



Hod Auto <hodauto@rmcet.com>

Fwd: Job Offer from Adroit Enterprises

2 messages

VIRAJ BHOJANE <virubhojane327@gmail.com>
To: dongarevk@rmcet.com, hodauto@rmcet.com

Tue, May 23, 2023 at 11:38 AM

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

From: <hr@adroit-enterprises.com>

Date: Mon, 22 May, 2023, 13:19

Subject: Job Offer from Adroit Enterprises

To: <virubhojane327@gmail.com>

Cc: <tnp@rmcet.com>

Dear Viraj Bhojane,

Congratulations on your selection from Adroit Enterprises, Pune .

We are delighted to offer you the position of Trainee Design Engineer with our design department with an anticipated start date of 10th June

23

To accept this offer, please email me at hr@adroit-enterprises.com by 26th May 2023.

We are excited about the possibility of you joining Company. If you have any questions, please contact me directly via phone or email.

Thanks & Regards

Bhagyashri Vakil

Adroit Enterprises

HR Department

Phone – 8378958215 / 9960635752

Email -hr@adroit-enterprises.com

Website - www.adroit-enterprises.com

TnP RMCET <tnp@rmcet.com>

To: Hod Auto <hodauto@rmcet.com>, vaibhav dongare <vaibhavdongare@gmail.com>

Wed, May 24, 2023 at 1:48 PM

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

From: <hr@adroit-enterprises.com>

Date: Wed, May 24, 2023, 11:57 AM

Subject: RE: Job Offer from Adroit Enterprises

To: VIRAJ BHOJANE <virubhojane327@gmail.com>

Cc: <tnp@rmcet.com>, <nachiket@adroit-enterprises.com>

Dear Viraj,

Thank you for accepting the job offer for the position of Trainee Design Engineer at Adroit Enterprises.

We appreciate your prompt response. We will be in touch with you shortly to provide you with all the necessary information and documents regarding your employment.

Thanks & Regards

Bhagyashri Vakil

Adroit Enterprises

HR Department

Phone - 8378958215

Email -hr@adroit-enterprises.com

Website - www.adroit-enterprises.com

From: VIRAJ BHOJANE <virubhojane327@gmail.com>

Sent: 22 May 2023 13:55

To: hr@adroit-enterprises.com

Cc: tnp@rmcet.com

Subject: Re: Job Offer from Adroit Enterprises

Respected Sir/Madam

Thankyou for considering me for this role in adroit enterprises . I am grateful for this opportunity.

Im looking forward to work with your organization. Im happy to start from 10 june 2023 before that i kindly request you to share me more details about the job position and working hours and other details.

Im looking forward to working with adroit enterprises.

Thank-you

Sincerely

Viraj Bhojane

virubhojane@gmail.com

[Quoted text hidden]

Unit I : S.NO. 15, HISSA 3/2-A, VILLAGE NANDED,
NANDED PHATA,PUNE – 411041.

Unit II: S.NO. 6B, VILLAGE MAUJE KASURDI,
TAL- BHOR,DIST.- PUNE 412205



M/S. ADROIT ENTERPRISES

To,

12/07/2023

Bhaskar Rajesh Sawant

A/p Dewoolwadi Banda,

Sindhudurg, Sawant wadi,

Maharashtra 416511

SUB: Appointment for the post of **Trainee Assembly Engineer**.

Dear Mr. Bhaskar,

We are pleased to offer you, the position of **Trainee Assembly Engineer** in Assembly Department with **Adroit Enterprises** on the following terms and conditions.

1. Your employment will be effective, as on **07/07/2023**

You will be on Training Period for one year from the Joining Date and after successful completion of Training Period, you will be made permanent, if the performance found satisfactory.

2. Your salary for Training period is Rs. **15,500/- p.m.**
3. You are entitled for the Provident Fund and Leaves after confirmation.
4. Bonus is applicable in Training Period.
5. Notice period will be of two months.
6. Your services will be terminated if found your involvement in any misconduct or harmful behaviour against interest of the company
7. your health will cover by Accident Policy of Rs. 3,00,000/-
8. your health will cover by Mediclaim policy of Rs. 2,00,000/-

Please confirm your acceptance of this contract of employment by replying on mail.

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

ADROIT ENTERPRISES

HR Department.

Unit I : S.NO. 15, HISSA 3/2-A, VILLAGE NANDED,
NANDED PHATA,PUNE – 411041.

Unit II: S.NO. 6B, VILLAGE MAUJE KASURDI,
TAL- BHOR,DIST.- PUNE 412205



M/S. ADROIT ENTERPRISES

To,

12/07/2023

Bhushan Parshram Anbhavane

A/p Mond Malegaav Veer

Anbhavane Wadi

SUB: Appointment for the post of **Trainee Assembly Engineer**.

Dear Mr. Bhushan,

We are pleased to offer you, the position of **Trainee Assembly Engineer** in Assembly Department with **Adroit Enterprises** on the following terms and conditions.

1. Your employment will be effective, as on **07/07/2023**

You will be on Training Period for one year from the Joining Date and after successful completion of Training Period, you will be made permanent, if the performance found satisfactory.

2. Your salary for Training period is Rs. **15,500/- p.m.**
3. You are entitled for the Provident Fund and Leaves after confirmation.
4. Bonus is applicable in Training Period.
5. Notice period will be of two months.
6. Your services will be terminated if found your involvement in any misconduct or harmful behaviour against interest of the company
7. your health will cover by Accident Policy of Rs. 3,00,000/-
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Please confirm your acceptance of this contract of employment by replying on mail.

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

ADROIT ENTERPRISES

HR Department.



Mercedes-Benz

REF.NO: BUBMPL/HR/23-24/252

Date:27th July, 2023

**Mr. Chinmay Padhye,
3042 Agashe wada, Tilak Lane,
Ratnagiri 415612**

Mr. Chinmay Padhye,

APPOINTMENT LETTER

We refer to our discussions and offer letter dated **25th July, 2023**, and have pleasure in offering you an appointment as **“VPC Incharge”**, in our Car Division, our Company, with effect **27th July, 2023**.

The terms and conditions, as applicable as on date are presented below. Further, the terms and conditions are subject to such rules as are in force and amended from time to time:

1. It is your contractual obligation with the company:

- To diligently, faithfully and to the best of your skill and ability, serve the Company and perform all the duties, entrusted to you from time to time.
- To devote and comply with all orders and directions given to you by the Company and faithfully observe all the Rules, Regulations and arrangements of the Company for the time being in force.
- To devote and give the whole of your time exclusively to your duties with Company and while serving the Company, shall not engage without prior consent in writing of the Company directly or indirectly, with or without remuneration in any trade, business, occupation, employment, service or calling nor shall you undertake any activity which is contrary to or inconsistent with your obligations under this appointment letter. Not directly or indirectly take up any employment or provide any service or carry on any business either in partnership with others or on your own account with any organization, firm or Company, or individual engaged in business similar to or in any way competitive with the employment or business of the Company.



Offer: Computer Consultancy
Ref: TCSL/DT20223114920/Pune
Date: 28/12/2022

Mr. Dhruvesh Baburao Gangapuram
A1-602, Green WorldPatni Road,
Vitawa,
Thane-400605,
Maharashtra.
Tel# -

Dear Dhruvesh Baburao Gangapuram,

Sub: Letter of Offer

Thank you for exploring career opportunities with TATA Consultancy Services Limited (TCSL). You have successfully completed our initial selection process and we are pleased to make you an offer.

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Assistant System Engineer-Trainee** in Grade Y. You will be a part of the application development and maintenance projects across any of the business units of TCSL.

Your gross salary including all benefits will be **₹3,36,877/-** per annum, as per the terms and conditions set out herein. Over and above this, you will also be eligible for Learning Incentives (Readiness Incentive and/or Competency Incentive) basis your performance in TCS Xplore Program which gives you an additional earning potential of upto **Rs.60,000** during the first year. Annexure-1 provides the break-up of the compensation package.

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 7 Days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

After you accept this offer, you will be given a joining letter indicating the details of your joining date and initial place of posting. The Joining letter will be issued to you only upon successful completion of your academic course, you meeting the TCS eligibility criteria & you completing the mandatory pre-joining learning curriculum named TCS Xplore (detailed under Terms &

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TATA CONSULTANCY SERVICES

Tata Consultancy Services Limited

Niyati Tiara, Ground Floor, S.No 103/A/1/129, CTS 1995, Nagar Road, Yerwada, Pune 411 006 India

Tel: 91 20 6608 7777 Fax: 91 20 6608 7107 Website: www.tcs.com

Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021

TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com



Conditions). You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy. Your offer is subject to a positive background check.

COMPENSATION AND BENEFITS

BASIC SALARY

You will be eligible for a basic salary of ₹14,784/- per month.

BOUQUET OF BENEFITS (BoB)

Bouquet of Benefits offers you the flexibility to design this part of your compensation within the defined framework, twice in a financial year. All the components will be disbursed on a monthly basis.

The components under Bouquet of Benefits are listed below. The amounts given here for each of the components below are as per pre-defined structure. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL. To design your Bouquet of Benefits, you may access the link to BoB in the "Employee Self Service" link on "Ultimatix", the internal portal of TCSL. Taxation will be governed by the Income Tax rules. TCSL will be deducting tax at source as per income tax guidelines.

1. House Rent Allowance (HRA)

Your HRA will be ₹5,914/- per month. While restructuring your BoB amount to various components, it is mandatory that at least 5% of monthly basic pay be allocated towards HRA.

2. Leave Travel Allowance

You will be eligible for annual Leave Travel Allowance which is equivalent to one month's basic salary or a pro-rata amount in case you join during the financial year. This will be disbursed on a monthly basis along with the monthly salary. To avail income tax benefits, you need to apply for a minimum of three days of leave and submit supporting travel documents.

3. Food Card

You will be eligible for a Food Card. It can be used to purchase food items at all domestic VISA enabled restaurants and fast food restaurants including TCS cafeterias. As per the Pre-Defined structure you will be eligible for a Food Card with an amount of ₹500/- being credited to this card per month. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL.



PERFORMANCE PAY

Monthly Performance Pay

You will receive a monthly performance pay of ₹1,700/-. The same will be reviewed on completion of your first Anniversary with the company and will undergo a change basis your own ongoing individual performance.

Quarterly Variable Allowance

Your variable allowance will be ₹600/- per month, and will be paid at the closure of each quarter based on the performance of the company and your unit and to the extent of your allocation to the business unit.

Quarterly Variable Allowance is subject to review on your first anniversary and may undergo a change based on the actual performance of the Company, your business unit and your own ongoing individual performance. The payment is subject to your being active on the company rolls on the date of announcement of Quarterly Variable Allowance.

This Pay/Allowance shall be treated as productivity bonus in lieu of statutory profit bonus.

Performance Pay will be effective upon successful completion of the TCS Xplore Programme.

CITY ALLOWANCE

You will be eligible for a City Allowance of ₹200/- per month. This is specific to India and is linked to your base branch. In the event of a change in your base branch this amount may undergo a change. It will stand to be discontinued while on international assignments. This allowance is fully taxable and subject to review.

XPLORE/ LEARNING INCENTIVES

You will be eligible for Readiness Incentive AND/ OR Competency Incentive, basis your performance in TCS Xplore Program. The incentives gives you an additional earning potential of upto ₹60,000 over and above your CTC during the first year. The Learning Incentive pay outs made as per your eligibility are recoverable, if you cease to be employed with TCSL, within 12 months of joining TCSL.

OTHER BENEFITS

Health Insurance Scheme

TCSL brings the benefit of health insurance cover to you and your dependants under the company's Health Insurance Scheme(HIS).

