

10025861

1062-22-684-113



REF: 2022/LOE/HYO/HRA/642/00  
Date: 05-08-2022

1062-22-684-113

To,  
Ms. Nida Marwa  
DOB: 08-06-2004  
H.No.19-2-369/4/B/1/2RT,  
3rd Floor, Chandulal Baradari,  
Hyderabad.

Letter of Engagement

Whereas Air India SATS Airport Services Private Limited (hereinafter referred to as the "Company"), has secured ground handling contracts at Airports in India and in order to fulfill this contractual obligation, the Company desires to engage personnel.  
The terms and conditions are as follows:

1. Engagement

We are pleased to offer you an engagement as a **Customer Services Junior Executive (Grade - S2)** for a period of three years with effect from 05th August 2022.

Your engagement is subject to the verification of your antecedents and character testimonials. The information provided by you to the Company would be subject to verification by the Company and in case of any discrepancy or fallacy which comes to the knowledge of the Company, your services shall be terminated without notice or you may also be subjected to further penal action as warranted. Your engagement for service in the Company will be subject to your being found medically fit to carry out the job for which your services are engaged.

During the validity and pendency of engagement, if you are unable to perform your obligations/ duties due to medical unfitness either temporary (lasting for more than 45 days) or permanent medical unfitness as determined by Company's appointed Medical Officer, or for any other reasons (lasting more than 45 days) the engagement will come to an end automatically and the management will be absolved of any obligation/ liability, whatsoever, either to extend or enter into any fresh engagement with you. In such an event, the engagement for service will be terminated without any compensation and you will not be entitled to any payment for the period of absence.

Your employment and remuneration starts only upon issuance of the AEP by the authorities, and your commencement of work at your allotted station/department. Furthermore, if at any time, for any reason, your AEP is revoked, the company may terminate your services without notice.

**Air India SATS Airport Services Private Limited**

Gate No.2, Maintenance Centre, RGI Airport, Shamshabad, R.R. Dist: 500103, Telangana.

Tel: 091-40-6656 4510 | www.asats.in

REFERENCE: 2015/F/CHO/HRD/0014/008

DATE CREATED: 01 JULY 2022

LETTER OF ENGAGEMENT  
Page 1 of 12

17-08-2022  
18:00:00



**AIBATS**  
**Air India GATS Airport Services Private Limited,**  
 Gate No. 2, Maintenance Centre, IICIA, Dumahabad, Ranga Reddy District 501 216, India.

**Payslip for the month of July 2023**

Employee Code	10025801	Employee name	T-its Mann
Bank Name	IDFC First Bank	Bank Account Number	10056695230
Date of Joining	05 Aug 2022	Days Worked	31
Permanent Account Number	980PM6320R	PF Account Number	0
Esic Account Number	5218796235	LWP	Passenger Services
Awards Days	0	Department	52
Function	Customer Services	Grade	101848985736
Designation	Customer Services Junior Executive	UAN Number	

Earnings	Monthly Rate	Current Month	Arrears	Total	Deductions	Amount
Basic Salary	11,617.00	11,617.00	0.00	11617.00	Profession Tax	150.00
House Rent Allowance	5,023.00	5,023.00	0.00	5023.00	Provident Fund	1,394.00
Overtime	0.00	0.00	0.00	0.00	ESIC	1,000.00
<b>Total Earnings</b>					<b>Total Deductions</b>	<b>Net Salary : 14,971.00</b>

**In words ( ₹ ) : Fourteen Thousand Nine Hundred Seventy One Only**

Income Tax calculation for the year		Other Details	
TOTAL INCOME TAX	0.00	CURRENT MONTH TDS	0.00
TAX ALREADY DEDUCTED	0.00	HRA RECEIVED	0.00
BALANCE TAX	0.00	RENT PAID	0.00
EARNING FOR TAX WITH PERKS	194,453.00	RENT PAID LESS BASIC	0.00
TOTAL EXEMPTION U/S 10	0.00	BASIC 4050	0.00
EXEMPTION U/S 16 (PT)	0.00	HRA EXEMPTIONS(SIMN)	
DEDUCTION U/S 24 (INT HSG)	0.00		
DEDUCTION U/S VIA	0.00		
DEDUCTION U/S 80C	0.00		
PF, VPF, PREV. EMPLOYER PF AND PREV. EMPLOYER VPF	144,460.00		
<b>TAXABLE INCOME</b>			

10025861

भारतीय विमान सेवा निगम  
भारतीय विमान सेवा निगम

sats

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## Air India SATS Airport Services Private Limited

Gate No.2, Maintenance Centre, RGI Airport, Shamshabad, R.R. Dist - 500108, Telangana.

Tel: +91-40-6656 4610 | www.aisats.in  
REFERENCE: 2015/ F/ CHQ/ MRCY 0014/ 008  
WARRANTY/PAID BY JULY 2022  
13, Gurudwara Rakabganj Road, New Delhi - 110001

LETTER OF ENGAGEMENT  
Page 1 of 12



You are hereby required to convey acceptance of the above terms and conditions of the engagement by signing duplicate copy of this letter as a token of your acceptance.

Yours faithfully,

For Air India SATS Airport Services Private Limited,



Mobeen Zubal

Senior Manager - HR & Admin

**MOBEEN ZUBAL**

Senior Manager-HR & ADMIN

Air India SATS Airport Services Pvt. Ltd.  
HYDERABAD.

I have read and understood the aforesaid terms conditions of engagement and the implications thereof and agree to accept and abide by the same.

Signature : Nida Marwa  
Name : NIDA MARWA  
Place : HYDERABAD  
Date : 23-08-2022



106 - 27 - 684 - 119

# GRAPHIC DESIGNER



ISDMR

MOHD FARDEEN KHAN

Asit nagar

Email: fardeenkhan63044@gmail.com

2023 FEB 13.

Comany;ISDMR

Telengana,500028.

Dear MOHAMMED FARDEEN KHAN.

We are happy to inform you that, you have been selected to work for our company ISDMR(international school of digital marketing) as the graphic designer from the day of MARCH 12(2023).

We are pleased to know about your special skills and experience in the field of graphic designing . we want to inform you that , your responsibilities will be ;

Produce artworks like logos,brochures,bannerdesign,visitingcards,menus,phamphelts and many more.

Our management has agreed has agreed to offer you this position 10,000 per month you will also get some additional benefits( intensive).

We are happy to be able to send you this offer letter for your position of graphic designer at our company..You are requested to sign this letter as a document of your approval and start your job from 15march 2023. On the first day of joining , you are requested to report to Mr.Akbar hussain.

  
signature

Dear Mirza Baig

We are pleased to offer you a position as **Resume Marketing Consultant** with Y Axis Solutions Pvt Ltd

The following are the terms of your offer:

**JOB TITLE:** Resume Marketing Consultant

**START DATE:** 02-09-2021

#### **SALARY PACKAGE**

You will be paid a salary of Rs.264000 per annum and Rs 22000/-per month; this will be called as your *Gross Salary*. Additionally, you will be paid commissions and other variable performance-based incentives in line with the agreed deliverables being met, if applicable.

Note: Your take-home salary will differ as statutory deductions would be applicable as per Govt Norms.

**Employment Type:** Permanent

**Location:** Jubilee Hills, Hyderabad, Telangana, India

**Working hours:** 10:00 AM to 06:30 PM (IST)

#### **Terms of Employment**

An appointment letter and employment agreement which details the working hours, notice of leaving, company policies and other employment terms will be issued on the date of onboarding. All terms and conditions will be governed by the Company's policies as stated from time to time.

#### **HOLIDAYS**

Standard Government Holidays will apply.

We will complete the onboarding process on your first day of employment. As part of the on-boarding process, you will be provided with an induction program to help you settle into your new role. Further details will be sent to you before your first day.

This offer is contingent upon the successful completion of background and reference checks.

Welcome to Y-Axis Solutions Pvt Ltd. We look forward to having you as part of our team and believe you will find this opportunity both challenging and rewarding.

Please confirm your acceptance of this offer. We will also follow this up with a physical copy of the same to be signed.

Should you have any questions, please do let me know.

From,

Talent Acquisition Group

Contact Number: +91 7569979537, +91 9160084000

**AXIS****Y-Axis Solutions Private Limited**Office Address: Y Axis Classless Campus, 3rd Floor, Ganga Towers, Pashchim  
Road, Somajiguda, Hyderabad - 500082, Telangana, India**Salary Slip for the Month of December - 2022**

Miss Anvitha Migraha Raig

Employee ID

7206

02 Sep 2021

Current Description

Resume Marketing Consultant

Resume Marketing Services

Home Name

International Recruitment

404101501182

Home Address

ICICI BANK LIMITED

DPKPB3425N

Home Phone No.

92220000282

No. of Working Days

31

No. of Days Absent

031

LTP Days

6

Leave Days

0

**Earnings****Deductions**

Description	Fixed	Amount	Description	Amount
Basic	13,992	13,992	Provident Fund	1,579
HRA	5,597	5,597	Professional Tax	200
Medical Allowance	1,250	1,250		
Conveyance Allowance	1,600	1,600		
Special Allowance	881	881		
Process Commission	0	2,150		
<b>Gross Earnings</b>	<b>23,320</b>	<b>25,470</b>	<b>Gross Deductions</b>	<b>1,879</b>
<b>Net Pay</b>		<b>23,591</b>		
<b>Total Pay</b>		<b>23,591</b>		

In words : Twenty Three Thousand Five Hundred And Ninety One Rupees Only.

