



HETERO BIOPHARMA LIMITED
H.No. 8-3-166/1 & 2, 105 to 108, 1st Floor,
'G' Block, East Wing, Challa Estates,
Erragadda, Hyderabad - 500018.,
Telangana, INDIA.
Tel & Fax : +91 8542 227500
e-mail : contact.hbl@hetero.com

Dt: 19-04-2024

Mr. MIDDE ASHOK KUMAR

12-Tangedukunta(v),Obuladevaracheruvu,
Ananthapuram,Andhra Pradesh-515561.

Dear Mr. MIDDE ASHOK KUMAR,

Sub: Offer of Employment

We are pleased to offer you the position of **JUNIOR OFFICER** in **QUALITY CONTROL** department based on your application and interview you had with us. Your place of posting will be at **M/s HETERO BIOPHARMA LIMITED, JADCHERLA.**

1. You are requested to report for duty latest by **22-04-2024**, failing which offer is not valid beyond this date.
2. Upon receipt of the offer, you are required to undergo medical checkup at the company authorized diagnostic centres. You will be entitled for appointment upon you found to be medically fit.
3. You will report to the **AGM** or any other officer authorized by the company, with regard to your day to day activities from time to time.
4. If there are any changes in the conditions of your service, the same will be notified to you.
5. You will be entitled to the gross salary as discussed and agreed upon mutually.
6. You will be on probation for a period of six months from the date of your joining.
7. You are required to sign an agreement on your joining as discussed during interview.
8. Your appointment order including confidentiality and non-disclosure agreement indicating terms and conditions of your employment will be issued at the time of your joining.

Please ensure to bring the following documents / certificates etc., at the time of your joining.

1. Copy of your offer letter.
2. Employee Information sheet duly filled in.
3. Physical fitness certificate from a civil surgeon.



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4. Copies of educational certificates and mark sheets.
5. Four passport size colour photographs.
6. Proof of age: Birth certificate or 10th class certificate giving date of birth.
7. Latest pay slip and relieving letter from your previous employer.
8. Copy of your PAN card and ADHAR card.
9. PF declaration form duly filled in.
10. Copy of Form 16 issued by your present employer if you are assessed to IT.

Please note that you are expected to keep the salary details strictly confidential and not to disclose the same with anyone.

We look forward to your acceptance of this offer and join our organization.

We welcome you to **HETERO**

With best wishes,
For **HETERO BIOPHARMA LIMITED**

Venkata Jayapal Reddy Singareddy
ASSOCIATE VICE PRESIDENT - HUMAN RESOURCES

Offer Acceptance:

I received original offer letter dated **19-04-2024** for the position of **JUNIOR OFFICER** in **QUALITY CONTROL** and I here by accept the terms and conditions set out in the offer letter. I further confirm that I will be joining on or before **22-04-2024**.

Date:

Signature



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Dt: 04-09-2024

Mr. NARASIMHULU MANDA

TAVALAMMARRI(V),NALLACHERUVU(M),KADIRI,SATYASAI(D),AP-515551.

Dear Mr. NARASIMHULU MANDA,

Sub: Offer of Employment

We are pleased to offer you the position of **JUNIOR OFFICER** in **MICROBIOLOGY** department based on your application and interview you had with us. Your place of posting will be at **M/s HETERO BIOPHARMA LIMITED,#Office Address#**.

1. You are requested to report for duty latest by **12-09-2024**, failing which offer is not valid beyond this date.
2. Upon receipt of the offer, you are required to undergo medical checkup at the company authorized diagnostic centres. You will be entitled for appointment upon you found to be medically fit.
3. You will report to the **GENERAL MANAGER** or any other officer authorized by the company, with regard to your day to day activities from time to time.
4. If there are any changes in the conditions of your service, the same will be notified to you.
5. You will be entitled to the gross salary as discussed and agreed upon mutually.
6. You will be on probation for a period of six months from the date of your joining.
7. You are required to sign an agreement on your joining as discussed during interview.
8. Your appointment order including confidentiality and non-disclosure agreement indicating terms and conditions of your employment will be issued at the time of your joining.

Please ensure to bring the following documents / certificates etc., at the time of your joining.

1. Copy of your offer letter.
2. Employee Information sheet duly filled in.
3. Physical fitness certificate from a civil surgeon.



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4. Copies of educational certificates and mark sheets.
5. Four passport size colour photographs.
6. Proof of age: Birth certificate or 10th class certificate giving date of birth.
7. Latest pay slip and relieving letter from your previous employer.
8. Copy of your PAN card and ADHAR card.
9. PF declaration form duly filled in.
10. Copy of Form 16 issued by your present employer if you are assessed to IT.

Please note that you are expected to keep the salary details strictly confidential and not to disclose the same with anyone.

We look forward to your acceptance of this offer and join our organization.

We welcome you to **HETERO**

With best wishes,
For **HETERO BIOPHARMA LIMITED**

Venkata Jayapal Reddy Singareddy
VICE PRESIDENT - HUMAN RESOURCES

Offer Acceptance:

I received original offer letter dated **04-09-2024** for the position of **JUNIOR OFFICER** in **MICROBIOLOGY** and I here by accept the terms and conditions set out in the offer letter. I further confirm that I will be joining on or before **12-09-2024**.

Date:

Signature



OFFER OF EMPLOYMENT

Date: 24/04/2024

Ref App No. : HA2A323

Mr. /Ms. /Mrs. BHASKAR PATRO

Dear BHASKAR PATRO,

This is reference to your CV.

We are pleased to offer you employment for a fixed period (contract) with our Organization **Shakya HR Solutions Pvt Ltd** as '**SCIENTIST A1**' in '**ANALYTICAL**' Department. You are required to report on **01/05/2024** at the client premises **ANALYS LAB Pvt Ltd., Unit-II**. Plot.no 47, IDA, Balanagar Vil & Mandal, R R Dist., Hyderabad - 500037, Telangana, INDIA. Your **CTC 2,07,708.00/-** Per Annum (Inclusive of other benefits).

At the time of joining you will be required to submit the below documents:

1. Resume
2. ID Proof
3. Address Proof
4. All Original Certificates (from SSC to Highest Qualification)
5. Offer letter & Relieving letter
6. 5 Passport Size Photos
7. E-AADHAR with DOB & PAN Card copies
8. Physical fitness Certificate
9. Rs.100/- Non-Judicial Stamp Paper on your Name

Further details of the emoluments and other terms and conditions would be available in appointment letter, which will follow on your submission of the above documents as per company norms.

For Shakya HR Solutions Pvt Ltd.

YEDDULA Digitally signed by
YEDDULA BHARATHI

BHARATHI Date: 2024.04.24
12:40:57 +05'30'

Authorised Signatory

I hereby accept the above-mentioned terms and conditions.

Name: _____ Signature: _____ Date: _____

CENTURY PANELS LIMITED

Industrial Park,
Gopavaram (Village & Mandal),
YSR Kadapa District,
Andhra Pradesh - 516233
GSTIN : 37AAICC6529K1Z8



09/11/2023

To,
Mr. Mahendra Kumar
Badvel
Andhra Pradesh.

Sub: Letter Of Intent

Dear Mr. Mahendra Kumar,

We are pleased to offer you an appointment for the position of "Quality - Trainee" in Grade OO 2.0, based at Badvel (AP) as per the terms and conditions which have been mutually discussed & agreed upon. You shall be expected to join on **15th November 2023**.

The formal Appointment Letter giving your employment terms & conditions as well as Salary details will be given to you upon joining the Organization.

You are requested to furnish the following personal documents (as applicable):-

1. Attested photocopy of academic degrees and diplomas.
2. Two passport size color photographs
3. Address Proof of permanent residency
4. Age Proof
5. Pan Card (Attested Photocopy)
6. Cancelled cheque / Photocopy of Passbook of any functional existing Bank A/C for Bank A/C and IFSC Code details.

You are requested to sign the duplicate copy of the letter as a token of your acceptance and return to the undersigned.

We welcome you to Century Panels Limited and look forward to a long and fruitful association with you in the future.

Thank you.
Yours sincerely

For CENTURY PANELS LIMITED.

Rakesh Tiga
CHRO

Head Office:

CENTURY HOUSE, P-15/1, Taratla Road, Kolkata-700088 . Ph: +91 33 3940-3950 Fax:033 2041-5556
CIN:U20299WB2020PLC236573 . GSTIN: 19AAICC6529K1Z6



BENSON WESLY <bensonwesly@gmail.com>

Fwd: Offer Letter

melam venkatesh <venkateshmelam380@gmail.com>
To: BENSON WESLY <Bensonwesly@gmail.com>

Wed, 30 Oct 2024 at 7:09 PM

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

From: **Augustus HYD HR Department** <hrd@augustushcs.com>
Date: Wed, 21 Aug, 2024, 16:01
Subject: Offer Letter
To: venkateshmelam380@gmail.com <venkateshmelam380@gmail.com>

Dear Melam Venkatesh,

Congratulations! Welcome to Augustus Family!

On behalf of **Augustus Healthcare Management LLP.**, we would like to congratulate you for the position of “**Junior coder**”.

Your probation period will begin from your **DOJ** (Date of Joining) **9th August 2024** after the completion of the probation period (min 6 Months – with possible extensions), you will be confirmed as a **Full-Time** employee. The same will be confirmed and conveyed to you by the HR team at the appropriate time.

Employment is contingent upon providing the appropriate certification documents that establish both your educational credentials and employment eligibility, as required by Augustus HR Policy and any training certifications as specified in your resume. Employment is also contingent upon successful completion of the on-boarding process.

We believe that this position will offer you a challenging opportunity and will be professionally and personally satisfying. Please feel free to reach HR for any concerns / queries. Subject to physical availability, You will be entitled to receive the total CTC amount of **INR 24,000/- (Rs. Twenty-Four Thousand Only)** on monthly basis.

Please bring the photocopies of all the Documents on the Day of Joining.

1. Educational Marksheets (10th, 12th, Degree and PG- if applicable)
2. PAN card
3. Aadhar card
4. Address proof (permanent and current address proof)
5. Appointment letter/ Offer letter (from all previous employers) - Not for Freshers
6. Relieving /Experience letters from all previous organization - Not for Freshers
7. Last 3 months salary slips from last organization - Not for Freshers
8. Bank Statements for last 3 months and last three months' salary slips from previous company - Not for Freshers
9. 4 passport sized photos
10. Cancel cheque of your saving bank account OR First Page of Passbook- This is for Salary Credit Purpose So the account should belong to employee only. No joint Account / other's account is accepted.

Congratulations Once again, we Look forward to you joining us and wish you a rewarding career with us.

Thanks & Regards,

HR Department.

Augustus Healthcare Management LLP.

Augustus Healthcare Management LLP,

Jubilee Hills, Hyderabad, Telangana 500-033.

IND Phone - +91 75594 49111

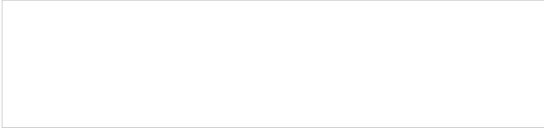


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5.2.2 Total number of placement of outgoing students during the year: 01

Year	Name of student placed and contact details	Program graduated from	Name of the employer with contact details	Pay package at appointment
2024	Aruna Paluri	MCA	Kavya Sritha Reddy, Associate Recruiter, Amazon	3.5 LPA
2024	Pula Manjunath	MCA	Nyera ,Call: 7013586357	1.80 LPA



Employment Offer from Bureau Veritas India Testing Services Pvt Ltd - Mr. Prem Shekar K

1 message

Azghar SYED <azghar.syed@bureauveritas.com>

Sat, Dec 28, 2024 at 11:13 AM

To: kannuripremsekhar@gmail.com <kannuripremsekhar@gmail.com>

Cc: Narasimha Chari CHIRALA <narasimha.chirala@bureauveritas.com>, Challa REDDY <rajasekhar.reddy@bureauveritas.com>, Shirisha PERUMALLAPALLI <shirisha.perumallapalli@bureauveritas.com>

Dear **Mr. Prem Shekar K**

Sub: **Fixed Term Contract offer for the position of Quality Controller**

This has reference to your resume and subsequent discussion we had with you on the captioned subject and position.

Based on our discussion and agreed role and responsibilities, we are pleased to offer you the position of "**Quality Controller**" in our company **Bureau Veritas India Testing Services Pvt Ltd** within Commodities and Industry & Facilities(CIF) Division as a **Trainee** for a period of **6 Months** starting from the date of joining. This position is based at **Hyderabad** and subject to transfer/relocation based on business requirement.

As discussed and agreed, we offer consolidated salary of **Rs. 15,000/-** per month gross salary subject to deductions of PF, ESI and tax as applicable. You will not be eligible for any other allowances and benefits as applicable to other employees in regular employment.

The detailed appointment Letter, setting out other terms and conditions of the service will be issued to you on the day of your joining. Your objectives will be discussed and finalized on your joining us.

Please note that this offer is valid, if you are found medically fit and if you join us on or before **02nd January 2025**.

We welcome you to Bureau Veritas Group and look forward to a long and mutually beneficial association with us.