HIS offers the following benefits:

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TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com



1. Basic Cover

i. Entitlement - Includes domiciliary expenses up to ₹6,000/- per insured person per annum and basic hospitalization expenses up to ₹2,00,000/- per insured person per annum.

ii. Premium - Basic premium for self, spouse and three children is entirely borne by TCSL, provided these members are explicitly enrolled by you under the scheme. Additionally, if you wish to cover dependent parents/parents-in-law or remaining children, the applicable premium per insured person is to be borne by you.

2. Higher Hospitalisation

Coverage under Higher Hospitalisation is mandatory. Under this scheme, you and your enrolled dependents will be automatically covered under Higher Hospitalisation benefits.

i. Entitlement - You and your enrolled dependants will be entitled for ₹12, 00,000/- as a family floater coverage towards hospitalisation expenses, over and above the individual basic coverage.

ii. Premium - For Higher Hospitalisation, a part of the premium will be recovered from your salary and the differential premium will be borne by TCSL.

Maternity Leave

Women employees are eligible to avail maternity leave of twenty six weeks. Adopting or commissioning mother, may avail maternity leave for twelve weeks. For more details on the benefits and eligibility, once you join, please refer TCS India Policy - Maternity Leave.

Tata Sons and Consultancy Services Employees' Welfare Trust (TWT)

You will become a member of the TWT, on completion of continuous association of one year from the date of joining TCSL. A nominal annual membership fee of ₹250/- will be recovered from you for the same. The Trust provides financial assistance by way of grants/ loans in accordance with the rules framed by the Trust from time to time for medical and educational purposes and in case of death of members while in service.

Loans

You will be eligible for loans, as per TCSL's loan policy.

Professional Memberships

You will be eligible for reimbursement of expenses towards professional membership as per TCSL's policy.

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RETIRALS

Provident Fund

You will be a member of the Provident Fund as per the provisions of "The Employees Provident Fund and Miscellaneous Provisions Act, 1952", and TCSL will contribute 12% of your basic salary every month as per the provisions of the said Act.

Gratuity

You will be entitled to gratuity as per the provisions of the Gratuity Act, 1972.

TERMS AND CONDITIONS

1. Aggregate Percentage Requirements

Your appointment will be subject to your scoring minimum aggregate (aggregate of all subjects in all semesters) marks of 60% or above (or equivalent CGPA as per the conversion formula prescribed by the Board / University) in the first attempt in each of your Standard Xth, Standard XIIth, Diploma (if applicable) and highest qualification (Graduation/ Post Graduation as applicable) which includes successful completion of your final semester/year without any pending arrears/backlogs. As per the TCSL eligibility criteria, marks/CGPA obtained during the normal duration of the course only will be considered to decide on the eligibility.

As communicated to you through various forums during the recruitment process, your appointment is subject to completion of your course within the stipulated time as specified by your University/Institute and as per TCSL selection guidelines.

It is mandatory to declare the gaps/arrears/backlogs, if any, during your academics and work experience. The management reserves the right to withdraw/revoke the offer/appointment at any time at its sole discretion in case any discrepancy or false information is found in the details submitted by you.

2. Pre requisites for Joining

To enable your readiness to work on assignments upon joining, we have put together a comprehensive learning program named TCS Xplore which is made available to you digitally. This foundation program will include Online learning content, Webinars, practice sessions & proctored assessments. Further to accepting this Offer letter, you are required to enroll for the TCS Xplore Program and start your learning journey with TCSL. TCSL will make Xplore program available for you upon your offer acceptance. Please note that your joining is subject to successful completion of your TCS Xplore program including the proctored assessment. We encourage you to complete your pre-learning, through TCS Xplore, well before your expected date of joining to avoid delays in onboarding.



3. Training Period

You will be required to undergo class room and on the job training in the first twelve months (including the TCS Xperience Programme as set out herein below), during which period you will be appraised for satisfactory performance during/after which TCSL would normally confirm you.

This confirmation will be communicated to you in writing. If your performance is found unsatisfactory during the training period, the company may afford you opportunities to assist you and enable you to improve your performance. If your performance is still found unsatisfactory, TCSL may terminate your traineeship forthwith.

However, TCSL may even otherwise at its sole discretion terminate the traineeship any time if your performance is not found satisfactory. The terms and conditions of the training will be governed by TCSL's training policy. TCSL reserves the right to modify or amend the training policy.

If you remain unauthorizedly absent for a consecutive period of 3 days during the training programme, you shall be deemed to have abandoned your traineeship and your name will automatically stand discontinued from the list of TCS Xperience trainees without any further intimation/separate communication to you.

4. Working Hours

Your working hours are governed by applicable law. You may be required to work in shifts and/or over time depending upon the business exigencies as permitted by law.

5. Mobility

TCSL reserves the right to transfer you at any of its offices, work sites, or associated or affiliated companies in India or outside India, on the terms and conditions as applicable to you at the time of transfer.

6. Compensation Structure / Salary components

The compensation structure/salary components are subject to change as per TCSL's compensation policy from time to time at its sole discretion.

7. Increments and Promotions

Your performance and contribution to TCSL will be an important consideration for salary increments and promotions. Salary increments and promotions will be based on TCSL's Compensation and Promotion policy.

8. Alternative Occupation / Employment

Either during the period of your traineeship or during the period of your employment as a



confirmed employee of TCSL, you are not permitted to undertake any other employment, business, assume any public or private office, honorary or remunerative, without the prior written permission of TCSL.

9. Confidentiality Agreement

As part of your acceptance of this appointment as an employee with TCS you are required to maintain strict confidentiality of the intellectual property rights protected information and other business information of TCS and its clients which may be revealed to you by TCS or which may in the course of your engagement with TCS come your possession or knowledge unless specifically authorized to do so in writing by TCS. This Confidentiality Clause shall survive the termination or earlier determination of this Appointment. The detailed Confidentiality related terms and conditions are set out in Annexure 3.

10. Service Agreement

As TCSL will be incurring considerable expenditure on your training, you will be required to execute an agreement, to serve TCSL for a minimum period of 1 year after joining, failing which, you (and your surety) will be liable to pay TCSL ₹50,000/-towards the training expenditure. Service agreement duration of one year refers to continuous service of 12 months from date of joining TCSL and excludes the duration of Leave without pay (LWP) and/or unauthorized absence, if any.

11. Work in SBWS mode

TCS' Secure Borderless Workspaces (SBWS) is a transformative operating model framework that allows seamless deployment of virtual workspaces in a secure manner that enables flexible working options aligned to its business objectives. You may be required to work either from TCS offices/TCS Client offices or from home (remote working) as per the requirements of the project or group you are assigned to work with and as communicated to you by the Unit HR or your supervisor. You are required to abide by the Policy and / or Guidelines issued by TCS from time to time while operating within this framework. For more details, please refer the Policy / Guideline document on Remote Working.

It is essential that you understand the applicable Policy and / or the Guidelines of such flexible working and ensure adherence to TCS Security Policies/Protocols and Confidentiality obligations at all times.



12. Overseas International Assignment Agreement

If you are on international assignment, you will be covered by the TCS India Policy-International Assignments (from India to other Countries) from the date of placement for an international assignment. Accordingly, you will be required to sign the Overseas International Assignment Agreement/s and any other applicable related documents pertaining to the international assignment for which you are being placed. In case of every international assignment that exceeds 30 days, you will be required to serve TCSL as per the Notice Period clause mentioned below.

This is to ensure that the knowledge and information gained by you during your assignment is shared and available to TCSL and its associates. This transfer of knowledge and information is essential for TCSL to continue to serve its clients and customers better. If you are deputed internationally for training, you will be required to sign an agreement to serve TCSL for a minimum period of 6 months on completion of training.

13. Terms and Conditions

The above terms and conditions are specific to India and there can be changes to the said terms and conditions in case of deputation on international assignments.

14. TATA Code of Conduct

You are required to sign the TATA Code of Conduct and follow the same in your day-to-day conduct as an associate of TCSL.

15. Notice Period

This contract of traineeship in TCS and subsequent employment post successful completion of your traineeship is terminable by you by giving 90 days notice in writing. It is clearly understood, agreed and made abundantly clear that you shall have to necessarily serve the period of notice of 90 days given by you under this clause. However, upon your serving the notice under this clause, TCSL may relieve you any time during the period of notice at its sole discretion in the interest of business.

i. This contract of traineeship and subsequent employment post successful completion of your traineeship may be terminated by TCSL by giving you 90 days notice or payment in lieu thereof.

ii. Your failure to comply with this clause will entail monetary payment of damages to TCS as may be determined by TCS at its sole discretion having regard to the responsibilities shouldered by you while being in the employment of TCS and business continuity.



16. Retirement

You will retire from the services of TCSL on reaching your 60th birthday as per the proof of age submitted by you at the time of joining.

17. Pre-employment Medical Certificate

You are required to submit a Medical Certificate of Fitness (in the format prescribed by TCSL) which needs to be verified by a registered medical practitioner having a minimum qualification of MBBS to the Induction Coordinator.

18. Employment of Non Indian Citizens

In case, you are not a citizen of India, this offer is subject to your obtaining a work permit and / or any other permissions and / or documentation as prescribed by the Government of India.

19. Background Check

Your association with TCSL will be subject to a background check in line with TCSL's background check policy. A specially appointed agency will conduct internal and external background checks. Normally, such checks are completed within one month of joining. If the background check reveals unfavourable results, you will be liable to disciplinary action including termination of traineeship/service without notice.

20. Submission of Documents

Please note that you should initiate and complete the upload of mandatory documents on the nextstep portal as soon as the offer letter is accepted (subject to availability of the documents)

Please carry the below listed **Original** Documents for verification on your joining day.

- Permanent Account Number (PAN) Card - You are required to submit a copy of your PAN card along with other joining forms, immediately on joining. As per Indian Income Tax rules, the PAN number is a mandatory requirement for processing salary
- Aadhaar Card
- Standard X and XII/Diploma mark sheets & Certificate
- Degree certificate/Provisional Degree Certificate and mark sheets for all semesters of Graduation
- Degree certificate and mark sheets for all semesters of your Post Graduation(if you are a Postgraduate)
- Overseas Citizenship of India (applicable if you are not an Indian Nationality). For Srilankan Refugee, a Refugee Identity card along with Work Permit is required
- Birth Affidavit on Rs100 stamp paper, if Birth Certificate not in English
- Any other affidavits on Rs100 stamp paper if applicable (name affidavit for multiple names, signature affidavits,

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TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com



- address affidavits etc.)
- Passport / Acknowledgement letter of passport application
 - Gap/Break in career affidavit on Rs100 stamp paper, if gap is more than 6 months
 - 4 passport sized photographs
 - Medical Certificate (Should be made on the format provided by TCS along with the Joining letter)
 - An affidavit/notarized undertaking (Non-Criminal Affidavit, should be made on the format provided by TCSL) stating :
 - *There is no criminal offence registered/pending against you
 - *There is no disciplinary case pending against you in the university
 - If you were employed, a formal Relieving letter & Experience letter from your previous employer

The original documents will be returned to you after verification.

In addition to the above original documents, Please carry Xerox copies of the below documents

- *PAN Card (Permanent Account Number)
- *Aadhaar Card (Not applicable for Nepal & Bhutan Citizenship)
- *Passport
- *NSR E-Card

21. TCS Xperience Program

On joining TCSL, you will be given the benefit of formal training (TCS Xperience Program) at our offices, as identified, for such period as TCSL may decide.

The said training forms a critical part of your employment with TCSL and is an ongoing process. TCSL continues to make investment on training and continuing education of its professionals. This will be of immense value to you as a professional and a large part of the ownership and commitment has to come from you.

As TCSL progresses with these initiatives, monitoring performance will be an ongoing process and a formal evaluation will be carried out during the training. If you are requested to join TCSL inspite of you not completing the Xplore proctored assessment, you will be provided Xplore training on premise and the above said evaluation process will stand good. The evaluation criteria which will be very transparent will be used as a basis for allocating people to projects/roles. We would request that the training be taken very seriously to enable you to add maximum value to your professional and personal growth.



