



Date:28-Feb-22

Reference No.:Pes/220228/187

Emp. Id:Pes/2021-22/6069

To

Mr.Indresh Kumar  
Ward No-2, Kailash Nagar Takhatpur, Bilaspur, Chhattisgarh-  
495330

## OFFER OF APPOINTMENT

Dear Indresh

With reference to your application and subsequent discussion, it gives us immense pleasure to offer you an appointment in Pioneer e Solutions Private Limited, w.e.f. 16-Feb-2022, on following Terms & Conditions:

1. You will be into a Contractual Agreement designated as Software Application Engineer in our clients organization. You are required to report on 16-Feb-2022 at the Housing and Environment Department, Chhattisgarh in Chhattisgarh and can be relocated as per company's requirements.
2. By accepting this offer, You hereby agree to:
  - i. Fully perform your services, in a professional manner, at the Client location until the completion of the term of the work assignment.
  - ii. Not engage in any conduct, which is detrimental to the Interest of the Client or Pioneer e Solutions.
  - iii. During the term of the work assignment, render services exclusively to the Client and such performance shall not be inconsistent with any obligation you may have to other third parties.
  - iv. Not receive any payments of any nature directly or indirectly from the Client unless agreed to by Pioneer e Solutions.
  - v. Neither directly nor indirectly offers you for employment with the Client or its affiliates during the period of the work assignment without prior permission of the Company.
  - vi. Report and be present at the designated location during the working hours mentioned herein and abide by the rules and regulations as required by the Client.
  - vii. An employee will normally be given a verbal warning prior to being terminated for disciplinary problems or poor performance.
3. Your "Annual CTC- Cost to Company" is Rs. 385,680/- only, i.e. monthly Rs. 32140.00/-.
4. The above CTC is subject to Statutory Deductions of EPF, ESIC, TDS & any other deduction as per rules and regulations framed by Central, State or Local Government/Authorities.

Date :16-Feb-2022



5. Salary will be disbursed only upon completion of joining formalities, duly filling of statutory forms, police verification and KYC document seeding. Name on Aadhar card, PAN card, Bank account should be same with Universal Account Number (if any), in case of difference in particulars the same need to be corrected with concerned authority immediately. Difference in KYC particulars lead to delay in submission of statutory contribution.
6. You are required to submit your Saving Bank account details for salary purpose. The Bank account should be in your name and not in any third person name.
7. Your salary shall be processed against the Monthly Performance Report (MPR) duly signed and stamped by the authorized signatory (Reporting Manager) at your client location. Please ensure this is submitted on the first working day of every month and maximum up to 3rd of the month. This is invariably required for processing of your salary on time. Submission of MPR beyond the 3rd day of the month will delay in processing of salary.
8. Your engagement on the work assignment will begin from 16-Feb-2022 to 09-Jan-2023. In the event that the requirements of the project comes to an end prior to this agreement period, or the customer requirement changes, this agreement of term employment will also come to an end with due notice as mentioned herein.
9. You are entitled to a maximum 12 days leave in a calendar year i.e. one day per completed month and maximum 5 leaves allowed at a time. No carry forward of unavailed leave is available at the end of calendar year. Compensatory off is also available in case of work during holidays. Working hours and holidays will be applied as per Client's norms.
10. CTC offered to you is inclusive of Group accidental Policy and Group Health Insurance Policy as part of NICSI empanelment compliance. At discretion of company or as per Empanelment Conditions applicable amount w.r.t Insurances premium may be deducted from your CTC to ensure your policy coverage at all times of active work order duration.
11. You hereby, agree to defend, indemnify and hold Pioneer e Solutions or the Client harmless from any and all claims, damages, liabilities, attorneys fees and expenses on account of your failure to satisfy any of your obligations under this work assignment letter or for misconduct or for violation of any law or creation of any legal liability by you.
12. Your salary shall stand forfeited to the extent any damages due to any misconduct or violation of any condition mentioned in this contract and faced by Pioneer e Solutions or the Client.
13. Any absence for a continuous period of seven days without prior approval of your supervisor/reporting manager, including overstay on leave/training, would result in your losing your lien on the service and the same shall automatically come to an end without any notice or intimation.
14. You need to share the NOC (No objection certificate) duly signed & stamped by your reporting manager based on which the Experience certificate from Pioneer will be issued to you.
15. Except for the expiry of the Work Assignment mentioned above, you are required to serve a minimum 1 month notice if you wish to leave the service of the organization & this notice entitles you to all the benefits accrued (if any). For notice less than 1 month, the company reserves the right to forfeit salary equivalent to shortfall of notice period.

Date : 16-Feb-2022



16. In the event of not reporting as per Clause 1 of this letter, this offer shall stand withdrawn, unless appropriate reason for not reporting is communicated in advance.
17. This document is highly confidential, and sharing of this document with anybody such as Colleagues, Client etc., may lead to termination of your employment without further notice.
18. Any wrong information or misrepresentation made will render this offer/ appointment letter invalid at any stage as soon as the same is noticed by the company, and will render your assignment terminated effective immediately.

Please sign in the copy of this letter on all the sheets at the bottom on the right corner and return to the Human Resource Dept

We welcome you to Pioneer e Solutions Pvt. Ltd. and look forward to a long and mutually beneficial association.

For Pioneer e Solutions Private Limited.



Authorized Signatory

I have carefully read and understood the above terms and conditions, and agree to abide by the same.

Date : 16-Feb-2022

Signature

कार्यालय अध्यक्ष स्वामी आत्मानंद उत्कृष्ट विद्यालय समिति  
(अंग्रेजी माध्यम) भटगांव, जिला बलौदाबाजार-भाटापारा छ.ग.

◊ आदेश ◊

क्रमांक/उत्कृष्ट विद्यालय/संविदा भर्ती/2022/ 6737

बलौदाबाजार दिनांक 17.10.2022

छ.ग. शासन स्कूल शिक्षा विभाग मंत्रालय महानदी भवन अटल नगर नवा रायपुर का आदेश क्रमांक एफ 23-08/2020/20-दो/52 दिनांक 24.06.2022 के द्वारा जिले के स्वामी आत्मानंद उत्कृष्ट अंग्रेजी माध्यम विद्यालय शिक्षण समिति भटगांव जिला बलौदाबाजार का संचालन पंजीकृत समिति को सौंपा गया है। पंजीकृत समिति को शासन के द्वारा स्वीकृत पदों के सेटअप के अनुक्रम में छ.ग. शासन के द्वारा संविदा भर्ती के पदों को छ.ग.सिविल सेवा (संविदा नियुक्ति) नियम 2012 तथा छ.ग. लोक सेवा (अनुसूचित जातियों अनुसूचित जनजातियों और अन्य पिछड़े वर्गों के लिये आरक्षण) अधिनियम 1994 एवं उसके अधीन समय समय पर जारी निर्देशों का पालन करते हुए जिले के उपलब्ध स्थानीय संशाधन/जिला खनिज न्याय से स्थापना व्यय (वेतन/भत्ते) की प्रतिपूर्ति के आधार पर निम्न शर्तों/निर्देश के अधीन शिक्षण सत्र 2022-23 के लिए संविदा नियुक्ति प्रदान किया जाता है आपका नियुक्ति धारित पद पर शिक्षा सत्रांत/आगामी आदेश तक ही मान्य होगा।

क्र.	चयनित अभ्यर्थियों नाम	पदनाम/विषय	संविदा अवधि का मानदंड प्रतिमाह	पता
1	कौशिल्या पटेल	कम्प्युटर शिक्षक	35400.00	मकान न. 252, ग्राम व पो. पदेली, जिला रायगढ़

1. धारित पद के अनुकूल कार्य निष्पादन नहीं होने की स्थिति में समिति का आदेश /निर्देश मान्य होगा एवं सेवा समाप्ति के विरुद्ध न्यायालय में नहीं जाने का वचन पत्र देना होगा।
2. समिति के द्वारा दिये जाने वाले कार्यों के लिए जिम्मेदार होंगे एवं समिति को होने वाले क्षति के लिए जिम्मेदार होंगे।
3. निःशुल्क और अनिवार्य बाल शिक्षा अधिकार अधिनियम 2009 के कंडिका 17 (01 एवं 02) एवं 24 व 28 का पालन करना अनिवार्य होगा।
4. संविदा अवधि में नियमानुसार अवकाश की पात्रता होगी।
5. स्कूल शिक्षा विभाग के सामान्य नियम-निर्देश के अधीन अध्ययन/अध्यापन करना होगा।
6. आपके विरुद्ध यदि कोई अपराधिक प्रकरण दर्ज हो तो समिति को अवगत कराना अनिवार्य होगा।
7. संविदा नियुक्ति की अवधि में अभ्यर्थी को शिक्षा सत्र के बीच में त्याग पत्र स्वीकार नहीं होगा इस हेतु उन्हें शपथ-पत्र देना होगा।
8. संविदा नियुक्ति की अवधि में दोनों पक्षों में से किसी एक पक्ष के द्वारा एक माह पूर्व सूचना या इसके एवज में एक माह का वेतन दे कर संविदा नियुक्ति समाप्त की जा सकेगी।

जिला शिक्षा अधिकारी, सह  
सदस्य सचिव, स्वामी आत्मानंद शिक्षण समिति  
जिला बलौदाबाजार-भाटापारा छ.ग.

क्रमांक/उत्कृष्ट विद्यालय/संविदा भर्ती/2022/ 6738

बलौदाबाजार दिनांक 17.10.2022

प्रतिलिपि :-

1. सचिव छ.ग. शासन स्कूल शिक्षा विभाग रायपुर को सादर सूचनार्थ संप्रेषित।
2. संचालक लोक शिक्षण संचालनालय छ.ग. रायपुर को सादर सूचनार्थ प्रेषित।
3. कलेक्टर /अध्यक्ष स्वामी आत्मानंद उत्कृष्ट विद्या. शिक्षण समिति जि. ब.बा. को सादर सूचनार्थ।
4. मुख्य कार्यपालन अधिकारी जिला पंचायत बलौदाबाजार को सादर सूचनार्थ प्रेषित।
5. संयुक्त संचालक लोक शिक्षण रायपुर को सादर सूचनार्थ प्रेषित।
6. संबंधित प्राचार्य, सेजेस भटगांव, जिला बलौदाबाजार-भाटापारा को सूचनार्थ एवं पालनार्थ।
7. संबंधित कर्मचारी को पालनार्थ आदेश दिनांक से 03 दिवस के भीतर कार्यभार ग्रहण करना होगा।

जिला शिक्षा अधिकारी, सह  
सदस्य सचिव, स्वामी आत्मानंद शिक्षण समिति  
जिला बलौदाबाजार-भाटापारा छ.ग.



## **OFFER LETTER**

From: ConstaCloud Pvt. Ltd.  
Rudra Complex, RSS Nagar  
Korba, (C.G.)

Dear Makresh,

We take this opportunity to thank you for attending the final interview with us at ConstaCloud. It is our great pleasure to inform you that our company has selected you as a **“Server Administer”**.

This is an offer letter only, your exact terms & conditions of employment will be mentioned in your appointment letter. Your CTC will be INR 1,20,000 P.A. You are suggested to join from 14th November 2022. Please submit the below-mentioned documents.

### **You will be posted at our Branch office, Raipur**

1. Current 2 passport-size photos.
2. Identity Proof i.e. Pan Card & Aadhar Card etc.
3. Address proof i.e. Electricity Bill/ DL.
4. Original & xerox copy of your educational qualifications certificates.
5. Last 3 month salary slips (Only for experience).
6. Experience & Relieving Letter (Only for experience).

**Wishing you all the best.**



**Shekh Abdul**  
HR HEAD

HEAD OFFICE:- Consta Cloud, Rudra Complex, Near Shiv Mandir, RSS Nagar, Korba, (C.G),  
495677





Date: 04/04/2022

Manikant Mahto

**Sub: Recruitment for the post of Software Engineer**

Dear Manikant,

This is with reference to your application and subsequent interview you had with InterBiz Consultancy. InterBiz Consultancy is delighted to offer you Full Time Position with the corporation as Software Engineer.

You will be on internship for 06 months on a consolidated salary of INR 10,000/- per month. Your salary will be adjusted upward up to 3.0 Lakhs/annum after Confirmation. You are requested to start training on 11<sup>th</sup> April 2022, Monday at 9.00 am. Kindly confirm your consent by 5<sup>th</sup> of April 2022 otherwise this offer will be cancelled. Your service contract and Appointment Letter will be executed once you join.

Interbiz spends lot of time and effort to train their new employees. You will remain committed to work with Interbiz Consultancy for a period of 24 months from the date of joining. If you decided to quit company before 24 months of continuous service, The cost incurred by the company for your technical certification shall be revocable. This is confidential document of Interbiz Consultancy. We reserve rights to cancel your candidature and further follow-up with legal action in case this document is made public.

In this position, your main responsibilities will be Web Development, Meeting with the Clients, Testing of software & Training the team. You'll be reporting to Mr. Deepak Likhmania whereas Ms Shreya Gupta will be your Lead. While working with InterBiz Consultancy, you cannot be employed elsewhere either part time or full time.

InterBiz Consultancy is multinational company with head office in USA and development centres across the globe. The Company works with a lot of international clients and knowledge sharing partners like Aries, Cisco, Valey Perinatal, and Zeon Solutions.

Congratulations on your selection. Should you have any questions concerning this job offer, please contact us at below mentioned contact information.

Regards,

**Deepak Likhmania**

General Manager Administration & HR

+91-9300333000, 99261-29179

Email: [Deepak.Likhmania@interbizConsulting.com](mailto:Deepak.Likhmania@interbizConsulting.com)



—: आदेश :-

छत्तीसगढ़ शासन स्कूल शिक्षा विभाग मंत्रालय, महानदी भवन, अटल नगर नया रायपुर के आदेश एफ 23-08/2020/20-दो/75 अटल नगर, नया रायपुर दिनांक 24/06/2022 के अनुसार जिले के अंतर्गत स्वीकृत स्वामी आत्मानंद उत्कृष्ट अंग्रेजी माध्यम विद्यालय अड़मार में सृजित कम्प्यूटर शिक्षक के पद पर निम्नांकित अभ्यर्थी को उनके नाम के सम्मुख कंडिका 4 में उल्लेखित पद पर शासन द्वारा घोषित एकमुश्त मानदेय पर (अन्य कोई भत्ते देय नहीं होंगे) अधिरूपित शर्तों के अधीन सविदा नियुक्ति प्रदान की जाती है।

अभ्यर्थी का नाम	पिता/पति का नाम	पद का नाम	चयनित संवर्ग	पता	एकमुश्त देय वेतन
2	3	4	5	6	7
AASTHA DWIVEDI	RAJKUMAR DWIVEDI	कम्प्यूटर शिक्षक	अना. मुक्त	NETA JI CHOWK JANIGIR 495668	35400