\*\* This is a system generated payslip, hence signature not required.







Enclosure: Annexure -

03<sup>rd</sup> September 2022



1062-22-604-147

Mr/Ms. Mohd Muzammil

Hyderabad

Sub: Letter of Offer for Employment: Supervisor – Operation

Dear Muzammil,

Following our recent discussions, we are delighted to offer you the position of Supervisor – Operation in Band A2 with Our Organization based at HYC in Hyderabad. Upon your joining, you will become part of a fast-paced and dedicated team that works together to provide our Customers with the highest possible level of services enabled through People and Technology.

As a member of our Organization team, we would ask for your commitment to deliver outstanding quality and results that exceed expectations. In addition, we expect your personal accountability in all the products, actions, advice and results that you provide as a representative of our Organization. In return, we are committed to providing you with every opportunity to learn, grow and stretch to the highest level of your ability and potential.

We are confident you will find this new opportunity both challenging and rewarding. The following points outline the terms and conditions we are proposing

The details of your compensation are attached to this letter under Annexure-I.

You are advised to join services of the Company on or before 05<sup>th</sup> September 2022

Please note this offer stands valid subject to completion of background verification report.

We welcome you on board and look forward to the opportunity to work with you in an atmosphere that is successful and mutually challenging and rewarding.

Yours Sincerely,

For Ecom Express Limited

Prachi J  
Regional Manager - Human Resources



**ECOM EXPRESS LIMITED**

(Previously known as ECOM EXPRESS PRIVATE LIMITED)

Corporate Office: 1004 Plaza, Narayan Gunj, Sec-11, Narayan Market, Gurgaon, Haryana - 122002 India  
Regional Office: 1004 Plaza, Narayan Gunj, Sec-11, Narayan Market, Narayan Gunj, Gurgaon, Haryana - 122002 India  
CIN: ECOMEXP1201991201900001 | Tel: +91-122-4043000 | Email: [corporate@ecomexpress.com](mailto:corporate@ecomexpress.com) | [www.ecomexpress.com](http://www.ecomexpress.com)



Enclosure: Annexure -

Annexure-1		
Name	Mohd Muzammil	
Designation	Supervisor	
Band	A2	
Department	Operation	
Location	HYC	
Component	Monthly (Rs.)	Annually (Rs.)
A		
Basic Salary	10,120	1,21,440
House Rent Allowance	5,060	60,720
Washing Allowance	460	5,520
Cash Handling Allowance	736	8,832
Shipment Risk Allowance	1,104	13,248
Compensatory Field Allowance	920	11,040
Site Allowance	-	-
Personal Allowance	-	-
Mobile Allowance	200	2,400
<b>Gross Salary-Total A</b>	<b>18,600</b>	<b>2,23,200</b>
B		
Employer Provident Fund	1,215	14,580
ESIC Contribution	637	7,644
Advance Statutory Bonus	981	11,772
<b>Statutory Benefits-Total B</b>	<b>2,833</b>	<b>33,996</b>
<b>Total Fixed Compensation = A+B</b>	<b>21,433</b>	<b>2,57,196</b>
C		
Gratuity		5,842
<b>Total Compensation = A+B+C</b>		<b>2,63,038</b>

**Note:**

Gratuity is payable as per the Payment of Gratuity Act, 1972

Provident Fund Contribution is applicable on the Basic Salary and is limited to Rs. 1800 i.e. 12% of Rs. 15000. There would also be deduction for other applicable social security schemes, such as ESI, LWF and Profession Tax and any other taxes as applicable.

Advance Statutory Bonus is paid as per provisions of the Payment of Bonus Act, 1965

Benefits (as per the applicable policy)	Limit	Description
Health Insurance Benefit	As per ESIC Act	As per ESIC Act

**ECOM EXPRESS LIMITED**

(Formerly known as ECOM EXPRESS PRIVATE LIMITED)

Corporate Office : 10th Floor, Ambience Corporate Tower - II, Ambience Island, Gurugram, Haryana - 122002, India  
Registered Office : Ground Floor, 15/16th, 17 min, Sarofka, Old Delhi - Gurugram Road, Kapashera, New Delhi - 110017, India  
CIN : U73000DL2012PLC241107 | Tel : 0124-6488988 | Email : corporate@ecomexpress.in | www.ecomexpress.in

Amount Paid : Rs. 30,300.00

### Transaction Details

Transaction Status: SUCCESSFUL  
Transaction Date-Time: 22-05-2022 15:10:03  
Transaction ID: UD00000003632506  
Payment Ref No: YHD41364882336

### Student Details

Roll no : 001080  
Student Name : MOHD MUZAMMIL AHMED  
Course : BBA  
Combination : NA  
Year : 1  
Semester : NEW ADMISSION  
Father Name : MOHD MANSOOR AHMED  
Mobile No : 9908284809  
E mail id : NA

### Payment Summary

Total : 30,300.00  
Net-total : 30,300.00

### Payment Description

1st Year 1st Installment	Amount: Rs.8,920.00	Total: Rs. 8,920.00
1st Year 2nd Installment	Amount: Rs.21,380.00	Total: Rs. 21,380.00



Syed FASSUDDIN  
1062-22-684-157  
B.B.A - I

Emerson Climate Technologies Arabia Ltd  
Dammam - Second Industrial City  
P.O. Box 201, Al-Dammam 31411, Kingdom of  
Saudi Arabia  
Tel: +966 13 8331881



Employment contract <b>PRIVATE &amp; CONFIDENTIAL</b>	في عمل المستودع
<p>Name: Syed Fassuuddin Nationality: Indian Passport no. GB269831 Address: Secunderabad, India Date: 20 September 2016</p>	<p>الاسم: سيد فاسي الدين الجنسية: هندي رقم الجواز: GB269831 العنوان: الهند التاريخ: 20 سبتمبر 2016 شاهيد مستودع</p>
<p>Dear Syed. - ( 2<sup>nd</sup> party )</p> <p>Further to your interview, I am very pleased to offer you the position of Application Engineer within the Emerson Climate Technologies Arabia Ltd. (1<sup>st</sup> party). This title does not limit your duties and the company may require you from time to time to carry out any work within your capacity. In this role you will report to Uday Mahadeokar in his capacity as Sales Director.</p> <p>This offer letter dated 20 September 2016 supersedes any previous offers of employment made to you by the company.</p> <p>You will be employed by Emerson Climate Technologies Arabia Ltd. as an Emerson Middle East and Africa employee.</p> <p>This offer letter is conditional upon issuance of your visa and your ability to work lawfully in the Kingdom of Saudi Arabia.</p> <p>The main terms and conditions of your employment will be as follows:</p>	<p>عزيزي (سيد) - (الطرف الثاني)</p> <p>بناء على مقابلة التوظيف، وبه يسرني عرض وظيفة ( Application Engineer ) ضمن فريق عملات Emerson (الطرف الأول). هذا المنصب الوظيفي لا يحدد من واجباتك وحددته الشركة منك من وقت لآخر لتتخذ أي عمل يمكنك القيام به. وفي هذا الدور، سيكون مدير المبيعات (Uday Mahadeokar) مسؤولاً (Sales Director) في المنطقة العربية السعودية.</p> <p>خطاب العرض الموزع في 20 سبتمبر 2016 يحل محل أية عروض عمل سابقة تم عرضها من قبل الشركة.</p> <p>سيتم توظيفك من قبل شركة Emerson كعضو في فريق عملات Emerson بالشرق الأوسط وأفريقيا في المنطقة العربية السعودية.</p> <p>هذا خطاب العرض يُلحق على إصدار التأشيرة وتلك على العمل بشكل قانوني في المملكة العربية السعودية.</p> <p>سيكون الشروط والأحكام الرئيسية للتوظيف كالتالي:</p>
<p>1 <b>Date of Commencement</b> Your employment will commence on the earliest date to be agreed upon.</p>	<p>1 <b>تاريخ البدء</b> يبدأ العمل بالتوظيفة في أقرب موعد يتم الاتفاق عليه.</p>
<p>2 <b>Basic Salary</b> Your annual salary will be SAR 130,600 (Amount One Hundred Thirty Thousand Saudi Riyals) which amounts to SAR 10,883.33 per calendar month. Your salary will be paid monthly direct to your local KSA bank account.</p> <p>Your salary will be reviewed in line with the company annual review cycle. The current cycle takes place on 1<sup>st</sup> April of each year. However, the company will deduct all relevant income tax and other statutory deductions as required by Local Laws or Laws at your home country as amended from time to time.</p> <p>Your job grade on the Middle East &amp; Africa Grade Matrix is KSA 40.</p>	<p>2 <b>الراتب الأساسي</b> سيتكون الراتب السنوي 130,600 ريال سعودي (إحدى مائة وثلاثون ألفاً وستة وثلاثون ريالاً فقط) والذي يبلغ 10,883.33 ريال سعودي لكل شهر تقويمي. سيتم دفع الراتب شهرياً مباشرة إلى الحساب البنكي بك في المملكة العربية السعودية.</p> <p>سيتم مراجعة راتبك، إضافةً مع دورة المراجعة السنوية للشركة، تجريها فوراً في 1 أبريل من كل سنة. وعلى أية حال فإن الشركة ستقوم بخصم جميع الضرائب الدخل والمنحقات القانونية الأخرى على النحو المطلوب في القوانين المحلية أو القوانين في بلدك بمسئلتها المعدلة من وقت لآخر.</p> <p>درجة وظيفتك في مصفوفة درجات الشرق الأوسط وأفريقيا هي 40NEA.</p>