22. Letter of Appointment

You will be issued a letter of appointment at the time of your joining and after completing joining formalities as per TCSL policy.

23. Rules and Regulations of the Company

Your appointment will be governed by the policies, rules, regulations, practices, processes and procedures of TCSL as applicable to you and the changes therein from time to time. The changes in the Policies will automatically be binding on you and no separate individual communication or notice will be served to this effect. However, the same shall be communicated on internal portal/Ultimatix.

24. Compliance to all clauses

You should fulfill all the terms and conditions mentioned in this letter of offer. Failure to fulfill one or more of the terms and conditions and/or failure to clear one or more tests successfully would entitle TCSL to withdraw this offer letter anytime at its sole discretion.

25. Data Privacy Clause:

(a) Your personal data collected and developed during recruitment process will be processed in accordance with the TCS Data Privacy Policy. The personal data referred therein are details related to contact, family, education, personal identifiers issued by government, social profile, background references, previous employment and experience, medical history, skillset, proficiency and certifications, job profile and your career aspirations.

(b) It will be processed for various organizational purposes such as recruitment, onboarding, background check, project assignment, performance management, job rotation, career development including at leadership level, diversity and inclusion initiatives, global mobility, wellness program, statutory and legal requirements and specific organizational initiatives in force during your tenure in TCS.

(c) After you join TCS, there would be more sets of Personal Information (PI) attributes processed for various legitimate purposes. All of it will be processed with compliance to applicable laws and the TCS Data Privacy Policy. In some scenarios of your PI processing, you will be provided with appropriate notice and/or explicit consent might be obtained from time to time.

(d) For the purposes mentioned above, your required PI may be shared with specific vendor organizations who provide services to TCS, e.g. background check, health insurance, counselling, travel, transport and visa, payroll services, associate engagement activities, and financial and taxation services.



(e) As TCS is a global company, your PI may be shared with entities outside India, limited for the purposes mentioned above and/or in this offer letter.

(f) In case of overseas deputation, available privacy rights would be governed as per regulatory provisions and / or TCS policies/notice provided applicable at your overseas location.



Withdrawal of Offer

If you fail to accept the offer from TCSL within 7 days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

Post acceptance of TCSL Offer letter if you fail to join on the date provided in the TCSL Joining letter, the offer will stand automatically terminated at the discretion of TCSL.

We look forward to having you in our global team

Yours Sincerely,

For TATA Consultancy Services Limited

Girish V. Nandimath
Global Head Talent Acquisition & AIP



- Encl: Annexure 1: Benefits and Gross Salary
- Annexure 2: List of TCS Xplore Centres
- Annexure 3: Confidentiality and IP Terms



GROSS SALARY SHEET

Annexure 1

Name	Dhruvesh Baburao Gangapuram
Designation	Assistant System Engineer-Trainee
Institute Name	Rajendra Mane College Of Engineering And Technology, Ratnagiri

Table 1: Compensation Details (All Components in INR)

Component Category	Monthly	Annual
1) Fixed Compensation		
Basic Salary	14,784	1,77,408
Bouquet Of Benefits #	7,646	91,752
2) Performance Pay**		
Monthly Performance Pay	1,700	20,400
Quarterly Variable Allowance*	600	7,200
3) City Allowance	200	2,400
4) Annual Components/Retirals		
Health Insurance***	NA	7,900
Provident Fund	1,774	21,289
Gratuity	711	8,533
Total of Annual Components & Retirals	2,485	37,722
TOTAL GROSS	27,415	3,36,877
Xplore/ Learning Incentive****		Upto 60,000

Refer to Table 2 for TCSL defined Structure. In case, you wish not to restructure your BoB, TCSL defined Structure as given in Table 2 will be applicable.

* Amount depicted will be paid-out on a quarterly basis upon successful completion of the TCS Xplore Program.

**The Performance Pay is applicable upon successful completion of the TCS Xplore Program.

*** For HIS - Note that Rs. 7900 if the employee is Single. If the employee is married or married with Children then Rs. 3,900/- per beneficiary needs to be added to the above mentioned amount.

**** Xplore/ Learning Incentive is paid over and above the CTC during first year, based on your performance in TCS Xplore Program. Table 2: TCSL defined structure for BoB (All Components in INR)

Component Category	Monthly	Annual
House Rent Allowance	5,914	70,968
Leave Travel Assistance	1,232	14,784
Food Card	500	6,000
GROSS BOUQUET OF BENEFITS	7,646	91,752



Annexure 2

<p>Ahmedabad TCS XP HR Lead Tata Consultancy Services, Garima Park,IT/ITES SEZ,Plot # 41, Gandhinagar - 382007</p>	<p>Bangalore TCS XP HR Lead Tata Consultancy Services, Gate 1, No 42, Think campus, Electronic City phase II, Bangalore - 560100,Karnataka</p>
<p>BUBANESHWAR TCS XP HR Lead Tata Consultancy Services, Training Lab Venue:-Barabati, IRC Block, Ground Floor, Tata Consultancy Services Limited, (UNIT-II) - BARBATI SEZ, IT/ITES SPECIAL ECONOMIC ZONE (SEZ),PLOT NO. 35, CHANDAKA INDUSTRIAL ESTATE, PATIA, Bhubaneswar - 751024</p>	<p>Chennai TCS XP HR Lead Tata Consultancy Services, 415/21-24, Kumaran Nagar, Old Mahabalipuram Rd, TNHB, Sholinganallur, Chennai, Tamil Nadu 600119</p>
<p>DELHI – Gurgaon TCS XP HR Lead Tata Consultancy Services, Block C, Kings Canyon, ASF Insignia, Gurgaon - Faridabad Road, Gawal Pahari, Gurgaon - 122003, Haryana</p>	<p>DELHI – Noida TCS XP HR Lead Tata Consultancy Services, Plot No. A-44 & A-45,Ground, 1st to 5th Floor & 10th floor, Glaxy Business Park, Block - C & D, Sector - 62, Noida - 201 309,UP</p>
<p>Guwahati TCS XP HR Lead Tata Consultancy Services, 5th Floor, NEDFi House,G.S. Road, Dispur,Guwahati - 781006,Assam</p>	<p>Hyderabad TCS XP HR Lead Tata Consultancy Services, Q City, Nanakramguda, Hyderabad</p>
<p>INDORE TCS XP HR Lead Tata Consultancy Services, IT/ITES SEZ, Scheme No. 151 & 169-B, Super Corridor, Village Tigariya Badshah & Bada Bangarda, Tehsil Hatod, Indore - 452018, Madhya Pradesh</p>	<p>KOLKATA TCS XP HR Lead Tata Consultancy Services Limited, Ecospace 1B building, 2nd Floor, Plot - IIF/12 ,New Town, Rajarhat, Kolkata - 700160,West Bengal OR Auditorium,2nd Floor, Wanderers Building,Delta Park - Lords</p>
<p>KOCHI TCS XP HR Lead Tata Consultancy Services, TCS centre, Infopark Road Infopark Campus, Infopark , Kakkanad, Kerala 682042</p>	<p>MUMBAI TCS XP HR Lead Tata Consultancy Services, Yantra Park, Pokharan Road Number 2, TCS Approach Rd, Thane, West, Thane, Maharashtra 400606</p>
<p>NAGPUR TCS XP HR Lead Tata Consultancy Services Limited, Mihan-Sez, Nagpur, Telhara, Maharashtra 441108,</p>	<p>PUNE TCS XP HR Lead Tata Consultancy Services, Plot No. 2 & 3, MIDC-SEZ, Rajiv Gandhi Infotech Park, Hinjewadi Phase III, Pune - 411057,Maharashtra</p>
<p>Trivandrum TCS XP HR Lead Tata Consultancy Serives, Peepul Park, Technopark Campus ,Kariyavattom P.O. Trivandrum - 695581, India</p>	



Annexure 3

Confidentiality and IP Terms and Conditions

1. Confidential Information

"Confidential Information" shall mean all Inventions and Know-how, information and material of TCS (including for avoidance of doubt any Confidential Information of its Clients) that comes into the possession or know of the Associate and shall include the following:

(a) Any and all information processing programs, software, properties, items, information, data, material or any nature whatsoever or any parts thereof, additions thereto and materials related thereto, produced or created at any time by TCS or the Associate in the course of or in connection with or arising out of the Associate's association with TCS. Program/Software shall mean source code and/or machine instructions wherever resident and on whatever media and all related documentation and software,

(b) All other information and material of TCS relating to design, method of construction, manufacture, operation, specifications, use and services of the TCS equipment and components, including, but not limited to, engineering and laboratory notebooks, reports, process data, test data, performance data, inventions, trade secrets, systems, software, object codes, source codes, copyrighted matters, methods, drawings, computations, calculations, computer programs, narrations, flow charts and all documentation therefore and all copies thereof (including for avoidance of doubt any such material belonging to the Clients of TCS).

(c) Corporate strategies and other confidential and proprietary material and information, which could cause competitive harm to TCS if disclosed,

(d) Customer and prospective customer lists, and

(e) All other information and material, which may be created, developed, conceived, gathered or collected or obtained by the Associate in the course of or arising out of the association with TCS or while in or in connection with or for the purposes of his/her association with TCS or any of the operations and entrusted by TCS to the Associate.



2. Associate's Obligations

Associate agrees to treat the Confidential Information as strictly confidential and a trade secret of TCS. Associate agrees not to use, or cause to be used, or disclose or divulge or part with either directly or indirectly the Confidential Information for the benefit of or to any third parties except for or on behalf of or as directed or authorized by TCS or to a person having a valid contract with or need under TCS, any Confidential Information. Upon termination of employment, the Associate agrees to surrender to TCS all Confidential Information that he or she may then possess or have under his or her control.

3. Intellectual Property Rights

Associate agrees and confirms that all intellectual property rights in the Confidential Information shall at all times vest in and remain with or belong to TCS and Associate shall have no right title or claim of any nature whatsoever in the Confidential Information. Associate shall promptly disclose to an authorized officer of TCS all inventions, ideas, innovations, discoveries, improvements, suggestions, or reports and enhancements made, created, developed, conceived or devised by him or her arising out of his or her engagement with TCS, including in the course of provision of services to the Clients of TCS and Associate hereby agrees and confirms that all such intellectual property rights shall at all times vest in and remain vested in TCS and agrees to transfer and assign to TCS any interests Associate may have in such intellectual property rights including any interest in and to any domestic or foreign patent rights, trademarks, trade names copyrights and trade secret rights therein and any renewals thereof. On request of TCS, Associate shall execute from time to time, during or after the termination of his or her employment, such further instruments, including without limitations, applications for letters of patent, trademarks, trade names and copyrights or assignments thereof, as may be deemed necessary or desirable by TCS to perfect the title of TCS in the intellectual property rights and to effectuate the provisions hereof. All expenses of filing or prosecuting any application for patents, trademarks, trade names, or copyrights shall be borne solely by TCS, but Associate shall co-ordinate in filing and / or prosecuting any such applications. Associate hereby expressly waives any "artist's rights" or "moral rights", which Associate might otherwise have in such intellectual property rights.



4. Prior knowledge

Associate acknowledges that prior to his or her appointment by TCS, he or she had no knowledge of the Confidential Information of TCS and that such Confidential Information is of a confidential and secret character and is vital to the continued success of TCS's business. Associate further acknowledges that he or she is associated with TCS in a capacity in which he or she will become acquainted with all or part of such Confidential Information. In order to safeguard the legitimate interests of TCS in such Confidential Information, it is necessary for TCS to protect such Confidential Information by holding it secret and confidential.

