accept the letter of intent for 'District Megistrate Fellowship Program - 2020-2021.'

NAME Rahul A. Bidve SIGNATURE  DATE 07/11/2020



Rahul Bidve <rbidve1997@gmail.com>

Offer Letter of DM Fellowship

3 messages

Collector office nandurbar General Branch <generalbranchndb@gmail.com>

Thu, Nov 5, 2020 at 9:20 PM

To: rbidve1997@gmail.com

Cc: "kishor.gharat" <kishor.gharat@piramalfoundation.org>, Satish <satish.pawar@gandhifellowship.org>

Dear Rahul,

Congratulations on making it to the "District Magistrate Fellowship Program, Nandurbar 2020"!

We are pleased to confirm your selection to the District Magistrate Fellowship Program, Nandurbar 2020- 2021.

Please find and check the attachment of your offer letter

Please sign the copy of the letter and return by 08/11/2020. Should you fail to return a signed copy of this letter by the stated time, we will assume that you are no longer interested in this Fellowship Program and will therefore withdraw the offer.

Also you need to submit below documents at the joining

- 1) Your bank account details.
- 2) Pan card
- 3) Passport size photo copies -4
- 4) Domicile certificate

After your acceptance of this offer, you need to reach Nandurbar by 18/11/2020.

2 attachments **Offer Letter-DM Fellowship 2020.docx**

25K

Rahul.pdf

786K

Rahul Bidve <rbidve1997@gmail.com>

To: jyotsnajagadale1612@gmail.com

Thu, Nov 5, 2020 at 9:39 PM

[Quoted text hidden]

2 attachments **Offer Letter-DM Fellowship 2020.docx**

25K

Rahul.pdf

786K

Rahul Bidve <rbidve1997@gmail.com>

To: Collector office nandurbar General Branch <generalbranchndb@gmail.com>

Sat, Nov 7, 2020 at 6:04 PM

Cc: "kishor.gharat" <kishor.gharat@piramalfoundation.org>, Satish <satish.pawar@gandhifellowship.org>

Respected Sir/Madam,

I received an offer letter for District Magistrate Fellowship Program, Nandurbar 2020 on 5th November 2020. I am grateful to you for offering me this fellowship.

I am writing this mail to give the confirmation of acceptance for joining as a DM fellow. I will join this program on 18th November as you stated in the offer letter.

Kindly find the attached file of the signed offer letter.

Thanks & Regards,

Rahul A. Bidve

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Offer Letter

16th March 2023

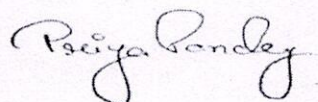
To,
Mr. Akshay Namdev Shingare
Bhimnagar, At-Para, Ta-Washi,
Dist-Osmanabad, Maharashtra

Dear Akshay,

We are pleased to confirm your employment with Sampark Foundation as **Program Coordinator** effective from 3rd April 2023. On a cost to company basis your Annualized CTC would be INR 3,70,800/- (Three Lakhs Seventy Thousand Eight Hundred Only). Details of your compensation package are enclosed as Annexure I.

Sampark Foundation believes in India's youth and believes in giving responsibility early and not late. We offer a unique 2-year leadership mentorship opportunity where you would begin with an intensive training where you would learn key skills like effective communication, impactful presentation, negotiation and convincing, public speaking in front of a group of 200 teachers, teaching skills and technology skills impacting lives of 1,00,000 children for 2 years. This is a full-time paid commitment in which we invest in the most promising young leaders to become India's best social entrepreneurs and change Leaders. This is not a job but an opportunity you have to invest in your future. If you have the passion to learn, a desire to work hard, a heart for changing fortune of 10 million children, a stomach to travel into the interiors of India and finally an ambition to become a great Leader-this is the right place for you. We give you the opportunity and a platform to impact lives including yours and you get compensated too.

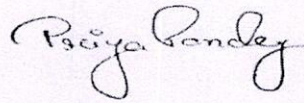
On the date of joining, you would be required to submit the documents listed in **Annexure III**. Please note that the submission of all listed documents is essential for the validity of your appointment in the organization. This Offer Letter and all Annexures attached hereto constitute a valid and legally binding contract ('the Agreement') between Sampark Foundation and you. As confirmation of your acceptance with a day, please sign the duplicate copy of this Offer Letter and Annexures and submit the same. Welcome to our Organization! We look forward to a mutually fruitful association.



For Sampark Foundation Authorized Signatory

I accept the related terms and conditions. Name & Signature

Annexure I

COMPENSATION PLAN	
NAME:	Mr. Akshay Namdev Shingare
DESIGNATION:	Program Coordinator
Particulars	Amount (Rs)
Basic Salary	19000
HRA	9000
AMPI	2000
Total (A)	30000
Employers' Contribution	
Mediclaime	900
Total (B)	900
Cost to the Company (A+B)	30900
Annual Compensation	370800
Cost of your training	25000
1. All salary components are governed by the company policies and statutory guidelines.	
2. This salary sheet is strictly confidential and must not be discussed with anyone other than your Reporting Manager.	
3. Any personal tax liability arising out of compensation will be borne solely by the employee.	
4. CCA is payable only till your job posting is in Haryana	
5. Basic Salary also includes Bike & Telephone Allowance.	
6. Gratuity to be payable as per Act.	
ACCEPTED	 AUTHORIZED SIGNATORY

Salary Component

The compensation and benefits structure include the following elements:

1. **Basic Salary:** It also includes Bike & Telephone allowance
2. **HRA.**
3. **Advance Monthly Performance Incentive (AMPI):**
 - a. To increase monthly cash flows of sparks we have converted annual performance bonus into AMPI
 - b. AMPI is paid as an advance to you; however, it is due only after completion of one year from the date of joining. Thus, in case you leave the organization before the completion of a year this would be recovered in full of your full and final settlement.
4. **Medical Insurance:**
 - a. Group Medclaim Policy: - The Group Medclaim policy covers expenses of hospitalization due to sickness or accident of the insured person. Sum insured under this policy is Rs. 3,00,000/-p.a.
 - b. Group Term Life Insurance Policy: - This covers basic death benefit due to illness, accident or any other cause.
 - c. Group Personal Accident Policy: -This policy is purely an accident-instigated policy. It covers the financial risk due to disability and loss of earnings caused due to an accident. It reduces the financial burden on the family due to loss of earning.
5. **Training Costs:** In the position of **Program Coordinator**, Sampark Foundation will undertake an expense to build your capacity and skills to perform the role effectively amounting to Rs. 25,000/-In an event of you separating from us on or before one year of joining, this amount will be recovered from you and adjusted in your full and final payment.

Annexure II

GENERAL TERMS AND CONDITIONS OF EMPLOYMENT

These Terms and Conditions govern your relationship with the Sampark Foundation (hereinafter "the Employer"). For the purpose of these Terms and Conditions, the terms "the Employee", "you", "your" and "yourself" means you as the Employee of Sampark Foundation. These terms and conditions are not exhaustive and therefore should you want further details please approach your immediate reporting manager or Human Resources (HR).

1. Compensation:

- a. All compensation details are governed by the Compensation Plan as provided in Annexure I, company policies and statutory guidelines.
- b. You hereby acknowledge and agree that the compensation and benefits as described in Annexure I is the sole compensation to which you are entitled in consideration for the fulfilment of your services.
- c. This compensation is strictly confidential and must not be discussed with anyone other than your reporting manager.
- d. Any personal tax liability arising out of compensation will be borne solely by the Employee. No liability shall attach to the Employer for your failure to pay any such taxes and you agree to indemnify and keep indemnified and hold harmless the Employer from and against any and all losses, claims or demands which the Employer may pay, incur or suffer, directly or indirectly, arising out of or in relation to howsoever connected with your failure to pay such taxes.
- e. Submission of a self-attested PAN Card, & Aadhar card would be mandatory at the time of Joining. No compensation would be processed without this.

2. You warrant and represent to the Employer that you will not breach any obligation binding on you by reason of entering into this Agreement.

3. You shall not, during the period of your employment with the Employer, directly or indirectly, engage with or undertake employment or otherwise discharge any duties for compensation or remuneration howsoever payable, for any other organization.

4. You shall not, during the period of employment with the Employer, be engaged in any business activity pursued for gain, profit or any other pecuniary advantage, if such activity interferes with your ability to fully discharge your duties and responsibilities under this Agreement.

5. Posting:

- a. You would undergo Induction/Training under the guidance of another Spark shadowing you and there will be on the job learning.
- b. You need to report at the place of posting **3rd April 2023**. Your first posting location is at **Maharashtra, Osmanabad**.
- c. You will be required to make your own arrangements for Lodging and Boarding. There would be no payments outside your compensation that the Foundation would pay you other than for travel for work.
- d. You will be going for outstation training for around 180 days in a year.

- 6. Designation:** Sampark Foundation hereby appoints Employee, and Employee hereby accepts the appointment as **Program Coordinator ("Designation")**. The Employee agrees to work efficiently, diligently and shall abide by all terms and conditions of the Agreement, policies, practices and procedures of Sampark Foundation and comply with all statutory requirements. The Employee further agrees to perform such other duties and responsibilities which may from time to time be delegated to Employee by Sampark's management. Notwithstanding anything contained in clause 11, the Employee agrees and understands that Sampark Foundation may either on account of the decision of the management, business exigencies or any other reason, change the Designation of the Employee during the financial year with a prior written notice of 7 (Seven) days to the Employee. The Employee agrees that even after such change in Designation the Employee shall continue to be governed by the terms and conditions of this Agreement, unless otherwise agreed to in writing by the Parties.

- 7. Background Check:** The Employer may undertake the process of checking the background of employees in terms of education, previous employment(s), claims made against achievements in the resumes/CVs of the employees etc. with the help of a third party as and when required.

- 8. Bring Your Own Device:** You must use your own laptop and Android Smart Phone for official purpose. Additionally, Bike is compulsory for this job role and hence you should own a personal two-wheeler to meet conveyance requirement.

- 9. Correctness of the Details Furnished:** You have been appointed on the presumption that the information furnished in your application and resume are correct. In the event the said are found to be incorrect or that you have falsified or withheld some other relevant facts, your employment with the Employer shall, at the instance of the Employer, stand terminated/cancelled without any notice.

10. Increments and Promotions:

- a. Your growth in terms of role, compensation etc. in the organization will solely be based on your performance. The date of your performance review will be **1st October 2024**.
- b. The Employer is under no obligation to increase your compensation as a result of any review in performance. Any revision in compensation following your review shall be effective from and subject to such terms as the Employer shall deem fit, including executing any amendment/modification to the present Agreement.

11. Holidays and Leave Policy: You shall be entitled for approved Holidays as notified by the Employer. An employee earns 18 Annual paid leaves in a year @1.5 days per month. You earn paid leaves starting from the first month of your joining and these leaves are added in your account quarterly basis (4.5 leaves each quarter). The leaves are operated on financial cycle i.e., from 1st April to 31st March.

12. Working Hours:

- a. In the field situations, the timing will coincide with the timing of the government schools as announced by the State government.
- b. The Employee is mandatorily required to work a total of 200 working hours in a month.
- c. Working days are Monday till Saturday. All Saturdays are working except 2nd Saturday.

13. Attendance Marking: Every Employee of the Employer is required to mark their attendance through Spark Activity Application on daily basis.

14. Probation:

- a. You shall be on probation for a period of **6 months** from the date of your appointment and unless notified in writing, you will be deemed as "confirmed" on completion of your probation period.
- b. Your case for permanent absorption as an Employee of the Employer shall be considered on your satisfactorily completing the probationary period. If deemed necessary, your probation period may be extended by 6 Months.
- c. If during, or on the expiry of, the probation period (initial or extended), the Employer finds your performance to be unsatisfactory or that you lack the aptitude for the job or that you are not suitable for the job, or the like, your probationary employment would be liable to be terminated, at any time, without assigning any reason.

- 15. Mobility/Deputation/Transfer:**
- The Employer, under its sole discretion, may require you to perform duties and undertake assignments for the Employer in any part of India.
 - The Employer, under its sole discretion, may also depute you to work in any other location or transfer your services to any other branch of the Employer.
 - On such transfer and/or during such deputation, you shall abide by the terms and conditions pertaining to that branch of the Employer along with the terms and conditions contained in this Agreement.
 - You hereby agree to travel to such parts of India as necessary for the discharge of your duties as the Employer may direct or authorize.
- 16. Gratuity:** As per current statutory requirements, it is employer's statutory liability to pay 15 days' Basic salary (15/26 of a monthly Basic) for every completed years' service to each of his employees on their exit, for any reason after five years of continuous service, subject to maximum limit of INR 10.00 lakhs.
- 17. Rules, Policies, Procedures:**
- In addition to the terms of this Agreement, your employment with the Employer will be governed by various rules, regulations, policies and procedures as framed by the Employer from time to time.
 - The Employee must comply at all times with the Employer's rules, policies and procedures relating to harassment, health and safety, e-mail and internet use, and all other rules, policies and procedures introduced by the Employer from time to time.
 - For the avoidance of doubt such rules, policies and procedures are not incorporated by reference into this Agreement and they may be changed, replaced or withdrawn at any time at the discretion of the Employer.
 - Further, during the period of your employment with the Employer, you will be required to comply with, *inter alia*, the Employer's **Code of Business Ethics & Conduct, Anti-Bribery & Anti-Corruption** and failure to do so shall entitle the Employer to take appropriate disciplinary action which may lead & include termination of your employment with the Employer.
- 18. Changes to the terms & conditions:** The Employer reserves the right to make reasonable changes to any of your terms and conditions of employment. If the Employer changes any of the terms and conditions of your employment it will notify you in writing of the changes taking effect.

19. Your obligations to the employer:

- a. The Employee will be required to perform all tasks and will be required to accept all duties and responsibilities as reasonably requested by the Employer from time to time ("Employee's Duties").
- b. The Employee's Duties include all such duties which would reasonably be expected to fall within this job title, or such other related duties as may be reasonably assigned to you from time to time by the Employer.
- c. You will be required to:
 - i. Perform all Employee's Duties in good faith having regard to the best interest of the Employer, and in a careful, efficient, conscientious and professional manner and to a standard that can be reasonably expected of somebody with the Employee's level of skill, training and expertise.
 - ii. Perform all Employee's Duties in accordance with the terms of this Agreement.
 - iii. Use your best endeavors to promote and protect the interests of the Employer; and
 - iv. Follow all reasonable and lawful instruction, directions and orders given to you by the Employer, including complying with policies and procedures as amended from time to time.
 - v. Shall not use or copy any information which is confidential or proprietary to any third party without the prior written authorization/ license from such third party.
 - vi. Shall at no time during or after the termination of this Agreement (i) make any statements, or take any other actions whatsoever, to disparage, defame, sully or compromise the goodwill, name, brand or reputation of Sampark Foundation, its Trustees, management and representatives (ii) commit any other action that could likely injure, hinder or interfere with the business, business relationships or goodwill of Sampark Foundation.

- 20. Local Conveyance and Expense Policy:** To enable employees to get the benefit of reimbursement of expense incurred on expense and conveyance etc. within the jurisdiction of posting. The policy specifies expense limits for employees in their jurisdiction of posting which can be reimbursed from the company. This involves:

- Travel within the jurisdiction of posting.
- Travel to any other place for official work.

Expense incurred towards boarding while on travel and field trip within jurisdiction.

Policy Details.