नियम एवं शर्तें :-

- उपरोक्त पदांकित अधिकारी/कर्मचारी को पदस्थापना स्थान स्वामी आत्मानंद उत्कृष्ट अंग्रेजी माध्यम विद्यालय अड़मार, जिला सक्ती (छ.ग.) में दिनांक 02/12/2022 तक कार्यभार ग्रहण करना होगा, उक्त अवधि में कार्यभार ग्रहण न करने पर यह आदेश स्वयमेव निरस्त माना जायेगा।
- नियुक्त सभी अभ्यर्थी छ.ग. सिविल सेवा (संविदा नियुक्ति) नियम-2012 के प्रावधानों के अधीन होंगे एवं छ.ग. सिविल सेवा आचरण नियम 1965 से शासित होंगे।
- नियुक्त अभ्यर्थी पूर्ण रूप से स्वामी आत्मानंद उत्कृष्ट अंग्रेजी माध्यम विद्यालय संचालन प्रबंधन समिति अड़मार के पूर्ण प्रशासनिक नियंत्रण में कार्य करेंगे।
- संबंधित अभ्यर्थी की नियुक्ति मेडिकल बोर्ड से चिकित्सकीय प्रमाण पत्र प्राप्त करने की प्रत्याशा में की जा रही है। जिला मेडिकल बोर्ड द्वारा अयोग्य पाये जाने पर उनकी सेवाएं तत्काल समाप्त कर दी जावेगी।
- पुलिस अधीक्षक से प्राप्त अनुप्रमाणन (चरित्र सत्यापन प्रमाण पत्र) में यदि आपराधिक गतिविधियां पाई जाती हैं तो सेवा तत्काल प्रभाव से समाप्त कर दी जावेगी।
- नियुक्त अभ्यर्थी का कार्य-ब्यवहार असंतोषजनक पाये जाने पर संबंधित की सेवा 1 माह का नोटिस देकर अथवा उसके एवज में 01 माह का वेतन देकर समाप्त की जा सकती है।
- उपरोक्त नियुक्ति में अनुसूचित जाति, अनुसूचित जनजाति तथा अन्य पिछड़ा वर्ग के उम्मीदवार की नियुक्ति में आरक्षण दिये जाने के संबंध में सामान्य प्रशासन विभाग द्वारा प्रसारित निर्देशों का पालन किया गया है।
- यदि किसी भी स्तर पर उम्मीदवार द्वारा उसके अनुसूचित जाति, अनुसूचित जनजाति तथा अन्य पिछड़ा वर्ग के सदस्य होने संबंधी दी गई जानकारी गलत पायी जाती है तो वह बिना किसी पूर्व सूचना के सेवा से पृथक किए जाने के लिये स्वयं उत्तरदायी होगा तथा उसके विरुद्ध भारतीय दण्ड संहिता के प्रावधानों के अधीन कार्यवाही की जावेगी।
- यदि उपरोक्त नियुक्त अभ्यर्थियों द्वारा अपने ऑनलाईन आवेदन, अभिलेख सत्यापन में प्रस्तुत जानकारी/प्रमाण पत्र गलत/भ्रामक/कूटस्थित पाये जाते हैं तो उसे बिना किसी पूर्व सूचना के सेवा

*(Handwritten Signature)*

Scanned with CamScanner

से पृथक किया जा सकेगा तथा उनके विरुद्ध भारतीय दण्ड संहिता के युक्तियुक्त प्रावधानों के कठोर कार्यवाही की जावेगी, जिसके लिये अभ्यर्थी स्वयं पूर्णरूपेण उत्तरदायी होगा।

- समस्त चयनित अभ्यर्थियों के कार्यों का समय-समय पर निरीक्षण एवं पर्यवेक्षण तथा अनिवार्य रूप से वार्षिक मूल्यांकन, नियोक्ता द्वारा गठित समिति के द्वारा किया जावेगा एवं उक्त समिति की अनुशंसा उपरांत ही, विद्यालयीन आवश्यकता अनुसार आगामी सत्रों के लिये नियुक्ति निरंतर जारी रखी जा सकेगी।
- यह नियुक्ति पूर्णतः अस्थायी प्रकृति की है, चयनित अभ्यर्थी इस आदेश में उल्लेखित एकमुश्त वेतन के अतिरिक्त स्थाईकरण, नियमितकरण, संविलियन, पेंशन या अन्य कोई सेवालाभ प्राप्त करने का हकदार नहीं होगा, न ही इस संबंध में कोई दावा विचारणीय होगा। यह संविदा नियुक्ति उभयपक्षों में से किसी भी पक्ष द्वारा 01 माह का नोटिस देकर अथवा उसके एवज में 1 माह का वेतन देकर किसी भी समय समाप्त की जा सकती है।

यह आदेश तत्काल प्रभावशील होगा।

*(Handwritten Signature)*  
कलेक्टर एवं अध्यक्ष  
स्वामी आ.अ.माध्य. विद्यालय  
संचालन एवं प्रबंधन समिति जिला सक्ती  
(छ.ग.)





To

The HOD  
CSIT Department,  
G.G.V., Bilaspur (C.G.)

Subject: An application to join CSIT Department on 06/10/2022.

Respected Sir,

I would like to thank for selecting me for the post of  
Temporary teacher (BCA), with reference to order No.  
579/Rec./Estt./Admn./2022.

I am pleased to inform that I'm joining CSIT Department,  
G.G.V., Bilaspur (C.G.) today (Date 06/10/2022, 11:00 AM).

Thanking You


Date: 06/10/2022

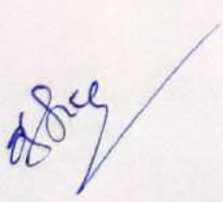
Place: Bilaspur

Name: Pankaj Aditya

Sign: Pankaj

Ma. No: 7828839428

  
HEAD  
DEPT OF CSIT  
G.G.V. BILASPUR (C.G.)

  
Recd on 6/10/22  
at 3:00 NODM  
Sankar



Ref. No. 579/...../Rec./Estt./Admn./2022

Bilaspur, Date 30-9-22

**ORDER**

On the recommendations of "Local Selection Committee", following candidate(s) (as mentioned in column-2) is/are invited for teaching in the subject(s) given below (as mentioned in column-3) on purely temporary basis with a fixed honorarium of Rs. 25000/- per month. The selected candidates will be invited only for period of Academic session 2022-23 initially for six months (which can be extended if required) or till regular appointment, whichever is earlier.

S.No	Name of the Selected Candidates	Subjects	Category
1	2	3	4
01	Ms. Isha Mahajan	BCA	UR
02	Mr. Vimal Dumdung	BCA	UR
03	Mr. Mukesh Kumar Sinha	BCA	OBC
04	Mr. Pankaj Adiley	BCA	SC

**Terms & Conditions: -**

1. This purely temporary appointment may be discontinued at any time without assigning any reason. No notice will be required in this respect.
2. The candidate shall be required to join duties on purely temporary basis in the concerned Teaching Department within 07 days from the date of issue of this order.
3. Any absence from duty will amount to proportionate deduction from salary.
4. Invitee shall be entitled for national holidays as well as Sunday and other leave decided by the Executive Council of the University from time to time.
5. In case of any dispute the decision of the Vice-Chancellor will be final and binding.

**Procedure & Mode of Payment :-** The Head of the concerned Departments will send the monthly attendance records and pay-data with certification of teaching work done by the candidates directly to finance section of the University, for monthly payments. On the basis of the attendance record and certification of Head of Department, the Finance Officer will disburse the monthly payments through cheques after due approval of the competent Authority. There will be no need of sending files every month to Administration Section. Such files of temporary offer will be kept under the custody and supervision of concerned Head of Department.

By Order,

Registrar (Acting)

Bilaspur, Date 30-9-22

Endt. No. 580/...../Rec./Estt./Admn/2022

Copy to:-

01. Secretary to Vice-Chancellor for information.
02. The HOD, Department of CSIT for information and necessary action.
03. The Candidate ..... for information and necessary action.
04. The Finance Officer/In-charge of Internal Audit section for information and necessary action.
05. HOD, CSIT to upload this order on University web site.
06. Office Copy.

Assistant Registrar (Admn.)

**Offer of Appointment**

Date-12/08/2021

Dear-Parimal Das,

Employee Code: PSSPL/2021-22/1844

Date of Joining: 02/08/2021

With reference to your application and subsequent discussion, it gives us immense pleasure to offer you an appointment in **Prakhar Software Solutions Pvt Ltd.**

This is in reference to your employment engagement with us under our Empanelment with National Informatics Centre Services Inc. (NICSI) for Providing Professional Support Services / Manpower Staffing and IT consulting for our On-going & Up-coming eGovernance & IT related Projects on contractual basis.

Details of Terms and Conditions:

1. We are pleased to inform you that you have been selected for the post of **District Rollout Manager** for one of our esteemed clients.
2. Your "Annual compensation" is attached herewith as in Annexure-A
3. Your employment with us will be governed by terms and conditions referred in Annexure-B
4. Your services are effective from 02/08/2021 to work order valid up to 01/08/2022
5. Please sign in the duplicate copy of this letter (Photocopy enclosed) on all the sheets at the bottom on the left corner, and return to the Human resource Department of our Corporate Office at Delhi.

We welcome you to Prakhar Software Solutions Pvt Ltd and look forward to a long term association.

**Salary Structure (Annexure-A)**

<b>Annual Cost to Company 20482*12 = 245784 Lakh PA</b>			
<b>Earning Components</b>	<b>Amount</b>	<b>Deductions</b>	<b>Amount</b>
Basic	15100	PF(Employee)	0
HRA	3020	ESI(Employee)	149
Conveyance	1350		
Telephone Allowance	0		
Medical Allowance	0		
Special Allowance	367		
<b>Total Earning</b>	<b>19837</b>	<b>Total Deduction</b>	<b>149</b>
<b>Net Pay</b>	<b>Rs.19688</b>		

Employer's Contribution to PF	0
Employer's Contribution to ESI	645
Group Medical Insurance	0
Group Accidental Insurance	0

For **Prakhar Software Solutions Pvt. Ltd.**



Rahul Kumar  
HR Manager

**Prakhar Software Solutions Pvt. Ltd.**

**Corporate office:** C-11, LGF, Malviya Nagar, Opposite State Bank of India, New Delhi - 110017  
**Registered Office:** Flat No.3, Upper Ground Floor, Plot No. 173, Savitri Nagar, New Delhi - 110017 (India)  
**Ph:** +91-11-79626411 | **Mail:** info@prakharsoftwares.com | **Web:** www.prakharsoftwares.com  
**Offices:** Delhi, Gaziabad, Pune, Durg, Indore, Bhopal, Jaipur, Bangalore, Mirzapur, Ranchi

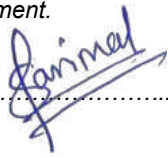
**Annexure-B**

*General Terms and Conditions of Employment.*

1. The candidate is initially appointed to work at the Client location. However, he/she is liable to be transferred to any department or establishment forming part of the Company, or any Group Company, anywhere in India, temporarily or permanently. Working Days / Hours may vary based on the client requirements. And will be informed by the client
2. If he/she undergoes a training abroad and/or in India for which the company incurs considerable efforts/cost for any project specific requirement etc. you might be required to sign an agreement as a token of commitment, the terms of which will be decided by the company depending on the training period, location, travelling cost, lodging, boarding and other expenses incidental to the training.
3. Rules – General:- During the term of employment, the candidate will employ himself/herself efficiently, honestly, faithfully and to the best of your ability and shall devote your whole time and attention to promote the interest of the company and generally carry out duties and work as assigned to you. You shall obey and comply with all the lawful orders and directions given to him/her by his reporting Manager & concerned superior in the Client organization.
4. Candidate will not indulge into unprofessional practices and in case, it is found that while you are not following client organization's policies, rules and guidelines, the company would be at liberty to take disciplinary and legal action against you.
5. Transfer and Deployment:- you may be transferred to any other location in such capacity as the Company may from time to time determine or any department, establishment, factory or branch of the Company or its affiliate, associate or subsidiary. In such cases, the candidate will be governed by the terms and conditions of services applicable to the new assignment.
6. This engagement is terminable with a fifteen (15) days' notice period from employer's side and One (1) months' notice period from employee's side.
7. In case the candidate is found engaged in doing any work other than the task assigned to him/her or is found not useful to the project or he/she leaves the project without any notice, his/her contract will be terminated. If he/she damages any equipment, property and third party liabilities, his/her contract will be terminated reserving the rights for compensation of damages that are incurred.
8. This document is highly confidential, and sharing of this document with anybody such as colleagues, Client etc., will lead to terminate of your employment without notice.
9. Working Hours/Leave of Engaged Manpower:- Candidate will be entitled to Casual Leave only as per Govt. Rules. However, they may have to work on weekly off day/holidays as per the requirement for which Compensatory Leave can be sanctioned.
10. Share your monthly MPR with Signed and Stamped from your reporting manager on [mpr@prakharsoftwares.com](mailto:mpr@prakharsoftwares.com) and for any issues please mail on [helpdesk@prakharsoftwares.com](mailto:helpdesk@prakharsoftwares.com)
11. The professionals will be facilitated by Desktop/laptop etc. for doing the project work. All these have to be returned by them to the concerned department/office before leaving the job. However, if any, doesn't do so the service provider will be responsible to revert the same either from the engaged manpower or by themselves. In this case, the candidate company may seek the fully refundable security deposit from the candidates and on completion of his/her tenure with the company, the same may be returned.

**Declaration:** Every candidate has to sign the below-said declaration.

**Declaration:** I .....PARMAL DAS.....S/o /D/o /W/o .....PANCHUGOPAL DAS..... Sincerely assure you to maintain complete discipline and do my best to perform my duties. I also authorize the management of Prakhar Software Solutions Pvt Ltd to ask me to leave any time without any notice, in case of any misconduct on my part or if I am found violating any rules and regulations laid by the company from time to time or fail to meet the defined performance standards during the training and employment.

Candidate Name/Signature).....

Date.....27/08/2021

(Save Papers save Trees)

**Prakhar Software Solutions Pvt. Ltd.**

Corporate office: C-11, LGF, Malviya Nagar, Opposite State Bank of India, New Delhi - 110017  
Registered Office: Flat No.3, Upper Ground Floor, Plot No. 173, Savitri Nagar, New Delhi - 110017 (India)  
Ph: +91-11-79626411 | Mail: [info@prakharsoftwares.com](mailto:info@prakharsoftwares.com) | Web: [www.prakharsoftwares.com](http://www.prakharsoftwares.com)  
Offices: Delhi, Gaziabad, Pune, Durg, Indore, Bhopal, Jaipur, Bangalore, Mirzapur, Ranchi

Membership No./  
Registration No.  
801584071



INDIAN Sr. No. 90652  
INSTITUTE OF  
BANKING & FINANCE



*Abhishek*

## Certificate of the Institute

*The Governing Council of  
Indian Institute of Banking & Finance*

*do hereby certify that*

**ABHISHEK DADHICH**

*has successfully passed the*

**CERTIFICATE EXAMINATION FOR BUSINESS CORRESPONDENTS / FACILITATORS**

*of the Institute.*

Signature Not Verified

Digitally signed by DS INDIAN INSTITUTE OF BANKING AND  
FINANCE 3  
Date: 2021.03.18 12:02:30 IST  
Reason: Examination Completion Certificate Issued by CEO IIBF  
Location: Mumbai - INDIA

MUMBAI, DATED 20TH JAN 2021

ISSUED IN PURSUANT TO CLAUSE 3 (c) OF  
THE MEMORANDUM OF ASSOCIATION OF  
THE INSTITUTE

**BISWA KETAN DAS**  
**CHIEF EXECUTIVE OFFICER**  
For and on behalf of the Governing Council

63418

229190



## Employment Appointment Letter



Inbox



Anil Singh 12/12/2022

to me, Arun



Hi Shalini Sahu,

Congratulations! We are excited to offer you a full-time position as a Junior Angular developer at Arosys Technologies. Based on your experience, the interviews, and your portfolio, we look forward to seeing how you will take our company to the next level.

As per your conversation with us, we would like to offer you an annual compensation of ₹180,000. Your anticipated date of joining will be 14th Dec 2022 Wednesday and you need to report to Mr. Jiwan on the joining date. Since our office has been reopened you have to report to our office at 10:30 AM sharp.

The above terms and conditions can be changed at any time without prior intimation.

Your appointment is subject to the accuracy of the documents and testimonials provided by you and you must be free from any contractual restrictions preventing you to take up this opportunity. As an employee of Arosys Technologies, filling out a 1-year bond is mandatory. You will have access to our training program which includes 4 Regular Tests and you have to clear at least 2 to keep up with your employment with Arosys Technologies or else will be canceled.

In case you are agreeable to the terms and conditions as set out hereinabove, you are requested to reply back to this mail as a token of your acceptance along with the joining date, you will be able to join.

We look forward to your dedicated efforts. excellent





Ref: CD-LOA-240123-01

Date: 24 Jan, 2023

## **LETTER OF APPOINTMENT**

Shubham Tiwari,  
610, Gurunanak Nagar, Ward - 13,  
Bhilai, Supela Bhilai, Durg, Chhattisgarh - 490043

### **PRIVATE & CONFIDENTIAL**

**Dear Shubham,**

We are delighted to offer you a permanent position as **Software Development Engineer L-1, AgData** on the terms and conditions outlined below.

**1. Date of Joining:**

- a. This appointment will begin on or before **Feb 01, 2023** and you must accept it by signing and returning a duplicate copy of this appointment letter to us immediately and in any case within 2 (Two) days of the date of this letter.
- b. Subject to the other terms and conditions stated in this appointment letter, your minimum period of appointment will be one year from the date of your joining. You must execute a bond with the company in this regard.
- c. If you have any objections to the terms and conditions of this letter, please communicate them to us within 2 (two) days of the letter's date and prior to your acceptance of the same.
- d. Please bring self-attested copies of documents on the date of joining as per Annexure 2.

