

DAV COLLEGE FOR GIRLS, YAMUNA NAGAR

5.2.1 - Number of placement of outgoing students during the year

Upload any additional information

PROOF OF PLACEMENTS

CTC Annexure		
Emoluments and Benefits for the grade of Business Development Executive (for APOORVA)		
COMPENSATION	P.A. (Rs)	P.M. (Rs)
Basic	78,120.00	6,510.00
Basket of Allowance	60,000.00	5,000.00
Bank's PF Contribution	11,892.00	991.00
Gratuity *	3,756.00	313.00
Statutory Bonus	16,800.00	1,400.00
Total Fixed Pay	1,70,568.00	14,214.00
Benefits:		
Group Mediclaim Policy and Term Life Insurance	3,792.00	-
Total Fixed Pay + Value of Benefits	1,74,360.00	-

- **Location Pay** is dependent on the posted location of the employee and is liable to change in case an employee is transferred to some other location subsequently.

Details of Benefits		
Insurance Details		
Type of Insurance	Insurance Cover (in Rs)	Remarks
Group Mediclaim Insurance Policy	1,50,000.00	Employee plus 3 dependants are covered under the floater policy. Additional 2 dependants can be covered for an additional premium.
Group Term Life Insurance Policy	25,00,000.00	Only employee is covered, a part of the annual premium is borne by the employee
The Insurance coverage under all the above policies will be available subject to completion of all formalities in connection with your appointment and fulfillment of requirements of the Insurance Company.		
Mobile Benefit		
You will be eligible for mobile reimbursement (Including Data Service) as per company policy.		
Gratuity *		
You will be eligible for gratuity payment as per the provisions of The Payment of Gratuity Act i.e. after rendering five years of continuous service with the Bank or any of the group entities.		
Provident Fund		
The Bank will contribute an amount equivalent to the prescribed rate towards Provident Fund. An equal amount will be deducted from your salary and paid to the Provident Fund Trust of Axis Bank Limited.		
Voluntary Provident Fund (VPF)		
The Bank has a voluntary provident fund scheme wherein you will be eligible to voluntarily contribute to the Provident Fund Trust, in addition to the statutory requirement. Such contribution is eligible to earn the same rate of interest as statutory contribution.		
Other Benefits		
Performance Bonus / Annual Incentive Plan (as may be applicable)	Performance linked bonus pay / Annual Incentive Plan/ESOPs (as applicable), will be paid/given as per the Company's policy, subject to your being a confirmed employee as per the current year policy. The payouts will be based both on individual performance and organization's performance.	

CTC Annexure		
Emoluments and Benefits for the grade of Business Development Executive (for Anjali)		
COMPENSATION	P.A. (Rs)	P.M. (Rs)
Basic	78,120.00	6,510.00
Basket of Allowance	60,000.00	5,000.00
Bank's PF Contribution	11,892.00	991.00
Gratuity *	3,756.00	313.00
Statutory Bonus	16,800.00	1,400.00
Total Fixed Pay	1,70,568.00	14,214.00
Benefits:		
Group Mediclaim Policy and Term Life Insurance	3,792.00	-
Total Fixed Pay + Value of Benefits	1,74,360.00	-

- Location Pay is dependent on the posted location of the employee and is liable to change in case an employee is transferred to some other location subsequently.

Details of Benefits		
Insurance Details		
Type of Insurance	Insurance Cover (in Rs)	Remarks
Group Mediclaim Insurance Policy	1,50,000.00	Employee plus 3 dependants are covered under the floater policy. Additional 2 dependants can be covered for an additional premium.
Group Term Life Insurance Policy	25,00,000.00	Only employee is covered, a part of the annual premium is borne by the employee
The insurance coverage under all the above policies will be available subject to completion of all formalities in connection with your appointment and fulfillment of requirements of the Insurance Company.		
Mobile Benefit		
You will be eligible for mobile reimbursement (including Data Service) as per company policy.		
Gratuity *		
You will be eligible for gratuity payment as per the provisions of The Payment of Gratuity Act i.e. after rendering five years of continuous service with the Bank or any of the group entities.		
Provident Fund		
The Bank will contribute an amount equivalent to the prescribed rate towards Provident Fund. An equal amount will be deducted from your salary and paid to the Provident Fund Trust of Axis Bank Limited.		
Voluntary Provident Fund (VPF)		
The Bank has a voluntary provident fund scheme wherein you will be eligible to voluntarily contribute to the Provident Fund Trust, in addition to the statutory requirement. Such contribution is eligible to earn the same rate of interest as statutory contribution.		
Other Benefits		
Performance Bonus / Annual Incentive Plan (as may be applicable)	Performance linked bonus pay / Annual Incentive Plan/ESOPs (as applicable), will be paid/given as per the Company's policy, subject to your being a confirmed employee as per the current year policy. The payouts will be based both on individual performance and organization's performance.	

CTC Annexure		
Emoluments and Benefits for the grade of Business Development Executive (for Harpreet Kaur)		
COMPENSATION	P.A. (Rs)	P.M. (Rs)
Basic	78,120.00	6,510.00
Basket of Allowance	60,000.00	5,000.00
Bank's PF Contribution	11,892.00	991.00
Gratuity *	3,756.00	313.00
Statutory Bonus	16,800.00	1,400.00
Total Fixed Pay	1,70,568.00	14,214.00
Benefits:		
Group Mediclaim Policy and Term Life Insurance	3,792.00	-
Total Fixed Pay + Value of Benefits	1,74,360.00	-

- **Location Pay** is dependent on the posted location of the employee and is liable to change in case an employee is transferred to some other location subsequently.

Details of Benefits		
Insurance Details		
Type of Insurance	Insurance Cover (in Rs)	Remarks
Group Mediclaim Insurance Policy	1,50,000.00	Employee plus 3 dependants are covered under the floater policy. Additional 2 dependants can be covered for an additional premium.
Group Term Life Insurance Policy	25,00,000.00	Only employee is covered, a part of the annual premium is borne by the employee
The Insurance coverage under all the above policies will be available subject to completion of all formalities in connection with your appointment and fulfillment of requirements of the Insurance Company.		
Mobile Benefit		
You will be eligible for mobile reimbursement (Including Data Service) as per company policy.		
Gratuity *		
You will be eligible for gratuity payment as per the provisions of The Payment of Gratuity Act i.e. after rendering five years of continuous service with the Bank or any of the group entities.		
Provident Fund		
The Bank will contribute an amount equivalent to the prescribed rate towards Provident Fund. An equal amount will be deducted from your salary and paid to the Provident Fund Trust of Axis Bank Limited.		
Voluntary Provident Fund (VPF)		
The Bank has a voluntary provident fund scheme wherein you will be eligible to voluntarily contribute to the Provident Fund Trust, in addition to the statutory requirement. Such contribution is eligible to earn the same rate of interest as statutory contribution.		
Other Benefits		
Performance Bonus / Annual Incentive Plan (as may be applicable)	Performance linked bonus pay / Annual Incentive Plan/ESOPs (as applicable), will be paid/given as per the Company's policy, subject to your being a confirmed employee as per the current year policy. The payouts will be based both on individual performance and organization's performance.	



"Best Viewed In Google Chrome"

CTC Annexure		
Emoluments and Benefits for the grade of Business Development Executive (for Prachi)		
COMPENSATION	P.A. (Rs)	P.M. (Rs)
Basic	78,120.00	6,510.00
Basket of Allowance	60,000.00	5,000.00
Bank's PF Contribution	11,892.00	991.00
Gratuity *	3,756.00	313.00
Statutory Bonus	16,800.00	1,400.00
Total Fixed Pay	1,70,568.00	14,214.00
Benefits:		
Group Mediclaim Policy and Term Life Insurance	3,792.00	-
Total Fixed Pay + Value of Benefits	1,74,360.00	-

- **Location Pay** is dependent on the posted location of the employee and is liable to change in case an employee is transferred to some other location subsequently.

Details of Benefits		
Insurance Details		
Type of Insurance	Insurance Cover (in Rs)	Remarks
Group Mediclaim Insurance Policy	1,50,000.00	Employee plus 3 dependants are covered under the floater policy. Additional 2 dependants can be covered for an additional premium.
Group Term Life Insurance Policy	25,00,000.00	Only employee is covered, a part of the annual premium is borne by the employee
The Insurance coverage under all the above policies will be available subject to completion of all formalities in connection with your appointment and fulfillment of requirements of the Insurance Company.		
Mobile Benefit		
You will be eligible for mobile reimbursement (Including Data Service) as per company policy.		
Gratuity *		
You will be eligible for gratuity payment as per the provisions of The Payment of Gratuity Act i.e. after rendering five years of continuous service with the Bank or any of the group entities.		
Provident Fund		
The Bank will contribute an amount equivalent to the prescribed rate towards Provident Fund. An equal amount will be deducted from your salary and paid to the Provident Fund Trust of Axis Bank Limited.		
Voluntary Provident Fund (VPF)		
The Bank has a voluntary provident fund scheme wherein you will be eligible to voluntarily contribute to the Provident Fund Trust, in addition to the statutory requirement. Such contribution is eligible to earn the same rate of interest as statutory contribution.		
Other Benefits		
Performance Bonus / Annual Incentive Plan (as may be applicable)	Performance linked bonus pay / Annual Incentive Plan/ESOPs (as applicable), will be paid/given as per the Company's policy, subject to your being a confirmed employee as per the current year policy. The payouts will be based both on individual performance and organization's performance.	

CTC Annexure		
Emoluments and Benefits for the grade of Business Development Executive (for SHIVANI)		
COMPENSATION	P.A. (Rs)	P.M. (Rs)
Basic	78,120.00	6,510.00
Basket of Allowance	60,000.00	5,000.00
Bank's PF Contribution	11,892.00	991.00
Gratuity *	3,756.00	313.00
Statutory Bonus	16,800.00	1,400.00
Total Fixed Pay	1,70,568.00	14,214.00
Benefits:		
Group Mediclaim Policy and Term Life Insurance	3,792.00	-
Total Fixed Pay + Value of Benefits	1,74,360.00	-

- Location Pay is dependent on the posted location of the employee and is liable to change in case an employee is transferred to some other location subsequently.

Details of Benefits		
Insurance Details		
Type of Insurance	Insurance Cover (in Rs)	Remarks
Group Mediclaim Insurance Policy	1,50,000.00	Employee plus 3 dependants are covered under the floater policy. Additional 2 dependants can be covered for an additional premium.
Group Term Life Insurance Policy	25,00,000.00	Only employee is covered, a part of the annual premium is borne by the employee
The Insurance coverage under all the above policies will be available subject to completion of all formalities in connection with your appointment and fulfillment of requirements of the Insurance Company.		
Mobile Benefit		
You will be eligible for mobile reimbursement (Including Data Service) as per company policy.		
Gratuity *		
You will be eligible for gratuity payment as per the provisions of The Payment of Gratuity Act i.e. after rendering five years of continuous service with the Bank or any of the group entities.		
Provident Fund		
The Bank will contribute an amount equivalent to the prescribed rate towards Provident Fund. An equal amount will be deducted from your salary and paid to the Provident Fund Trust of Axis Bank Limited.		
Voluntary Provident Fund (VPF)		
The Bank has a voluntary provident fund scheme wherein you will be eligible to voluntarily contribute to the Provident Fund Trust, in addition to the statutory requirement. Such contribution is eligible to earn the same rate of interest as statutory contribution.		
Other Benefits		
Performance Bonus / Annual Incentive Plan (as may be applicable)	Performance linked bonus pay / Annual Incentive Plan/ESOPs (as applicable), will be paid/given as per the Company's policy, subject to your being a confirmed employee as per the current year policy. The payouts will be based both on individual performance and organization's performance.	



19/05/2022

Letter of Appointment

Dear Anjali,

Appointment as **Business Development- Intern**

We refer to your recent interview for the position and are please to advise that we are offering you the position with Jolly Immigration Consultants effective from 19-May-2022 under the following terms and conditions:

1. Posting & Transfer

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

2. Probation

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

3. Full time employment

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

4. Confidentiality

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

5. Intellectual Property

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

6. Responsibilities & Duties

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

7. Past Records

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

8. Termination of employment

During the probationary period and any extension thereof, your services may be terminated without giving any notice or salary in lieu thereof. However, on confirmation the services can be terminated from either side by giving one month (30 days) notice or salary in lieu thereof.

Upon resignation/termination of employment, you will immediately hand over to the Company all correspondence, specifications, formulae, books, documents, market data, cost data, drawings, affects or records belonging to the Company or relating to its business and shall not retain or make copies of these items.

Upon resignation/termination of employment, you will also return all company property, which may be in your possession.

Notwithstanding the above condition, the contract of service may also be terminated because of under mentioned stipulations. This will be without payment of any compensation.

- If you fail, refuse or neglect to carry out and perform your duties assigned to you by the company.
- For loss of confidence in you by the company for any of the act committed by you.
- If you are found to be guilty of fraud, insubordination or misconduct whether in course of performance of duties entrusted to you or otherwise.
- If you are found unfit for being entrusted with the responsible work commensurate with your position in consequences of any misconduct, moral turpitude. * If you commit any act prejudicial to the continuing good relationship between you and the company.
- If you commit breach of any of the terms of this letter of appointment.

9. Authority

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

If you agree to the above terms and conditions of the appointment, kindly confirm your acceptance by signing and returning the duplicate copy of this letter for our file and records.

Sincerely,

Harjeet Singh
Manager
Jolly Immigration Consultants

I agree to the appointment and accept the above terms and conditions of service.

Name: Anjali
Employee ID : JIC223
Date: 19/05/2022

Signature:



19/05/2022

Letter of Appointment

Dear **HARMAN KAUR**,

Appointment as **Business Development- Intern**

We refer to your recent interview for the position and are please to advise that we are offering you the position with Jolly Immigration Consultants effective from 19-JUL-2022 under the following terms and conditions:

1. Posting & Transfer

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

2. Probation

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

3. Full time employment

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

4. Confidentiality

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

5. Intellectual Property

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

6. Responsibilities & Duties

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

7. Past Records

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

8. Termination of employment

During the probationary period and any extension thereof, your services may be terminated without giving any notice or salary in lieu thereof. However, on confirmation the services can be terminated from either side by giving one month (30 days) notice or salary in lieu thereof.

Upon resignation/termination of employment, you will immediately hand over to the Company all correspondence, specifications, formulae, books, documents, market data, cost data, drawings, affects or records belonging to the Company or relating to its business and shall not retain or make copies of these items.

Upon resignation/termination of employment, you will also return all company property, which may be in your possession.

Notwithstanding the above condition, the contract of service may also be terminated because of under mentioned stipulations. This will be without payment of any compensation.

- If you fail, refuse or neglect to carry out and perform your duties assigned to you by the company.
- For loss of confidence in you by the company for any of the act committed by you.
- If you are found to be guilty of fraud, insubordination or misconduct whether in course of performance of duties entrusted to you or otherwise.
- If you are found unfit for being entrusted with the responsible work commensurate with your position in consequences of any misconduct, moral turpitude. * If you commit any act prejudicial to the continuing good relationship between you and the company.
- If you commit breach of any of the terms of this letter of appointment.

9. Authority

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

If you agree to the above terms and conditions of the appointment, kindly confirm your acceptance by signing and returning the duplicate copy of this letter for our file and records.

Sincerely,

Harjeet Singh
Manager
Jolly Immigration Consultants

I agree to the appointment and accept the above terms and conditions of service.

Name: HARMAN KAUR

Employee ID : JIC224

Date: 19/05/2022

Signature:



14/05/2022

Letter of Appointment

Dear TANVI,

Appointment as **Business Development- Intern**

We refer to your recent interview for the position and are please to advise that we are offering you the position with Jolly Immigration Consultants effective from 18-May-2022 under the following terms and conditions:

1. Posting & Transfer

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

2. Probation

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

3. Full time employment

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

4. Confidentiality

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

5. Intellectual Property

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

6. Responsibilities & Duties

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

7. Past Records

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

8. Termination of employment

During the probationary period and any extension thereof, your services may be terminated without giving any notice or salary in lieu thereof. However, on confirmation the services can be terminated from either side by giving one month (30 days) notice or salary in lieu thereof.

Upon resignation/termination of employment, you will immediately hand over to the Company all correspondence, specifications, formulae, books, documents, market data, cost data, drawings, affects or records belonging to the Company or relating to its business and shall not retain or make copies of these items.

Upon resignation/termination of employment, you will also return all company property, which may be in your possession.

Notwithstanding the above condition, the contract of service may also be terminated because of under mentioned stipulations. This will be without payment of any compensation.

- If you fail, refuse or neglect to carry out and perform your duties assigned to you by the company.
- For loss of confidence in you by the company for any of the act committed by you.
- If you are found to be guilty of fraud, insubordination or misconduct whether in course of performance of duties entrusted to you or otherwise.
- If you are found unfit for being entrusted with the responsible work commensurate with your position in consequences of any misconduct, moral turpitude. * If you commit any act prejudicial to the continuing good relationship between you and the company.
- If you commit breach of any of the terms of this letter of appointment.

9. Authority

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

If you agree to the above terms and conditions of the appointment, kindly confirm your acceptance by signing and returning the duplicate copy of this letter for our file and records.

Sincerely,

Harjeet Singh
Manager
Jolly Immigration Consultants

I agree to the appointment and accept the above terms and conditions of service.

Name: TANVI
Employee ID : JIC221
Date: 14/05/2022

Signature:



19/05/2022

Letter of Appointment

Dear **Harpreet Kaur**,

Appointment as **Business Development- Intern**

We refer to your recent interview for the position and are please to advise that we are offering you the position with Jolly Immigration Consultants effective from 19-JUL-2022 under the following terms and conditions:

1. Posting & Transfer

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

2. Probation

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

3. Full time employment

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

4. Confidentiality

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

5. Intellectual Property

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

6. Responsibilities & Duties

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

7. Past Records

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

8. Termination of employment

During the probationary period and any extension thereof, your services may be terminated without giving any notice or salary in lieu thereof. However, on confirmation the services can be terminated from either side by giving one month (30 days) notice or salary in lieu thereof.

Upon resignation/termination of employment, you will immediately hand over to the Company all correspondence, specifications, formulae, books, documents, market data, cost data, drawings, affects or records belonging to the Company or relating to its business and shall not retain or make copies of these items.

Upon resignation/termination of employment, you will also return all company property, which may be in your possession.

Notwithstanding the above condition, the contract of service may also be terminated because of under mentioned stipulations. This will be without payment of any compensation.

- If you fail, refuse or neglect to carry out and perform your duties assigned to you by the company.
- For loss of confidence in you by the company for any of the act committed by you.
- If you are found to be guilty of fraud, insubordination or misconduct whether in course of performance of duties entrusted to you or otherwise.
- If you are found unfit for being entrusted with the responsible work commensurate with your position in consequences of any misconduct, moral turpitude. * If you commit any act prejudicial to the continuing good relationship between you and the company.
- If you commit breach of any of the terms of this letter of appointment.

9. Authority

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

If you agree to the above terms and conditions of the appointment, kindly confirm your acceptance by signing and returning the duplicate copy of this letter for our file and records.

Sincerely,

Harjeet Singh
Manager
Jolly Immigration Consultants

I agree to the appointment and accept the above terms and conditions of service.

Name: Harpreet Kaur

Employee ID : JIC 225

Date: 19/05/2022

Signature:



19/05/2022

Letter of Appointment

Dear **Harshita Behamani**,

Appointment as **IELTS Trainer**

We refer to your recent interview for the position and are please to advise that we are offering you the position with Jolly Immigration Consultants effective from 21-May-2022 under the following terms and conditions:

1. Posting & Transfer

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

2. Probation

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

3. Full time employment

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

4. Confidentiality

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

5. Intellectual Property

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

6. Responsibilities & Duties

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

7. Past Records

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

8. Termination of employment

During the probationary period and any extension thereof, your services may be terminated without giving any notice or salary in lieu thereof. However, on confirmation the services can be terminated from either side by giving one month (30 days) notice or salary in lieu thereof.

Upon resignation/termination of employment, you will immediately hand over to the Company all correspondence, specifications, formulae, books, documents, market data, cost data, drawings, affects or records belonging to the Company or relating to its business and shall not retain or make copies of these items.

Upon resignation/termination of employment, you will also return all company property, which may be in your possession.

Notwithstanding the above condition, the contract of service may also be terminated because of under mentioned stipulations. This will be without payment of any compensation.

- If you fail, refuse or neglect to carry out and perform your duties assigned to you by the company.
- For loss of confidence in you by the company for any of the act committed by you.
- If you are found to be guilty of fraud, insubordination or misconduct whether in course of performance of duties entrusted to you or otherwise.
- If you are found unfit for being entrusted with the responsible work commensurate with your position in consequences of any misconduct, moral turpitude. * If you commit any act prejudicial to the continuing good relationship between you and the company.
- If you commit breach of any of the terms of this letter of appointment.

9. Authority

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

If you agree to the above terms and conditions of the appointment, kindly confirm your acceptance by signing and returning the duplicate copy of this letter for our file and records.

Sincerely,

Harjeet Singh
Manager
Jolly Immigration Consultants

I agree to the appointment and accept the above terms and conditions of service.

Name: Harshita Behamani

Employee ID : JIC 235

Date: 19/05/2022

Signature:



19/05/2022

Letter of Appointment

Dear Harshita Saini,

Appointment as **Business Development- Intern**

We refer to your recent interview for the position and are please to advise that we are offering you the position with Jolly Immigration Consultants effective from 21-Jun-2022 under the following terms and conditions:

1. Posting & Transfer

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

2. Probation

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

3. Full time employment

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

4. Confidentiality

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

5. Intellectual Property

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

6. Responsibilities & Duties

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

7. Past Records

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

8. Termination of employment

During the probationary period and any extension thereof, your services may be terminated without giving any notice or salary in lieu thereof. However, on confirmation the services can be terminated from either side by giving one month (30 days) notice or salary in lieu thereof.

Upon resignation/termination of employment, you will immediately hand over to the Company all correspondence, specifications, formulae, books, documents, market data, cost data, drawings, affects or records belonging to the Company or relating to its business and shall not retain or make copies of these items.

Upon resignation/termination of employment, you will also return all company property, which may be in your possession.

Notwithstanding the above condition, the contract of service may also be terminated because of under mentioned stipulations. This will be without payment of any compensation.

- If you fail, refuse or neglect to carry out and perform your duties assigned to you by the company.
- For loss of confidence in you by the company for any of the act committed by you.
- If you are found to be guilty of fraud, insubordination or misconduct whether in course of performance of duties entrusted to you or otherwise.
- If you are found unfit for being entrusted with the responsible work commensurate with your position in consequences of any misconduct, moral turpitude. * If you commit any act prejudicial to the continuing good relationship between you and the company.
- If you commit breach of any of the terms of this letter of appointment.

9. Authority

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

If you agree to the above terms and conditions of the appointment, kindly confirm your acceptance by signing and returning the duplicate copy of this letter for our file and records.