Sr.No.	Particulars	Allowances (Rs)
1	Food - During Training	500 without bill
2	Food - During Long Distance Travel: a. More than 12 hours b. Less than 12 hours	300 without Bill 150 without Bill
3	Food - During Same Block Training	200 without Bill
4	Food - During same day local conveyance more than 200 KMs	200 without Bill
5	Lodging (Stay with Friend)	500 without Bill
6	Lodging with Bill with TIN Number	1500
7	Conveyance Mode including during Travel/ Training	Shared Conveyance / Auto / Bike
8	Travel Mode (With Bill)	Train III AC / Shared Taxi

Under no circumstance the expense should be greater than Rs. 5000/- in any month. It is Spark's responsibility to keep all local conveyance expense within this ceiling.

21. Termination/Notice Period/ Separation:

- a. Your employment with the Employer can be terminated either by the Employer or by you, by giving the other party one-month notice. If the Employer terminates the employment and decides to relieve you before the completion of the notice period, the basic salary for the balance notice period would be paid to you. If at your request, the Organization agrees to relieve you before serving the full notice period, you will be liable to pay the Organization the basic salary for the balance notice period.
- b. In either case of termination, Sampark Foundation in its sole discretion may require Employee to absent himself or herself from Sampark's premises on leave and not participate in Sampark's working during the unexpired portion of the notice period.
- c. The Employer can terminate your services at any time without giving any prior notice or assigning any reason. On termination of your employment for any reason, you shall comply with the Employer's termination procedures, sign all documents, and return all Employer property. The Employer will not be bound to pay the dues, if any, till you have completed all the separation procedures.
- d. Notwithstanding anything contained herein, your employment may be terminated by the Employer without notice and without payment of compensation or in lieu of notice if you are guilty of fraud, negligence, misconduct or in any way breach the terms of this Agreement.
- e. The termination of your employment without notices or on short notice shall not absolve you of the obligation to comply fully with the terms of the "On Separation" clause set out hereinbelow.

22. On Separation: Acceptance of your resignation or termination of employment, you will be obliged to:

- a. Your need to inform HR regarding your resignation by email. Informing any other person in writing or oral conversation other than HR will not be treated as valid. Any communication to you with reference to your relieving date or full and final other than by HR will not be treated as valid as no one other than HR is authorized to communicate with you on this matter.
- b. Employee should serve the notice period which is one month after the resignation submitted.
- c. During the Notice period, the employee should prepare the handover documents which give the complete detail on the activities handled by the employee. The handover document should be given to management and the immediate manager (in-charge) or to a person as nominated by the Employer. Furthermore, you will be required to delete all information relating to the Employer produced in the course of your employment which is not stored on any Employer Property, including any such information stored in your personal computer and/or smartphone.
- d. Any and all of the Employer's property, confidential information and intellectual property of the Employer acquired by you or in your possession, shall be returned to the Employer immediately upon termination of this Agreement.
- e. On satisfactory completion of handover process, serving complete notice period & final sign off agreement the relieving letter, experience certificate & settlement if any will be given to the employee by the Employer

- f. On satisfaction of the above clauses, you can apply for PF withdrawal/transfer under appropriate PF guidelines. The organization will then send the request to PF department within 30 days of your valid request. However, the organization cannot predict the responsiveness of the PF department in processing the request and would encourage the employee to follow-up with the PF department.
- g. If your employment is terminated due to performance below expectations or for any other digression of office policies or due to any other reason that the Employer feels that dismissal is warranted, you can be asked to leave immediately.
- h. Dues, if any, will be settled only after satisfactory handover of your responsibilities, files, documents etc. to the employee nominated by the Employer. Under the termination procedure the employee may or may not be paid severance pay in lieu depending on the circumstances under which the employee has been terminated.
- i. You hereby agree and acknowledge that until such time as all of the Employer's property, Confidential Information and Intellectual Property and other documents etc. required to be turned over by the Employee are returned and relieving letter and experience certificate is provided as above mentioned, the Employer shall, without prejudice to any rights and remedies that the Employer may have under law, initiate legal proceedings for recovery, be entitled to withhold any salary or other dues of the Employee to the extent allowed by the law, and may further, at its discretion, deduct therefrom the full value of such property/properties of the Employer which are withheld by the Employee.

23. Return of Property:

- a. You acknowledge that all the documents, office property, equipment, devices and other material that are assigned to you are the property of the Employer and shall be handled with utmost care by you. Any loss or damage by you of the any Employer property assigned shall be compensated by you.
- b. Upon termination of your employment with the Employer for any of the reasons stated above, you will deliver to the Employer all documents, office property or other materials belonging to the Employer or, for which the Employer is answerable to others which are in your custody or charge.

24. Confidentiality and Intellectual Property:

- a. By accepting this Agreement, you acknowledge and agree you will have access to Confidential Information about the Employer and its business, subsidiaries, and affiliates. Further, you acknowledge and agree that the Employer, from time to time, has in its possession information which is claimed by others to be proprietary, and the Employer has agreed to keep confidential.

You agree that that all such information shall be Confidential Information for the purposes of this Agreement.

- b. You agree that you will not at any time utilize such Confidential Information for personal benefit or otherwise, or directly or indirectly divulge or communicate to any person, firm, corporation or entity, any Confidential Information concerning the Employer and its business, subsidiaries and affiliates, which was disclosed to or acquired by you at any time during the Term of this Agreement.
- c. You specifically agree that all confidential information or knowledge concerning matters affecting or relating to the Employer's business obtained by you during your employment is deemed to be included within the terms of this paragraph and to constitute important, material and confidential trade secrets that affect the successful conduct of the Employer's business and its goodwill.
- d. Confidential Information, as used herein, means information which includes, but is not limited to, the names, buying habits or practices of any of the Employer's customers; operational, marketing and fundraising strategies; marketing methods and related data; the names of any vendors or other written records used in the Employer's business; compensation paid to employees and other terms of employment or other confidential data of any kind.
- e. For avoidance of doubt, the termination of your employment or any variation of its terms and conditions for any reason shall not affect the obligations of confidentiality set out above.
- f. By accepting this Agreement, you also agree that all data, works, ideas, documents, concepts, designs, materials, improvements, discoveries, inventions, trade secrets and any other intellectual property made, conceived, collected or developed in whole or in part by you during the Term of this Agreement with the Employer or developed using the resources of the Employer will be the sole property of the Employer.
- g. Notwithstanding anything contained in the above clause, to the extent that the rights or title in such data, works, ideas, documents, concepts, designs, materials, improvements, discoveries, inventions, trade secrets and any other intellectual property vests in you, you hereby assign in perpetuity and for all territories and modes and mediums, now existing or invented in future, such rights or title to the Employer. You acknowledge the adequacy and sufficiency of the compensation under this agreement as consideration for such assignment. Employee in relation to the same, shall take reasonable steps necessary to assist Employer in obtaining and enforcing in its own name any such Intellectual Property including registration of such Intellectual Property with the Copyrights, Trade Marks, Patents or Designs Office and will also provide No Objection Certificate to Employer as and when the same may be needed by Employer. The said obligation shall survive termination of this Agreement.

- h. You shall undertake to promptly disclose to the Employer any such intellectual property collected or developed by you during the term of this Agreement.
 - i. You agree and acknowledge that the Employer shall be entitled to recover from the Employee and the Employee shall be bound and liable to make to the Employer any loss suffered by the Employer on account of misuse of the Employer's Confidential Information and Intellectual Property by the Employee and/or any damage occasioned to the Employer's Confidential information and Intellectual Property whilst in the custody of or entrusted to the Employee.
- 25. Prevention and Redressal of Harassment:** Sampark Foundation is committed to providing an environment free of any and all kinds of harassment including sexual harassment, gender-based harassment, harassment related to special conditions like pregnancy, childbirth, harassment based on any kind of medical condition, race, ethnicity, religious creed, color, national origin or ancestry, physical or mental disability, medical condition, marital status, age, sexual orientation etc. This policy applies to all person engaged directly or indirectly with Sampark Foundation and prohibits any kind of harassment of any employee of Sampark Foundation or any person visiting or working with Sampark Foundation including supervisors, vendors and clients. In particular, the Employee shall ensure that during the term of this Agreement, Employee shall not commit any act or misconduct, or commit any acts subversive to the discipline of Sampark Foundation, or otherwise misbehave in a manner that would be construed as being in violation of Sampark's rules and regulations for the time being in force. Sampark Foundation provides equal opportunity in all aspects of employment and will not tolerate any illegal discrimination based on race, colour, sex, disability, language, religion, political or other opinion, national or social origin, property, birth or other status or harassment of any kind. The Employee has read and understood the Sampark Foundation's Prevention of Sexual Harassment Policy and shall comply and adhere to the same.
- 26. Severability:** If any provision of this Agreement is invalid or unenforceable or prohibited by the law of the country where it is to be performed, this Agreement shall be considered divisible as to such provision which shall be inoperative and shall not be part of the consideration moving from either Party hereto to the other and the remainder of this Agreement shall be valid and binding and of like effect as though such provision was not included herein.

27. **Notices:** Any notice required to be given for the purposes of this Agreement shall be given by sending the same by post or email to the relevant address shown in this Agreement or such other address as shall have been notified by each party concerned as its address for the purposes of this Clause. Any Notice so sent by post shall be deemed to have been served 4(Four) Business Days after posting and in proving this service it shall be sufficient proof that the Notice was properly addressed and stamped and put into the post. Any Notice sent by email shall be deemed to have been served on the date of transmission if submitted on a Business Day between the hours of 09.00-16.30 in the location of the recipient or, if not so transmitted, shall be deemed to have been served on the next Business Day following the date of transmission thereof.
28. **Governing law and jurisdiction:** the validity, interpretation, construction and enforcement of this Agreement shall be governed by the Indian Laws. All disputes arising out of this Agreement shall be subject to the jurisdiction of Courts in Delhi.

I accept the offer and related terms and conditions.

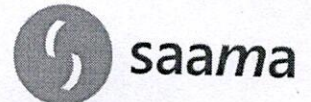
Signature:

Annexure III

You are also requested to furnish the following documents to Sampark Foundation at the time of Joining.

Sr. No.	Particulars
(A)	ONE SET OF PHOTOCOPIES OF FOLLOWING DOCUMENTS:
1	Copy of Pan Card or Acknowledgement Slip of Form 49, if applied for Pan No. Joining will not be possible without PAN Card proof / PAN No & Aadhar Card.
2	Copy of full set of Offer Letter, self-attested on all the pages.
(B)	TWO SETS OF PHOTOCOPIES OF FOLLOWING DOCUMENTS:
3	Professional / Educational Certificates & Mark sheets: <ul style="list-style-type: none"> • 10th std or equivalent marksheet and certificate, • 12th std, Diploma or equivalent marksheet and certificate, • Graduation marksheet and certificate, • Post-graduation marksheet and certificate, • Other relevant educational or skill certifications
4	Relieving Letter (if applicable)
5	Latest Pay-slip / Salary Certificate from the last employers (if applicable)
6	Experience Credentials
7	Permanent & Current Residential address proof (Ration Card / Voter ID Card / License Copy etc.)
(C)	THREE PASSPORT SIZE COLOUR PHOTOGRAPHS AS PER SPECIFICATION
8	<u>COLOUR PHOTOGRAPHS with WHITE BACKGROUND</u> (Name to be mentioned at the back of photographs).
(D)	OTHER INFORMATION SOUGHTED (To be made available on date of joining)
9	Bank Account No. details including copy of cheque.
10	Blood Group Report of Self

4



Ref: 3702
6/9/2021

(Confidential)

Mrunal Gosavi
Pune.

Sub: - Employment Letter

Dear Mrunal,

We are pleased to extend an appointment of employment to you with us, one of the largest pure-play data science solutions and services company, Saama Technologies (India) Pvt. Ltd. (The Company).

We loved knowing about you and felt that you can be a great addition to the team. Considering our conversations and your fitment, you are appointed for the role of "Associate Consultant" at "P1" Level.

The terms & conditions of the appointment are as follows:

1. Date And Location of Commencement:

- a) Date of Joining: Your employment with the company shall commence not later than 09 June 2021.
Location of Joining: Your joining location will be Pune- Saama Technologies , IT -8, 10th Floor, Blue-Ridge Township, Near Rajiv Gandhi InfoTech Park-Phase-I, Hinjewadi, Pune 411 057

2. Compensation:

Your total salary expressed as Cost to Company (CTC) will be INR. 400000/- per annum. Your CTC will comprise of a variable pay of INR 27012/-

This has been detailed in the Compensation sheet in Annexure A.

- a) Your compensation/benefits details are as per the annexure. Your compensation consist of Basic Salary, House Rent Allowance, Transport Allowance, Medical Reimbursement, and other allowances as per Company's prevailing policies. PF and Gratuity deductions will be made from your compensation, as per statutory compliances. Your compensation is confidential and shall not be discussed or disclosed to anyone within or outside the company without the prior written permission from the company.
- b) The total annual compensation includes certain variable component which is based on overall company performance, the group/divisional performance and individual performance and will be announced separately. The amount mentioned in the annexure is average possible quantum.

3. Leaves and Holidays :

You will be eligible for 21 paid leaves in a year .You will also be eligible for 10 Holidays as per prevailing Company's Rules and public holidays as declared by the Company. Approval from your reporting manager on any leaves taken at any time is mandatory. Apart from this you will also be eligible for additional leaves like Emergency Leaves, Study Leaves, Bereavement Leaves, Leave Advance if you exhaust your earned leaves for the year.

4. Salary Review:

Your salary reviews and re-fitments will always be subject to the schedules as may be implemented by the company from time to time. Your annual increments will be based on Companies performance, your performance and existing market conditions. You should be in the system for at least 6 months to be eligible for the cycle of salary revision.

5. Location:

Your services are liable to be transferred to any other establishment, office, branch, department of the Company or subsidiary, associate or affiliate of the Company in India or abroad/existing or to be established - at a later date- at the discretion of the Company. In the event of your transfer to any of other establishment, office, branch, department of the Company or subsidiary, associate or affiliate of the Company in India or abroad/existing or to be established - at a later date- , your remuneration and emoluments will not be adversely affected. However, you will be governed by the rules and regulations of service applicable to the new assignment or prevailing in those establishments/offices/branches/departments

6. Confirmation:

You will be on Probation for the period for 6 months; during this period the Company will progressively assess your performance. After successful completion of that, you will be treated as full time permanent employee from the date of joining. If the employee is deemed unsuitable while on the probationary period, employee may be terminated by giving a notice of 30days. If an employee wishes to terminate employment during the probationary period, then employee needs to abide by the notice period mentioned in point 7 of this letter.

7. Separation :

If you wish to resign from the services of the company, you may do so by giving 90 days' notice period in writing if you are from Delivery and Engineering Team and 60 days' notice period if you are from Support Functions or payment in lieu of serving the notice period equivalent to your notice period. Similarly, the Company may terminate your services either by giving 90 days' notice period in writing if you are from Delivery and Engineering Team and 60 days' notice period if you are from Support Functions or payment in lieu of serving the notice period equivalent to your notice period.

Should you leave the Company's service without notice, you will be liable to pay to the Company a sum equivalent to your notice period's consolidated salary and also be liable to be sued for damages. The company reserves the right to decide upon the early relieving date without any compensation or obligation whatsoever. 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. You shall not be deemed to have been relieved of your services except upon issue of a letter by the Company to that effect.

If at any time you are found guilty of misconduct or if your performance or conduct is not satisfactory, your services are liable to be terminated without notice or without payment in lieu of notice. The decision of the company shall be final and binding on you.

On termination or acceptance of the separation notice, You shall immediately, before you are relieved, hand over the papers, documents, keys, all software's, correspondence, specifications, books, data, drawings and any other belongings of the company as part of separation formalities and shall not make or retain any copies of these items.