Kindly confirm your acceptance to this offer by return mail and let's know your date of joining at the earliest.

Joining Office Address & Contact Person Details :-

Mr. Azghar Syed / Ms. Shirisha P - Human Resources

Address :

Bureau Veritas India Testing Services Pvt Ltd.

Aditya Trade Centre,

3rd Floor- 306,307,308,

Ameerpet,

Hyderabad - 500 038.

Best Regards,




**BUREAU
VERITAS**

Shaping a World of Trust

Azghar SYED


Manager – Human Resources,

Centre South Region & BVITS

 9700002001

 **BUREAU VERITAS**

Aditya Trade Centre, 3rd Floor-306,307,308,

Ameerpet, Hyderabad – 500 038 Tel Direct : +91 40 68160925  www.bureauveritas.com (or local website)



This message contains confidential information. To know more, please click on the following link: <https://disclaimer.bureauveritas.com>

Name: Kamatham Akhil Kumar

Date: 13/12/2024

To,
Mr. Kamatham Akhil Kumar
S/O. Kamatham Akhil Kumar
Address:26/1/1155 mini by
pass road vanamthopu
Andhrakesari Nagar Nellore
Andhra Pradesh

FIXED-TERM EMPLOYMENT CONTRACT

We are pleased to offer you fixed term employment at **State Bank Operations Support Services Pvt Ltd** (hereinafter referred to as the “**Company**” only) on a contract of employment (“hereinafter referred to as the “**Contract**” only). The terms of your fixed-term employment are exclusive to the Company on the following terms, conditions and understanding. -

POSITION:

You are employed by the Company under this contract as **FOS Team Lead** to render services to the Company which includes carrying out activities outsourced to it by its client/s.

TENURE:

Your employment under this contract is valid for One (1) year tenure with effect from **1 / 1 / 2 0 2 5 to 31/12/2025** and will automatically expire with the expiry of the contract, hence, no notice or payment in lieu thereof is payable to you at the expiration of the said contract’s specific tenure.

COTERMINOUS:

Notwithstanding the aforesaid tenure, your Contract is coterminous with the Company’s contract with its client/s or with the project/work/deputation/position/assignment for which you are being employed by the Company against its clients’ requisition and deployed to carry out activities outsourced to it, is temporarily or permanently, completely or partially, discontinued, suspended, stopped, terminated or ceased before the completion of the Company or its client contract. In such an event, the Company is not liable to pay any compensation or to entertain any claim for the unexpired period of the tenure mentioned above if your contract of employment is closed and your employment under the said contract is discontinued by the Company before the expiry of tenure as specified above.

LOCATION:

The Company initially deutes you to work at **RBO 3 Nellore**. However, the Company may at its sole discretion, post/transfer/ depute you to any office, branch or establishment of the Company/client.

REMUNERATION:

Your remuneration is as per the details given in **Annexure A** of this Contract and the same shall be subjected to deduction of taxes and other statutory deductions.

STATUTORY BENEFITS:

You will be entitled to all applicable statutory benefits during the period of this Contract.

TERMINATION:

During the tenure of your contract, your employment is liable to be terminated for any misconduct either noticed by the Company or brought to its notice or in case you breach, violate or fail to comply with the Company's policy, contract, standard terms of employment or code of conduct.

CONFIDENTIAL INFORMATION

Your legal obligation includes, among others, maintaining the company & its client's 'confidentiality', thus, you should not divulge any facts, information, trade secrets, working details etc. to anyone. If it is found that you have breached confidentiality, then your services may be terminated without notice or compensation in lieu thereof.

ADDRESS FOR COMMUNICATION:

The address given by you at the time of joining will be deemed to be your correct residential address. In case of any changes to your residential or permanent address, you should inform the management within three (3) days in writing of such changes. Any communication sent to you at your last known residential address and/or on your Email ID or WhatsApp number if available and active, will be deemed to have been served upon you.

BACKGROUND VERIFICATION:

By accepting this Contract, you unconditionally agree to authorize the Company, any external agency hired by the Company or any third-party vendors, statutory authorities and/or any other Company affiliates to verify your educational, employment antecedents, your conduct, and any other background checks before you joined the Company or thereafter, to reasonably achieve the legitimate purpose and use thereof as detailed hereinabove & consented. In any case, transfer to third parties will be strictly on a need basis, to comply with contractual or legal obligations. The Company will manage, maintain and store your Personal Data in compliance with the Company's policy, the applicable law and regulations. Your appointment is contingent upon the successful completion of the background check and the Company reserves the right to end your employment if the results of your background investigation are averse to the Company's policy.

RULES AND REGULATIONS:

During the tenure of your contract, you will be governed by the contract's terms and conditions, the Company's policy & amendments thereof, the standard terms of employment and the code of conduct and together will form part of your contract of employment. Hence, you shall abide by them. The standard terms of employment & the code of Conduct are attached herewith as annexures B & C, respectively.

JURISDICTION:

Notwithstanding the place of work or placement or the normal or usual residence of the employee concerned, or the place where this contract of employment is signed or executed, the High Court of Delhi and its subordinate Courts shall have exclusive jurisdiction in respect of any disputes arising out of or in connection with this contract.

DATE OF JOINING & DEEMED CANCELLATION OF CONTRACT:

You shall report to work on **1 / 1 / 2 0 2 5 by 10:00 am at RB O 3 N e l l o r e** for joining. This contract stands cancelled and revoked if you do not join on the said date of joining and your non-joining on the said date will be construed as deemed and implied rejection of the offer of fixed-term employment from your side; hence no obligation would arise on the part of the Company for such a contract of employment.

You are required to sign a duplicate copy of this contract of employment, standard terms of contract, code of conduct and consent as a token of your acceptance of the terms and the conditions stipulated hereinabove.

Here's wishing you the very best in your career.

Yours Sincerely,

For State Bank Operation Support Services Pvt. Ltd.,



Authorized Signatory
Divya Rastogi
Vice President - HR

ACKNOWLEDGEMENT AND ACCEPTANCE

I have read and understood the terms and conditions of the Company's fixed-term contract of employment dated **13/12/2024**. I voluntarily and without any reservation accept the same. I shall abide by the terms and conditions mentioned therein and any amendment thereof. The Company has also properly sensitized me about its policy, and I have understood it. The terms and conditions of the said Contract have also been explained to me in Hindi/Vernacular language and I have understood the same.

In case of any violation or non-adherence to the Company's policy, contract, its standard terms of employment or code of conduct by me, the Company shall be entitled to take such action against me as it may deem fit and appropriate.

I **Kamatham Akhil Kumar** have read and hereby accept the above-mentioned terms and conditions.

Signature:

Date

Enclosures (I) Remuneration/Compensation Sheet; (ii) Standard Terms of Employment (iii) Code of Conduct (iv) Consent Letter.

Remuneration/Compensation Sheet

Name	Kamatham Akhil Kumar	
Designation	FOS Team Lead	
Department	Operations	
Location	RBO 3 Nellore	
Salary Component	Payable Monthly (Rs.)	Payable Annual (Rs.)
Basic	13000	156000
HRA	5126	61512
Statutory Bonus	1060	12720
Gross Pay (A)	19186	230232
Employer PF	1560	18720
Employer ESIC	624	7488
Employer PF Admin Charges	130	1560
Retirals Benefits (B)	2314	27768
CTC (A+B)	21500	258000
Employee PF	1560	18720
Employee ESIC	144	1728
Employee Contribution (C)	1704	20448
Net Take Home (A-C)	17482	
Out of Pocket Expenses (including travel expenses) @Rs.200/- present per day based on attendance and field visit certified by respective Branch/RACC of client.		
Mobile Reimbursement of Rs.300/- per month (maximum amount).		
Take home is subjected to all applicable statutory deductions like Professional Tax (PT), Labour Welfare Fund (LWF), Income Tax etc.		
All statutory deductions liable to be made from salary as per applicable rules under Centre/State regulations/act and will be part of CTC		

For State Bank Operation Support Services Pvt. Ltd.,



Authorized Signatory
Divya Rastogi
Vice President - HR

STANDARD TERMS OF EMPLOYMENT

1. RULES/POLICIES OF THE COMPANY & ITS CLIENTS:

- 1.1. Your fixed-term employment contract shall be governed by its terms & conditions, stipulations, standard terms of employment, and by the Company's policies and amendments thereof, if any. The attached code of conduct as annexure C is also a part of the standard terms of employment.
- 1.2 You shall be required to complete the joining formalities as per Para 11 of these Standard Terms of Employment. These formalities are required as a part of compliance. You should, therefore, complete the said formalities immediately but not later than ten (10) days from the date of joining. You may please note that in the event you fail to complete the formalities within the stipulated time the Company may be constrained and reserves the right to cancel/invalidate your engagement and rescind the said contract of employment. We expect you not to place yourself in such a situation.
- 1.3 You have been engaged based on the information/particulars provided by you in your application for engagement by the Company and supporting documents therein. If any information/ documents or declaration supplied or given by you, are found to be false, incorrect, or fabricated or you have suppressed any material information, your contract of employment will be deemed void and the same shall be liable for termination without notice or compensation in lieu thereof.
- 1.4 It is specifically understood by you that during the tenure of your contract of employment, you shall neither seek nor accept to be employed, engaged, hired by or in any manner whatsoever, render services to any third party.
- 1.5 Salaries will be disbursed based on attendance inputs, therefore, you must mark the attendance timely, as advised. Failing to mark attendance may trigger/ mark you absent in the record.
- 1.6 In the day-to-day functioning or carrying out your responsibilities and duties, you will receive instructions from the client and will undertake to abide by any suggestions, etc. given by any assigned person(s).
- 1.7 You should undergo any training if offered by the Company as per the nature of work and duty assigned to you.
- 1.8 You shall be bound to follow the working hours and shifts of the client's organization.

2. DISCRETION:

- 2.1 Your employment under the contract of employment is subject to you being medically fit to perform the assigned duties.
- 2.2 During the tenure of this Contract, your services could be transferred at the sole discretion of the Company on administrative and/or work-related exigencies. If transferred by Company it is expected from you that you shall join and resume your duties in terms of Transfer Order at the transferred place of location, without any demur or protest. Your failure to join duty shall be your voluntary act to abandon and relinquish this contract of employment and your contract of employment shall be terminated/ceased accordingly.

3. TERMINATION

- 3.1 This contract of employment is terminable by either party by giving one (1) month notice in writing or salary in lieu thereof to the other party. However, acceptance of 'salary in lieu' is at the discretion of the Company. The Company reserves the right to waive off the requirement of notice, and it is further clarified and agreed that the Company has the sole right and discretion to accept or decline payment instead of notice and insist you work for the notice period at the time of your resignation.
- 3.2 Your contract of employment is also liable to be terminated for act/s of misconduct. For these Standard Terms of Employment, the following shall denote misconduct, namely: -
- (a) theft, fraud, dishonesty in connection with the Company or its client/s business or property.
 - (b) taking or giving of bribes or illegal gratifications whatsoever in his interest.
 - (c) willful insubordination or disobedience of lawful or reasonable order assigned superior or reporting manager.
 - (d) habitual late attendance and habitual absence without leave or sufficient cause, drunkenness, fighting or riotous, disorderly, or indecent behaviour while on duty at the place of work.
 - (e) Negligence at work or habitual neglect of work.
 - (f) causing willful damage to work in progress or property of the employer.
 - (g) slowing down work.
 - (h) acceptance of gifts or money from the Company's or client/s customers or employees.
 - (i) conviction in any Court of Law.
 - (j) continuous absence without permission for more than five days.
 - (k) giving false information.
 - (l) leaving work without prior permission.
 - (m) Threatening, abuse, or assaulting any superior or co-employee.
 - (n) disclosing to any unauthorized person any confidential information regarding the work or process of the Company or of its client/s which may come into possession in the course of work.
 - (o) refusal to accept or acknowledge any communication, order, or notice of the Company.
 - (p) failure to wear the I card given by the company.
 - (q) claiming a false bill for reimbursement.
 - (r) involving in unauthorized access to any IT system, or computer network of the employer/client/customer.
 - (s) indulge in any act of sexual harassment of any woman at his workplace. "Sexual harassment" means sexual harassment as defined in clause (n) of Section 2 of the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 and includes the circumstances specified in sub-section (2) of Section 3 of the said Act
- 3.3 Your contract of employment is also subject to future good conduct. Future good conduct, therefore, shall be an implied condition of your contract of employment and continuation thereof. The Company reserves the right to terminate your contract with or without notice period if there is a violation of this condition. The condition of continuous employment during the tenure of this contract includes that you should not only be trustworthy, but your actions should also justify the Company's confidence in you.
- 3.4 It is clarified and agreed that it is the Company's discretion to initiate & proceed departmentally or to discharge you summarily, depending upon the gravity of charges against you for your acts or omissions which the Company considers as grave misconduct. In case the circumstances warrant the summary discharge, the procedure shall be based on the principle of natural justice which differs from case to case.
- 3.5 The closure of the contract of employment from the Company shall be completed only when the company or its Client's assets which are not limited to tablet or any electronic devices, ID cards, etc. are returned to them. Any failure to return the above shall entitle the Company to withhold your relieving letter, deduct such an amount from your full and final payment, and take the necessary actions required under law for such a recovery, without further notice.