Sincerely,

Harjeet Singh
Manager
Jolly Immigration Consultants

I agree to the appointment and accept the above terms and conditions of service.

Name: Harshita Saini

Employee ID : JIC 236

Date: 19/05/2022

Signature:



19/05/2022

Letter of Appointment

Dear Gursimran Kaur,

Appointment as **Business Development- Intern**

We refer to your recent interview for the position and are please to advise that we are offering you the position with Jolly Immigration Consultants effective from 19-Aug-2022 under the following terms and conditions:

1. Posting & Transfer

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

2. Probation

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

3. Full time employment

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

4. Confidentiality

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

5. Intellectual Property

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

6. Responsibilities & Duties

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

7. Past Records

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

8. Termination of employment

During the probationary period and any extension thereof, your services may be terminated without giving any notice or salary in lieu thereof. However, on confirmation the services can be terminated from either side by giving one month (30 days) notice or salary in lieu thereof.

Upon resignation/termination of employment, you will immediately hand over to the Company all correspondence, specifications, formulae, books, documents, market data, cost data, drawings, affects or records belonging to the Company or relating to its business and shall not retain or make copies of these items.

Upon resignation/termination of employment, you will also return all company property, which may be in your possession.

Notwithstanding the above condition, the contract of service may also be terminated because of under mentioned stipulations. This will be without payment of any compensation.

- If you fail, refuse or neglect to carry out and perform your duties assigned to you by the company.
- For loss of confidence in you by the company for any of the act committed by you.
- If you are found to be guilty of fraud, insubordination or misconduct whether in course of performance of duties entrusted to you or otherwise.
- If you are found unfit for being entrusted with the responsible work commensurate with your position in consequences of any misconduct, moral turpitude. * If you commit any act prejudicial to the continuing good relationship between you and the company.
- If you commit breach of any of the terms of this letter of appointment.

9. Authority

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

If you agree to the above terms and conditions of the appointment, kindly confirm your acceptance by signing and returning the duplicate copy of this letter for our file and records.

Sincerely,

Harjeet Singh
Manager
Jolly Immigration Consultants

I agree to the appointment and accept the above terms and conditions of service.

Name: Gursimran Kaur

Employee ID : JIC 228

Date: 19/05/2022

Signature:



19/05/2022

Letter of Appointment

Dear Naina Garg,

Appointment as **Business Development- Intern**

We refer to your recent interview for the position and are please to advise that we are offering you the position with Jolly Immigration Consultants effective from 19-Aug-2022 under the following terms and conditions:

1. Posting & Transfer

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

2. Probation

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

3. Full time employment

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

4. Confidentiality

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

5. Intellectual Property

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

6. Responsibilities & Duties

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

7. Past Records

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

8. Termination of employment

During the probationary period and any extension thereof, your services may be terminated without giving any notice or salary in lieu thereof. However, on confirmation the services can be terminated from either side by giving one month (30 days) notice or salary in lieu thereof.

Upon resignation/termination of employment, you will immediately hand over to the Company all correspondence, specifications, formulae, books, documents, market data, cost data, drawings, affects or records belonging to the Company or relating to its business and shall not retain or make copies of these items.

Upon resignation/termination of employment, you will also return all company property, which may be in your possession.

Notwithstanding the above condition, the contract of service may also be terminated because of under mentioned stipulations. This will be without payment of any compensation.

- If you fail, refuse or neglect to carry out and perform your duties assigned to you by the company.
- For loss of confidence in you by the company for any of the act committed by you.
- If you are found to be guilty of fraud, insubordination or misconduct whether in course of performance of duties entrusted to you or otherwise.
- If you are found unfit for being entrusted with the responsible work commensurate with your position in consequences of any misconduct, moral turpitude. * If you commit any act prejudicial to the continuing good relationship between you and the company.
- If you commit breach of any of the terms of this letter of appointment.

9. Authority

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

If you agree to the above terms and conditions of the appointment, kindly confirm your acceptance by signing and returning the duplicate copy of this letter for our file and records.

Sincerely,

Harjeet Singh
Manager
Jolly Immigration Consultants

I agree to the appointment and accept the above terms and conditions of service.

Name: Naina Garg
Employee ID : JIC 229
Date: 19/05/2022

Signature:



19/05/2022

Letter of Appointment

Dear Vaneeta,

Appointment as **Business Development- Intern**

We refer to your recent interview for the position and are please to advise that we are offering you the position with Jolly Immigration Consultants effective from 19-JUL-2022 under the following terms and conditions:

1. Posting & Transfer

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

2. Probation

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

3. Full time employment

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

4. Confidentiality

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

5. Intellectual Property

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

6. Responsibilities & Duties

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

7. Past Records

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

8. Termination of employment

During the probationary period and any extension thereof, your services may be terminated without giving any notice or salary in lieu thereof. However, on confirmation the services can be terminated from either side by giving one month (30 days) notice or salary in lieu thereof.

Upon resignation/termination of employment, you will immediately hand over to the Company all correspondence, specifications, formulae, books, documents, market data, cost data, drawings, affects or records belonging to the Company or relating to its business and shall not retain or make copies of these items.

Upon resignation/termination of employment, you will also return all company property, which may be in your possession.

Notwithstanding the above condition, the contract of service may also be terminated because of under mentioned stipulations. This will be without payment of any compensation.

- If you fail, refuse or neglect to carry out and perform your duties assigned to you by the company.
- For loss of confidence in you by the company for any of the act committed by you.
- If you are found to be guilty of fraud, insubordination or misconduct whether in course of performance of duties entrusted to you or otherwise.
- If you are found unfit for being entrusted with the responsible work commensurate with your position in consequences of any misconduct, moral turpitude. * If you commit any act prejudicial to the continuing good relationship between you and the company.
- If you commit breach of any of the terms of this letter of appointment.

9. Authority

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

If you agree to the above terms and conditions of the appointment, kindly confirm your acceptance by signing and returning the duplicate copy of this letter for our file and records.

Sincerely,

Harjeet Singh
Manager
Jolly Immigration Consultants

I agree to the appointment and accept the above terms and conditions of service.

Name: Vaneeta
Employee ID : JIC 230
Date: 19/05/2022

Signature:



19/05/2022

Letter of Appointment

Dear Anushka,

Appointment as **Business Development- Intern**

We refer to your recent interview for the position and are please to advise that we are offering you the position with Jolly Immigration Consultants effective from 19-JUL-2022 under the following terms and conditions:

1. Posting & Transfer

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

2. Probation

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

3. Full time employment

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

4. Confidentiality

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

5. Intellectual Property

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

6. Responsibilities & Duties

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

7. Past Records

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

8. Termination of employment

During the probationary period and any extension thereof, your services may be terminated without giving any notice or salary in lieu thereof. However, on confirmation the services can be terminated from either side by giving one month (30 days) notice or salary in lieu thereof.

Upon resignation/termination of employment, you will immediately hand over to the Company all correspondence, specifications, formulae, books, documents, market data, cost data, drawings, affects or records belonging to the Company or relating to its business and shall not retain or make copies of these items.

Upon resignation/termination of employment, you will also return all company property, which may be in your possession.

Notwithstanding the above condition, the contract of service may also be terminated because of under mentioned stipulations. This will be without payment of any compensation.

- If you fail, refuse or neglect to carry out and perform your duties assigned to you by the company.
- For loss of confidence in you by the company for any of the act committed by you.
- If you are found to be guilty of fraud, insubordination or misconduct whether in course of performance of duties entrusted to you or otherwise.
- If you are found unfit for being entrusted with the responsible work commensurate with your position in consequences of any misconduct, moral turpitude. * If you commit any act prejudicial to the continuing good relationship between you and the company.
- If you commit breach of any of the terms of this letter of appointment.

9. Authority

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

If you agree to the above terms and conditions of the appointment, kindly confirm your acceptance by signing and returning the duplicate copy of this letter for our file and records.

Sincerely,

Harjeet Singh
Manager
Jolly Immigration Consultants

I agree to the appointment and accept the above terms and conditions of service.

Name: Anushka
Employee ID : JIC 231
Date: 19/05/2022

Signature:



16/05/2022

Letter of Appointment

Dear Ashima,

Appointment as **Business Development- Intern**

We refer to your recent interview for the position and are please to advise that we are offering you the position with Jolly Immigration Consultants effective from 18-May-2022 under the following terms and conditions:

1. Posting & Transfer

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

2. Probation

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

3. Full time employment

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

4. Confidentiality

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

5. Intellectual Property

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

6. Responsibilities & Duties

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

7. Past Records

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

8. Termination of employment

During the probationary period and any extension thereof, your services may be terminated without giving any notice or salary in lieu thereof. However, on confirmation the services can be terminated from either side by giving one month (30 days) notice or salary in lieu thereof.

Upon resignation/termination of employment, you will immediately hand over to the Company all correspondence, specifications, formulae, books, documents, market data, cost data, drawings, affects or records belonging to the Company or relating to its business and shall not retain or make copies of these items.

Upon resignation/termination of employment, you will also return all company property, which may be in your possession.

Notwithstanding the above condition, the contract of service may also be terminated because of under mentioned stipulations. This will be without payment of any compensation.

- If you fail, refuse or neglect to carry out and perform your duties assigned to you by the company.
- For loss of confidence in you by the company for any of the act committed by you.
- If you are found to be guilty of fraud, insubordination or misconduct whether in course of performance of duties entrusted to you or otherwise.
- If you are found unfit for being entrusted with the responsible work commensurate with your position in consequences of any misconduct, moral turpitude. * If you commit any act prejudicial to the continuing good relationship between you and the company.
- If you commit breach of any of the terms of this letter of appointment.

9. Authority

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

If you agree to the above terms and conditions of the appointment, kindly confirm your acceptance by signing and returning the duplicate copy of this letter for our file and records.

Sincerely,

Harjeet Singh
Manager
Jolly Immigration Consultants

I agree to the appointment and accept the above terms and conditions of service.

Name: Ashima
Employee ID : JIC222
Date: 16/05/2022

Signature:



19/05/2022

Letter of Appointment

Dear Jasmeet Kaur,

Appointment as **Business Development- Intern**

We refer to your recent interview for the position and are please to advise that we are offering you the position with Jolly Immigration Consultants effective from 24-May-2022 under the following terms and conditions:

1. Posting & Transfer

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

2. Probation

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

3. Full time employment

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

4. Confidentiality

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

5. Intellectual Property

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

6. Responsibilities & Duties

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

7. Past Records

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

8. Termination of employment

During the probationary period and any extension thereof, your services may be terminated without giving any notice or salary in lieu thereof. However, on confirmation the services can be terminated from either side by giving one month (30 days) notice or salary in lieu thereof.

Upon resignation/termination of employment, you will immediately hand over to the Company all correspondence, specifications, formulae, books, documents, market data, cost data, drawings, affects or records belonging to the Company or relating to its business and shall not retain or make copies of these items.

Upon resignation/termination of employment, you will also return all company property, which may be in your possession.

Notwithstanding the above condition, the contract of service may also be terminated because of under mentioned stipulations. This will be without payment of any compensation.

- If you fail, refuse or neglect to carry out and perform your duties assigned to you by the company.
- For loss of confidence in you by the company for any of the act committed by you.
- If you are found to be guilty of fraud, insubordination or misconduct whether in course of performance of duties entrusted to you or otherwise.
- If you are found unfit for being entrusted with the responsible work commensurate with your position in consequences of any misconduct, moral turpitude. * If you commit any act prejudicial to the continuing good relationship between you and the company.
- If you commit breach of any of the terms of this letter of appointment.

9. Authority

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

If you agree to the above terms and conditions of the appointment, kindly confirm your acceptance by signing and returning the duplicate copy of this letter for our file and records.

Sincerely,

Harjeet Singh
Manager
Jolly Immigration Consultants

I agree to the appointment and accept the above terms and conditions of service.

Name: Jasmeet Kaur
Employee ID : JIC 232
Date: 19/05/2022

Signature:



19/05/2022

Letter of Appointment

Dear Prerna Sharma,

Appointment as **Business Development- Intern**

We refer to your recent interview for the position and are please to advise that we are offering you the position with Jolly Immigration Consultants effective from 10-Jun-2022 under the following terms and conditions:

1. Posting & Transfer

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

2. Probation

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

3. Full time employment

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

4. Confidentiality

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

5. Intellectual Property

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

6. Responsibilities & Duties

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

7. Past Records

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

8. Termination of employment

During the probationary period and any extension thereof, your services may be terminated without giving any notice or salary in lieu thereof. However, on confirmation the services can be terminated from either side by giving one month (30 days) notice or salary in lieu thereof.

Upon resignation/termination of employment, you will immediately hand over to the Company all correspondence, specifications, formulae, books, documents, market data, cost data, drawings, affects or records belonging to the Company or relating to its business and shall not retain or make copies of these items.

Upon resignation/termination of employment, you will also return all company property, which may be in your possession.

Notwithstanding the above condition, the contract of service may also be terminated because of under mentioned stipulations. This will be without payment of any compensation.

- If you fail, refuse or neglect to carry out and perform your duties assigned to you by the company.
- For loss of confidence in you by the company for any of the act committed by you.
- If you are found to be guilty of fraud, insubordination or misconduct whether in course of performance of duties entrusted to you or otherwise.
- If you are found unfit for being entrusted with the responsible work commensurate with your position in consequences of any misconduct, moral turpitude. * If you commit any act prejudicial to the continuing good relationship between you and the company.
- If you commit breach of any of the terms of this letter of appointment.

9. Authority

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

If you agree to the above terms and conditions of the appointment, kindly confirm your acceptance by signing and returning the duplicate copy of this letter for our file and records.

Sincerely,

Harjeet Singh
Manager
Jolly Immigration Consultants

I agree to the appointment and accept the above terms and conditions of service.

Name: Perna Sharma

Employee ID : JIC 233

Date: 19/05/2022

Signature:



19/05/2022

Letter of Appointment

Dear Vanshika Garg,

Appointment as **Business Development- Intern**

We refer to your recent interview for the position and are please to advise that we are offering you the position with Jolly Immigration Consultants effective from 10-Jun-2022 under the following terms and conditions:

1. Posting & Transfer

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

2. Probation

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

3. Full time employment

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

4. Confidentiality

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

5. Intellectual Property

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

6. Responsibilities & Duties

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

7. Past Records

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

8. Termination of employment

During the probationary period and any extension thereof, your services may be terminated without giving any notice or salary in lieu thereof. However, on confirmation the services can be terminated from either side by giving one month (30 days) notice or salary in lieu thereof.

Upon resignation/termination of employment, you will immediately hand over to the Company all correspondence, specifications, formulae, books, documents, market data, cost data, drawings, affects or records belonging to the Company or relating to its business and shall not retain or make copies of these items.

Upon resignation/termination of employment, you will also return all company property, which may be in your possession.

Notwithstanding the above condition, the contract of service may also be terminated because of under mentioned stipulations. This will be without payment of any compensation.

- If you fail, refuse or neglect to carry out and perform your duties assigned to you by the company.
- For loss of confidence in you by the company for any of the act committed by you.
- If you are found to be guilty of fraud, insubordination or misconduct whether in course of performance of duties entrusted to you or otherwise.
- If you are found unfit for being entrusted with the responsible work commensurate with your position in consequences of any misconduct, moral turpitude. * If you commit any act prejudicial to the continuing good relationship between you and the company.
- If you commit breach of any of the terms of this letter of appointment.

9. Authority

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

If you agree to the above terms and conditions of the appointment, kindly confirm your acceptance by signing and returning the duplicate copy of this letter for our file and records.

Sincerely,

Harjeet Singh
Manager
Jolly Immigration Consultants

I agree to the appointment and accept the above terms and conditions of service.

Name: Vanshika Garg

Employee ID : JIC 234

Date: 19/05/2022

Signature:

Date: _____

Ref No: COR/LOI/CP/2022/21

To, Name: Pooja
 Father's Name: Satpal
 Address: Jaswan Colony A, Camp Yamnagar

LETTER OF INTENT

Based on the assessment process & discussions you had with us, we are pleased to inform you that you have been selected for the position of **Intern**. Your date of joining is 21 Aug 2022

You will be required to undergo a 3-month on the job Training. During the Training period you will be paid stipend. The full-time employment will commence on successful completion of the three months training period with Coronis IT Systems Pvt. Ltd. After successful completion of Training period the company will issue you an appointment letter to confirm your services with the company as a permanent employee. Please refer below for compensation details:

	Day ✓	Night
During Training Period (First 3 months)	INR 13000/- Stipend	INR 17000/- Stipend
After Completion of Training period	INR 18000/- CTC*	INR 23000/- CTC*

*(CTC inclusive of PF, ESI and/or any other deduction).

Please Note:

1. Failure to submit documents within 03 days of joining might result in the cancel of employment/ training with the company.
2. It is mandatory to be work from home ready. Arrangement of system and internet will be your responsibility. There should be an internet with good speed, proper connectivity, configured systems as per our business need. In case you fail to do so, your employment will automatically be on hold.
3. It is mandated by all means that you stay near to the office (i.e., within a radius of 5-7 km) in order to avail cab facility.
4. Your selection has been made based on information furnished by you during the interview and your resume and is therefore conditioned upon your execution of the Employee Confidential Information and non-disclosure. You will be governed by company code of conduct and policies during training period.

Please note that your remuneration package above, is confidential between you and the Company. You are advised not to discuss your compensation with any other employee of the organization. Any violation of this confidentiality may result in disciplinary action. In case of any query regarding your remuneration, please contact HR Department.

The management shall have power to terminate all agreements with you in case of non- performance, insubordination, indiscipline, dishonesty or negligence of training without any notice or pay. Your training period can be extended on your absence, long learning curve, unsatisfactory performance or any other reason defined and informed to you by your trainers.

We congratulate you on your appointment and wish you a long and successful career with us.

For Coronis IT Systems Pvt. Ltd.

Accepted and received

Aditya R. Kulshreshtha
 Talent Acquisition Department
 Coronis IT Systems Pvt. Ltd.

Pooja.
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Date: 13 May 22

Ref No: COR/LOI/CP/2022/24

To,
Name: Vireeti Bhalla
Father's Name: Navneet Kumar
Address: Main Camp, Yamuna Nagar

LETTER OF INTENT

Based on the assessment process & discussions you had with us, we are pleased to inform you that you have been selected for the position of **Intern**. Your date of joining is 10 July 22

You will be required to undergo a 3-month on the job Training. During the Training period you will be paid stipend. The full-time employment will commence on successful completion of the three months training period with Coronis IT Systems Pvt. Ltd. After successful completion of Training period the company will issue you an appointment letter to confirm your services with the company as a permanent employee. Please refer below for compensation details:

	Day	Night
During Training Period (First 3 months)	INR 13000/- Stipend	INR 17000/- Stipend
After Completion of Training period	INR 18000/- CTC*	INR 23000/- CTC*

*(CTC inclusive of PF, ESI and/or any other deduction).

Please Note:

1. Failure to submit documents within 03 days of joining might result in the cancel of employment/ training with the company.
2. It is mandatory to be work from home ready. Arrangement of system and internet will be your responsibility. There should be an internet with good speed, proper connectivity, configured systems as per our business need. In case you fail to do so, your employment will automatically be on hold.
3. It is mandated by all means that you stay near to the office (i.e., within a radius of 5-7 km) in order to avail cab facility.
4. Your selection has been made based on information furnished by you during the interview and your resume and is therefore conditioned upon your execution of the Employee Confidential Information and non-disclosure. You will be governed by company code of conduct and policies during training period.

Please note that your remuneration package above, is confidential between you and the Company. You are advised not to discuss your compensation with any other employee of the organization. Any violation of this confidentiality may result in disciplinary action. In case of any query regarding your remuneration, please contact HR Department.

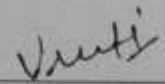
The management shall have power to terminate all agreements with you in case of non- performance, insubordination, indiscipline, dishonesty or negligence of training without any notice or pay. Your training period can be extended on your absence, long learning curve, unsatisfactory performance or any other reason defined and informed to you by your trainers.

We congratulate you on your appointment and wish you a long and successful career with us.

For Coronis IT Systems Pvt. Ltd.

Accepted and received

Aditya R. Kulshreshtha
Talent Acquisition Department
Coronis IT Systems Pvt. Ltd.


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Date: 13th May 2022

Ref No: COR/LOI/CP/2022/ 39

To,
Name: Nancy
Father's Name: Anshik Singh
Address: # 145, Near Govt School, Vill - Dahiya Mayla, Bhabha.

LETTER OF INTENT

Based on the assessment process & discussions you had with us, we are pleased to inform you that you have been selected for the position of **Intern**. Your date of joining is 1st Aug 2022.

You will be required to undergo a 3-month on the job Training. During the Training period you will be paid stipend. The full-time employment will commence on successful completion of the three months training period with Coronis IT Systems Pvt. Ltd. After successful completion of Training period the company will issue you an appointment letter to confirm your services with the company as a permanent employee. Please refer below for compensation details:

	Day <input checked="" type="checkbox"/>	Night
During Training Period (First 3 months)	INR 13000/- Stipend	INR 17000/- Stipend
After Completion of Training period	INR 18000/- CTC*	INR 23000/- CTC*

*(CTC inclusive of PF, ESI and/or any other deduction).

Please Note:

1. Failure to submit documents within 03 days of joining might result in the cancel of employment/ training with the company.
2. It is mandatory to be work from home ready. Arrangement of system and internet will be your responsibility. There should be an internet with good speed, proper connectivity, configured systems as per our business need. In case you fail to do so, your employment will automatically be on hold.
3. It is mandated by all means that you stay near to the office (i.e., within a radius of 5-7 km) in order to avail cab facility.
4. Your selection has been made based on information furnished by you during the interview and your resume and is therefore conditioned upon your execution of the Employee Confidential Information and non-disclosure. You will be governed by company code of conduct and policies during training period.

Please note that your remuneration package above, is confidential between you and the Company. You are advised not to discuss your compensation with any other employee of the organization. Any violation of this confidentiality may result in disciplinary action. In case of any query regarding your remuneration, please contact HR Department.

The management shall have power to terminate all agreements with you in case of non- performance, insubordination, indiscipline, dishonesty or negligence of training without any notice or pay. Your training period can be extended on your absence, long learning curve, unsatisfactory performance or any other reason defined and informed to you by your trainers.

We congratulate you on your appointment and wish you a long and successful career with us.

For Coronis IT Systems Pvt. Ltd.

Accepted and received

Aditya R. Kulshreshtha
Talent Acquisition Department
Coronis IT Systems Pvt. Ltd.

(Nancy)

Date: 13th May 2022

Ref No: COR/LOI/CP/2022/ 37

To,
Name: Ankita

Father's Name: Chandan Singh

Address: Jamnue Colony, Vamananagar.

LETTER OF INTENT

Based on the assessment process & discussions you had with us, we are pleased to inform you that you have been selected for the position of **Intern**. Your date of joining is 15th July 2022.