In case if you leave within One Year, the additional amount paid to you other than CTC will be recovered from your Full and Final Settlement.

8. Working Hours:

The normal working hours of the company are from Monday - Friday (8.30 AM to 5.30 PM). However your working hours may vary according to the operational needs of different clients and projects and you may be required to work in shifts, the details of which will be provided to you in advance. The Company reserves the right to amend hours of work as necessary to meet the requirements of the business and you hereby agree to the same.

9. Confidentiality :

During your employment with the company, you shall not engage in any of the following activities. Breach of any of these rules will call for immediate termination without any notice or compensation or obligation whatsoever besides which legal action as deemed necessary

- a) You shall fully devote your time to the work of the company and shall promote its interest.
- b) You shall not take up any other work for remuneration (Part-time or otherwise) or work in advisory capacity or be interested directly or indirectly (except as shareholder or debenture holder) in any other trade, business, during the employment with the Company without permission in writing of the Directors of the Company.
- c) You shall not act or indulge in any activity harmful to the interest of the company or its business, or its reputation.
- d) The records and information of the company in respect to its development processes, trade secrets and dealings with the customer accounts and business transactions which may come to your knowledge shall not be divulged to any one without prior consent/sanction in writing.
- e) During the employment with the company, you shall not engage in or be concerned with or be interested in any business or profession other than your employment with the company.
- f) You shall at all times conduct yourself in a manner befitting your position and show civility and strictly obey and carry out all lawful orders and instructions of persons placed by the company in authority over you.
- g) You are required to sign an Intellectual Property, Non-Disclosure and Confidentiality Agreement effective from the date of joining. The employee shall ensure that all proprietary and confidential information, documents, literature, and invention made or obtained during his/her tenure with the Company shall not be utilized by him/her for an indefinite period to undermine the interests of the Company.
- h) It is agreed that during the period of the employment, there under, and for two years following the termination of your employment for any reason, you shall not directly or indirectly provide any services to any of Saama's client or to any other Company doing similar business without written consent from the company. You further agree that you will not solicit or entertain appointment from any of the existing or former clients of Saama, whether for yourself or on behalf of any other entity or in any manner attempt to induce any of the clients of Saama withdraw their business from Saama. You further agree that you will not solicit any Saama employee or Consultant to terminate their contractual agreements with Saama.
- i) Both the parties hereby agree and confer jurisdiction of the courts situated at Pune city for resolving any disputes or instituting any suit or proceedings for the disputes arising out of this Agreement.
- j) This letter of employment has been issued to you on the basis of the information furnished by you about yourself in your resume. If any of the details and information furnished in your resume is found to be incorrect, or if it is found that you have concealed or withheld any essential details, your employment is liable to be terminated without any notice.
- k) The employment is subject to satisfactory reference and the same shall be withdrawn in case of adverse references
- l) The above terms and conditions are subject to Company's Service Rules and Regulations. You may refer to the Company's Rules and Regulations available in the Employee Handbook for all the other details and seeks clarifications, if necessary with Head HCM for all the HR related matters.

10. Advance Payments Recovery Clause:

Amount paid in terms of Joining Bonus, Retention Bonus, Relocation Bonus, Accommodation is treated as an advance payment and nullified at the year end from the date of joining. However If the employee who has availed above benefits, resigns from the Company within one year from their date of joining, the amount paid towards advance payment will be recovered.

11. Social Media Guidelines:

Social media use shouldn't interfere with your responsibilities at the company. Computer systems at the company and related infrastructure are to be used for business purposes only. When using the company's computer systems and /or infrastructure, use of social media for business purposes is allowed (ex: Facebook, Twitter, Saama blogs and LinkedIn), but personal use of social media networks or personal blogging of online content is discouraged.

Also, you are solely and personally responsible for any legal and/or financial obligations that arise out of using the social media, if such usage is not pre-authorized be aware that your actions on social media will impact your image, as well as the Company's image. The information that is posted or published online may remain public for a long time. Never represent yourself or the company in a false or misleading way. All statements must be true and not misleading; all claims must be substantiated. Stick to your area of expertise and do feel free to provide unique, individual perspectives on non-confidential activities at the company. Post meaningful, respectful comments, do not share any remarks that are off-topic or offensive.

Use your judgment in posting material that is neither inappropriate nor harmful to the company or its employees, customers/clients, vendors or any other stake holders of the company. Although not an exclusive list, some specific examples of prohibited social media conduct include posting commentary, content or images that are defamatory, pornographic, proprietary, harassing, and libelous or that can create a hostile work environment.

Check before referring to or post images of current or former employees, their job titles, their roles and responsibilities from the authorized members. It is not allowed to post about clients/customers, vendors or suppliers. It is also prohibited to post any information about internal operations of the company on the web. Get appropriate permission to use a third party's copyrights, copyrighted material, trademarks, service marks or other intellectual property.

12. 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 "Appointment Annexure for India".

If the Company is not satisfied, in its sole discretion, with the outcome of the background checks, the Company reserves the right to withdraw this appointment without notice and Compensation or to take any appropriate action against you, including, but not limited to termination of your employment.

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

You will be required to submit to our HR department, the documents as mentioned in the below checklist mandatorily at the time of your joining.

"Kindly note that your employment with the Company is purely based on the representations made and information and documents furnished by your good-self. In case of any deviation which may be found in declaration/information/documents provided and in their factual status, your services shall be liable for termination with immediate effect and you shall not be entitled to any notice period or salary in lieu thereof or for any other benefits or compensation which would have been available to you otherwise".

Scanned copies of the following documents are to be submitted on the date of joining -	
1.	Four Passport sized Photographs
2.	Highest Degree/Diploma certificate along with the mark sheets
3.	Appointment/Offer Letter from your last employer
4.	Experience or Release Letter from your last employer
5.	Salary slips of the last three months from your last employer.
6.	PAN Card
7.	Valid Passport (In case you do not have a valid passport, you need to apply for one within 15 days of joining the company).
Please bring originals of all the above mentioned documents for verification. The originals will be returned to you immediately after the verification.	

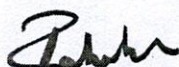
Employee Confirmation:

1. I accept the appointment and confirm that there have been no other commitments made during the hiring process other than specified in the appointment letter. (Example - on site opportunity, compensation, promotion and salary)
2. I accept the appointment but would like to mention that the following discussion had during the hiring process (please mention the comments): _____

We take this opportunity to congratulate you on your selection and look forward to a long and mutually beneficial association. We trust that our relationship will be guided by a quest for excellence in all facets of our interactions. Kindly signify your acceptance on the duplicate copy of this letter as a token of acceptance.

Sincerely,

For Saama Technologies (India) Pvt. Ltd.,



Rakesh Rajendran
Country Head - India

Accepted



Mrunal Gosavi (Jun 11, 2021 11:28 GMT+5.5)

Mrunal Gosavi


ut

Private and Confidential

ANNEXURE - A

COMPENSATION STRUCTURE

Employee Name: Mrunal Gosavi
Level: P1
Designation: Associate Consultant

PART A - GROSS SALARY		
Part A1 - Fixed Pay*		
COMPENSATION FACTORS	MONTHLY EARNING	ANNUAL EARNING
Basic	11963	143556
House Rent Allowance	5982	71784
FEP (Flexible Expenditure Plan)	10162	121944
PART A1 - Fixed Salary TOTAL	28107	337284
PART A2 - Contribution Based Performance Pay**		
COMPENSATION FACTORS	MONTHLY EARNING	ANNUAL EARNING
Individual CPP (<i>Paid Quarterly</i>)	2251	27012
PART A2 - CPP TOTAL	2251	27012
TOTAL GROSS PAY - PART A1+A2	30358	364296
PART B - STATUTORY BENEFITS		
Employer's Contribution to PF	1800	21600
Gratuity	-	6905
Mediclaime	-	7200
PART B - Total Statutory Benefits	1800	35705
Cost to Company (CTC) - (A+B)	32158	400000

Notes:

- *Your NET Salary is based on your investment, taxation and statutory deductions.
- **CPP - Contribution-based Performance Pay is your Contribution driven Performance Pay, which will be paid to you quarterly. You can earn upto 110% of your CPP for Hi-Performance. For associates from P5 and above, a part of the CPP will be BU/Organization based, which ranges from 10% to 20% considering your level and role, which will be disbursed annually.

Over and above the CPP, you will also be eligible for an extra EARNING POTENTIAL from 10% to 35% of your Performance Pay, based on your individual and company performance.

Performance Pay (CPP and Extra Earning Potential) is a discretionary component and is subjected to the prevailing company policies from time to time. The amount of pay, payout calculation criteria, and the payout date(s) are at the sole discretion of the company and may change from time to time. You will be eligible for

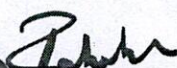
Individual Performance Pay till your last working day with Saama. However, you will have to be on the payroll and not serve the notice period for earning the EXTRA earning potential component and BU/Org Performance Pay.

3. Statutory Bonus payable under Payment of Bonus Act, 2015 is a part of Contributions Based Performance Pay.
4. Gratuity accruals shall apply as per the "The Gratuity Act 1972".
5. Annexure A - Non-Disclosure Acknowledgment: Critical Financial Information
6. Annexure B - Please refer to understand our Employee Benefits and Your CTC Components.

Your compensation details are strictly personal and confidential and should not be disclosed to others.

For Saama Technologies (India) Pvt. Ltd.,

Accepted



Rakesh Rajendran
Country Head - India



Mrunal Gosavi (Jun 11, 2021 11:28 GMT+5.5)

Mrunal Gosavi



Mrunal Gosavi (Jun 11, 2021 11:28 GMT+5.5)

Annexure - B**CTC Components****FIXED COMPONENT:**

- 1) **Basic:** Basic Salary means monthly fixed salary excluding all the allowance, perks and benefits payable to an employee. It would be fully taxable in the hands of the employee.
- 2) **House Rent Allowance (HRA):** 50 % of basic would be paid to employee towards HRA. Tax exemption can be availed on this component as per rules of HRA in the Income tax act.

FLEXIBLE BENEFIT PLAN (FEP):

This component gives flexibility to the employee to choose the below options as reimbursement under this basket.

- a. **Car Reimbursement:** This component covers petrol reimbursement, maintenance and insurance. This component can be opted as taxable or as reimbursement per month. Reimbursement is possible minimum **Rs.21,600** and maximum up to **Rs.96,000** per year.
- b. **Leave Travel Allowance:** This component serves as subsidy on travel when an employee proceeds on vacation. Minimum 3 days leaves to be taken to claim such benefit. As per the Income Tax Rules, exemption in respect of LTA is allowed to employee, twice in a block of four calendar years, to the extent of and subject to the satisfaction of conditions prescribed under the Act. You can claim a maximum up to **1.5 times** of your monthly basic salary.
- c. **Telephone/Internet Reimbursement:** One telephone number (either mobile or landline) can be chosen by employee for claiming the reimbursement. Actual amount of bill will be treated as non-taxable. Pre-paid & postpaid bills or internet bills are accepted for such reimbursement. You can claim maximum of **Rs. 36,000** per year
- d. **Child Education:** This component covers the tuition fees that you pay towards your child's education. As per the law you can claim a maximum of **Rs. 2,400** per year (for two children) or **Rs. 1,200** per year (for single child).
- e. **Food Card:** You can opt for HDFC food card which will cover a maximum of **Rs. 26,400** per year.
- f. **Books and Periodicals:** This covers all books and reading you have bought which is related to your role. You can claim a maximum of **Rs. 12,000** per year.
- g. **National Pension Scheme:** You can opt for upto 10% of your basic salary which will be deducted from your monthly salary and contributed to NPS.

The balance amount will be adjusted under other allowance.

CONTRIBUTION-BASED PERFORMANCE VARIABLE PAY:

Contribution-based Performance Pay is your Contribution driven Performance Pay, which will be paid to you Quarterly. You can earn upto 110% of your CPP for Hi-Performance. For associates from P5 and above a part of the CPP will be BU/Organization based, which ranges from 10% to 20% considering your level and role, which will be disbursed annually.

Over and above the CPP, you will also be eligible for an extra EARNING POTENTIAL from 10% to 35% of your Performance Pay, based on your individual and company performance.

Performance Pay (CPP and Extra Earning Potential) is a discretionary component and is subjected to the prevailing company policies from time to time. The amount of pay, payout calculation criteria, and the payout date(s) are at the sole discretion of the company and may change from time to time. You will be eligible for Individual Performance Pay till your last working day with Saama. However, you will have to be on the payroll and not serving the notice period for earning the EXTRA earning potential component and BU/Org Performance Pay.

STATUTORY PAYMENTS:

- 1) **Provident Fund (PF):** Employer's contribution towards PF is capped to Rs. 1800/- per month.
- 2) **Gratuity:** Gratuity is payable on separation after completion of continuous service of 5 years as per government rules.
Formula for calculating gratuity: -Gratuity = (((Last Drawn Basic)/26)*15)*Number of years of service.

EMPLOYEE BENEFITS:

- 1) **Medical Insurance*:** Saama extends the Basic Health Insurance cover to you, your spouse and your children (upto 2 Nos) under the Insurance Policy. Floater amount of Rs.3,00,000/- per annum can be utilized under this policy.
- 2) **Group Accident Policy (GPA)*:** Through GPA you are covered by way of round-the-clock risk coverage against any accident occurring while at work or outside work resulting in partial or total disablement or casualty. Even of Temporary Disability due to accident you get compensated for loss of wages on account of leave due to accident up to Rs.5,000/- per week. In case of death due to accident, your total cover would be Rs.10,00,000/-.
- 3) **Group Term Life Policy*:** This benefit is in addition to Group Accident Policy. This policy provides coverage 24*7 worldwide to an employee in case of death to provide financial assistance to his / her immediate dependents provided at the time of joining. Amount up to three times of annual CTC or maximum of Rs. 20,00,000 lacs will be given in such cases.
* Terms & conditions of Insurance Policy will be applicable.
- 4) **Transport:** HIA(Hinjawadi Industries Association) member companies avail a common transport service named Shuttll, S-ride, Office Ride, Quick ride Uber & Ola which connects to Hinjewadi from all areas across Pune City, this service is provided at special subsidized rate for all Saama Employees. Employees working in the second and night shift please refer to the employee handbook.
- 5) **Cafeteria:** Breakfast, Lunch and snacks are provided to all employees at Saama at a Subsidized rate from Monday to Friday. Employees working in second or night shifts will be provided Free dinner from Monday to Friday.

- 6) **Wedding Gift:** All unmarried employees are eligible for a onetime payment of Rs. 3,500/- for their first marriage as a gift from Saama .
- 7) **New Born Baby Gift:** All employees are eligible for a one-time payment of Rs.1,500/- for their new born baby. Only the first two children are covered under this scheme.
- 8) **Relocation Benefits:** (applicable for candidate relocating from outside Pune)
Relocation benefits can be reimbursed* up to INR 50,000 (paid as per actuals).
This includes -
- Reimbursement towards taxi fare
 - Reimbursement of air fare / train fare
 - Movement of goods from current location to Pune

*Kindly note that the above are to be reimbursed based on submission of actual invoices paid through credit card or online payment (No Cash Transaction will be allowed).