SJ  
20 sep 16

Hassan

<p><b>3 Probationary Period</b> The first 90 days of your employment will be considered a probationary period. This is an evaluation period during which the Company or the employee may terminate the employment contract without notice and/or cause.</p>	<p>3 <b>فترة التجربة</b> سواءً العامل أو أول 90 يوماً من العمل كفترة تجريبية وقد تقوم الشركة أو الموظف بإلغاء فترة التوظيف بوضع عقد العمل بدون إشعار وإلى سبب.</p>
<p><b>4 Base location</b> Your work location will be the Emerson Climate Technologies Arable offices in Dammam, KSA.</p>	<p>4 <b>الموقع الأساسي</b> سيكون لموقع التوظيف في مكتب Emerson كلابيت العربية في الدمام، المملكة العربية السعودية.</p>
<p><b>5 Housing Allowance</b> The company will pay you a housing allowance of SAR 43,533.33 (Forty Three Thousand Five Hundred Thirty Three Saudi Riyals) per annum. This is intended to contribute towards your living costs for suitable accommodation and is inclusive of contribution to rent, utilities and taxes. This will be paid in 2 equal instalments on October 1<sup>st</sup> and April 1<sup>st</sup> each year. The first payment will be made at commencement of your employment and calculated pro rata from your joining date.  In the event that you leave the employment of Emerson MEA for any reason whatsoever, you will be required to refund to the company a pro rata amount of the allowance, calculated on a monthly basis.</p>	<p>5 <b>بدل السكن</b> ستقوم الشركة بدفع بدل سكن سنوي قدره 43,533.33 ريال سعودي (أربعة وأربعون ألفاً وخمسة وثلاثون وثلاثون ريالاً وثلاثة وثلاثون ريالاً) سنوياً. ويهدف ذلك إلى المساهمة في تكاليف السكن المناسبة بما فيها إيجار السكن المناسب بالإضافة إلى المساهمة في الإيجار والموافق المأهولة والمرتبطة. وسيتم دفع البدل على أسلستين متساويتين في 1 أكتوبر و 1 أبريل من كل عام. سيكون التسليم الأول عند قبضه في العمل ويتم الحساب بالتقسيم مع تاريخ الانضمام بالعمل.  في حالة تركك العمل في Emerson MEA لأي سبب، يجب عليك أن تدين الشركة بمبلغ بدلك السكن المتبقي على أساس شهري.</p>
<p><b>6 Transportation</b> The company will pay you a transportation allowance of SAR 1,166.66 per month to contribute towards your transport costs to and from work. In lieu of the transportation allowance, you may also opt to register for the company transport services depending on your home location.</p>	<p>9 <b>التنقل</b> ستقوم الشركة بدفع بدل نقل قدره 1,166.66 ريال سعودي شهرياً للمساهمة في تكاليف التنقل من وإلى العمل بدلاً من بدل العتال، يمكنك أن تختار التسجيل في خدمات التنقل الخاصة بالشركة حسب موقع المنزل.</p>
<p><b>7 Relocation Assistance</b> The company will provide you (and your family if applicable) with a one-way economy class air ticket from Secunderabad to Dammam, Saudi Arabia at the start of your employment. The company will also provide temporary accommodation for you in a hotel apartment for up to 30 days whilst you find permanent accommodation in Dammam.  Once you find suitable lodgings, the company will also pay the one-off Real Estate Commission charge associated with that property (usually 5% of the annual rental).</p>	<p>10 <b>المساعدة في الانتقال</b> ستقوم الشركة بتوفير تذكرة طائرة عاوان سلعية اأفوية الاأواء لك (ولأسرتك إن أمكن) من ساعندراباد إلى الدمام، المملكة العربية السعودية عند بداية العمل. ستقوم الشركة بتوفير سكن مؤقت لك في شقة فندقية لمدة تصل إلى 30 يوماً في حين يمكنك أن تجد السكن الدائم في الدمام.  وسواءً ستدفع على سكن مناسب، ستقوم الشركة أيضاً بدفع رسوم الوأبة العقارية الخاصة بالمساكن مرة واحدة (عادة ما تكون 5% من الإيجار السنوي).</p>

*Handwritten signature*

<p><b>8 Relocation Allowance</b> The company will pay you a one-off disturbance allowance equivalent to one month basic salary (SAR 10,053.33) to assist you with any out of pocket expenses incurred in KSA after the commencement of your contract, typically associated with the shipment of your personal belongings to Dammam, KSA and for purchase of goods for your accommodation</p> <p>In the event that you voluntarily leave Emerson MEA you will be required to refund all or part of your disturbance allowance to the company on a sliding scale, within 1 year of start date, 100%, within 2 years of start date, 50%, within 3 years of start date, 25% and after 3 years etc.</p>	<p><b>11</b></p> <p><b>بالإجمالي</b> مبلغ 10,053.33 ريال سعودي للمساعدة في أي مصروفات غير متوقعة في المملكة العربية السعودية بعد بداية العقد. وذلك ما توسط شحن الممتلكات الشخصية إلى دمام. الممتلكات العربية السعودية والشراء المتعلق الخاصة بالدفن والترحيل.</p> <p>في حالة تركك لـ Emerson MEA بشكل طوعي، فإنه يتطلب منك إعادة مبلغ الإلتزام أو جزء منه إلى الشركة على أساس النسب المئوية للشركة في غضون عام من تاريخ بداية العقد، 100%، في غضون عامين من تاريخ بداية العقد، 50%، في غضون ثلاثة أعوام من تاريخ بداية العقد، 25% وبعد ثلاثة أعوام لا شيء.</p>
<p><b>9 Business Expenses</b> All reasonable business expenses will be paid or reimbursed in accordance with Emerson MEA practices</p>	<p><b>8</b></p> <p><b>مصاريف العمل</b> مبلغ دفع 85% مصاريف العمل أو تعويضها بالتوافق مع ممارسات Emerson MEA.</p>
<p><b>10 Annual Holiday Entitlement</b> In a complete calendar year, you would be entitled to 24 working days of paid annual holiday, plus KSA national or public holidays. The Company reserves the right to decide when leave may be taken, subject to operational requirements.</p>	<p><b>9</b></p> <p><b>استحقاقات العطلة السنوية</b> عدد 24 يوم عمل إجازة سنوية مدفوعة الأجر بالإضافة إلى إجازات اليوم الوطني بالمملكة العربية السعودية والعطلات الرسمية. بحق الشركة تحديد موعد الحصول على الإجازة وتنسيق الاستحقاقات لتتوافق.</p>
<p><b>11 Home Leave</b> Once in each fiscal year, the Company will provide you with a cash contribution which will be equivalent to the average cost of a return economy class air ticket to the nearest international airport to your home city. This contribution is intended for you and your eligible dependants, and is paid out in accordance with the Company's Home Leave Travel Allowance Policy. For the first year of employment, this benefit will be calculated pro rata based on months of employment completed in that fiscal year.</p>	<p><b>15</b></p> <p><b>إجازة زيارة الوطن</b> في كل سنة الشركة توفر لك، مرة واحدة في كل سنة مبلغ المساهمة النقدية التي ستكون ما يعادل متوسط تكلفة تذكرة الدرجة السياحية الموجهة إلى أقرب مطار دولي إلى مقبلة منزلك. لك و لمرافقين الخاص بك، وتبلغ وفقا للقرن السفر الترك مباشرة بدل السفر للشركة. في السنة الأولى من العمل، سيتم احتساب هذا الامتياز الخاص بك بناء على التوزيع من العمل المنجز في تلك السنة المالية.</p>
<p><b>12 Medical &amp; Life Insurance</b> You and your eligible dependants (spouse and children aged under 19) will be covered under the company standard medical and life plan as it may be amended from time to time.</p>	<p><b>18</b></p> <p><b>التأمين الطبي والتأمين على الحياة</b> سيتم تغطيتك والتأمين لك (الزوجة والأبناء الذين تتراوح أعمارهم أقل من 19 عاماً) بموجب خطة التأمين الطبي والحياة القياسية والتي يجوز تعديلها من وقت لآخر.</p>
<p><b>13 End of Service Gratuity</b> You will be entitled to receive an end of service gratuity payment in accordance with KSA labour law.</p>	<p><b>18</b></p> <p><b>مكافأة نهاية الخدمة</b> وسوف تكون لك الحق في الحصول على مكافأة نهاية الخدمة وفقاً للقانون المعمول في السعودية.</p>
<p><b>14 Hours of Work</b> (A) Second Party shall be committed to work for the First Party for eight hours daily and not exceeding forty eight hours per week, and shall be reduced to six hours working hours in Ramadan Holy Month not exceeding thirty six hours per week according to Article (98) of the Labor Law, that working hours shall be distributed to the work benefit according to Articles (100,101,102,103,106,108) of the Labor Law. (B) Second Party shall prove attendance and leaving as per First Party's applied way to follow work hours, and to follow inspection procedures if required.</p>	<p><b>13</b></p> <p><b>ساعات العمل</b> (أ) يلتزم الطرف الثاني بأن يعمل لدى الطرف الأول لمدة ثمانية ساعات عمل يومياً ولا تزيد عن ثماني وأربعين ساعة أسبوعياً، وتقتصر إلى ست ساعات عمل في شهر رمضان المبارك بحيث لا تزيد عن ست وثلاثين ساعة أسبوعياً وفقاً للمادة (98) من نظام العمل، موزعة حسب ما تقتضيه مصلحة العمل مع مراعاة ما تقتضيه من المواد أرقام (100 + 101 + 102 + 103 + 106 + 108) من نظام العمل. (ب) يثبت الطرف الثاني حضوره وانسوائه حسب الطريقة التي يحددها الطرف الأول لتتواءم مع ساعات اليوم وكذلك عليه الامتثال لتفتيش متى طلب منه ذلك.</p> <p>ويشاء على الدرجة الوظيفية الخاصة بكم تقديم ورقة إن تكون مؤهلة للحصول على</p>