You will be required to undergo a 3-month on the job Training. During the Training period you will be paid stipend. The full-time employment will commence on successful completion of the three months training period with Coronis IT Systems Pvt. Ltd. After successful completion of Training period the company will issue you an appointment letter to confirm your services with the company as a permanent employee. Please refer below for compensation details:

	Day <input checked="" type="checkbox"/>	Night
During Training Period (First 3 months)	INR 13000/- Stipend	INR 17000/- Stipend
After Completion of Training period	INR 18000/- CTC*	INR 23000/- CTC*

*(CTC inclusive of PF, ESI and/or any other deduction).

Please Note:

1. Failure to submit documents within 03 days of joining might result in the cancel of employment/ training with the company.
2. It is mandatory to be work from home ready. Arrangement of system and internet will be your responsibility. There should be an internet with good speed, proper connectivity, configured systems as per our business need. In case you fail to do so, your employment will automatically be on hold.
3. It is mandated by all means that you stay near to the office (i.e., within a radius of 5-7 km) in order to avail cab facility.
4. Your selection has been made based on information furnished by you during the interview and your resume and is therefore conditioned upon your execution of the Employee Confidential Information and non-disclosure. You will be governed by company code of conduct and policies during training period.

Please note that your remuneration package above, is confidential between you and the Company. You are advised not to discuss your compensation with any other employee of the organization. Any violation of this confidentiality may result in disciplinary action. In case of any query regarding your remuneration, please contact HR Department.

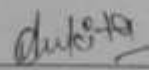
The management shall have power to terminate all agreements with you in case of non- performance, insubordination, indiscipline, dishonesty or negligence of training without any notice or pay. Your training period can be extended on your absence, long learning curve, unsatisfactory performance or any other reason defined and informed to you by your trainers.

We congratulate you on your appointment and wish you a long and successful career with us.

For Coronis IT Systems Pvt. Ltd.

Accepted and received

Aditya R. Kulshreshtha
Talent Acquisition Department
Coronis IT Systems Pvt. Ltd.


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Date: 13/May/2022

Ref No: COR/LOI/CP/2022/ 01

To,
Name: Khushi
Father's Name: Mrs Teginder Kaur
Address: Village Antawa, PO BHAGUHAJRA, Dist Yamunanagar

LETTER OF INTENT

Based on the assessment process & discussions you had with us, we are pleased to inform you that you have been selected for the position of **Intern**. Your date of joining is July-15/2022.

You will be required to undergo a 3-month on the job Training. During the Training period you will be paid stipend. The full-time employment will commence on successful completion of the three months training period with Coronis IT Systems Pvt. Ltd. After successful completion of Training period the company will issue you an appointment letter to confirm your services with the company as a permanent employee. Please refer below for compensation details:

	Day	Night
During Training Period (First 3 months)	INR 13000/- Stipend	INR 17000/- Stipend
After Completion of Training period	INR 18000/- CTC*	INR 23000/- CTC*

*(CTC inclusive of PF, ESI and/or any other deduction).

Please Note:

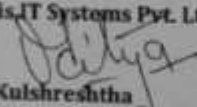
1. Failure to submit documents within 03 days of joining might result in the cancel of employment/ training with the company.
2. It is mandatory to be work from home ready. Arrangement of system and internet will be your responsibility. There should be an internet with good speed, proper connectivity, configured systems as per our business need. In case you fail to do so, your employment will automatically be on hold.
3. It is mandated by all means that you stay near to the office (i.e., within a radius of 5-7 km) in order to avail cab facility.
4. Your selection has been made based on information furnished by you during the interview and your resume and is therefore conditioned upon your execution of the Employee Confidential Information and non-disclosure. You will be governed by company code of conduct and policies during training period.

Please note that your remuneration package above, is confidential between you and the Company. You are advised not to discuss your compensation with any other employee of the organization. Any violation of this confidentiality may result in disciplinary action. In case of any query regarding your remuneration, please contact HR Department.

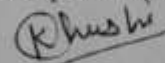
The management shall have power to terminate all agreements with you in case of non- performance, insubordination, indiscipline, dishonesty or negligence of training without any notice or pay. Your training period can be extended on your absence, long learning curve, unsatisfactory performance or any other reason defined and informed to you by your trainers.

We congratulate you on your appointment and wish you a long and successful career with us.

For Coronis IT Systems Pvt. Ltd.


Aditya R. Kulshreshtha
Talent Acquisition Department
Coronis IT Systems Pvt. Ltd.

Accepted and received



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Date: 13.05.22

Ref No: COR/LOI/CP/2022/ 23

To,
Name: Mansi

Father's Name: Shri Visender Kaushal

Address: #248/26, Veena Nagar, Camp, Yamuna Nagar.

LETTER OF INTENT

Based on the assessment process & discussions you had with us, we are pleased to inform you that you have been selected for the position of **Intern**. Your date of joining is 15th July 2022.

You will be required to undergo a 3-month on the job Training. During the Training period you will be paid stipend. The full-time employment will commence on successful completion of the three months training period with Coronis IT Systems Pvt. Ltd. After successful completion of Training period the company will issue you an appointment letter to confirm your services with the company as a permanent employee. Please refer below for compensation details:

	Day	Night
During Training Period (First 3 months)	INR 13000/- Stipend ✓	INR 17000/- Stipend
After Completion of Training period	INR 18000/- CTC*	INR 23000/- CTC*

*(CTC inclusive of PF, ESI and/or any other deduction).

Please Note:

1. Failure to submit documents within 03 days of joining might result in the cancel of employment/ training with the company.
2. It is mandatory to be work from home ready. Arrangement of system and internet will be your responsibility. There should be an internet with good speed, proper connectivity, configured systems as per our business need. In case you fail to do so, your employment will automatically be on hold.
3. It is mandated by all means that you stay near to the office (i.e., within a radius of 5-7 km) in order to avail cab facility.
4. Your selection has been made based on information furnished by you during the interview and your resume and is therefore conditioned upon your execution of the Employee Confidential Information and non-disclosure. You will be governed by company code of conduct and policies during training period.

Please note that your remuneration package above, is confidential between you and the Company. You are advised not to discuss your compensation with any other employee of the organization. Any violation of this confidentiality may result in disciplinary action. In case of any query regarding your remuneration, please contact HR Department.

The management shall have power to terminate all agreements with you in case of non- performance, insubordination, indiscipline, dishonesty or negligence of training without any notice or pay. Your training period can be extended on your absence, long learning curve, unsatisfactory performance or any other reason defined and informed to you by your trainers.

We congratulate you on your appointment and wish you a long and successful career with us.

For Coronis IT Systems Pvt. Ltd.

Aditya
Aditya R. Kulshreshtha
Talent Acquisition Department
Coronis IT Systems Pvt. Ltd.

Accepted and received

Mansi

Date: 13 / May / 22

Ref No: COR/LOI/CP/2022/20

To,
Name: Lovneet
Father's Name: Pawan Kumar
Address: Scembla, P.O. Barara

LETTER OF INTENT

Based on the assessment process & discussions you had with us, we are pleased to inform you that you have been selected for the position of **Intern**. Your date of joining is Aug 1 / 2022.

You will be required to undergo a 3-month on the job Training. During the Training period you will be paid stipend. The full-time employment will commence on successful completion of the three months training period with Coronis IT Systems Pvt. Ltd. After successful completion of Training period the company will issue you an appointment letter to confirm your services with the company as a permanent employee. Please refer below for compensation details:

	Day	Night
During Training Period (First 3 months)	INR 13000/- Stipend	INR 17000/- Stipend
After Completion of Training period	INR 18000/- CTC*	INR 23000/- CTC*

*(CTC inclusive of PF, ESI and/or any other deduction).

Please Note:

1. Failure to submit documents within 03 days of joining might result in the cancel of employment/ training with the company.
2. It is mandatory to be work from home ready. Arrangement of system and internet will be your responsibility. There should be an internet with good speed, proper connectivity, configured systems as per our business need. In case you fail to do so, your employment will automatically be on hold.
3. It is mandated by all means that you stay near to the office (i.e., within a radius of 5-7 km) in order to avail cab facility.
4. Your selection has been made based on information furnished by you during the interview and your resume and is therefore conditioned upon your execution of the Employee Confidential Information and non-disclosure. You will be governed by company code of conduct and policies during training period.

Please note that your remuneration package above, is confidential between you and the Company. You are advised not to discuss your compensation with any other employee of the organization. Any violation of this confidentiality may result in disciplinary action. In case of any query regarding your remuneration, please contact HR Department.

The management shall have power to terminate all agreements with you in case of non- performance, insubordination, indiscipline, dishonesty or negligence of training without any notice or pay. Your training period can be extended on your absence, long learning curve, unsatisfactory performance or any other reason defined and informed to you by your trainers.

We congratulate you on your appointment and wish you a long and successful career with us.

For Coronis IT Systems Pvt. Ltd.

Accepted and received

Aditya R. Kulshreshtha
Talent Acquisition Department
Coronis IT Systems Pvt. Ltd.

Lovneet
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Date: 13/May/2022

Ref No: COR/LOI/CP/2022/12

To, Name: Simeran
 Father's Name: Rajiv Kumar
 Address: Tanna Colony, Camp B, Varanasi

LETTER OF INTENT

Based on the assessment process & discussions you had with us, we are pleased to inform you that you have been selected for the position of **Intern**. Your date of joining is 15/July/22.

You will be required to undergo a 3-month on the job Training. During the Training period you will be paid stipend. The full-time employment will commence on successful completion of the three months training period with Coronis IT Systems Pvt. Ltd. After successful completion of Training period the company will issue you an appointment letter to confirm your services with the company as a permanent employee. Please refer below for compensation details:

	Day <input checked="" type="checkbox"/>	Night
During Training Period (First 3 months)	INR 13000/- Stipend	INR 17000/- Stipend
After Completion of Training period	INR 18000/- CTC*	INR 23000/- CTC*

*(CTC inclusive of PF, ESI and/or any other deduction).

Please Note:

1. Failure to submit documents within 03 days of joining might result in the cancel of employment/ training with the company.
2. It is mandatory to be work from home ready. Arrangement of system and internet will be your responsibility. There should be an internet with good speed, proper connectivity, configured systems as per our business need. In case you fail to do so, your employment will automatically be on hold.
3. It is mandated by all means that you stay near to the office (i.e., within a radius of 5-7 km) in order to avail cab facility.
4. Your selection has been made based on information furnished by you during the interview and your resume and is therefore conditioned upon your execution of the Employee Confidential Information and non-disclosure. You will be governed by company code of conduct and policies during training period.

Please note that your remuneration package above, is confidential between you and the Company. You are advised not to discuss your compensation with any other employee of the organization. Any violation of this confidentiality may result in disciplinary action. In case of any query regarding your remuneration, please contact HR Department.

The management shall have power to terminate all agreements with you in case of non- performance, insubordination, indiscipline, dishonesty or negligence of training without any notice or pay. Your training period can be extended on your absence, long learning curve, unsatisfactory performance or any other reason defined and informed to you by your trainers.

We congratulate you on your appointment and wish you a long and successful career with us.

For Coronis IT Systems Pvt. Ltd.

Aditya R. Kulshreshtha
 Talent Acquisition Department
 Coronis IT Systems Pvt. Ltd.

Accepted and received

()

Date: 13 May 2022

Ref No: COR/LOI/CP/2022/ 02

To, Name: Mahak Saini
Father's Name: Hannam Saini
Address: Village Malakpur, Mohali

LETTER OF INTENT

Based on the assessment process & discussions you had with us, we are pleased to inform you that you have been selected for the position of **Intern**. Your date of joining is July 15/2022.

You will be required to undergo a 3-month on the job Training. During the Training period you will be paid stipend. The full-time employment will commence on successful completion of the three months training period with Coronis IT Systems Pvt. Ltd. After successful completion of Training period the company will issue you an appointment letter to confirm your services with the company as a permanent employee. Please refer below for compensation details:

	Day	Night
During Training Period (First 3 months)	INR 13000/- Stipend	INR 17000/- Stipend
After Completion of Training period	INR 18000/- CTC*	INR 23000/- CTC*

*(CTC inclusive of PF, ESI and/or any other deduction).

Please Note:

1. Failure to submit documents within 03 days of joining might result in the cancel of employment/ training with the company.
2. It is mandatory to be work from home ready. Arrangement of system and internet will be your responsibility. There should be an internet with good speed, proper connectivity, configured systems as per our business need. In case you fail to do so, your employment will automatically be on hold.
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We congratulate you on your appointment and wish you a long and successful career with us.

For Coronis IT Systems Pvt. Ltd.

Aditya
Aditya R. Kulshreshtha
Talent Acquisition Department
Coronis IT Systems Pvt. Ltd.

Accepted and received

Mahak Saini
()

Date: 13 May 2022

Ref No: COR/LOI/CP/2022/ 19

To, Muskan

Name:

Father's Name: Rajinder Kumar

Address: Simla Bada Dumbala

LETTER OF INTENT

Based on the assessment process & discussions you had with us, we are pleased to inform you that you have been selected for the position of **Intern**. Your date of joining is 15 July 2022.

You will be required to undergo a 3-month on the job Training. During the Training period you will be paid stipend. The full-time employment will commence on successful completion of the three months training period with Coronis IT Systems Pvt. Ltd. After successful completion of Training period the company will issue you an appointment letter to confirm your services with the company as a permanent employee. Please refer below for compensation details:

	Day <input checked="" type="checkbox"/>	Night <input checked="" type="checkbox"/>
During Training Period (First 3 months)	INR 13000/- Stipend	INR 17000/- Stipend
After Completion of Training period	INR 18000/- CTC*	INR 23000/- CTC*

*(CTC inclusive of PF, ESI and/or any other deduction).

Please Note:

1. Failure to submit documents within 03 days of joining might result in the cancel of employment/ training with the company.
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The management shall have power to terminate all agreements with you in case of non- performance, insubordination, indiscipline, dishonesty or negligence of training without any notice or pay. Your training period can be extended on your absence, long learning curve, unsatisfactory performance or any other reason defined and informed to you by your trainers.

We congratulate you on your appointment and wish you a long and successful career with us.

For Coronis IT Systems Pvt. Ltd.

Accepted and received

Aditya R. Kulshreshtha
Talent Acquisition Department
Coronis IT Systems Pvt. Ltd.

Muskan
()

OFFER LETTER

Dear Radhika Garg

We are pleased to offer you the position of V.P.S.A. Counselor with **Right Directions Overseas Education Consultant** with affect from 15/12/2022 and look forward to a mutually satisfying and beneficial work relationship.

You will be eligible for an Annual Compensation of Rs 11,44,880 per annum.

For organizational work, you will be given a mobile phone and a number. If you cease to work for us, you will have to return the mobile phone and sim to the organization.

Please sign this letter to confirm your acceptance of our offer and the terms and conditions.

Terms and Conditions of Employment

- We work six days a week, Monday to Saturday.
- Every new employee will be on probation of three months. On completion of probation, the employee will be appraised for confirmation.
- Festival holidays - As per policy issued for the calendar year.
- For the first year, you will be eligible for casual leave of 12 days - the leave will accrue at the rate of 1 per month, if you have not availed of it. For example, at the end of 3 months, if you have not availed any leave, you will have 3 days Casual Leave.

Please note: If you need to take leave, you have to inform us by email as well as phone. If you fail to do so, your leave will be treated as Absence with Loss of Pay.

Non-Disclosure Clause

- During and after your employment with us, you will not disclose to our competitors and others any information about our processes, the details of students applying through us, coming to us for training, information about the institutions we represent and the terms and conditions, and any other information regarding your work and our business not generally known to the public which if disclosed could affect our business.
- All work performed, information, materials, products and deliverables developed by you during your tenure with the company shall be the exclusive property of the company and all title and interest therein shall vest in the company.

Mittal Towers, Opp. Sant Nischal Singh Public School
Yamuna Nagar, Haryana- 135001
Ph: +91 98969-09909
Email: info@rightdirections.in
Web: www.rightdirections.in

- You shall keep strictly confidential details of your salary and employment benefits both within and outside the company.
- You will be bound by the code of conduct and all other rules, regulations and policies issued by the company from time to time in relation to your conduct, discipline and service condition such as leave, medical etc.

Termination of Employment

- We reserve the right to terminate your employment without any notice and without assigning any reason whatsoever.
- If you wish to resign from your job, you need to give us a notice of two months, or, pay us one month's salary (the salary you are drawing at the time of your resignation).

We look forward to working together with you, and look forward to welcoming you aboard at **Right Directions Overseas Education Consultants.**

Warm Regards

Yours sincerely

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OFFER LETTER

Dear*Anushka*.....,

We are pleased to offer you the position of *Training Coordinator* with Right Directions Overseas Education Consultant with affect from *15/07/2022* and look forward to a mutually satisfying and beneficial work relationship.

You will be eligible for an Annual Compensation of Rs *1,20,000*..... per annum.

For organizational work, you will be given a mobile phone and a number. If you cease to work for us, you will have to return the mobile phone and sim to the organization.

Please sign this letter to confirm your acceptance of our offer and the terms and conditions.

Terms and Conditions of Employment

- We work six days a week, Monday to Saturday
- Every new employee will be on probation of three months. On completion of probation, the employee will be appraised for confirmation.
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Please note: If you need to take leave, you have to inform us by email as well as phone. If you fail to do so, your leave will be treated as Absence with Loss of Pay

Non-Disclosure Clause

- During and after your employment with us, you will not disclose to our competitors and others any information about our processes, the details of students applying through us, coming to us for training, information about the institutions we represent and the terms and conditions, and any other information regarding your work and our business not generally known to the public which if disclosed could affect our business.
- All work performed, information, materials, products and deliverables developed by you during your tenure with the company shall be the exclusive property of the company and all title and interest therein shall vest in the company.

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Termination of Employment

- We reserve the right to terminate your employment without any notice and without assigning any reason whatsoever.
- If you wish to resign from your job, you need to give us a notice of two months, or, pay us one month's salary (the salary you are drawing at the time of your resignation).

We look forward to working together with you, and look forward to welcoming you aboard at **Right Directions Overseas Education Consultants**.

Warm Regards

Yours sincerely

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RIGHT DIRECTIONS
Overseas Education Consultants

OFFER LETTER

Dear Gurleen Kaur

We are pleased to offer you the position of Trainer with **Right Directions Overseas Education Consultant** with affect from 15.10.2022 and look forward to a mutually satisfying and beneficial work relationship.

You will be eligible for an Annual Compensation of Rs 1,44,000 per annum.

For organizational work, you will be given a mobile phone and a number. If you cease to work for us, you will have to return the mobile phone and sim to the organization.

Please sign this letter to confirm your acceptance of our offer and the terms and conditions.

Terms and Conditions of Employment

- We work six days a week, Monday to Saturday.
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Non-Disclosure Clause

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- All work performed, information, materials, products and deliverables developed by you during your tenure with the company shall be the exclusive property of the company and all title and interest therein shall vest in the company.

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- You will be bound by the code of conduct and all other rules, regulations and policies issued by the company from time to time in relation to your conduct, discipline and service condition such as leave, medical etc.

Termination of Employment

- We reserve the right to terminate your employment without any notice and without assigning any reason whatsoever.
- If you wish to resign from your job, you need to give us a notice of two months, or, pay us one month's salary (the salary you are drawing at the time of your resignation).

We look forward to working together with you, and look forward to welcoming you aboard at **Right Directions Overseas Education Consultants**.

Warm Regards

Yours sincerely



OFFER LETTER

Dear Harvinder.....

We are pleased to offer you the position of Admissions Support with **Right Directions Overseas Education Consultant** with affect from 15/07/2022 and look forward to a mutually satisfying and beneficial work relationship.

You will be eligible for an Annual Compensation of Rs 1,44,000..... per annum.

For organizational work, you will be given a mobile phone and a number. If you cease to work for us, you will have to return the mobile phone and sim to the organization.

Please sign this letter to confirm your acceptance of our offer and the terms and conditions.

Terms and Conditions of Employment

- We work six days a week, Monday to Saturday
- Every new employee will be on probation of three months. On completion of probation, the employee will be appraised for confirmation.
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Non-Disclosure Clause

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- All work performed, information, materials, products and deliverables developed by you during your tenure with the company shall be the exclusive property of the company and all title and interest therein shall vest in the company.

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- You will be bound by the code of conduct and all other rules, regulations and policies issued by the company from time to time in relation to your conduct, discipline and service condition such as leave, medical etc.

Termination of Employment

- We reserve the right to terminate your employment without any notice and without assigning any reason whatsoever.
- If you wish to resign from your job, you need to give us a notice of two months, or, pay us one month's salary (the salary you are drawing at the time of your resignation).

We look forward to working together with you, and look forward to welcoming you aboard at **Right Directions Overseas Education Consultants.**

Warm Regards

Yours sincerely

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Web: www.rightrightdirections.in

OFFER LETTER

Dear Prerna Sharma

We are pleased to offer you the position of Admission Support with **Right Directions Overseas Education Consultant** with effect from 15/07/2022 and look forward to a mutually satisfying and beneficial work relationship.

You will be eligible for an Annual Compensation of Rs 1,00,000 per annum.

For organizational work, you will be given a mobile phone and a number. If you cease to work for us, you will have to return the mobile phone and sim to the organization.

Please sign this letter to confirm your acceptance of our offer and the terms and conditions.

Terms and Conditions of Employment

- We work six days a week, Monday to Saturday.
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Termination of Employment

- We reserve the right to terminate your employment without any notice and without assigning any reason whatsoever.
- If you wish to resign from your job, you need to give us a notice of two months, or, pay us one month's salary (the salary you are drawing at the time of your resignation).

We look forward to working together with you, and look forward to welcoming you aboard at **Right Directions Overseas Education Consultants**.

Warm Regards

Yours sincerely





OFFER LETTER

Dear Isha.....Walia,

We are pleased to offer you the position of Course Co-ordinator with **Right Directions Overseas Education Consultant** with effect from 15/8/2022 and look forward to a mutually satisfying and beneficial work relationship.

You will be eligible for an Annual Compensation of Rs 1,80,000 per annum.

For organizational work, you will be given a mobile phone and a number. If you cease to work for us, you will have to return the mobile phone and sim to the organization.

Please sign this letter to confirm your acceptance of our offer and the terms and conditions.

Terms and Conditions of Employment

- We work six days a week, Monday to Saturday.
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Please note: If you need to take leave, you have to inform us by email as well as phone. If you fail to do so, your leave will be treated as Absence with Loss of Pay.

Non-Disclosure Clause

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- We reserve the right to terminate your employment without any notice and without assigning any reason whatsoever.
- If you wish to resign from your job, you need to give us a notice of two months, or, pay us one month's salary (the salary you are drawing at the time of your resignation).

We look forward to working together with you, and look forward to welcoming you aboard at **Right Directions Overseas Education Consultants.**

Warm Regards

Yours sincerely





RIGHT DIRECTIONS
Overseas Education Consultants

OFFER LETTER

Dear Himani.....

We are pleased to offer you the position of Academic Counselor with **Right Directions Overseas Education Consultant** with effect from 15/07/2012... and look forward to a mutually satisfying and beneficial work relationship.