4. CHANGE OF ADDRESS & SALARY ACCOUNT:

If there is any change in your residential address or salary account details, you must inform the Company in writing within three (3) days from the date of such change and get such change/s recorded in the Company's systems. Any failure by you shall release the Company from any claims/obligations therein. Otherwise, all communication by the Company shall be at your last known address and shall be deemed to have been served upon you at the expiration of 2 (two) Business Days after dispatch if delivered by registered post or at [10] a.m. on the next Business Day following dispatch if sent by e-mail or by WhatsApp.

5. CONFIDENTIALITY

Company requires you to treat information which may be in any form or medium, tangible or intangible and may be communicated/disclosed in writing, orally, or learnt or accessed by any means during your deployment or is otherwise available to you as privileged information, whether or not the same is provided by Company, its client/s or body corporate where you are deputed and you to maintain the confidentiality thereof and not to divulge or communicate it in any manner. You are also required to maintain strict confidentiality regarding information relating to the working of the Company, its client or body corporate where you are deputed, procedures and practices adopted by it or its client/s.

6. NON - DISCLOSURE:

You shall take care not to disclose or divulge confidential information/trade secrets, etc. belonging either to the Company or its clients, that you may come across in the course of your responsibilities to anyone outside the client's organization and you shall use such confidential Information only in connection with the services provided by you to such client. You are also required not to communicate or pass any information related to the Company or its client/s or body corporate where you are deputed, to anyone except as required by the Company. You are also required not to share any official documents in any manner, including electronic media, email and other modes, except as specified by the Company.

7. WEEKLY OFF, HOLIDAYS & LEAVE:

- 7.1 You will be entitled to weekly off for one day per week (Sunday/any other day) as notified by the Company from time to time.
- 7.2 In addition, you will be entitled to public holidays as applicable to the Company's client's establishment where you are deployed.
- 7.3 You will be allowed leave as per the Company's policy/applicable law.
- 7.4 If you are absent from work due to sickness or injury, you will follow the Leave Policy of the Company and inform the assigned senior / reporting manager with updates as to your recovery and as far as practicable, will inform the said designated person of the Company of your expected date of return to work.

8. ABSENTEEISM:

You should be regular and punctual in your attendance. In case of your continuous absence for five (5) working days or more, without formal requests or permission from the senior assigned person(s)/reporting manager for the same, you shall be deemed to have left and relinquished your service. Such automatic relinquishment of the contract shall be deemed as repudiation of the contract of employment by you and not as a termination of the service by the Company and you shall forthwith cease to be an employee of the Company without any further notice or act from the Company.

9. LIABILITY:

- 9.1 You should not make any claim or assert any right to employment, damage, loss or compensation of any sort whatsoever against the Company or its client or their clients.
- 9.2 Further upon the lapse of your tenure with the Company or earlier termination thereof, you shall have no right or claim against the Company for continued employment and in this regard, the Company does not guarantee or warrant any continued employment after the term of employment or earlier termination thereof.

10. INDEMNITY:

You shall be responsible for protecting any property of the Company and/or the client if entrusted to you in the due discharge of your duties and you shall indemnify the client and Company if there is a loss of any kind to the said property or on account of your failure to satisfy any of your obligations during your tenure of your contract of employment. You shall also indemnify the Company and its clients and hold both parties harmless against any claims attributable to you during the term of this Contract. Both parties reserve the right to take the necessary legal action, including recovery against such damage caused by your acts and omission or violation of the terms of this contract.

11. DOCUMENTS:

As part of Background Verification (BGV) validation and creation of employment records, you are required to provide photocopies of the following documents and to complete the formality in this regard on the day of your joining or within 10 days of your joining. After the documents are seen, verified & compared with the original thereof by the Company, the same are not retained by the Company.

- a) Aadhaar Card for proof of identity.
- b) Education Certificates.
- c) ESI declaration in Form 1, PF nomination in Form 2:
- d) Pan Card
- e) Bank Account details with proof.
- f) Six (6) Passport size photograph.
- g) Experience certificates and a relieving letter from your previous employer (if applicable).
- h) Proof of your last drawn salary/pay slip (if applicable).
- i) PF Declaration in Form 11.
- j) ESIC Card and
- k) Application form with Biodata / Resume.

Your failure to submit the above shall be dealt with as per Para 1.2 of this Standard Terms of Employment.

I have read and hereby accept the said standard terms of employment. In case of any violation or non-adherence to the Company's policy, contract, its standard terms of employment or code of conduct by me, the Company shall be entitled to take such action against me as it may deem fit and appropriate.

.....
Signature

Date

Name: **Kamatham Akhil Kumar.**

CODE OF CONDUCT

During the tenure of the contract, this Code of Conduct (hereinafter referred to as “Code” only) highlights the importance of ethical values and the minimum standard of etiquette while conducting the Company and/or its client’s business/work. It is, therefore, expected from the fixed-term contractual employees that they will adhere to the rules of conduct laid down in this Code while working for the Company & its client/s. As this Code is a part of the standard terms of employment of your contract, its natural corollary is that its violation or non-adherence of this Code Dos and Don’t is considered misconduct in the same manner as violation or non-adherence of the Company’s policy, contract or standard terms of employment is considered as misconduct. The Company reserves the right to initiate appropriate action it deems fit. It is, therefore, in your interest to strictly adhere to this Code’s Dos and Don’t because any violation of the Code’s standards may attract action in terms of Para 3 of the Standard Terms of Employment. It is, therefore, expected that you will not violate or breach the following Dos and Don’ts. The Dos and Don’ts are as follows: -

1. It is the policy of the Company to conduct all its business honestly and ethically, therefore, you shall not offer, pay, promise, authorize or receive any bribe or facilitation payment or other illicit payment or benefit or favour in violation of this Code.
2. You shall act with personal and professional integrity, honesty, and ethical conduct. Honest conduct would be conduct that is free from fraud or deception.
3. You shall interact with the clients, co-employees, and any other individual decently and politely.
4. You shall maintain good conduct and discipline and show courtesy and attention to all people in the performance of your duties for the Company/its clients.
5. You shall not misbehave against the Company or its client’s employees/officers or act in an indiscipline manner in the Company or the client’s premises as such acts are detrimental to the Company and of its client’s reputation and against their business & commercial interest.
6. You shall obey and carry out all lawful and reasonable orders and directions which may from time to time be given to you by any assigned senior / reporting manager under whom you are working or placed for the time being.
7. You shall discharge your duties with the utmost integrity, honesty, devotion, and diligence and do nothing unbecoming of as an employee of the Company.
8. You shall not be under the influence of intoxicating drinks or drugs while on duty and not appear in a state of intoxication in a public place.
9. You should not use abusive language and should observe social etiquette & behave properly.
10. You shall promptly advise the Company when a complaint is filed against you and keep the Company informed of the developments in the matter from time to time.
11. You should be punctual and report to work regularly at the stipulated time.
12. You should not pass any information by or through any means or mode regarding the Company or of its clients to any outside person/competitor, except when the Company authorizes such information to be passed on to a third party.
13. You shall not take, give, or attempt to take any unfair assistance or use or attempt to use any unfair methods or means in matters relating to the Company during the discharge of your duties.
14. You should not engage directly or indirectly in any trade, business or practice or undertake any employment.
15. You shall not contribute any article or write any letter in your name, anonymously or in the name of another person, to any printing media nor upload any clipping or message in your official group or otherwise in any group concerning the Company or its clients based on any documents, papers or information on social media which may have come to your possession or is within your knowledge.
16. You shall not request any customer of the Company or its client/s, for any loan, neither for your spouse nor for a close relative.

17. You shall not use, accept or permit any member of your family or any person acting on your behalf to accept any money, payment, loan, gift, undue favour or hospitality from any person, firm, company or any undertaking, having dealings with the Company or with its client/s.
18. You should not leave the place without the prior permission of the assigned senior / reporting manager under whom you are working.
19. You shall not place yourself under a pecuniary obligation of any person, or association of persons, firm, company, or institution.
20. You should not lend money in your private capacity to a customer of the Company or of its clients nor shall you have personal dealings with a customer.
21. You should not bring any political or other outside influence upon the Company or any authority of the Company's client to further your interest in matters concerning your employment and working in the Company or your deployment at the Company's client location.
22. You shall not indulge in any act of sexual harassment of any woman at your workplace.
23. You should be dressed properly, should also wear only the Company's ID card with the Company's lanyard and digitally mark your attendance in A app provided to you.
24. You should use confidential information only for the Company's work or for its client's work.
25. You shall protect and respect the Intellectual property rights including the intellectual property rights of the clients of the Company; you shall not violate the intellectual property rights of any of the third party in the course of your employment because it shall be treated as illegal and shall be subjected to legal action.
26. You shall be under liability to return all confidential corporate information in your possession while leaving the Company.
27. You shall be responsible for protecting and for appropriate use of the assets of the Company and of the client where you are stationed.
28. You must safeguard the assets of the Company and its clients against loss, damage, misuse or theft.
29. You shall report any suspected violation of this Code promptly.

It is neither possible nor practical to list all Dos and Don'ts for all employees engaged by the Company and/or deployed by it for its client/s at their locations. However, an act or omission which by its very nature is misconduct but omitted from being mentioned in the Code or covered under the standard terms of employment shall be considered and treated in the same manner as other misconducts mentioned in the standard terms of employment or the Code.

ACKNOWLEDGEMENT & CONFIRMATION

I acknowledge receipt of the Code of Conduct. I also confirm that I have read and understood the essence/core value of this Code and I promise that I will abide by them. In case of any violation, or non-adherence to the said Code, the Company shall be entitled to take such action against me as it deems fit & appropriate. The contents of the standard terms & conditions and this code have been explained to me in Hindi/Vernacular language and I have understood the same.

.....
Signature

Date

Name: **Kamatham Akhil Kumar.**

Notice for Consent

Please be informed that the Company may be 'Processing' your specific personal data/sensitive information provided voluntarily by you for employment purposes & to garner its benefits, and in respect thereof, you have not indicated that the same shall not be used or shared amongst Company's employees, officers, directors, clients and its agents, suppliers or third-party vendors such as (IT, Financial, Background Verifiers (BGV), or legal), or any statutory authorities and/or to any other Company affiliates. The sensitive personal data or information under the Information Technology (Reasonable security practices and procedures and sensitive personal data or information) Rules, 2011(SPDI Rules, 2011) among other means your financial information such as Bank A/c, credit card or debit card or other payment instrument details, health condition, medical records & history, biometric information, and any information received by the Company for processing under contract. Whereas 'Processing' personal data under the Digital Personal Data Protection Act, 2023 means among other things, operations such as collection, use or disclosure, storage, retrieval, sharing, disclosure by transmission, otherwise making available, erasure or destruction.

You have an option not to provide or to withdraw your consent by writing to the Company's authorized person **Shri Anurag Goyal, Deputy Vice President, E-mail Id – hr5@sboss.net.in**. It shall apply prospectively, and, in both cases, the Company may decline employment/ services during the tenure of your employment or contract of employment. Once the Consent Manager comes into being, you can give, manage, review, or withdraw your consent through him. Till then, in case of grievance relating to your specific personal data against the Company's act or omission under SPDI Rules, 2011, performance of its obligations or exercise of your right under the DPDP Act, 2023 and Rules made therein, you may approach the said authorized person of the Company for redressal of your grievances. Your data will be managed, maintained, and stored till the closure of your contract of employment and five years thereafter as per the Company's Policy or till the legally prescribed period whichever is earlier.

CONSENT

I **Kamatham Akhil Kumar, S/O. Mr. Kamatham Akhil Kumar, R/O. 26/1/1155 mini by pass road vanamthopu Andhrakesari Nagar Nellore Andhra Pradesh** acknowledge that I have read and understood the Company's purpose for collecting my personal and sensitive details and the said notice, hence, I allow the Company to collect, use, share and store my personal and sensitive data /information details, till revocation of this consent which will be effective only after closure of my contract of employment and five years thereafter as per the Company's Policy and in token of my explicit Consent, I sign this consent.

.....

Signature

Date

Name: **Kamatham Akhil Kumar**

Vimta Labs Limited

Registered Office

142, IDA Phase II, Cherlapally

Hyderabad – 500 051, Telangana, India

T : +91 40 2726 4141

F : +91 40 2726 3657



23rd Sep 2024

Ms. Killada Sharon Kumari

C/O. Killada Kesava Naidu, 2-25, Pedda Veedhi,
Balajipeta Mandal, VTC: Tumarada, Viziangaram - 535557,
8247895893,
killadasharon04@gmail.com.

Letter of Offer

Dear Ms. Killada Sharon Kumari,

Further to the interview and discussion you had with us, we are pleased to offer you the position of **Trainee Analyst at Level 9 for Food Division** of our organization.

Your annual CTC will be **INR. 224268/- Per Annum (Indian Rupees Two Lakhs Twenty Four Thousand Two Hundred Sixty-Eight Only Per Annum)**. Detailed CTC breakup is given in Annexure I.

Your initial place of posting will be at **Hyderabad** However, the organization reserves the right to transfer you to any other department/division/ branch / location of the organization that is in existence or may come into existence at a future date.