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	<p>أمر مجلس مبيعات العمل الإضافية.</p>
<p>15 <b>Absence</b> You must inform the Company on the first day of absence of the reasons, and the probable duration of absence.</p>	<p>14 <b>التغيب</b> يجب إخطار شركة في اليوم الأول من الغياب بالأسباب والفترة المحتملة للتغيب.</p>
<p>16 <b>Grievances</b> Any concerns regarding your employment should, in the first instance, be raised directly with your Manager</p>	<p>15 <b>الاعتراض</b> ويجب رفع أية شكاوى تتعلق بالعمل إلى مديرك مباشرة في المقام الأول.</p>
<p>17 <b>Notice Period</b> Your contract may be terminated by the company without notice during the probationary period. Upon completion of the probationary period, you will be entitled to a one-month notice period if your employment with the company is to be involuntarily terminated. In the event you choose to voluntarily leave the employment of Emerson MEA you must provide one month's notice of termination in writing</p>	<p>16 <b>فترة الإنذار</b> قد يتم إنهاء عقدك من قبل الشركة بدون إنذار خلال فترة التجربة. وبعد انتهاء فترة التجربة، إذا لم تكن قد أكملت فترة الإنذار منها شهر واحد في حالة إنهاء عقدك مع الشركة بشكل إرادي، وفي حالة إنهائك لترك العمل في Emerson MEA فطرحاً لك، يجب تقديم إنذار لمدة شهر واحد كتابياً.</p>
<p>18 <b>End of service:</b></p> <p>A. The first party has the right to terminate the contract without end service reward or notifying the employee or compensation in the cases are mentioned in Article No.: (80) from Labour System provided that give the employee with chance to show his termination disagreement according to the following cases:</p> <ul style="list-style-type: none"> <li>In case of the employee commits an aggression against the employer or the director in charge or his superiors during work or because of him.</li> <li>In case of the employee does not perform his obligations resulted from work contract or not comply with the legal orders or the instructions premeditatedly.</li> <li>In case of following bad conduct or committing an action against honor or honesty.</li> <li>In case of the first party committing premeditatedly any action or failure that may cause financial loss for the first party provided that the first party has to notify the concerned authority of the accident within twenty four hours from time of knowing the action.</li> <li>If it is proved that the employee turned to forgery to get the work.</li> <li>If the employee is employed under probation period.</li> <li>If the employee was absent without a reasonable cause more than twenty days during one year or more than ten sequences days. The dismissal shall be preceded by a written warning from the first party to the employee after his absence of ten days in the first case or disconnection for five days in the second case.</li> <li>If it is proved that he has exploit his position by illegal way to get personal benefits.</li> <li>If it is proved that he has disclose his industrial or trading secrets in the work he is working.</li> </ul> <p>B. The second party has the right to leave the work without notice and keeping his regular rights in the</p>	<p>17 <b>انتهاء العقد:</b></p> <p>يحق للطرف الأول إنهاء العقد دون مكافأة أو إشعار الموظف أو إشعاره في الحالات الواردة في المادة رقم ( 80 ) من نظام العمل بشرط أن يخطب للموظف الفقرة التي يرد أسباب معارضته للتصريح . وهذه الحالات على النحو التالي:</p> <ul style="list-style-type: none"> <li>• إذا وقع من الموظف اعتداء على صاحب العمل أو مديره المسؤول أو أحد رؤسائه أثناء العمل أو بسببه.</li> <li>• إذا لم يوفد الموظف التزاماته المهنية المترتبة على عقد العمل أو لم يطلع الأركان المشورة أو لم يبرأح عمداً التماسك - السمعان عليا في مكان ظاهر من قبل الطرف الأول - النسبة بمسألة العمل والعمل رغم إقراره كتابياً.</li> <li>• إذا ثبت قيامه بسلوكاً مبنياً أو ارتكابه عملاً مبنياً بالتشريف أو الأمانة.</li> <li>• إذا وقع من الموظف عمداً أي فعل أو تقصير يمس به العقد مسخراً ملبية بالطرف الأول على شرط أن يبلغ الطرف الأول الجهات المختصة بالحدوث خلال أربع وعشرين ساعة من وقت علمه بوقوعه.</li> <li>• إذا ثبت أن الموظف أهدأ إلى التزوير ليحصل على العمل.</li> <li>• إذا كان الموظف سجيناً تحت الإحتجاز.</li> <li>• إذا توجب الموظف، دون سبب مشروع أكثر من شهرين يوماً خلال السنة الواحدة أو أكثر من عشرة أيام متتالية ، على أن يبين للعقد الإقرار كتابي من الطرف الأول للموظف بعد علمه بخبره أو لم يبرأح في السعة الأولى وانفاذه خمسة أيام في السعة الثانية .</li> <li>• إذا ثبت أن الموظف ارتكبه بتزوير غير مشروع للحصول على الترخيص والتمثيل الشخصي.</li> <li>• إذا ثبت أن الموظف أهدأ إلى الإضرار الصناعية أو التجارية للشركة والحصول ذاتي بمصلح فيه.</li> <li>• يمس الطرف الثاني أن يترك العمل دون إشعار ، مع احتفاظه بتفرقة قانونية كلها في الحالات الواردة في السعة رقم ( 81 ) من نظام العمل ، وهذه الحالات على النحو التالي:</li> <li>• إذا لم يتم الطرف الأول بقرائه بقرائمه الشخصية أو الخطية المبررة إزاء الموظف.</li> <li>• إذا ثبت أن الطرف الأول أو من يمثله قد أهدأ عليه الفسخ وقت العقد فيما يتعلق بشروط العمل وشروطه.</li> <li>• إذا كانه الطرف الأول دون إشعار بمصلح جوهرياً عن العمل المتعلق عليه ، وبخلافه التزوير فيما يشور من هذا النظام.</li> <li>• إذا وقع من الطرف الأول أو من أحد أفراد أسرته ، أو من المدير المسؤول اعتداء يتسم بالعداوة ، أو سلوك مصلح بالاعتداء نحو الموظف أو أحد أفراد أسرته.</li> <li>• إذا قصت مصلحة الطرف الأول أو المدير المسؤول مسخراً من التسوية</li> </ul>