Non-Disclosure Acknowledgment: Critical Financial Information

All information which is Financial and Contractual in nature as part of Saama transactions is highly confidential and not to be disclosed without the approval of designated Saama authorities (Country Head, HCM Head, HCM BP, Portfolio Head)

The following financial information is classified as confidential and not for public discussion or sharing without any prior authorization:

- Salary information (CTC).
- Other Salary components including Merit Increments, Annual/Quarterly Bonuses, Options allocations, Equity etc
- Financials and Contract value of your project and other Client Engagement Contracts
- Financials/Fees/Remuneration and Contract value of VENDORS, SUBCONTRACTORS, and other ENGAGEMENT PARTNERS
- The salary and other Salary components (specified in 1 & 2 above) information of your team members are confidential and not be disclosed to anyone unauthorized or without prior approval.
- The salary and financial information of the associates working under your leadership and management are confidential and not be disclosed to anyone unauthorized or without prior approval.


Any unauthorized disclosure of confidential information by you stated above will be a violation of the company rules and policies, and appropriate corrective action will be taken which may be through the disciplinary procedure. You are also requested to bring it to the notice of HCM team if you find anyone discussing/sharing any financially sensitive information as mentioned above.

Acknowledgement and Agreement

I Mrunal Gosavi, acknowledge that I have read and understand the Non-Disclosure of Critical Financials of Saama Technologies India Pvt. Ltd. I understand that if I violate the rules/procedures outlined in this agreement, I may face corrective action, up to and including termination of employment.

Name: Mrunal Gosavi

Signature: _____


Mrunal Gosavi / Jun 11, 2021 11:28 GMT+5.5

Date: _____

Signature: 

upasana.talukdar (Jun 10, 2021 22:16 GMT+5.5)

Email: upasana.talukdar@saama.com



Mrunal Gosavi (Jun 11, 2021 11:28 GMT+5.5)






Mrunal Gosavi_Appointment Letter.pdf

Final Audit Report

2021-06-11

Created:	2021-06-11
By:	prajakta.ritpurkar@saama.com
Status:	Signed
Transaction ID:	CBJCHBCAABAAGjy33XrYxrmsY44UI6ms7H7DMvcy57Z

"Mrunal Gosavi_Appointment Letter.pdf" History

-  Document created by prajakta.ritpurkar@saama.com
2021-06-11 - 5:51:45 AM GMT- IP address: 163.116.205.119
-  Document emailed to Mrunal Gosavi (msmrunal2@gmail.com) for signature
2021-06-11 - 5:52:42 AM GMT
-  Email viewed by Mrunal Gosavi (msmrunal2@gmail.com)
2021-06-11 - 5:52:50 AM GMT- IP address: 66.249.84.205
-  Document e-signed by Mrunal Gosavi (msmrunal2@gmail.com)
Signature Date: 2021-06-11 - 5:58:29 AM GMT - Time Source: server- IP address: 163.116.205.118
-  Agreement completed.
2021-06-11 - 5:58:29 AM GMT



GAYATRI
DISTRIBUTORS
Let's Grow Together

Drug License No.: 20B- VL/844, 21B-VL/822, 20G- 94165
Food Licence No.: 10713025000360

Gayatri Distributors

Shop No. 1, 2, 3 and 102 Shrushti Appt. Opp. Noble
Medicare Hospital, Near LIC Office, Halar Cross Ro
Valsad - 396001, Gujarat
+91 9825115995
asvin_amin@yahoo.com
www.gayatridistributors.in
GSTIN: 24AARPA7655A1ZX

Date: 20/03/2023

Name: Ms Mitee Sunil Patel

Add: A-1 Maitri Sangam, Mahalaxmi Nagar, Hirawadi Road, Panchavati, Nashik-422003

Mob: 7350038090

Sub: Appointment Letter – Marketing Management and Public Relations Personnel

Dear Mitee,

We are pleased to offer you the position of *Marketing Management and Public Relations Personnel* at **Gayatri Distributors, Valsad** effective from **Saturday, 01/04/2023**. Your role will play a key part in shaping and implementing the marketing and PR strategies for our pharmaceutical distribution business.

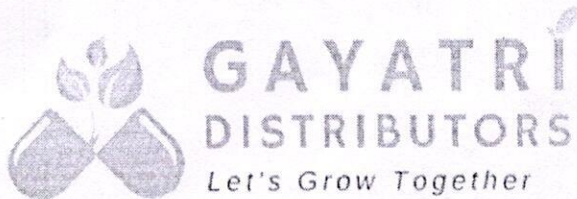
1. Position

You will be employed as Marketing Management and Public Relations Personnel, reporting to Mr Kush Asvin Amin (Head of Business Development). You will be responsible for overseeing the company's marketing campaigns, developing and managing PR activities, and ensuring the overall visibility of the company in the South Gujarat pharmaceutical distribution market.

2. Salary and Benefits

Your salary will be INR 74800 per month, payable on the seventh (7th) day of each month. In addition to your salary, you will be entitled to the following benefits:

- Health Insurance (applicable after successful completion of probation period)
- Paid Time Off (annual leave, sick leave, public/ festive holidays in line with company policy)
- Any additional benefits such as bonuses, travel allowances, etc.



Drug License No.: 20B- VL/844, 21B-VL/822, 20G- 94165
Food Licence No.: 10713025000360

Gayatri Distributors

Shop No. 1, 2, 3 and 102 Shrushti Appt. Opp. Noble
Medicare Hospital, Near LIC Office, Halar Cross Roa
Valsad - 396001, Gujarat
+91 9825115995
asvin_amin@yahoo.com
www.gayatridistributors.in
GSTIN: 24AARPA7655A1ZX

3. Job Responsibilities

As the Marketing Management and Public Relations Personnel, your key responsibilities will include:

- i. Marketing Strategy: Develop, implement, and manage marketing strategies to promote the company's pharmaceutical products and services to retailers, healthcare professionals, and customers.
- ii. Public Relations: Handle media relations, draft press releases, coordinate public relations campaigns, and manage relationships with industry stakeholders.
- iii. Event Management: Plan and execute marketing events, product launches, attend trade shows, and conferences relevant to the pharmaceutical sector on behalf of the company.
- iv. Market Research: Conduct market research and analysis to understand market trends, customer behavior, and competitor activities, using these insights to refine marketing strategies.
- v. Collaboration: Work closely with the sales, business development, and customer service teams to align marketing efforts with business objectives.

4. Probationary Period

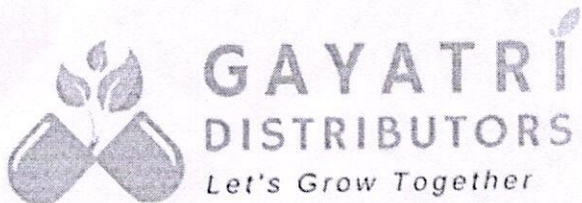
Your employment will be subject to a probationary period of 3 months, beginning from your start date. During this period, your performance will be reviewed, and your employment status will be confirmed upon successful completion of the probationary term.

5. Working Hours and Location

Your working hours will be from 10.00am to 5.00pm, Monday to Friday. The primary location of your work will be Valsad, Gujarat though you may be required to travel occasionally for marketing or public relations events.

6. Confidentiality and Non-Compete Clause

As part of your role, you will have access to sensitive business information, including proprietary marketing strategies and client databases. You are required to adhere to the confidentiality policies of the company.



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www.gayatridistributors.in
GSTIN: 24AARPA7655A1ZX

7. Termination of Employment

Your employment may be terminated by either party with a notice period of 4 weeks, or payment in lieu of notice as per the company's policies. The company reserves the right to terminate your employment immediately in the event of gross misconduct or breach of company policies.

We are confident that your skills and expertise will significantly contribute to the growth and visibility of Gayatri Distributors, Valsad and we look forward to your positive impact on our marketing and public relations efforts.

Please confirm your acceptance of this appointment by signing and returning the enclosed copy of this letter. Should you have any questions or need further clarification, do not hesitate to reach out on the mentioned details-

Contact person: Mr Kush Amin

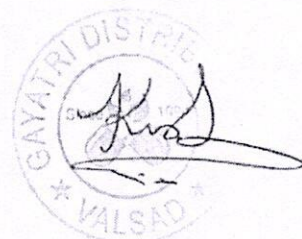
Contact number: 7359011560

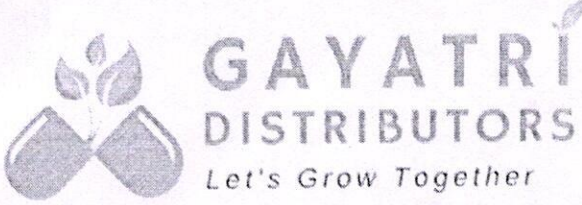
Email: kushamin06@gmail.com / gayatridistributors57@gmail.com

Congratulations once again, and welcome to Gayatri Distributors!

Sincerely,

Kush A. Amin
Head of Business Development
Gayatri Distributors, Valsad






Drug License No.: 20B- VL/844, 21B-VL/822, 20G- 94165
Food Licence No.: 10713025000360

Gayatri Distributors

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Valsad - 396001, Gujarat
+91 9825115995
asvin_amin@yahoo.com
www.gayatridistributors.in
GSTIN: 24AARPA7655A1ZX

Employee's Acceptance:

I, Ms. Mitee Sunil Patel, hereby accept the position of *Marketing Management and Public Relations Personnel* at Gayatri Distributors, Valsad under the terms and conditions outlined above.

Signature: 

Date: 21/03/2023



SAKSHAM

Reg. No. MH. 635/2014/Pune

TARGETED INTERVENTION MIGRANT PROJECT

PROJECT DIRECTOR - Mr Amar Kadam No. : 9822850962

PROJECT MANAGER - Mrs Snehal Mahulkar No. : 9518783335

Date: 01/07/2023

TO WHOM SO EVER IT MAY CONCERN

This is to certify that Ms. Snehal Vilas Mahulkar was working with SAKSHAM organization as a PROGRAM MANAGER in Targeted Intervention project funded by Maharashtra State AIDs Control Society since 01/08/2020 to 30/06/2023.

I find that her work habit, punctuality, regularity, diligence and day to day work are excellent.

I wish her "all the best" whenever, wherever she is fortunate enough to get her the new assignment.

Thanking you,

Mr. Amar Kadam

President-SAKSHAM

Dist-Pune.



sakshamtimigrant2019@gmail.com

Jyotiba vithal rukmini mandir, Jyotiba nagar, kalewadi Pune - 413801

DAR-E-ARKAM*Shivneri Nagar, Kondhwa-Khurd*

Date: November 15, 2020

To,
Majid Shaikh
1B305, Rahat Manjil,
Mitha Nagar, Kondhwa-Khurd
411048

Subject: Appointment Offer

Dear Majid Shaikh,

We are pleased to extend this formal offer of appointment to you for the role of Staff Member with DAR-E-ARKAM, Girls Hostel (for orphan Poor), Shivneri Nagar, Kondhwa-Khurd. Your appointment will be effective from December 2020, with an annual remuneration of ₹3,00,000.

In this role, you will be entrusted with supporting the daily operations and welfare activities of our institution. Your dedication will play a vital part in ensuring the well-being and development of the girls residing with us.

Please find enclosed the terms and conditions of your employment. We request you to sign and return a copy of this letter as confirmation of your acceptance.

We look forward to welcoming you into our family and working together for a noble cause.

Warm regards,
Director

Waseem Beg

DAR-E-ARKAM,

Shivneri Nagar, Kondhwa-Khurd

411048

Private and confidential

5th April, 2021

Gayatri Tambekar
Bhelkenagar,
Kothrud
Pune

Sub: Appointment as Management Trainee – Pune Center

Dear Gayatri,

Further to our discussion and my mail, we are pleased to appoint you as a Management Trainee at Katalyst program, Pune Center with effect from 7th April, 2021.

As discussed, your CTC will be Rs. 2.5 lakhs (Indian Rupees Two and Half Lakhs only) per annum subject to the deduction of tax at source. The scope of your work shall be as outlined in Annex B.

At the time of joining, kindly bring along with you original and certified copies of the certificates and testimonials of your academic qualifications and proof of DOB. A list of documents required at the time of joining is annexed herewith (Annexure A). Please submit these to the Accounts team.

Please confirm your acceptance of the terms set out in this letter and the Annex by signing and returning the letter. The contents of this letter (including the Annex hereto) are confidential.

Regards,

for **Human Capital for Third Sector**



Poorvi Shah
CEO, Katalyst

Accepted by
Gayatri Tambekar

An initiative of Human Capital For Third Sector

Annexure A

Documents required at the time of Joining for the Personal File

- ☐ Three recent passport size photographs
- ☐ Xerox copies of the following testimonials duly verified with original and attested by the persons concerned:
 - o Educational/Professional qualifications.
 - o Service certificate
- ☐ Proof of date of Birth (Birth certificate or matriculate certificate)
- ☐ Salary details of the previous employment and Pay slip copies of last three months.
- ☐ TDS certificate from the previous employer, if falling in the category for tax deduction.
- ☐ Three copies of PAN card
- ☐ Address proof- Copy of Passport/Driving Licence/articulation certificate
- ☐ Emergency Contact person and mobile/landline numbers
- ☐ Relieving certificate from the last employer
- ☐ Copy of Residence Proof - Ration Card/ Telephone or Electricity Bill
- ☐ Copy of Income Proof - Form 16 or IT-Saral

Annex B
Scope of Work

- Liase / coordinate with colleges and develop good rapport with College coordinator. Coordinate with them for space and any other resource need for effective implementation of the interventions for the Katalyst girls
- Assist Center Team in the enrolment process; manage the students application forms and enclosures; do the follow up
- Prepare students list/details for reference check (Due Diligence Agency) and do the follow up.
- Prepare students and mothers list/details for medical insurance and do the follow up
- Organize and maintain office files, student register, tracker and records
- Exchange communication with the students for training programs, be present during training, prepare report for each program, organize snack or lunch, manage attendance and feedback forms,
- Reach out to Katalyst girls and interact with them regularly to build rapport, assess their needs, follow up and update data
- Manage online applications for mentor program, coordinate for mentor meetings, get feedback, share mentee profiles with mentors, manage mentor database, update mentor interaction details
- Keep database of photos and videos of all activities
- Assist Center Team in finalizing the students list for laptop distribution
- Accompany the students during offsite training/field visits/outbound.
- Track student record / individual scorecard with academic performance, training, etc
- Update Katalyst center database / MIS on a periodic basis / Data analysis as required
- Get required information from internet / research – college, corporate, HR heads, schemes / scholarships / internships
- Accompany Center Team for meetings as required
- Any other work that your manager or the organization assigns you

12th January, 2023

To,
Anagha Vijay Dagale
Pune, Maharashtra

Offer Letter as Facilitator & Counselor, Sustainable Livelihood

Dear Anagha,

We are glad to inform you that you have been selected for the position of Facilitator & Counselor, Sustainable Livelihood of Lighthouse Communities Foundation.

Please find the break-up for compensation below:

Components	Monthly	Annual
Basic	13650	163800
HRA	6825	81900
Medical	1250	15000
Conveyance	1600	19200
PA	2175	21600
Gross (A)	25500	306000
Retiral Benefits		
Provident Fund	1800	21600
Total (B)	1800	21600
Variable Pay		
Variable Pay	700	8400
Total (C)	700	8400
Employee Deduction		
Provident Fund	1800	21600
Professional Tax	200	2500
Total	2000	24100
Net Salary	23500	281900
CTC(A+B+C)	28000	336000

LIGHTHOUSE COMMUNITIES FOUNDATION
(formerly Pune City Connect Development Foundation)

The Lighthouse Complex, Spicer College Road,
Aundh, Pune - 411007, Maharashtra.
CIN No: U74999PN2011NPL139899.