You are required to deposit all your original academic certificates on the day of joining along with the Service Agreement on Rs. 100/- Bond Paper for **THREE** years with Surety Signatures. The Draft is enclosed accordingly.

You are requested to join the organization on **03rd Oct 2024** (or on any other mutually agreed date in writing) failing which, the Letter of Offer stands withdrawn. Kindly note that this offer is confidential. A detailed letter of appointment will be given to you on the day of joining.

Please note that your employment will be subject to:

1. Receipt of satisfactory character references by the organization.
2. Receipt of attested copies of all the educational qualifications certificates.
3. Receipt of copy of your relieving letter & service certificate from current/most recent employer.
4. Submission of all the following documents at the time of joining.
 - a. Last 3 months pay slips and Form-16, if applicable
 - b. 8 copies of your passport size photographs.
 - c. PAN Card, Aadhar Card, Voter Identify card or any other identity proof.

If you have any queries regarding this offer, please contact **Mr Herbinder Singh at +91-40-67404040**. Other than the terms mentioned in this letter, you shall be obliged to follow and abide by the work processes, policies, management systems, protocols and general instructions issued thereof, and service rules of the Company as in force and/or amended from time to time.

Please sign below and return a copy of this letter as a token of your acceptance.

Yours sincerely,

For Vimta Labs Ltd.,

Herbinder Singh

Vice President - Human Resources

I, Name: _____ have read the offer letter and accept the same.

Signature _____ Date _____

Vimta Labs Limited

Registered Office

142, IDA Phase II, Cherlapally

Hyderabad – 500 051, Telangana, India

T : +91 40 2726 4141

F : +91 40 2726 3657

Salary Structure Annexure-I		
Name	Ms. Killada Sharon Kumari	
Designation	Trainee Analyst	
Division / BU	Food	
Department / SBU	Food - VLS - NW	
Date of Joining	03 rd Oct 2024	
EARNINGS		
Pay Components	Per Month (In INR)	Per Annum (In INR)
Basic salary	7000	84000
HRA	2800	33600
Special allowance	5200	62400
Gross Earnings – (A)	15000	180000
Employer Contributions (Subject to Fulfilment of Service Conditions)		
Employer Contribution for Provident Fund	1464	17568
Employer Contribution of ESI (3.25% on Gross)	488	5856
* Statutory Bonus	1400	16800
**Gratuity	337	4044
Employer Contributions Total (C)	3689	44268
Total Cost to Company (CTC) (A+C)	18689	224268
<p>Information contained in this Annexure- I is highly confidential and not to be shared with anyone.</p> <p>Company reserves the right to alter/re-group the pay and allowances without reduction in annual compensation.</p> <p>Necessary Income Taxes deductions are applicable as per Income tax Act.</p> <p>*Statutory Bonus will be paid Annually.</p> <p>**The employee is entitled to the benefit of Gratuity, only on completion of five years continuous services with the organization, as per the Payment of Gratuity' Act, 1972.</p>		



“ Manufacturer & Exporter of Food Products ”

Date:30.09.2024

Ms. MEDABOYINA RAGINI
BOMMLASATRAM, NANDYAL,
ANDHRA PRADESH

Dear Mr/Ms. MEDABOYINA RAGINI,

We are pleased to offer you an internship opportunity at Frumar Agri Foods Pvt. Ltd & Tejas Food Industries LLP – Hyderabad. We believe that this internship will provide you with valuable experience and learning opportunities.

Details of the internship are as follows:

Internship Role : Trainee – Quality Controll
Duration : 01.10.2024 to 31.12.2024
Timings : **9:30 AM to 6:30 PM** - 6 days of the week
Stipend : Upto **13,000/-** per Month, to be paid on a Monthly basis

During your internship, you will report to Mr. Krishna Kishore Operations manager - HMDA, who will provide you with guidance and support throughout your internship.

Please confirm your acceptance of this internship offer by signing and returning a copy of this letter by **01.10.2024**. If you have any questions or need further information, please feel free to contact me at details mentioned in the Mail.

We are excited to have you join us and look forward to a productive and successful internship together.

FRUMAR MARKETING PRIVATE LIMITED

Regd. Office : Plot No.: 241-C, 1st Floor,
Near Vajra's Sree Nivasam, Raghavendra Colony,
Kondapur, Hyderabad - 500 084, Telangana, INDIA.

Phone : +91-40-48565651, 48565652
E-mail : info@frumarltd.com
Website : www.frumarltd.com

Date: 29 May 2024

Mr N Manjunath
5-129, BC Colony, Kurubarahalli, Muthukur, Anantpur,
Andhra
Pradesh 515271

Employee No: 3372250
Dear Mr N Manjunath

Appointment Letter

We are pleased to appoint you in our organization as Sales Support Trainee subject to the following terms and conditions:

1. Your contract will commence from 29 May 2024 and expire on 29 May 2025 during which you will render services to our Client at their premises subject to the terms and conditions of the engagement letter executed by you on 29 May 2024 and in accordance to the instructions received by you from us or any other authorized person and will be bound by our rules and regulations.
2. You hereby agree to be liable for the following terms and conditions:
 - i. Fully perform the services, in a professional manner, at the Client's location until the completion of the term of the work assignment.
 - ii. 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.
 - iii. Not engage in any conduct which is detrimental to the interest of the Client or TeamLease.
 - iv. Not receive any payments of any nature directly or indirectly from the Client unless agreed to by TeamLease.
 - 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 TeamLease.
 - vi. Extend all cooperation to the Client's employees, consultants, representatives, etc, and do all such things as may be necessary and comply with all terms of the Appointment letter so as to effectively undertake the work.
 - vii. 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.
 - viii. Comply with the safety, health and other rules and regulations of TeamLease and the TeamLease Client that you have been made aware of.
 - ix. During the course of your contract, you can be transferred to a location within the territory of India as and when required by TeamLease for executing the services provided herein.
3. Should you be selected to perform the Work Assignment, the nature of your relationship with TeamLease will be that of a Contract of Service for a fixed period. By executing this letter of engagement neither do we offer you employment with TeamLease nor do you become an employee of TeamLease. Upon expiry or termination of the Work Assignment, your employment with TeamLease shall stand terminated forthwith.
4. Except for expiry of a Work Assignment due to completion/expiry of the same or in respect of a Work Assignment of one week or a lesser period of time, either party may terminate this Work Assignment Letter by issuing 30 days notice in writing or payment thereof.
5. Termination of this letter of engagement shall not affect the obligations of the parties that have been incurred prior to such termination and TeamLease shall promptly settle all your dues after making the applicable deductions.
6. You agree to defend, indemnify and hold TeamLease or the Client harmless from any and all claims, damages, liability, 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.
7. Any dispute between you and TeamLease shall be referred to a sole arbitrator appointed by TeamLease. The arbitration shall be conducted in English language, in accordance with the Arbitration and Conciliation Act 1996, at Bangalore, Karnataka, India. This Engagement Letter shall be governed by the laws of India.

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8. Details of your salary breakup will be as per the Annexure attached herein. You hereby authorize TeamLease to make all salary payments required to be made to you by TeamLease including all reimbursements either by way of Cheque or by directly crediting the amounts to your bank account.
9. The salary payout will be made latest by 9th of the following month.
10. You will be entitled to an employer's contribution of Provident fund to the extent of 12% of your basic salary and applicable ESI contribution. You will also be covered under Medical and Accident Insurance and will be entitled to all other statutory benefits whichever is applicable during the contract period. It is hereby clarified that if you fail to submit the ESIC, PF, Gratuity nomination forms together with any other document as required under the applicable labour legislations, TeamLease shall not incur any liability with regards to any Claims under the said applicable labour legislations.
11. In addition to the terms contained herein, your relationship with TeamLease may be subject to such other additional terms and conditions as may be communicated to you from time to time in writing by TeamLease and you hereby agree to have read and clearly understood the terms of employment provided in the Service Rules, which is attached herein.
12. During your employment with TeamLease, if we find any irregularity or insufficiency in the documents submitted by you, this Appointment Letter would stand cancelled/revoked.
13. Your appointment will be subject to being NISM certified (Mutual Fund Distributors Module - Series V A) in keepin with the regulatory guidelines.
14. The nature of your relationship with TeamLease will be that of contract of service from 29 May 2024 to 29 May 2025 . Upon expiry or termination of the work Assignment, your employment with TeamLease shall stand terminated forthwith.
15. Upon resignation or early termination of your fixed term contract, an amount of Rs. 500/- (Rupees Five Hundred Only) shall be deducted from your full and final settlement towards the Alumni & Learning Fee. This Fee is towards Lifetime Access to the TeamLease Alumni App, where you will continue to have access to the TeamLease Learning portal to be able to access free courses. You will also get various job recommendations from our TL Connect Job portal basis your career interests. Additionally on the TeamLease App, you will also be able to view & download your Payslips, Appointment letter, relieving letter, PF statement, Income Tax statement etc.
16. "You shall not, either during or after termination of your employment with client give out to any third part by word of mouth or otherwise, the Proprietary and/or Confidential Information of the Company, that shall include but not limited to all information, software (whether in object or source code), statistics, data, data base, knowledge, trade secrets, inventions, products detail, know-how, formula, processes, designs, drawings, charts, maps, concepts, ideas, systems, project plans, business plans, client details, security information, any other creations of whatsoever nature, kind or description, organizational matters pertaining to company or our client. Further, you shall not at any time, whether during or after the period of employment, use such Proprietary or Confidential information or any part thereof, for your own benefit or for the benefit of any person, firm, company or other legal entity other than our client. This Non-Disclosure obligations enumerated above shall be binding on you at all times, irrespective of whether you continue to be employed by the company or not.
17. This appointment letter shall be co-terminus with the agreement we have with our client.
18. Upon joining, an amount of Rs. 399/- shall be deducted from your first month pay towards Assessment and Verification Fee. This will include Soft Skills Assessment along with a detailed Assessment report conducted at the time of joining, Suggested Skill building Certification courses along with access to Learning content on our Learning platform.

We at TeamLease would like to create an environment and culture committed to co-operation, quality and responsiveness that permeates every activity. As a new entrant we would like you to add value to this process. Please return the copy of the Offer Letter enclosed after affixing your signature at the appropriate place on the Office Copy in token of your having read, agreed, fully understood and accepted the terms and conditions of appointment. Please send across the signed acknowledged copy to ROPS Team, Bangalore TeamLease Address which is mentioned below. In case we do not receive your acknowledgement copy within a period of 15 days from the date of joining, your assignment at TeamLease with the acceptance of your first salary from TeamLease will be conclusive proof of your acceptance in accordance of terms and conditions.

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TeamLease neither accepts any consideration in the form of any cash or kind nor supports any policy of accepting such consideration by any third party for providing employment to prospective candidates. In the event you have paid any such amount to any employee, Officer, representative of TeamLease kindly bring the same to the immediate notice of your superiors or report the same to Teamlease through email or through the toll free number which is provide to you.

ENDORSEMENT

I hereby confirm acceptance of the above assignment, on the terms and conditions stipulated therein.

For TEAMLEASE SERVICES LIMITED

Accepted and Agreed

(Authorized Signatory)

Signature and date:
Name: N MANJUNATH

Salary Annexure

Employee No: 3372250

Particulars	Amount
Basic	16265
House Rent Allowance	4501
Employer PF Contribution	1952
Insurance	67
Works Allowance	1
Statutory Bonus	1355
Employee Compensation	26
TotalAmount	24167
Amount In Words(Rs)	Twenty Four Thousand One Hundred Sixty Seven Rupees

Net Pay Annexure

EARNINGS	Amount
Basic	16265
House Rent Allowance	4501
Works Allowance	1
Statutory Bonus	1355
Gross Earnings	22122
DEDUCTIONS *	Amount
Employee PF	1952
Total Deduction	1952
Net Salary	20170

* Income-tax deductions, if applicable, will be as per the Income-Tax Act, 1961

** Annual components (like LTA, Medical Reimbursement) would be payable on claims and will be considered for exemption under Income Tax subject to receipt of valid bills for the Financial Year if applicable

Note : This statement is only for the purpose of information and is illustrative in nature

Mandatory Training Programme - Prevention of Sexual Harassment at Work Place - The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act 2013 (Act)

In accordance with the provisions of the above Act and the Policy of the Company to create awareness on prevention of sexual harassment at workplace, we urge you to undergo an online training programme, on the subject matter.

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Please note that undergoing online training is mandatory for this engagement.

The **link** to undergo the programme and complete the evaluation is given below.

Link : <https://tconnect.teamlease.com/Learning>

The training programme shall be conducted on a regular basis every year. Please complete the training programme within 15 days of receipt of this letter, after which it shall be treated as a deemed confirmation that you have understood your responsibilities in ensuring a safe workplace.

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Name: Sesham Narasimhulu

Date:02-11-2023

Dear

Welcome to A3 RCM Health Care Pvt Ltd!

Subject: Appointment Letter

With reference to your application, subsequent interview and discussions, we are pleased to inform that you have been appointed as “Medical Coder” with our organization commencing from **02-Nov-23**. Your annual compensation will be Rs. **1,44,000** /-. The details of the terms and conditions of the employment are detailed in the enclosed annexures.