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<p>mentioned cases of Article No. (81) from labour system, these cases as per the followings</p> <ul style="list-style-type: none"> <li>If the first party does not comply with the main regular contractual obligations toward the employee.</li> <li>If it is proved that the first party or his representative has entered cheating during contracting time regarding the conditions of the work or pertaining conditions.</li> <li>If the first party charged the second party without his approval with work completely different from the agreed work opposite to what shall be decided by Article number sixty from this system.</li> <li>If the first party or one of its family members or director in charge commits a violent aggression or bad conduct against the employee or any one of his family members.</li> <li>If the treatment of the first party or director in charge is marked by violence, severity, oppression or insult.</li> <li>In case of the work site has big danger threats the safety or health of the employee provided that the first party knows that and does not take any procedures that prove the removal.</li> <li>In case of the first party or his representative has obliged the employee upon his behavior, specially unjust treatment or his violation of the contract terms and conditions to make the employee seems the party that terminates the contract.</li> </ul> <p>C. Any of the two parties may terminate the contract upon a reasonable cause that shall be reported as per a notification addressed to the other party in writing before termination not less than thirty days. In case of not complying with this term, the first party has to pay the other party a compensation equal to the wage of employee about the notification period or the remaining according to Article No.: (75, 76) from labour system.</p> <p>D. If the contract has been terminated due to unreasonable cause, the damaged party from this termination has the right to get a compensation determined by the commission of laborer disputes settlement according to article No.: (77) from labour system. In case of the employee has been dismissed from the work without a reasonable cause, the employee may ask to return to the work according to the labour system rules and byelaw of pleadings before the commissions of laborer dispute settlement as per Article No.: (78) from labour system.</p> <p>E. At the end of his service, the second party has the right to get the end service reward according to articles No.: (84, 85, 86, 87, 88) from labour system.</p>	<p>وقدور / الإجراء</p> <ul style="list-style-type: none"> <li>إذا ثبت عدم امتثال الطرف الأول لالتزاماته التعاقدية الرئيسية تجاه الموظف.</li> <li>إذا ثبت أن الطرف الأول أو ممثله قد دخل في عملية احتيالية أثناء التعاقد فيما يتعلق بشروط العمل أو ظروفه.</li> <li>إذا تم تحميل الطرف الثاني العمل بشكل مختلف تماماً عن العمل المتفق عليه مع الطرف الأول دون موافقته.</li> <li>إذا قام الطرف الأول أو أحد أفراد أسرته أو مديره في العمل بارتكاب أعمال عنف أو سوء سلوك ضد الموظف أو أي من أفراد أسرته.</li> <li>إذا كان معاملة الطرف الأول أو مديره في العمل مع الموظف تتسم بالعنف أو القسوة أو الإهانة.</li> <li>في حالة وجود تهديد كبير للسلامة أو الصحة للموظف في موقع العمل، وإذا علم الطرف الأول بذلك ولم يتخذ الإجراءات اللازمة لإزالة هذا التهديد.</li> <li>في حالة إجبار الطرف الأول أو ممثله الموظف على العمل في ظروف أو شروط غير عادلة أو غير متفق عليها.</li> </ul> <p>C. يمكن لأي من الطرفين إنهاء العقد في أي وقت لأسباب معقولة بشرط إبلاغ الطرف الآخر كتابياً قبل الإجراء لمدة لا تقل عن ثلاثين يوماً.</p> <p>D. إذا تم إنهاء العقد لأسباب غير معقولة، يحق الطرف المتضرر من هذا الإنهاء الحصول على تعويض يحدده لجنة تسوية المنازعات العمالية وفقاً للقانون رقم (77) من نظام العمل.</p> <p>E. في نهاية خدمته، يحق الطرف الثاني عند انتهاء خدمته الحصول على نهاية الخدمة وفقاً لما هو مبين في المواد رقم (84-85-86-87-88) من نظام العمل.</p>
<p>19 <b>General Terms and Conditions:</b> (A) The labour system issued by the Royal Decree No.: (M / 51) dated 23/08/1426, decisions, byelaws, rules issued by the Ministry of Labour shall be the only system that shall be referred back to it in every clause from this contract. Any dispute arises due to interpretation of this contract, it shall be settled and</p>	<p>18 : اعطام عامة :</p> <p>يكون نظام العمل الصادر بالمرسوم الملكي رقم ( 51 / م ) وتاريخ 1426/08/23 هـ والقرارات والتوجيهات التي يصدرها وزير العمل ، وهو النظام الوحيد الذي يرجع إليه في كل ما يورد به نص في هذا العقد، وكل نزاع ينشأ بتفسير نص من هذا العقد يكون العمل فيه لهيئة تسوية المنازعات العمالية المختصة وفقاً للنظام.</p>

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<p>related to the concerned commission of laborer dispute settlement according to the system.</p> <p>(B) The applicable calendar of the first party shall be taken as a base for all dates included in this contract, unless otherwise specified.</p> <p>(C) The employee hereby acknowledges that his indicated address in the contract is the selected address. Every notification or letter shall be sent to him shall be regularly and the employee has to inform the employer if he changed the address.</p>	<p>(9) يعتبر القيد المسؤول به لدى الطرف الأول هو وعده الذي يحدد في بندد أساساً لجميع التواريخ التي يندرجها هذا العقد ما لم يوافق عليه غير ذلك ، (10) يتر الموظف أن عنوانه الموضح بالعقد هو العنوان الملائم ، وكان (عنوان أو عنوان) يرسل إليه يكون نظاماً للإتصال ويجب على الموظف إخطار صاحب العمل بأي تغيير في هذا العنوان</p>
<p>20 <b>Business Ethics</b> Whilst in the employment of Emerson, you will be required to conduct yourself with the highest possible standards, and will be required to follow all company standards, rules, regulations and guidelines with respect to ethics and lawful business practices.</p>	<p>19 <b>الأخلاقيات العمل</b> ثناء العمل في Emerson، فإنه يتطلب منك الالتزام بأعلى المعايير الممكنة من الأخلاقيات وقواعد معايير وفوائدهم ولوائح وإرشادات للشركة المتعلقة بالأخلاقيات وممارسات العمل المقبولة.</p>
<p>21 <b>First Party Duties: First Party shall be committed to:</b></p> <ul style="list-style-type: none"> <li>- To treat the employee with proper respect (Article 61 of Labor Law).</li> <li>- To refrain from any saying or act that hurts employee's dignity or religion (Article 61 of Labor Law).</li> <li>- Not to retain without a judicial deed any of the employee's salary or part of it.</li> <li>- Not to deduct any of the employee's due amount except in the prescribed cases in Articles (71,72) of the Labor Law, and in virtue of Articles (73,74) of the Labor Law.</li> <li>- To award the employee, as per its request, and of service certificate, and to give back to employee all laid down items in virtue of Article (54) of the Labor Law.</li> <li>- Not to apply a punitive penalty against the employee unless informed in writing of what is attributed to it and after investigation, and that the penalty to be prescribed in the Labor Law or Labor Regulations in virtue of Articles (66,67,68,69,70,71,72) of the Labor Law.</li> <li>- To inform the employee about Employer's work regulations in virtue of Article (13) of the Labor Law.</li> </ul>	<p>20 <b>واجبات الطرف الأول :</b></p> <ul style="list-style-type: none"> <li>- أن يعامل الموظف بالاحترام التام ( المادة رقم 61 من نظام العمل )</li> <li>- أن يمتنع عن كل قول أو فعل يمس كرامة الموظف، ويمنعه ( المادة رقم 61 من نظام العمل ) .</li> <li>- ألا يحتجز دون سند قضائي لجزء من أجر الموظف أو جزءاً منه .</li> <li>- ألا يدمر أي مبلغ من أجر الموظف إلا في الحالات المنصوص عليها في المادة رقم ( 71 - 72 ) من نظام العمل ، ووفقاً لما تقتضيه المواد أرقام ( 73 - 74 ) من نظام العمل .</li> <li>- أن يعطي الموظف وفقاً لطلبه شهادة خدمة عند انتهاء خدمته عليه، وأن يعيد الموظف جميع ما أودعه عليه وفقاً للمادة رقم ( 64 ) من نظام العمل .</li> <li>- عدم توقيع جزاء تأديبي على الموظف إلا بعد إبلاغه كتابة بما نسب إليه واستجوابه، وأن يكون الجزاء منصوص عليه في نظام العمل أو في لائحة تنظيم العمل وفقاً للمواد أرقام ( 66 - 67 - 68 - 69 - 70 - 71 - 72 ) من نظام العمل .</li> <li>- أن يطلع الموظف على لوائح تنظيم العمل لديه وفقاً للمادة رقم ( 13 ) من نظام العمل .</li> </ul>
<p>22 <b>Second Party Duties</b></p> <ul style="list-style-type: none"> <li>- Second Party shall perform its duties according to workmanship and First Party's instructions unless these instructions violate contract, discipline, or general ethics and if performing shall not be hazardous.</li> <li>- To take full care of equipment, machines, tools, and raw material owned to First Party or under its custody, and to return back to First Party unused material.</li> <li>- To be committed to morals and attitude during work.</li> <li>- To provide all necessary help and assistance without requesting additional fees in hazardous and catastrophic cases that threaten piece of work or personnel safety.</li> <li>- To be subjected to- according to First Party's- medical check requested by First Party before joining work or during work to ensure free of current or professional diseases.</li> <li>- To keep all professional and industrial information secret, whether produced by it or contributed in production directly or indirectly, and all other secrets related to institution and</li> </ul>	<p>21 <b>واجبات الطرف الثاني :</b></p> <ul style="list-style-type: none"> <li>- أن يحرص الموظف وفقاً للأصول المهنية ووفق تعليمات الطرف الأول ، إذا لم يكن في هذه التعليمات ما يخالف العقد أو النظام أو الآداب العامة ، ولم يكن في تنفيذها ما يضر من العمل .</li> <li>- أن يعنى بحماية الآلات والأدوات والمعدات والمواد المشاركة للطرف الأول المستخدمة تحت تصرفه ، أو التي تكون في عينته ، وأن يعيد إلى الطرف الأول المواد غير المستهلكة .</li> <li>- أن يلتزم بحسن السلوك والأخلاق أثناء العمل .</li> <li>- أن يقدم كل عون ومساعدة دون أن يشترط لذلك أجراً إنسانياً في حالات الكوارث والأخطار التي تهدد سلامة مكان العمل أو الأشخاص العاملين فيه .</li> <li>- أن يتخضع - وفقاً لطلب الطرف الأول - لفحوص الطبية التي يوجبها للطرف الأول في إجراءاتها قبل العمل أو أثناءه للتأكد من خلوه من الأمراض المعدية أو السارية .</li> <li>- أن يحفظ الأسرار الفنية والتقنية والمصنعية للمواد التي ينتجها ، أو التي تسهم في إنتاجها بصورة مباشرة أو غير مباشرة ، ويمنع الأسرار المهنية المتعلقة بالعمل أو المنشأة التي من شأن إنشائها الإضرار بمصلحة الطرف الأول</li> </ul>