**2. Designation:** You shall be designated as **Software Development Engineer L-1, AgData**.

**3. Remuneration:** Your compensation plan & entitlements are mentioned in annexure1.

**4. Leaves:** Leaves will be awarded in accordance with the **Band-2** of the company's leave policy.

**5. Place of Posting:** Your principal posting shall be Nagpur.

**6. Conduct & Discipline:**

- a. Password-protected official e-mail ID shall be communicated to you after joining. Any correspondence / information including letter / notice of confirmation, transfer, promotion, termination, resignation, policy matters, etc. received / sent through such e-mail ID by or to you shall be an acceptable form of communication. You are required to keep the password of such e-mail ID confidential. This e-mail ID must be regularly checked for any communication. This e-mail ID should be used exclusively for authorized official purposes only. You shall exclusively be responsible for any unauthorized and unapproved usage of this e-mail ID. You shall be bound by the Information Security Policy as updated from time to time. Further, Management has the right to seek Password for the said email at any given time to verify contents of your mailbox.
- b. You are expected to maintain high standards of Conduct and Excellence in all your assignments.
- c. You shall discharge your duties and responsibilities faithfully and to the best of your ability and talent.
- d. You shall at all times comply with the Company's policies.
- e. As a full time employee, you will not be engaged in any other business, work, or public office, honorary or remunerating post / assignment, with or without compensation, unless authorized in writing by management.
- f. You will be governed by the service Rules and Regulations, administrative order(s), any such other rules / Standing Order(s) of the company now in force and that may be in force from time to time.

**7. Secrecy, Confidentiality and Proprietary Information:**

**CropData Technology Private Limited**

11/1, IT Park, Parsodi, Gayatri Nagar, Nagpur MH -440022, O: +91-712-2249901-06, F: +91-712-2249907 E: [info@cropdata.in](mailto:info@cropdata.in)



- a. During the course of your employment with the CropData Technology Private Limited, you will be entrusted with “Confidential and Proprietary Information including, but not limited to, any oral, written, graphic or machine readable information, including but not limited to that which relates to patents, patent applications, research, product plans, products, developments, inventions, trade secrets, copyrights, trademarks and specifications, processes, methodologies, designs, drawings, engineering, formulae, markets, software (including source and object code), hardware configurations, computer programs, algorithms, regulatory information, chemical formulae, business plans, service plans, costing & pricing, agreements with third parties, alliances, vendors, services, customers, marketing, HR information and finances. Further to this Confidential and Proprietary Information with respect to CropData also includes but is not limited to all aspects of Crop health Diagnostic Platform, Crop health Communication Platform, Agriculture/ Crop Data Advanced Analytics Platform, Rural Correspondence Platform, Field Verification, Farmer Surveying, Farm Surveying and Ground Truthing Platforms, Online Agriculture Commodities Marketplace/ Trading Platform and associated applications, electronics, algorithms, firmware, software, raw data, data in all forms, data products, data processing systems and software, data products displays and all of the related CropData designs, research, development, manufacturing and business plans, financial models, demand models, capacity models, risk models, relating thereto. (Hereinafter referred to as “Confidential and Proprietary Information).
  - b. You will not divulge any information concerning the company's (or its associate's) operations, plans, know-how, etc., that you may come to have known or acquired during your employment to any unauthorized person(s), nor use for any purpose save for official purposes, during the period of your employment with us, or thereafter by word of mouth or otherwise. Non-compliance of this clause shall subsist the termination of the employment.
  - c. Any work / project / assignments handled / developed by you individually or as a. group during your employment with the company, will be the exclusive property of the company and you will not have any rights on it, whatsoever. You shall execute all such documents as may be required from time to time to secure this right of the Company.
  - d. Violation in any manner of the above-mentioned terms and conditions will be dealt under Intellectual Property Laws of India, as prevailing from time to time.
- 8. Privacy of Information on Remuneration:** The remuneration payable to you would be a matter of confidence between the management and yourself, and you shall not divulge any details thereof to any one inside or outside the organization.
- 9. Non-Solicitation:**
- a. You covenant and agree that during your employment with the Company and for a period 1 (One) year thereafter, due to the exposure and access to substantial confidential or proprietary information pertaining to Company's business and clients that you have till now obtained and shall continue to obtain and in recognition of the need to protect the Company's interest in this regard, you will not, except with the prior written consent of the Company, directly or indirectly.
  - b. You shall undertake that after the cessation of work with the Company, on account of your resignation, or on completion of the contract, you shall not join / solicit or assist, any work of similar nature with any business entity either in India or abroad for a period of 1 (One) year
  - c. Attempt in any manner to solicit from (a) any current Client / of the Company or (b) any firm, association or corporation or other entity which you have contacted or otherwise dealt with on behalf of the Company, business of the type carried on, or proposed to be carried





on, by the Company, or to purchase or sell any products or services including any product or services competing with those provided by the Company; or

- d. Attempt to persuade any person, firm or entity, which is a Client/ to cease doing business or to reduce the amount of business which any such Client has customarily done.
- e. Employ, solicit, incite canvass or attempt to employ or assist anyone else to employ any person who is in the employment of the Company, or was in the employment of the Company at any time during the preceding six calendar months. Further, you shall not Solicit, incite or in any other way encourage other employees of the Company to terminate their respective contracts of employment with the Company; or
- f. Solicit, canvass or accept employment from any of Company's Clients or any person, firm or company, which competes with the business of the Company.

**10. General Rules:**

- a. In all matters including those not specifically covered by this letter, all employment benefit(s) will be governed as per the rules of the Company.
- b. You will intimate in writing to the Management any change of address within a week from the change of the same, failing that any communication sent on your last recorded address shall be deemed to have served on you.
- c. You will hand over the charge, the property and the material etc. of the company in your Possession at the time of cessation of your employment with the company.
- d. You will be liable to pay damage(s) to the company for the loss caused by you directly or indirectly, in addition to other legal remedies, which may be required for violating any of the provisions of this letter for offer of appointment / agreement etc. and the Courts at Nagpur will have exclusive jurisdiction over the appointment consequent to this letter and all matters arising there from.
- e. It's specifically agreed & accepted that any performance incentive scheme and / or any other rule(s) offering some other benefit(s) shall be disbursed at the sole discretion of the Company. It is specifically understood & agreed that such benefit(s) including but not limiting to performance incentive cannot be claimed as a matter of Right whatsoever.

- 11. Probation/Confirmation:** You will be on probation for 6(Six) months, which may be extended or reduced at Management's sole discretion. During this time, the appointment can be terminated by Management with or without notice. Following the completion of your probation period, you will be notified in writing of your confirmation.

**12. Cessation of Service:**

- a. You must give 60 days written notice before tendering your resignation (no leave, except for emergencies, can be taken during the notice period, and if leave is taken, the notice period will be extended accordingly) or you will be liable to pay the company adjusted salary for the unexpired notice period. Management has the right to recover the salary for the specified period if the current term is violated.
- b. That in case of breach of clause 1(b) or terms and conditions of Bond as mentioned therein, and in case you desire to leave the services before the completion of the period mentioned in the said term and in terms of Bond executed by you, you shall be liable for payment of ₹1,50,000 (INR One Lac Fifty Thousand only), and Management has a right to recover the same in case of breach of the same.
- c. Post probation, the management reserves the right to terminate your employment by providing 15 days' notice or 15 days' salary in lieu of notice. Regardless of the foregoing, the management reserves the right to terminate your services in accordance with the Company's termination policy in the event of non-performance or misconduct, which includes but is not limited to negligence of duty, disloyalty, dishonesty, misrepresentation, indiscipline, or any other indulgence of excess or any impropriety in complying with the



terms of this letter or any action detrimental to the interests of the Company and / or your conduct.

- d. If you are absent without leave or remain absent beyond the period of leave originally granted or later extended, you will be considered to have voluntarily terminated your employment without notice unless you:
  - i. Return to work within seven days of the commencement of such absence, or
  - ii. Give an explanation to the satisfaction of the management regarding such absence.

**13. Non-Disparagement:** You agree that, during the employment or on cessation of employment, you shall not, directly or indirectly, in any capacity or manner, make, express, transmit speak, write, verbalize or otherwise communicate in anyway (or cause, further, assist, solicit, encourage, support or participate in any of the foregoing), any remark, comment, message, information, declaration, communication or other statement of any kind, whether verbal, in writing, electronically transferred or otherwise, that might reasonably be construed to be derogatory or critical of, or negative toward, the Company or any of its directors, officers, Affiliates, subsidiaries, employees, agents or representatives (collectively, the "Company Representatives"), or that reveals, discloses, incorporates, is based upon, discusses, includes or otherwise involves any confidential or proprietary information of the Company or its subsidiaries or Affiliates, or to malign, harm, disparage, defame or damage the reputation or good name of the Company, its business or any of the Company Representatives. You understand that failure to comply with the above shall make yourself liable for punitive and/ or penal action.

**14. Verification:**

- a. This Letter of Offer of Appointment is issued to you based on your candidacy, eligibility, and the information/documents you provided to the company, which are believed to be genuine and true
- b. This appointment is based on the information you provided to us in your application / personal data form and elsewhere, and it will be considered null and void if a material error is discovered at any time, and your employment will be terminated without notice or pay in lieu thereof.

Wish you all the best and welcome you to our organization for a long-standing relationship.



## Annexure 1

### Compensation & Entitlements

ENTITLEMENTS	PER MONTH (INR)	PER ANNUM (INR)
Basic Salary	24,100.00	289,200.00
House Rent Allowance (HRA)	12,050.00	144,600.00
Special Allowance	2,240.00	26,880.00
Mobile & Internet Allowance	2,500.00	30,000.00
Fuel Allowance	2,700.00	32,400.00
Food Coupon	2,200.00	26,400.00
Leave Travel Allowance	2,410.00	28,920.00
<b>Fixed Remuneration*</b>	<b>48,200.00</b>	<b>578,400.00</b>
Company's Contribution To EPF	1,800.00	21,600.00
Group Medical Insurance**		0.00
<b>Annual Fixed Salary</b>		<b>600,000.00</b>
Assured Performance Bonus***		100,000.00

**Note:**

- Your Salary is strictly confidential and you should not disclose it to anyone without prior permission of the company in writing.
- \*All tax implications arising as part of your salary structure shall be borne by you.
- \*\*Your Salary will be adjusted as per the Group Health Insurance cover as per the company's policy as and when the company decides to provide the benefit.
- \*\*\*You will be entitled to an assured performance bonus of ₹50,000 after completion of first 6 months & remaining ₹50,000 after completion of 1 year from the date of joining. You can be eligible for the performance bonus only without offering resignation or serving notice period.

**For CropData Technology Private Limited**

**Nilanjan Sinha**  
**Senior Manager-HR**



## Annexure 2

### List of Documents:

- a. Curriculum Vitae (CV)
- b. Identity proof (Aadhaar UID).
- c. PAN Card (Mandatory).
- d. Bank account details (Canceled cheque or bank passbook).
- e. Two (2) Passport size photographs.
- f. Address proof (both permanent and present).
- g. Relieving Letter / Resignation acceptance letter.
- h. Last 3 Drawn Salary Certificate/ Salary slip.
- i. Form 16 of previous year.
- j. Appointment letter awarded by last employer.
- k. Service bond cheque as per clause 12(b) of the letter of appointment.
- l. Mark sheets for X<sup>th</sup>, XII<sup>th</sup>, Graduation & Highest Qualification.

### Acceptance of the Employee

That in light of the terms and conditions agreed between me and the Management, and the fact that I have agreed for the same, I hereby agree to abide by the terms and conditions of this Appointment Letter and am aware that any failure to meet the set performance standards / misconduct and any disciplinary issue would result in legal / disciplinary action against me / or employment termination. I agree to begin my service on or before **Feb 01, 2023**.

**Mr. Shubham Tiwari**

Date:

To

The HOD

CSIT department

G.G.V. Bilaspur C.G.

Subject: Application to join CSIT department on date - 6-10-22

Respected sir,

I would like to thank for selecting me for the post of temporary teacher (BCA), with reference to order no 579/Rec./Estt./Admn./2022.

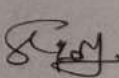
I pleased to inform that I am joining CSIT department G.G.V. Bilaspur today (6-10-2022, Time = 11:00 AM)

Thank you

Date - 06/10/2022

Place - Bilaspur

NAME - VIMAL DUNBUNDH

SIGN. - 

Mo. No. - 7415505442

~~HEAD~~  
DEPT OF CSIT  
G.G.V. BILASPUR (C.G.)

Office

Recd on 6/10/22

at 3:00 Hours

Signed 6/10/22



Date: 04/04/2022

Abhishek Patel

**Sub: Recruitment for the post of Software Engineer**

Dear Abhishek,

This is with reference to your application and subsequent interview you had with InterBiz Consultancy. InterBiz Consultancy is delighted to offer you Full Time Position with the corporation as Software Engineer.

You will be on internship for 06 months on a consolidated salary of INR 10,000/- per month. Your salary will be adjusted upward up to 3.0 Lakhs/annum after Confirmation. You are requested to start training on 11<sup>th</sup> April 2022, Monday at 9.00 am. Kindly confirm your consent by 5<sup>th</sup> of April 2022 otherwise this offer will be cancelled. Your service contract and Appointment Letter will be executed once you join.

Interbiz spends lot of time and effort to train their new employees. You will remain committed to work with Interbiz Consultancy for a period of 24 months from the date of joining. If you decided to quit company before 24 months of continuous service, The cost incurred by the company for your technical certification shall be revocable. This is confidential document of Interbiz Consultancy. We reserve rights to cancel your candidature and further follow-up with legal action in case this document is made public.

In this position, your main responsibilities will be Web Development, Meeting with the Clients, Testing of software & Training the team. You'll be reporting to Mr. Deepak Likhmania whereas Ms Shreya Gupta will be your Lead. While working with InterBiz Consultancy, you cannot be employed elsewhere either part time or full time.

InterBiz Consultancy is multinational company with head office in USA and development centres across the globe. The Company works with a lot of international clients and knowledge sharing partners like Aries, Cisco, Valey Perinatal, and Zeon Solutions.

Congratulations on your selection. Should you have any questions concerning this job offer, please contact us at below mentioned contact information.

Regards,

**Deepak Likhmania**

General Manager Administration & HR

+91-9300333000, 99261-29179

Email: [Deepak.Likhmania@interbizConsulting.com](mailto:Deepak.Likhmania@interbizConsulting.com)

## Self-Employment Declaration

I Miss Yaseera khan.... Daughter of Mujeeb khan.....Address:- Imlipara beside Vagus hospital lane no-02 Bilaspur Chhattisgarh..... a passed-out students of M.C.A at 2021 hereby declare that i am Guest Faculty in Govt.Bilasa

Girl'S P.G College.

This self -declaration is being issued on the request of Guru Ghasidas Viswavidyalaya, Bilaspur.

Place: Bilaspur

Signature: Yaseera khan

Name: Yaseera khan

Mob: 8962367482

Email: yaseerakhan25@gmail.com



कार्यालय स्वामी आत्मानंद शास. इंग्लिश स्कूल संचालन समिति, बोड़ला  
जिला - कबीरघाम (छ.ग.)