You will be eligible for an Annual Compensation of Rs 1,20,000.00..... per annum.

For organizational work, you will be given a mobile phone and a number. If you cease to work for us, you will have to return the mobile phone and sim to the organization.

Please sign this letter to confirm your acceptance of our offer and the terms and conditions.

Terms and Conditions of Employment

- We work six days a week, Monday to Saturday.
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- If you wish to resign from your job, you need to give us a notice of two months, or, pay us one month's salary (the salary you are drawing at the time of your resignation).

We look forward to working together with you, and look forward to welcoming you aboard at **Right Directions Overseas Education Consultants.**

Warm Regards

Yours sincerely

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OFFER LETTER

Dear Kanshika.....

We are pleased to offer you the position of Trainer..... with **Right Directions Overseas Education Consultant** with affect from 15/07/2022 and look forward to a mutually satisfying and beneficial work relationship.

You will be eligible for an Annual Compensation of Rs 1,20,00,000..... per annum.

For organizational work, you will be given a mobile phone and a number. If you cease to work for us, you will have to return the mobile phone and sim to the organization.

Please sign this letter to confirm your acceptance of our offer and the terms and conditions.

Terms and Conditions of Employment

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- ✓ All work performed, information, materials, products and deliverables developed by you during your tenure with the company shall be the exclusive property of the company and all title and interest therein shall vest in the company.

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We look forward to working together with you, and look forward to welcoming you aboard at **Right Directions Overseas Education Consultants**.

Warm Regards

Yours sincerely

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OFFER LETTER

Dear *Augustine Bonchik*,

We are pleased to offer you the position of *Trainer* with Right Directions Overseas Education Consultant with effect from *15.12.2022*, and look forward to a mutually satisfying and beneficial work relationship.

You will be eligible for an Annual Compensation of Rs *1,20,000* per annum.

For organizational work, you will be given a mobile phone and a number. If you cease to work for us, you will have to return the mobile phone and sim to the organization.

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Please note: If you need to take leave, you have to inform us by email as well as phone. If you fail to do so, your leave will be treated as Absence with Loss of Pay.

Non-Disclosure Clause

- During and after your employment with us, you will not disclose to our competitors and others any information about our processes, the details of students applying through us, coming to us for training, information about the institutions we represent and the terms and conditions, and any other information regarding your work and our business not generally known to the public which if disclosed could affect our business.
- All work performed, information, materials, products and deliverables developed by you during your tenure with the company shall be the exclusive property of the company and all title and interest therein shall vest in the company.

Celebrating
6300+ VISAS
&
STILL COUNTING

- You shall keep strictly confidential details of your salary and employment benefits both within and outside the company
- You will be bound by the code of conduct and all other rules, regulations and policies issued by the company from time to time in relation to your conduct, discipline and service condition such as leave, medical etc.

Termination of Employment

- We reserve the right to terminate your employment without any notice and without assigning any reason whatsoever
- If you wish to resign from your job, you need to give us a notice of two months, or, pay us one month's salary (the salary you are drawing at the time of your resignation).

We look forward to working together with you, and look forward to welcoming you aboard at **Right Directions Overseas Education Consultants**.

Warm Regards

Yours sincerely

Mittal Towers, Opp. Sant Nischol Singh Public School
Yamuna Nagar, Haryana- 135001
Ph. +91 98969-09909
Email: info@rightdirections.in
Web: www.rightdirections.in



OFFER LETTER

Dear *Shiv Gaur*,

We are pleased to offer you the position of *Content Writer* with **Right Directions Overseas Education Consultant** with effect from *15/07/2022* and look forward to a mutually satisfying and beneficial work relationship.

You will be eligible for an Annual Compensation of Rs *1,20,000* per annum.

For organizational work, you will be given a mobile phone and a number. If you cease to work for us, you will have to return the mobile phone and sim to the organization.

Please sign this letter to confirm your acceptance of our offer and the terms and conditions.

Terms and Conditions of Employment

- We work six days a week, Monday to Saturday.
- Every new employee will be on probation of three months. On completion of probation, the employee will be appraised for confirmation.
- Festival holidays - As per policy issued for the calendar year
- For the first year, you will be eligible for casual leave of 12 days - the leave will accrue at the rate of 1 per month, if you have not availed of it. For example, at the end of 3 months, if you have not availed any leave, you will have 3 days Casual Leave.

Please note: If you need to take leave, you have to inform us by email as well as phone. If you fail to do so, your leave will be treated as Absence with Loss of Pay.

Non-Disclosure Clause

- During and after your employment with us, you will not disclose to our competitors and others any information about our processes, the details of students applying through us, coming to us for training, information about the institutions we represent and the terms and conditions, and any other information regarding your work and our business not generally known to the public which if disclosed could affect our business.
- All work performed, information, materials, products and deliverables developed by you during your tenure with the company shall be the exclusive property of the company and all title and interest therein shall vest in the company.

Mittal Towers, Opp. Sant Nischal Singh Public School
Yamuna Nagar, Haryana- 135001
Ph: +91 98969-09909
Email: info@rightrightdirections.in
Web: www.rightrightdirections.in

OFFER LETTER

Dear *Shahar...Taj...*

We are pleased to offer you the position of *Academic Consultant* with Right Directions Overseas Education Consultant with effect from *25/07/2021* and look forward to a mutually satisfying and beneficial work relationship.

You will be eligible for an Annual Compensation of Rs *1,20,000* per annum.

For organizational work, you will be given a mobile phone and a number. If you cease to work for us, you will have to return the mobile phone and sim to the organization.

Please sign this letter to confirm your acceptance of our offer and the terms and conditions.

Terms and Conditions of Employment

- We work six days a week, Monday to Saturday.
- Every new employee will be on probation of three months. On completion of probation, the employee will be appraised for confirmation.
- Festival holidays - As per policy issued for the calendar year.
- For the first year, you will be eligible for casual leave of 12 days - the leave will accrue at the rate of 1 per month, you have not availed of it. For example, at the end of 3 months, if you have not availed any leave, you will have 3 days Casual Leave.

Please note: If you need to take leave, you have to inform us by email as well as phone. If you fail to do so, your leave will be treated as Absence with Loss of Pay.

Non-Disclosure Clause

- During and after your employment with us, you will not disclose to our competitors and others any information our processes, the details of students applying through us, coming to us for training, information about the institute we represent and the terms and conditions and any other information regarding your work and our business.

Celebrating

OFFER LETTER

Dear Isha Mehta

We are pleased to offer you the position of Treasurer with Right Directions Overseas Education Consultant with effect from 15/07/2022 and look forward to a mutually satisfying and beneficial work relationship.

You will be eligible for an Annual Compensation of Rs 1,20,000 per annum.

For organizational work, you will be given a mobile phone and a number. If you cease to work for us, you will have to return the mobile phone and sim to the organization.

Please sign this letter to confirm your acceptance of our offer and the terms and conditions.

Terms and Conditions of Employment

- We work six days a week, Monday to Saturday.
- Every new employee will be on probation of three months. On completion of probation, the employee will be appraised for confirmation.
- Festival holidays - As per policy issued for the calendar year.
- For the first year, you will be eligible for casual leave of 12 days - the leave will accrue at the rate of 1 per month, if you have not availed of it. For example, at the end of 3 months, if you have not availed any leave, you will have 3 days Casual Leave.

Please note: If you need to take leave, you have to inform us by email as well as phone. If you fail to do so, your leave will be treated as Absence with Loss of Pay.

Non-Disclosure Clause

- During and after your employment with us, you will not disclose to our competitors and others any information about our processes, the details of students applying through us, coming to us for training, information about the institutions we represent and the terms and conditions and any other information regarding your work and our business.

Celebrating
6300+ VISAS
&
STILL COUNTING



21/05/2022

Offer Letter

Dear Ramandeep Kaur,

Congratulations! We are pleased to confirm that you have been selected to work for **Himalaya Natural**. We are delighted to make you the following job offer:

The position we are offering you is that of **Digital Marketing Associate** with a monthly cost to company Rs 7000/-. This position reports to Ranbir.

We would like you to start work on Aug 1st 2022. Please report to your manager for documentation and orientation. If this date is not acceptable, please contact me immediately.

Please sign the enclosed copy of this letter and return it to me by June 1st 2022 to indicate your acceptance of this offer.

We are confident you will be able to make a significant contribution to the success of **Himalaya Natural** and look forward to working with you.

Sincerely,

Acceptance By The Employee

Ravi
Himalaya Natural
www.himalayanatural.com
www.himalayanatural.in
Phone: +919802950005

Regd Office: C-5/358, Near Saraswati School, Jagadhari, Yamunanagar, Haryana

This is a digitally generated document, hence no signature is required.

Annexure A

1. Posting and Transfer

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

2. Probation

That you will be on probation for a period of six months. The period of probation can be extended at the discretion of the Management and you will continue to be on probation till an order of confirmation has been issued in writing. There will be an agreement of at least of 6 months and after 6 months if you want to quit the job, you have to serve an advance notice of at least 3 months.

3. Full time employment

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

4. Confidentiality

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

5. Intellectual Property

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

6. Responsibilities & Duties

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

7. Past Records

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

8. Termination of employment

During the probationary period and any extension thereof, your services may be terminated without giving any notice or salary in lieu thereof. However, on confirmation the services can be terminated from either side by giving one month (30 days) notice or salary in lieu thereof.

Upon resignation/termination of employment, you will immediately hand over to the Company all correspondence, specifications, formulae, books, documents, market data, cost data, drawings, affects or records belonging to the Company or relating to its business and shall not retain or make copies of these items.

Upon resignation/termination of employment, you will also return all company property, which may be in your possession.

Notwithstanding the above condition, the contract of service may also be terminated because of under mentioned stipulations. This will be without payment of any compensation. If you fail, refuse or neglect to carry out and perform your duties assigned to you by the company. For loss of confidence in you by the company for any of the act committed by you.

If you are found to be guilty of fraud, insubordination or misconduct whether in course of performance of duties entrusted to you or otherwise.

If you are found unfit for being entrusted with the responsible work commensurate with your position in consequences of any misconduct, moral turpitude. * If you commit any act prejudicial to the continuing good relationship between you and the company.

If you commit breach of any of the terms of this letter of appointment.

9. Authority

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



21/05/2022

Offer Letter

Dear Mahak Saini,

Congratulations! We are pleased to confirm that you have been selected to work for **Himalaya Natural**. We are delighted to make you the following job offer:

The position we are offering you is that of **Digital Marketing Associate** with a monthly cost to company Rs 9000/-. This position reports to Ranbir.

We would like you to start work on Aug 1st 2022. Please report to your manager for documentation and orientation. If this date is not acceptable, please contact me immediately.

Please sign the enclosed copy of this letter and return it to me by June 1st 2022 to indicate your acceptance of this offer.

We are confident you will be able to make a significant contribution to the success of **Himalaya Natural** and look forward to working with you.

Sincerely,

Acceptance By The Employee

Ravi
Himalaya Natural
www.himalayanatural.com
www.himalayanatural.in
Phone: +919802950005

Regd Office: C-5/358, Near Saraswati School, Jagadhari, Yamunanagar, Haryana

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Annexure A

1. Posting and Transfer

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2. Probation

That you will be on probation for a period of six months. The period of probation can be extended at the discretion of the Management and you will continue to be on probation till an order of confirmation has been issued in writing. There will be an agreement of at least of 6 months and after 6 months if you want to quit the job, you have to serve an advance notice of at least 3 months.

3. Full time employment

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

4. Confidentiality

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

5. Intellectual Property

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

6. Responsibilities & Duties

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

7. Past Records

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

8. Termination of employment

During the probationary period and any extension thereof, your services may be terminated without giving any notice or salary in lieu thereof. However, on confirmation the services can be terminated from either side by giving one month (30 days) notice or salary in lieu thereof.

Upon resignation/termination of employment, you will immediately hand over to the Company all correspondence, specifications, formulae, books, documents, market data, cost data, drawings, affects or records belonging to the Company or relating to its business and shall not retain or make copies of these items.

Upon resignation/termination of employment, you will also return all company property, which may be in your possession.

Notwithstanding the above condition, the contract of service may also be terminated because of under mentioned stipulations. This will be without payment of any compensation. If you fail, refuse or neglect to carry out and perform your duties assigned to you by the company. For loss of confidence in you by the company for any of the act committed by you.

If you are found to be guilty of fraud, insubordination or misconduct whether in course of performance of duties entrusted to you or otherwise.

If you are found unfit for being entrusted with the responsible work commensurate with your position in consequences of any misconduct, moral turpitude. * If you commit any act prejudicial to the continuing good relationship between you and the company.

If you commit breach of any of the terms of this letter of appointment.

9. Authority

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



21/05/2022

Offer Letter

Dear Loveneet,

Congratulations! We are pleased to confirm that you have been selected to work for **Himalaya Natural**. We are delighted to make you the following job offer:

The position we are offering you is that of **Digital Marketing Associate** with a monthly cost to company Rs 7000/-. This position reports to Ranbir.

We would like you to start work on Aug 1st 2022. Please report to your manager for documentation and orientation. If this date is not acceptable, please contact me immediately.

Please sign the enclosed copy of this letter and return it to me by June 1st 2022 to indicate your acceptance of this offer.

We are confident you will be able to make a significant contribution to the success of **Himalaya Natural** and look forward to working with you.

Sincerely,

Acceptance By The Employee

Ravi
Himalaya Natural
www.himalayanatural.com
www.himalayanatural.in
Phone: +919802950005

Regd Office: C-5/358, Near Saraswati School, Jagadhari, Yamunanagar, Haryana

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Annexure A

1. Posting and Transfer

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2. Probation

That you will be on probation for a period of six months. The period of probation can be extended at the discretion of the Management and you will continue to be on probation till an order of confirmation has been issued in writing. There will be an agreement of at least of 6 months and after 6 months if you want to quit the job, you have to serve an advance notice of at least 3 months.

3. Full time employment

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

4. Confidentiality

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

5. Intellectual Property

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

6. Responsibilities & Duties

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7. Past Records

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8. Termination of employment

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Upon resignation/termination of employment, you will also return all company property, which may be in your possession.

Notwithstanding the above condition, the contract of service may also be terminated because of under mentioned stipulations. This will be without payment of any compensation. If you fail, refuse or neglect to carry out and perform your duties assigned to you by the company. For loss of confidence in you by the company for any of the act committed by you.

If you are found to be guilty of fraud, insubordination or misconduct whether in course of performance of duties entrusted to you or otherwise.

If you are found unfit for being entrusted with the responsible work commensurate with your position in consequences of any misconduct, moral turpitude. * If you commit any act prejudicial to the continuing good relationship between you and the company.

If you commit breach of any of the terms of this letter of appointment.

9. Authority

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



21/05/2022

Offer Letter

Dear Jyoti Mahna,

Congratulations! We are pleased to confirm that you have been selected to work for **Himalaya Natural**. We are delighted to make you the following job offer:

The position we are offering you is that of **Digital Marketing Associate** with a monthly cost to company Rs 7000/-. This position reports to Ranbir.

We would like you to start work on Aug 1st 2022. Please report to your manager for documentation and orientation. If this date is not acceptable, please contact me immediately.

Please sign the enclosed copy of this letter and return it to me by June 1st 2022 to indicate your acceptance of this offer.

We are confident you will be able to make a significant contribution to the success of **Himalaya Natural** and look forward to working with you.

Sincerely,

Acceptance By The Employee

Ravi
Himalaya Natural
www.himalayanatural.com
www.himalayanatural.in
Phone: +919802950005

Regd Office: C-5/358, Near Saraswati School, Jagadhari, Yamunanagar, Haryana

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Annexure A

1. Posting and Transfer

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2. Probation

That you will be on probation for a period of six months. The period of probation can be extended at the discretion of the Management and you will continue to be on probation till an order of confirmation has been issued in writing. There will be an agreement of at least of 6 months and after 6 months if you want to quit the job, you have to serve an advance notice of at least 3 months.

3. Full time employment

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

4. Confidentiality

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

5. Intellectual Property

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

6. Responsibilities & Duties

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7. Past Records

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Upon resignation/termination of employment, you will also return all company property, which may be in your possession.

Notwithstanding the above condition, the contract of service may also be terminated because of under mentioned stipulations. This will be without payment of any compensation. If you fail, refuse or neglect to carry out and perform your duties assigned to you by the company. For loss of confidence in you by the company for any of the act committed by you.

If you are found to be guilty of fraud, insubordination or misconduct whether in course of performance of duties entrusted to you or otherwise.

If you are found unfit for being entrusted with the responsible work commensurate with your position in consequences of any misconduct, moral turpitude. * If you commit any act prejudicial to the continuing good relationship between you and the company.

If you commit breach of any of the terms of this letter of appointment.

9. Authority

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21/05/2022

Offer Letter

Dear Ribhika,

Congratulations! We are pleased to confirm that you have been selected to work for **Himalaya Natural**. We are delighted to make you the following job offer:

The position we are offering you is that of **Digital Marketing Associate** with a monthly cost to company Rs 9000/-. This position reports to Ranbir.

We would like you to start work on Aug 1st 2022. Please report to your manager for documentation and orientation. If this date is not acceptable, please contact me immediately.

Please sign the enclosed copy of this letter and return it to me by June 1st 2022 to indicate your acceptance of this offer.

We are confident you will be able to make a significant contribution to the success of **Himalaya Natural** and look forward to working with you.

Sincerely,

Acceptance By The Employee

Ravi
Himalaya Natural
www.himalayanatural.com
www.himalayanatural.in
Phone: +919802950005

Regd Office: C-5/358, Near Saraswati School, Jagadhari, Yamunanagar, Haryana

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Annexure A

1. Posting and Transfer

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

2. Probation

That you will be on probation for a period of six months. The period of probation can be extended at the discretion of the Management and you will continue to be on probation till an order of confirmation has been issued in writing. There will be an agreement of at least of 6 months and after 6 months if you want to quit the job, you have to serve an advance notice of at least 3 months.

3. Full time employment

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

4. Confidentiality

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5. Intellectual Property

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

6. Responsibilities & Duties

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

7. Past Records

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8. Termination of employment

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If you are found to be guilty of fraud, insubordination or misconduct whether in course of performance of duties entrusted to you or otherwise.

If you are found unfit for being entrusted with the responsible work commensurate with your position in consequences of any misconduct, moral turpitude. * If you commit any act prejudicial to the continuing good relationship between you and the company.

If you commit breach of any of the terms of this letter of appointment.

9. Authority

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



21/05/2022

Offer Letter

Dear Shristi,

Congratulations! We are pleased to confirm that you have been selected to work for **Himalaya Natural**. We are delighted to make you the following job offer:

The position we are offering you is that of **Digital Marketing Associate** with a monthly cost to company Rs 7000/-. This position reports to Ranbir.

We would like you to start work on Aug 1st 2022. Please report to your manager for documentation and orientation. If this date is not acceptable, please contact me immediately.

Please sign the enclosed copy of this letter and return it to me by June 1st 2022 to indicate your acceptance of this offer.

We are confident you will be able to make a significant contribution to the success of **Himalaya Natural** and look forward to working with you.

Sincerely,

Acceptance By The Employee

Ravi
Himalaya Natural
www.himalayanatural.com
www.himalayanatural.in
Phone: +919802950005

Regd Office: C-5/358, Near Saraswati School, Jagadhari, Yamunanagar, Haryana

This is a digitally generated document, hence no signature is required.

Annexure A

1. Posting and Transfer

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

2. Probation

That you will be on probation for a period of six months. The period of probation can be extended at the discretion of the Management and you will continue to be on probation till an order of confirmation has been issued in writing. There will be an agreement of at least of 6 months and after 6 months if you want to quit the job, you have to serve an advance notice of at least 3 months.

3. Full time employment

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

4. Confidentiality

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

5. Intellectual Property

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

6. Responsibilities & Duties

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

7. Past Records

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

8. Termination of employment

During the probationary period and any extension thereof, your services may be terminated without giving any notice or salary in lieu thereof. However, on confirmation the services can be terminated from either side by giving one month (30 days) notice or salary in lieu thereof.

Upon resignation/termination of employment, you will immediately hand over to the Company all correspondence, specifications, formulae, books, documents, market data, cost data, drawings, affects or records belonging to the Company or relating to its business and shall not retain or make copies of these items.

Upon resignation/termination of employment, you will also return all company property, which may be in your possession.

Notwithstanding the above condition, the contract of service may also be terminated because of under mentioned stipulations. This will be without payment of any compensation. If you fail, refuse or neglect to carry out and perform your duties assigned to you by the company. For loss of confidence in you by the company for any of the act committed by you.

If you are found to be guilty of fraud, insubordination or misconduct whether in course of performance of duties entrusted to you or otherwise.

If you are found unfit for being entrusted with the responsible work commensurate with your position in consequences of any misconduct, moral turpitude. * If you commit any act prejudicial to the continuing good relationship between you and the company.

If you commit breach of any of the terms of this letter of appointment.

9. Authority

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



21/05/2022

Offer Letter

Dear Divya Parkash,

Congratulations! We are pleased to confirm that you have been selected to work for **Himalaya Natural**. We are delighted to make you the following job offer:

The position we are offering you is that of **Digital Marketing Associate** with a monthly cost to company Rs 7000/-. This position reports to Ranbir.

We would like you to start work on Aug 1st 2022. Please report to your manager for documentation and orientation. If this date is not acceptable, please contact me immediately.

Please sign the enclosed copy of this letter and return it to me by June 1st 2022 to indicate your acceptance of this offer.

We are confident you will be able to make a significant contribution to the success of **Himalaya Natural** and look forward to working with you.

Sincerely,

Acceptance By The Employee

Ravi
Himalaya Natural
www.himalayanatural.com
www.himalayanatural.in
Phone: +919802950005

Regd Office: C-5/358, Near Saraswati School, Jagadhari, Yamunanagar, Haryana

This is a digitally generated document, hence no signature is required.

Annexure A

1. Posting and Transfer

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

2. Probation

That you will be on probation for a period of six months. The period of probation can be extended at the discretion of the Management and you will continue to be on probation till an order of confirmation has been issued in writing. There will be an agreement of at least of 6 months and after 6 months if you want to quit the job, you have to serve an advance notice of at least 3 months.

3. Full time employment

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

4. Confidentiality

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

5. Intellectual Property

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

6. Responsibilities & Duties

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

7. Past Records

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

8. Termination of employment

During the probationary period and any extension thereof, your services may be terminated without giving any notice or salary in lieu thereof. However, on confirmation the services can be terminated from either side by giving one month (30 days) notice or salary in lieu thereof.

Upon resignation/termination of employment, you will immediately hand over to the Company all correspondence, specifications, formulae, books, documents, market data, cost data, drawings, affects or records belonging to the Company or relating to its business and shall not retain or make copies of these items.

Upon resignation/termination of employment, you will also return all company property, which may be in your possession.