5. Use of third party material

Associate expressly agrees that it shall not in the course of his or her association with TCS and while working on the premises or facilities of TCS or its Clients or in connection with the development of any intellectual property rights or work for or on behalf of TCS, use any third party material or intellectual property rights except those intellectual property rights provided by TCS or expressly authorised by TCS or without having proper authorisation or license or approval of the respective owner of such intellectual property rights.

6. Security policies and Guidelines.

Associate agrees to abide by and be bound by any and all policies, documents, guidelines and processes including IP, Security and Confidentiality of TCS in force from time to time whether expressly endorsed or not.

7. Working in SBWS Framework:

Associate may be required to work in TCS offices or its Client premises or from home (remote working) as per the directions of supervisor and / or the provisions of the applicable policy.

Associate understands that working in this hybrid environment may have higher confidentiality and information security risks. Associate acknowledges that when working remotely the Associate:

(a) will work only in a private, secured work area in compliance with the guidelines issued and amended from time to time.

(b) will comply with and work in a manner consistent with TCS Data Privacy and Security Policies/Protocols.



(c) will bring to the notice of HR of the Unit to any circumstances that prevent Associate from working in a manner consistent with TCS data privacy and security policies/ protocols.

(d) will inform the HR of the Unit if the Associate shares a home with any family member or an individual who is employed by a competitor of TCS or TCS client the Associate is assigned to, or if any other circumstances at home exist which implicates the TCS Code of Conduct Conflict of Interest provision.

(e) will ensure utmost care and adhere to Confidentiality, IP Protection / Non-Disclosure obligations.

(f) will be using the Company allotted laptop or similar authorized computing device (together called "official asset") only to connect to TCS network/customer network through authorized means (or the Customer provided laptop to access the customer network if so, mandated by the Customer).

(g) will not allow anybody to share the official asset being used.

8. Restriction on Associate's Rights

Associate agrees that he or she shall not make, have made, replicate, reproduce, use, sell, incorporate or otherwise exploit, for his or her own use or for any other purpose, any of the Confidential Information including intellectual properties of TCS that is or may be revealed to him or her by TCS or which may in the course of his or her employment with TCS come into his or her possession or knowledge unless specifically authorized to do so in writing by TCS.

9. No License

TCS and Associate agree that no license under any patent or copyright now existing or hereafter obtained by TCS is granted, agreed to be granted, or implied by the terms of this Agreement, or by the disclosure to Associate of the Confidential Information.



10. Equitable Rights

Associate acknowledges that any Confidential Information that comes into the possession and / or knowledge of Associate is of a unique, highly confidential and proprietary nature. It is further acknowledged by Associate that the disclosure, distribution, dissemination and / or release by Associate of the Confidential Information without the prior written consent of TCS or any breach of this Agreement by Associate will cause TCS to suffer severe, immediate and irreparable damage and that upon any such breach or any threat thereof, TCS shall without prejudice to any other remedies available to it, be entitled to appropriate equitable relief including the relief of specific performance and injunctive relief, in addition to whatever remedies it might have at law.

11. General

(a) The provisions hereof shall be interpreted, determined and enforced in accordance with the laws of India.

(b) In the event of any dispute or disagreement over the interpretation of any of the terms herein contained or may claim or liability of any party including that of surety, the same shall be referred to a person to be nominated by TCS, whose decision shall be final and binding upon the parties hereto. Subject to the above, the arbitration shall be governed by the Arbitration and Conciliation Act, 1999 or any modifications or re-enactment thereof. Associate confirms that the fact that the arbitrator shall be a nominee of TCS shall not be a ground for objecting to such arbitration or challenging the decision of the arbitrator. The venue of arbitration shall be Mumbai. Subject to the above arbitration clause, the Parties agreed to the binding jurisdiction of the Courts at Mumbai under the laws of India.

(c) If any provision hereof shall be found by a judicial tribunal to be contrary to governing law, it shall be deemed null and void without annulling or rendering invalid the remainder of the Agreement and if the invalid portion is such that the remainder cannot be sustained without it, the Parties herein shall find a suitable replacement to the invalid portion that shall be legally valid.

(d) This Confidentiality clause along with other documents executed by Associate or referenced in any such documents constitutes the entire understanding between the parties and supersedes all prior agreements and understandings pertaining to the subject matter thereof. No delay or omission of either Party in exercising or enforcing any of their rights or remedies hereunder shall constitute a waiver thereof.



(e) This Confidentiality clause may not be amended except in writing signed by authorized representatives of both parties.

(f) The obligations of Associate in terms of this Confidentiality clause shall continue during the term of or in the course of the employment of the Associate with TCS and shall continue thereafter in perpetuity.



NAINKO EXIM PVT. LTD.

Plot No. B-30, Ranjangaon,
MIDC, Tal. Shirur, Dist. Pune - 412 220, India
Phone : +91 - 2138 - 673800
Telefax : +91 - 2138 - 673807

Ref: NTOL/23/.....

Date: 4/3/2023

To,
Mr/Miss..... Amit Rathod

SUB : JOB OFFER LETTER

Dear Sir,

As Per your Interview with us, we are pleased to offer you jobs in our origination as a Trainee Operator in the production Department. Your CTC will be (approx.) Rs-10100/- per month.

You will be join in organization on or before -..... 01/6/23

Thanks & Regards,

For NAINKO EXIM PVT. LTD.

(Signature)



Authorized Signatory





Ref: NTOL/23/.....

Date: 4/3/2023

To,
Mr/Miss Deepak
Zepale

SUB : JOB OFFER LETTER

Dear Sir,

As Per your Interview with us, we are pleased to offer you jobs in our origination as a Trainee Operator in the production Department. Your CTC will be (approx.) Rs-10100/- per month.

You will be join in organization on or before -.....June-23

Thanks & Regards,

For NAINKO EXIM PVT. LTD.

Abhaty

Authorized Signatory





NAINKO EXIM PVT. LTD.

Plot No. B-30, Ranjangaon,
MIDC, Tal. Shirur, Dist. Pune - 412 220, Ms.
Phone : +91 - 2138 - 673800
Telefax : +91 - 2138 - 673807

Ref: NTOL/23/.....

Date: 4/13/2023

To,
Mr/Miss. *Samiksha*
Pangale

SUB : JOB OFFER LETTER

Dear Sir,

As Per your Interview with us, we are pleased to offer you jobs in our origination as a Trainee Operator in the production Department. Your CTC will be (approx.) Rs-10100/- per month.

You will be join in organization on or before - *Jun - 23*

Thanks & Regards,

@Bhat

For NAINKO EXIM PVT. LTD.

Authorized Signatory





NAINKO EXIM PVT. LTD.

Plot No. B-30, Ranjangaon,
MOC, Tal. Shirur, Dist. Pune - 412 220, India
Phone : +91 - 2138 - 673800
Telefax : +91 - 2138 - 673807

Ref: NTOL/23/.....

Date: 4/8/2023

To,

Mr/Miss..... Gauri

..... Mane

SUB : JOB OFFER LETTER

Dear Sir,

As Per your Interview with us, we are pleased to offer you jobs in our origination as a Trainee Operator in the production Department. Your CTC will be (approx.) Rs-10100/- per month.

You will be join in organization on or before - June - 23

Thanks & Regards,

For NAINKO EXIM PVT. LTD.

@Bshah



Authorized Signatory





OFFER AND APPOINTMENT CONTRACT

SSKINNOV-TP/2023/25

Date: 03-07-2023

Mr. Krunal Kamalakar Kadam

We are pleased to offer you employment at SSK Innovations, Pune.

Your position will be **Software Developer- Trainee** and we feel that your skills & background will be asset to our team.

Your cost to company (CTC) would be 1.85L per annum.

The allowances, benefits and other terms & conditions of your employment will be as per company policies as applicable from time to time.

1. Your annual gross salary along with the break-up of salary is enclosed at the end.
2. You are required to accept this offer on 03-07-2023 and the offer stands withdrawn thereafter unless the date is extended by us and communicated to you in writing. Joining date will be 03-07-2023.
3. You are requested to virtually report to complete the joining formalities. You will be working remotely/ from Ratnagiri Office for initial period. Company may require you to work from other locations as per requirements.
4. For any further clarifications, request you to communicate with the concerned recruiter contact.

Welcome to SSK Innovations family and we look forward to a long and mutually beneficial association. If you have any questions, please feel free to contact the undersigned

Yours sincerely,


Mr. Arun Javir
Design and Development Head,
SSK Innovations,
Pune-411033
Mob: 9970707137




Mr. Devdas Malekar
Director,
SSK Innovations,
Pune - 411033
Mob: 8329483554

Attached Documents:

- 1) Employment Contract
- 2) Form for Personal Data
- 3) Confidentiality Agreement
- 4) Company Rules of Work and Conduct

Appointment Letter

Date : 1st June 2023

Tkt.No.: 3877T

Name : Mr. Krushnakant Dillip Jadhav ,
At-Zanzwad , Taluka – Mahabaleshwar,
Zanzwad, Satara, Maharashtra - 412806

Dear Mr. Krushnakant,

We are pleased to consider your request dated **1st June 2023** for engagement of yourself as "**Trainee Technician**" in our organization for a period of **TWO** year, commencing from **1st June 2023** to **30th May 2025**, on the following terms and conditions.

- 1) You are offered the facility of Training in our organization as Trainee for the stipulated period of TWO yrs only and on completion of the same, or on the last day or on expiration of the stipulated period of 2 yrs or if not terminated prior to it the same will come to an end without Notice.
- 2) The Company will set up its own training program suitable to the organization under which you will be extended suitable training facility in all operations, you will undergo the said training, learn it and make yourself competitive for such operations. Thus, the motive of such training is that to make you competitive.
- 3) For extending the training Your immediate Boss/Engineer/Supervisor are delegated all those powers and you will follow their instructions from time to time.
- 4) During the training period you will be provided with a Stipend of Rs. 7000/- (Seven Thousand Rupees Only) p.m. and besides this you will be paid further amounts of Special Allowance of Rs. 372/-, HRA of Rs. 368.60/-, Book allowance of Rs. 1978/-, Education Allowance of Rs.2500/-, Conveyance Allowance of Rs.2883/- to you per month. Thus, you will be entitled to receive Total amount of **Rs.17655/-** CTC per month. For 1st year. And for the 2nd year you will be entitled to receive **Rs. 18839.66/-** CTC per month on the similar lines with enhancement. The benefits of other labour legislations like ESI, PF, Bonus as applicable will remain applicable. And deduction accordingly will be effected.
- 5) The benefits and facilities available to the permanent workmen/staff will not be applicable to you but Company if thinks fit and appropriate may extend the same to you. But the same will not be applicable to you as of right Pl. note.
- 6) Your training place is transferable at short notice to any Department or to any Liaison Office, works etc. belonging to the company. In the event of your transfer, the terms and conditions of training outlined herein shall continue to apply. However, you shall be required to adhere to the rules and regulations as prevalent at the new place of posting.

Appointment Letter**Date : 01st June 2023**

Tkt.No.: 3878T

Name : Mr. Rishikesh Prakash Salvi
1899, Anandnagar, Jalgaon, Dapoli,
Ratnagiri, Maharashtra, 415712.**Dear Mr. Rishikesh,**

We are pleased to consider your request dated **01st June 2023** for engagement of yourself as "**Trainee Technician**" in our organization for a period of **TWO** year, commencing from **01st June 2023** to **31st May 2025**, on the following terms and conditions.