// आदेश //

क्रमांक / 139 / योजना / संविदा भर्ती / अंग्रेजी माध्यम / 2021-22 बोड़ला, दिनांक 14/09.2021

छग0शासन स्कूल शिक्षा विभाग, मंत्रालय मंहानदी भवन अटल नगर, नया रायपुर का अर्द्धशासकीय पत्र क्रमांक आर/627/दिनांक 13.06.2020 एवं आदेश क्रमांक / एफ/23-08/2020/36/अटलनगर नया रायपुर दिनांक 03.7.2020 में दिये गये निर्देशानुसार एवं संचालक लोक शिक्षण संचालनालय का पत्र क्रमांक / स्वा.आ.अं.मा.2021-22/161/रायपुर दिनांक 10.05.2021 के तहत संविदा/प्रतिनियुक्ति के पद स्वीकृति फलरूपरूप कार्यालयीन विज्ञापन दिनांक 07.06.2021 द्वारा आवेदन आमंत्रित किये गये थे। कलेक्टर/अध्यक्ष स्वामी आत्मानंद शास. इंग्लिश स्कूल संचालन प्रबंधन समिति के निर्देश में नामांकित चयन समिति द्वारा भर्ती प्रक्रिया पूर्ण होने उपरांत जारी मेरिट प्रावधिक सूची के आधार पर रिक्त सीट पर चयनित अभ्यर्थियों को उनके नाम के सम्मुख पदनाम, विषय एवं माध्यम पर निम्न शर्तों के अधीन संविदा नियुक्ति प्रदान किया जाता है।

क्र0	नाम	पिता /पति का नाम	पता	पदनाम	विषय	संदर्भ	माध्यम जिसके लिए चयन किया गया
1	योगेश गुप्ता	उमाशंकर	RAJHAPARA RATANPUR BILASPUR 8266333641	कम्प्यूटर शिक्षक		अनारक्षित	अंग्रेजी

नियम एवं शर्तें :-

- संविदा नियुक्ति पूर्ण रूप से अस्थायी है शासन द्वारा यदि उक्त शाला में नियमित पद पर नियुक्ति की जाती है अथवा चयनित कर्मचारी द्वारा किये गये कार्य व्यवहार के आधार पर किसी भी समय समिति द्वारा पदच्युत किया जा सकता है।
- संविदा नियुक्ति पर 35400/-रु.(शब्दों में- पैंतीस हजार चार सौ रुपये मात्र) एकमुश्त वेतन की पात्रता होगी। अन्य किसी प्रकार के अतिरिक्त विशेष भत्ता, महंगाई भत्ता, क्षतिपूर्ति भत्ता, ग्रह भाडा की पात्रता नहीं होगी।
- संबंधित कर्मचारी को दिनांक 25.09.2021 तक कार्यभार ग्रहण करना अनिवार्य होगा। नियत तिथि तक कार्यभार ग्रहण न करने की स्थिति में आदेश स्वैभव निरस्त माना जावेगा।
- संविदा नियुक्ति 03 वर्ष के लिये होगी। कार्यमूल्यांकन एवं निष्पादान पत्रक के आधार पर संतोषप्रद पाये जाने पर एवं शासन से पद निरंतरता की स्वीकृति होने पर संविदा नियुक्ति पुनः बढ़ाई जा सकती है।
- संविदा पर नियुक्ति कर्मचारी को छ.ग. शासन सामान्य प्रशासन विभाग संविदा नियुक्ति में दिये गये नियमानुसार अवकाश की पात्रता होगी। संविदा पर नियुक्ति कर्मचारी प्रत्येक कैलेण्डर वर्ष में 18 दिनों के आकस्मिक अवकाश तथा 03 दिनों की ऐंच्छिक अवकाश की पात्रता होगी। अवकाश की पात्रता की गणना पूर्ण महीनों के लिये आनुपातिक आधार पर की जावेगी।
- संविदा पर नियुक्ति कर्मचारी छत्तीसगढ़ सिविल सेवा (आचरण) नियम 1965 से शासित होंगे।
- संविदा पर नियुक्ति कर्मचारी को संविदा सेवा की अवधि के लिये किसी भी प्रकार की पेशान, उपदान, एवं मृत्यु लाभ आदि की पात्रता नहीं होगी।
- संविदा अवधि के दौरान दोनों पक्षों में से किसी एक पक्ष द्वारा एक माह पूर्व सूचना या उसके एवज में एक माह का वेतन देकर नियुक्ति समाप्त की जा सकेगी।
- संबंधित कर्मचारी द्वारा प्रस्तुत शैक्षणिक एवं अन्य प्रमाण पत्र यदि असत्य पाये जाते हैं तो संबंधित को तत्काल पद से पृथक कर आपराधिक प्रकरण दर्ज कराया जायेगा।



# भारतीय गैर न्यायिक

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Rs.10

INDIA NON JUDICIAL

छत्तीसगढ़ CHHATTISGARH

21AA 161489

समक्ष नोटरी, पत्थलगांव, जिला - जशपुर (छ0ग0)

—: शपथ पत्र :-

मैं अजय साहु पिता परशु राम उम्र 24 वर्ष, जाति तेली, निवासी ग्राम डबरीपारा सोनपुर पो0 बन्जा, तहसील भैयाथान, जिला सूरजपुर (छ0ग0) का निवासी हूँ एवं निम्नलिखित शपथ पूर्वक कथन करता हूँ कि :-

1/ यह कि मैं उपरोक्त दर्शाया पते का निवासी हूँ।  
2/ यह कि मेरा चयन कार्यालय प्राचार्य ठाकुर शोभा सिंह शासकीय महाविद्यालय पत्थलगांव, जिला जशपुर (छ0ग0) के आदेश क्रमांक/1630/ज0भा0स0/2022 दिनांक 13/09/2022 के तहत स्ववित्तीय शिक्षक कम्प्यूटर साईंस के पद पर हुआ है।

3/ यह कि मेरे द्वारा प्रस्तुत समस्त दस्तावेज प्रमाण पत्र सत्य व सही है कुटघित या फर्जी नहीं है गलत पाये जाने पर मेरे विरुद्ध कानूनी कार्यवाही की जा सकेगी।

4/ यह कि मेरे विरुद्ध किसी भी थाने अथवा न्यायालय में कोई भी अपराधिक प्रमाण दर्ज नहीं है। जिसके परिणाम स्वरूप यह शपथ पत्र निष्पादित कर रहा हूँ।



21 OCT 2022

शपथकर्ता

—: सत्यापन :-

मैं अजय साहु पिता परशु राम उम्र 24 वर्ष, जाति तेली, निवासी ग्राम डबरीपारा सोनपुर पो0 बन्जा, तहसील भैयाथान, जिला सूरजपुर (छ0ग0) यह सत्यापित करता हूँ कि सम्प्रदाय पत्थलगांव कथन मेरी जानकारी में सही एवं सत्य है।

दिनांक 21/10/2022


21 OCT 2022

सत्यापक



# You have a job offer for Systems Engineer role at Infosys ★

Inbox

 **Infosys Freshers R...** 22 Apr  
to Infosys ▾ ↩ ⋮



Dear Student,

Thank you for participating in the Infosys recruitment process. Congratulations! You have cleared the interview round of the process.

**We are delighted to offer you the position of Systems Engineer at Infosys.**

The compensation for this role is INR 3.6 lakhs per annum with one year of probation period from the date of allocation to the business unit. Additional benefits include health insurance of INR 4 lakhs per annum and a life cover of INR 30 lakhs.

You will soon hear from us about the next steps of the process.

Please note, this is a conditional job offer subject to your background verification. If falsification of data is detected during the background verification process, Infosys will revoke the job offer made to you.

In case of any queries, please contact your placement office or write to us at [Talent.Acquisition@infosys.com](mailto:Talent.Acquisition@infosys.com).

We look forward to welcoming you into the Infosys family.

Best regards,

Talent Acquisition  
Infosys

 **anjali gupta** 5 Aug  
to manojpnd88@gmail.c... ▾ ↩ ⋮



No. BSP/2021/SSVT/LCITC&S/025



## Appointment Letter

To,

Mr. Deepesh Kumar Dwivedi  
Vill & Post Tanda,  
Bilaspur - 495112  
Contact: 7898760387  
Email: deepesh.25.dwivedi@gmail.com

Date: 03/08/2022

Based on your application and the subsequent selection process, we are pleased to appoint you, for the post of **Assistant Professor – Computer Science in LCIT College of Commerce & Science, LCIT Group of Institutions, Bodri, Bilaspur, on the following terms & conditions:**

1. Your monthly salary will be **Rs. 15600/- (Rs. Fifteen Thousand Six Hundred)**
2. Increment of salary will be as per institutional norms and your performance to the satisfaction of Management.
3. Your appointment will be on a Contract/Adhoc basis for a **period of Six months.**
4. Extension and Confirmation of appointment will be at the discretion of the Management and/or after selection & approval as per Statute-28 of the affiliating University.
5. **You will be eligible to avail of 10 Casual leave in a calendar year on pro-rata basis as per Institution policy.** On Duty, summer vacation, and other leave rules will be as per the practice prevalent in the organization from time to time.
6. The Institution offers free bus service to all employees.
7. You shall be assigned any other duties and responsibilities by the Management in connection with social, intellectual, or athletic activities of the institution, examination, or administration as per the requirement of the Institute from time to time.
8. A Security Deposit equivalent to one month's salary shall be created by deducting 10% of your salary per month. In case of your resignation, this Security Deposit will be refundable on fulfillment of the terms & conditions of this appointment order and submission of a No Dues Certificate.
9. If you wish to resign from the service of the Institute, you will be required to give one-month notice to the Institute during the period or corresponding salary/Security Deposit in lieu thereof. Except otherwise agreed by the Institute, you are required to complete the projects or any other assignments before leaving the Institute.
10. The Management reserves the right to extend or reduce your contract period or terminate your services without notice or without assigning any reason whatsoever, either during or at the end of the contract period.

# LCIT College of Commerce and Science

(Under the Aegis of Shree Shree Vidya Sagar ji Maharaj Education Trust)  
Campus: Near High Court, Raipur Road, Bodri, Bilaspur - 495220 (Chhattisgarh)

Phone : 7089217000

Whatsapp : 9630052722

E-mail : [lcit.cs@lcit.edu.in](mailto:lcit.cs@lcit.edu.in)

web : [www.lcitcc.edu.in](http://www.lcitcc.edu.in)

11. At the time of joining, you are required to bring all originals along with a photocopy of proof of date of birth, academic mark sheets and professional certificates, work experience certificates, and pay slips of the last salary drawn, for verification and submission.
12. Other service conditions will be subject to such bye-laws, rules, management instructions, and norms of the Institute governing the services of its employees as may be in force from time to time.

**Wishing you every success in your new assignment and look forward to a long association with the LCIT Group of Institutions.**

Kindly sign and send the duplicate copy of this letter signifying your acceptance of the aforesaid terms & conditions and return it to us for the record.

Best Wishes



**Mr. Ankit Jain  
Vice Chairman  
LCIT Group of Institutions**

Date of Joining: 03/08/2022

Signature of Employee: D. Duivedi

## Self - Employment Declaration

I Mr. / Ms .. Roshani ... Son / Daughter of Piratram . . . . .


Address pangauh, TANTAIR-CHAMPA (C.A), 495554 . . . . .

a passed-out students of MCA / M.Sc Computer / B.Sc. Computer  
do hereby declare that I am running a bussiness /  
self-employed in ... NO ... having a tentative average  
monthly income of Rupees - 0000 ...

This self - declaration is being issued on the request  
of my alma mater guru ahasidas Viswavidyalaya Bilaspur.

Place - pangauh

date - 25/04/2023

Signature - 

Name - Roshani

Mob - 9580855085

Email - roshani.khundge  
@gmail.com



**30<sup>th</sup> June 2022**

**Private and confidential**

**Mr. Adarsh Sahu**

Uma Talkies Road, W.N-6,  
Bargarh, Odisha - 768028

### **Appointment Letter**

Dear **Adarsh**,

We are pleased to offer you employment in the position of **Software Developer Engineer – Android** with us at Docquity Services Private Limited ('the Company'), a fully owned subsidiary of Docquity Holdings PTE limited Singapore (together known as Docquity Group) on the terms and conditions set out in this letter.

#### **1. Position**

- a) Your start date will be **23<sup>rd</sup> June 2022**.
- b) Your employment will be full time.
- c) Your employment will be on probation period for 180 days starting from the date of your joining. However, this period can be cut short or extended based on your performance and at the discretion of the management.
- d) The duties of this position are set out in the **Terms and Scope of employment section**. You will be required to perform these duties, and any other duties the employer may assign to you, having regard to your skills, training, and experience.
- e) You will be required to perform your duties at New Delhi, India or elsewhere as reasonably directed by the employer.

#### **2. Terms & Scope of Employment**

- a) You will be employed in the position of **Software Developer Engineer – Android** for Docquity Services Private Limited.
- b) Your place of work will be in New Delhi – India and from time to time you may be asked to relocate where the company decides to relocate its Development Office.
- c) You agree, as a condition of your employment and prior to the date of your commencement, that you will execute the Company's "Proprietary Information and Inventions Agreement" and sign the Company's "Privacy Acknowledgment" which addresses the handling of your personal information.
- d) You agree that, during your employment with the Company you must:
  - (i) perform to the best of your abilities and knowledge the duties assigned to you by the Company from time to time, whether during or outside Business Hours and at such places as the Company requires;
  - (ii) Serve the Company faithfully and diligently to the best of your ability;



- (iii) Use all reasonable efforts to promote the interests of the Company;
  - (iv) Not have any outside arrangement with other companies as an employee, majority stakeholder or as a director of that company, without having written notification and approval from the Board of Directors of Docquity Services Private Limited.
  - (v) Act in the Company's best interests;
  - (vi) Comply with the Company's policies and procedures in place from time to time;
  - (vii) Comply with all law applicable to your position and the duties assigned to you; and
  - (viii) Report to the person or persons nominated by the Company from time to time.
- e) Without limiting your duties to the Company, you must not:
- (i) act in conflict with the Company's best interests; or
  - (ii) Compete with the Company, Docquity Services Private Limited or any of its respective subsidiaries and affiliates (together, the "**Docquity Group**").
- f) You agree that, without the need to terminate the employment relationship, the Company may assign you additional tasks or to a new manager; modify or remove your assigned duties; or change the place of your employment without additional compensation to you, in accordance with the Company's needs

### **3. Salary and Compensation**

- a) Your Total CTC will be **INR 12,21,600/- Per Annum** or (**Twelve Lakh and Twenty - One Thousand Six Hundred Only Per Annum**) as per **Annexure-2**. Your salary will be paid according to local payroll practices, as well as such other sums as may be agreed with you from time to time. Your salary may be reviewed from time to time in accordance with Company policy but will not necessarily be increased. This basic salary is paid in satisfaction of all services rendered by you under this agreement, including overtime, to the extent permitted by law.

### **4. BUSINESS TRAVEL**

- a) Your duties may require you to engage in travel on behalf of the Company including travel outside India or within India. As a consequence, you must work any additional hours as required. This is reflected in your rate of salary. You are not entitled to any additional payment in this regard.

### **5. EXPENSES**

- a) Authorized Company expenses will be reimbursed to you in accordance with Company policy in place from time to time, upon your presentation of documentary evidence of each expense acceptable to the Company.



## 6. Termination of Employment

a) Notwithstanding anything herein contained, your employment may be terminated immediately by the Company at any time without notice or payment in lieu thereof or any compensation whatsoever, if, among other things:

- i. you disobey a lawful direction of the Company.
- ii. you are guilty of any other serious misconduct.
- iii. you commit any serious or persistent breach or non-observance of the terms, conditions or
- iv. stipulations contained in this agreement or are guilty of any negligence or misconduct in connection with or affecting the business or affairs of the Company.
- v. you are incapacitated by illness or injury or otherwise unable to perform your duties hereunder for a period totalling in aggregate six (6) months in any period of twelve (12) consecutive calendar months. A certificate from a registered medical practitioner advising that you will be unable to perform your duties for a period totalling in aggregate six (6) months will be deemed to be evidence of incapacity for the purposes of this clause 11(a);
- vi. you become bankrupt or have a receiving order made against you or make any general composition with your creditors.
- vii. you breach your obligations under the paragraph headed NO CONFLICT OF INTEREST or any other material provision of the agreement set out in this letter, including under the paragraph headed TERMS AND SCOPE OF EMPLOYMENT.
- viii. you commit an act or acts in breach of the "Proprietary Information and Inventions Agreement" that you are required to sign in connection with your employment with the Company, "The Docquity Code of Business Conduct", or the Company's "Substance Abuse Policy" as each may exist from time to time;
- ix. you become of unsound mind;
- x. you engage in conduct that could bring you or the Company into disrepute.

b) Your employment may be terminated at any time:

### **During Probation**

- i. by you giving to the Company 30 days' notice or;
- ii. by the Company giving you 30 days' notice or by paying you an amount equal to 30 days' salary, less any applicable or required tax or other deduction

### **Post Confirmation**

- i. by you giving to the Company 60 days' notice; or
- ii. by the Company giving you 60 days' notice or by paying you an amount equal to 60 days' salary, less any applicable or required tax or other deduction

c) You acknowledge and agree that such notice (or payment in lieu thereof) is reasonable notice of termination and no other notice requirements express or implied shall apply.