Notwithstanding the above condition, the contract of service may also be terminated because of under mentioned stipulations. This will be without payment of any compensation. If you fail, refuse or neglect to carry out and perform your duties assigned to you by the company. For loss of confidence in you by the company for any of the act committed by you.

If you are found to be guilty of fraud, insubordination or misconduct whether in course of performance of duties entrusted to you or otherwise.

If you are found unfit for being entrusted with the responsible work commensurate with your position in consequences of any misconduct, moral turpitude. * If you commit any act prejudicial to the continuing good relationship between you and the company.

If you commit breach of any of the terms of this letter of appointment.

9. Authority

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



Wise FinServ

Dated 11th June 2022

(Private & Confidential)

Dear Ms. Gurleen Kaur,

With reference to your application & the subsequent interviews you had with us, we are pleased to appoint you as a **"Management Trainee"**. You shall be required to join the company on or before 18th July 2022 and your workplace will be Noida.

Your CTC Annexure is attached below.

You shall be on probation for a period of six months or such extended period as may be decided by the Company based on your performance during the probation period.

On satisfactory completion of your probation, you will be informed about your confirmation in the services of the Company in writing.



Wise FinServ

(Private & Confidential)

Name: Ms. Gurleen Kaur
Designation: Management Trainee
Department: Investment Product & Services
Location: Noida

CTC Annexure

Annual & Monthly Cost to Company (CTC)		
Particulars	Annual	Monthly
Basic	96000	8000
Conveyance	9600	800
HRA	48000	4000
Medical	15000	1250
Special Allowance	71400	5950
Total Fixed Pay	240000	20000
Performance Linked Bonus	24000 - 120000	
Accidental & Health Insurance	6000	
Cost To Company (CTC)	270000 - 366000	

*Performance Linked Bonus (PLB) pay-out is subject to meeting minimum performance expectations at Individual, Business & Company Level.

** You will also be entitled for a monthly performance incentive upon meeting a defined performance.

Thanks & Regards
Shalvi Chawla
(Chief Manager- HR)



Wise FinServ

Dated 11th June 2022

(Private & Confidential)

Dear Ms. Naina Garg,

With reference to your application & the subsequent interviews you had with us, we are pleased to appoint you as a **"Management Trainee"**. You shall be required to join the company on or before 18th July 2022 and your workplace will be Lucknow.

Your CTC Annexure is attached below.

You shall be on probation for a period of six months or such extended period as may be decided by the Company based on your performance during the probation period.

On satisfactory completion of your probation, you will be informed about your confirmation in the services of the Company in writing.



Wise FinServ

(Private & Confidential)

Name: Ms. Naina Garg
Designation: Management Trainee
Department: Investment Product & Services
Location: Lucknow

CTC Annexure

Annual & Monthly Cost to Company (CTC)		
Particulars	Annual	Monthly
Basic	96000	8000
Conveyance	9600	800
HRA	48000	4000
Medical	15000	1250
Special Allowance	71400	5950
Total Fixed Pay	240000	20000
Performance Linked Bonus	24000 - 120000	
Accidental & Health Insurance	6000	
Cost To Company (CTC)	270000 -366000	

*Performance Linked Bonus (PLB) pay-out is subject to meeting minimum performance expectations at Individual, Business & Company Level.

** You will also be entitled for a monthly performance incentive upon meeting a defined performance.

Thanks & Regards
Shalvi Chawla
(Chief Manager- HR)



Wise FinServ

Dated 11th June 2022

(Private & Confidential)

Dear Ms. Harshita Saini,

With reference to your application & the subsequent interviews you had with us, we are pleased to appoint you as a **"Management Trainee"**. You shall be required to join the company on or before 18th July 2022 and your workplace will be Varanasi.

Your CTC Annexure is attached below.

You shall be on probation for a period of six months or such extended period as may be decided by the Company based on your performance during the probation period.

On satisfactory completion of your probation, you will be informed about your confirmation in the services of the Company in writing.



Wise FinServ

(Private & Confidential)

Name: Ms. Harshita Saini
Designation: Management Trainee
Department: Investment Product & Services
Location: Varanasi

CTC Annexure

Annual & Monthly Cost to Company (CTC)		
Particulars	Annual	Monthly
Basic	96000	8000
Conveyance	9600	800
HRA	48000	4000
Medical	15000	1250
Special Allowance	71400	5950
Total Fixed Pay	240000	20000
Performance Linked Bonus	24000 - 120000	
Accidental & Health Insurance	6000	
Cost To Company (CTC)	270000 -366000	

*Performance Linked Bonus (PLB) pay-out is subject to meeting minimum performance expectations at Individual, Business & Company Level.

** You will also be entitled for a monthly performance incentive upon meeting a defined performance.

Thanks & Regards
Shalvi Chawla
(Chief Manager- HR)



Wise FinServ

Dated 11th June 2022

(Private & Confidential)

Dear Ms. Ayushi Baishla,

With reference to your application & the subsequent interviews you had with us, we are pleased to appoint you as a **"Management Trainee"**. You shall be required to join the company on or before 18th July 2022 and your workplace will be Noida.

Your CTC Annexure is attached below.

You shall be on probation for a period of six months or such extended period as may be decided by the Company based on your performance during the probation period.

On satisfactory completion of your probation, you will be informed about your confirmation in the services of the Company in writing.



Wise FinServ

(Private & Confidential)

Name: Ms. Ayushi Baishla
Designation: Management Trainee
Department: Investment Product & Services
Location: Noida

CTC Annexure

Annual & Monthly Cost to Company (CTC)		
Particulars	Annual	Monthly
Basic	96000	8000
Conveyance	9600	800
HRA	48000	4000
Medical	15000	1250
Special Allowance	71400	5950
Total Fixed Pay	240000	20000
Performance Linked Bonus	24000 - 120000	
Accidental & Health Insurance	6000	
Cost To Company (CTC)	270000 - 366000	

*Performance Linked Bonus (PLB) pay-out is subject to meeting minimum performance expectations at Individual, Business & Company Level.

** You will also be entitled for a monthly performance incentive upon meeting a defined performance.

Thanks & Regards
Shalvi Chawla
(Chief Manager- HR)



Wise FinServ

Dated 11th June 2022

(Private & Confidential)

Dear Ms. Ritika,

With reference to your application & the subsequent interviews you had with us, we are pleased to appoint you as a **"Operations Executive"**. You shall be required to join the company on or before 18th July 2022 and your workplace will be Noida.

Your CTC Annexure is attached below.

You shall be on probation for a period of six months or such extended period as may be decided by the Company based on your performance during the probation period.

On satisfactory completion of your probation, you will be informed about your confirmation in the services of the Company in writing.



Wise FinServ

(Private & Confidential)

Name: Ms. Ritika
Designation: Operations Executive
Department: Investment Product & Services
Location: Noida

CTC Annexure

Annual & Monthly Cost to Company (CTC)		
Particulars	Annual	Monthly
Basic	72000	6000
HRA	36000	3000
Conveyance	9600	800
Medical	15000	1250
Special Allowance	47400	3950
Total Fixed Pay	180000	15000
Accidental & Health Insurance	6000	
Cost To Company (CTC)	186000	

Thanks & Regards
Shalvi Chawla
(Chief Manager - HR)



Wise FinServ

Dated 11th June 2022

(Private & Confidential)

Dear Ms. Vinti Arora,

With reference to your application & the subsequent interviews you had with us, we are pleased to appoint you as a **"Management Trainee"**. You shall be required to join the company on or before 18th July 2022 and your workplace will be Lucknow.

Your CTC Annexure is attached below.

You shall be on probation for a period of six months or such extended period as may be decided by the Company based on your performance during the probation period.

On satisfactory completion of your probation, you will be informed about your confirmation in the services of the Company in writing.



Wise FinServ

(Private & Confidential)

Name: Ms. Vinti Arora
Designation: Management Trainee
Department: Investment Product & Services
Location: Lucknow

CTC Annexure

Annual & Monthly Cost to Company (CTC)		
Particulars	Annual	Monthly
Basic	96000	8000
Conveyance	9600	800
HRA	48000	4000
Medical	15000	1250
Special Allowance	71400	5950
Total Fixed Pay	240000	20000
Performance Linked Bonus	24000 - 120000	
Accidental & Health Insurance	6000	
Cost To Company (CTC)	270000 -366000	

*Performance Linked Bonus (PLB) pay-out is subject to meeting minimum performance expectations at Individual, Business & Company Level.

** You will also be entitled for a monthly performance incentive upon meeting a defined performance.

Thanks & Regards
Shalvi Chawla
(Chief Manager- HR)



Wise FinServ

Dated 11th June 2022

(Private & Confidential)

Dear Ms. Anshika Kapoor,

With reference to your application & the subsequent interviews you had with us, we are pleased to appoint you as a **"Management Trainee"**. You shall be required to join the company on or before 18th July 2022 and your workplace will be Lucknow.

Your CTC Annexure is attached below.

You shall be on probation for a period of six months or such extended period as may be decided by the Company based on your performance during the probation period.

On satisfactory completion of your probation, you will be informed about your confirmation in the services of the Company in writing.



Wise FinServ

(Private & Confidential)

Name: Ms. Anshika Kapoor
Designation: Management Trainee
Department: Investment Product & Services
Location: Lucknow

CTC Annexure

Annual & Monthly Cost to Company (CTC)		
Particulars	Annual	Monthly
Basic	96000	8000
Conveyance	9600	800
HRA	48000	4000
Medical	15000	1250
Special Allowance	71400	5950
Total Fixed Pay	240000	20000
Performance Linked Bonus	24000 - 120000	
Accidental & Health Insurance	6000	
Cost To Company (CTC)	270000 - 366000	

*Performance Linked Bonus (PLB) pay-out is subject to meeting minimum performance expectations at Individual, Business & Company Level.

** You will also be entitled for a monthly performance incentive upon meeting a defined performance.

Thanks & Regards
Shalvi Chawla
(Chief Manager- HR)



Wise FinServ

Dated 11th June 2022

(Private & Confidential)

Dear Ms. Riya Chopra,

With reference to your application & the subsequent interviews you had with us, we are pleased to appoint you as a **"Operations Executive"**. You shall be required to join the company on or before 18th July 2022 and your workplace will be Noida.

Your CTC Annexure is attached below.

You shall be on probation for a period of six months or such extended period as may be decided by the Company based on your performance during the probation period.

On satisfactory completion of your probation, you will be informed about your confirmation in the services of the Company in writing.



Wise FinServ

(Private & Confidential)

Name: Ms. Riya Chopra
Designation: Operations Executive
Department: Investment Product & Services
Location: Noida

CTC Annexure

Annual & Monthly Cost to Company (CTC)		
Particulars	Annual	Monthly
Basic	72000	6000
HRA	36000	3000
Conveyance	9600	800
Medical	15000	1250
Special Allowance	47400	3950
Total Fixed Pay	180000	15000
Accidental & Health Insurance	6000	
Cost To Company (CTC)	186000	

Thanks & Regards
Shalvi Chawla
(Chief Manager - HR)



Wise FinServ

Dated 11th June 2022

(Private & Confidential)

Dear Ms. Aarchi,

With reference to your application & the subsequent interviews you had with us, we are pleased to appoint you as a **"Operations Executive"**. You shall be required to join the company on or before 18th July 2022 and your workplace will be Noida.

Your CTC Annexure is attached below.

You shall be on probation for a period of six months or such extended period as may be decided by the Company based on your performance during the probation period.

On satisfactory completion of your probation, you will be informed about your confirmation in the services of the Company in writing.



Wise FinServ

(Private & Confidential)

Name: Ms. Aarchi
Designation: Operations Executive
Department: Investment Product & Services
Location: Noida

CTC Annexure

Annual & Monthly Cost to Company (CTC)		
Particulars	Annual	Monthly
Basic	72000	6000
HRA	36000	3000
Conveyance	9600	800
Medical	15000	1250
Special Allowance	47400	3950
Total Fixed Pay	180000	15000
Accidental & Health Insurance	6000	
Cost To Company (CTC)	186000	

Thanks & Regards
Shalvi Chawla
(Chief Manager - HR)



Wise FinServ

Dated 11th June 2022

(Private & Confidential)

Dear Ms. Damini,

With reference to your application & the subsequent interviews you had with us, we are pleased to appoint you as a **"Management Trainee"**. You shall be required to join the company on or before 18th July 2022 and your workplace will be Lucknow.

Your CTC Annexure is attached below.

You shall be on probation for a period of six months or such extended period as may be decided by the Company based on your performance during the probation period.

On satisfactory completion of your probation, you will be informed about your confirmation in the services of the Company in writing.



Wise FinServ

(Private & Confidential)

Name: Ms. Damini
Designation: Management Trainee
Department: Investment Product & Services
Location: Lucknow

CTC Annexure

Annual & Monthly Cost to Company (CTC)		
Particulars	Annual	Monthly
Basic	96000	8000
Conveyance	9600	800
HRA	48000	4000
Medical	15000	1250
Special Allowance	71400	5950
Total Fixed Pay	240000	20000
Performance Linked Bonus	24000 - 120000	
Accidental & Health Insurance	6000	
Cost To Company (CTC)	270000 -366000	

*Performance Linked Bonus (PLB) pay-out is subject to meeting minimum performance expectations at Individual, Business & Company Level.

** You will also be entitled for a monthly performance incentive upon meeting a defined performance.

Thanks & Regards
Shalvi Chawla
(Chief Manager- HR)



Wise FinServ

Dated 09th June 2022

(Private & Confidential)

Dear Ms. Vanshika Khurana,

With reference to your application & the subsequent interviews you had with us, we are pleased to appoint you as a **"Management Trainee"**. You shall be required to join the company on or before 18th July 2022 and your workplace will be Varanasi.

Your CTC Annexure is attached below.

You shall be on probation for a period of six months or such extended period as may be decided by the Company based on your performance during the probation period.

On satisfactory completion of your probation, you will be informed about your confirmation in the services of the Company in writing.



Wise FinServ

(Private & Confidential)

Name: Ms. Vanshika Khurana
Designation: Management Trainee
Department: Investment Product & Services
Location: Varanasi

CTC Annexure

Annual & Monthly Cost to Company (CTC)		
Particulars	Annual	Monthly
Basic	96000	8000
Conveyance	9600	800
HRA	48000	4000
Medical	15000	1250
Special Allowance	71400	5950
Total Fixed Pay	240000	20000
Performance Linked Bonus	24000 - 120000	
Accidental & Health Insurance	6000	
Cost To Company (CTC)	270000 -366000	

*Performance Linked Bonus (PLB) pay-out is subject to meeting minimum performance expectations at Individual, Business & Company Level.

** You will also be entitled for a monthly performance incentive upon meeting a defined performance.

Thanks & Regards
Shalvi Chawla
(Chief Manager- HR)



Wise FinServ

Dated 11th June 2022

(Private & Confidential)

Dear Ms. Isha Negi,

With reference to your application & the subsequent interviews you had with us, we are pleased to appoint you as a **"Management Trainee"**. You shall be required to join the company on or before 18th July 2022 and your workplace will be Noida.

Your CTC Annexure is attached below.

You shall be on probation for a period of six months or such extended period as may be decided by the Company based on your performance during the probation period.

On satisfactory completion of your probation, you will be informed about your confirmation in the services of the Company in writing.

25 July 2022

Anshika Kapoor
House number 173

Dear Anshika ,

Subject: Offer of employment.

We are pleased to offer you an appointment in our organization as **Unit Sales Manager - Bancassurance Home in Band - VA** and your initial posting will be at location **Agra Raman Towers in Banc Home vertical**.

The proposed remuneration and benefits for the position offered are enclosed.

This offer of employment is subject to:

- A) Verification of the documents / references submitted by you to the Company
- B) Your acceptance of the offer along with the terms and conditions.

In case of acceptance, you are required to join us latest by **27 July 2022** , failing which the offer shall stand withdrawn automatically, unless otherwise communicated to you in writing.

Please sign and return duplicate copy of this letter in token of your acceptance within seven days from the date of offer.

We welcome you and wish you a long and successful career with us.

With Best Wishes,

Yours sincerely,

For ICICI LOMBARD GENERAL INSURANCE COMPANY LIMITED

Megha Masurkar

Chief Manager - Human Resources

ACKNOWLEDGEMENT

I have read all the terms and conditions of the offer of employment and would like to confirm my acceptance.

Signature: _____

Place: _____

Date: _____

Name	Anshika Kapoor	
Designation	Unit Sales Manager - Bancassurance Home	
Band	VA	
Department	Banc Home	
Location	Agra Raman Towers	
Payroll	Rs. (Per Month)	Rs. (Per Annum)
Base Pay	6,750.00	81,000.00
HRA	3,375.00	40,500.00
Personal Pay	12,340.00	148,084.00
Statutory Bonus	1,400.00	16,800.00
Provident Fund (Employer)	810.00	9,720.00
Gratuity	325.00	3,896.00
ESIC (Employer)	0.00	0.00
Gross Fixed Salary	25,000.00	300,000.00
Company contribution towards Provident Fund, Gratuity, ESIC and/or any other statutory benefit is in accordance with the applicable laws from time to time.		
Performance bonus, as per policies and conditions prevalent from time to time.		

Note:

- The above mentioned gross fixed salary does not include Mobile and Business travel conveyance expenses as well as Health insurance, Life Insurance and Group (Personal) Accident Insurance (which would be applicable as per the prevalent Scheme of the Company).
- The present designation is subject to change depending upon work assignment from time to time.

26 July 2022

Mansi Dang
Home -Gandhi colony

Dear Mansi ,

Subject: **Offer of employment.**

We are pleased to offer you an appointment in our organization as **Unit Sales Manager - Key Relations Group** in **Band - VA** and your initial posting will be at location **Ambala** in **Key Relations Group** vertical.

The proposed remuneration and benefits for the position offered are enclosed.

This offer of employment is subject to:

- A) Verification of the documents / references submitted by you to the Company
- B) Your acceptance of the offer along with the terms and conditions.

In case of acceptance, you are required to join us latest by **27 July 2022** , failing which the offer shall stand withdrawn automatically, unless otherwise communicated to you in writing.

Please sign and return duplicate copy of this letter in token of your acceptance within seven days from the date of offer.

We welcome you and wish you a long and successful career with us.

With Best Wishes,

Yours sincerely,

For ICICI LOMBARD GENERAL INSURANCE COMPANY LIMITED

Megha Masurkar

Chief Manager - Human Resources

ACKNOWLEDGEMENT

I have read all the terms and conditions of the offer of employment and would like to confirm my acceptance.

Signature: _____

Place: _____

Date: _____

Name	Mansi Dang	
Designation	Unit Sales Manager - Key Relations Group	
Band	VA	
Department	Key Relations Group	
Location	Mandi	
Payroll	Rs. (Per Month)	Rs. (Per Annum)
Base Pay	6,750.00	81,000.00
HRA	3,375.00	40,500.00
Personal Pay	12,340.00	148,084.00
Statutory Bonus	1,400.00	16,800.00
Provident Fund (Employer)	810.00	9,720.00
Gratuity	325.00	3,896.00
ESIC (Employer)	0.00	0.00
Gross Fixed Salary	25,000.00	300,000.00
Company contribution towards Provident Fund, Gratuity, ESIC and/or any other statutory benefit is in accordance with the applicable laws from time to time.		
Performance bonus, as per policies and conditions prevalent from time to time.		

Note:

- The above mentioned gross fixed salary does not include Mobile and Business travel conveyance expenses as well as Health insurance, Life Insurance and Group (Personal) Accident Insurance (which would be applicable as per the prevalent Scheme of the Company).
- The present designation is subject to change depending upon work assignment from time to time.



Apprenticeship Offer cum Appointment Letter

Date: July 11, 2022

Ms.Shilpi Bhola

Skillate ID: 5370280

**# 77 Ashok vihar,
Kansapur road ,
Near Bittu ki chakki, Yamunanagar
Haryana, 135001**

Dear Shilpi,

Congratulations!!!

We are extremely pleased to extend a warm welcome to you from the eClerx family, under the Apprenticeship program . Your designation under the CHAT would be an **Analyst** We wish you a successful and professionally enriching experience with us.

Please find attached the additional terms and conditions under the Program which is to be treated as an integral part of your Apprenticeship contract (hereinafter referred to as "**Contract**"). Please return a duly signed duplicate copy of this letter for our records. Your HR Business Partner will soon reach out to you for an introduction. Should you have any queries or concerns, they will be glad to assist you. Once again, we welcome you to eClerx. We look forward to a long, fruitful, happy, and exciting association with you.

Regards

A handwritten signature in black ink, appearing to read "Sagar Shetty".

Offered By: Sagar Shetty

Designation: Associate Program Manager– Human Resources

Date: July 11, 2022

Dear Shilpi,

We are pleased to appoint you as **Analyst** under the Apprenticeship program. Your training with us will commence on "**July 21, 2022**" and will continue until "**January 21, 2023**".

Apart from the other policies binding upon you during your tenure with the company, the general terms and conditions under the Program are as follows:

1. Work Location

1.1. Your initial work location will be **Chandigarh**. Though you have been engaged for a specific position and location, the Company reserves the right to transfer you, with reasonable notice, to any other location, department, establishment, or branch of the Company / group / affiliates as the Company may deem fit including new locations to be set up in future. You shall be bound by the policies, rules and regulations of the office at the location you are posted in at any given point in time.

1.2. In the event of your voluntary resignation / termination of the Program with the Company from your date of relocation / transfer within a stipulated time period as mandated by the relevant transfer policy, if applicable; you shall be liable to pay to the Company, all the expense incurred towards movement of your household goods, relocation allowance, accommodation cost and all other expenses related to your relocation/transfer including cost incurred by Company on account of your training.

2. Background Verification

2.1. Your appointment as an Analyst under the CHAT is contingent upon successful verification of all documents and information provided by you as a part of your joining process.

2.2. The Company reserves the right to end this employment agreement with you with immediate effect and without any liability, should the results of your background investigation be negative. The HR team will contact you as soon as there is any insufficiency / discrepancy identified in your background check process.

2.3. You may be required to undergo tests for substance abuse as and when deemed necessary by the organisation. If the reports of such testing are found to be positive, the organisation withholds the right to initiate suitable action against you, including immediate termination of services.

2.4 Clauses:

- Your offer of Employment will not be valid if you are unable to provide your Graduation final year Mark sheet & Degree Certificate within 90 days from Date of Joining.



3. Remuneration, Benefits & Privileges.

Please refer to Annexure I for details on your remuneration and benefits applicable during your training period.

4. Training

4.1 The tenure period, as stated in this Contract, constitutes your training period, the successful completion of which would determine the completion of your duration under this Program.

4.2 Notwithstanding the above mentioned clause, the Company reserves the right to put you under a training program with a different training period, as per the requirement of the specific business, the successful completion of which would determine the completion of your duration under the Program.

4.3 There will be multiple assessments conducted at periodic intervals during your training period. In the event of you being unsuccessful on assessment parameters as defined by the Company during or after the training period, the Company reserves the right to terminate your Contract under the Program with immediate effect, with a 15 days' notice period. Without prejudice to clause no. 4.1 and 4.2 as mentioned above, the Company may, during the period of training, terminate the Contract without any notice or payment in lieu of notice should you be found guilty of violation of any of the Company's policies or breach of Code of Conduct, which may not be conducive to the Company or its reputation.