+91 84848 15943
contact@lighthousecommunities.org
www.lighthousecommunities.org

Annexure 1

Variable Pay Structure

Bands	Levels (2021-2022)	Variable Pay %
A. Executive	Junior Executive L1	0
	Executive L2	2.5%
	Senior Executive L3	2.5%
B. Manager	Assistant Manager L4	5%
	Manager L5	5%
	Manager L6	7.5%
	Senior Manager L7	10%
C. Director	Director L8	12.5%
	Director L9	15%

Annexure 2

Level wise Band structure

Band	Level (Sub Levels)	Competency
A. Executive	Jr. Executive L1	Execution of repetitive work, individual contributor, manages stakeholders with support.
	Executive L2	Execution of work that requires cognitive skills, individual contributors, manages stakeholders independently
	Senior Executive L3	Plans and executes work that requires cognitive skills, individual contributor, manages stakeholders independently
B. Manager	Assistant Manager L4	Planning and Execution, individual contributor, forms and manages partnerships with stakeholders, technical knowledge of the domain
	Manager L5	Strategy, Planning and execution, leading and supervising teams and stakeholders
	Manager L6	Strategy, Planning and execution, leading and supervising teams and stakeholders, applies business analytics, manages programs at scale
	Senior Manager L7	Strategic direction at the department level as per emerging trends, leads large teams and stakeholders, drives culture
C. Director	Director L8	Reporting to CXO level, driving strategy and implementation at Regional level
	Director L9	Reporting to CXO level, driving strategy and implementation at National level



10

Private & Confidential

August 11th, 2022

Mr. Aaryan Pethe,
24 Rajaram Soc, Behind
Royal Orchid Center,
Vadodara ,Gujarat- 390020

Re: Letter of Appointment

Dear **Mr. Aaryan Pethe,**

Congratulations! We are delighted to offer you employment with Tata Technologies as **Associate – HRBP** with Annual Total Cost to Company of **INR 540,342 (Rupees Five Lacs, Forty Thousand, Three Hundred and Forty-Two Only)**. Our aim is to provide you with a challenging and fulfilling experience to deliver your full potential and achieve your personal goals.

Please join us on **August 18, 2022 @ 0900 Hrs.** and report to:

**TATA Motors CVBU Main Gate,
Near KSB Chowk, Pimpri
Pune - 411057**

Please go through the following enclosed documents comprehensively.

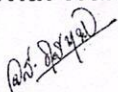
- | | |
|---------------------------------------|------------|
| 1. Terms and Conditions of Employment | Annexure A |
| 2. Compensation Break-up | Annexure B |
| 3. Summary of Benefits | Annexure C |
| 4. Performance Pay | Annexure D |

Please read all these documents carefully and follow the instructions meticulously. In case you require any clarifications, please contact -

Onboarding Team - Tatatechnologies.Onboarding@tatatechnologies.com

Welcome to Tata Technologies. We wish you a long, rewarding and fulfilling career and look forward to your joining us.

With Warm Regards,


Rambabu Srinivas
Sr. VP and Global - TA and RMG

Page 1 of 9

TATA TECHNOLOGIES

Registered Office 25, Rajiv Gandhi Infotech Park, Hinjawadi, Pune, 411057 India
Tel: +91-20- 66529090; Fax: +91-20-6652 9095
CIN No U72200PN1994PLC013313



Annexure "A"

Terms and Conditions of Employment

FOR:

Mr. Aaryan Pethe,
24 Rajaram Soc, Behind
Royal Orchid Center,
Vadodara ,Gujarat- 390020

In pursuance to our discussions with you on offering you a position with Tata Technologies, we are pleased to present you our appointment letter based on the following terms and conditions.

1. Designation & Work location

You will be designated as **Associate – HRBP** based at **Pune**. Please note however, that the company reserves the right to later transfer its employees to any other department or location, based on organizational needs.

The company also reserves the right to transfer its employees to any unit(s)/ department(s) or office(s) of the company or of its Affiliates and / or the office of the Company's Customer ("Work Location"), other than the location an employee is initially hired to work for.

2. Remuneration

Your Annual Total Cost to Company shall be of **INR 540,342 (Rupees Five Lacs, Forty Thousand, Three Hundred and Forty-Two Only)**. You will be paid your remuneration on the 1st day of the subsequent month through a bank transfer broken into twelve equal instalments or proportionately for lesser period based on your attendance accrued. In case of adverse market conditions, depending upon its impact on Company performance, the company reserves its rights to modify, reduce and alter your compensation & benefit structure consistent with its overall policy by giving you advance notice.

3. Performance Pay

The Performance pay has been divided into two components towards individual performance and company's performance. The performance review period is April to March. Please refer **Annexure D** for applicable rules.

4. Unauthorized Absence & Alternate Engagement:

Absence for a continuous period of **three days** without intimation is construed as "Unauthorized Absence". This is considered as an act of serious misconduct. You shall devote full time to the work of the Company and shall not undertake any direct/indirect business or any other assignment whether honorary or remunerative or accept any reward except with prior written permission of the Company.

Any violation of the above invokes disciplinary action and may lead to termination of employment.

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Tel: +91-20- 66529090; Fax: +91-20-6652 9095

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5. Income Tax

All payments received by you from the Company are subject to Income tax deducted at source as per the Income tax rules applicable from time to time. However, the onus to satisfy your Assessing Officer regarding your tax liability shall exclusively lie with you.

6. Benefits

In addition to the above, you will be entitled for various benefits & perquisites enumerated in detail in **Annexure C**. All retirement benefits like gratuity, provident fund and medical benefits shall form part of your total compensation.

7. Superannuation

You shall retire from the services of the Company on attainment of sixty years of age.

8. PTO / Holidays

You shall be governed by the provisions of Paid Time Off (PTO) policy.

9. Code of Conduct

With the acceptance of this letter, you will undertake to abide by the guidelines of the Tata Code of Conduct (TCOC) and will be required to demonstrate appropriate behavior towards its adherence and cherish the values propagated by the Company.

10. Background Check

The Company reserves its right to engage a professional agency to verify information provided by you in your application or thereafter. If a background check raises doubts on any of the details furnished by you, and the Company feels the need to further validate such facts, the Company may ask you for any further information and documents as it deems necessary, to substantiate information you have provided earlier.

If the background checks fail to confirm authenticity of any of the above-mentioned information, the Company reserves the right to withdraw this employment offer or terminate your services immediately and recover/withhold any sums paid/due to you that was rightly not payable, had the absence of authenticity been known prior to your joining the services of the Company.

11. Probation Period

Your confirmation is subject to successfully completing your probation period which is **6 months from your date of joining**. All policies and benefits will remain the same during this period.

12. Separation

Your appointment post confirmation of probation is subject to termination with three months' notice by you or by the Company. You should be fully available for company work during the notice period. Absence of notice period of three months or part thereof, invokes a payment of three months' basic salary or part thereof by you to the Company or by the Company to you, as the case may be, in lieu of the notice period. However, accepting a notice period less than three months is entirely at the Company's discretion. The Company is not under any compulsion to accept an employee's offer to surrender the basic salary in lieu of notice period or part thereof.

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13. Data Protection and Privacy

You shall not divulge to anyone, whether a direct competitor or otherwise, by word of mouth or otherwise any particulars or details of our security source code, security arrangements and administrative and / or organizational matters whether confidential, secret or otherwise, which you may acquire during the course of your employment with the Company. You shall also use your best endeavor to prevent the disclosure, communication and publication of any confidential information.

On joining, you will be required to sign the 'Confidential Non-Disclosure Agreement' which shall form part of the appointment letter and terms incorporated herein by reference. The Company reserves the right to initiate legal action against you in case of breach of the Individual Confidential Non-Disclosure Agreement

You further give your explicit consent that Tata Technologies may transfer any of your personal data to any other company within the Tata Technologies Group of Companies globally, in connection with the conduct of business. You also give your explicit consent to Tata Technologies disclosing your personal data limited to that required for the purposes of performing your job for clients, potential clients, suppliers, and other third parties that you may have reason to be in contact with in pursuance of your job.

It is essential that your personal records are accurate and kept up to date. It is your responsibility to notify the HR department and update the information in Personal Information Tab in Employee Self Service Portal.

14. Conflict of Interest

In the event of your decision to sever the relationship with the Company, you shall ensure that your new assignment does not conflict directly or indirectly with the interest of the Company and/or customers with whom you were engaged during the employment with the Company.

15. Medical Fitness

Your appointment and continuance of your employment with the Company is subject to you being physically fit to carry out the jobs assigned by the Company. We presume that the validity of answers you gave in our "Candidate Self Declaration" under Application Form still prevail. If this presumption is incorrect, on account of any medical condition that developed subsequently, you are obligated to declare this before joining. You undertake to inform your Reporting Manager & HR Manager immediately if any serious medical conditions arise whilst in service.

Any concealment of correct & up-to-date information will be treated as a breach of trust and invoke disciplinary action and possible dismissal from services.

15. Separation

Your appointment is subject to termination with three months' notice by you or by the Company. You should be fully available for company work during the notice period. Absence of notice period of three months or part thereof, invokes a payment of three months' basic salary or part thereof by you to the Company or by the Company to you, as the case may be, in lieu of the notice period. However, accepting a notice period less than three months is entirely at the Company's discretion. The Company is not under any compulsion to accept an employee's offer to surrender the basic salary in lieu of notice period or part thereof.

Notwithstanding what has been mentioned above, the Company may also terminate your appointment with immediate effect and without notice period, if you are found guilty of serious misconduct.

TATA TECHNOLOGIES

Registered Office 25, Rajiv Gandhi Infotech Park, Hinjawadi, Pune, 411057 India

Tel: +91-20- 66529090; Fax: +91-20-6652 9095

CIN No U72200PN1994PLC013313



16. General

This appointment letter shall supersede all other terms and conditions, agreements, service conditions, practices, usages & customs in the past whether expressed or implied. If the terms and conditions are acceptable to you, we ask you to kindly accept the copy of this appointment letter within 3 days to the Company. In case we do not receive a formal acceptance within above mentioned period, this appointment letter will be treated as cancelled unless your joining date is extended in writing by the Company.

This offer is subject to clearing the background verification process and submission of pre-employment documentation as requested by Tata Technologies Ltd. within 7 days of issuance of the offer. In case of any non-compliance in submission of documents and discrepancy found as a result of Background Verification, the company retains the right to revoke the offer issued.

Please visit <https://www.tatatechnologies.com/in/careers/offer-validation/> to validate your offer letter using the Offer ID mentioned in the letter.

You will be governed by existing and newly introduced policies as amended from time to time.

By joining the company, it is presumed that you have accepted all terms and conditions of this appointment letter.

While welcoming you in the family of Tata Technologies, we hope you would excel in your endeavors and add value to yourself and the Company.

Welcome onboard.

Yours faithfully,

Vibhanshu Agnihotri

Global Head - Performance and Rewards

I have read the appointment letter and accept the terms and conditions set out and shall abide by the same. I will join the Organization effective: **August 18, 2022.**

I further agree that I have carefully considered and obtained appropriate counsel, wherever necessary on the nature and extent of the restrictions, rights and remedies conferred upon the Company under this appointment letter and hereby acknowledge and agree that the covenants contained in this agreement are supported by good and valuable consideration, are reasonable in time and are reasonably necessary to protect the legitimate business interests of the Company.

Name:

Signature of the candidate:

Date:

Place:

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CIN No U72200PN1994PLC013313



Annexure "B"
COMPENSATION COMPONENT

Name	Aaryan Pethe	
Location	Pune	
Grade	L1.1	
COMPONENT		Annual
Consolidated salary (Basic Salary)		157,500
House Rent Allowance (HRA)		63,000
Statutory Bonus		24,000
Flexible Benefits Plan*		227,699
Provident Fund Contribution (Employer)		21,600
Gratuity		7,576
Superannuation Allowance/ Pension Scheme		23,625
Total Fixed Compensation		525,000
Performance Pay / Sales Incentive		-
Cost to Company (CTC)		525,000
Insurance Premium Paid by Company		
Group Medical Insurance		13,656
GPA & GTL Insurance & EDLI		1,686
Total Cost to Company (TCTC)		540,342

Note:

***Flexible Benefit Plan**

Please refer FBP Policy guidelines on India HR Policy Portal for details on limits under each component.

- Leave Travel Assistance
- Children Education Allowance
- Children Hostel Allowance
- Telephone Bills Reimbursement
- Mobile Handset Reimbursement
- National Pension Scheme
- Group Term Life Insurance (Top-up)

(Unallocated FBP Amount will be shown under Special Allowance.)

***Superannuation Allowance / Pension Scheme - Employee will have two options to choose (1) To join Superannuation Pension Scheme. Once you have chosen the option, you will not be allowed to change or (2) To get Superannuation Allowance on monthly payout basis which is subject to tax.

Note: You will be governed by existing and newly introduced policies as amended from time to time.

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Tel: +91-20- 66529090; Fax: +91-20-6652 9095

CIN No U72200PN1994PLC013313



Annexure "C"
Summary of Benefits

We are committed to the health and overall well-being of our employees. We constantly strive to improve and bring better benefits for our employees. Here are some of the domain wise benefits that you can avail of to achieve a better work-life environment.

(A) Wellness:

1. Group Medical Insurance Policy

Employees and their dependents are covered with a Medical Insurance policy for Hospitalization. A basic cover is provided at company's cost. However, there is a provision to take additional cover at your cost. There are several other benefits under our medical policy. Please visit our intranet site for complete details.

2. Group Personal Accident Insurance Policy

All our employees are covered under a 24X7 Accident insurance coverage (Premium paid by company).

3. Group Term Life Insurance Policy (including Government mandated EDLI cover)

All our employees are covered under a Term Life Insurance Policy (Premium paid by company) with basic cover. However, there is a provision to opt for top up coverage (Premium to be borne by employee). Additionally, you will also be covered by the EDLI scheme

(B) Asset Creation

Car Policy

Employees in grade L2 and above will be covered under Car Lease policy.

(C) Personal Development:

1. Training

We have an elaborate program to cover employees with class-based training as well as on job training on technical and cognitive needs.

(D) Maternity Benefit:

Women employees will be entitled for Maternity Benefit as per Maternity Benefit (Amendment) Act, 2017.

Note: The Management has the right to modify / change / delete any or all of the above benefits without prior notice.



Annexure "D"
Performance Pay

Introduction

All the employees of the Company in grade L2 and above have a certain percentage of their CTC as Performance Pay (PP). Performance pay is disbursed by the Company based on Individual employee performance and Company's performance. Individual performance (IP) is measured based on appraisal rating of the employee and Company's performance (CP) is measured based on the performance of the Company for particular financial year under review.

Eligibility and payment mechanism

1. Employee's PP eligibility for a given year is as per the compensation letter given to individual employee.
2. Employees on the rolls of the Company as on disbursement date for the period will be entitled for performance pay.
3. To align uniform variable, pay disbursement at all levels and at all territories, Company portion of performance pay will only be paid if Company achieves a minimum performance as defined under the Performance Pay Policy. This is to align uniform PP disbursement to all levels, all divisions and all territories with uniform compensation practices.
4. For employees joined in middle of appraisal year, performance pay will be paid on a pro-rata basis from date of joining till 31st March.
5. In case of retired employees during the appraisal year, performance pay will be paid on a prorated basis till the date of retirement.
6. For employees on Tata group transfer, performance pay will be paid on a pro-rata basis till the date of transfer and based on last performance rating.
7. For employees transferred/long term deputation to associate companies of Tata Technologies, performance pay will be paid on a pro-rata basis for the period served in Tata Technologies, India.
8. Individual performance portion of performance pay payment will be based on the individual performance rating linked to a payout range.
9. Company performance portion will be declared by Compensation Committee at its sole discretion after adoption of accounts by Board of directors.