- d) Upon the termination of your employment for any reason by either party, or upon the effective notice of termination of your employment by either party, the Company shall have the right to relieve you from the performance of any and all duties of the position upon the continued payment of your salary and compensation, as then in effect, for the duration of the notice period. During such notice period, you may be required to not attend for work, at the Company's absolute discretion.
- e) The termination of your employment howsoever arising shall not affect such of the terms hereof as are expressed to operate or have effect thereafter and shall be without prejudice to any right of action already accrued to the Company in respect of any breach or default by you.
- f) If your employment is terminated for any reason:
  - i. the Company may set-off amounts you owe the Company against any amounts the Company owes you at the date of termination except for amounts the Company is by law not entitled to set-off.
  - ii. you must return all the Company's property (including property leased by the Company) to the Company on termination including all written or machine-readable material, software, computers, credit cards, keys and vehicles;
  - iii. your obligations contained within the "Proprietary Information and Inventions Agreement" that you are required to sign in connection with your employment, continue after the termination of your employment; and
  - iv. you must not record or retain any confidential information in any form after termination.

## **7. NO CONFLICT OF INTEREST**

- a) You warrant that:
  - i. you have not entered into any other agreement or arrangement which may be in conflict with the terms and conditions of your employment with the Company, or which would preclude you from fully performing your job responsibilities for the Company; and
  - ii. your performance of your duties for the Company does not and will not breach any obligation you have to keep in confidence: proprietary information; knowledge or data acquired by you in confidence or in trust prior to your employment by the Company; and you will not disclose to the Company or induce the Company to use any confidential or proprietary information or material belonging to any previous employers or others.
  - iii. During your employment with the Company, you agree not to become associated as an owner, employee, agent, consultant, officer or partner or in any other capacity with any business which furnishes services or products similar to those of any member of the Docquity Group or which in any way otherwise competes with any member of the Docquity Group. While you are employed by the Company, you also agree not to become a director of any company or business, without the Company's prior written consent.



## 8. NON-SOLICITATION AND NON-COMPETITION

- a) For three (3) months after the date of the termination of your employment you must not and must not prepare to, within India: participate in; assist with; or otherwise be directly or indirectly involved as a member, shareholder (other than a shareholding of less than five percent (5%) in a company listed on any recognised stock exchange), unit-holder, director, consultant, advisor, contractor, principal, agent, manager, employee, beneficiary, partner, associate, trustee or financier of, any business or activity:
- that is the same or similar to a part or parts of a business: (A) carried on by a member or members of Docquity Services Private Limited; and (B) in which you worked at any time during the 12 months prior to the date of the termination of your employment; or
  - for any person, company or other entity that competes with Docquity Services Private Limited.
- b) During your employment and for one (1) year after the date of the termination of your employment (hereafter, "Restraint Period"), you must not encourage, solicit, endeavour to solicit or assist another person to solicit any employee, consultant or contractor of a member of Docquity Services Private Limited to leave the member for any reason or to accept employment with or provide services to any other company. As part of this restriction, you must not suggest for employment or engagement, interview or provide any input to any third party regarding any such person during the Restraint Period.

## 9. APPLICABLE LAW

- a) This agreement is to be governed and construed by the laws of India and subject to the exclusive jurisdiction of the courts of India.

## 10. NO WAIVER

- a) The failure by the Company at any time to insist on performance of any provision of the agreement set out in this letter is not a waiver of its right at any later time to insist on performance of that or any other provision of the agreement set out in this letter.

## 11. SEVERABILITY

- a) The Company and you mutually agree that the provisions of this agreement are severable, and if any one provision is found to be invalid or unenforceable in whole or in part, the remainder of the agreement will remain valid and enforceable. The Company and you further agree that the court may modify any provision to make it valid and enforceable.

## 12. SUCCESSORS AND ASSIGNS

- a) The Company will have the right to transfer and assign this agreement and all covenants and agreements herein will inure to the benefit of and be enforceable by such successors and assigns. This agreement is personal to you and will not be transferred or assigned in whole or in part by you.



**13. VARIATION**

- a) Any variation to this agreement must be in writing and agreed by both parties. The exercise of any right or discretion by the Company under the agreement set out in this letter or in connection with your employment is in its absolute discretion and is not subject to any implied restrictions (including any implied term of mutual trust and confidence).

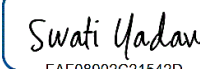
**14. MISCELLANEOUS**

- a) Headings are for ease of reference only and do not affect the meaning of the agreement set out in this letter. Unless expressly indicated otherwise, references to monetary amounts are references to an amount expressed in the currency of India.

**15. TIME FOR ACCEPTANCE OF OFFER**

- a) You acknowledge and agree that this letter accurately describes the employment relationship that you are willing to enter into with the Company and you agree that the terms and conditions of the employment are fair and reasonable. To accept the terms of this offer, you must do the following on or before the acceptance deadline of seven days following the date of this letter:
  - i. if you have received this document via email, then please scan and execute the document within 3 working days.
  - ii. Execution implies your signature on each page of the main document and the Annexures 1 & 2.
  - iii. Your projected start date is **23<sup>rd</sup> June 2022**.

Yours sincerely,  
**For Docquity Services Private Limited**

DocuSigned by:  
  
FAF08902C21542D...  
**Swati Yadav**

Chief Human Resource Officer (CHRO)

Acceptance

I, **Adarsh Sahu**, Govt. ID Card Number **HJBPS9874R** (PAN CARD) hereby confirm acceptance of all the above terms and conditions.

**Signature & Date of Signing**



## Annexure 1 - Code of Conduct, Employee Proprietary Information & Inventions Agreement

The following agreement (the "Agreement") between Docquity Services Private Limited [COMPANY], and the individual identified on the signature page to this Agreement ("Employee" or "I") is effective as of, the first day of my employment by the Company. I acknowledge that this Agreement is a material part of the consideration for my employment and continued employment by the Company. In exchange for the foregoing, and for other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the parties agree as follows:

### A. Docquity Holdings PTE Group Code of Business Conduct and Ethics

Anti-Bribery and Anti-Corruption / Gifts & Entertainment Accepting Gifts and Entertainment-

#### General Principles

In general, employees should not give or accept gifts - anything of value (including entertainment and incentives) from current or prospective customers or suppliers. These guidelines broadly cover following areas:

- Gifts (giving or receiving) without approvals
- Entertainment and Sponsored Travel (giving or receiving) without approvals
- Incentives offers giving or receiving at the Company's Level Offering of Gifts and Entertainment

1. You must note that Docquity Holdings follows zero tolerance approach towards Bribery and Corruption.
2. You must not make any payment to or for anyone for the purpose of obtaining or retaining business or for obtaining any favourable action.
3. If you are found to be involved in making such payments, you would be subject to disciplinary action as well as potential civil or criminal liability for violation of the Code.
4. You should not offer or give any funds or property as donation to any government agency or its representatives, in order to obtain any favourable performance of official duties.
5. While you are expected to put in best of your efforts in every transaction, you will not be penalised by Docquity Holdings for delayed performance of a transaction solely on the grounds of refusal to pay bribes.
6. You should contact the Compliance Group with any questions on the matter.

### Zero Tolerance Policy

Don't

1. Make any payment to or for anyone that could tantamount to bribe/corruption
2. Receive/accept a gift, entertainment, etc. from a prospective customer of the company
3. Offer gifts and/or entertainment to any person for the purpose of obtaining or retaining business or for influencing any decision or action of the recipient in an improper manner



## B. Employee Proprietary Agreement & Inventions Agreement

1. **No Conflicts.** I have not made, and agree not to make, any agreement, oral or written, that conflicts with this Agreement or my employment with the Company. I will not violate any agreement with or the rights of any third party. When acting within the scope of my employment (or otherwise on behalf of the Company), I will not use or disclose my own or any third party's confidential information or intellectual property (collectively, "Restricted Materials"), except as expressly authorized by the Company in writing. Further, I have not retained anything containing or reflecting any confidential information of a prior employer or other third party, whether or not created by me.
2. **Inventions.**
  - a) **Definitions.** "Intellectual Property Rights" means all patent rights, copyright rights, trademark rights, mask work rights, trade secret rights, *sui generis* database rights and all other intellectual and industrial property rights of any sort throughout the world (including any application therefor). "Invention" means any idea, concept, discovery, invention, development, research, technology, work of authorship, trade secret, software, firmware, content, audio-visual material, tool, process, technique, know-how, data, plan, device, apparatus, specification, design, prototype, circuit, layout, mask work, algorithm, program, code, documentation or other material or information, tangible or intangible, whether or not it may be patented, copyrighted, trademarked or otherwise protected (including all versions, modifications, enhancements and derivative works thereof).
  - b) **Assignment.** To the fullest extent under applicable law, the Company shall own all right, title and interest in and to all Inventions (including all Intellectual Property Rights therein or related thereto) that are made, conceived or reduced to practice, in whole or in part, by me during the term of my employment with the Company and which arise out of any use of Company's facilities or assets or any research or other activity conducted by, for or under the direction of the Company (whether or not (i) conducted at the Company's facilities, (ii) during working hours or (iii) using Company assets), or which are useful with or relate directly or indirectly to any "Company Interest" (meaning any product, service, other Invention or Intellectual Property Right that is sold, leased, used, proposed, under consideration or under development by the Company). I will promptly disclose and provide all of the foregoing Inventions (the "Assigned Inventions") to the Company. I hereby make and agree to make all assignments to the Company necessary to effectuate and accomplish the foregoing ownership. Assigned Inventions shall not include any Invention that is both (x) developed entirely on my own time, without use of any Company assets, ideas or direction and (y) not useful with or related to any Company Interest.
  - c) **Assurances.** I will further assist the Company, at its expense, to evidence, record and perfect such assignments, and to perfect, obtain, maintain, enforce and defend any rights specified to be so owned or assigned. I hereby irrevocably designate and appoint the Company and its officers as my agents and attorneys-in-fact, coupled with an interest, to act for and in my behalf to execute and file any document and to perform all other lawfully permitted acts to further the purposes of the foregoing with the same legal force and effect as if executed by me.



- d) **Other Inventions.** If I wish to clarify that something created by me prior to my employment, which relates or may relate to the Company's actual or proposed business, is not within the scope of the assignment of Inventions under this Agreement, then I have listed it on Appendix A. If (i) I use or disclose any Restricted Materials (including anything listed in Appendix A) when acting within the scope of my employment (or otherwise on behalf of the Company), or (ii) any Assigned Invention cannot be fully made, used, reproduced or otherwise exploited without using or violating any Restricted Materials, I hereby grant and agree to grant to the Company a perpetual, irrevocable, worldwide, royalty-free, non-exclusive, transferable, sub licensable right and license to exploit and exercise all such Restricted Materials and Intellectual Property Rights therein. I will not use or disclose any Restricted Materials for which I am not fully authorized to grant the foregoing license.
- e) **Moral Rights.** To the extent allowed by applicable law, the terms of this Section 2 include all rights of paternity, integrity, disclosure, withdrawal, and any other rights that may be known as or referred to as moral rights, artist's rights, droit moral or the like (collectively, "Moral Rights"). To the extent I retain any such Moral Rights under applicable law, I hereby ratify and consent to any action that may be taken with respect to such Moral Rights by or authorized by the Company and agree not to assert any Moral Rights with respect thereto. I will confirm any such ratification, consent or agreement from time to time as requested by the Company. Furthermore, I agree that notwithstanding any rights of publicity, privacy or otherwise (whether or not statutory) anywhere in the world and without any further compensation, the Company may and is hereby authorized to use my name, likeness and voice in connection with promotion of its business, products and services and to allow others to do so.
3. **Proprietary Information.** I agree that all Assigned Inventions and all other financial, business, legal and technical information, including the identity of and any other information relating to the Company's employees, Affiliates and Business Partners (as such terms are defined below), which I develop, learn or obtain during my employment or that are received by or for the Company in confidence, constitute "Proprietary Information." I will hold in strict confidence and not directly or indirectly disclose or, except within the scope of my employment, use any Proprietary Information. Proprietary Information shall not include information that, I can document, is or becomes readily available to the public without restriction through no fault of mine. Upon termination of my employment, I will promptly return to the Company all items containing or embodying Proprietary Information (including all copies), except that I may keep my personal copies of (a) my compensation records, (b) materials distributed to shareholders generally and (c) this Agreement. I also recognize and agree that I have no expectation of privacy with respect to the Company's networks, telecommunications systems or information processing systems (including, without limitation, stored computer files, email messages and voice messages), and that my activity and any files or messages on or using any of those systems may be monitored at any time without notice, regardless of whether such activity occurs on equipment owned by me or the Company. I further agree that any property situated on the Company's premises and owned, leased or otherwise possessed by the Company, including computers, computer files, email, voicemail, storage media, filing cabinets or other work areas, is subject to inspection by Company personnel at any time with or



without notice.

4. **Restricted Activities.** For the purposes of this Section 4, the term Company includes the Company and all other persons or entities that control, are controlled by or are under common control with the Company (“Affiliates”).

a) **Definitions.** “Any Capacity” includes, without limitation, to (i) be an owner, founder, shareholder, partner, member, advisor, director, consultant, contractor, agent, employee, affiliate or co-venture, (ii) otherwise invest, engage or participate in, (iii) be compensated by or (iv) prepare to be or do any of the foregoing or assist any third party to do so; provided, Any Capacity will not include being a holder of less than one percent (1%) of the outstanding equity of a public company. “Business Partner” means any past, present or prospective customer, vendor, supplier, distributor or other business partner of the Company. “Cause” means to recruit, employ, retain or otherwise solicit, induce or influence, or to attempt to do so. “Solicit” means to (1) service, take orders from or solicit the business or patronage of any Business Partner for myself or any other person or entity, (2) divert, entice or otherwise take away from the Company the business or patronage of any Business Partner, or to attempt to do so, or (3) solicit, induce or encourage any Business Partner to terminate or reduce its relationship with the Company.

b) **Acknowledgments.**

- i) I acknowledge and agree that (1) the Company's business is highly competitive, secrecy of the Proprietary Information is of the utmost importance to the Company and I will learn and use Proprietary Information in performing my work for the Company and (2) my position may require me to establish goodwill with Business Partners and employees on behalf of the Company and such goodwill is extremely important to the Company's success and that Company has made substantial investments to develop its business interests and goodwill.
- ii) I agree that the limitations as to time, geographical area and scope of activity to be restrained in this Section 4 are reasonable and are not greater than necessary to protect the goodwill or other business interests of Company. I further agree that such investments are worthy of protection and that Company's need for protection afforded by this Section 4 is greater than any hardship I may experience by complying with its terms.
- iii) I acknowledge that my violation or attempted violation of the agreements in this Section 4 will cause irreparable damage to Company or its Affiliates, and I therefore agree that Company shall be entitled as a matter of right to an injunction, out of any court of competent jurisdiction, restraining any violation or further violation of such agreements by me or others acting on my behalf. Company's right to injunctive relief shall be cumulative and in addition to any other remedies provided by law or equity.
- iv) Although the parties believe that the limitations as to time, geographical area and scope of activity contained herein are reasonable and do not impose a greater restraint than necessary to protect the goodwill or other business interests of Company, if it is judicially determined not to be the case, the limitations shall be reformed to the extent necessary to make them



reasonable and not to impose a restraint that is greater than necessary to protect the goodwill or other business interests of Company.