4.4 After the completion of the aforementioned training period, the Company, at its sole discretion and depending on business requirements, may absorb you on its regular roll, depending upon your assessment parameters and on-the-job performance. The compensation structure that will be applicable in the event you are absorbed on the regular rolls of the Company will be as per Annexure 2.

5. Domain-based Specialized Training

5.1 You may be required to undergo designated specialized trainings, as required under the Program. Such trainings are aimed to present an opportunity to expand your knowledge base, enhance your domain and product expertise, and equip you for effective execution of all your job responsibilities. Some of the specialized trainings will require a commitment of significant investment by eClerx as well as you.

5.2 Further to the above clause, you may be required to enter into a service agreement with the Company on successful completion of your training period and being absorbed as a permanent employee. The details of such Agreement, as applicable, would be conveyed to you.

6. Leaves

6.1 During your tenure and training period under the Program, you would be eligible for 2 (two) leaves per month. All leaves applied for, will need to be approved by the reporting manager well in advance. Any unapproved leave will be treated as loss of pay and repetition of such instances will attract action in line with the leave policy. The leave process shall be guided under the Leave policy of the Company.

6.2 You are required to acquaint yourself with all the rules and regulations pertaining to leave and attendance upon joining the Company, in order to avoid such instances.

7. Separation

7.1. The Contract can be terminated by the Company, by giving you a notice of 15 days or payment in lieu of notice period. Payment in lieu of shortfall of notice period will be equivalent to monthly total fixed stipend earned for an equivalent period of time.

In case you decide to terminate your Contract with the Company, you may do so by serving Company with **30 days** written notice of termination, provided you terminate your Contract with the Company within five months of your joining the Company. However, if you decide terminate your Contract in the last month of your apprentice tenure, then in that case, irrespective of date of your termination notice, your Apprenticeship term with the Company shall expire on the last working day as determined from your above mentioned date of joining the Company and not by date of your termination notice. The company may waive off the notice period requirement, at its own prerogative and require you to compensate for the shortfall of notice period.

7.2. Without prejudice to any clause in this Contract, the Company also reserves the right to terminate your Contract under the Program for reasons mentioned below, with immediate effect, without any payment in lieu of notice period, whereupon your training period would cease immediately and you shall have no claim, whatsoever, against the Company for damages or otherwise by reason of such determination.

For the purposes of this Clause 7.2, 'Reason' shall mean as under:

- a. Negligence or misconduct by you in complying with your duties, responsibilities, obligations and / or covenants or undertakings, which are either incapable of remedy or otherwise not remedied by you within 30 (thirty) days of a written notice being served on you by the Company stating the breach; or
- b. You becoming unable, for any reason whatsoever including the imposition of any court order, to efficiently perform your duties hereunder for 60 (sixty) working days in aggregate in any period of 12 (twelve) consecutive months; or
- c. You becoming of unsound mind; or
- d. You are convicted of a criminal offence;
- e. You becoming bankrupt or compound with all your creditors or enter into any deed of arrangement with all your creditors; or
- f. You committing breach of any of your duties or obligations under the Contract; org. You refusing or neglecting to comply with any lawful and reasonable orders or directions given to you by the Company; or
- g. You are guilty of any misconduct whether or not in the performance of your duties or commit any act which in the opinion of the Company is likely to bring the Company or any of its officers or other employees into disrepute whether or not such act is directly related to the affairs of the Company; or
- h. You becoming prohibited by law or any order from any regulatory body or government authority from being an employee of the Company; or
- i. You are unable to achieve and maintain a satisfactory level of performance and produce the desired results in your performance which are the requirements for meeting your job responsibilities; or
- j. Causing damage to company's property; or

- k. Going on or abetting a strike in contravention of any law for the time being in force; or
- l. Committing theft, fraud, or dishonesty; or
- m. You being found guilty of any unlawful activity, including but not limited to threatening employees, security breaches, harassment, including sexual harassment, etc.
- n. For violating the Company's Code of Conduct and ethics, which goes against the ethos of the Company.

The list above is illustrative and by no means exhaustive. The company further reserves the right to add/amend this list without prior notice, within reasonable limits.

7.3. In the event of continued absence of 3 (three) consecutive working days from work without prior sanction of leave or on remaining absent beyond the period of leave originally granted or subsequently extended, you shall lose lien on your appointment and your name will be struck off from the roll of the Company, treating you to have abandoned your employment as you do not have interest in the Program offered by the Company.

7.4 On termination of your Contract, all work carried out by you – both in physical and digital form – during your employment, shall be immediately returned forthwith to the Company, without exception and with no copy (either part or whole thereof) retained by you in any form.

7.5 When your training under the Contract / Program with the Company ends, for whatever reason, you will promptly deliver to the Company all originals and copies of all documents, records, software programs, media, and other materials containing any confidential information. You will also return to the Company all equipment, files, software programs, and other personal property belonging to the Company and complete the due handover process during the notice period that you are required to serve by the Company. In the event of your failure to do so, you shall be liable to face legal proceedings and compensate the Company for any material loss of business, as determined by the Company at its sole discretion. The Company may withhold your exit clearance and / or full-and-final settlement on account of your breach of the Company's rules and regulations and until it is able to recover the losses incurred by it.

8. Working Hours

The training hours applicable to you will be the same as are observed, depending upon your process and program. The initial shift, location, or program allotted to you may change at any time during the period of Apprenticeship, as decided by the Company's management.

9. Conflict of Interest

9.1. During your service with the company you are expected to devote your whole time and attention to the company's affairs and refrain from directly or indirectly engaging in any other business. You will not take up any other work for remuneration (part time or otherwise) or work in advisory capacity or be interested directly or indirectly in any trade or business, during your employment with the Company. This restriction applies whether or not the other activity is of a similar nature to or competes in any material respect with any of the businesses of the Company.

9.2. You will not seek membership of any local, public or political bodies or undertake any other



business, assume any public office, honorary or remunerative, without the specific written permission of the HR Head. In the event of your becoming member of any local or public or political bodies or undertaking any business, assuming any public office without following due process as prescribed by the Company, you shall be deemed to have contravened the terms and conditions of employment and the Company reserves the right to take appropriate action as it deems fit including forthwith terminating your contract with the Company.

9.3. In case you join or are transferred to the Financial Markets vertical, you may be required to disclose the details of Demat / Trading account(s) held by you and your family members to meet the compliance requirements of the client.

10. Non – Disclosure

10.1. You hereby agree to sign and enter into a Non-Disclosure / Confidentiality Agreement on your date of joining or at any time thereafter in the format prescribed by the Company. You further agree that you shall keep the Company's Confidential Information (as defined in the Non-Disclosure / Confidentiality Agreement), whether or not prepared or developed by you, in the strictest confidence.

10.2. If you are bound by a confidentiality agreement with a previous employer, you must notify the Company and the Company will automatically be indemnified against any breach thereof.

11. Non-Solicitation of Employees and Clients and Non-Compete

11.1. During your tenure with the Company, thereafter immediately following the termination of your contract / end of the Program with the Company for any reason, you shall not:

a. Undertake and ensure that directly or indirectly solicit, induce, recruit or encourage any of the Company's employees to leave their employment with the Company.

b. Take away any clients or customers of the Company or attempt to solicit, induce, recruit, encourage or take away clients or customers of the Company.

c. Join the services or be associated with any former employee of the Company who is undertaking any activity competing with the business of the Company.

12. Jurisdiction

In case of any dispute or difference arising out of or under this contract, resulting into any proceeding before any Authority, Courts etc. in respect of this contract, the same will be subject to the jurisdiction of Mumbai.

13. Applicable Company rules and regulations

You will be governed by the Company's rules and regulations and practices as enforced from time to time on matters whether specified herein or not, including on matters such as



designation, emoluments and the structure thereof, working hours, etc. Company's decisions on all such matters shall be final and binding on you

14. Change in Terms and Conditions of your employment

The Company reserves the right to change the terms and conditions of this letter, which would be intimated to you either through changes in the Company's policies or through an amendment to your Contract, or through other means of communication, which would purport to amend the said terms of your Contract.

Your Apprentice appointment is contingent upon successful completion of background check; documents submitted by you will be sent for necessary verification and authentication to the background verification agency.

If the terms and conditions offered herein are acceptable to you, please return the acceptance copy to the undersigned, duly affixing your full signature on the last page and initials on the remaining pages.

Regards

A handwritten signature in black ink, appearing to read "S Shetty". The signature is written in a cursive, flowing style.

Offered By: Sagar Shetty

Designation: Associate Program Manager- Human Resources



ANNEXURE I

Stipend and Benefits Applicable During the Contract Period

1. Stipend

Your stipend will be Rs. 17,981 per month for the duration of your training. This stipend is comprehensive and all-inclusive, and hence it shall be deemed to include all the liabilities of the Company.

The Company will deduct taxes or statutory payments from the stipend, as prescribed by the law of this country from time to time.

2. Benefits

2.1 Group Medical Insurance

- a. You are eligible for a floater medical insurance cover of INR 100,000.
- b. You may also opt for an additional cover for your family, including your spouse, children, and parents / parents-in-law, post your joining the Company. The premium against the additional cover will be communicated to you and will be deducted from your salary.
- c. You are covered for an amount of INR 300,000 under the Group Personal Accident Insurance Policy.

2.2 Group Personal Accident Insurance

- a. You are covered for an amount of INR 300,000 under the Group Personal Accident Insurance Policy.
- b. The policy covers disablement (temporary and permanent both) and death caused due to accidents.

2.3 Transport

The Company offers subsidized transport to all its employees, basis the local transport policy. Should you wish to avail it, an amount of **INR 1,250** will be deductible from your fixed stipend every month.



ANNEXURE II

Salary Structure Applicable on Absorption to the Company's Rolls on Successful Completion of the Training Period

Name: SHILPI BHOLA

Designation: Analyst

Date of Joining: July 21, 2022

SALARY OFFER BREAK-UP	Amount (INR)	Annual Amount (INR)
Basic Pay	8,991	107,892
House Rent Allowance	0	0
Other Allowance	4,805	57,660
Bonus	2,530	30,360
Cash Compensation	16,326	195,912
Retiral Fund	1,655	19,860
Total Fixed Compensation	17,981	215,772
Performance Bonus	1,438	17,256
Cost To Company	-	233,028
Gratuity	-	5,190
Total Cost to Company	-	238,218

- Since you have opted not to participate in the Employee's Provident Fund Scheme, the Retiral Fund amount mentioned in your salary will be paid as part of Monthly Fixed Compensation.

4. The Company is also pleased to extend the following benefits to you:

4.1 Group Medical Insurance

- a. You are eligible for floater medical insurance cover of INR 100,000 which covers yourself
- b. You may also opt for additional cover for your family including your spouse, children and parents / parents-in-law post your joining the Company. The premium against the additional cover will be communicated to you and will be deducted from your salary

4.2 Group Personal Accident Insurance

- a. You are covered for an amount of INR 300,000 under the Group Personal Accident Insurance Policy.
- b. The policy covers disablement (temporary and permanent both) and death caused due to

accidents

4.3 Night Shift Allowance

a. In case you are required to work in the night shift on account of process or client requirements, you will be eligible to receive Night Shift Allowance

b. The amount paid to you will depend on your designation, number of nights shifts worked and all other rules as may be specified by the company policies.

4.4 Language Allowance

a. In case you're hired for a role that requires proficiency on a foreign language, you shall be eligible to be paid a Language Allowance along with your monthly salary

b. The same will be withdrawn if your role changes for any reason whatsoever, and the new role does not require you to use your language proficiency

4.5 Transport

a. The Company offers subsidized transport to its employees, basis the local transport

b. Should you wish to avail, an amount of INR **1,250** will be deductible from your fixed stipend every.

Other Notes:

1. Taxation

a. You shall be solely responsible for paying any taxes, direct or indirect, state or local, whether payable in India or elsewhere, which may result from your stipend.

b. The Company shall be entitled to deduct from your stipend, income tax, other taxes and levies which it is liable to deduct at source.

2. Gratuity

On being absorbed as an employee on the rolls of the Company after the successful completion of your Program, your tenure as Apprentice would be counted towards gratuity entitlement, for the purposes of the Payment of Gratuity Act, 1972 and the amendments made thereafter. Gratuity is payable for the duration you were under the training period at eClerx.

3. Performance Bonus

- a. The performance bonus mentioned in the aforementioned table includes complete liability of the Company on bonus payments to you, including those required by statute.
- b. Bonus pay-out is contingent on your performance, and will be prorated basis the date of joining or changes in salary as per the Company's policy.

Regards



Offered By: Sagar Shetty

Designation: Associate Program Manager – Human Resources

Accepted by: _____

(Name and Signature)

Date:



Apprenticeship Offer cum Appointment Letter

Date: July 18, 2022

Ms.Harshita Behamani

Skillate ID: 5363572

**Near Ravidas Mandir,
Village - Tihano,
Tihano(218),
Ledi, Yamuna Nagar
Haryana, 135103**

Dear Harshita,

Congratulations!!!

We are extremely pleased to extend a warm welcome to you from the eClerx family, under the Apprenticeship program . Your designation under the CHAT would be an **Analyst** We wish you a successful and professionally enriching experience with us.

Please find attached the additional terms and conditions under the Program which is to be treated as an integral part of your Apprenticeship contract (hereinafter referred to as "**Contract**"). Please return a duly signed duplicate copy of this letter for our records. Your HR Business Partner will soon reach out to you for an introduction. Should you have any queries or concerns, they will be glad to assist you. Once again, we welcome you to eClerx. We look forward to a long, fruitful, happy, and exciting association with you.

Regards

**Offered By: Andrews Simon
Designation: Associate Principal– Human Resources**

Date: July 18, 2022

Dear Harshita,

We are pleased to appoint you as **Analyst** under the Apprenticeship program. Your training with us will commence on "**July 21, 2022**" and will continue until "**January 20, 2023**".

Apart from the other policies binding upon you during your tenure with the company, the general terms and conditions under the Program are as follows:

1. Work Location

1.1. Your initial work location will be **Chandigarh**. Though you have been engaged for a specific position and location, the Company reserves the right to transfer you, with reasonable notice, to any other location, department, establishment, or branch of the Company / group / affiliates as the Company may deem fit including new locations to be set up in future. You shall be bound by the policies, rules and regulations of the office at the location you are posted in at any given point in time.

1.2. In the event of your voluntary resignation / termination of the Program with the Company from your date of relocation / transfer within a stipulated time period as mandated by the relevant transfer policy, if applicable; you shall be liable to pay to the Company, all the expense incurred towards movement of your household goods, relocation allowance, accommodation cost and all other expenses related to your relocation/transfer including cost incurred by Company on account of your training.

2. Background Verification

2.1. Your appointment as an Analyst under the CHAT is contingent upon successful verification of all documents and information provided by you as a part of your joining process.

2.2. The Company reserves the right to end this employment agreement with you with immediate effect and without any liability, should the results of your background investigation be negative. The HR team will contact you as soon as there is any insufficiency / discrepancy identified in your background check process.

2.3. You may be required to undergo tests for substance abuse as and when deemed necessary by the organisation. If the reports of such testing are found to be positive, the organisation withholds the right to initiate suitable action against you, including immediate termination of services.

2.4 Clauses:

- Your offer of Employment will not be valid if you are unable to provide your Graduation final year Mark sheet & Degree Certificate within 90 days from Date of Joining.

3. Remuneration, Benefits & Privileges.

Please refer to Annexure I for details on your remuneration and benefits applicable during your training period.



4. Training

4.1 The tenure period, as stated in this Contract, constitutes your training period, the successful completion of which would determine the completion of your duration under this Program.

4.2 Notwithstanding the above mentioned clause, the Company reserves the right to put you under a training program with a different training period, as per the requirement of the specific business, the successful completion of which would determine the completion of your duration under the Program.

4.3 There will be multiple assessments conducted at periodic intervals during your training period. In the event of you being unsuccessful on assessment parameters as defined by the Company during or after the training period, the Company reserves the right to terminate your Contract under the Program with immediate effect, with a 15 days' notice period. Without prejudice to clause no. 4.1 and 4.2 as mentioned above, the Company may, during the period of training, terminate the Contract without any notice or payment in lieu of notice should you be found guilty of violation of any of the Company's policies or breach of Code of Conduct, which may not be conducive to the Company or its reputation.

4.4 After the completion of the aforementioned training period, the Company, at its sole discretion and depending on business requirements, may absorb you on its regular roll, depending upon your assessment parameters and on-the-job performance. The compensation structure that will be applicable in the event you are absorbed on the regular rolls of the Company will be as per Annexure 2.

5. Domain-based Specialized Training

5.1 You may be required to undergo designated specialized trainings, as required under the Program. Such trainings are aimed to present an opportunity to expand your knowledge base, enhance your domain and product expertise, and equip you for effective execution of all your job responsibilities. Some of the specialized trainings will require a commitment of significant investment by eClerx as well as you.

5.2 Further to the above clause, you may be required to enter into a service agreement with the Company on successful completion of your training period and being absorbed as a permanent employee. The details of such Agreement, as applicable, would be conveyed to you.

6. Leaves

6.1 During your tenure and training period under the Program, you would be eligible for 2 (two) leaves per month. All leaves applied for, will need to be approved by the reporting manager well in advance. Any unapproved leave will be treated as loss of pay and repetition of such instances will attract action in line with the leave policy. The leave process shall be guided under the Leave policy of the Company.

6.2 You are required to acquaint yourself with all the rules and regulations pertaining to leave and attendance upon joining the Company, in order to avoid such instances.

7. Separation



7.1. The Contract can be terminated by the Company, by giving you a notice of 15 days or payment in lieu of notice period. Payment in lieu of shortfall of notice period will be equivalent to monthly total fixed stipend earned for an equivalent period of time.

In case you decide to terminate your Contract with the Company, you may do so by serving Company with **30 days** written notice of termination, provided you terminate your Contract with the Company within five months of your joining the Company. However, if you decide terminate your Contract in the last month of your apprentice tenure, then in that case, irrespective of date of your termination notice, your Apprenticeship term with the Company shall expire on the last working day as determined from your above mentioned date of joining the Company and not by date of your termination notice. The company may waive off the notice period requirement, at its own prerogative and require you to compensate for the shortfall of notice period.

7.2. Without prejudice to any clause in this Contract, the Company also reserves the right to terminate your Contract under the Program for reasons mentioned below, with immediate effect, without any payment in lieu of notice period, whereupon your training period would cease immediately and you shall have no claim, whatsoever, against the Company for damages or otherwise by reason of such determination.

For the purposes of this Clause 7.2, 'Reason' shall mean as under:

- a. Negligence or misconduct by you in complying with your duties, responsibilities, obligations and / or covenants or undertakings, which are either incapable of remedy or otherwise not remedied by you within 30 (thirty) days of a written notice being serviced on you by the Company stating the breach; or
- b. You becoming unable, for any reason whatsoever including the imposition of any court order, to efficiently perform your duties hereunder for 60 (sixty) working days in aggregate in any period of 12 (twelve) consecutive months; or
- c. You becoming of unsound mind; or
- d. You are convicted of a criminal offence;
- e. You becoming bankrupt or compound with all your creditors or enter into any deed of arrangement with all your creditors; or
- f. You committing breach of any of your duties or obligations under the Contract; org. You refusing or neglecting to comply with any lawful and reasonable orders or directions given to you by the Company; or
- g. You are guilty of any misconduct whether or not in the performance of your duties or commit any act which in the opinion of the Company is likely to bring the Company or any of its officers or other employees into disrepute whether or not such act is directly related to the affairs of the Company; or
- h. You becoming prohibited by law or any order from any regulatory body or government authority from being an employee of the Company; or
- i. You are unable to achieve and maintain a satisfactory level of performance and produce the desired results in your performance which are the requirements for meeting your job responsibilities; or
- j. Causing damage to company's property; or
- k. Going on or abetting a strike in contravention of any law for the time being in force; or
- l. Committing theft, fraud, or dishonesty; or
- m. You being found guilty of any unlawful activity, including but not limited to threatening employees, security breaches, harassment, including sexual harassment, etc.



- n. For violating the Company's Code of Conduct and ethics, which goes against the ethos of the Company.

The list above is illustrative and by no means exhaustive. The company further reserves the right to add/amend this list without prior notice, within reasonable limits.

7.3. In the event of continued absence of 3 (three) consecutive working days from work without prior sanction of leave or on remaining absent beyond the period of leave originally granted or subsequently extended, you shall lose lien on your appointment and your name will be struck off from the roll of the Company, treating you to have abandoned your employment as you do not have interest in the Program offered by the Company.

7.4. On termination of your Contract, all work carried out by you – both in physical and digital form – during your employment, shall be immediately returned forthwith to the Company, without exception and with no copy (either part or whole thereof) retained by you in any form.

7.5. When your training under the Contract / Program with the Company ends, for whatever reason, you will promptly deliver to the Company all originals and copies of all documents, records, software programs, media, and other materials containing any confidential information. You will also return to the Company all equipment, files, software programs, and other personal property belonging to the Company and complete the due handover process during the notice period that you are required to serve by the Company. In the event of your failure to do so, you shall be liable to face legal proceedings and compensate the Company for any material loss of business, as determined by the Company at its sole discretion. The Company may withhold your exit clearance and / or full-and-final settlement on account of your breach of the Company's rules and regulations and until it is able to recover the losses incurred by it.

8. Working Hours

The training hours applicable to you will be the same as are observed, depending upon your process and program. The initial shift, location, or program allotted to you may change at any time during the period of Apprenticeship, as decided by the Company's management.

9. Conflict of Interest

9.1. During your service with the company you are expected to devote your whole time and attention to the company's affairs and refrain from directly or indirectly engaging in any other business. You will not take up any other work for remuneration (part time or otherwise) or work in advisory capacity or be interested directly or indirectly in any trade or business, during your employment with the Company. This restriction applies whether or not the other activity is of a similar nature to or competes in any material respect with any of the businesses of the Company.

9.2. You will not seek membership of any local, public or political bodies or undertake any other business, assume any public office, honorary or remunerative, without the specific written permission of the HR Head. In the event of your becoming member of any local or public or political bodies or undertaking any business, assuming any public office without following due process as prescribed by the Company, you shall be deemed to have contravened the terms



and conditions of employment and the Company reserves the right to take appropriate action as it deems fit including forthwith terminating your contract with the Company.

9.3. In case you join or are transferred to the Financial Markets vertical, you may be required to disclose the details of Demat / Trading account(s) held by you and your family members to meet the compliance requirements of the client.

10. Non – Disclosure

10.1. You hereby agree to sign and enter into a Non-Disclosure / Confidentiality Agreement on your date of joining or at any time thereafter in the format prescribed by the Company. You further agree that you shall keep the Company's Confidential Information (as defined in the Non-Disclosure / Confidentiality Agreement), whether or not prepared or developed by you, in the strictest confidence.