TATA TECHNOLOGIES

Registered Office 25, Rajiv Gandhi Infotech Park, Hinjawadi, Pune, 411057 India

Tel: +91-20- 66529090; Fax: +91-20-6652 9095

CIN No U72200PN1994PLC013313

26th December 2023

To,
Vijay Bhoir

**Subject: Appointment for the post of Cluster Coordinator SETU-
Adolescent Girls Program**

Dear Vijay,

We are pleased to offer you, the position of post of a Cluster Coordinator SETU - Adolescent Girls Program with empowHER Foundation (the 'NGO') on the following terms and conditions:

1. Commencement of duties

Your employment will be effective, from the 26th of December 2023. You are hired on contract basis for one year subject to renewal. There is 3-months' probation period starting from 26th December 2023 to 24th March 2024. Following a performance appraisal, your employment will be confirmed.

2. Job title

Your job title will be Cluster Coordinator SETU- Adolescent Girls Program and you will report to Cluster Head - AGP.

3. Salary

You will be eligible for a monthly stipend of Rs.20,000/-.

4. Place of posting

You will be posted at empowHER Foundation field office at Karjat. You will be required to travel to all places of activity within Karjat where the NGO functions and other neighboring talukas.



5. Hours of Work

The normal working days are Monday to Saturday. However, every Thursday will be your weekly off including second & fourth Wednesday. You will be required to work for such hours as necessary for the proper discharge of your duties to the NGO. The normal working hours are from 10:00 am to 6:00 pm and if necessary additional hours depending on your responsibilities.

6. Leave/Holidays

6.1 You are eligible for National Holidays finalized by the NGO.

6.2 You are entitled to 06 days of paid annual leaves.

6.3 4 Days of casual leave which excludes National holidays.

6.4 You are entitled to 4 working days of paid sick leave.

6.5 As per Financial years your leaves will calculate by Pro-rata basis.

7. Nature of duties

You will perform to the best of your ability all the duties as are inherent in your post and such additional duties as the NGO may call upon you to perform, from time to time. Your specific duties are set out in Schedule I hereto.

8. NGO Property

You will always maintain in good condition NGO property, which may be entrusted to you for official use during the course of your employment and shall return all such property to the NGO prior to relinquishment of your charge, failing which the cost of the same will be recovered from you by the NGO.

9. Termination

9.1. Your appointment can be terminated by the NGO, by giving you not less than 15-day prior notice in writing.

9.2. You may terminate your appointment with the NGO, by giving no less than 1 months' prior notice.

9.3. The NGO reserves the right to terminate your appointment summarily without any notice period or termination payment, if it has reasonable ground to believe you are guilty of misconduct or negligence, or have committed any fundamental breach of contract or caused any loss to the NGO.

9.4. On the termination of your appointment for whatever reason, you will return to the NGO all property; documents and paper, both original and copies thereof; and Confidential Information, in your possession or under your control relating to your employment

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Confidential Information

- 9.5. During your engagement with the NGO, you will devote your whole time, attention and skill to the best of your ability for its activities. You shall not, directly or indirectly, engage or associate yourself with, be connected with, concerned, employed or engaged in any other NGO's or activities or any other post or work part time or pursue any course of study whatsoever, without the prior permission of the NGO.
- 9.6. You must always maintain the highest degree of confidentiality and keep as confidential the records, documents and other Confidential Information relating to the activities of the NGO which may be known to you or confided in you by any means and you will use such records, documents and information only in a duly authorized manner in the interest of the Company. At no time, will you remove any Confidential Information from the office without permission.
- 9.7. In the event that an employee decides to terminate their employment with empowHER India without completing the stipulated notice period, the organization reserves the right to withhold the issuance of the experience letter and income tax certificate until the completion of the agreed-upon notice period or until satisfactory arrangements are made to compensate for the shortfall in the notice period.
- 9.8. Your duty to safeguard and not disclose Confidential Information will survive the expiration or termination of this Agreement and/or your employment with the NGO.
- 9.9. Breach of the conditions of this clause will render you liable to summary dismissal under clause above in addition to any other remedy the Company may have against you in law.

10. Governing Law/Jurisdiction

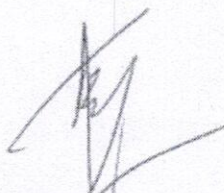
Your appointment with the Company is subject to Indian laws. All disputes shall be subject to the jurisdiction of Mumbai, Maharashtra only.

11. Acceptance of our offer

Please confirm your acceptancy of this contract of employment by signing and returning the duplicate copy.

We welcome you, and look forward to receiving your acceptance and to working with you.

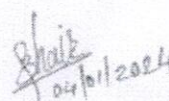
Sincerely,



Apamara Baig
Chief Executive officer
For empowHER Foundation



Accepted By,



Vijay Bhoir

Schedule I

Compensation Details

Consultancy Fees	20,000/- per month
Telephone Allowance	N/A
House rent allowance	N/A
Medical allowance	N/A
Travel allowance	Yes

- As per section 194J 10% TDS on Professional fees will be applicable.
- At the end of year FORM 16A will be issued towards total details of TDS deducted during the financial year.

Note: You will receive a consultancy fees, and all other forming part of your remuneration package subject to, and after, deduction of tax at source in accordance with applicable law.



Schedule II

Employee Details and Responsibilities

Summary

Job Title: Cluster Coordinator

Program: SETU - AGP

Location: Karjat & Other Talukas

Reports To: Cluster Head - AGP

Roles & Responsibilities

- Responsible for the day-to-day operations of AGP program in the cluster.
- Responsible to conduct community mobilization activity, Adolescent girls survey, Village profile, baseline/midline/endline assessment, Personal interview/FGD in each intervention village along with Identification of Intervention area/Villages, Schedule timetable and places for sessions at villages etc.
- Responsible for high attendance of girls in every session and ensure that all training sessions are held as per plan and program guidelines. Responsible to arrange workshops/trainings with parents, GP members and other stakeholders in the village with high participation.
- Responsible to conduct home visit, Parents meetings, Stakeholders meetings (Anganwadi, Panchayat members, Asha worker, school teachers, VHNC).
- Build strong relationships with all important stakeholders at the Village/Cluster level and communicate to them about the project expectations and goals.
- Responsible to create Adolescent group in the villages. Ensure their training and capacitybuilding and active functioning with all the stakeholders.
- Undertake regular field visits for quality implementation and monitoring of program.
- Develop weekly/monthly/Yearly action plan for cluster with the help of the Cluster Head. Work closely with the Cluster Head for regular update on the progress and share reflective feedback on program implementation issues.
- Collect all accurate relevant data from the field and share it with data management team. Regularly check meeting register and attendance register of trainers.

- Help the organization to develop materials including case studies, short clips, sessions etc. specific to the program to create visibility.
- Participates and perform in any other activities which may be required to be undertaken to fulfil the objectives of the organization

Grievance Redressal

At any point of time during the year if there is a grievance, the following is the procedure to seek Redressal:

- Approach the Program Implementation Manager.



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(12)

BILL & MELINDA
GATES *foundation*

Ref:BMGF/HR/2020/1124

24th November 2020

To,
Mr. Vinayak Suralkar
New Delhi

Subject: Offer of Appointment for the position of Field Executive

Dear Mr. Suralkar,

We are pleased to offer you employment with the Bill & Melinda Gates Foundation, New Delhi, in the capacity of Field Executive. Your date of joining will be 24th November 2020.

You will be entitled to remuneration and benefits as per the norms of the Foundation. We are confident that your skills and experience will contribute meaningfully to our mission of improving health, reducing poverty, and expanding opportunities worldwide.

Kindly sign and return the duplicate copy of this letter as a token of your acceptance.

We welcome you to the Bill & Melinda Gates Foundation family.

For Bill & Melinda Gates Foundation,

Human Resources Department

HRS.W.APPRENTICE.CON

Date: 15/03/2021

Name : MS. CHETNA SUNIL PABLE

App. Reg. No. : A032162630

Dear Chetna,

ENGAGEMENT AS AN APPRENTICE IN BPCL

This has reference to the written test, interview and your medical examination for the purpose of engagement as an Apprentice under the provisions of The Apprentices Act'1961, we are pleased to engage you as an "Apprentice" under **Executive (Human Resources) (MSW)** stream in our Corporation.

You are requested to report at **CSR Dept., CO** on **22.03.2021** for further instructions, at the following address at 09.00 a.m.

Mr. Devendra S. Joshi
Chief Manager CSR (HRS)
Bharat Petroleum Corporation Ltd.
Bharat Bhavan 1, 4 & 6 Currimbhoy Road
Ballard Estate, Mumbai - 400 001.

It may please be noted that :

1. Your engagement as an 'Apprentice' will be for a period of one year with effect from **22.03.2021** During the period of apprenticeship training, you'll be paid a stipend of Rs.25000/- per month. The apprenticeship training is for the purpose of imparting training and doesn't call for employment in the organization after the completion of training.
2. Your engagement as an apprentice shall be governed by the provisions of Apprentices Act, 1961 and the rules made there under.
3. While undergoing apprenticeship training, which will predominantly be on the job training, you are expected to -
 - a) Learn the trade conscientiously and diligently.
 - b) Be regular in attendance
 - c) Maintain daily learning journal/work diary and get it countersigned by your supervisor every week
 - d) Carry out lawful advises and directions of the officials at the location.
 - e) Carry out your obligations under the contract of apprenticeship
4. You will be entitled to holidays as per the holiday calendar applicable to the establishment of your engagement (12 Holidays) & 12 casual leaves (one CL for every completed month of engagement) and 10 sick leaves on a prorated basis.

: 2 :

5. Weekly off may be granted on a staggered basis.
6. The health, safety and welfare provisions of Factories Act, 1948 shall be made applicable to you.
7. The period of apprenticeship training shall not be extended beyond the specified period of one year.
8. Your learning shall be reviewed quarterly and annually. Upon successful completion of apprenticeship training, a certificate shall be issued by the Corporation.
9. You are required to adhere to the safety procedures/practices.
10. In respect of matters not expressly stated in this contract, shall be construed to be governed by the provisions of Apprentices Act, 1961 and the rules made thereunder.
11. This engagement is on the basis of you having furnished to the Corporation, correct and factual information and documents regarding your date of birth, qualifications, caste and other details. If at any time, it is found or revealed that you have furnished false or incorrect information and/or documents or withheld pertinent information etc. to secure or have secured engagement, your apprenticeship training shall be liable to be terminated with immediate effect.
12. On the question of interpretation of any terms and conditions, the decision of the Corporation shall be final and binding on you.

If the above terms and conditions are acceptable to you, you're requested to return as token of acceptance, the duplicate of this letter duly signed, at the time of reporting. It may please be noted that you shall have to make travel arrangements at own cost.

Please note that your offer of engagement will automatically stand cancelled without any further reference to you, if you fail to fulfil any of the terms and conditions mentioned above.

Yours faithfully,

For **BHARAT PETROLEUM CORPORATION LIMITED**



PRAVEEN ANASWARA

SENIOR MANAGER EMPL. RELATIONS (HRS), WEST



14

Private & Confidential

August 11th, 2022

Mr. Aaryan Pethe,
24 Rajaram Soc, Behind
Royal Orchid Center,
Vadodara ,Gujarat- 390020

Re: Letter of Appointment

Dear **Mr. Aaryan Pethe,**

Congratulations! We are delighted to offer you employment with Tata Technologies as **Associate – HRBP** with Annual Total Cost to Company of **INR 540,342 (Rupees Five Lacs, Forty Thousand, Three Hundred and Forty-Two Only)**. Our aim is to provide you with a challenging and fulfilling experience to deliver your full potential and achieve your personal goals.

Please join us on **August 18, 2022 @ 0900 Hrs.** and report to:

**TATA Motors CVBU Main Gate,
Near KSB Chowk, Pimpri
Pune - 411057**

Please go through the following enclosed documents comprehensively.

- | | |
|---------------------------------------|------------|
| 1. Terms and Conditions of Employment | Annexure A |
| 2. Compensation Break-up | Annexure B |
| 3. Summary of Benefits | Annexure C |
| 4. Performance Pay | Annexure D |

Please read all these documents carefully and follow the instructions meticulously. In case you require any clarifications, please contact -

Onboarding Team - Tatatechnologies.Onboarding@tatatechnologies.com

Welcome to Tata Technologies. We wish you a long, rewarding and fulfilling career and look forward to your joining us.

With Warm Regards,

**Rambabu Srinivas
Sr. VP and Global - TA and RMG**

Page 1 of 9

TATA TECHNOLOGIES

Registered Office 25, Rajiv Gandhi Infotech Park, Hinjawadi, Pune, 411057 India

Tel: +91-20- 66529090; Fax: +91-20-6652 9095

CIN No U72200PN1994PLC013313



Annexure "A"
Terms and Conditions of Employment

FOR:

Mr. Aaryan Pethe,
24 Rajaram Soc, Behind
Royal Orchid Center,
Vadodara ,Gujarat- 390020

In pursuance to our discussions with you on offering you a position with Tata Technologies, we are pleased to present you our appointment letter based on the following terms and conditions.

1. Designation & Work location

You will be designated as **Associate – HRBP** based at **Pune**. Please note however, that the company reserves the right to later transfer its employees to any other department or location, based on organizational needs.

The company also reserves the right to transfer its employees to any unit(s)/ department(s) or office(s) of the company or of its Affiliates and / or the office of the Company's Customer ("Work Location"), other than the location an employee is initially hired to work for.

2. Remuneration

Your Annual Total Cost to Company shall be of **INR 540,342 (Rupees Five Lacs, Forty Thousand, Three Hundred and Forty-Two Only)**. You will be paid your remuneration on the 1st day of the subsequent month through a bank transfer broken into twelve equal instalments or proportionately for lesser period based on your attendance accrued. In case of adverse market conditions, depending upon its impact on Company performance, the company reserves its rights to modify, reduce and alter your compensation & benefit structure consistent with its overall policy by giving you advance notice.

3. Performance Pay

The Performance pay has been divided into two components towards individual performance and company's performance. The performance review period is April to March. Please refer **Annexure D** for applicable rules.

4. Unauthorized Absence & Alternate Engagement:

Absence for a continuous period of **three days** without intimation is construed as "Unauthorized Absence". This is considered as an act of serious misconduct. You shall devote full time to the work of the Company and shall not undertake any direct/indirect business or any other assignment whether honorary or remunerative or accept any reward except with prior written permission of the Company.

Any violation of the above invokes disciplinary action and may lead to termination of employment.

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5. Income Tax

All payments received by you from the Company are subject to Income tax deducted at source as per the Income tax rules applicable from time to time. However, the onus to satisfy your Assessing Officer regarding your tax liability shall exclusively lie with you.

6. Benefits

In addition to the above, you will be entitled for various benefits & perquisites enumerated in detail in **Annexure C**. All retirement benefits like gratuity, provident fund and medical benefits shall form part of your total compensation.

7. Superannuation

You shall retire from the services of the Company on attainment of sixty years of age.

8. PTO / Holidays

You shall be governed by the provisions of Paid Time Off (PTO) policy.

9. Code of Conduct

With the acceptance of this letter, you will undertake to abide by the guidelines of the Tata Code of Conduct (TCOC) and will be required to demonstrate appropriate behavior towards its adherence and cherish the values propagated by the Company.

10. Background Check

The Company reserves its right to engage a professional agency to verify information provided by you in your application or thereafter. If a background check raises doubts on any of the details furnished by you, and the Company feels the need to further validate such facts, the Company may ask you for any further information and documents as it deems necessary, to substantiate information you have provided earlier.