1. SALARY

Your offered salary breakup shall be as follows:

Details	Monthly CTC	Annual CTC
Basic	7476	89712
HRA	3732	44784
Statutory Allowances	420	5040
Other Allowances	372	4464
Total	12000	144000

**Approximate take home value is subject to vary based on actual earnings of the month. Taxes and any statutory deductions will be calculated on Indian Government norms.

2. PROBATIONARY PERIOD

Your appointment will be subject to a probationary period of 6 months. An official confirmation of your appointment will be notified to you in writing after the completion of 6 months.

3. WORKING HOURS

Your working hours will be as follows:

Mon - Sat: 9 am – 6pm

At times, you may be required to work irregular hours, including Saturday and Sunday.

Appropriate time off will be considered for work performed outside normal operational hours.

4. LEAVE

The leave policy shall be applicable to you after 6 months of service in our organization. Any leaves taken in the meanwhile shall be deducted from your monthly salary. No leaves will be granted immediately before/after Public Holidays. If taken will be resulted in loss of pay for the entire days. Employee may carry forward unutilized leave to the following year and must be utilized by end of that year.

5. NOTICE PERIOD

Period of notice for termination of employment or salary in lieu shall be as follows:

1. Employees having more than one year experience should serve a notice period of one month.
2. Employees with less than one year experience should serve a notice period of two months.
3. As per the agreement, Trainees with no experience and joined as fresher in the organization should serve a notice period of three months after the completion of one year.

Leaves are not allowed during notice period. If taken will result in the extension of notice period.

If anyone wants to relieve immediately without serving the notice period as per the above company norms, then

1. Freshers with no experience should pay three months' salary amount to the company as buyout.
2. Experienced employees less than one year experience should pay two months' salary amount to the company as buyout.
3. Experienced employees having more than one year experience should pay one month salary amount to the company as buyout.

You are requested to serve the Company with loyalty and honesty and strictly follow all instructions given to you by your supervisors in carrying out your duties.

You shall not take or engage in any other employment, trade, and business, whatsoever outside the business of the Company during the period of your employment.

6. CONFIDENTIALITY

You shall not at any time during or after your employment term with the Company reveal any of the affairs or secrets of the Company to any other person(s) nor use or attempt to use any information which you may acquire in the course of your employment in any manner which may injure or cause loss to the Company.

7. RESIGNATION/TERMINATION

The Company shall be at liberty at any time by notice in writing summarily terminate the service of the employee if:-

- a) She/he is guilty of misconduct;
- b) She/he is negligent in the discharge of her/his duties; or
- c) Being absent or being unable to perform her/his duties and alleging ill-health as the cause thereof, she/he shall refuse to practitioner nominated by the company to examine her/him or shall fail to give to such medical practitioner the information necessary to report upon her/his state of health.

Upon resignation or termination of service, you shall deliver to the person in charge all documents in your possession which belong to the company.



RCM Healthcare Pvt. Ltd

Contact : +919346490075
Email ID : hr@a3rcmhealthcare.com

To avoid any doubt, it is hereby declared that the property and all such documents used in the course of your work belong to the company.

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

Yours sincerely,



Human Resource Manager

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

Name:

Signature.....

Date:

23/09/2024

Dear **KG Sai Krishna**,

Following our discussions, I am pleased to offer you employment with Anaisol Business Consultants on the terms and conditions detailed below. If you accept these terms, please sign in the space provided and return this document.

1. Position:

Your title will be **Sales & Marketing Executive**. In this role, you will report to Mr. Vijay Kumar Yenamala. You will be based at our Madhapur office, located at 502, PS Residency, Jai Hind Gandhi Road, Jai Hind Enclave, Madhapur, Hyderabad.

2. Date of Commencement:

Your employment will commence on or before 30th Sep, 2024.

3. Duties:

As a Sales & Marketing Executive at Anaisol, you are expected to perform your duties diligently, timely, and competently. You may be assigned additional responsibilities as necessary. While employed with us, you are prohibited from engaging in any other form of employment without prior approval from the firm.

4. Remuneration:

Your salary will be ₹30,000 per month. Your performance will be reviewed quarterly, and salary reviews will be conducted annually based on your performance, the firm's profitability, and market conditions. Please note that salary reviews do not automatically result in a salary increase.

5. Working Hours:

Your working week will consist of 50 hours. However, you may be required to work additional hours as necessary to meet business needs. Your salary and benefits are designed to compensate for all hours worked.

6. Leave & Holidays:

You are entitled to 24 days of leave per annum on a pro-rata basis, in addition to public holidays and weekly offs as per the firm's policy. Leave must be taken with prior approval from your management. Additional leave policies, including sick leave, are detailed in the firm's policies.

7. Abandonment of Employment:

Failure to attend work for five consecutive days without notifying the firm or providing a reasonable excuse will be considered as abandonment of your employment.

8. Termination of Employment:

Either party may terminate the employment with 30 days' notice. The firm may also terminate your employment by providing base salary in lieu of notice. In cases of serious misconduct, the firm reserves the right to terminate employment without notice.

9. Copyright / Trade Secrets:

All works created during your employment are the property of the firm. You are required to protect any proprietary information and comply with confidentiality agreements. You must not disclose proprietary information of others to the firm.

10. Return of Materials:

Upon request, termination, or resignation, you must return all materials, documents, and tools provided by the firm during your employment.

11. No Solicitation:

For one year after the termination of your employment, you are prohibited from soliciting or conducting business with any firm clients or employees without prior written permission from the firm.

12. Firm Policies:

You are required to comply with all firm policies, including those related to confidentiality and conflicts of interest.

13. Probation:

You will be on a probation period of three months, during which you will receive training. Confirmation of your position will be provided in writing upon successful completion of the probation period.

We sincerely hope you will accept this offer and look forward to welcoming you to Anaisol. Please sign below as your formal acceptance of this employment offer.

Yours sincerely,

Vijay Kumar Yenamala
Anaisol Business Consultants
(A Unit of Anaisol Solutions)

Date : 22-Apr-24

Name : MANNEMALA PRAVEEN KUMAR

Address : 4-9, GUTHAVARIPALEM, KADIVEDU, PO: KADIVEDU, DIST: TIRUPATI, ANDHRA PRADESH - 524410

Employee Code : AS653620

Dear MANNEMALA PRAVEEN KUMAR,

APPOINTMENT LETTER

We are pleased to appoint you in our organization as **SALES EXECUTIVE (Grade – E2)** in the **CARDS & P MAB KEY PLATINUM - RO** department subject to the following terms and conditions:

1. You are required to join our organization on or before **24-Apr-24** and your place of work shall presently be at **TIRUPATI**

You will be on orientation period till Probationary.

The responsibilities and tasks assigned to you under this Appointment letter synchronize with the definite timeline schedules for completion of various project assignments mutually agreed by our Company, with our esteemed client. As our employee, you shall perform your services in a professional manner and shall ensure that the time bound tasks are substantially completed within the specified tenure, as may be mutually agreed, and reviewed on case-to-case basis by your Reporting authority. Depending on your performance and track record to complete the individual assignments within the definite timeline, fresh tasks for completion shall be assigned/renewed. For employee's joining in government / semi government / RBI guided projects; if under any circumstances the operator ID / criteria fulfilment parameter is suspended / barred / disqualified, then the employee's engagement under this appointment letter will come to an end with immediate effect without any liability except for the legitimate dues payable by Quess.

Also, you are supposed to clear all stipulated/mandatory training program assigned to you within stipulated time period failing which your engagement under this Appointment letter will come to an end with immediate effect without any liability except legitimate dues.

2. Your remuneration would be set as follows:

Salary Annexure (Per - Month)

Particulars	Monthly (Rs)	Annual (Rs)
Basic	7200	86400
House Rent Allowance	3600	43200
Special Allowance	2943	35316
Gratuity	346	4152
Employer PF Contribution	1487	17844
ESIC Employer	520	6240
Mobile Allowance	500	6000
Bonus	1750	21000
CTC (Total Amount)	18346	220152
Amount In Words (Rs)	Rupees Eighteen Thousand Three Hundred Forty Six Only	Rupees Two Lakh(s) Twenty Thousand One Hundred Fifty Two Only

Salary and grade offered to you as above is based on the representation made by you during Your interactions with the Company officials and/ or documents submitted by you. In case of any discrepancy, company reserves right to alter/modify/withdraw the offer made to you.

Note: Changes in Remuneration due to change in work location:

Any change in work location from one state to another state within the Indian geography, you hereby acknowledge and confirm that the company reserves the right to revise your compensation in lines of the Minimum Wages for that particular state. The company reserves the right to revise your salary and other benefits such as incentives and referral bonus, which also includes reducing your Fixed offer salary as per applicable Minimum Wage as per the location of the new working state keeping your statutory contribution and basic salary intact. You shall have no objection and shall not claim for the salary as per the pre-transfer location.

3. Retirement / Statutory Benefits:

You will be Eligible for Retirement Benefits of the organization, Namely Provident Fund and Gratuity as per the company policy.

The retirement age is fixed as 60 years. You will accordingly stand relieved from the services on the last day of the month of attaining this age based on the Age certificate furnished by you at the time of joining.

4. Gratuity :

You will be eligible for payment of Gratuity subject to fulfilment of the payment of Gratuity Act,1972.

5. Incentive Scheme:

You will participate in the Sales Incentive scheme and would receive incentives based on your performance and contribution to the organization as per the scheme. Kindly note that you will not have

any right to claim any performance Incentive from the Company if you resign or abscond or if you are separated from the Company for whatsoever reason.

It is further agreed between the company and you that the incentive, payable if any, based on your performance and productivity is in Lieu of any other bonus including bonus based on profits payable under any law.

6. Transfer:

The organization shall have the right to transfer you to any of its offices or group companies in India that is in existence or may come into existence at a future date

7. Leave :

You will be eligible for leave, as per Company rules, subject to approval from the competent authority. It may be noted that leaves cannot be deemed as granted unless sanctioned by Competent Authority. No leaves can be taken during probation period. Women employees who have completed 80 working days with the organization shall be eligible for Maternity leave as per the policy.

8. Unauthorized Leave / Absence :

If you are on unauthorized Leave and absence for more than Five (5) days without any intimation to the Company, then it would be deemed that you are not interested in continuing with the organization and you would be Automatically Ceased to be an employee of the organization, Necessary action in line with Absconding policy will be taken against to you including termination of the services of the Company.

9. Job Profile:

Your duties and responsibilities will be explained to you on your joining the organization. However, you shall execute and perform all such duties that may be assigned to you by the organization and the organization reserves its right to change this at its discretion.

10. Professional Ethics and Confidentiality:

While you are in the services of the organization, you are not permitted to carry on any other business or profession or be employed by or engaged with any other firm, company or person. You will devote your whole time and attention to your office work to promote the interest of the company and will not divulge to any person / third party or utilize any of the organization's confidential information or other related information (which you may possess by reason of your association with the organization) outside the organization.

11. Notice Period:

During the Probation period either party can terminate the services by giving 7 days' notice or Basic salary in lieu thereof at the organization's discretion.

After successful completion of Probation period either party may terminate the employment under this Appointment letter, by issuing 15 days' notice in writing or payment in lieu thereof at the organization's discretion.

You will be liable to submit all the company's assets, data etc., provided during your tenure in the company for carrying official duties, at the time of separation from the company. Please note that you required to complete exit formalities before your Last working day failing which the organization will take necessary actions including Termination from the services. The company will not be liable to pay the F n F settlement in the event of non-completion of exit formalities.

12. Background Verification / Reference Check

Your appointment will be subject to satisfactory reference check/ BGV. The company reserves the right to have your background verified directly or through an outside agency. If on such verification it is found that you have furnished wrong information or concealed any material information your services are liable to be terminated.

13. Termination of Employment:

Your services with the organization are liable to be terminated in the event of:

1. Any breach of the conditions mentioned in this letter on your part;
2. Any incorrect information furnished by you;
3. Suppression of any material information by you; and
4. Your performance level is below the expected level and/or the business target, as set out for you from time to time, has not been achieved by you.
5. Violation of Company's (Client's) Code of Conduct.

14. Change in the Personal Details :

You shall intimate the Company about any change of your residential address (permanent and/or current), mobile no., email ID and other personal details within five days from the date of change of such details. Your residential address records with the company will be treated as official address and will be used for all official communications with you. In case of no intimation of change in your residential address to the company, any correspondence to your last known address will be treated as communication received by the employee.

The terms and conditions of employment set out in this letter of appointment constitute service conditions to your employment in the organization in addition to code of conduct and other laid down guidelines and organization reserves the right to change the terms and conditions of your employment

set out in this letter of appointment. Any future changes in the Company policies, rules, regulations, and your employment terms will super cede the terms and conditions mentioned in this letter. The Courts in **Mumbai** will have exclusive jurisdiction with regards to any dispute.

Kindly note that you are required to sign the copy of this letter as a token of your acceptance and return it to us immediately. In case we do not receive your acknowledgement copy within a period of 15 days from the date of joining, receipt of first salary by you will be conclusive proof of your acceptance of the terms and conditions mentioned herein.