10.2. If you are bound by a confidentiality agreement with a previous employer, you must notify the Company and the Company will automatically be indemnified against any breach thereof.

11. Non-Solicitation of Employees and Clients and Non-Compete

11.1. During your tenure with the Company, thereafter immediately following the termination of your contract / end of the Program with the Company for any reason, you shall not:

- a. Undertake and ensure that directly or indirectly solicit, induce, recruit or encourage any of the Company's employees to leave their employment with the Company.
- b. Take away any clients or customers of the Company or attempt to solicit, induce, recruit, encourage or take away clients or customers of the Company.
- c. Join the services or be associated with any former employee of the Company who is undertaking any activity competing with the business of the Company.

12. Jurisdiction

In case of any dispute or difference arising out of or under this contract, resulting into any proceeding before any Authority, Courts etc. in respect of this contract, the same will be subject to the jurisdiction of Mumbai.

13. Applicable Company rules and regulations

You will be governed by the Company's rules and regulations and practices as enforced from time to time on matters whether specified herein or not, including on matters such as designation, emoluments and the structure thereof, working hours, etc. Company's decisions on all such matters shall be final and binding on you.

14. Change in Terms and Conditions of your employment





The Company reserves the right to change the terms and conditions of this letter, which would be intimated to you either through changes in the Company's policies or through an amendment to your Contract, or through other means of communication, which would purport to amend the said terms of your Contract.

Your Apprentice appointment is contingent upon successful completion of background check; documents submitted by you will be sent for necessary verification and authentication to the background verification agency.

If the terms and conditions offered herein are acceptable to you, please return the acceptance copy to the undersigned, duly affixing your full signature on the last page and initials on the remaining pages.

Regards

Offered By: Andrews Simon
Designation: Associate Principal– Human Resources

ANNEXURE I

Stipend and Benefits Applicable During the Contract Period

1. Stipend

Your stipend will be Rs. 17,981 per month for the duration of your training. This stipend is comprehensive and all-inclusive, and hence it shall be deemed to include all the liabilities of the Company.

The Company will deduct taxes or statutory payments from the stipend, as prescribed by the law of this country from time to time.

2. Benefits

2.1 Group Medical Insurance

a. You are eligible for a floater medical insurance cover of INR 100,000.

b. You may also opt for an additional cover for your family, including your spouse, children, and parents / parents-in-law, post your joining the Company. The premium against the additional cover will be communicated to you and will be deducted from your salary.

c. You are covered for an amount of INR 300,000 under the Group Personal Accident Insurance Policy.

2.2 Group Personal Accident Insurance

- a. You are covered for an amount of INR 300,000 under the Group Personal Accident Insurance Policy.
- b. The policy covers disablement (temporary and permanent both) and death caused due to accidents.

2.3 Transport

The Company offers subsidized transport to all its employees, basis the local transport policy. Should you wish to avail it, an amount of **INR 1,250** will be deductible from your fixed stipend every month.

W/

ANNEXURE II

Salary Structure Applicable on Absorption to the Company's Rolls on Successful Completion of the Training Period

Name: Harshita Behamani

Designation: Analyst

Date of Joining: July 21, 2022

SALARY OFFER BREAK-UP	Amount (INR)	Annual Amount (INR)
Basic Pay	8,991	107,892
House Rent Allowance	0	0
Other Allowance	4,805	57,660
Bonus	2,530	30,360
Cash Compensation	16,326	195,912
Retiral Fund	1,655	19,860
Total Fixed Compensation	17,981	215,772
Performance Bonus	1,438	17,256
Cost To Company	-	233,028
Gratuity	-	5,190
Total Cost to Company	-	238,218

- Since you have opted not to participate in the Employee's Provident Fund Scheme, the Retiral Fund amount mentioned in your salary will be paid as part of Monthly Fixed Compensation.

4. The Company is also pleased to extend the following benefits to you:

4.1 Group Medical Insurance

- You are eligible for floater medical insurance cover of INR 100,000 which covers yourself
- You may also opt for additional cover for your family including your spouse, children and parents / parents-in-law post your joining the Company. The premium against the additional cover will be communicated to you and will be deducted from your salary

4.2 Group Personal Accident Insurance

- You are covered for an amount of INR 300,000 under the Group Personal Accident Insurance Policy.
- The policy covers disablement (temporary and permanent both) and death caused due to

accidents

4.3 Night Shift Allowance

a. In case you are required to work in the night shift on account of process or client requirements, you will be eligible to receive Night Shift Allowance

b. The amount paid to you will depend on your designation, number of nights shifts worked and all other rules as may be specified by the company policies.

4.4 Language Allowance

a. In case you're hired for a role that requires proficiency on a foreign language, you shall be eligible to be paid a Language Allowance along with your monthly salary

b. The same will be withdrawn if your role changes for any reason whatsoever, and the new role does not require you to use your language proficiency

4.5 Transport

a. The Company offers subsidized transport to its employees, basis the local transport

b. Should you wish to avail, an amount of INR **1,250** will be deductible from your fixed stipend every.

Other Notes:

1. Taxation

a. You shall be solely responsible for paying any taxes, direct or indirect, state or local, whether payable in India or elsewhere, which may result from your stipend.

b. The Company shall be entitled to deduct from your stipend, income tax, other taxes and levies which it is liable to deduct at source.

2. Gratuity

On being absorbed as an employee on the rolls of the Company after the successful completion of your Program, your tenure as Apprentice would be counted towards gratuity entitlement, for the purposes of the Payment of Gratuity Act, 1972 and the amendments made thereafter. Gratuity is payable for the duration you were under the training period at eClerx.

3. Performance Bonus

a. The performance bonus mentioned in the aforementioned table includes complete liability of the Company on bonus payments to you, including those required by statute.

b. Bonus pay-out is contingent on your performance, and will be prorated basis the date of joining or changes in salary as per the Company's policy.

Regards



eClerx



Offered By: Andrews Simon
Designation: Associate Principal- Human Resources

Accepted by: Harshita Behamani



(Name and Signature)

Date:

21/07/2022



Apprenticeship Offer cum Appointment Letter

Date: July 11, 2022

Ms.Kashish Mehta

Skillate ID: 5370162

**# B-66, Mahaveer Garden,
Shivpuri - A,
Jagadhri, Yamunanagar
Haryana, 135001**

Dear Kashish,

Congratulations!!!

We are extremely pleased to extend a warm welcome to you from the eClerx family, under the Apprenticeship program . Your designation under the CHAT would be an **Analyst** We wish you a successful and professionally enriching experience with us.

Please find attached the additional terms and conditions under the Program which is to be treated as an integral part of your Apprenticeship contract (hereinafter referred to as "**Contract**"). Please return a duly signed duplicate copy of this letter for our records. Your HR Business Partner will soon reach out to you for an introduction. Should you have any queries or concerns, they will be glad to assist you. Once again, we welcome you to eClerx. We look forward to a long, fruitful, happy, and exciting association with you.

Regards

Offered By: Sagar Shetty

Designation: Associate Program Manager– Human Resources

Date: July 11, 2022

Dear Kashish,

We are pleased to appoint you as **Analyst** under the Apprenticeship program. Your training with us will commence on "**July 21, 2022**" and will continue until "**January 20, 2023**".

Apart from the other policies binding upon you during your tenure with the company, the general terms and conditions under the Program are as follows:

1. Work Location

1.1. Your initial work location will be **Chandigarh**. Though you have been engaged for a specific position and location, the Company reserves the right to transfer you, with reasonable notice, to any other location, department, establishment, or branch of the Company / group / affiliates as the Company may deem fit including new locations to be set up in future. You shall be bound by the policies, rules and regulations of the office at the location you are posted in at any given point in time.

1.2. In the event of your voluntary resignation / termination of the Program with the Company from your date of relocation / transfer within a stipulated time period as mandated by the relevant transfer policy, if applicable; you shall be liable to pay to the Company, all the expense incurred towards movement of your household goods, relocation allowance, accommodation cost and all other expenses related to your relocation/transfer including cost incurred by Company on account of your training.

2. Background Verification

2.1. Your appointment as an Analyst under the CHAT is contingent upon successful verification of all documents and information provided by you as a part of your joining process.

2.2. The Company reserves the right to end this employment agreement with you with immediate effect and without any liability, should the results of your background investigation be negative. The HR team will contact you as soon as there is any insufficiency / discrepancy identified in your background check process.

2.3. You may be required to undergo tests for substance abuse as and when deemed necessary by the organisation. If the reports of such testing are found to be positive, the organisation withholds the right to initiate suitable action against you, including immediate termination of services.

2.4 Clauses:

- Your offer of Employment will not be valid if you are unable to provide your Graduation final year Mark sheet & Degree Certificate within 90 days from Date of Joining.

3. Remuneration, Benefits & Privileges.

Please refer to Annexure I for details on your remuneration and benefits applicable during your training period.

4. Training

4.1 The tenure period, as stated in this Contract, constitutes your training period, the successful completion of which would determine the completion of your duration under this Program.

4.2 Notwithstanding the above mentioned clause, the Company reserves the right to put you under a training program with a different training period, as per the requirement of the specific business, the successful completion of which would determine the completion of your duration under the Program.

4.3 There will be multiple assessments conducted at periodic intervals during your training period. In the event of you being unsuccessful on assessment parameters as defined by the Company during or after the training period, the Company reserves the right to terminate your Contract under the Program with immediate effect, with a 15 days' notice period. Without prejudice to clause no. 4.1 and 4.2 as mentioned above, the Company may, during the period of training, terminate the Contract without any notice or payment in lieu of notice should you be found guilty of violation of any of the Company's policies or breach of Code of Conduct, which may not be conducive to the Company or its reputation.

4.4 After the completion of the aforementioned training period, the Company, at its sole discretion and depending on business requirements, may absorb you on its regular roll, depending upon your assessment parameters and on-the-job performance. The compensation structure that will be applicable in the event you are absorbed on the regular rolls of the Company will be as per Annexure 2.

5. Domain-based Specialized Training

5.1 You may be required to undergo designated specialized trainings, as required under the Program. Such trainings are aimed to present an opportunity to expand your knowledge base, enhance your domain and product expertise, and equip you for effective execution of all your job responsibilities. Some of the specialized trainings will require a commitment of significant investment by eClerx as well as you.

5.2 Further to the above clause, you may be required to enter into a service agreement with the Company on successful completion of your training period and being absorbed as a permanent employee. The details of such Agreement, as applicable, would be conveyed to you.

6. Leaves

6.1 During your tenure and training period under the Program, you would be eligible for 2 (two) leaves per month. All leaves applied for, will need to be approved by the reporting manager well in advance. Any unapproved leave will be treated as loss of pay and repetition of such instances will attract action in line with the leave policy. The leave process shall be guided under the Leave policy of the Company.

6.2 You are required to acquaint yourself with all the rules and regulations pertaining to leave and attendance upon joining the Company, in order to avoid such instances.

7. Separation

7.1. The Contract can be terminated by the Company, by giving you a notice of 15 days or payment in lieu of notice period. Payment in lieu of shortfall of notice period will be equivalent to monthly total fixed stipend earned for an equivalent period of time.

In case you decide to terminate your Contract with the Company, you may do so by serving Company with **30 days** written notice of termination, provided you terminate your Contract with the Company within five months of your joining the Company. However, if you decide terminate your Contract in the last month of your apprentice tenure, then in that case, irrespective of date of your termination notice, your Apprenticeship term with the Company shall expire on the last working day as determined from your above mentioned date of joining the Company and not by date of your termination notice. The company may waive off the notice period requirement, at its own prerogative and require you to compensate for the shortfall of notice period.

7.2. Without prejudice to any clause in this Contract, the Company also reserves the right to terminate your Contract under the Program for reasons mentioned below, with immediate effect, without any payment in lieu of notice period, whereupon your training period would cease immediately and you shall have no claim, whatsoever, against the Company for damages or otherwise by reason of such determination.

For the purposes of this Clause 7.2, 'Reason' shall mean as under:

- a. Negligence or misconduct by you in complying with your duties, responsibilities, obligations and / or covenants or undertakings, which are either incapable of remedy or otherwise not remedied by you within 30 (thirty) days of a written notice being served on you by the Company stating the breach; or
- b. You becoming unable, for any reason whatsoever including the imposition of any court order, to efficiently perform your duties hereunder for 60 (sixty) working days in aggregate in any period of 12 (twelve) consecutive months; or
- c. You becoming of unsound mind; or
- d. You are convicted of a criminal offence;
- e. You becoming bankrupt or compound with all your creditors or enter into any deed of arrangement with all your creditors; or
- f. You committing breach of any of your duties or obligations under the Contract; org. You refusing or neglecting to comply with any lawful and reasonable orders or directions given to you by the Company; or
- g. You are guilty of any misconduct whether or not in the performance of your duties or commit any act which in the opinion of the Company is likely to bring the Company or any of its officers or other employees into disrepute whether or not such act is directly related to the affairs of the Company; or
- h. You becoming prohibited by law or any order from any regulatory body or government authority from being an employee of the Company; or
- i. You are unable to achieve and maintain a satisfactory level of performance and produce the desired results in your performance which are the requirements for meeting your job responsibilities; or
- j. Causing damage to company's property; or

- k. Going on or abetting a strike in contravention of any law for the time being in force; or
- l. Committing theft, fraud, or dishonesty; or
- m. You being found guilty of any unlawful activity, including but not limited to threatening employees, security breaches, harassment, including sexual harassment, etc.
- n. For violating the Company's Code of Conduct and ethics, which goes against the ethos of the Company.

The list above is illustrative and by no means exhaustive. The company further reserves the right to add/amend this list without prior notice, within reasonable limits.

7.3. In the event of continued absence of 3 (three) consecutive working days from work without prior sanction of leave or on remaining absent beyond the period of leave originally granted or subsequently extended, you shall lose lien on your appointment and your name will be struck off from the roll of the Company, treating you to have abandoned your employment as you do not have interest in the Program offered by the Company.

7.4 On termination of your Contract, all work carried out by you – both in physical and digital form – during your employment, shall be immediately returned forthwith to the Company, without exception and with no copy (either part or whole thereof) retained by you in any form.

7.5 When your training under the Contract / Program with the Company ends, for whatever reason, you will promptly deliver to the Company all originals and copies of all documents, records, software programs, media, and other materials containing any confidential information. You will also return to the Company all equipment, files, software programs, and other personal property belonging to the Company and complete the due handover process during the notice period that you are required to serve by the Company. In the event of your failure to do so, you shall be liable to face legal proceedings and compensate the Company for any material loss of business, as determined by the Company at its sole discretion. The Company may withhold your exit clearance and / or full-and-final settlement on account of your breach of the Company's rules and regulations and until it is able to recover the losses incurred by it.

8. Working Hours

The training hours applicable to you will be the same as are observed, depending upon your process and program. The initial shift, location, or program allotted to you may change at any time during the period of Apprenticeship, as decided by the Company's management.

9. Conflict of Interest

9.1. During your service with the company you are expected to devote your whole time and attention to the company's affairs and refrain from directly or indirectly engaging in any other business. You will not take up any other work for remuneration (part time or otherwise) or work in advisory capacity or be interested directly or indirectly in any trade or business, during your employment with the Company. This restriction applies whether or not the other activity is of a similar nature to or competes in any material respect with any of the businesses of the Company.

9.2. You will not seek membership of any local, public or political bodies or undertake any other



business, assume any public office, honorary or remunerative, without the specific written permission of the HR Head. In the event of your becoming member of any local or public or political bodies or undertaking any business, assuming any public office without following due process as prescribed by the Company, you shall be deemed to have contravened the terms and conditions of employment and the Company reserves the right to take appropriate action as it deems fit including forthwith terminating your contract with the Company.

9.3. In case you join or are transferred to the Financial Markets vertical, you may be required to disclose the details of Demat / Trading account(s) held by you and your family members to meet the compliance requirements of the client.

10. Non – Disclosure

10.1. You hereby agree to sign and enter into a Non-Disclosure / Confidentiality Agreement on your date of joining or at any time thereafter in the format prescribed by the Company. You further agree that you shall keep the Company's Confidential Information (as defined in the Non-Disclosure / Confidentiality Agreement), whether or not prepared or developed by you, in the strictest confidence.

10.2. If you are bound by a confidentiality agreement with a previous employer, you must notify the Company and the Company will automatically be indemnified against any breach thereof.

11. Non-Solicitation of Employees and Clients and Non-Compete

11.1. During your tenure with the Company, thereafter immediately following the termination of your contract / end of the Program with the Company for any reason, you shall not:

- a. Undertake and ensure that directly or indirectly solicit, induce, recruit or encourage any of the Company's employees to leave their employment with the Company.
- b. Take away any clients or customers of the Company or attempt to solicit, induce, recruit, encourage or take away clients or customers of the Company.
- c. Join the services or be associated with any former employee of the Company who is undertaking any activity competing with the business of the Company.

12. Jurisdiction

In case of any dispute or difference arising out of or under this contract, resulting into any proceeding before any Authority, Courts etc. in respect of this contract, the same will be subject to the jurisdiction of Mumbai.

13. Applicable Company rules and regulations

You will be governed by the Company's rules and regulations and practices as enforced from time to time on matters whether specified herein or not, including on matters such as



designation, emoluments and the structure thereof, working hours, etc. Company's decisions on all such matters shall be final and binding on you

14. Change in Terms and Conditions of your employment

The Company reserves the right to change the terms and conditions of this letter, which would be intimated to you either through changes in the Company's policies or through an amendment to your Contract, or through other means of communication, which would purport to amend the said terms of your Contract.

Your Apprentice appointment is contingent upon successful completion of background check; documents submitted by you will be sent for necessary verification and authentication to the background verification agency.

If the terms and conditions offered herein are acceptable to you, please return the acceptance copy to the undersigned, duly affixing your full signature on the last page and initials on the remaining pages.

Regards

A handwritten signature in black ink, appearing to read "S Shetty". The signature is written in a cursive, flowing style.

Offered By: Sagar Shetty

Designation: Associate Program Manager- Human Resources



ANNEXURE I

Stipend and Benefits Applicable During the Contract Period

1. Stipend

Your stipend will be Rs. 17,981 per month for the duration of your training. This stipend is comprehensive and all-inclusive, and hence it shall be deemed to include all the liabilities of the Company.

The Company will deduct taxes or statutory payments from the stipend, as prescribed by the law of this country from time to time.

2. Benefits

2.1 Group Medical Insurance

- a. You are eligible for a floater medical insurance cover of INR 100,000.
- b. You may also opt for an additional cover for your family, including your spouse, children, and parents / parents-in-law, post your joining the Company. The premium against the additional cover will be communicated to you and will be deducted from your salary.
- c. You are covered for an amount of INR 300,000 under the Group Personal Accident Insurance Policy.

2.2 Group Personal Accident Insurance

- a. You are covered for an amount of INR 300,000 under the Group Personal Accident Insurance Policy.
- b. The policy covers disablement (temporary and permanent both) and death caused due to accidents.

2.3 Transport

The Company offers subsidized transport to all its employees, basis the local transport policy. Should you wish to avail it, an amount of **INR 1,250** will be deductible from your fixed stipend every month.



ANNEXURE II

Salary Structure Applicable on Absorption to the Company's Rolls on Successful Completion of the Training Period

Name: Kashish Mehta

Designation: Analyst

Date of Joining: July 21, 2022

SALARY OFFER BREAK-UP	Amount (INR)	Annual Amount (INR)
Basic Pay	8,991	107,892
House Rent Allowance	0	0
Other Allowance	4,805	57,660
Bonus	2,530	30,360
Cash Compensation	16,326	195,912
Retiral Fund	1,655	19,860
Total Fixed Compensation	17,981	215,772
Performance Bonus	1,438	17,256
Cost To Company	-	233,028
Gratuity	-	5,190
Total Cost to Company	-	238,218

- Since you have opted not to participate in the Employee's Provident Fund Scheme, the Retiral Fund amount mentioned in your salary will be paid as part of Monthly Fixed Compensation.

4. The Company is also pleased to extend the following benefits to you:

4.1 Group Medical Insurance

- a. You are eligible for floater medical insurance cover of INR 100,000 which covers yourself
- b. You may also opt for additional cover for your family including your spouse, children and parents / parents-in-law post your joining the Company. The premium against the additional cover will be communicated to you and will be deducted from your salary

4.2 Group Personal Accident Insurance

- a. You are covered for an amount of INR 300,000 under the Group Personal Accident Insurance Policy.
- b. The policy covers disablement (temporary and permanent both) and death caused due to

accidents

4.3 Night Shift Allowance

a. In case you are required to work in the night shift on account of process or client requirements, you will be eligible to receive Night Shift Allowance

b. The amount paid to you will depend on your designation, number of nights shifts worked and all other rules as may be specified by the company policies.

4.4 Language Allowance

a. In case you're hired for a role that requires proficiency on a foreign language, you shall be eligible to be paid a Language Allowance along with your monthly salary

b. The same will be withdrawn if your role changes for any reason whatsoever, and the new role does not require you to use your language proficiency

4.5 Transport

a. The Company offers subsidized transport to its employees, basis the local transport

b. Should you wish to avail, an amount of INR **1,250** will be deductible from your fixed stipend every.

Other Notes:

1. Taxation

a. You shall be solely responsible for paying any taxes, direct or indirect, state or local, whether payable in India or elsewhere, which may result from your stipend.

b. The Company shall be entitled to deduct from your stipend, income tax, other taxes and levies which it is liable to deduct at source.

2. Gratuity

On being absorbed as an employee on the rolls of the Company after the successful completion of your Program, your tenure as Apprentice would be counted towards gratuity entitlement, for the purposes of the Payment of Gratuity Act, 1972 and the amendments made thereafter. Gratuity is payable for the duration you were under the training period at eClerx.

3. Performance Bonus

- a. The performance bonus mentioned in the aforementioned table includes complete liability of the Company on bonus payments to you, including those required by statute.
- b. Bonus pay-out is contingent on your performance, and will be prorated basis the date of joining or changes in salary as per the Company's policy.

Regards



Offered By: Sagar Shetty

Designation: Associate Program Manager – Human Resources

Accepted by: _____

(Name and Signature)

Date:



**D.A.V COLLEGE FOR GIRLS
YAMUNANAGAR**



TANYA BHATIA

Guest faculty

ENGLISH



131351

(Signature)

Off. Principal

IDENTITY CARD

The Director,
Guru Nanak Girls College,
Santpura, Yamuna Nagar

Subject: Joining of service

Madam,

I hereby submit my joining report w.e.f. 12-09-2020 as Assistant Professor (English)

I shall abide by the terms and conditions issued by the college authority from time to time.

Kindly allow me to join the duty.

Thanking you,

Yours faithfully,

Signature

Name:

Dated: 15-09-2022

Mobile No. 8708676937

Aadhaar No. - 250365402015

PAN No- DLSPA4562B

Ref No.

Dated :

LETTER OF OFFER

Date: 03.05.22.