If the background checks fail to confirm authenticity of any of the above-mentioned information, the Company reserves the right to withdraw this employment offer or terminate your services immediately and recover/withhold any sums paid/due to you that was rightly not payable, had the absence of authenticity been known prior to your joining the services of the Company.

11. Probation Period

Your confirmation is subject to successfully completing your probation period which is **6 months from your date of joining**. All policies and benefits will remain the same during this period.

12. Separation

Your appointment post confirmation of probation is subject to termination with three months' notice by you or by the Company. You should be fully available for company work during the notice period. Absence of notice period of three months or part thereof, invokes a payment of three months' basic salary or part thereof by you to the Company or by the Company to you, as the case may be, in lieu of the notice period. However, accepting a notice period less than three months is entirely at the Company's discretion. The Company is not under any compulsion to accept an employee's offer to surrender the basic salary in lieu of notice period or part thereof.

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13. Data Protection and Privacy

You shall not divulge to anyone, whether a direct competitor or otherwise, by word of mouth or otherwise any particulars or details of our security source code, security arrangements and administrative and / or organizational matters whether confidential, secret or otherwise, which you may acquire during the course of your employment with the Company. You shall also use your best endeavor to prevent the disclosure, communication and publication of any confidential information.

On joining, you will be required to sign the 'Confidential Non-Disclosure Agreement' which shall form part of the appointment letter and terms incorporated herein by reference. The Company reserves the right to initiate legal action against you in case of breach of the Individual Confidential Non-Disclosure Agreement

You further give your explicit consent that Tata Technologies may transfer any of your personal data to any other company within the Tata Technologies Group of Companies globally, in connection with the conduct of business. You also give your explicit consent to Tata Technologies disclosing your personal data limited to that required for the purposes of performing your job for clients, potential clients, suppliers, and other third parties that you may have reason to be in contact with in pursuance of your job.

It is essential that your personal records are accurate and kept up to date. It is your responsibility to notify the HR department and update the information in Personal Information Tab in Employee Self Service Portal.

14. Conflict of Interest

In the event of your decision to sever the relationship with the Company, you shall ensure that your new assignment does not conflict directly or indirectly with the interest of the Company and/or customers with whom you were engaged during the employment with the Company.

15. Medical Fitness

Your appointment and continuance of your employment with the Company is subject to you being physically fit to carry out the jobs assigned by the Company. We presume that the validity of answers you gave in our "Candidate Self Declaration" under Application Form still prevail. If this presumption is incorrect, on account of any medical condition that developed subsequently, you are obligated to declare this before joining. You undertake to inform your Reporting Manager & HR Manager immediately if any serious medical conditions arise whilst in service.

Any concealment of correct & up-to-date information will be treated as a breach of trust and invoke disciplinary action and possible dismissal from services.

15. Separation

Your appointment is subject to termination with three months' notice by you or by the Company. You should be fully available for company work during the notice period. Absence of notice period of three months or part thereof, invokes a payment of three months' basic salary or part thereof by you to the Company or by the Company to you, as the case may be, in lieu of the notice period. However, accepting a notice period less than three months is entirely at the Company's discretion. The Company is not under any compulsion to accept an employee's offer to surrender the basic salary in lieu of notice period or part thereof.

Notwithstanding what has been mentioned above, the Company may also terminate your appointment with immediate effect and without notice period, if you are found guilty of serious misconduct.

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16. General

This appointment letter shall supersede all other terms and conditions, agreements, service conditions, practices, usages & customs in the past whether expressed or implied. If the terms and conditions are acceptable to you, we ask you to kindly accept the copy of this appointment letter within 3 days to the Company. In case we do not receive a formal acceptance within above mentioned period, this appointment letter will be treated as cancelled unless your joining date is extended in writing by the Company.

This offer is subject to clearing the background verification process and submission of pre-employment documentation as requested by Tata Technologies Ltd. within 7 days of issuance of the offer. In case of any non-compliance in submission of documents and discrepancy found as a result of Background Verification, the company retains the right to revoke the offer issued.

Please visit <https://www.tatatechnologies.com/in/careers/offer-validation/> to validate your offer letter using the Offer ID mentioned in the letter.

You will be governed by existing and newly introduced policies as amended from time to time.

By joining the company, it is presumed that you have accepted all terms and conditions of this appointment letter.

While welcoming you in the family of Tata Technologies, we hope you would excel in your endeavors and add value to yourself and the Company.

Welcome onboard.

Yours faithfully,

Vibhanshu Agnihotri

Global Head - Performance and Rewards

I have read the appointment letter and accept the terms and conditions set out and shall abide by the same. I will join the Organization effective: **August 18, 2022.**

I further agree that I have carefully considered and obtained appropriate counsel, wherever necessary on the nature and extent of the restrictions, rights and remedies conferred upon the Company under this appointment letter and hereby acknowledge and agree that the covenants contained in this agreement are supported by good and valuable consideration, are reasonable in time and are reasonably necessary to protect the legitimate business interests of the Company.

Name:

Signature of the candidate:

Date:

Place:

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CIN No U72200PN1994PLC013313



Annexure "B"
COMPENSATION COMPONENT

Name	Aaryan Pethe	
Location	Pune	
Grade	L1.1	
COMPONENT		Annual
Consolidated salary (Basic Salary)		157,500
House Rent Allowance (HRA)		63,000
Statutory Bonus		24,000
Flexible Benefits Plan*		227,699
Provident Fund Contribution (Employer)		21,600
Gratuity		7,576
Superannuation Allowance/ Pension Scheme		23,625
Total Fixed Compensation		525,000
Performance Pay / Sales Incentive		-
Cost to Company (CTC)		525,000
Insurance Premium Paid by Company		
Group Medical Insurance		13,656
GPA & GTL Insurance & EDLI		1,686
Total Cost to Company (TCTC)		540,342

Note:

***Flexible Benefit Plan**

Please refer FBR Policy guidelines on India HR Policy Portal for details on limits under each component.

- Leave Travel Assistance
- Children Education Allowance
- Children Hostel Allowance
- Telephone Bills Reimbursement
- Mobile Handset Reimbursement
- National Pension Scheme
- Group Term Life Insurance (Top-up)

(Unallocated FBP Amount will be shown under Special Allowance.)

***Superannuation Allowance / Pension Scheme - Employee will have two options to choose (1) To join Superannuation Pension Scheme. Once you have chosen the option, you will not be allowed to change or (2) To get Superannuation Allowance on monthly payout basis which is subject to tax.

Note: You will be governed by existing and newly introduced policies as amended from time to time.

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Annexure "C"
Summary of Benefits

We are committed to the health and overall well-being of our employees. We constantly strive to improve and bring better benefits for our employees. Here are some of the domain wise benefits that you can avail of to achieve a better work-life environment.

(A) Wellness:

1. Group Medical Insurance Policy

Employees and their dependents are covered with a Medical Insurance policy for Hospitalization. A basic cover is provided at company's cost. However, there is a provision to take additional cover at your cost. There are several other benefits under our medical policy. Please visit our intranet site for complete details.

2. Group Personal Accident Insurance Policy

All our employees are covered under a 24X7 Accident insurance coverage (Premium paid by company).

3. Group Term Life Insurance Policy (including Government mandated EDLI cover)

All our employees are covered under a Term Life Insurance Policy (Premium paid by company) with basic cover. However, there is a provision to opt for top up coverage (Premium to be borne by employee). Additionally, you will also be covered by the EDLI scheme

(B) Asset Creation

Car Policy

Employees in grade L2 and above will be covered under Car Lease policy.

(C) Personal Development:

1. Training

We have an elaborate program to cover employees with class-based training as well as on job training on technical and cognitive needs.

(D) Maternity Benefit:

Women employees will be entitled for Maternity Benefit as per Maternity Benefit (Amendment) Act, 2017.

Note: The Management has the right to modify / change / delete any or all of the above benefits without prior notice.



Annexure "D"
Performance Pay

Introduction

All the employees of the Company in grade L2 and above have a certain percentage of their CTC as Performance Pay (PP). Performance pay is disbursed by the Company based on Individual employee performance and Company's performance. Individual performance (IP) is measured based on appraisal rating of the employee and Company's performance (CP) is measured based on the performance of the Company for particular financial year under review.

Eligibility and payment mechanism

1. Employee's PP eligibility for a given year is as per the compensation letter given to individual employee.
2. Employees on the rolls of the Company as on disbursement date for the period will be entitled for performance pay.
3. To align uniform variable, pay disbursement at all levels and at all territories, Company portion of performance pay will only be paid if Company achieves a minimum performance as defined under the Performance Pay Policy. This is to align uniform PP disbursement to all levels, all divisions and all territories with uniform compensation practices.
4. For employees joined in middle of appraisal year, performance pay will be paid on a pro-rata basis from date of joining till 31st March.
5. In case of retired employees during the appraisal year, performance pay will be paid on a prorated basis till the date of retirement.
6. For employees on Tata group transfer, performance pay will be paid on a pro-rata basis till the date of transfer and based on last performance rating.
7. For employees transferred/long term deputation to associate companies of Tata Technologies, performance pay will be paid on a pro-rata basis for the period served in Tata Technologies, India.
8. Individual performance portion of performance pay payment will be based on the individual performance rating linked to a payout range.
9. Company performance portion will be declared by Compensation Committee at its sole discretion after adoption of accounts by Board of directors.

COCHLEA PUNE
For Hearing & Speech

Society Reg. No. Maharashtra 213-2000-Pune Dated 22.2.2000
Public Charitable Trust, Reg. No. -F-17252-Pune Dated 30.8.2000
F.C.R.A. Reg. No. 083930399. PAN NO: AAATC 5056E
Authorized Implementing Agency Under ADIP Scheme (Govt. of India)
Income Tax Exemption under section 80G IT Act.

Shivsagar Society,
161 A Modi Baug,
Ganeshkhind Rd.
Near Mhasoba Gate,
Shivajinagar, Pune 411016.
020-25519099
E-mail- cochlea_pune@yahoo.co.in

Date: 23/11/2020

To,
Ms. Trupti Kohinkar
More Shramik Vasahat,
Near Mamasahab Modol College,
Shipai Chawl,
Kothrud,
Pune- 411038

OFFER LETTER

Sub.: Letter of offering a position of MIS and documentation Officer in Cochlea Pune for hearing and speech.

Dear Trupti Kohinkar,

With reference to your application and the subsequent interview you had with us, we are pleased to offer you the full time position of a MIS and documentation Officer in Cochlea Pune for Hearing and Speech.

It is in our opinion that your abilities and experience will be the perfect fit for our work. In this role you will be required to do over the work as mentioned in job description. If you accept this offer, Please find the terms and conditions of our new employment contract below.

- **Position:** You will be working as a MIS and documentation Officer and will work for "Cochlea Pune for hearing and speech" and reporting to the authorities from the same.
- **Probation period:** The period of probation will be of 3 months starting from joining date.
- **Contract period:** The period of contract will be of 16 months starting from joining date.
- **Working:** Your days of work are Mondays to Saturday and time will be 9.30 am to 6.30 pm.

...1...

COCHLEA PUNE For Hearing & Speech

Society Reg. No. Maharashtra 213-2000-Pune Dated 22.2.2000
Public Charitable Trust, Reg. No. -F-17252-Pune Dated 30.8.2000
F.C.R.A. Reg. No. 083930399. PAN NO: AAATC 5056E
Authorized Implementing Agency Under ADIP Scheme (Govt. of India)
Income Tax Exemption under section 80G IT Act.

Shivsagar Society,
161 A Modi Baug,
Ganeshkhind Rd.
Near Mhasoba Gate,
Shivajinagar, Pune 411016.
020-25519099
E-mail- cochlea_pune@yahoo.co.in

...2...

- **Compensation:** Your gross salary will be Rs.15,000/- (Rupees fifteen thousand only) per month, all inclusive.
- **Joining:** We expected you to join us on 25th November 2020.

By signing and returning this letter you will confirm your acceptance of the offer. Please response no later than November 24, 2020.

We look forward to having you on our team. After confirming the offer you will be given an appointment letter with terms and conditions. We hope that your relationship with us will be mutually beneficial, pleasant and fulfilling. If you have any questions please feel free to reach out at your earliest convenience.

Sincerely,

Cochlea Pune for Hearing and Speech.



A handwritten signature in black ink.

Trupti Ramesh Kohinkar



16

April 2, 2021

Ishani Kolhatkar
1727 Sadashiv Peth,
Venunad Apartments
Pune-411030

Dear Ishani,

We are pleased to appoint you as Management Trainee – Corporate Social Responsibility with Tata Autocomp Systems Limited, on the following terms and conditions:-

You will be on training for a period of one year from the date of commencement of your employment. Trainees shall be confirmed in writing by the company subject to satisfactory performance during this period.

At present you will be posted at our Pune Office. However, your services are liable to be transferred to any other department, work sites, offices, branches, factories associate or group companies anywhere in India/outside India depending upon the exigencies of work.

Matters pertaining to your remuneration are treated in strictest of confidence by the Company and the same is expected on your part. You shall maintain complete confidentiality in all the information herein disclosed to you. Any inconsistent action by you involving a disclosure of these details will attract strict disciplinary action.

Your appointment is subject to your being certified fit by our Medical Officer and clearance of Background Verification.

You will join the Services of the Company on April 19, 2021. You are requested to bring the following documents along with you, at the time of joining.

- (a) A photocopy of Certificates each of proof of Age, Qualification and Experience.
- (b) Five copies of your recent Identity Card size & one copy of stamp size color photograph.
- (c) A photocopy of Relieving letter from your previous Employer.
- (d) Photocopy of documents showing account number of Provident Fund & Family Pension Account if any.

Please contact HR Department at 10.00 a.m. on the date of joining, to complete the joining formalities.

Please sign and return a duplicate copy of this letter in token of your acceptance of the terms contained herein and let us know the date on which you will join our services.

We look forward to having a long-term association with you.

Yours faithfully,

FOR TATA AUTOCOMP SYSTEMS LIMITED

Deepak Joshi

Vice President - Group Human Resources

I have read and understood the terms and conditions mentioned above and in the annexure I and II. I undertake that there would be no breach of this confidentiality agreement. I hereby accept the engagement on the said terms and conditions. By accepting this offer, I authorize TATA Autocomp Systems to verify the documents from an outside Background Screening Agency, which includes my current/previous Employment history, Educational / Professional Credentials and my Criminal background check.

Signature and name:

Date:

03 May 2021

Ishani Meghashyam Kolhatkar

TATA AUTOCOMP SYSTEMS LIMITED

CIN: U34100PN1995PLC158999

Registered Office TACO House Plot No. 20/B Damle Path Off Law College Road Pune 411 004 Maharashtra India
Tel 91 20 6608 5000 Fax 91 20 6608 5034 website www.tataautocomp.com



SERVICE CONDITIONS FOR EMPLOYEES IN STAFF AND EXECUTIVE GRADES

INTRODUCTION AND SCOPE

The Service Conditions are intended to give a clear understanding of the conditions and regulations of employment at TATA Autocomp Systems Limited and its group companies. Some parts of this annexure are descriptions of standards and expectations and are intended to guide employees. Other parts are rules and regulations governing the employment in the Company. In the spirit of continuous improvement, the service conditions may be modified at any time. In this event, all concerned employees will be communicated about the same from time to time. These conditions are applicable to all employees in the Staff and Executive grades working in TATA Autocomp Systems Limited and its group companies/offices in India.

LEAVES AND HOLIDAYS

All employees are eligible to avail leave as per the leave rules applicable to the business unit / office to which they belong to. Employees are entitled to 8 paid holidays during the Calendar Year. The paid holidays for a calendar year will be announced prior to the commencement of the calendar year.