- 1) You are offered the facility of Training in our organization as Trainee for the stipulated period of TWO yrs only and on completion of the same, or on the last day or on expiration of the stipulated period of 2 yrs or if not terminated prior to it the same will come to an end without Notice.
- 2) The Company will set up its own training program suitable to the organization under which you will be extended suitable training facility in all operations, you will undergo the said training, learn it and make yourself competitive for such operations. Thus, the motive of such training is that to make you competitive.
- 3) For extending the training Your immediate Boss/Engineer/Supervisor are delegated all those powers and you will follow their instructions from time to time.
- 4) During the training period you will be provided with a Stipend of Rs. 7000/- (Seven Thousand Rupees Only) p.m. and besides this you will be paid further amounts of Special Allowance of Rs. 372/-, HRA of Rs. 368.60/-, Book allowance of Rs. 1978/-, Education Allowance of Rs.2500/-, Conveyance Allowance of Rs.2883/- to you per month. Thus, you will be entitled to receive Total amount of **Rs.17655/-** CTC per month. For 1st year. And for the 2nd year you will be entitled to receive **Rs. 18839.66/-** CTC per month on the similar lines with enhancement. The benefits of other labour legislations like ESI, PF, Bonus as applicable will remain applicable. And deduction accordingly will be effected.
- 5) The benefits and facilities available to the permanent workmen/staff will not be applicable to you but Company if thinks fit and appropriate may extend the same to you. But the same will not be applicable to you as of right Pl. note.
- 6) Your training place is transferable at short notice to any Department or to any Liaison Office, works etc. belonging to the company. In the event of your transfer, the terms and conditions of training outlined herein shall continue to apply. However, you shall be required to adhere to the rules and regulations as prevalent at the new place of posting.

Unit I : S.NO. 15, HISSA 3/2-A, VILLAGE NANDED,
NANDED PHATA,PUNE – 411041.

Unit II: S.NO. 6B, VILLAGE MAUJE KASURDI,
TAL- BHOR,DIST.- PUNE 412205



M/S. ADROIT ENTERPRISES

TO

15/06/2023

Manish Mangesh Gosavi

80B, Gosavi Wadi,

Asage, Lanja

Ratnagiri 416712

SUB: Appointment for the post of **Trainee Design Engineer**.

Dear Mr. Manish,

We are pleased to offer you, the position of **Trainee Design Engineer** in Design Department with **Adroit Enterprises** on the following terms and conditions.

1. Your employment will be effective, as on **10/06/2023**

You will be on Training Period for one year from the Joining Date and after successful completion of Training Period, you will be made permanent, if the performance found satisfactory.

2. Your salary for Training period is Rs. **15,500/- p.m.**
3. You are entitled for the Provident Fund and Leaves after confirmation.
4. Bonus is applicable in Training Period.
5. Notice period will be of two months.
6. Your services will be terminated if found your involvement in any misconduct or harmful behaviour against interest of the company
7. your health will cover by Accident Policy of Rs. 3,00,000/-
8. your health will cover by Mediclaim policy of Rs. 2,00,000/-

Please confirm your acceptance of this contract of employment by replying on mail.

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

ADROIT ENTERPRISES

Unit I : S.NO. 15, HISSA 3/2-A, VILLAGE NANDED,
NANDED PHATA,PUNE – 411041.

Unit II: S.NO. 6B, VILLAGE MAUJE KASURDI,
TAL- BHOR,DIST.- PUNE 412205



M/S. ADROIT ENTERPRISES

TO

15/06/2023

Manthan Manohar Sankar

Bhute, Golatpada

Alibag, 402207

SUB: Appointment for the post of **Trainee Assembly Engineer**.

Dear Mr. Manthan,

We are pleased to offer you, the position of **Trainee Assembly Engineer** in Assembly Department with **Adroit Enterprises** on the following terms and conditions.

1. Your employment will be effective, as on **10/06/2023**

You will be on Training Period for one year from the Joining Date and after successful completion of Training Period, you will be made permanent, if the performance found satisfactory.

2. Your salary for Training period is Rs. **15,500/- p.m.**

3. You are entitled for the Provident Fund and Leaves after confirmation.

4. Bonus is applicable in Training Period.

5. Notice period will be of two months.

6. Your services will be terminated if found your involvement in any misconduct or harmful behaviour against interest of the company

7. your health will cover by Accident Policy of Rs. 3,00,000/-

8. your health will cover by Mediclaim policy of Rs. 2,00,000/-

Please confirm your acceptance of this contract of employment by replying on mail.

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

ADROIT ENTERPRISES

**ReBIT/Recruitment/TE/1565/27/07/2023****27 July 2023****To****Mr Yash Janwalkar,
Flat No.1, Indira Housing Society,
Bhadurshaikh Road,
Shankar Wadi, Chiplun - Ratnagiri
Maharashtra - 415605****Dear Mr Yash,****Subject: Conditional Offer for Fixed-Term Employment**

Reserve Bank Information Technology Private Limited (“**Company**”) is hereby pleased to offer you an opportunity for full-time employment in the position of **Engineer- Trainee** on probation basis and for a fixed term of five (5) years. This term can be further extended at the Company’s discretion commencing from the date of joining. On completion of three (3) years from the date of commencement of your employment, the Company shall comprehensively assess and review your performance. Based on such assessment and review, the Company shall take the decision in good faith in relation to the continuation of your employment for the remainder of the term of your employment.

This offer is valid till 31st July 2023. Should you accept our offer, you shall (if) report to a person of such function/designation as may be decided by the Company and shall follow the directions given by such person and (ii) report to the company’s office at Navi Mumbai on 04 September 2023, or such later date as communicated by the Company.

Your total all-inclusive gross annual compensation will be **4,50,000 (₹ Four Lakh Fifty Thousand)** would be the fixed component as communicated to you by the Company.

The terms and conditions of your employment with the Company are set out in **Annexure 1** to this letter.

Your offer and employment will be valid subject to submission of your completed final year marksheets and certificates.

Our offer is also conditional upon satisfactory feedback from your references and necessary background, medical, credit/financial and criminal records checks. Our offer is also contingent upon your full and complete disclosure to the Company of any and all agreements (non-competition, non-solicitation, employment, confidentiality or otherwise) with any prior employer, clients, principals, partners or others which in any way limit you either contractually or otherwise from engaging in any business activities required or contemplated by the Company in this offer

for employment. The Company reserves the right to withdraw this offer or terminate your employment without any obligation whatsoever, in the event that it determines or believes that any contractual or other obligation may limit your ability to engage in business activities for the Company.

If you wish to accept our offer terms and conditions, please sign and return a copy of this letter (along with the annexures) within three (3) days of receipt of this letter, to the undersigned. This offer shall automatically lapse unless you confirm your acceptance of it and return a copy within the prescribed time.

Should you accept this offer, you are requested to provide the Company with copies of the following documents (if not provided earlier) along with two (2) recent passport-sized photographs:

1. Relieving letter issued by your most recent employer
2. Most recent passport
3. Relevant educational certificates
4. Last drawn pay-slip
5. Permanent Account Number (PAN) of Income Tax
6. Provident Fund account number (if applicable)

Please treat this letter and its contents as strictly confidential and do not disclose the same to any person or entity (except to your advisors, attorneys and accountants, for seeking their advice) without the Company's prior written consent. Your salary and benefits are confidential and you should refrain from discussing it with other employees of the Company.

If you have any questions in relation to this offer, please contact Human Resources department on desk number +91 2250233239.

Yours sincerely,



Shenoj Balaraman
Vice President – Human Resources.
Reserve Bank Information Technology (P) Ltd.

Acceptance

I hereby accept the terms and conditions of this offer for employment with the Company and agree to join on _____ or such later date as may be communicated to me by the Company. I confirm that I am not breaching any terms or provisions of any prior agreement or arrangement by accepting this offer.

Sign: _____

Name: _____

Annexure 1

Terms and Conditions of Fixed-Term Employment

Please find the CTC break up of ₹ 4,50,000/-

PARTICULARS	MONTHLY BREAK-UP	ANNUAL BREAK-UP
BASIC EARNINGS		
BASIC SALARY	₹ 17,775	₹ 2,13,300
HRA	₹ 8,888	₹ 1,06,650
SPECIAL ALLOWANCE*	₹ 6,888	₹ 82,550
TOTAL..... (A)	₹ 33,550	₹ 4,02,500
BENEFITS		
EMPLOYER PROVIDENT FUND	1,800.00	₹ 21,600
EDLI & EPF ADMIN CHARGES	₹ 150	₹ 1,800
TOTAL..... (B)	₹ 1,950	₹ 23,400
STANDARD DEDUCTIONS		
EMPLOYEE P F	₹ 1,800	₹ 21,600
PROFESSIONAL TAX	₹ 200	₹ 2,500
TOTAL..... (C)	₹ 2,000	₹ 24,100
TOTAL (A+B+C) - (Net Salary)	₹ 37,500	₹ 4,50,000
TOTAL CTC		₹ 4,50,000

Flexi Benefit Plan – Table. A*	
LIST OF FLEXI BENEFITS (optional)	MAXIMUM AMOUNT ALLOWED
Children Education Allowance	₹ 2,400/- Per Year
Books & periodicals Allowance	₹ 12,000/- Per Year
Mobile/Internet Allowance	₹ 50,000/- Per Year
Sodexo Meal Card	₹ 30,000/- Per Year
Professional Pursuit/Research Allowance	₹ 50,000/- Per Year

****The special allowance component will get reduced by the amount of flexi benefit opted.***

1. INTRODUCTION

Our offer of employment is based on the particulars, information and declarations provided by you. If at any time it is observed that the information provided by you is false or misleading or there is any concealment of facts by you, the Company reserves the right to immediately terminate your employment.

2. PROBATION

Your employment will be subject to 6 months' initial probationary period which period shall commence from the date of your joining the Company. If your performance is satisfactory to the Company during this period, then your appointment shall stand automatically confirmed.

3. INITIAL TRAINING

As a condition of your employment with the Company, you will be required to undergo certain specialized training at the cost, resource and expense of the Company. In consideration thereof, you shall be required to work for the Company for a minimum period of 24 months from the date of your joining and you hereby undertake that you will not leave, resign, abandon or give cause for termination of your employment for any reason whatsoever and failing which, you would be liable to bear monetary liabilities to the extent of the cost of training.

4. DUTIES AND RESPONSIBILITIES, TRANSFER, ETC.

4.1 Your important duties and responsibilities, will be communicated to you by your supervisor, orally or in writing, from time to time. You may be required to perform other duties as required by the Company from time to time. You shall not refuse to perform other duties and undertake responsibilities as and when called upon by your reporting manager, if any.

4.2 Depending on business needs, the Company may, at its sole discretion, change your designation or transfer you to any other team, department or offices of the Company or of its affiliates.

4.3 The Company has a right to assign, second or depute you to any affiliates, departments, subsidiaries or associate companies of the Company or to any group companies in which the Company may be having interest whether existing or which may be set up or established or acquired in future in any other location in India or to any third parties. In all such cases of transfer you will be governed by the relocation policies and policies of the Company existing at that time.

4.4 You shall devote all of your skill, knowledge and working time to the conscientious performance of your duties and responsibilities and you shall perform your duties with diligence and devotion. Since our offer is for a full-time employment with the Company (for a fixed-term), while in the employment of the Company, you are not allowed to be employed in any other organization on a permanent, temporary or part time basis nor shall you offer your services with or without consideration to any physical person, legal entity or public authority or be occupied in your own business, without the prior written consent of the Company. You will comply with all directions given to you by the Company and faithfully observe all the rules, regulations, and arrangements applicable to you.

4.5 During the course of your employment, the Company may require you to cooperate with other consultants, advisors, employees, officers and directors of the Company and entities with which the Company has contracted, currently or in future.

4.6 You shall deliver reports, assignments to the Company in the manner prescribed by the Company and in accordance with the requirements of the entities with which the Company has contracted, currently or in future.

4.7 In addition to your day-to-day responsibilities, you are also expected to record and report information concerning your work. You are required to record information accurately, honestly, and maintain and submit to Company's corporate office, records of financial transactions as per policies, rules and regulations of the Company.