To

Ms. Parul Gujjar ,

Yamunanagar,

Subject: Offer Letter

Dear Ms. Parul

We are pleased to offer you the position of **IELTS Trainer** at VISIONWAY. We enter into this relationship with the expectation that it will prove to be a mutually rewarding and a long-term association. This is an important position; in which we anticipate that you will play a central role in all aspects of our growth. You will work closely with the respective Team to help develop and execute some exceptional growth-oriented policies to succeed in the global marketplace.

Your compensation will be **1,68,000** on a cost to company basis. Depending on your performance, you will also be eligible for increased remuneration and other incentives as determined by the company's policies and senior management.

You will be based in **Yamunanagar** office but would be expected to travel to other branches as and how the work demands.

You will be on probation for a period of six (6) months working with VISIONWAY team to acquire the required knowledge of Institutes operations and your responsibilities. Your performance review will be held after every 30 days during the probation period, upon which based on your performance you will be confirmed as a full-time employee.

You are advised to join on or before **10.05.2022**.

As a token of your acceptance of our offer and terms of this letter, please sign in the space provided below and return the same to us. This offer is valid for 3 days from the date of



PUNJAB GOVT. APPROVED LICENCE NO. 5/M.A.

IELTS & IMMIGRATION PVT. LTD.

H.O. CHANDIGARH CHOWK, NAWANSHAHR (PB)

B.O.: Chandigarh | Balachaur | Kotkapura | Barara | Amba
Yamuna Nagar

E-mail: enquiry@visionway.org.ielts@visionway.org

Tel.: 01823-503086, + 91-98151-68195

Ref No.

Dated :

issuance and offer shall stand withdrawn automatically unless you confirm the acceptance within stipulated time frame.

Please note this offer is subject to verification of your previous employment, educational details, references and any other details as mentioned in your resume & your services can be terminated if any false information is noticed at any stage of your employment with VISIONWAY.

I welcome any questions or comments you may have regarding this offer and would be happy to give additional clarification or address any specific concerns you may have.

We are pleased to have you join our VISIONWAY family – you are a most welcome addition to a team of committed professionals who are dedicated to promoting the vision and mission of VISIONWAY.

You are joining an Institute that is encouraged to function collaboratively, so I look forward to hearing from you with any thoughts as we move into the future.

Sincerely,


HR Manager

VisionWay™
STUDY VISA SERVICES PVT. LTD.
1st. FLOOR, SWARANKAR BHAWAN,
RAHON ROAD, NAWANSHAHR (PB.)



PUNJAB GOVT. APPROVED LICENCE NO. 5/M.A.

IELTS & IMMIGRATION PVT. LTD.

H.O. CHANDIGARH CHOWK, NAWANSHAHR (PH)

B.O.: Chandigarh | Balachaur | Kotkapura | Barara | Ambala
Yamuna Nagar

E-mail: enquiry@visionway.org. ielts@visionway.org

Tel.: 01823-503086, + 91-98151-68195

Ref No.

Dated :

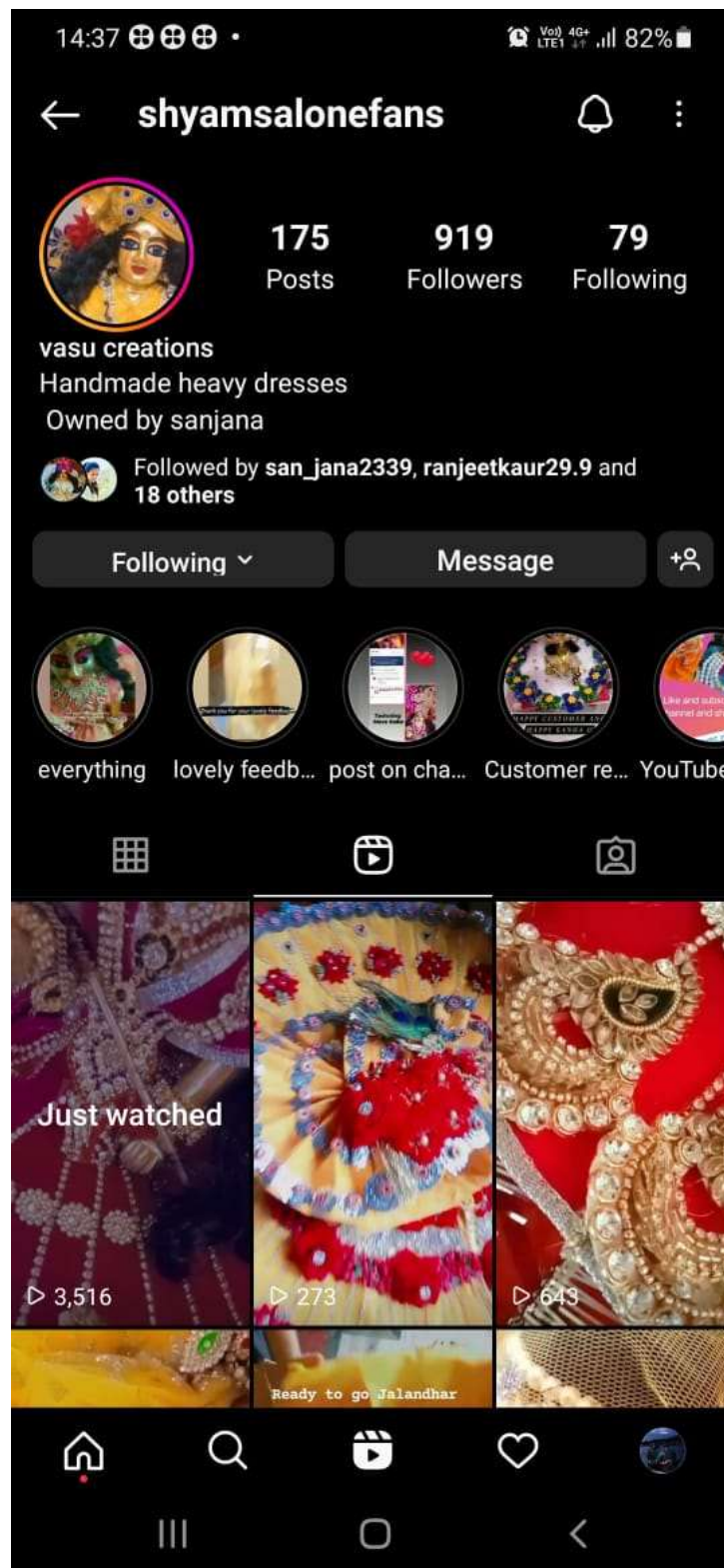
I accept the offer of at-will employment on the terms and conditions of VISIONWAY.

Mr/Ms/Mrs

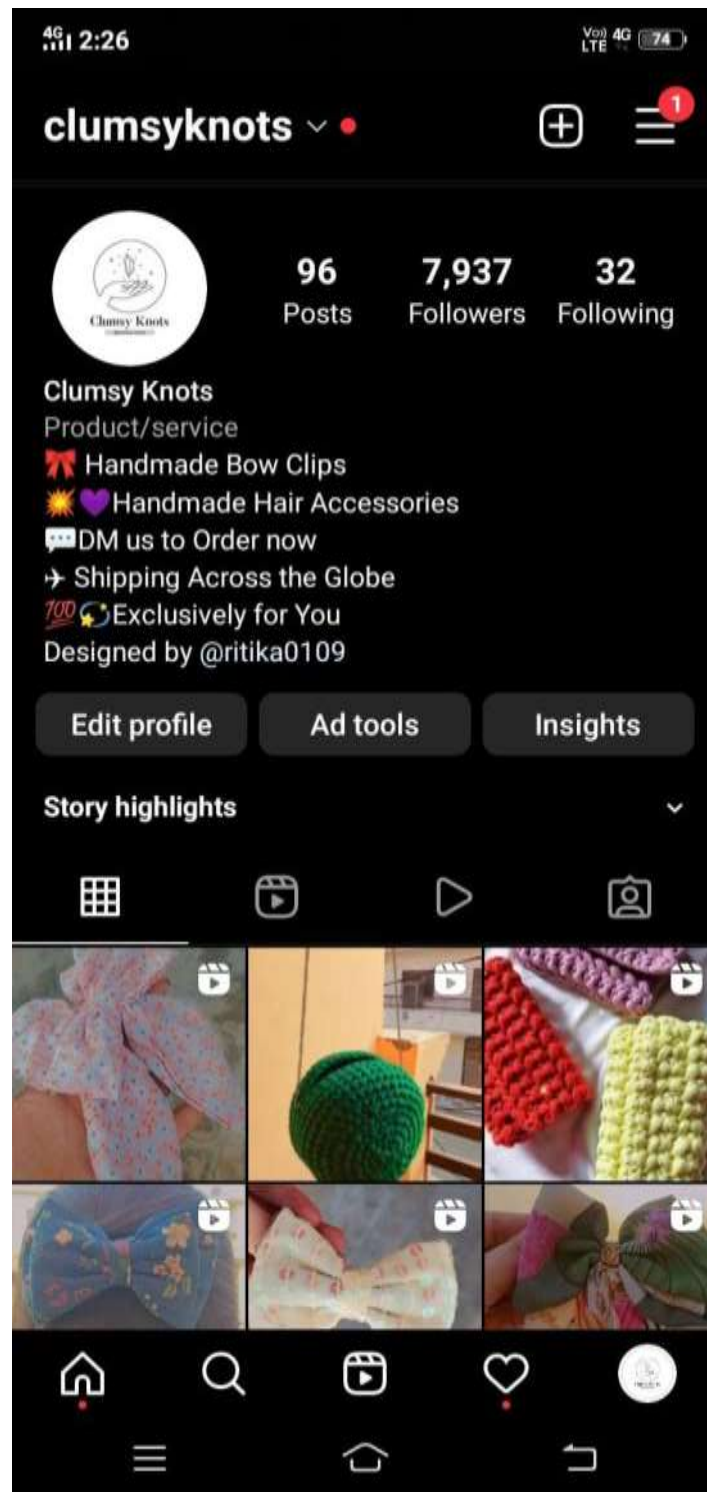
Signature

Date:

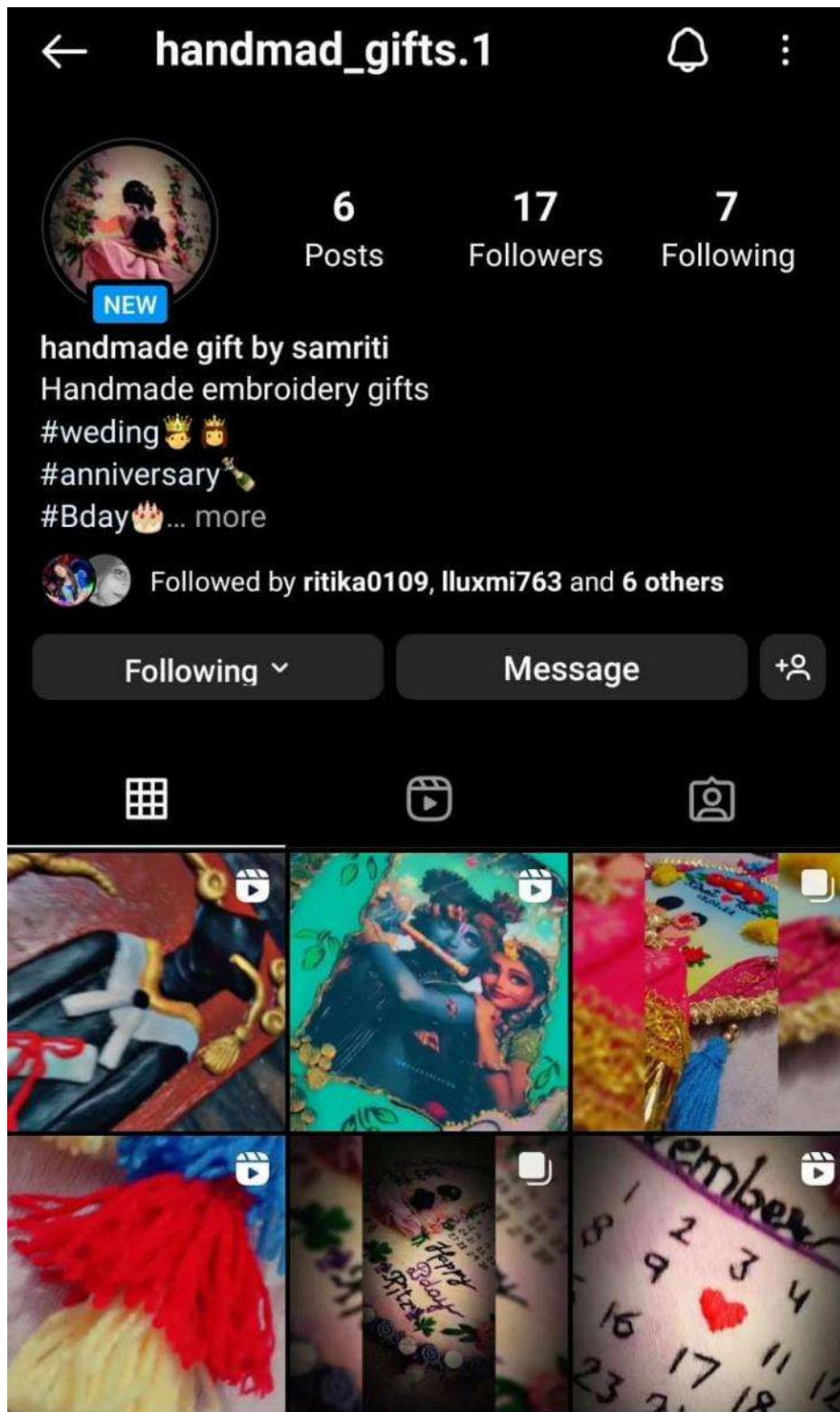
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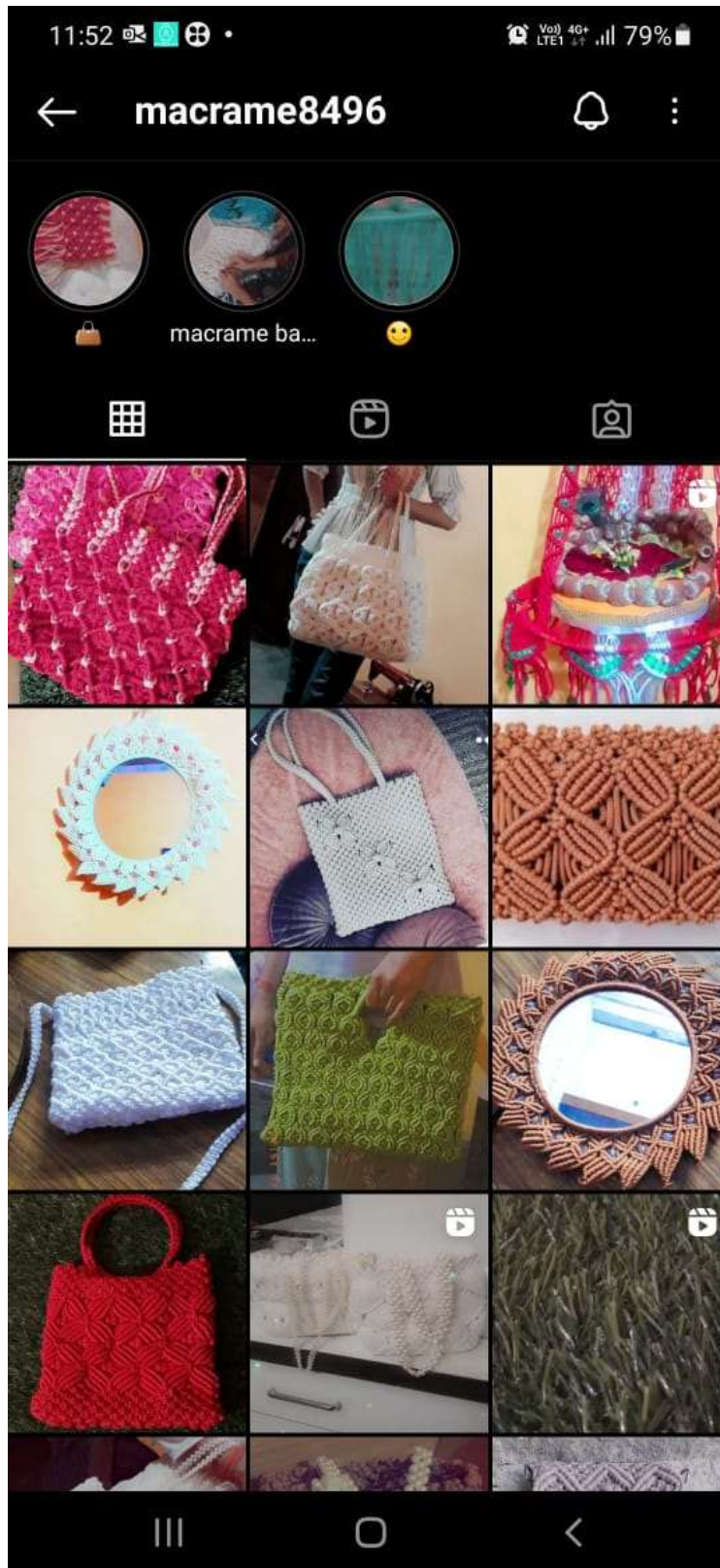
Ms. Neha, Fashion Designing



Ms. Nitika, Fashion Designing



Ms. Smriti, Fashion Designing

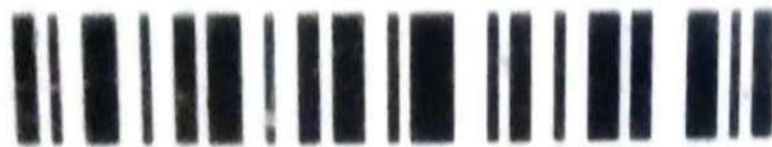


Ms. Neha Rajpur, Fashion Designing

**D.A.V COLLEGE FOR GIRLS
YAMUNANAGAR**



NAINA
GUEST FACULTY
YOGA



131396

(Signature)
Off. Principal

IDENTITY CARD

SHRI RAM GLOBAL SCHOOL
KUNJPURA ROAD, NEAR AIRPORT,
KARNAL, Ph. 92158-44024

Affiliated to CBSE [531645]

EMPLOYEE ID CARD



MS. KUSUM SHARMA

Designation : YOGA TEACHER

Contact No. : 9896730191

F./H. Name : RINKU SHARMA

D.O.B. : 20-01-1987

Blood Group : A+

Address : # 127-A, VASANT VIHAR,
KARNAL

BP Art Design

INTERIOR DESIGNER

Mrs. Parveen Sangwan

94667-64699

94164-65587

#375, Sector 15, HUDA,
Jagadhri (Yamuna Nagar)

E-mail :

psangwan9783@gmail.com

basuparveen72@gmail.com





March 11th, 2022

Dear Anisha Singh

We are pleased to offer you employment for the position of **Yoga Instructor** with Gini Health India Pvt. Ltd. at our Mohali, (India) office. We trust that your knowledge, skills and experience will be among our most valuable assets.
Annexure A below includes your salary and benefits information.

Your signing these documents confirms your acceptance of the terms and conditions.

You will need to sign these documents at the time of commencement of your employment.

Joining Date: **March 11th, 2022**

Time: **09:00 A.M IST**

Location: **Gini Health, 2nd Floor, Shivalik Hospital Premises, Sec-69, Mohali**

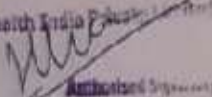
Kindly acknowledge your acceptance by signing the document, confirming the joining date. There shall be a mandatory orientation program at Corporate Office.

For any further questions or concerns feel free to reach us.

We at Gini Health India, hope that you'll accept this job offer and we look forward to welcoming you aboard.

Sincerely,

For Gini Health India Pvt. Ltd


Anisha Singh

HR Department

India : Gini Health India Private Limited, Shivalik Hospital, 2nd Floor, Sector 59, SAS Nagar (Mohali), Punjab,
Ph : 0172 4120100 | Email : wecare@ginihealth.com | Website : www.ginihealth.com
Canada : 18 York St Toronto, ON Canada, M5J 2T8



For Appointment : 8218797208, 8212466620

HITAYU AYURVEDA

सर्वे सन्तु निरामयाः

Dr. NAVJOT SINGH NEGI

B.A.M.S. (Ayurveda) - Ayurveda College

200311, C-8/1

Consultant Ayurvedic Physician

& Panchkarma Specialist

Reg. No. 1183408

AYURVEDIC CLINIC & PANCHKARMA CENTRE

Ayurveda || Panchkarma || Yoga || Wellness

Turner Road Lane C-8, Clement Town, Dehradun Uttarakhand

9:27



Volte 4G 73%



Aspirant Defence ...

+91 89303 46731



Hello! 🖐️

Payment to you

₹9,333



Paid • Jun 8



Jul 10 5:11 PM

Payment to you

₹9,000



Paid • Jul 10



Aug 9 1:09 PM

Payment to you

₹10,700



Paid • Aug 9



Sep 5 9:48 AM

Pay

Request

Messag...



To

The Principal

Gurjar Kanya vidya Mandir

Devdhar

Tehsil : Chhachhrauli

Distt : Yamunanagar

Date : 05-08-2022

Subject : JOINING REPORT

Madam ,

1. With reference made to your appointment letter No.

GKVM-618/22 Date 05/8/22 .

2. I am willing to join my duties in the school against the post of

T.G.T today i.e. 05/08/2022

Yours Sincerely ,

Shalini Pannaz

Ts mail per (Damao)

8708855250

Allow to join on 05/08/2022


Gurjar Kanya Vidya Mandir
Devdhar, Distt. Yamunanagar
APLS-1433-School Code-41383

Principal



A FAMILY FOR LEARNING

AKSHARA INTERNATIONAL SCHOOL

(SENIOR SECONDARY)

Pehowa-136128, Kurukshetra (Haryana)

Ref. No.: MS/22/0

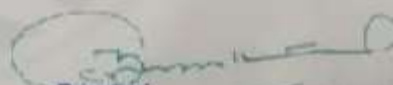
Dated: 12/09/2022

TO WHOM IT MAY CONCERN

This is to certify that Ms. Diksha Dhamija D/o Mr. Naresh Dhamija has been working as a teacher in this school from 01st October-2021. Her monthly salary is Rs. 26270/- as per our record.

Salary detail from April to June-2022

Month	Salary
April -2022	26270/-
May-2022	26270/-
June- 2022	26270/-


Principal
Akshara International School
Pehowa (KKR)

A FAMILY FOR LEARNING

MANAGED BY:
SARASWATI EDUCATIONAL & CHARITABLE TRUST,
PEHOWA (KURUKSHETRA)

Address:-
On Ambala Kaithal Bye-Pass opp. Killa Farm,
near kurukshetra road, Pehowa (136128),
Kurukshetra (Haryana)

Contact:-
9350889911, 9350889922, 7206082525
Aksharainternationalpehowa@gmail.com