- v) The Company and I agree that the provisions of this Section 4, as so amended, shall be valid and binding as though any invalid or unenforceable provision had not been included.
- c) **As an Employee.** During my employment with the Company, I will not directly or indirectly: (i) Cause any person to leave their employment with the Company (other than terminating subordinate employees in the course of my duties for the Company); (ii) Solicit any Business Partner; (iii) act in Any Capacity in or with respect to any commercial activity which competes, or is reasonably likely to compete, with any business that the Company conducts, proposes to conduct or demonstrably anticipates conducting, at any time during my employment (a "Competing Business"); (iv) enter into in an employment, consulting or other similar relationship with another person or entity that requires a significant time commitment without the prior written consent of the Company; or (v) make, or cause to be made, any statements, observations, or opinions, or communicate any information (whether oral or written), that disparages or is likely in any way to harm the reputation of the Company, its customers, users and/or business partners except that nothing contained in this Agreement shall be deemed to prohibit me from testifying truthfully under oath pursuant to any lawful court order or subpoena or otherwise responding to or providing disclosures required by law.
- d) **After Termination.** For the period of twelve (12) months immediately following termination of my employment with the Company (for any or no reason, whether voluntary or involuntary), I will not directly or indirectly: (i) Cause any person to leave their employment with the Company; (ii) Solicit any Business Partner; or (iii) act in Any Capacity in or with respect to any Competing Business located within the New Delhi, the rest of the India, or anywhere else in the world. The foregoing time frames shall be increased by the period of time from the commencement of any violation of the foregoing provisions until such time as I have cured such violation.
5. **Employment at Will.** I agree that this Agreement is not an employment contract for any particular term. I have the right to resign and the Company has the right to terminate my employment at will, at any time, for any or no reason, with or without cause. This Agreement does not purport to set forth all of the terms and conditions of my employment, and as an employee of the Company, I have obligations to the Company which are not described in this Agreement. However, the terms of this Agreement govern over any such terms that are inconsistent with this Agreement and supersede the terms of any similar form that I may have previously signed. This Agreement can only be changed by a subsequent written agreement signed by the Chief Executive Officer or President of the Company, or an authorized designee.
6. **Survival.** I agree that any change or changes in my employment title, duties, compensation or equity interest after the signing of this Agreement shall not affect the validity or scope of this Agreement. I agree that my obligations under Sections 2, 3 and 4 of this Agreement shall continue in effect after termination of my employment, regardless of the reason, and whether such termination is voluntary





or involuntary, and that the Company is entitled to communicate my obligations under this Agreement to any of my potential or future employers. I will provide a copy of this Agreement to any potential or future employers of mine, so that they are aware of my obligations hereunder. My obligations under Sections 2, 3 and 4 also shall be binding upon my heirs, executors, assigns and administrators, and shall inure to the benefit of the Company, its Affiliates, successors and assigns. This Agreement may be freely assigned by the Company to any third party.

7. **Information Security & Data Privacy.** As an employee of Docquity you will be required to comply with all applicable information security policies and procedures in force during the period of your employment and for 12 months after your employment has ended. This will include, but is not limited to:

- Teleworking Policy
- Mobile Device Policy
- Internet Acceptable Use Policy
- Electronic Messaging Policy
- Software Policy
- IP and Copyright Compliance Policy
- Privacy and Personal Data Protection Policy
- Cloud Computing Policy
- Records Retention and Protection Policy
- Social Media Policy

Failure to comply with the above policies and procedures may result in disciplinary action being taken in accordance with the Docquity employee disciplinary procedure.

As a condition of your employment, you will be required to sign a Non-Disclosure Agreement before being given access to information or information processing facilities which are classified by the organization as Confidential.

8. **Miscellaneous.** Any dispute in the meaning, effect or validity of this Agreement shall be resolved in accordance with the laws of the India without regard to the conflict of law's provisions thereof. Any legal action or proceeding relating to this Agreement shall be brought exclusively in the state or federal courts located in New Delhi County, India, and each party consents to the jurisdiction thereof. The failure of either party to enforce its rights under this Agreement at any time for any period shall not be construed as a waiver of such rights. Unless expressly provided otherwise, each right and remedy in this Agreement is in addition to any other right or remedy, at law or in equity, and the exercise of one right or remedy will not be deemed a waiver of any other right or remedy. If one or more provisions of this Agreement are held to be illegal or unenforceable under applicable law, such illegal or unenforceable portion shall be limited or excluded from this Agreement to the minimum extent required so that this Agreement shall otherwise remain in full force and effect and enforceable. I acknowledge and agree that any breach or threatened breach of this Agreement will cause irreparable harm to the Company for which damages would not be an adequate remedy, and, therefore, the Company is entitled to injunctive relief with respect thereto (without the necessity



of posting any bond) in addition to any other remedies.

**I HAVE READ THIS AGREEMENT CAREFULLY AND I UNDERSTAND AND ACCEPT THE OBLIGATIONS THAT IT IMPOSES UPON ME WITHOUT RESERVATION. NO PROMISES OR REPRESENTATIONS HAVE BEEN MADE TO ME TO INDUCE ME TO SIGN THIS AGREEMENT. I SIGN THIS AGREEMENT VOLUNTARILY AND FREELY, WITH THE UNDERSTANDING THAT I EITHER (1) HAVE RETAINED A COPY OF THIS AGREEMENT OR (2) MAY, AT ANY TIME, REQUEST A COPY OF THIS AGREEMENT FROM THE COMPANY.**

Acceptance

I, **Adarsh Sahu**, Govt. ID Card Number **6646 5992 4482** (Aadhar Card) hereby confirm acceptance of all the above terms and conditions.

**Signature & Date of Signing**



## Annexure – 2

Compensation Structure		
Particulars	Per Month	Per Annum
Basic Salary	50000	600000
HRA	25000	300000
Special Allowances	25000	300000
<b>Fixed Pay</b>	100000	1200000
PF (Employer's Contribution) (C)	1800	21600
<b>Cost to Company (A+B+C)</b>	<b>101800</b>	<b>1221600</b>

**Note:** *\*Other Statutory benefits like Gratuity, ESI etc. as applicable*

*\*Medical Insurance as per Company Policy*



**30<sup>th</sup> June 2022**

**Private and confidential**

**Mr. Adarsh Sahu**

Uma Talkies Road, W.N-6,  
Bargarh, Odisha - 768028

### **Appointment Letter**

Dear **Adarsh**,

We are pleased to offer you employment in the position of **Software Developer Engineer – Android** with us at Docquity Services Private Limited ('the Company'), a fully owned subsidiary of Docquity Holdings PTE limited Singapore (together known as Docquity Group) on the terms and conditions set out in this letter.

#### **1. Position**

- a) Your start date will be **23<sup>rd</sup> June 2022**.
- b) Your employment will be full time.
- c) Your employment will be on probation period for 180 days starting from the date of your joining. However, this period can be cut short or extended based on your performance and at the discretion of the management.
- d) The duties of this position are set out in the **Terms and Scope of employment section**. You will be required to perform these duties, and any other duties the employer may assign to you, having regard to your skills, training, and experience.
- e) You will be required to perform your duties at New Delhi, India or elsewhere as reasonably directed by the employer.

#### **2. Terms & Scope of Employment**

- a) You will be employed in the position of **Software Developer Engineer – Android** for Docquity Services Private Limited.
- b) Your place of work will be in New Delhi – India and from time to time you may be asked to relocate where the company decides to relocate its Development Office.
- c) You agree, as a condition of your employment and prior to the date of your commencement, that you will execute the Company's "Proprietary Information and Inventions Agreement" and sign the Company's "Privacy Acknowledgment" which addresses the handling of your personal information.
- d) You agree that, during your employment with the Company you must:
  - (i) perform to the best of your abilities and knowledge the duties assigned to you by the Company from time to time, whether during or outside Business Hours and at such places as the Company requires;
  - (ii) Serve the Company faithfully and diligently to the best of your ability;



- (iii) Use all reasonable efforts to promote the interests of the Company;
  - (iv) Not have any outside arrangement with other companies as an employee, majority stakeholder or as a director of that company, without having written notification and approval from the Board of Directors of Docquity Services Private Limited.
  - (v) Act in the Company's best interests;
  - (vi) Comply with the Company's policies and procedures in place from time to time;
  - (vii) Comply with all law applicable to your position and the duties assigned to you; and
  - (viii) Report to the person or persons nominated by the Company from time to time.
- e) Without limiting your duties to the Company, you must not:
- (i) act in conflict with the Company's best interests; or
  - (ii) Compete with the Company, Docquity Services Private Limited or any of its respective subsidiaries and affiliates (together, the "**Docquity Group**").
- f) You agree that, without the need to terminate the employment relationship, the Company may assign you additional tasks or to a new manager; modify or remove your assigned duties; or change the place of your employment without additional compensation to you, in accordance with the Company's needs

### **3. Salary and Compensation**

- a) Your Total CTC will be **INR 12,21,600/- Per Annum** or (**Twelve Lakh and Twenty - One Thousand Six Hundred Only Per Annum**) as per **Annexure-2**. Your salary will be paid according to local payroll practices, as well as such other sums as may be agreed with you from time to time. Your salary may be reviewed from time to time in accordance with Company policy but will not necessarily be increased. This basic salary is paid in satisfaction of all services rendered by you under this agreement, including overtime, to the extent permitted by law.

### **4. BUSINESS TRAVEL**

- a) Your duties may require you to engage in travel on behalf of the Company including travel outside India or within India. As a consequence, you must work any additional hours as required. This is reflected in your rate of salary. You are not entitled to any additional payment in this regard.

### **5. EXPENSES**

- a) Authorized Company expenses will be reimbursed to you in accordance with Company policy in place from time to time, upon your presentation of documentary evidence of each expense acceptable to the Company.



## 6. Termination of Employment

a) Notwithstanding anything herein contained, your employment may be terminated immediately by the Company at any time without notice or payment in lieu thereof or any compensation whatsoever, if, among other things:

- i. you disobey a lawful direction of the Company.
- ii. you are guilty of any other serious misconduct.
- iii. you commit any serious or persistent breach or non-observance of the terms, conditions or
- iv. stipulations contained in this agreement or are guilty of any negligence or misconduct in connection with or affecting the business or affairs of the Company.
- v. you are incapacitated by illness or injury or otherwise unable to perform your duties hereunder for a period totalling in aggregate six (6) months in any period of twelve (12) consecutive calendar months. A certificate from a registered medical practitioner advising that you will be unable to perform your duties for a period totalling in aggregate six (6) months will be deemed to be evidence of incapacity for the purposes of this clause 11(a);
- vi. you become bankrupt or have a receiving order made against you or make any general composition with your creditors.
- vii. you breach your obligations under the paragraph headed NO CONFLICT OF INTEREST or any other material provision of the agreement set out in this letter, including under the paragraph headed TERMS AND SCOPE OF EMPLOYMENT.
- viii. you commit an act or acts in breach of the "Proprietary Information and Inventions Agreement" that you are required to sign in connection with your employment with the Company, "The Docquity Code of Business Conduct", or the Company's "Substance Abuse Policy" as each may exist from time to time;
- ix. you become of unsound mind;
- x. you engage in conduct that could bring you or the Company into disrepute.

b) Your employment may be terminated at any time:

### **During Probation**

- i. by you giving to the Company 30 days' notice or;
- ii. by the Company giving you 30 days' notice or by paying you an amount equal to 30 days' salary, less any applicable or required tax or other deduction

### **Post Confirmation**

- i. by you giving to the Company 60 days' notice; or
- ii. by the Company giving you 60 days' notice or by paying you an amount equal to 60 days' salary, less any applicable or required tax or other deduction

c) You acknowledge and agree that such notice (or payment in lieu thereof) is reasonable notice of termination and no other notice requirements express or implied shall apply.



- d) Upon the termination of your employment for any reason by either party, or upon the effective notice of termination of your employment by either party, the Company shall have the right to relieve you from the performance of any and all duties of the position upon the continued payment of your salary and compensation, as then in effect, for the duration of the notice period. During such notice period, you may be required to not attend for work, at the Company's absolute discretion.
- e) The termination of your employment howsoever arising shall not affect such of the terms hereof as are expressed to operate or have effect thereafter and shall be without prejudice to any right of action already accrued to the Company in respect of any breach or default by you.
- f) If your employment is terminated for any reason:
  - i. the Company may set-off amounts you owe the Company against any amounts the Company owes you at the date of termination except for amounts the Company is by law not entitled to set-off.
  - ii. you must return all the Company's property (including property leased by the Company) to the Company on termination including all written or machine-readable material, software, computers, credit cards, keys and vehicles;
  - iii. your obligations contained within the "Proprietary Information and Inventions Agreement" that you are required to sign in connection with your employment, continue after the termination of your employment; and
  - iv. you must not record or retain any confidential information in any form after termination.

## **7. NO CONFLICT OF INTEREST**

- a) You warrant that:
  - i. you have not entered into any other agreement or arrangement which may be in conflict with the terms and conditions of your employment with the Company, or which would preclude you from fully performing your job responsibilities for the Company; and
  - ii. your performance of your duties for the Company does not and will not breach any obligation you have to keep in confidence: proprietary information; knowledge or data acquired by you in confidence or in trust prior to your employment by the Company; and you will not disclose to the Company or induce the Company to use any confidential or proprietary information or material belonging to any previous employers or others.
  - iii. During your employment with the Company, you agree not to become associated as an owner, employee, agent, consultant, officer or partner or in any other capacity with any business which furnishes services or products similar to those of any member of the Docquity Group or which in any way otherwise competes with any member of the Docquity Group. While you are employed by the Company, you also agree not to become a director of any company or business, without the Company's prior written consent.



## 8. NON-SOLICITATION AND NON-COMPETITION

- a) For three (3) months after the date of the termination of your employment you must not and must not prepare to, within India: participate in; assist with; or otherwise be directly or indirectly involved as a member, shareholder (other than a shareholding of less than five percent (5%) in a company listed on any recognised stock exchange), unit-holder, director, consultant, advisor, contractor, principal, agent, manager, employee, beneficiary, partner, associate, trustee or financier of, any business or activity:
- that is the same or similar to a part or parts of a business: (A) carried on by a member or members of Docquity Services Private Limited; and (B) in which you worked at any time during the 12 months prior to the date of the termination of your employment; or
  - for any person, company or other entity that competes with Docquity Services Private Limited.
- b) During your employment and for one (1) year after the date of the termination of your employment (hereafter, "Restraint Period"), you must not encourage, solicit, endeavour to solicit or assist another person to solicit any employee, consultant or contractor of a member of Docquity Services Private Limited to leave the member for any reason or to accept employment with or provide services to any other company. As part of this restriction, you must not suggest for employment or engagement, interview or provide any input to any third party regarding any such person during the Restraint Period.

## 9. APPLICABLE LAW

- a) This agreement is to be governed and construed by the laws of India and subject to the exclusive jurisdiction of the courts of India.

## 10. NO WAIVER

- a) The failure by the Company at any time to insist on performance of any provision of the agreement set out in this letter is not a waiver of its right at any later time to insist on performance of that or any other provision of the agreement set out in this letter.

## 11. SEVERABILITY

- a) The Company and you mutually agree that the provisions of this agreement are severable, and if any one provision is found to be invalid or unenforceable in whole or in part, the remainder of the agreement will remain valid and enforceable. The Company and you further agree that the court may modify any provision to make it valid and enforceable.

## 12. SUCCESSORS AND ASSIGNS

- a) The Company will have the right to transfer and assign this agreement and all covenants and agreements herein will inure to the benefit of and be enforceable by such successors and assigns. This agreement is personal to you and will not be transferred or assigned in whole or in part by you.





**13. VARIATION**

- a) Any variation to this agreement must be in writing and agreed by both parties. The exercise of any right or discretion by the Company under the agreement set out in this letter or in connection with your employment is in its absolute discretion and is not subject to any implied restrictions (including any implied term of mutual trust and confidence).

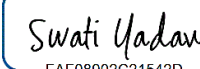
**14. MISCELLANEOUS**

- a) Headings are for ease of reference only and do not affect the meaning of the agreement set out in this letter. Unless expressly indicated otherwise, references to monetary amounts are references to an amount expressed in the currency of India.

**15. TIME FOR ACCEPTANCE OF OFFER**

- a) You acknowledge and agree that this letter accurately describes the employment relationship that you are willing to enter into with the Company and you agree that the terms and conditions of the employment are fair and reasonable. To accept the terms of this offer, you must do the following on or before the acceptance deadline of seven days following the date of this letter:
- i. if you have received this document via email, then please scan and execute the document within 3 working days.
  - ii. Execution implies your signature on each page of the main document and the Annexures 1 & 2.
  - iii. Your projected start date is **23<sup>rd</sup> June 2022**.

Yours sincerely,  
**For Docquity Services Private Limited**

DocuSigned by:  
  
FAF08902C21542D...

**Swati Yadav**  
Chief Human Resource Officer (CHRO)

Acceptance

I, **Adarsh Sahu**, Govt. ID Card Number **HJBPS9874R** (PAN CARD) hereby confirm acceptance of all the above terms and conditions.