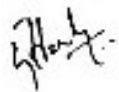
A list of documents to be submitted at the time of joining is given for your information.

1. Updated Resume
2. Resignation letter acceptance
3. Relieving letter from previous employer
4. Copies of educational qualification certificates
5. Copies of pay slips for last three months
6. Copy of AADHAR card
7. Copy of PAN Card.
8. Address Proof: Driving License /AADHAR Card / Election Card
9. Nomination form 1 under the Payment of Wages Act.
10. Nomination Form 2 under the PF Act.
11. Form XI under the PF Act.
12. Declaration form if applicable under the ESIC Act.
13. 3 nos. Passport size photographs.

We look forward to your contribution to the organization and hope that we will have a mutually fulfilling relationship.

With warm regards,

For Quess Corp Limited



Tej Hans Raj Singh

Deputy CEO: Quess Staffing Solutions

15. Endorsement

I hereby confirm acceptance of the above assignment, on the terms and conditions stipulated therein.
Any other disclaimer as applicable.

Name: MANNEMALA PRAVEEN KUMAR

Signature:.....

Emp Id: AS653620

Place:.....

Date:.....

Sept 28,2023

Ms. Sindhu Muramreddy
2-900, Venkateswara Colony, Kongareddy palli, Chittoor 517001

Dear Sindhu,

Congratulations! Subsequent to the discussions we had with you recently, we are happy to make you an offer in our organization Broadridge Financial Solutions (India) Private Limited (“the Company” or “we”). Please find the details below the terms for the said offer:

- Position:** Process Analyst
- Grade:** G1L1
- Work Schedule:** Full Time
- Date of Joining:** On or before Oct 03,2023, in event you don't join on the date of joining herein, this offer shall cease on the said date of joining. Any exception hereof shall be communicated and acknowledged by the Company in writing.
- Compensation:** Your CTC is INR 427160/- per year. Detailed breakup of the CTC is provided in Annexure 1.
- Probation Period:** You will be on probation for a period of 6 months from their date of joining the Company. The probation will be in accordance with the Company's probation policy.
- Notice Period:** This employment is at-will Notice period during probation is 30 days and post confirmation of probation is 90 days. Either party can terminate the employment contract by serving the requisite notice period or salary in lieu of notice period. Separation hereof will be governed by Company's separation policy.
- Place of work:** Your initial place of work will be at Bangalore. However, your services are transferable, and you may be assigned, to any location in India or abroad where the Company or any one of its associates or customers, conducts business. Any change with respect to your place of work will be as per Company's sole discretion and approval.
- Working Hours:** The Company works 7 days a week, twenty-four hours a day. You will be required to work for 9 hours a day (Including a break of 1 hour) for / 5 days a week and your weekly off may not necessarily be on Saturday and Sunday.
You will be required to attend office and work during the hours assigned to you by your reporting manager which may include night shifts.
- Affirmation:** You hereby affirm that you are legally eligible for this employment with the Company and do not have employment related constraints from your previous employers by virtue of contract executed with them, you further affirm that you shall not use any confidential information of your prior employers or related third parties while in employment at the Company.

- Policies:** Your employment with the Company will be subject to the company's policies, procedures and as applicable from time to time.
- Service Agreement:** Upon your joining the Company, you shall be required to execute the Employment agreement detailing the terms of your employment. In addition to this, you are required to serve the organization for a minimum period of 1 year from the date of joining, including the probation period. In the event of breach of this clause, you shall compensate us by paying the total cost of your training on technology, product, domain and business, in accordance with the provisions contained in the Deputation Agreement executed by you with us. Upon the expiry of the above minimum period of service, in case of termination / resignation of services, notice period policy applies.
- Background verification:** Your employment is subject to a clear background verification check event, in absence of the same the Company at its discretion shall take suitable action. Further, by accepting this offer you expressly provide your consent to collect, use, process and store your credentials data including but not limited to, your name, address, date of birth, passport, Aadhar number, PAN, driving license, biometric, telephone number and email address (“Data”) by the Company or its designated third party for the purpose of background verification with respect to your employment with Company. You are required to sign a copy of this letter confirming the acceptance and compliance of the terms of offer existing and modified from time to time within 5 days from this offer letter, post which this offer shall cease, except and otherwise as agreed by the Company at its discretion.

Once again, let me express our unanimous excitement at the prospect of you joining the organization. We look forward to the prospect of a long and mutually rewarding professional relationship.

Sincerely,

Accepted



Ritu Rakhra
Head – Human Resources

Sindhu Muramreddy

Annexure 1

Name : Sindhu Muramreddy

Position : Process Analyst, G1L1

CTC Break Up		Per Annum
Base	Basic (60% of Total Fixed)	222703
	HRA	89081
	Flexible Allowance	35988
Costed Benefits	Sodexo	15000
	Internet	8400
Total Fixed	Base + Costed Benefits	371172
Retirals	PF	26725
	Gratuity	10712
Statutory Bonus	Statutory Bonus	18551
CTC	Total Fixed + Retirals + Statutory Bonus	427160

The following components are available under "Flexible Allowance" for you to make allocations and claim tax benefit in line with the Income Tax laws:

- Sodexo
- LTA
- NPS



Annexure 2

1. Bonus

Statutory Bonus: You will be eligible for a Statutory bonus (8.33% of basic) and the payouts would be made every month

2. Retirals

Provident Fund: Provident Fund (12% of Basic) will be deducted from your salary. The Company will also contribute a matching amount towards your Provident Fund. The PF related components of the compensation would be governed by the relevant statutory laws as may be applicable from time to time.

Gratuity: The Gratuity is paid to the associates as per the Gratuity Act, 1972. For every completed year of service, the Company shall pay gratuity to you at the rate of fifteen days' wages based on the rate of wages last drawn by the employee on retirement or resignation from the services of the Company on completion of at least 4 years 190 days of continuous service.

3. Benefits

3.1 Insurance Benefits

Health Insurance: You as an associate are covered under the Group Medical Insurance policy from day one of employment. Dependents are also covered basis your declaration on the portal.

Dependent Coverage: Spouse, Children, Parents/ Parents-in-law

Personal Accident Insurance: You as an associate will be covered under the Group Personal Accident Insurance Plan

Group Term Life Insurance: You as an associate will be covered under the Group Term Life Insurance

3.2 Holidays & Leaves

You are eligible for Earned leaves of 18 days, Casual Leaves of 12 days and Sick Leaves of 12 days per calendar year on a pro rata basis. You are also entitled to all the Public Holidays notified by the Company. Leave should be taken at times mutually agreed between you and your reporting manager.

For those members who joined the organization after January 1st, leave entitlement for the period between your date of joining and the 31st of December will be allocated on a pro rata basis.

Annexure 3

1. **Confidentiality**

You will be required to execute a confidentiality agreement (FTE Agreement) at the time of joining us regarding your employment and the business matters of the Company.

2. **Authenticity**

Please note that this offer is subject to the authenticity of the information and documentation provided by you. In the event the information provided is proved to be false / untrue, the company reserves the right to immediately terminate your services.

3. Duties and Responsibilities

a) You agree that at all times during your employment you will faithfully, industriously, and to the best of your skill, ability, experience and talent, perform any and all of the duties required of your position.

In carrying out these duties and responsibilities, you shall comply with all policies, procedures, rules and regulations, both written and oral, as are announced or implemented by the Company from time to time and shall honor and comply with all rules and statutory requirements under applicable law as amended from time to time.

b) All Ideas and Innovations as part of your employment with Broadridge would be considered as a property and Intellectual Property of Broadridge.

c) All information and knowledge gained in process/product or technology or client's process/product or technology, as part of your employment with Broadridge is to be considered confidential.

d) You shall not without the company's prior written consent, be in any way directly or indirectly engaged or concerned with any other business or employment during or outside your hours of work in the company.

You shall, however, undertake honorary work of social or charitable nature literary artistic or scientific character only with the express written permission from the competent authority.

e) You shall, at all times, maintain satisfactory performance and upskill yourself in accordance with the business requirements of the Company. Unsatisfactory or poor performance shall entitle Company to take appropriate disciplinary action(s) including termination of your employment.

4. Unauthorized Absence

If you are absent from work for a continuous period of four (4) calendar days, without the prior written consent from your approving authority, it will be construed that you have voluntarily abandoned your employment with the Company. The Company shall be entitled to take appropriate disciplinary action(s) against you as per the Company's Policy.

5. Code of Business Conduct and Ethics

Your appointment at Broadridge would require you to be bound by the prevailing code of conduct, rules, policies, regulations, procedures, and guidelines of the organization.

6. Termination of Employment

The Company may terminate your employment at any time with or without assigning any reasons in certain exceptional cases:

- Is discovered guilty of fraud, embezzlement, or other kinds of illegal actions against the company
- Is guilty of impersonation
- Is guilty of discriminatory behavior or harassment
- Is guilty of unlawful or immoral behavior on the job
- Has failed the background verification
- Is discovered to have caused intentional damage to company's assets
- Continuously disregards company policy

In view of the above, your employment with Broadridge can be terminated with immediate effect. There will be no adjustment against notice period or payment of salary to be made in lieu of the notice period from either of the party.

7. Documents

Our offer is subject to the completion of separation formalities at your previous employer. At the time of joining the company you are required to produce the following documents (photocopies), as applicable:

- Relieving Letter from your last Employer
- Copy of the Passport
- Copy of Birth Certificate / School Leaving Certificate
- Academic & Professional Certificates
- Last Payslip drawn
- Four passport size photographs
- If member of Provident Fund scheme, the membership number
- Form 16 (1) / Form 12 (B) (pertaining to Tax Deducted at source) from the previous employer
- Bank Account proof document - Cancelled cheque / Passbook



A TCS – SBI Enterprise

Offer : TFCPC (Trade Finance Centralized Processing Centre)
Ref : 4th floor, SBI Global Trade Finance Office, Samriddhi Bhawan, Strand Road, Opp. Millennium Park, Kol
Date : June 24, 2024

Sub: Letter of Offer and Terms of Employment.

Dear Ms. Lakshmi Devi Putluru,

Thank you for your interest in exploring career opportunities with C-EDGE Technologies Limited.

We are pleased to make you an offer of employment in C-EDGE Technologies Limited as Data Entry Operator - Executive in Grade T, as per the C-EDGE grade structure.

Your employment posting would be at 4th floor, SBI Global Trade Finance Office, Samriddhi Bhawan, Strand Road, Opp. Millennium Park, Kolkata West Bengal - 700001. However, you could be posted anywhere in or outside India, depending upon the Company's requirements. The terms and conditions of this offer, including benefits, as applicable to you, are detailed below with this letter.

Your remuneration will be INR "250, 000"/- ("**Two Lakhs Fifty Thousand Only**") **per annum** on a Cost to Company basis and will be subject to statutory deductions, including deduction of tax at source. Your Gross Annual Salary is detailed in Annexure.

Kindly confirm your acceptance of this offer by, proposing the earliest date of your joining in Annexure 2. This offer stands void by the sole discretion of C-EDGE Technologies Limited, if the acceptance is not signed and returned to us within 7 days from the issue of the offer.

You will be required to undertake the pre-employment joining formalities as applicable, should you wish to accept this offer. By signing this offer of employment you are consenting to a background check. Any misrepresentation or omission of the information provided by you may lead to withdrawal of your offer or termination following employment. This offer will be valid subject to your qualifying all the pre-employment joining formalities as applicable for C-EDGE Technologies Limited.

We welcome you & wish you all the very best for a prosperous and enriching career with C-EDGE Technologies Limited.

Yours Sincerely,
For C-EDGE Technologies Limited

Ms. Cheryl Maria Dcosta

C-Edge Technologies Ltd.

9th floor, Lodha i-Think Tower A, Sandoz Baug, Kolshet Road, Thane West – 400607, Maharashtra, India.
Tel 91 22 5550 3000 e-mail corporate.office@cedge.in website www.cedge.in
Registered Office: BanyanPark, Suren Road, Andheri (E) Mumbai 400 093 India



Head Human Resources

Annexure 1

Benefits - Monthly

Basic Salary: Your Basic Salary will be Rs. **10,417/-** per month.

House Rent Allowance: You will be eligible for HRA allowance of Rs. **3,125/-** per month. To avail tax benefit on this amount, you have to submit a valid Rent Agreement & your monthly rent receipts to the HR/ Finance department.

Conveyance: You will be eligible for conveyance allowance of Rs. **1,250/-** per month. Conveyance allowance up to a certain limit is exempt from tax.

Leave Travel Assistance: You will be eligible to Leave Travel Allowance up to Rs. **10,417/-** this year. This amount would be credited on a monthly basis & is subject to tax, as per the provisions of the Income Tax Act 1961.

Other Allowance: You will be paid Rs. **2,589/-** per month as Other Allowance. This amount is subject to tax, as per the Income Tax laws applicable.

Yearly Performance Incentive: You would be eligible for a Yearly Performance Incentive of Rs. **10,000/-** for this financial year. The disbursement of the performance payment will be on a monthly basis. In case, you leave organization before one year from your date of joining, Performance Incentive paid shall be recoverable in Full & Final Settlement. Post confirmation of service, Yearly Performance Incentive will be merged with CTC..