4.8 During the course of your employment, in addition to your assigned tasks and work responsibilities, the Company may require you to interact and work directly or indirectly with external entities. While dealing or working with such associates, you are expected to act as a brand ambassador of the Company through courteous conduct, positive behaviour, cooperative attitude and working skills so that the reputation and goodwill of the Company is enhanced and not adversely effected. Any omission or commission on your part, brought to the notice of the Company may result in strict disciplinary action against you, including but not limited to termination of employment.

4.9 Your employment will, in addition to the terms and conditions of employment specifically stated herein, also be governed by the rules, regulations and such other practices, systems, procedures and policies framed, amended, modified or omitted by the Company from time to

time, including those as may be provided in the Company's Employee Handbook, service rules, code of conduct, etc.

4.10 You shall be medically fit to perform the duties assigned to you. You may be required by the Company to undergo a medical assessment from time to time to determine whether you are medically fit.

4.11 You shall not make any false, defamatory or disparaging statements about the Company, its employees, officers or directors.

4.12 You shall not engage in activities that could result in a conflict of interest with the Company without prior approval from your manager. Any conflict of interest or potential conflict of interest shall be disclosed to the Company. Further, you shall not accept, solicit, or seek any outside employment or office, whether stipendiary or honorary without the prior authorization of the Company.

4.13 Your employment will also be governed by statutory laws enacted by the government or local authorities as may be applicable from time to time. You shall comply with all applicable laws, regulations, and governmental orders of India, now or hereafter in effect, relating to your employment by the Company, including but not limited to the provisions of the Prevention of Corruption Act, 1988 of India. Without limiting the generality of the foregoing, you represent and covenant that you have not, and shall not, at any time, during your employment with the Company, pay, give, or offer or promise to pay or give, any money or any other thing of value, directly or indirectly, to, or for the benefit of: (i) any public servant, government official, political party or candidate for political office; or (ii) any other person, firm, corporation or other entity, with knowledge that some, or all of that money, or other thing of value will be paid, given, offered or promised to a public servant, government official, political party or candidate for political office, for the purpose of obtaining or retaining any business, or to obtain any other unfair advantage, in connection with the Company's business.

4.14 From time to time, the Company may require you to undergo specialised training, whether onsite or offsite, in order to enhance your skills and capabilities. Such training is also likely to enhance your career prospects. As a result, and as a condition of our offer, the Company may require you to sign a training bond and provide a commitment to work and remain in the Company's employment for a minimum term as provided in the training bond, failing which you shall be liable to reimburse the training expenses and pay liquidated damages to the Company.

5. REMUNERATION AND BENEFITS

5.1 Your total all-inclusive gross annual compensation shall be as provided in the offer letter. Your salary, payable on a monthly basis, shall be inclusive of the applicable statutory benefits, if any, and tax to be deducted at source by the Company. Any contributions (including but not limited to any provident fund contributions) to be made by the Company on your behalf shall be deducted from your salary.

5.2 Your compensation may be amended from time to time by the Company at its sole discretion. You understand and acknowledge that that any future increments, promotions or any other incentives shall be based on your performance during employment and solely at the discretion of the Company.

5.3 You will be covered under Group health policy of Rs. 6,00,000 (Six Lakh). The family definition would be self, Spouse, two children's and Parents.

5.4 You will be covered under term life insurance.

5.5 You will be entitled for the Gratuity as per the provision of Gratuity Act, 1972.

6. WORK LOCATION AND HOURS OF WORK

6.1 You shall report to the Company's offices, currently located at Mumbai. The Company reserves the right to change the office location or relocate you, as may be desired by the Company from time to time.

6.2 You shall work as per the stipulated days and hours per week although the Company may require you to work additional hours as are necessary to properly and effectively perform your duties and responsibilities.

6.3 The Company may require you from time to time, to travel to locations in India or overseas and work out of client's sites. The Company may also require you to engage in travel on behalf of the Company, and to work night hours, required by the nature of the business of the Company. You expressly agree to accept such travel and hours of work without additional compensation. Reasonable and necessary professional expenses for travel and lodging, incurred by you, in furtherance of Company business, shall be reimbursed to you in accordance with the standard policies of the Company, as in effect from time to time, upon presentation of documentary evidence that is acceptable to the Company.

7. HOLIDAY AND OTHER LEAVE ENTITLEMENTS

7.1 You are entitled to annual leave (pro-rated for any incomplete year of your employment with the Company) as per the policies of the Company.

7.2 You may also be entitled to avail sick leave and causal leave as per the Company's policies.

8. CONFIDENTIALITY, INVENTION ASSIGNMENT, NON-COMPETE AND NON-SOLICITATION AGREEMENT

As a condition of your employment with the Company, on or prior to joining, you will be required to execute with the Company, a **Confidentiality, Invention Assignment, Non-Compete and Non-Solicitation Agreement**, as per a draft provided by the Company. The Company reserves the right to terminate your employment in case of any breach or non-compliance on your part of the terms of such agreement. You may request for a copy of such agreement for your review prior to accepting our offer.

9. EXPIRY AND TERMINATION OF EMPLOYMENT AND GARDEN LEAVE

9.1 Your employment with the Company will automatically expire upon completion of the fixed term period as envisaged in the offer letter, unless terminated earlier. The employment is for a fixed term in view of the nature of your work being time-bound based on specific projects relating to highly technical and advanced areas of technology and cyber security. The Company may however, in its sole discretion, renew the term of your employment in the event that the time-bound projects that you are working on are not completed within the term mentioned above.

9.2 During the probationary period your employment can be terminated by the Company as per applicable law. Post the probationary period, your employment may be terminated at any time by either party giving the other, 90 days' notice in writing ("**Notice Period**"). The Company may in its sole discretion decide to pay you in lieu of the Notice Period or part thereof. In case you have given a notice to resign from services, you are expected and required to diligently serve the entire Notice Period. However, in such a situation, the Company may, at its sole discretion, without being obligated to do so, require you to leave service at any time during the Notice Period without any payment for the balance unexpired portion of the Notice Period.

9.3 Notwithstanding the provisions of Clause 8.2 or anything else to the contrary, the Company may terminate your employment with immediate effect without notice or payment in lieu of notice, for any of the following reasons:

9.3.1 fraudulent, dishonest or undisciplined conduct on your part, including dishonest or wrongful disclosure of your bio-data or information at the time of interview, appointment or during the course of employment;

9.3.2 you are found to have wilfully suppressed material information at the time of interview, appointment or during the course of employment;

9.3.3 your breach of integrity, embezzlement, misappropriation, misuse or causing damage to the Company's property;

9.3.4 your failure to comply with the directions given to you by your manager or any other authorised person;

9.3.5 your insolvency or conviction for a criminal offence or you are found to be involved in any act which is punishable as an offence under the Indian Penal Code, 1860 within or outside the premises of the Company;

9.3.6 your breach of the terms or conditions or the Company's policies or other directions of the Company;

9.3.7 you abetting a strike in contravention of any law for the time being in force;

9.3.8 your unauthorised absence for a continuous period of 7 days from work (including due to unapproved overstay of leave/ training);

9.3.9 you conducting yourself in a manner which is regarded by the Company as prejudicial to its own interests or to the interests of its clients;

9.3.10 Any misconduct on your part, as provided under law and/or under the Company policies.

9.4 In case you are charged with or to be charged for any act of misconduct, you may be suspended from service pending enquiry.

9.5 Your employment with the Company shall automatically terminate upon your permanent disability, mental or physical illness which may hamper your working efficiency and performance or death.

9.6 The Company shall be entitled to place you on 'garden leave' during any period of notice. During garden leave you shall continue to be employed by the Company and shall be paid your annual salary and other applicable benefits. The Company reserves its right during garden leave to:

9.6.1 cease to vest in or assign to you any powers or duties or to provide any work to you;

9.6.2 change your designation or duties as the Company decides appropriate;

9.6.3 prevent you contacting or communicating with any current, former or proposed clients, customers, employees, or vendors of the Company;

9.6.4 exclude you from the premises of the Company; and/or

9.6.5 Announce to employees, clients, customers, vendors and other relevant persons of the Company that you have been given notice of termination or have resigned.

You hereby acknowledge and confirm to comply with any conditions laid down by the Company during the period of garden leave and accept that your duties of confidentiality and good faith continue to apply, together with all of the obligations contained in this letter.

9.7 The Company may set off any amounts owing and payable by you to the Company at the date of expiry or termination against any amount then payable to you by the Company.

9.8 If your employment is terminated by reason of the liquidation of the Company for the purpose of reconstruction, merger, spin-off, acquisition, amalgamation or by reason of any reorganization of the Company or any other corporate action (including a transfer of establishment / unit / undertaking) and if you have been offered employment with the company succeeding to the Company upon such event on terms no less favorable to you than the terms in effect under this Agreement then, you shall have no legal or contractual claim against the Company by reason of the termination of the employment.

9.9 You hereby agree that if the expiry or prior termination of your employment is found to be wrongful by an appropriate court in India, based on a non-appealable order, the maximum liability of Company shall not exceed your fifteen (15) days' salary and statutory benefits for every year of service, in case the Company does not re-instate you in employment.

9.10 Upon expiry or prior termination of your employment with the Company for any reason, the Company may require you to sign a Termination Certificate as per the draft provided by the Company, at no additional consideration or payment.

10. AUTHORITY TO BIND THE COMPANY

10.1 Unless authorised by the Company in writing you shall not sign any contract or agreement that binds the Company or creates any obligation (financial or otherwise) upon the Company.

10.2 You shall also not enter into any commitments or dealings on behalf of the Company for which you have no express authority nor alter or be a party to any alteration of any principle or policy of the Company or exceed the authority or discretion vested in you without the previous sanction of the Company.

11. SENSITIVE AND PERSONAL DATA OR INFORMATION

The Company may, in connection with your employment, collect sensitive personal data or information (“**SPDI**”) relating to you, with reference to the duties performed by you. Such SPDI may be collected from you and some limited SPDI may be recorded directly or indirectly by internal security systems or by other means. By accepting our offer, you expressly consent to the following: (i) the collection, use, processing and storage of your SPDI; (ii) the transfer worldwide of your SPDI held by the Company to other employees and offices of the Company’s worldwide organisation and to third parties where disclosure to such third parties is required in the normal course of business or by law; (iii) that you shall have read and understood the Company’s Privacy Policy, as and when implemented, in relation to the collection, processing, use, storage and transfer of SPDI and you agree to the terms thereof; (iv) use of your personal images and voices in marketing material, videos, etc.; and (v) treating any personal data to which you have access in the course of your employment strictly in accordance with Company policies and procedures and not using any such data other than in connection with and except to the extent necessary for the purposes for which it was disclosed to you.

12. RESPONSIBILITY FOR LOSS OR DAMAGE CAUSED DUE TO NEGLIGENCE, MISCONDUCT ETC.

11.1 You shall be responsible for any of your act or conduct during the course of your employment with the Company. If any loss or damage is caused to the Company, its consultants, advisors, employees, officers, directors or entities with which the Company has contracted, on account of the negligence, misbehaviour or misconduct on your part, the Company shall be entitled to seek compensation for such damage or loss from you.

11.2 In case you fail to compensate the Company within ten (10) days of the demand so made by the Company, the Company shall be entitled to make deductions of the said amount as permissible under the applicable law from the remuneration payable to you by the Company and/or the Company reserves the right to subject you to strict disciplinary action including but not limited to termination of employment with the Company.

13.INDEMNITY

You shall indemnify and hold the Company harmless from and against any and all damages, loss, injury or liability for a claim of damage, loss or injury to person or property caused by or resulting from any of your act or omission to the Company, agents, principals or its employees or representatives which constitutes a breach of the term of your employment or negligent performance of your duties as expected from you while in employment of the Company.