SHIFT TIMINGS, HOURS OF WORK & WEEKLY HOLIDAY

The working hours and the weekly offs depend on the business unit / office to which the employee belongs to.

DUAL EMPLOYMENT

The employees are expected to be in full time employment of the organization and therefore shall not engage in any other profession or business unless it's consented by the company in writing.

TERMINATION OF EMPLOYMENT

Depending on the category of employment of an employee, such employment is terminable by issuing a notice of one month for a) trainees during the training period or b) probationers in the grades B1 / C 1 to D3 or c) confirmed employees in the grades B1 / C1 to B3 / C3 and of three months for confirmed employees in the grades D1 and above or payment of Basic Salary in lieu thereof. In case an employee affects such termination by resignation, the employee is required to serve complete notice period before he / she can be relieved from the services of the company. However, relieving from the company will take place after the company is satisfied that proper handing over of papers, documents, information, and assets is completed.

The company will not be liable to pay notice pay in case the appointment is terminated on grounds of (i) Breach of confidentiality (ii) Gross negligence (iii) Violation of law or willful non-compliance of law (iv) Misconduct (v) Violation of the TATA code of Conduct or (vi) Providing false information at the time of appointment.

UPKEEP AND MAINTENANCE OF ASSETS

The employees are responsible for safe keeping and return in good condition and order the company's property and / or equipment which they may be given or handed over for official use. The employees will return forthwith, as and when called upon to do so, in good condition and order, all property and / or equipment which may have come into their possession during the course of the employment.

LOCATION OF POSTING AND TRANSFERABILITY

An employee is liable to be transferred to any department, work site, office, branch, factory, associate or group companies within India / outside India depending upon the exigencies of work.

Ishani Kolhatkar



CONFIDENTIALITY AND NON-DISCLOSURE

An employee shall not disclose without written consent, any trade secret or confidential information concerning the financial arrangements or position of the Company or any of the dealings, transactions or affairs of Company's business. Without prejudice to the generality of this clause, the confidential information of the Company includes information concerning client lists, business, databases, marketing plans and strategies, sales, pricing and margin information, and everything else marked "Confidential" or which is otherwise indicated, explicit or implicit to be subject to an obligation of confidence.

Any commitment given by the Company, to third parties including collaborators, customers, and suppliers regarding confidentiality of information available to an employee will become automatically binding on such employee. This confidentiality obligation will be applicable during the employment and also beyond cessation thereof. Employees will have to give an undertaking to the company to ensure Protection of Intellectual Property Rights and Confidentiality provisions as mentioned above.

An employee may publish any articles or deliver any talk or be associated with any organization pertaining to his / her profession only with a prior written consent of the company.

INTELLECTUAL PROPERTY

It is a condition of the employment that the Company is the owner of all copyright and all other intellectual property rights of whatever nature in work, computer programs, and other projects incorporating intellectual property, which are created or developed by the employees during their employment.

To the extent that, by law, the employee does not have any legal or equitable interest in any work, including any computer program, databases, documents, artwork, film, or sound recording created or developed pursuant to the employment with the Company, the employee hereby irrevocably and unconditionally assigns to the company all intellectual property rights including copyright, in all such works.

RETIREMENT AGE

All employees shall retire from the services of the company on attaining the age of 60 years. Any extension to the employment beyond the age of 60 years shall be with mutual consent and on terms and conditions as agreed.

POLICIES AND PROCEDURES

All employees are liable to conform to Company policies and procedures, rules and regulations, discipline and general work practices, which are subject to change from time to time.

TATA CODE OF CONDUCT

All employees are required to adhere to the Tata Code of Conduct. The employees are required to sign a declaration in the requisite format undertaking adherence to the Tata Code of Conduct.

JURISDICTION

Any disputes arising out of and / or relating your employment with the company shall be subject to the jurisdiction of city of Pune only.

Ishani Kolhatkar



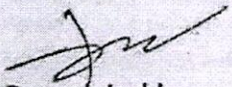
Annexure II
Compensation Structure

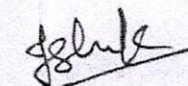
Name: Ishani Kolhatkar
Grade: Management Trainee

S. No.	Components	Per Month	Per Annum
A	GROSS PAY COMPONENTS		
1	Basic Salary	21,050	252,600
2	House Rent Allowance	6,315	75,780
3	Conveyance Allowance	1,600	19,200
4	Medical Allowance	1,250	15,000
5	Leave Travel Allowance	1,754	21,050
6	Personal Pay	2,651	31,812
A	Total Gross pay	34,620	415,442
B	ANNUALIZED RETIRALS		
1	Provident Fund - Employer Contribution		30,312
2	Gratuity Provision		12,150
B	Total Annualized Retirals		42,462
C	REWARD		
1	Training Completion Reward		42,100
C	TOTAL Reward		42,100
TOTAL COST TO COMPANY (A + B + C)			500,004

Training completion reward will get after completion of one year training period.

FOR TATA AUTOCOMP SYSTEMS LIMITED


Deepak Joshi
Vice President - Group Human Resources



Ishani Kolhatkar



Guide to the structure of compensation and benefits in the grade Trainees

Following are the components included in the compensation and benefits structure in Trainees:

BASIC SALARY

The Basic Salary is the most important component of the compensation structure. The employer's contribution to the Provident Fund, Superannuation and provision for the Gratuity are calculated based on this amount. This component is also linked to the House Rent Allowance, Medical Allowance, Leave Travel Allowance and Performance Incentive.

HOUSE RENT ALLOWANCE

House Rent Allowance (HRA) is the component of the compensation structure which is aimed towards providing the employee with an amount capable of meeting the payment of monthly rents. In the compensation structure, the employee's eligibility is 30% of the employee's Basic Salary.

CONVEYANCE ALLOWANCE

This is an amount which the employee can use for commuting between residence and the work-place. Income tax exemption will be applicable as per the present Income tax rules.

MEDICAL ALLOWANCE

This is an amount which is provided to the employee as an advance amount to meet the expenses for medical treatment of the employee or the dependent family members. The employee is required to submit original bills as a proof of having incurred the expenses to be eligible for exemption from Income tax. As per the current income tax rules such expenses incurred by the employee up to Rs. 15,000 per annum are exempted from Income tax. In the compensation structure, the employee's eligibility per annum is equivalent to Rs.15,000.

LEAVE TRAVEL ALLOWANCE

Leave Travel Allowance is an amount which the employee can claim towards reimbursement of expenses incurred in travel to and fro a place where an employee went on vacation. The taxability of this allowance is as per the applicable Income Tax rules. In the compensation structure, the employee's eligibility per annum is equivalent to one month's Basic Salary.

PROVIDENT FUND CONTRIBUTION

This amount indicates the employer's contribution to the Employee's Provident Fund account and the Family Pension Scheme. Such an amount is typically 12% of the employee's Basic Salary

GRATUITY CONTRIBUTION

This amount is the employer's provision towards gratuity. Such an amount typically is 4.81% of the employee's Basic Salary. The benefits to the employee will be as per the employer's Gratuity Scheme where available, which is built based on the rules of Payment of Gratuity Act or as per the Payment of Gratuity Act, where employer's scheme does not exist.

Ishani Kolhatkar



AMENDMENT TO THE COMPENSATION AND BENEFITS STRUCTURE

The company reserves the right to modify the structure time to time depending on need. The employee shall be intimated about the changes as required.

Apart from the above compensation structure, the company provides additional benefits. A few of them are listed below:

- Medical Insurance, which the organization is paying an external agency for the insurance coverage for the employee, the spouse, two children.
- Group Personal Accident Insurance, which the organization is paying an external agency for the accident insurance of the employee.
- Any other insurances taken by the company on behalf of the employee.
- Any other welfare measures undertaken by the company for the benefit of the employee.

A handwritten signature in black ink, appearing to read 'Ishani Kolhatkar', written over a horizontal line.

Ishani Kolhatkar



31 July, 2024

To,
Kaustubh Narendra Ovhal
Pune, Maharashtra

Offer Letter as Digital Empowerment Facilitator

Dear Kaustubh,

We are glad to inform you that you have been selected for the position of **Digital Empowerment Facilitator** at Lighthouse Communities Foundation.

Please find the break-up for compensation below:

Components	Monthly	Annual
Basic	15000	180000
HRA	2500	30000
Special Allowance	-	-
Gross Salary	17500	210000
Total Deduction		
Employee Provident Fund	1800	21600
Employee ESIC	132	1586
Professional Tax [^]	200	2500
Income Tax (As per tax slab)		
Total	2132	25686
Net Pay	15368	290300

Additional benefits from the employer:

Components	Monthly	Annual
Employer Provident Fund	1800	21600
Employer ESIC	569	6825
Mobile Reimbursement	300	3600
Projected Cost to Company	20169	242025

Note:

- In the month of February, INR 300 will be deducted towards Professional Tax .
- Mobile reimbursement is subject to the submission of accurate bills on a monthly basis and will be reimbursed based on actuals, with a maximum cap of INR 300.

LIGHTHOUSE COMMUNITIES FOUNDATION
(formerly Pune City Connect Development Foundation)

The Lighthouse Complex, Spicer College Road,
Aundh, Pune - 411007, Maharashtra.
CIN No: U74999PN2011NPL139899.

+91 84848 15943
contact@lighthousecommunities.org
www.lighthousecommunities.org



By accepting this letter of offer, you acknowledge and agree to the following:

- **Your fixed-term employment will start on 01 August 2024 and ends on 31 March 2025.** The duration of the employment may be extended based on the status of the project at that time and upon mutual discussion at the end of the above-stated duration.
- **Your designation will be Junior Executive, L1 (refer to the level structure in Annexure 2).**
- **You will be based in Janata Vasahat, Pune** as per the requirements of the project.
- **You will report to the Centre Head.**
- It is agreed that the number of days which you will put in for completing this employment will be 9 hours per day, and working days will be 5.
- You will be eligible for 9 Public Holidays, out of which 3 days will be mandatory, and the balance are Optional holidays. Optional Holidays must be informed within a week to the Centre Head/Reporting Manager. The cycle followed the same from April to March of every year.
- Maintain strict confidentiality for information which you may have access to, obtained or shared intentionally or unintentionally with you including but not limited to prices, policies and procedures, know-how, technical, financial information, personally sensitive information, strategies, etc.
- You shall abide by all the rules and regulations, policies of the company applicable from time to time.
- You shall serve the notice period of 1 months or 1 month salary in lieu thereof in case of termination of the agreement. Early relieving by compensating is at the discretion of management. You shall not be eligible for any leaves during the notice period.

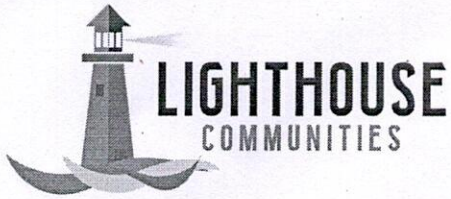
However, in the event of your being guilty of misconduct or in attention or negligence in the discharge of your duties or in the conduct of the Company's business, or such misdemeanor which is likely to affect, or affects the reputation of the Company's working or of any breach of the terms and conditions herein, the Company reserves its right to terminate your services at any given point of time, with immediate effect, without any compensation or notice.

- You will devote your full attention exclusively to the duties entrusted to you from time to time by the organisation and while in service of this organisation you will not work for any person or organisation in any capacity either for consideration or otherwise, nor do any private business without obtaining prior permission of the organisation in writing.

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(formerly Pune City Connect Development Foundation)

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www.lighthousecommunities.org



You are required to kindly sign and return the duplicate copy of this letter as a token of your acceptance of the offer letter.

Wishing you a long and mutually beneficial association with us.

Yours sincerely,

Shreya Verma
Manager – Human Resources
Lighthouse Communities Foundation

Accepted and Agreed

Date:

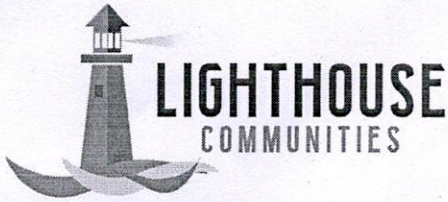
Signature:

Name:

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Annexure 1

Variable Pay Structure

Bands	Levels	Variable Pay %
A. Executive	Junior Executive L1	0%
	Executive L2	0%
	Senior Executive L3	0%
B. Manager	Assistant Manager L4	5%
	Manager L5	5%
	Manager L6	7.5%
	Senior Manager L7	10%
C. Director	Director L8	12.5%
	Director L9	15%

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Annexure 2

Level wise Band structure

Band	Level (Sub Levels)	Competency
A. Executive	Jr. Executive L1	Execution of repetitive work, individual contributor, manages stakeholders with support.
	Executive L2	Execution of work that requires cognitive skills, individual contributors, manages stakeholders independently
	Senior Executive L3	Plans and executes work that requires cognitive skills, individual contributor, manages stakeholders independently
B. Manager	Assistant Manager L4	Planning and Execution, individual contributor, forms and manages partnerships with stakeholders, technical knowledge of the domain
	Manager L5	Strategy, Planning and execution, leading and supervising teams and stakeholders
	Manager L6	Strategy, Planning and execution, leading and supervising teams and stakeholders, applies business analytics, manages programs at scale
	Senior Manager L7	Strategic direction at the department level as per emerging trends, leads large teams and stakeholders, drives culture
C. Director	Director L8	Reporting to CXO level, driving strategy and implementation at Regional/National level
	Director L9	Reporting to the CEO , driving strategy and implementation at National level



Lata Mangeshkar Medical Foundation's
Deenanath Mangeshkar Hospital & Research Center
 Erandawane, Pune 411 004. Tel : 020 40151000 / 49153000
 Email : info@dmhospital.org, Website : www.dmhospital.org



DMH/HR/2022/28968

Date: 01-Feb-2022

To,
 MR. MUKESH RAJENDRA THOKE
 ROOM NO.3 SHRI SHANTINIKETAN APPT.,
 CANOL ROAD, RAHUL NAGAR,
 CHERPOLI, THANE - 421601.

LETTER OF APPOINTMENT

1. With reference to your application and subsequent interview, we are pleased to inform that you are selected for employment in our organisation on the following terms and conditions:

- a. Your designation will be " **JUNIOR MEDICAL SOCIAL WORKER** " (Full / Part Time).
- b. **Reporting:** You will be accountable to **MANAGER EMERGENCY ROOM** or to any other person as authorized by the hospital. A separate sheet is attached herewith which describes your job responsibilities (Please refer attached sheet).
- c. You will be on **probation** for a period of **six / three months** w.e.f. **01-Feb-2022**, which may be extended or determined earlier at the discretion of the management. Unless confirmed in writing, you will be deemed to be continuing on probation even after expiry of the probationary period or the extended period of probation.
- d. You would be confirmed in the services of the organisation after objective **assessment of your performance during probation period.**
- e. During the probation period, you will be paid a **Gross salary** of **Rs. 16200 (Rupees Sixteen Thousand Two Hundred Only)** per month. You will also be eligible for Contributory Provident Fund as per the rules. The break up of your salary is as under:

i	Basic	-	6600	p.m.
ii	DA	-	7000	p.m.
iii	House Rent Allowance	-	680	p.m.
iv	Educational Allowance	-	0	p.m.
v	Transport Allowance	-	1920	p.m.
vi	Special Incentive	-	0	p.m.
	GROSS SALARY	-	16200	

*: Management reserves the right to bifurcate the salary, merging or bifurcating with any other allowance(s)

M. R. Thoke