**Signature & Date of Signing**



## Annexure 1 - Code of Conduct, Employee Proprietary Information & Inventions Agreement

The following agreement (the "Agreement") between Docquity Services Private Limited [COMPANY], and the individual identified on the signature page to this Agreement ("Employee" or "I") is effective as of, the first day of my employment by the Company. I acknowledge that this Agreement is a material part of the consideration for my employment and continued employment by the Company. In exchange for the foregoing, and for other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the parties agree as follows:

### A. Docquity Holdings PTE Group Code of Business Conduct and Ethics

Anti-Bribery and Anti-Corruption / Gifts & Entertainment Accepting Gifts and Entertainment-

#### General Principles

In general, employees should not give or accept gifts - anything of value (including entertainment and incentives) from current or prospective customers or suppliers. These guidelines broadly cover following areas:

- Gifts (giving or receiving) without approvals
- Entertainment and Sponsored Travel (giving or receiving) without approvals
- Incentives offers giving or receiving at the Company's Level Offering of Gifts and Entertainment

1. You must note that Docquity Holdings follows zero tolerance approach towards Bribery and Corruption.
2. You must not make any payment to or for anyone for the purpose of obtaining or retaining business or for obtaining any favourable action.
3. If you are found to be involved in making such payments, you would be subject to disciplinary action as well as potential civil or criminal liability for violation of the Code.
4. You should not offer or give any funds or property as donation to any government agency or its representatives, in order to obtain any favourable performance of official duties.
5. While you are expected to put in best of your efforts in every transaction, you will not be penalised by Docquity Holdings for delayed performance of a transaction solely on the grounds of refusal to pay bribes.
6. You should contact the Compliance Group with any questions on the matter.

### Zero Tolerance Policy

Don't

1. Make any payment to or for anyone that could tantamount to bribe/corruption
2. Receive/accept a gift, entertainment, etc. from a prospective customer of the company
3. Offer gifts and/or entertainment to any person for the purpose of obtaining or retaining business or for influencing any decision or action of the recipient in an improper manner



## B. Employee Proprietary Agreement & Inventions Agreement

1. **No Conflicts.** I have not made, and agree not to make, any agreement, oral or written, that conflicts with this Agreement or my employment with the Company. I will not violate any agreement with or the rights of any third party. When acting within the scope of my employment (or otherwise on behalf of the Company), I will not use or disclose my own or any third party's confidential information or intellectual property (collectively, "Restricted Materials"), except as expressly authorized by the Company in writing. Further, I have not retained anything containing or reflecting any confidential information of a prior employer or other third party, whether or not created by me.
2. **Inventions.**
  - a) **Definitions.** "Intellectual Property Rights" means all patent rights, copyright rights, trademark rights, mask work rights, trade secret rights, *sui generis* database rights and all other intellectual and industrial property rights of any sort throughout the world (including any application therefor). "Invention" means any idea, concept, discovery, invention, development, research, technology, work of authorship, trade secret, software, firmware, content, audio-visual material, tool, process, technique, know-how, data, plan, device, apparatus, specification, design, prototype, circuit, layout, mask work, algorithm, program, code, documentation or other material or information, tangible or intangible, whether or not it may be patented, copyrighted, trademarked or otherwise protected (including all versions, modifications, enhancements and derivative works thereof).
  - b) **Assignment.** To the fullest extent under applicable law, the Company shall own all right, title and interest in and to all Inventions (including all Intellectual Property Rights therein or related thereto) that are made, conceived or reduced to practice, in whole or in part, by me during the term of my employment with the Company and which arise out of any use of Company's facilities or assets or any research or other activity conducted by, for or under the direction of the Company (whether or not (i) conducted at the Company's facilities, (ii) during working hours or (iii) using Company assets), or which are useful with or relate directly or indirectly to any "Company Interest" (meaning any product, service, other Invention or Intellectual Property Right that is sold, leased, used, proposed, under consideration or under development by the Company). I will promptly disclose and provide all of the foregoing Inventions (the "Assigned Inventions") to the Company. I hereby make and agree to make all assignments to the Company necessary to effectuate and accomplish the foregoing ownership. Assigned Inventions shall not include any Invention that is both (x) developed entirely on my own time, without use of any Company assets, ideas or direction and (y) not useful with or related to any Company Interest.
  - c) **Assurances.** I will further assist the Company, at its expense, to evidence, record and perfect such assignments, and to perfect, obtain, maintain, enforce and defend any rights specified to be so owned or assigned. I hereby irrevocably designate and appoint the Company and its officers as my agents and attorneys-in-fact, coupled with an interest, to act for and in my behalf to execute and file any document and to perform all other lawfully permitted acts to further the purposes of the foregoing with the same legal force and effect as if executed by me.



- d) **Other Inventions.** If I wish to clarify that something created by me prior to my employment, which relates or may relate to the Company's actual or proposed business, is not within the scope of the assignment of Inventions under this Agreement, then I have listed it on Appendix A. If (i) I use or disclose any Restricted Materials (including anything listed in Appendix A) when acting within the scope of my employment (or otherwise on behalf of the Company), or (ii) any Assigned Invention cannot be fully made, used, reproduced or otherwise exploited without using or violating any Restricted Materials, I hereby grant and agree to grant to the Company a perpetual, irrevocable, worldwide, royalty-free, non-exclusive, transferable, sub licensable right and license to exploit and exercise all such Restricted Materials and Intellectual Property Rights therein. I will not use or disclose any Restricted Materials for which I am not fully authorized to grant the foregoing license.
- e) **Moral Rights.** To the extent allowed by applicable law, the terms of this Section 2 include all rights of paternity, integrity, disclosure, withdrawal, and any other rights that may be known as or referred to as moral rights, artist's rights, droit moral or the like (collectively, "Moral Rights"). To the extent I retain any such Moral Rights under applicable law, I hereby ratify and consent to any action that may be taken with respect to such Moral Rights by or authorized by the Company and agree not to assert any Moral Rights with respect thereto. I will confirm any such ratification, consent or agreement from time to time as requested by the Company. Furthermore, I agree that notwithstanding any rights of publicity, privacy or otherwise (whether or not statutory) anywhere in the world and without any further compensation, the Company may and is hereby authorized to use my name, likeness and voice in connection with promotion of its business, products and services and to allow others to do so.
3. **Proprietary Information.** I agree that all Assigned Inventions and all other financial, business, legal and technical information, including the identity of and any other information relating to the Company's employees, Affiliates and Business Partners (as such terms are defined below), which I develop, learn or obtain during my employment or that are received by or for the Company in confidence, constitute "Proprietary Information." I will hold in strict confidence and not directly or indirectly disclose or, except within the scope of my employment, use any Proprietary Information. Proprietary Information shall not include information that, I can document, is or becomes readily available to the public without restriction through no fault of mine. Upon termination of my employment, I will promptly return to the Company all items containing or embodying Proprietary Information (including all copies), except that I may keep my personal copies of (a) my compensation records, (b) materials distributed to shareholders generally and (c) this Agreement. I also recognize and agree that I have no expectation of privacy with respect to the Company's networks, telecommunications systems or information processing systems (including, without limitation, stored computer files, email messages and voice messages), and that my activity and any files or messages on or using any of those systems may be monitored at any time without notice, regardless of whether such activity occurs on equipment owned by me or the Company. I further agree that any property situated on the Company's premises and owned, leased or otherwise possessed by the Company, including computers, computer files, email, voicemail, storage media, filing cabinets or other work areas, is subject to inspection by Company personnel at any time with or



without notice.

4. **Restricted Activities.** For the purposes of this Section 4, the term Company includes the Company and all other persons or entities that control, are controlled by or are under common control with the Company (“Affiliates”).

a) **Definitions.** “Any Capacity” includes, without limitation, to (i) be an owner, founder, shareholder, partner, member, advisor, director, consultant, contractor, agent, employee, affiliate or co-venture, (ii) otherwise invest, engage or participate in, (iii) be compensated by or (iv) prepare to be or do any of the foregoing or assist any third party to do so; provided, Any Capacity will not include being a holder of less than one percent (1%) of the outstanding equity of a public company. “Business Partner” means any past, present or prospective customer, vendor, supplier, distributor or other business partner of the Company. “Cause” means to recruit, employ, retain or otherwise solicit, induce or influence, or to attempt to do so. “Solicit” means to (1) service, take orders from or solicit the business or patronage of any Business Partner for myself or any other person or entity, (2) divert, entice or otherwise take away from the Company the business or patronage of any Business Partner, or to attempt to do so, or (3) solicit, induce or encourage any Business Partner to terminate or reduce its relationship with the Company.

b) **Acknowledgments.**

- i) I acknowledge and agree that (1) the Company's business is highly competitive, secrecy of the Proprietary Information is of the utmost importance to the Company and I will learn and use Proprietary Information in performing my work for the Company and (2) my position may require me to establish goodwill with Business Partners and employees on behalf of the Company and such goodwill is extremely important to the Company's success and that Company has made substantial investments to develop its business interests and goodwill.
- ii) I agree that the limitations as to time, geographical area and scope of activity to be restrained in this Section 4 are reasonable and are not greater than necessary to protect the goodwill or other business interests of Company. I further agree that such investments are worthy of protection and that Company's need for protection afforded by this Section 4 is greater than any hardship I may experience by complying with its terms.
- iii) I acknowledge that my violation or attempted violation of the agreements in this Section 4 will cause irreparable damage to Company or its Affiliates, and I therefore agree that Company shall be entitled as a matter of right to an injunction, out of any court of competent jurisdiction, restraining any violation or further violation of such agreements by me or others acting on my behalf. Company's right to injunctive relief shall be cumulative and in addition to any other remedies provided by law or equity.
- iv) Although the parties believe that the limitations as to time, geographical area and scope of activity contained herein are reasonable and do not impose a greater restraint than necessary to protect the goodwill or other business interests of Company, if it is judicially determined not to be the case, the limitations shall be reformed to the extent necessary to make them



reasonable and not to impose a restraint that is greater than necessary to protect the goodwill or other business interests of Company.

- v) The Company and I agree that the provisions of this Section 4, as so amended, shall be valid and binding as though any invalid or unenforceable provision had not been included.
- c) **As an Employee.** During my employment with the Company, I will not directly or indirectly: (i) Cause any person to leave their employment with the Company (other than terminating subordinate employees in the course of my duties for the Company); (ii) Solicit any Business Partner; (iii) act in Any Capacity in or with respect to any commercial activity which competes, or is reasonably likely to compete, with any business that the Company conducts, proposes to conduct or demonstrably anticipates conducting, at any time during my employment (a "Competing Business"); (iv) enter into in an employment, consulting or other similar relationship with another person or entity that requires a significant time commitment without the prior written consent of the Company; or (v) make, or cause to be made, any statements, observations, or opinions, or communicate any information (whether oral or written), that disparages or is likely in any way to harm the reputation of the Company, its customers, users and/or business partners except that nothing contained in this Agreement shall be deemed to prohibit me from testifying truthfully under oath pursuant to any lawful court order or subpoena or otherwise responding to or providing disclosures required by law.
- d) **After Termination.** For the period of twelve (12) months immediately following termination of my employment with the Company (for any or no reason, whether voluntary or involuntary), I will not directly or indirectly: (i) Cause any person to leave their employment with the Company; (ii) Solicit any Business Partner; or (iii) act in Any Capacity in or with respect to any Competing Business located within the New Delhi, the rest of the India, or anywhere else in the world. The foregoing time frames shall be increased by the period of time from the commencement of any violation of the foregoing provisions until such time as I have cured such violation.
5. **Employment at Will.** I agree that this Agreement is not an employment contract for any particular term. I have the right to resign and the Company has the right to terminate my employment at will, at any time, for any or no reason, with or without cause. This Agreement does not purport to set forth all of the terms and conditions of my employment, and as an employee of the Company, I have obligations to the Company which are not described in this Agreement. However, the terms of this Agreement govern over any such terms that are inconsistent with this Agreement and supersede the terms of any similar form that I may have previously signed. This Agreement can only be changed by a subsequent written agreement signed by the Chief Executive Officer or President of the Company, or an authorized designee.
6. **Survival.** I agree that any change or changes in my employment title, duties, compensation or equity interest after the signing of this Agreement shall not affect the validity or scope of this Agreement. I agree that my obligations under Sections 2, 3 and 4 of this Agreement shall continue in effect after termination of my employment, regardless of the reason, and whether such termination is voluntary



or involuntary, and that the Company is entitled to communicate my obligations under this Agreement to any of my potential or future employers. I will provide a copy of this Agreement to any potential or future employers of mine, so that they are aware of my obligations hereunder. My obligations under Sections 2, 3 and 4 also shall be binding upon my heirs, executors, assigns and administrators, and shall inure to the benefit of the Company, its Affiliates, successors and assigns. This Agreement may be freely assigned by the Company to any third party.

7. **Information Security & Data Privacy.** As an employee of Docquity you will be required to comply with all applicable information security policies and procedures in force during the period of your employment and for 12 months after your employment has ended. This will include, but is not limited to:

- Teleworking Policy
- Mobile Device Policy
- Internet Acceptable Use Policy
- Electronic Messaging Policy
- Software Policy
- IP and Copyright Compliance Policy
- Privacy and Personal Data Protection Policy
- Cloud Computing Policy
- Records Retention and Protection Policy
- Social Media Policy

Failure to comply with the above policies and procedures may result in disciplinary action being taken in accordance with the Docquity employee disciplinary procedure.

As a condition of your employment, you will be required to sign a Non-Disclosure Agreement before being given access to information or information processing facilities which are classified by the organization as Confidential.

8. **Miscellaneous.** Any dispute in the meaning, effect or validity of this Agreement shall be resolved in accordance with the laws of the India without regard to the conflict of law's provisions thereof. Any legal action or proceeding relating to this Agreement shall be brought exclusively in the state or federal courts located in New Delhi County, India, and each party consents to the jurisdiction thereof. The failure of either party to enforce its rights under this Agreement at any time for any period shall not be construed as a waiver of such rights. Unless expressly provided otherwise, each right and remedy in this Agreement is in addition to any other right or remedy, at law or in equity, and the exercise of one right or remedy will not be deemed a waiver of any other right or remedy. If one or more provisions of this Agreement are held to be illegal or unenforceable under applicable law, such illegal or unenforceable portion shall be limited or excluded from this Agreement to the minimum extent required so that this Agreement shall otherwise remain in full force and effect and enforceable. I acknowledge and agree that any breach or threatened breach of this Agreement will cause irreparable harm to the Company for which damages would not be an adequate remedy, and, therefore, the Company is entitled to injunctive relief with respect thereto (without the necessity



of posting any bond) in addition to any other remedies.

**I HAVE READ THIS AGREEMENT CAREFULLY AND I UNDERSTAND AND ACCEPT THE OBLIGATIONS THAT IT IMPOSES UPON ME WITHOUT RESERVATION. NO PROMISES OR REPRESENTATIONS HAVE BEEN MADE TO ME TO INDUCE ME TO SIGN THIS AGREEMENT. I SIGN THIS AGREEMENT VOLUNTARILY AND FREELY, WITH THE UNDERSTANDING THAT I EITHER (1) HAVE RETAINED A COPY OF THIS AGREEMENT OR (2) MAY, AT ANY TIME, REQUEST A COPY OF THIS AGREEMENT FROM THE COMPANY.**

Acceptance

I, **Adarsh Sahu**, Govt. ID Card Number **6646 5992 4482** (Aadhar Card) hereby confirm acceptance of all the above terms and conditions.

**Signature & Date of Signing**





## Annexure – 2

<b>Compensation Structure</b>		
<b>Particulars</b>	<b>Per Month</b>	<b>Per Annum</b>
Basic Salary	50000	600000
HRA	25000	300000
Special Allowances	25000	300000
<b>Fixed Pay</b>	100000	1200000
PF (Employer's Contribution) (C)	1800	21600
<b>Cost to Company (A+B+C)</b>	<b>101800</b>	<b>1221600</b>

**Note:** *\*Other Statutory benefits like Gratuity, ESI etc. as applicable*

*\*Medical Insurance as per Company Policy*

**Offer of Appointment**

Date-12/08/2021

Dear-Parimal Das,

Employee Code: PSSPL/2021-22/1844

Date of Joining: 02/08/2021

With reference to your application and subsequent discussion, it gives us immense pleasure to offer you an appointment in **Prakhar Software Solutions Pvt Ltd.**

This is in reference to your employment engagement with us under our Empanelment with National Informatics Centre Services Inc. (NICSI) for Providing Professional Support Services / Manpower Staffing and IT consulting for our On-going & Up-coming eGovernance & IT related Projects on contractual basis.