14.NON-DISPARAGEMENT

During the term of your employment with the Company and at all times thereafter, you will not make any false, defamatory or disparaging statements about the Company, or the employees, officers or directors of the Company that are reasonably likely to cause damage to any such entity or person.

15.COMPANY'S POLICIES

You shall comply with the Company's policies, rules and procedures as may be drafted, enforced, amended and/or altered from time to time during the course of your employment.

16. RETURN OF DOCUMENTS AND COMPANY PROPERTY

15.1 On expiry or prior termination of your employment you shall return to the Company all the assets and property documents, files, books, papers, information, memos, compact disks, data files or other computer programs, confidential information of the Company or any other property and equipment belonging to the Company in your possession or under your control (this includes all IP and any leased properties), You will be liable to pay damages including cost of such goods, equipment etc., as may have been provided to you by the Company in case you fail to return the same in good condition.

15.2 You shall also return to the Company any Letter of Authority or Power of Attorney on demand or on expiry or termination of your employment.

17.NOTICES

16.1 All notices, consents or other communications made either by you or the Company will be in writing and personally delivered or transmitted by registered post acknowledgment due or courier or by facsimile or by email.

16.2 You shall keep the Company informed about your latest postal address at all times and intimate in writing in case of a change in address. Any communication sent to you by the Company on your last known address (as intimated by you) shall be deemed to have been duly served upon you. In addition, you shall inform the Company, in writing, about any change in your name/surname with supportive documents facilitating updating of Company's record and for taking up such administrative actions which may be necessary as a consequence of change in name/surname etc.

18.GOVERNING LAW AND JURISDICTION

Your employment with the Company shall be governed and construed in accordance with the laws of India and the courts in Mumbai, Maharashtra shall have exclusive jurisdiction over any dispute that may arise with respect to your employment or its terms.

19. REPRESENTATIONS AND WARRANTIES

You hereby represent to the Company that:

- a. you are legally permitted to reside and be employed in India;
- b. you have reviewed these terms and conditions and that you understand the terms, purposes and effects of the same;
- c. you have accepted these terms and conditions only after having had the opportunity to seek clarifications;
- d. you have not been subjected to duress or undue influence of any kind to accept these terms and conditions and these terms and conditions will not impose an undue hardship upon you;
- e. you have accepted these terms and conditions of your own free will and without relying upon any statements made by the Company or any of its representatives, agents or employees;
- f. these terms and conditions are in all respects reasonable and necessary to protect the legitimate business interests of the Company;
- g. you have all requisite power and authority, and do not require the consent of any third party to accept our offer; and
- h. You are not a party to or bound by any employment agreement, consulting agreement, non-compete agreement, confidentiality agreement or similar agreement with any other person, organization or body corporate.

Agreed and accepted:

Sign: _____

Name: _____

Date: _____

Nitin Gamare
Panvel

Date: 10-08-2023

Sub: Offer Letter

Refer to your application and the subsequent Interview you had with us, we have pleasure in offering you an appointment for the position of “**Graduate Trainee Engineer**”, on the terms and conditions agreed at the time of Interview. Your base location will be **Pune**.

You are advised to join us on **16/08/2023** along with following documents, and subsequently you will be given detailed letter of appointment.

1. Pan Card and Aadhaar Card copy.
2. Academic Certificates
3. Photographs (Passport size)

Please note that all information submitted by you shall be correct. Any incorrect information furnished by you may lead to cancellation of Offer Letter and subsequent release of Appointment Letter.

You are requested to sign a duplicate copy of this Letter as token of acceptance and return to us for record and reference.

For Big Zero Technology LLP.



Akshay Singh

Authorised Signatory

I accept the terms & condition

Nitin Gamare



Letter No.:ICSA/CO/HR/S/2023/7356

ANNUX-B

Date:11/04/2023

To,

Mr/Ms.

Dear OMKAR SURVE,

Sub : Your compensation for the year 2023-2024.

We are pleased to inform you that you have been appointed as ' Jr. Engineer - Motor Claim 'and effective 10/06/2023 the following changes will be effected in your Professional Fees and allowances payable to you based on your performance and as per ICSA Guidelines and terms and conditions.

Category : Professional Services Contract Agreement	
Designation:Jr. Engineer - Motor Claim	Grade:D-1
Validity:3 Month	

Description	Monthly	Annual	Remarks
Professional Fees	20000	240000	
Other Benefits :			
Insurance (Approx.)	300	3600	
Total	20300	243600	
Notes	Note number 1-3 is applicable only if mentioned in remarks column		
	4. Professional Fees is on manmonth basis, where manmonth equal to calendar month i.e;(28/30/31) days		

5.Traveling beyond 50 kms for Inspection / Audit / Marketing / Office purpose will be reimbursed at actual.

6.Traveling beyond 50 kms for Inspection / Audit / Marketing / Office purpose will be reimbursed at actual.

6.1 Local Travel Expenses per Month (Residence to Office) is Included in CTC.

7. Your services are liable to be transferred in such capacity that management may determine to any other department / branch under the same management or same principles.

8. In such cases, you will be governed by the terms & conditions of service applicable.

9. You will be liable to be deputed to such branches / projects for periods as may be decided by the management from time to time.

10.Your Professional Fees or contract fee is subject to TDS deduction as per prevailing rates

11. PF Compliance: If applicable or Compulsion in future by client then both side share of PF will be transfer to your PF a/c from current CTC.

12. Salary / Contract fee / Professional fee reimbursement is subject to successful submission of all relevant documents like audit report, inspection report, daily progress report, monthly progress report, duly signed visit slip by client, duly approved client time sheet by client, NOCs signed by client for expense claim, (all original copy as per requirement of audit, vendor inspection or project)

13.If applicable all expenses shall be uploaded online and original copies to be submitted to Finance for approval and reimbursement along monthly time sheet.

14.Neither contractor can claim nor ICS- Assure shall pay any type of fee due to Natural Force Majeure period.

15.Any medical cost if occurs for treatment of COVID-19 or reimbursements of any medical bills or any related liabilities, if infected or have any of the COVID-19 signs after Joining/Reporting Field / Site / office premises will be bared by individual employee only.

16.Notice Period for Separation : If an individual decides to serve resignation from their employment with the company, the employee / sub-contractor may do so by giving one-month notice in writing, he/she shall serve the Company for the entire one month's notice period and if he / she quits the employment or remains absent from duty during the said one month's period of notice or any part thereof, the employee /sub-contractor will not only forfeit/deduct his/her salary for the period of absence, but shall also be liable to pay the Company a sum equivalent to one month's salary or part thereof.

17.Your Offer / Contract is subject to client approval, remains valid till the expiry of respective Project PO, OR gets expired, if demobilized by Client OR completion of Project Mandays.

We thank you for your contribution towards the growth and development of the organisation and trust you will continue the same with more zeal and enthusiasm.

We wish you all the best and a bright future.

Thanks and regards,

Sumeet Kataria.
Managing Director

Unit I : S.NO. 15, HISSA 3/2-A, VILLAGE NANDED,
NANDED PHATA,PUNE – 411041.

Unit II: S.NO. 6B, VILLAGE MAUJE KASURDI,
TAL- BHOR,DIST.- PUNE 412205



M/S. ADROIT ENTERPRISES

TO

23/06/2023

Pratik Pradip Jadhav

286, Near Muslim Wadi

Buaddhwadi, Ukshi

Ratnagiri415637

SUB: Appointment for the post of **Trainee Design Engineer**.

Dear Mr. Pratik,

We are pleased to offer you, the position of **Trainee Design Engineer** in Design Department with **Adroit Enterprises** on the following terms and conditions.

1. Your employment will be effective, as on **16/06/2023**

You will be on Training Period for one year from the Joining Date and after successful completion of Training Period, you will be made permanent, if the performance found satisfactory.

2. Your salary for Training period is Rs. **15,500/- p.m.**

3. You are entitled for the Provident Fund and Leaves after confirmation.

4. Bonus is applicable in Training Period.

5. Notice period will be of two months.

6. Your services will be terminated if found your involvement in any misconduct or harmful behaviour against interest of the company

7. your health will cover by Accident Policy of Rs. 3,00,000/-

8. your health will cover by Mediclaim policy of Rs. 2,00,000/-

Please confirm your acceptance of this contract of employment by replying on mail.

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

ADROIT ENTERPRISES

LETTER OF INTENT TO HIRE

To,
Sarvesh Sanjay Gawas
Sai Mantra Apartment, Gadgewadi,
At Post: Banda, Taluka: Sawantwadi,
Sindhudurg, 416510

16th May 2023

Dear Sarvesh,

In view of Campus Hiring Drive, selection process, and based on your performance during the interview process, we are pleased to inform you our intent to hire you as **Graduate Engineer Trainee** with **Konecranes and Demag Private Limited** and base location shall be **Pune**.

This selection shall be subject to your successful completion of your graduation. In the event, if you are unable to clear the final exams, then company reserves the right to cancel your appointment with the organization and this letter of intent shall not be considered as right to hire under any circumstances.

Below are the guidelines which shall be applicable to you, or you will have to abide to;

- Trainee period shall be of One Year (01) from the DOJ.
- DOJ shall be communicated by the company based on your result announcements or based on the business requirement.
- Your remuneration (**Annual Base Salary**) during the Trainee period shall be **INR 4,00,000 per annum**. Breakup is mentioned in the Annexure enclosed herewith.
- You shall be entitled for one leave per month during the Trainee period and such leave shall not be carried forwarded to the next month.
- Company reserves the right to assign you the function based on your knowledge, personal traits and business requirement.
- Applicable notice period shall be of 1 month during the notice period and notice pay recovery shall take place if you fail to serve the notice period during your employment.
- You shall undergo mandatory training programs as assigned such GDPR Training, Code of Conduct Training.
- You shall be required to sign the Non-Disclosure Agreement while joining the organization.
- Detailed appointment letter with all other terms and conditions shall be issued to you on the day of your joining or upon successful passing results of your final exams, whichever is applicable subject to submission of Final Mark List/ Certificate. Appointment letter shall comprise the period of Six Months (06) initially as Trainee Period and further it is extended for another period of Six Months (06) to comply with internal system requirements.

We look forward to welcome you to Konecranes Family and intend to support you in building your career!

Regards,



Yogesh Godse
Director, Human Resources, South Asia

Accepted by,

Sarvesh Sanjay Gawas
Date:

DEMAG

ANNEXURE

BREAK UP OF SALARY	
PARTICULARS	INR Per Annum
ANNUAL BASE SALARY (PART A)	
Basic Salary (40% of Gross Salary)	1,80,012
HRA (50% of Basic Salary)	90,006
Special Allowance*	1,08,381
Employers Contribution to PF (12% of Basic Salary)	21,601
ANNUAL BASE SALARY (PART A)	4,00,000
Part B – BENEFITS	
Gratuity (As per Act)	8,659
BENEFITS (Total PART B)	8,659
COST TO COMPANY (PART A + PART B)	4,08,659
Note: <ul style="list-style-type: none">- *Based on the Flexi Pay declaration, Special Allowance will be adjusted.- *Applicable income tax will be deducted on monthly basis as per Indian Income Tax rules.- You are eligible for the company's insurance benefit program of GMC, GPA and GTL.	

Regards,



Yogesh Godse
Director, Human Resources, South Asia

Accepted by,

Sarvesh Sanjay Gawas
Date:

DEMAG

Konecranes and Demag Private Limited

Registered Office: Plot No. D-16, Jejuri MIDC, Taluka Purandar, District Pune 412303;

Tel: 02115253801, 02115253802 Fax: +91 2115253803

Corporate Office: National Realty Private Limited. Level 3, Survey no. 75/2/3, Baner Pune – 411045

Tel: +91 20 67191500, E-mail: india.sales@konecranes.com, www.konecranes.in

CIN U74210PN1975PTC148965

Customer Helpdesk: 1800-209-533



Letter No.:ICSA/CO/HR/S/2023/7326

ANNUX-B

Date:29/03/2023

To,

Mr/Ms.