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	work in which disclosure of these information may lead to harm effects on First Party's interest.	
23	<p><b>Intellectual Property</b> By accepting this offer of employment, you irrevocably agree that during your term of employment and for an indefinite period thereafter you shall not, other than in the course of fulfilling work or legal obligations, disclose or divulge any information that might be of a confidential or proprietary nature regarding the company or associate entities (including in particular, but without limitation, any information relating or connected with the business, assets, customers, financial or other affairs of the business, details of which are not in the public domain) to any person, natural or legal. Furthermore, you shall not use any confidential or proprietary information obtained during the course of employment or at any time (whether during the course of your employment or subsequently) to compete with or otherwise to the detriment of the company or any of its associate entities.</p>	<p><b>المعلومات السريّة</b> بشأنك هذا العرض فإن توافق بلا رحمة بملء خلال فترة العمل وخلال فترة غير محددة بعد ذلك.</p> <p>منه لا يجوز، في غير فترة إيداع العمل أو الترويج للتكنولوجيا، الكشف أو إفشاء أية معلومات قد تكون سرية أو لها طبيعة ملكية لها علاقة بالشركة أو الشركات التابعة لها (بما في ذلك على وجه الخصوص لا المحرر أية مستندات متعلّقة أو ذات صلة بالأعمال أو الأصول أو العملاء أو أية شئون مدنيّة أو شئون أخرى تتعلق بالعمل، أو التفاصيل التي ليست لتداولي لأي شخص طبيعي أو قانوني، إضافة إلى أنه لا يجوز استخدام أية معلومات سرية أو ملكية مكتسبة أثناء فترة العمل أو في أي وقت (سواء أثناء فترة العمل أو فيما بعد) لتنافس أو بصورة أخرى لتسبب الضرر للشركة أو أي طرف تابع لها.</p>
24	<p><b>Confidentiality</b> Contents of this letter are strictly confidential between you and the Company and should not be disclosed nor discussed with any of your colleagues. In so doing, it will be treated as a breach of your contract with Emerson MEA.</p>	<p><b>السريّة</b> محتوى هذا الخطاب هو سرّي ويملكه وبين الشركة ولا يجب الكشف عنه أو مناقشته مع أي من زملائك، وأي حالة قيام بذلك فله سيتم التعامل معها باعتبارها خرق في العقد مع Emerson MEA.</p>
25	<p><b>References</b> This offer of employment is made subject to two employment references satisfactory to the company.</p>	<p><b>المراجع</b> يخضع هذا العرض للمراجع المرغوبة لنا بدرجة كافية لتوفير تفاصيل المرجحين عند إعطاء خطاب القبول الموقع لديك.</p>

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Hasina

<p><b>Acceptance</b> This letter sets out the particulars of your terms and conditions of employment. I hope that the above details are clear to you, but if you do have any queries, please do not hesitate to contact us.</p> <p>If this offer is acceptable, then please indicate your acceptance by signing the duplicate copy of this letter and returning it to Susan Jacob. This offer is open for acceptance for 3 (three) days from date of delivery</p> <p>We look forward to welcoming you as an employee of Emerson!</p> <p>Yours sincerely,</p>	<p><b>الموافقة</b> هذا الخطاب يوضح تفاصيل الشروط والأحكام الخاصة بك والمطلبة بالعمل والتسليم. نأمل أن تكون التفاصيل الواضحة لك وإذا كان لديك أي استفسار، لا تتردد في الاتصال بنا.</p> <p>إذا لم تقول هذا العرض، فله برحمتك توضح موافقتك من خلال التوقيع على نسختين أصليتين من هذا الخطاب وإعادتهما إلى الموارد البشرية. هذا العرض متاح للموافقة لمدة ثلاثة أيام من تاريخ التسليم.</p> <p>نتطلع إلى الترحيب بك كموظف من Emerson!</p> <p>المخلصين لك،</p>
<p> <b>Avia Swan-Brown</b> Senior Talent Recruiter Emerson MEA</p>	<p> <b>Abdulrhman Alazhlo</b> Human Resources Director Saudi Arabia</p> <p>20/sep/2016</p>
<p><b>ACCEPTANCE – Syed Faisaluddin</b></p> <p>I accept the position of 'Application Engineer' and the terms and conditions of employment as outlined in the above letter.</p> <p>Signed <u></u> Syed Faisaluddin</p> <p>Date <u>06.02.2017</u></p> <p>Start Date _____</p> <p>Home City <u>Secunderabad</u></p>	<p><b>الموافقة – سيد فaisal الدين</b></p> <p>أوافق على وظيفة "Application Engineer" وشروط وأحكام العمل كما هو موضح في الخطاب أعلاه.</p> <p>التوقيع: _____ سيد فaisal الدين</p> <p>التاريخ: _____</p> <p>تاريخ البداية: _____</p> <p>البلد: _____</p>

S.S  
20 sep 16



ADDENDUM  
OFFER CUM APPOINTMENT LETTER

1061-22-209-160

Zaki Abdul Hannan

Dear Zaki Abdul Hannan,

This letter is being issued by Amazon Development Centre (India) Private Limited, a company incorporated under the laws of India, having its registered office at #26 L, Brigade Gateway, World Trade Centre, 10th Floor, Dr. Rajkumar Road, Malleshwaram (W) Bangalore - 560 055 Karnataka India (hereinafter the "Company" or "Amazon India"), to modify the terms of the Offer cum Amendment Letter ("Letter") executed by you on January 31, 2020, in relation to your appointment and employment at the Company.

Effective March 1, 2021, your services will be transferred to Physical Stores JWO Ops-VAR - (CXQO) in Virtual Contact Center(TG, IN), India and your Job title will be ML Data Associate 1, level - 2 with Annual Base Pay of INR 284640 made payable in arrears in accordance with Amazon India's standard payroll practice.

Capitalized words and expressions not defined herein shall have the meaning ascribed to them in the Letter.

1. As of the Amendment Effective Date, the parties, i.e. you and Amazon India, agree to the below provision as part of Section on 'Duties' in the Letter.

*You will perform the duties assigned to you under the Letter, and/or otherwise assigned to you by the Company from time to time, faithfully and diligently and will comply with the established policies, procedures and practices of the Company including the rules and regulations of the Company as contained hereunder, the handbook or any other policy of the Company and shall devote the whole of your time, attention and skills to the best of your ability to protect and promote the interests of the Company.*

2. As of the Amendment Effective Date, the parties, i.e. you and Amazon India, agree that the Section on 'Place of Work' in the Letter shall be replaced with the below provision.

*(a) Your primary work location shall be situated at home address in Virtual Contact Center(TG, IN) and the address provided by you shall match the residential address as updated by you on Amazon systems. Or at any other location as the Company may direct from time to time, including the office premises of a customer or client of the Company, or your home address, in the event you are required to work remotely from home for any reason whatsoever. Notwithstanding your place of work, you shall report to your manager / supervisor at the Company as may be required by the Company, and comply with all the provisions of the Letter and the prescribed policies / regulations of the Company applicable to you including by virtue of your location of work or nature of duties / obligations to be discharged.*

*(b) You would also be required to inform Company whenever there is a change in the address aforementioned and the Company reserves the right to either accept or reject such a change.*

*(c) Moreover, you should be aware that the Company and/or its affiliates have offices throughout the world and because of the nature of your duties, you may be required to travel to any of Company's or its affiliate's facilities based on business requirements and the Company has the right to transfer you from one place to another or from one section to another or from one unit to any other unit of the*

Taurus 2 Building, Sy. No. 42/2 and 42/3 of Doddanekundi Village,  
Krishnarajapuram Hobli, Bangalore South Taluk, Presently forming part of Municipal No. 2870,  
Doddanekundi Village, Municipal Ward No. 85, Bangalore, Karnataka 560 037  
www.amazon.com

CIN NO: U72200KA2004FTC034233





*Company, its parent company or to any of its sister concerns, which are either existing or may be set up in future. The decision of the Company in this regard shall be final and binding on you.*

3. You agree and understand that all other terms and conditions of the Letter shall remain unchanged, valid and shall continue to operate between the Company and you in the same manner and extent as laid down in the Letter. The parties further agree that unless provided under this Addendum nothing shall affect or alter in any manner whatsoever, the validity, enforceability and interpretation of the terms of the Letter.
4. In the event of any conflict between the provisions agreed to under this Addendum and the Letter, this Addendum shall prevail.
5. This Addendum, along with the Letter and the policies and regulations of the Company constitutes the entire arrangement between the Company and you with respect to the subject matter hereof and there is no other written or oral agreement, understanding or arrangement in relation to the subject matter, except as set forth herein.

By signing below, you agree to the terms and conditions of this Addendum as of the Addendum Effective Date.

**Company:**

**Amazon Development Centre (India) Private Limited**

DocuSigned by:  
**SONAM KHAN**  
ED53EDN622144E...