Details of Terms and Conditions:

1. We are pleased to inform you that you have been selected for the post of **District Rollout Manager** for one of our esteemed clients.
2. Your "Annual compensation" is attached herewith as in Annexure-A
3. Your employment with us will be governed by terms and conditions referred in Annexure-B
4. Your services are effective from 02/08/2021 to work order valid up to 01/08/2022
5. Please sign in the duplicate copy of this letter (Photocopy enclosed) on all the sheets at the bottom on the left corner, and return to the Human resource Department of our Corporate Office at Delhi.

We welcome you to Prakhar Software Solutions Pvt Ltd and look forward to a long term association.

**Salary Structure (Annexure-A)**

<b>Annual Cost to Company 20482*12 = 245784 Lakh PA</b>			
<b>Earning Components</b>	<b>Amount</b>	<b>Deductions</b>	<b>Amount</b>
Basic	15100	PF(Employee)	0
HRA	3020	ESI(Employee)	149
Conveyance	1350		
Telephone Allowance	0		
Medical Allowance	0		
Special Allowance	367		
<b>Total Earning</b>	<b>19837</b>	<b>Total Deduction</b>	<b>149</b>
<b>Net Pay</b>	<b>Rs.19688</b>		

Employer's Contribution to PF	0
Employer's Contribution to ESI	645
Group Medical Insurance	0
Group Accidental Insurance	0

For **Prakhar Software Solutions Pvt. Ltd.**



Rahul Kumar  
HR Manager

**Prakhar Software Solutions Pvt. Ltd.**

**Corporate office:** C-11, LGF, Malviya Nagar, Opposite State Bank of India, New Delhi - 110017  
**Registered Office:** Flat No.3, Upper Ground Floor, Plot No. 173, Savitri Nagar, New Delhi - 110017 (India)  
**Ph:** +91-11-79626411 | **Mail:** info@prakharsoftwares.com | **Web:** www.prakharsoftwares.com  
**Offices:** Delhi, Gaziabad, Pune, Durg, Indore, Bhopal, Jaipur, Bangalore, Mirzapur, Ranchi

**Annexure-B**

*General Terms and Conditions of Employment.*

1. The candidate is initially appointed to work at the Client location. However, he/she is liable to be transferred to any department or establishment forming part of the Company, or any Group Company, anywhere in India, temporarily or permanently. Working Days / Hours may vary based on the client requirements. And will be informed by the client
2. If he/she undergoes a training abroad and/or in India for which the company incurs considerable efforts/cost for any project specific requirement etc. you might be required to sign an agreement as a token of commitment, the terms of which will be decided by the company depending on the training period, location, travelling cost, lodging, boarding and other expenses incidental to the training.
3. Rules – General:- During the term of employment, the candidate will employ himself/herself efficiently, honestly, faithfully and to the best of your ability and shall devote your whole time and attention to promote the interest of the company and generally carry out duties and work as assigned to you. You shall obey and comply with all the lawful orders and directions given to him/her by his reporting Manager & concerned superior in the Client organization.
4. Candidate will not indulge into unprofessional practices and in case, it is found that while you are not following client organization's policies, rules and guidelines, the company would be at liberty to take disciplinary and legal action against you.
5. Transfer and Deployment:- you may be transferred to any other location in such capacity as the Company may from time to time determine or any department, establishment, factory or branch of the Company or its affiliate, associate or subsidiary. In such cases, the candidate will be governed by the terms and conditions of services applicable to the new assignment.
6. This engagement is terminable with a fifteen (15) days' notice period from employer's side and One (1) months' notice period from employee's side.
7. In case the candidate is found engaged in doing any work other than the task assigned to him/her or is found not useful to the project or he/she leaves the project without any notice, his/her contract will be terminated. If he/she damages any equipment, property and third party liabilities, his/her contract will be terminated reserving the rights for compensation of damages that are incurred.
8. This document is highly confidential, and sharing of this document with anybody such as colleagues, Client etc., will lead to terminate of your employment without notice.
9. Working Hours/Leave of Engaged Manpower:- Candidate will be entitled to Casual Leave only as per Govt. Rules. However, they may have to work on weekly off day/holidays as per the requirement for which Compensatory Leave can be sanctioned.
10. Share your monthly MPR with Signed and Stamped from your reporting manager on [mpr@prakharsoftwares.com](mailto:mpr@prakharsoftwares.com) and for any issues please mail on [helpdesk@prakharsoftwares.com](mailto:helpdesk@prakharsoftwares.com)
11. The professionals will be facilitated by Desktop/laptop etc. for doing the project work. All these have to be returned by them to the concerned department/office before leaving the job. However, if any, doesn't do so the service provider will be responsible to revert the same either from the engaged manpower or by themselves. In this case, the candidate company may seek the fully refundable security deposit from the candidates and on completion of his/her tenure with the company, the same may be returned.

**Declaration:** Every candidate has to sign the below-said declaration.

**Declaration:** I .....PARMAL DAS.....S/o /D/o /W/o .....PANCHUGOPAL DAS..... Sincerely assure you to maintain complete discipline and do my best to perform my duties. I also authorize the management of Prakhar Software Solutions Pvt Ltd to ask me to leave any time without any notice, in case of any misconduct on my part or if I am found violating any rules and regulations laid by the company from time to time or fail to meet the defined performance standards during the training and employment.

Candidate Name/Signature).....

Date.....27/08/2021

(Save Papers save Trees)

**Prakhar Software Solutions Pvt. Ltd.**

Corporate office: C-11, LGF, Malviya Nagar, Opposite State Bank of India, New Delhi - 110017  
Registered Office: Flat No.3, Upper Ground Floor, Plot No. 173, Savitri Nagar, New Delhi - 110017 (India)  
Ph: +91-11-79626411 | Mail: [info@prakharsoftwares.com](mailto:info@prakharsoftwares.com) | Web: [www.prakharsoftwares.com](http://www.prakharsoftwares.com)  
Offices: Delhi, Gaziabad, Pune, Durg, Indore, Bhopal, Jaipur, Bangalore, Mirzapur, Ranchi



info@aaridia.com  
+91 08070970570  
3rd floor, AECS Layout  
A Block, Singasandra,  
Bengaluru, Karnataka  
560068

**Date : October 19, 2021**

**Subject :- Letter of Appointment**

Dear, **AJAY KUMAR TEKAM**

This refers to your application and the subsequent discussions we had with you. We are pleased to inform you that you have been appointed as **Associate Cloud Engineer** in our organisation with effect from **19<sup>th</sup> OCTOBER, 2021**.

On joining you will be under **probation for a period of 6 (six) months** from the date of joining. During this probationary period, you will be eligible for an annual compensation of **Indian Rupees 320,000/- (three hundred twenty thousand)**.

Subsequent to your successful completion of probation, you will be eligible for an annual Salary package of **Indian Rupees 450,000/- (four hundred fifty thousand)**. If eligible as per the company policy.

Please Report to our Bangalore Office on **19<sup>th</sup> OCTOBER, 2021** to Mr. **Sanjeev N.** for documentation and orientation.

We are confident that you will be able to make a significant contribution to the success of AARLEO Technologies and we are looking forward to working with you.

Sincerely,

A handwritten signature in black ink that reads "aswini".

**ASWINI K.K.**

# Self-Employment-Declaration

I Ms. Satya Dewangan, Daughter of  
Mr. Ishwar Dewangan, address Kanchan  
Bhag Shanti Vijay colony Rajnandgaon  
e.c., a passed-out students of  
MCA, Computer do hereby declare that  
I am running a self-employed  
in mobile technology having a  
tentative average monthly income  
of Rupee 35,000/-

This self-declaration is being issued on  
the request of my alma mater Govt  
Ghasidas Viswavidyalaya, Bilaspur.

Place: Noida  
Date: 24/04/2023

Signature: - Satya  
Name: Satya Dewangan  
Mob: 7999419837  
Email: satyadewangan1234@  
gmail.com


## Self Employment Declaration

I Mr. Ramcharan Sahu Son of Mr. Muktonand Sahu Address - Torapira Sarkanda Bilaspur (C.G.) 495001, a passed-out students of MCA Computer do hereby declare that I am running a business/ self employed in Computer operator having a tentative average monthly income of Rupees 20,000/-

This self declaration is being issued on the request of my alma mater Guru Jaisidas Viswavidyalaya Bilaspur

place - Bilaspur

Date - 24/04/23

Signature. 

Name - Ramcharan

Mob. - 7694932988

Email - ramcharansahu30@gmail.com



PRINCE - 01



एन टी पी सी लिमिटेड

(भारत सरकार का उद्योग)

**NTPC Limited**

(A Govt. of India Enterprise)

Ref. No.: WR2/LARA :01/2020

Date: 04.12.2021

Lilee Gupta

Father's Name: Shashi Bhushan Gupta

AGT23

At- LARA , Post - Kondapali, Tehsil-Pussore, Dist-Raigarh, CG , Pin-496440

Mobile No:7470708427

Email ID: lileegupta@gmail.com

Dear Madam/Sir,

**Sub: Offer of Appointment to the post of Assistant (General ) Trainee**

- 1.0 We are pleased to inform you about your selection for the post of Assistant (General ) Trainee in NTPC Limited, subject to the TERMS & CONDITIONS OF APPOINTMENT" enclosed herewith. TERMS & CONDITIONS OF APPOINTMENT" forms the mandatory and integral part of this Offer of Appointment.
- 2.0 If the above terms and conditions including those laid out in the enclosed "TERMS & CONDITIONS OF APPOINTMENT" are acceptable to you, you are requested to communicate your acceptance in the relevant Proforma enclosed and in original at the time of Joining. You are specifically required to adhere Clause no. 6 (d) (i) of TERMS & CONDITIONS OF APPOINTMENT.
- 3.0 At the time of joining, you are required to bring the documents as specified in the enclosed "TERMS & CONDITIONS OF APPOINTMENT". In the absence of documents as mentioned, which are to be submitted at the time of joining, your joining shall not be taken and this offer of appointment shall stand withdrawn and cancelled automatically.
- 4.0 You will be required to undergo a training for a period of two years. The training program is scheduled to commence immediately after completion of your joining formalities. During the training period, you may be deputed for training to any of the NTPC projects/establishments or other institutes, at the discretion of the Management.
- 5.0 During the training period, you will be paid Stipend of Rs.21,500/- per month. No other allowances shall be payable during training period.
- 6.0 After successful completion of two years training, on the basis of your performance and conduct, you will be regularized in Company's Rolls at the starting basic pay of Rs.21,500/-/- in W3 Grade and will be posted at Lara Super Thermal Power Station.

पश्चिमी क्षेत्र - II मुख्यालय, एनटीपीसी लिमिटेड/ Western Region-II Headquarter, NTPC Limited  
प्लॉट नं. 87, सेक्टर-24, नवा रायपुर, अटल नगर 492 018 (छ.ग.) दूरभाष 0771-2515320, फैक्स 0771-2960101  
Plot No - 87, Sector-24, Nava Raipur, Atal Nagar - 492 018 (Chhattisgarh) ; Phone : 0771-2515320 Fax : 0771-2960101  
पंजीकृत कार्यालय : एनटीपीसी भवन, स्कोप कॉम्प्लेक्स, 7 इनस्टीट्यूशनल एरिया, लोधी रोड, नई दिल्ली - 110 003  
Regd. Office : NTPC Bhawan, Scope Complex, 7 Institutional Area, Lodhi Road, New Delhi 110003



एन टी पी सी लिमिटेड

(भारत सरकार का उद्यम)

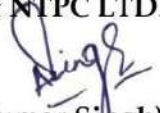
**NTPC Limited**

(A Govt. of India Enterprise)

-2-

- 7.0 However, your place of posting is liable to be changed at discretion of the Management and you may be transferred to serve in any of the Company's Offices/Projects/Units or any other Organization/Enterprise in India or abroad, including Joint Ventures / Subsidiaries.
- 8.0 All the applicable Rules governing the conditions and terms of employment of employees / trainees of your grade as in the present and in future shall be applicable to you, including but not limited to the Service Rules of the Corporation. The modifications, if any, to these Rules shall automatically be applicable to you, in future.
- 9.0 You are required to report for completion of joining formalities to HR department, NTPC Lara, Village Chhapora, Tehsil Pussore, District Raigarh (CG), 496440, at 10: 00 AM on 27.12.2021.
- 10.0 Please note that this offer shall stand automatically withdrawn and cancelled without any further notice to you if you fail to report at the above mentioned address on the stipulated date for completion of joining formalities.
- 11.0 We once again congratulate you on your selection and look forward to your long and fruitful association with NTPC, the largest power utility of the Country.

Yours faithfully,  
For and on behalf of NTPC LTD.

  
(Niraj Kumar Singh)  
Sr. Manager (HR)

पश्चिमी क्षेत्र - II मुख्यालय, एनटीपीसी लिमिटेड/ Western Region-II Headquarter, NTPC Limited  
प्लॉट नं. 87, सेक्टर-24, नवा रायपुर, अटल नगर 492 018 (छ.ग.) दूरभाष 0771-2515320, फैक्स 0771-2960101  
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Regd. Office : NTPC Bhawan, Scope Complex, 7 Institutional Area, Lodhi Road, New Delhi 110003





**15<sup>th</sup> December, 2022**

**Mr. Shubham Tiwari,**  
Aashiyana Apartment, flat no. 202,  
Ganesh colony, Laxmi Chowk, Wakad,  
Pune - 411057

**Dear Shubham,**

**Subject:** Offer Letter

With best wishes “**We welcome you to our innovative and dynamic team**” and look forward to a fruitful collaboration.

Bullmen Realty (“The Company”) with reference to your application is pleased to issue an Offer Letter.

That you will be designated as **Assistant Manager - Sales & Marketing** and will be based at our **Pune** Branch.

That your date of commencement of Employment will be on **16<sup>th</sup> December, 2022** with a reporting time 9:45 a.m. Bullmen Realty operates from Tuesday to Sunday. You will be obligated to attend office-as assigned to you by your supervisor in compliance with laws in force. As a fulltime employee, you may however be required to attend office on your off days if the business needs so warrant.

While we shall be executing a formal appointment letter which shall be a *sine qua non* for confirming your engagement/appointment with the company. We have, in the interim, issued the present Offer letter which shall suffice the requirement qua the commencement of your services with the company.

That your Annual Cost to Company will be **Rs. 4,56,000/- (Rupees four Lacs & Fifty Six Thousand Only)** per annum. It’s a complete Target based sales job with 10 mandate sales meeting and pay-out is linked with performance. The rules of your offer letter shall be unequivocally governed by the code of conduct of the company which, as a mandate, shall be signed separately and shall be construed and read as part and parcel of the present offer letter.

The probation period may extend to a maximum duration of 6 months, during which either party may terminate the Agreement by giving 30 days’ notice or Salary in lieu thereof. Your services at the end of probation period shall be treated as confirmed unless specifically extended by the company in writing.

**BULLMEN REALTY INDIA PRIVATE LTD** Corporate Office: - 2nd Floor, Add India Centre, Plot No-9, Sector-125, Noida201301 (U.P.)



The list of the documents that you need to furnish at the time of joining, joining will not happen without these documents.

Date of Birth proof certificate (Copy of passport / birth certificate / S.S.C)  
(Two Copies)

Original Academic Certificates (all from 10th to Highest)

Resignation Letter with acknowledgement & Relieving letter from previous employer (Original)

Proof of compensation last drawn (3 Months - Original)

4 recent passport size photographs (Recent)

Bank Statement (six months)/Cancelled Cheque

Residence proof (Pan Card/ Election/Passport/Ration Card etc.)

Updated Resume

Nationality proof (Voters ID, Passport, Driving License or any other government approved proof indicating nationality)

Residential Proof (For Temporary address – Rent Agreement and For Permanent address any government approved document/s.)

Please note that this offer is subject to your successfully completing the reference check, and will be deemed to be withdrawn by the Company in case you fail to clear the same irrespective of the fact that you may have formally commenced your training/employment with us.

The company shall have an absolute and unconditional right to revoke the offer letter in case it finds any discrepancy in the information furnished by the candidate or such other reason which it may deem fit in the interest of the company.

Bullmen Realty

Authorized signatory

Human Resources