Retirals Benefits

Provident Fund: As an employee of C-EDGE Technologies Limited, you will be eligible to join the Employee Provident Fund as per EPF & MP Act, 1952. C-EDGE will be contributing 12% of your basic salary towards this fund on a monthly basis.

Employee shall contribute 12% of basic salary towards this fund on monthly basis under Provident Fund (Employee's Contribution). This deduction shall reflect in employee's pay-slip on monthly basis.

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

General Terms of Employment –

Probation Period: Your employment with C-EDGE Technologies Limited will remain under probation for a period of **one year from the date of your joining**. Your services will be confirmed on the rolls of the company on completion of the probation period with performance satisfactory to the company's requirements. This confirmation will be communicated to you in writing..

C-Edge Technologies Ltd.

9th floor, Lodha i-Think Tower A, Sandoz Baug, Kolshet Road, Thane West – 400607, Maharashtra, India.
Tel 91 22 5550 3000 e-mail corporate.office@cedge.in website www.cedge.in
Registered Office: BanyanPark, Suren Road, Andheri (E) Mumbai 400 093 India



If your performance is found unsatisfactory, C-EDGE Technologies Limited may extend the probation period up to a maximum of 3 months or terminate your employment with immediate effect.

During the extension of probation period, if your performance is still found unsatisfactory, C-EDGE Technologies Limited shall be entitled to terminate your services forthwith without any notice whatsoever.

Notice Period: During the period of your service you will be covered under a three months notice period.

1. Or will be liable for payment of equivalent salary thereof.
2. However, if your Reporting authority expresses necessity of completing full 90 days notice period due to work exigencies, then the decision taken by the Reporting authority will be given full consideration and "Point 1" will be overlooked.

Confidentiality Agreement: As part of the joining formalities, you are required to sign a confidentiality agreement, which aims to protect the intellectual property rights and business information of C-EDGE Technologies Limited and its clients.

Working Hours: You may be required to work in shifts and / or in extended working hours, as permitted by law. Kindly refer to the Attendance policy for further details.

Leave: You shall be entitled to 30 working days (aggregate of casual, privileged leave) per year with full pay, subject to the Company's leave policy.

Age of Retirement: Every employee shall retire from the service of the Organization on the last day of the month in which he attains the age of 60 years. Any extension to work beyond the retirement age, will be need based and at the sole discretion of Management.

Mobility: C-EDGE Technologies Limited reserves the right to transfer / utilize your services at any of its offices, work sites, or client sites in India or outside India, on the terms and conditions as applicable to you at the time of transfer / deputation.

Alternative Employment: As a whole-time associate of C-EDGE Technologies Limited, you are not permitted to undertake any other business, assume any public office, honorary or remunerative, without the express written permission of C-EDGE Technologies Limited. In addition to the above, on joining, you will be subject to functioning as per the company policies and processes as elaborated in the company manuals.

Appointment letter: You will be issued a letter of appointment on joining the company, subject to clearing the medical test and pre-employment formalities.

Encl:

Annexure 1: Gross Salary Sheet

Annexure 2: Acceptance

C-Edge Technologies Ltd.

9th floor, Lodha i-Think Tower A, Sandoz Baug, Kolshet Road, Thane West – 400607, Maharashtra, India.

Tel 91 22 5550 3000 e-mail corporate.office@cedge.in website www.cedge.in

Registered Office: BanyanPark, Suren Road, Andheri (E) Mumbai 400 093 India



A TCS – SBI Enterprise

Annexure 3: Pre-employment medical check-up letter

Annexure 1:

GROSS SALARY SHEET

Name	Ms. Lakshmi Devi Putluru
Designation	Data Entry Operator - Executive
Grade	T
Date	June 24, 2024

Compensation Details: (All Components are in INR)

Particulars	Monthly	Annual
Basic	10,417	125,000
HRA	3,125	37,500
Conveyance	1,250	15,000
Leave Travel Assistance	868	10,417
Other Allowance	2,589	31,073
Gross	18,249	218,992
Yearly Performance Incentive		10,000
Retirals		
PF(Company's Contribution)	1,250	15,000
Gratuity		6,010
Total Retiral		21,010
Cost to Company		250,000

In addition you will be covered under Group Mediclaim Policy for a sum of Rs. 4,00,000/- under a family floater, including Self + 3>(*3 refers to Spouse & 2 Children)

In addition you will be covered under Group Personal Accident Policy for a sum of 10,00,000/- Lacs

C-Edge Technologies Ltd.

9th floor, Lodha i-Think Tower A, Sandoz Baug, Kolshet Road, Thane West – 400607, Maharashtra, India.

Tel 91 22 5550 3000 e-mail corporate.office@cedge.in website www.cedge.in

Registered Office: BanyanPark, Suren Road, Andheri (E) Mumbai 400 093 India



Annexure 2 – Letter of Acceptance (to be returned to C-EDGE Technologies Limited)

To
The Human Resources Department
C-EDGE Technologies Limited

I, Ms. Lakshmi Devi Putluru accept your offer of employment vide letter of offer dated June 24, 2024. I confirm to join as on _____, failing which the company may deem this offer null and void.

I agree to abide by the terms and conditions as mentioned in the letter of offer and also will continue to abide by the policies and processes of the company as may be defined during my employment with C-EDGE Technologies Limited.

Yours sincerely,

(Name: Lakshmi Devi Putluru)
Place:
Date:

Ref: VA/HRD/OL/5684/2024

Date: 03 Jul, 2024

Dear G. Rajasekhar,

5-143, kota veedhi, nandavaram, kurnool dist
Andra Pradesh - 518343

It is our pleasure to extend the following **Offer of Employment** to you on behalf of **Simply Vyapar Apps Private Limited**. This offer is contingent upon your acceptance through a signed copy of this letter and our receipt of the necessary documents for onboarding as described in **ANNEXURE-III** of this letter.

Your Title: Account Manager - IPT

Department: Inside Partner Team - Hunting

Reporting Relationship: The position will report to Team Lead

Date of Joining: 12-07-2024

Place of Joining: Bangalore

Your Salary: Annual Salary of **INR 3,20,000.00**, subject to deductions for taxes and other withholdings as required by law or the policies of the company.

Please refer to **ANNEXURE- I** for detailed break-up

Benefits: Please refer to **ANNEXURE- I** for details of these benefits

Company provides **Group Medical Cover benefit up to INR 5,00,000** that covers employees, their parents/ parents-in-law, spouse and kids which can be availed post successfully completion of the Probation Period.

General T&C: Please refer **ANNEXURE- II**



ANNEXURE- I

CTC Structure

Name:	G. Rajasekhar Gowd
Designation	Account Manager - IPT

EARNINGS	MONTHLY	YEARLY
Basic	13,333.00	1,60,000.00
HRA	5,333.00	64,000.00
Special Allowance	6,200.00	74,400.00
SUB-TOTAL (A)	24,866.00	2,98,400.00
BENEFITS AND CONTRIBUTIONS (PART - B)		
PF - Employer	1,800.00	21,600.00
SUB-TOTAL (B)	1,800.00	21,600.00
TOTAL (A + B)	INR 26,666.67	INR 3,20,000.00
DEDUCTIONS	MONTHLY	YEARLY
PF Employee	1,800.00	21,600.00
TOTAL DEDUCTIONS (C)	INR 1,800.00	INR 21,600.00
TOTAL (A-C)	INR 23,066.67	INR 2,76,800.00

Note:

1. For claiming tax benefits by the employee, documentary evidence may be asked by the employer/ authority.
2. Provident Fund– You will be covered under the Employee’s Provident Fund (EPF) scheme 1952 wherein; the Company will contribute towards PF at the statutory rate as defined by the EPF Scheme 1952. Your contribution and the company’s contribution have been included as a part of the above-mentioned compensation.
3. Company provides Group Medical Cover benefit up to INR 5,00,000 that covers employee, their parents/ parents-in-law, spouse and kids which can be availed post successfully completion of the Probation period.
4. All salary components are governed by the organization’s policies and statutory guidelines. The company reserves the right to modify the above compensation package from time to time.
5. Gratuity shall be payable as per the applicable law in addition to the above compensation as per the company policy.

For Simply Vyapar Apps Pvt. Ltd.

Aman Srivastava

Aman Srivastava

Authorized Signatory

G. Rajasekhar Gowd

Signature

ANNEXURE- II**General Terms & Conditions of Employment**

This Annexure forms a part of your employment offer and sets forth the general terms and conditions of your employment with Simply Vyapar Apps Private Limited (herein referred as “Vyapar” or “Company”). These are to be read in conjunction with this Offer Letter as attached.

1. Compensation:

- a. In consideration of your services to the Company, the Company shall pay you the remuneration as noted in Annexure - I of this Offer Letter. This shall be paid to you in accordance with the Company's normal payroll practices and shall be subject to deduction of tax at source or such other deductions as may be required under the applicable laws
- b. You shall not reveal any fact concerning your compensation to any third party, either within or outside the Company and irrespective of whether you accept this offer or not. Breach of this obligation shall invite legal consequences.
- c. Though you have been engaged for a specific position, duties and responsibilities the Company reserves the right to send you on training/ deputation/ secondment / transfer assignments. In such a case, the terms and conditions of service applicable to the new assignment will govern you. Such changes are intended to enhance the performance of an individual and augment professional growth.

2. Benefits:

- a. Lunch meals can be availed at the office premises on all the working days at a subsidized rate. Per day cost of meal is Rs. 120 /- only, of which 42% is payable by the employee and 58% is paid by the company.
- b. For New joinees immediately relocating from different States, accommodation will be provided for the initial seven days period. During this period the candidate will have to secure their accommodation.

3. Probation Period:

Your probation period will be for 3 (three) months starting from the date of your joining. However, this period can be extended based on the individual's performance and at the discretion of the management. Confirmation of employment following the probation period will not be construed to have taken place unless you are informed in writing by the Company to that effect.

4. Holidays and Leaves

Vyapar follows the calendar year to issue the Holidays and Leaves to the employees as per following:

- a. You will be entitled to ten national holidays/ festivals on working days as per practices currently in vogue at your place of work.
- b. Birthday Leave/ Marriage Anniversary – All the employees of the company are eligible to take a day off either on their Birthday or on Marriage Anniversary, provided it falls on their working day. This leave is not carried forward or swiped.
- c. The company credits 12 sick leaves per year to employees. Based on your day of joining, it will be credited to you on a pro-rata basis. In an extension to this, all female employees of the company may take a day-off or work from home on the first two days of their menstrual cycle per month.
- d. You will also be entitled to one and half earned leave on completion of twenty days with the company. Thus, you are entitled to have 18 Earned Leaves per year. Earned Leaves will be credited each month based on the employees start date and should be used in the year in which they are earned.

Further to this, an employee may accumulate a maximum of 30 days earned leave within the year. Maximum of 20 days will get carried forward to the next calendar year.

Encashment of Earned Leave is done at the time of full & final settlement.

**The number of sick and earned leaves per year may change as per the applicable law and statutory guidelines.*

5. Notice period:

- a. During the probationary period, you or the Company may terminate your employment by giving 7 days notice or payment equivalent to your salary in lieu of notice.
- b. Upon confirmation of your employment, your notice period will be of 15 days in case you wish to resign from the services of the Company.

6. Retirement:

Retirement will be at the age of 58 as per the proof of Date of Birth submitted.

7. General:

- a. You will devote your whole time, attention, energy and ability for the benefits, advantage and in the interest of the company's growth. You will treat the affairs of the company and its customers and the technical details viz., designs, architecture, specifications, codes, system information, internal algorithm, business information and other information as strictly confidential.
- b. Breach/violation of any of the conditions mentioned herein above and/or consequent thereto/originating there from shall render your services liable for termination at any time without assigning any reason, notice or salary in lieu thereof.
- c. Your service conditions will be governed by the HR & Administration policies and any revision thereto from time to time.

8. Background verification and other obligations:

- a. Your engagement with us is contingent upon completion of a background verification, including but not limited to confirmation of prior employment, educational background, criminal history check, to our satisfaction. Your employment shall be subject to satisfactory completion of your verification check by the third party that may be engaged by the company for the said purpose.
- b. You agree and acknowledge that your personal details may be shared by us or any third party that may engaged for the purpose of conducting your background verification and you further consent to such disclosure by us in this regard.
- c. If any time it should emerge that the details provided by you are false / incorrect, or if any material or relevant information has been suppressed or concealed, this offer will be considered ineffective and would be liable to be terminated immediately without notice.

9. Recovery of Assets:

You shall be provided with an IT Asset and IT login credentials for your allotted work. Upon termination of your engagement, you need to return the IT Asset. In case of any damage to the IT Asset, we shall be entitled to recover the cost of damage or loss of the IT Asset from you.

The company has a right to recover any cash or any assets which may be handed over to you at any time during your employment.

10. Disputes:

Any dispute between yourself and the company concerning or relating to or arising out of your employment will be subject to the jurisdiction of and be determined by the court of Competent Authority in Bangalore only.

Please return a copy of this offer letter duly signed as a token of your acceptance.