By: \_\_\_\_\_  
Printed Name: Sonam Khan  
Title: HR Business Partner

**Zaki Abdul Hannan**

By: \_\_\_\_\_  
Printed Name: Zaki Abdul Hannan  
Title: CS Associate(M) SWAT  
Date signed: \_\_\_\_\_

Taurus 2 Building, 5y No. 42/2 and 42/3 of Doddanekundi Village,  
Krishnarajapuram Hobli, Bangalore South Taluk, Presently forming part of Municipal No. 2873,  
Doddanekundi Village, Municipal Ward No. 85, Bangalore, Karnataka 560 037  
www.amazon.com  
CIN NO: U72200KA2004PTC034233





# ANWARUL ULOOM COLLEGE

(Autonomous)

Accredited by NAAC with 'A' Grade

A MINORITY INSTITUTION + Affiliated to OSMANIA UNIVERSITY

11-3-918, New Mallepally, Hyderabad - 500 001. Telangana State, INDIA.

## BONAFIDE CERTIFICATE

No. **3257**

Date. **20-10-2022**

This is to certify that **Zaki Abdul Hamman**

Son / Daughter of Mr. **Abdul wajid**

is / was a bonafide student of this college studying in **BBA 2<sup>nd</sup> year**

Medium **English** Class bearing Roll No. **1062-22-684-166** during the academic

Year **2022** to **2023** and that her / his conduct is/ was good.

  
Clerk / Incharge

  
Principal  
**Principal**  
**Anwarul-Uloom College**





Date : 22 August 2023

To Whomsoever it may concern

Dear Sir/ Madam,

This is to certify that **Mr. Arshad Hussain**, Employee ID - **45277491** is employed in our company as **Contact Centre Representative**.

This letter is issued for the purpose of Proof of employment.

His **date of joining** our company is **27 July 2022**.

His **date of birth** is **31 January 2004** as per our records.

The employee's **Current Address** is as below:

**1-9-30/3/A Ravindra Nagar Colony Habsiguda 500007, Telangana, hyderabad, 500007, India**

The employee's **Permanent Address** is as below:

**1-9-30/3/A Ravindra Nagar Colony Habsiguda 500007, Telangana, hyderabad, 500007, India**

Thanking You,

Yours Sincerely

Neha Kapoor

VP HR Offshore Shared Services Employee Data Changes

for **HSBC Electronic Data Processing India Pvt. Ltd.**

The information furnished above on this letter is as per our company records. This letter is issued based on the employee's request without any liability or responsibility on the part of the signing official or the company.

Disclaimer: This is a computer-generated letter and does not require a signature.

Local Office Address: HSBC House, Plot No. 3, 4 & 5, Madhapur Village, Hyderabad, Telangana-500081  
Registered Office Address: HSBC Electronic Data Processing India Private Limited, HSBC House, Plot No 8, Survey No 64 ( Part) ,  
Hitech City Layout, Madhapur, Hyderabad - 500 081 , Ph: +91-40-3980 2000, Fax: +91-40-6684 9999 Corporate Identification Number  
(CIN) - 1722007G2000971003613

INTERNAL



Arshad Hussain

1-9-30/3/A Ravindra Nagar Colony Habsiguda  
500007  
Hyderabad

Dear Arshad

Further to your recent interview, I am pleased to offer you employment with HSBC Electronic Data Processing India Private Limited ("Company"), with a commencement date of **22 July 2022**. Please report to the undersigned on **22 July 2022** at 09:00 AM at "**HSBC Electronic Data Processing India Pvt Ltd. Mindspace - Cyberabad, Building No 9, 12th floor, Survey no 64, Madhapur, Ranga Reddy District Andhra Pradesh. 500 034**". Please note that this offer of employment is conditional to the Company receiving from you, on or before **24-Jul-2022**, all relevant information and documents for background verification checks, as listed out in Annexure "**BGV checklist of documents**". This offer of employment is also subject to no adverse findings arising from any of the employee background verification checks required to be carried out by the Company. In the event you fail to ensure that the Company is in receipt of the required information and documents within the date mentioned above, or in the event adverse findings arise from any of the employee background verification checks, this offer will be automatically rescinded, or, if you have already joined the Company by such time, your employment with the Company will stand terminated without any



1062-22-684-219



Arif  
Hussain



Ref.No: INTOUCHHYD/NHOL/ 07\_22

Date:27th Jul'2022

Dear Syed Mohammed Akram

Sub: Letter of Offer

Congratulations and Welcome to 24-7 Intouch India Private Limited, (Formerly known as Knoch Solutions Private Limited) We are pleased to extend the Offer of Employment and will be delighted to have you as part of our Team.

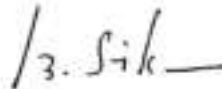
**Employment Offer Terms & Conditions:**

Your business title will be "Real Time Analyst" with Organization Band "S" and Sub-band S-2

1. Your annual Total Cost to the Company will be **Rs.490300 PA (Four Lakhs Ninety Thousand and Three Hundred Rupees Only)** at the time of appointment. For a detailed TCC break-up and other additional Benefits, please refer to Annexure E.
2. Joining Details
  - Work Location : "Hyderabad"
  - Date of Joining: **TBMA**
3. You shall be required to provide the Company all documents and information as set forth in **Annexure I** of this Offer of Employment.
4. 24-7 Intouch operates 7 days a week, 24 hours a day. You will be expected to attend office as assigned to you. As a Full-time employee, you will be eligible for 2 weekly offs, any two days of the week based on business operations.
5. If any information furnished by you is found to be incorrect or false pertaining to your resume/application for employment or during the selection process or at any time during your employment, and/or if you have suppressed material information regarding your qualification and experience, the clauses pertaining to notice period in the terms of employment will cease and services shall be terminated with immediate effect.
6. The Company has the discretion to conduct background verification if and when required, or as mandated by the Program/Client/Management.

Sincerely,

For 24-7 Intouch India Pvt Ltd.



Sriram Boyanapally  
Sr. Manager, Human Resources

DOJ

Candidate Signature

© 24-7 Intouch India Private Limited | [www.24-7intouch.com](http://www.24-7intouch.com)  
(Formerly known as Knoch Solutions Private Limited)

**ANNEXURE – E**

**24-7 Intouch Total Reward Statement**

Name : Syed Mohammed Akram  
Band : S  
Sub Band : S-2  
Department : Operations

We are pleased to provide you with the below 24-7 Intouch Total Rewards Statement for the fiscal period 2022-23. In addition to the compensation you receive 24-7 Intouch provides you with a competitive benefits package.

A. Gross Salary	P.A (INR)	P.M (INR)
Basic	239364	19947
HRA	95748	7979
Medical	15000	1250
Adv. Statutory Bonus	47868	3989
Conveyance Allowance	0	0
Customer Engagement Allowance	52020	4335
<b>Sub Total A. Gross Salary</b>	<b>450000</b>	<b>37500</b>
B. Social Security Benefits		
PF Employer	28728	2394
ESIC Employer	0	0
Gratuity	11532	961
<b>Sub Total B. Total Contributions Social Security</b>	<b>40260</b>	<b>3355</b>
<b>Total Cost to Company (INR) (A+B) (Rounded off)</b>	<b>490300</b>	<b>40900</b>

**Note: Below are statutory Employee Contributions:**

- Employee contribution of 12% on Basic Salary towards Provident Fund (PF) monthly.
- ESIC contribution of 0.75% of Gross Salary per month wherever applicable

DOJ

Candidate Signature



Associate Benefit Basket	Description	Program Details
Associate Performance linked Incentive Program	Associates under band T in customer facing business unit will be covered under performance linked incentive based on the eligibility defined in respective delivery unit	<ul style="list-style-type: none"> <li>• Performance linked incentive will be program based within the various business horizons</li> <li>• Some of the delivery units may not be covered under performance linked incentive program. These are exception to the program</li> </ul>
Group Medical Insurance	Associates who are not covered under ESIC Act will be eligible to avail this benefit	<p>Associates would contribute 50% of premium amount towards the Group Medical Insurance Scheme. In-patient hospitalization for a minimum of 24 hours is required to avail this benefit.</p> <ul style="list-style-type: none"> <li>• Insurance Company: ICICI Lombard</li> <li>• Band 'S' Associate</li> <li>• Coverage: INR 200,000</li> <li>• No of Member(s) Covered: Only Self</li> </ul>
Group Personal Accident Insurance	All associates are covered under this scheme	<p>Associates would contribute 50% of premium amount towards the Group Personal Accident Insurance Scheme</p> <ul style="list-style-type: none"> <li>• Associate band 'S'</li> <li>• Coverage: INR 500,000</li> <li>• No of Member s Covered: Only Self</li> <li>• Insurance Company: ICICI Lombard</li> </ul>
Group Term Life Insurance	T and Above Band	<p>Company Contributes 25% of premium amount towards Group Term Life Insurance scheme which covers risk against sudden demise of self (Associate)</p> <ul style="list-style-type: none"> <li>• Coverage: Only Self</li> <li>• Associate Band T</li> <li>• Coverage: 1.25 times of TCC</li> <li>• Insurance Company: Exide Life Insurance Company Ltd</li> <li>• Beneficiary: Nominee</li> </ul>
Workmen Compensation Scheme	Inclusion: All the active associates are covered under this scheme Exclusion: Inactive associates i.e. Associates separated from the organization are exempted from the scheme	<p>Company Contributes 50% of premium amount towards the Workmen Compensation Scheme</p> <ul style="list-style-type: none"> <li>• No of Members Covered: Only Self</li> <li>• Coverage: Accidental coverage while on duty as per the definition of the act</li> <li>• Insurance Company: TATA AIG Insurance</li> </ul>
Statutory Social Security Benefits	Coverage of Social Security Benefits	<ul style="list-style-type: none"> <li>• Provident Fund: It is contributory scheme, where employer contribution will be 12% of the basic salary and same will be contributed by the associate month on month</li> <li>• EDLI: For 'S' Band As per Govt.Policy to the Maximum of 6 Lakhs.</li> <li>• Gratuity: would be paid as per Gratuity Act to associates on resignation, superannuation, retirement and demise, if any associate completes continuous service of 5 years the date of joining.</li> <li>• ESI: Associate with monthly salary less than INR 21,000 qualifies for ESI. Associate contribution @ 0.75% and Employer @ 3.25%</li> </ul>
Associate Well being Programs	Applicable for all associates	<ul style="list-style-type: none"> <li>• Associate Assistance Program (AAP): Counseling services to ensure emotional well being of the associate.</li> <li>• Associate Health Care Program (AHCP): To assist and educate associates on health related challenges</li> <li>• Vaccination Program: Specific immunization against seasonal diseases on annual basis. Associate participating in the scheme has to contribute 100% toward the cost of vaccination program</li> </ul>
Leaves	Covers active associates	<ul style="list-style-type: none"> <li>• Earned Leave: 24 working days per annum</li> <li>• Maternity Leave: Maximum of 26 weeks, in accordance with the provisions of the Maternity Benefit Act 1961.</li> <li>• Paternity Leave: 3 working days paid Paternity Leave</li> <li>• Bereavement Leave: 3 working days paid leaves</li> </ul>