Dear SHUBHAM MULIK,

Sub : Your compensation for the year 2023-2024.

We are pleased to inform you that you have been appointed as ' Jr. Engineer - Property 'and effective 15/06/2023 the following changes will be effected in your Contract Fees and allowances payable to you based on your performance and as per ICSA Guidelines and terms and conditions.

Category : Contract	
Designation:Jr. Engineer - Property	Grade:D-1
Validity:1 Year	

Description	Monthly	Annual	Remarks
Contract Fees	21500	258000	
Other Benefits :			
Insurance (Approx.)	300	3600	
Gross CTC	21800	261600	
Notes	Note number 1-3 is applicable only if mentioned in remarks column		
	4. Contract Fees is on manmonth basis, where manmonth equal to calendar month i.e;(28/30/31) days		

5.Traveling beyond 50 kms for Inspection / Audit / Marketing / Office purpose will be reimbursed at actual.

6.Traveling beyond 50 kms for Inspection / Audit / Marketing / Office purpose will be reimbursed at actual.

6.1 Local Travel Expenses per Month (Residence to Office) is Included in CTC.

7. Your services are liable to be transferred in such capacity that management may determine to any other department / branch under the same management or same principles.

8. In such cases, you will be governed by the terms & conditions of service applicable.

9. You will be liable to be deputed to such branches / projects for periods as may be decided by the management from time to time.

10.Your Professional Fees or contract fee is subject to TDS deduction as per prevailing rates

11. PF Compliance: If applicable or Compulsion in future by client then both side share of PF will be transfer to your PF a/c from current CTC.

12. Salary / Contract fee / Professional fee reimbursement is subject to successful submission of all relevant documents like audit report, inspection report, daily progress report, monthly progress report, duly signed visit slip by client, duly approved client time sheet by client, NOCs signed by client for expense claim, (all original copy as per requirement of audit, vendor inspection or project)

13.If applicable all expenses shall be uploaded online and original copies to be submitted to Finance for approval and reimbursement along monthly time sheet.

14.Neither contractor can claim nor ICS- Assure shall pay any type of fee due to Natural Force Majeure period.

15.Any medical cost if occurs for treatment of COVID-19 or reimbursements of any medical bills or any related liabilities, if infected or have any of the COVID-19 signs after Joining/Reporting Field / Site / office premises will be bared by individual employee only.

16.Notice Period for Separation : If an individual decides to serve resignation from their employment with the company, the employee / sub-contractor may do so by giving one-month notice in writing, he/she shall serve the Company for the entire one month's notice period and if he / she quits the employment or remains absent from duty during the said one month's period of notice or any part thereof, the employee /sub-contractor will not only forfeit/deduct his/her salary for the period of absence, but shall also be liable to pay the Company a sum equivalent to one month's salary or part thereof.

17.Your Offer / Contract is subject to client approval, remains valid till the expiry of respective Project PO, OR gets expired, if demobilized by Client OR completion of Project Mandays.

We thank you for your contribution towards the growth and development of the organisation and trust you will continue the same with more zeal and enthusiasm.

We wish you all the best and a bright future.

Thanks and regards,

Sumeet Kataria.
Managing Director

Office : F 302/303, 3rd Floor, Eastern Business District,
Neptune Mall, L.B.S. Marg, Bhandup (W), Mumbai - 400078
Tel.: 2566 5539, 6826 5570 • Fax : 022 6826 5523
Works : C-5/2, Lote Parshuram, Tal. Khed, Dist. Ratnagiri - 415722
Email : info@firetechindia.com • Website : www.firetechindia.com
CIN No.: U29290MH1994PTC080430



**FIRETECH
EQUIPMENT &
SYSTEMS
PRIVATE LIMITED**

AN ISO 9001-2015 Certified Company

PRIVATE & CONFIDENTIAL

Date: May 4, 2023

**Mr. Shubham Waghdhare
Bhagirathi Bhuvan, A Wing,
2nd Floor, Ganesh Galli, Lalbaug,
Mumbai-400012**

Dear Mr. Shubham,

Sub: OFFER LETTER

We are pleased to appoint you as “**Graduate Trainee Engineer**” in our Organization on the following terms & condition.

- **Your cost to company will be Rs.1,95,120 /- Per annum and your gross salary will be Rs. 15,000/- per month.**
- **You will be on probation for 1 year from the date of your joining.**
- **Date of Joining and Location**

You are required to report for joining at Bhandup office in Mumbai.

➤ **Working Time**

Your normal working duration will be 9.00 am to 6.00 pm. from Monday to Saturday (Sunday weekly off). However, it may vary depending upon the nature of your work and your commitment to execute your responsibilities.

➤ **Rules and Regulations**

You will be governed by Company’s Rules and Regulations, which are in force, or as will be in force from time to time in respect of services conditions.

If you are agreeable to the above mentioned terms and conditions, please send duly signed copy of the offer letter to us at the address given below, as a token of your acceptance.

Corporate Office Address:

Firetech Equipment & Systems Pvt Ltd. F-302/303 - 3rd Floor. Eastern Business District, Neptune Mall, LBS Marg, Bhandup (W), Mumbai - 400078.

We look forward to your joining us and have fruitful services with Firetech Equipment & Systems Pvt Ltd.

➤ **Leave**

Leaves during the financial year (2023-2024) shall be applicable as mentioned below; (On Pro-Rated Basis)

- 06 Casual Leave (Applicable after Confirmation)
- 21 Paid Leave (Applicable after completion of One year)
- 13 Paid Holidays as per the company Holiday List.
- The above leaves shall not be applicable during the probation period of 1 year from the date of joining.

➤ **Salary Annexure**

a) Your salary in INR will be as below:

Components	Monthly (INR)	Yearly (INR)
Basic	6,000	72,000
HRA	4,500	54,000
Other Allowance	4,500	54,000
Gross	15,000	1,80,000
PF	1260	15,120
PT	200	2400
ESIC	113	1356
Net	13,427	1,61,124
Other Benefits		
PF Employer Contribution	1,260	15,120
CTC		1,95,120

- Gratuity will be applicable as be prevailing of government norms
- Medclaim benefits for spouse & 2 kids will be applicable of Rs.2,00,00 per family

Yours faithfully,
For Firetech Equipment & Systems Pvt Ltd.


Priyanka Rahane
Director

Acceptance of Offer

I have read all terms and conditions and I accept the above offer

Unit I : S.NO. 15, HISSA 3/2-A, VILLAGE NANDED,
NANDED PHATA,PUNE – 411041.

Unit II: S.NO. 6B, VILLAGE MAUJE KASURDI,
TAL- BHOR,DIST.- PUNE 412205



M/S. ADROIT ENTERPRISES

To,
Surag Suresh Kave

1029, Kave ali ,

Tal Mahad, Dist Raigad,

Pin No. 402301

12/07/2023

SUB: Appointment for the post of **Trainee Assembly Engineer**.

Dear Mr. Surag,

We are pleased to offer you, the position of **Trainee Assembly Engineer** in Assembly Department with **Adroit Enterprises** on the following terms and conditions.

1. Your employment will be effective, as on **01/07/2023**

You will be on Training Period for one year from the Joining Date and after successful completion of Training Period, you will be made permanent, if the performance found satisfactory.

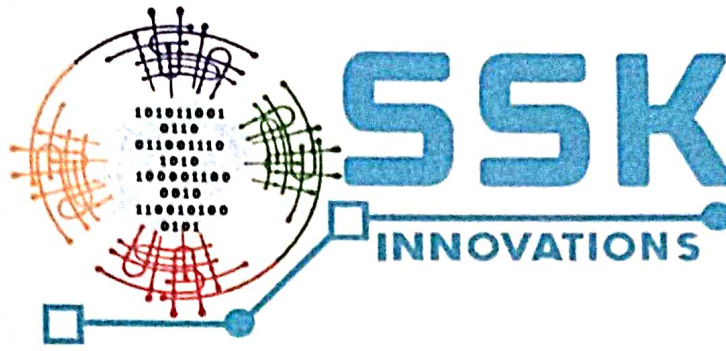
2. Your salary for Training period is Rs. **15,500/- p.m.**
3. You are entitled for the Provident Fund and Leaves after confirmation.
4. Bonus is applicable in Training Period.
5. Notice period will be of two months.
6. Your services will be terminated if found your involvement in any misconduct or harmful behaviour against interest of the company
7. your health will cover by Accident Policy of Rs. 3,00,000/-
8. your health will cover by Mediclaim policy of Rs. 2,00,000/-

Please confirm your acceptance of this contract of employment by replying on mail.

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

ADROIT ENTERPRISES

HR Department.



OFFER AND APPOINTMENT CONTRACT

SSKINNOV-TP/2023/24

Date: 03-07-2023

Mr. Tejas Jaywant Sutar

We are pleased to offer you employment at **SSK Innovations, Pune.**

Your position will be **Software Developer- Trainee** and we feel that your skills & background will be asset to our team.

Your cost to company (CTC) would be 1.85L per annum.

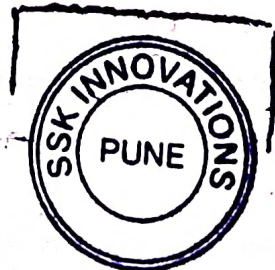
The allowances, benefits and other terms & conditions of your employment will be as per company policies as applicable from time to time.

1. Your annual gross salary along with the break-up of salary is enclosed at the end.
2. You are required to accept this offer on 03-07-2023 and the offer stands withdrawn thereafter unless the date is extended by us and communicated to you in writing. Joining date is 03-07-2023.
3. You are requested to virtually report to complete the joining formalities. You will be working remotely/ from Ratnagiri Office for initial period. Company may require you to work from other locations as per requirements.
4. For any further clarifications, request you to communicate with the concerned recruiter contact.

Welcome to SSK Innovations family and we look forward to a long and mutually beneficial association. If you have any questions, please feel free to contact the undersigned

Yours sincerely,

Mr. Arun Javier
Design and Development Head,
SSK Innovations,
Pune-411033
Mob: 9970707137



Mr. Devdas Malekar
Director,
SSK Innovations,
Pune - 411033
Mob: 8329483554

Attached Documents:

- 1) Employment Contract
- 2) Form for Personal Data
- 3) Confidentiality Agreement
- 4) Company Rules of Work and Conduct

Unit I : S.NO. 15, HISSA 3/2-A, VILLAGE NANDED,
NANDED PHATA,PUNE – 411041.

Unit II: S.NO. 6B, VILLAGE MAUJE KASURDI,
TAL- BHOR,DIST.- PUNE 412205



M/S. ADROIT ENTERPRISES

TO

15/06/2023

Vaibhav Vasudev Gothankar

Holicha Mand, Tamhane,

Ratnagiri, 416704

SUB: Appointment for the post of **Trainee Assembly Engineer**.

Dear Mr. Vaibhav,

We are pleased to offer you, the position of **Trainee Assembly Engineer** in Assembly Department with **Adroit Enterprises** on the following terms and conditions.

1. Your employment will be effective, as on **10/06/2023**

You will be on Training Period for one year from the Joining Date and after successful completion of Training Period, you will be made permanent, if the performance found satisfactory.

2. Your salary for Training period is Rs. **15,500/- p.m.**

3. You are entitled for the Provident Fund and Leaves after confirmation.

4. Bonus is applicable in Training Period.

5. Notice period will be of two months.

6. Your services will be terminated if found your involvement in any misconduct or harmful behaviour against interest of the company

7. your health will cover by Accident Policy of Rs. 3,00,000/-

8. your health will cover by Mediclaim policy of Rs. 2,00,000/-

Please confirm your acceptance of this contract of employment by replying on mail.

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

ADROIT ENTERPRISES