For Simply Vyapar Apps Pvt. Ltd.

Aman Srivastava

Aman Srivastava

Authorized Signatory

G. Rajasekhar Gowd

Signature

ANNEXURE- III**Documents to be submitted on the Day of Joining**

1. AADHAR Card
2. PAN Card
3. Educational Certificates - 10th onwards
4. Relieving/ experience certificate from all your previous employers.
5. Last three months' salary slips.
6. Tax Sheet / Tax Declaration Document from your previous employer
7. Local Address Proof (Applicable for other state applicants)
8. Passport size photograph – 2

Please carry the originals and photocopy of the above listed documents on the day of joining.



Emp Code - 790437
Date – 2nd September, 2024

Mr. Karthik MODIYAM
Main Road, Jeelugumilli,
West Godavari, AP, 534456.

Sub: Appointment on Fixed Term Contract Basis

Dear Mr. Karthik MODIYAM

We hereby appoint you as **Trainee Chemist** on the following terms and conditions:

- 1. Term of Engagement:** Your assignment shall be for a period of **12 (Twelve) months** commencing from **2nd September 2024 to till 31st August 2025**. This assignment is for project requirement during this period. This Contract will automatically cease on the expiry of the project or on termination of the contract before the expiry date of the said Contract. This agreement shall not be extended unless warranted and the same shall be extended only in writing.
- 2. Posting:** You will be initially posted at **Hyderabad** and you shall report to **Manager – Wet Chemistry**. You are liable to be posted anywhere in India on the basis of exigencies of work without any change in service conditions. You shall accept the said posting forthwith.
- 3. Termination:** Except as otherwise provided herein, this assignment can be terminated without cause by either party, by giving a written notice of such termination at least **30 days** prior to the date of such termination or payment of compensation in lieu of the shortfall in notice.

It is further understood and agreed that this assignment may be terminated by the company immediately for any cause, including, but not limited to your violating the provisions of this contract or omission or commission which is enforceable in the court of law or involves any breach of law in India or is guilty of misconduct or negligence in the judgment of the company and/or its Client. The company and its client shall have the right to seek any and all appropriate legal and equitable remedies in the event of your committing any act as above. The management has unfettered right to terminate the contract without assigning any reason by giving 30 days' notice or compensation in lieu of notice.

- 4. Availability:** You shall be available for work at all times as is advised by the Company and/or the client and shall be required to work for such hours as are necessary to complete the assigned project. In addition, it is expressly understood that you will be required from time to time, on the basis of the job requirement, to cover critical operations and/or any unforeseen circumstances. During the tenure of this agreement, you shall not take any other assignment without the written approval of the Management.



5. **Conflict of Interest:** During the tenure of your assignment with the company, you shall not acquire, directly or indirectly, any interest in any supplier or competitors of the company. The word "supplier" shall mean any concern, corporation or organization, regardless of its legal entity, with which the company has business relations of any type whatsoever.
6. **Confidentiality:** It is understood and agreed that during this assignment you may have access to or obtain knowledge of sensitive and confidential information pertaining to technology, trade or proprietary information or knowledge concerning the project upon which you are working, which are valuable, special and unique assets of the Company and/or the Client's. It is agreed that you will not, at any time or in any manner, either directly or indirectly use such information for your own benefit; or divulge, disclose, communicate, or permit to be disseminated, such information to any third party, without the Company's prior written consent. A violation of this provision will be a material breach of this contract and the Company and/or its clients shall have the right to seek any and all appropriate legal remedies. These confidentiality provisions will remain in full force and effect for **three (3) years** after the termination of this assignment.
7. **Agreements with the Company's Clients:** You shall be bound by any/or all reasonable restrictions or conditions as may be set forth in this assignment by and between the company and its clients and shall execute or cause to be executed, any and all documents or certificates necessary to accomplish these ends in accordance with the agreed schedule, following progress/completion of the project, or completion of your services in connection with the project.
8. **Compensation:** You shall receive compensation as outlined in the Annexure to this letter and will be governed by the rules of the company and applicable law. You shall also be governed by the statutory rules as applicable to the employees if you are eligible for such benefits under such statutes. All payments are subject to statutory deductions as per the prevailing laws and company rules. You will be reimbursed travel, lodging and boarding expenses during business visits, if applicable and as per company guidelines, subject to submission of supporting bills/documents, duly approved by your Reporting Manager.
9. **Leave:** You will be entitled to all declared paid holidays of the Company and other holidays as per the prescribed statutes from the date of your joining. You will be entitled to annual leave of **24 days**. This leave cannot be carried forward or encashed. The unavailed leave will lapse at the end of the contract period.
10. **Taxes:**
 - a) You shall be governed by Indian tax laws as per its applicability.
 - b) The Company shall deduct tax at source from the money payable to you as per provisions of the Income Tax Act, 1961.



11. **Insurance:** You will be covered under personal accident insurance by the Company.
12. **Compliance:** You shall be responsible for safety, related to and during the performance of the work hereunder, and shall comply with the requirements of the Company all applicable laws, ordinances, rules and regulations relating to or affecting the work hereunder or any part thereof.
13. **Intellectual Property and Materials:** Any new items of intellectual property discovered or developed by you while performing services for the Company, under this assignment shall remain as the property of the Company. Upon request, you shall agree to sign any documents reasonably necessary to assign your rights in such property to the Company. "Intellectual property" shall include copyrightable works, inventions and patents, trademarks and trade names, or applications thereof. All materials including but not limited to the Company brochures and process instructions, Client instructions, the Company, or Client forms, and drawings shall remain the property of the company or its Clients, and shall be returned to the Company, immediately upon completion or termination of the assignment.
14. **Sole and Exclusive Occupation:** During the tenure of your assignment, you shall devote your whole time exclusively to the duties of the company. You shall not engage yourself, directly or indirectly, with or without remuneration in any trade, business, occupation, service or calling which is similar or substantially similar to that carried on by the company without the prior consent, in writing of the company nor will you undertake any activity which is contrary to or inconsistent either with your duties and obligations or with the company's interest.
15. **BV Code of Ethics:** You shall abide by Bureau Veritas Code of Ethics and Bureau Veritas Core Values, while performing the jobs entrusted to you. You will be inducted on the same upon joining. You are required to carefully read, understand and implement its provisions, as applicable to you.
16. **Safety Guidelines:** You shall abide by Bureau Veritas Safety Guidelines, as prescribed in HSE Management Systems Manual - BS OHSAS 18001 and ISO 14001, as applicable and relevant to your job.
17. **Declaration:**
 - a) This assignment is valid only on submission of proof of your date of birth, as well as certificates and testimonials in support of your qualifications and experience.
 - b) It is understood that our decision to appoint you is based on information, personal & professional, provided by you in the application and during the time of the interview you had with us. If, at a later date, the information is found to be incorrect or misrepresented, your assignment will be terminated, without any notice or salary in lieu of notice.



18. **Medical Fitness:** This assignment is subject to pre and/or post-employment medical check-up carried out by the Company's appointed Healthcare Partner. If you are found medically unfit, your assignment will stand cancelled automatically. During the tenure of assignment, in case you are found to be medically unfit to perform your normal duties, your services will be terminated after being examined by the Healthcare Partner.
19. **Discipline:**
- a) The Company will have the right to terminate your services, should you be found guilty of any misconduct or breach of any of the terms of this contract or commit any act which in the sole opinion of the company, is or is likely to be, detrimental to its interest or subversive of discipline or is inconsistent with this contract, expressed or implied.
 - b) This contract may be terminated forthwith without prior notice or compensation in lieu of that, if you shall at any time:
 - i. Be in breach of Company's Code of Ethics; or
 - ii. Be in breach of this contract; or
 - iii. Apply to be adjudicated as insolvent; or
 - iv. Be adjudged an insolvent; or
 - v. Be convicted by a Court of any offence involving moral turpitude and are sentenced in respect thereof; or
 - vi. Indulge in grave misconduct, insubordination or indiscipline.
20. **Other Provisions:**
- a) **Entire Agreement:** This assignment is one and indivisible and can be modified only by a written agreement signed by the parties.
 - b) **Governing Law:** This Assignment is governed by and is to be construed in accordance with the laws of India, and shall be subject to jurisdiction of Courts in Mumbai, Maharashtra.
 - c) **Notice:** Any notice required to be given hereunder shall be deemed to have been sufficiently given when served personally or when sent by Registered Mail, or Email addressed to the parties at the addresses set forth in this agreement or such other address as has been designated by written notice.
 - d) **Severability:** If any provision of this contract is held to be invalid for any reason, the remaining provisions shall continue to be valid and enforceable.
 - e) **No Waiver:** The failure of either party to enforce any provisions of this contract will not be a waiver or limitation of that party's right to subsequently enforce that provision or any other provision hereof.
 - f) **Captions:** The captions in this assignment are for descriptive purposes only.
 - g) **Binding Effect:** This contract is binding on the parties hereto.



You are requested to make a careful note of the various terms and conditions of your assignment, which will be binding on you and the company. The company may come out with new rules and regulations from time to time and the same shall have a binding effect upon you.

Kindly return to us the enclosed duplicate copy of this letter duly signed by you in token of your confirmation and acceptance of the above terms and conditions.

Wishing you the best in the discharge of your responsibilities.

Yours faithfully,

For **Bureau Veritas India Testing Services Pvt. Ltd.**,
(Formerly Known as Bhagavathi Ana Labs Pvt. Ltd.)

I hereby accept the above mentioned terms and conditions of the assignment, which have been carefully read and fully understood by me. The original of this letter has been received by me.

Lavina Das
Director – Human Resources – CIF
South Asia Operating Region

Name : Mr. Karthik MODIYAM

Signature :

Date :

Enclosure:

1. Annexure - Statement of compensation
2. Job Description



ANNEXURE TO APPOINTMENT LETTER DATED 2ND SEPTEMBER 2024
STATEMENT OF SALARY PACKAGE & BENEFITS

Name : Mr. Karthik MODIYAM
Position : Trainee Chemist
Location : Hyderabad

Salary Details	Amount (INR)
Monthly Allowances (A)	
Basic Salary	12500
HRA	2500
Sub - Total (A)	15000
Retiral Benefits (B)	
Provident Fund	1500
Sub - Total (B)	1500
Total Cost to Company (CTC) / month (A)+(B)	16500
Annual Cost to Company (CTC)	198000

Note :

- 1) You will be covered under the mediclaim Policy for Hospitalization for self (or) You will be covered under ESIC Policy for Hospitalization. (as per applicability)
- 2) Employees governed by the Payment of Bonus act will be paid Bonus amount as applicable.
- 3) You will also be covered under the Accident Insurance Scheme for self.
- 4) Salary revision will be payable to those employees who are on the Company rolls and not serving notice period on the date of disbursement of Salary revision / arrears, as per eligibility
- 5) The above mentioned allowances / benefits / conditions thereof mentioned are subject to change from time to time as per prevailing laws and company rules at the sole discretion of management.

For Bureau Veritas India Testing Services Pvt Ltd
(Formerly Known as Bhagavathi Ana Labs Pvt Ltd)

Lavina DAS
Director Human Resources, CIF
South Asia Operating Region



	JOB DESCRIPTION FORM
---	-----------------------------

Job Title : Trainee Chemist

Entity : Bureau Veritas India Testing Services Pvt. Ltd. (BVITS)

Location : Hyderabad

Reports to (job) : Manager – Wet Chemistry

➤ **Purpose of Position**

- To carry out the sample preparation and testing of the samples received by the chemical department as per relevant and approved test methods.
- The position performs in line with the Bureau Veritas Quality Assurance System, including the BV Code of Ethics, the BV Group policy, NABL and NABET guidelines.

➤ **Major Responsibilities**

- Analysis of Food & Agri, Water, Other commodities as per national, international standards and validated test methods.
- Preparation of rawdata and results entry in LIMS.
- Preparation of standard solutions and reagents.
- Online data entry in traceability records.
- Ensure accurate results and are reported in time
- Ensure that all work practices comply with the standard/validated/approved test procedures
- Ensure the periodic reporting to the HODs.
- Maintain the documentation as required by the ISO/IEC 17025: 2017 and internal quality management systems.
- Follow code of ethics, safety and housekeeping practices as instructed
- Ensure the surrounds are clean and safe all the times



➤ **Roles & Responsibilities for HSE**

- Must comply the BV Cardinal Safety Rules in all situations.
- To comply company HSE requirements e.g. policies, Procedures, guidelines etc. and local legal requirements on HSE as applicable
- To take care of own health and safety as well as colleagues and others.
- Immediate reporting of any shortcomings on HSE i.e. any incident, unsafe work practices / conditions to his/her immediate Line Managers.
- Sharing opportunities for improvement on HSE aspects.

➤ **Criteria for Performance Evaluation (KPIs)**

- Timely allotment of samples, data entry and reporting of results
- Ensure the reporting of results as per the TAT.
- Adopt and perform new test methods.
- Ensure the documentation as per quality norms.
- Control of rework and no repeat non conformances
- Adherence to environmental and safety policies of our organization

-
- **The Job Description is subject to change from time to time, as per the requirements of the Company and the competencies / qualifications you may acquire in future.**