DOJ

Candidate Signature

Arwaul Uloom College

11-3-918, New Malapally, Hyderabad, Telangana, 500001

Amount Paid - Rs. 30,300.00

Transaction Details

Transaction Status: SUCCESSFUL  
Transaction Date-Time: 15-09-2022 16:14:02  
Transaction ID: DD60002003733E72  
Payment Ref No: YHD41413999013

Student Details

Roll no : 001088  
Student Name : SYED MOHAMMED AKRAM  
Course : BBA  
Combination : NA  
Year : 1  
Semester : NEW ADMISSION  
Father Name : SYED FAROOQ SIYANDER  
Mobile No : 7981620062  
E mail Id : NA

Payment Summary

Total : 30,300.00  
Net-total : 30,300.00

Payment Description

1st Year 1st Installment	Amount: Rs.8,920.00	Total: Rs. 8,920.00
1st Year 2nd Installment	Amount: Rs.21,380.00	Total: Rs. 21,380.00

1062 - 22 - 684 - 235



شركة ميجا  
للمقاولات المحدودة  
Mega Contracting Co. Ltd

## Offer Letter

28<sup>th</sup> November 2021

Dear Mr. Syed Mohammad Parvez,

We are pleased to offer you a job as the Administrative Coordinator, at Mega Contracting Co. Ltd

If you are to accept this offer, you will be eligible for the following in accordance with our company's policies:

- This agreement will continue until its termination by the Employer or will hold Validity for two years from the date of Joining.
- Work Hours : (8 Hours Daily Minimum)
- Standard benefits including:
  - Resident Identity (Iqama)
  - Medical Insurance
  - Company Vehicle
  - Basic Salary : 2,200.00 SAR
  - Food Expense : 300.00 SAR
  - Total Agreed Package : 2,500.00 SAR/Monthly

If you accept this Offer Letter, an Employment Contract will be signed on your arrival as per Package & Perks mentioned. In addition, your Joining Date will be 16<sup>th</sup> December 2021.

We at Mega Contracting hope that you will accept to work with us and look forward to welcoming you aboard.

Sincerely,

Signature of Employer

Signature of Employee

إنشاءات مدنية - قواعد عميقة - سحب المياه الجوفية - سد جوانب الحفر - أعمال كهرباء وميكانيكية  
Civil Construction, Sheet Piling, Concrete Piling, Dewatering System, Electrical & Mechanical







166333 - 6844109

**Private and Confidential**

September 30, 2019

**Mr. Saleem Uddin Mohammed Faheem Uddin,**  
 S/o. Mohammed Faheem Uddin Ahmed  
 H. No: 17-3-18, Rem Bazar Yakutpura,  
 Hyderabad-500023, Telangana

**SUBJECT: OFFER LETTER**

Dear Mr. Saleem Uddin Mohammed Faheem Uddin,

We are pleased to offer you a position Trainee-Client Engagement with Leonine Consulting Services based in Hyderabad. We believe this position to be challenging and rewarding to you.

The following confirms our arrangements regarding your employment with Leonine Consulting Services.

**Start Date** : 1<sup>st</sup> October, 2019  
**Compensation** : Rs. 8,000/ Month & Rs.96,000/-INR Annum  
**Working Hours** : 10:00 AM to 06:00 PM  
**Mode of Work** : Work from Office  
**Leave Entitlement** : As per company policy

On the day that you begin your employment with Leonine Consulting Services-LCS, you will be asked to sign an employment agreement. This employment agreement, among other provisions, states that you will keep the company's business information confidential and seek your agreement not to become associated with competitor.

At Leonine Consulting Services, you will become part of a fast-paced and dedicated team that works together to provide our clients with the highest possible level of service.

The following confirms our engagements regarding your employments with Leonine Consulting Services.

**ANNEXURE**

- : Your Joining period will be from 1<sup>st</sup> October, 2019, you will be paid of salary of Rs. 8,000/ Month.
- : Your present place of work will be at Hyderabad, but during the course of the above assignment, you shall be liable to be posted / transferred anywhere to serve any of the Company's Projects or any other establishment in India or outside, at the sole discretion of the Management.
- : This appointment and your continuance as Trainee-Client Engagement are ~~subject to your being found medically (physically and mentally) fit for the position of Medical Representative~~



**New Form No. B – Declaration Form**  
(To be retained by the employer for future reference)  
**EMPLOYEES' PROVIDENT FUND ORGANISATION**  
Employees' Provident Fund Scheme, 1952 (Paragraph 14 & 52) &  
Employees' Pension Scheme, 1995 (Paragraph 24)

(Declaration by a person taking up employment in any establishment on which EPF Scheme, 1952 and/or EP'S, 1995 is applicable)

1	Name of the member	<b>Irshad</b>
2	Father's Name / Spouse's Name (Please tick whichever is applicable)	<b>Gulzar Ahmad Khan</b>
3	Date of Birth: (DD / MM / YYYY)	<b>24/04/2003</b>
4	Gender: (Male/Female/Transgender)	<b>Male</b>
5	Marital Status: (Married/Unmarried/Widow/Widower/Divorce)	<b>Unmarried</b>
6	(a) Email ID:	<b>Irshadalkhan473@gmail.com</b>
	(b) Mobile No:	<b>9616156466</b>
7	Whether earlier a member of Employees' Provident Fund Scheme, 1952	<b>N/A</b>
8	Whether earlier a member of Employees' Pension Scheme,	<b>N/A</b>
9	Previous employment details: (if Yes to 7 AND/OR 8 above)	<b>N/A</b>
	a) Universal Account Number:	<b>N/A</b>
	b) Previous PF Account Number:	<b>N/A</b>
	c) Date of exit from previous employment: (DD/MM/YYYY)	<b>N/A</b>
	d) Scheme Certificate No. (if issued)	<b>N/A</b>
10	e) Pension Payment Order (PPO) No. (if issued)	<b>N/A</b>
	a) International Worker:	<b>N/A</b>
	b) If yes; state country of origin (India/Name of other country)	<b>N/A</b>
	c) Passport No.	<b>N/A</b>
11	d) Validity of passport [(DD/MM/YYYY) to (DD/MM/YYYY)]	<b>N/A</b>
	<b>KYC Details: (attach self-attested copies of following KYCs)</b>	
	a) Bank Account: No. & IFS Code	<b>2545575326, KKBK0007467</b>
	b) AADHAR Number	<b>4290 4641 6125</b>
	c) Permanent Account Number (PAN), if available	<b>LDEPK6986P</b>

**UNDERTAKING**

- 1) Certified that the particulars are true to the best of my knowledge.
- 2) I authorize EPFC to use my Aadhar for verification/authentication/eKYC purpose for service delivery.
- 3) Kindly transfer the funds and service details, if applicable, from the previous PF account as declared above to the present P.E. Account.  
(The transfer would be possible only if the identified KYC detail approved by previous employer has been verified by present employer using his Digital Signature Certificate)
- 4) In case of changes in above details, the same will be notified to employer at the earliest.

Date: **July 4, 2022**  
Place: **Hyderabad**

DocuSigned by:  
**Irshad**  
EPF21320225796401  
Signature of Member



PAYMENT RECEIPT

Amount Paid : Rs. 30,300.00

Amount in words : Thirty Thousand Three Hundred Rupees and Zero Paise Only.

Transaction Details

Transaction Status: SUCCESSFUL  
Transaction Date-Time: 14-10-2022 16:12:07  
Transaction ID: BD00000003874640  
Payment Ref No: YHMP1501423694

Student Details

Roll no : 003259  
Student Name : IRSHAD ALI KHAN  
Course : BBA  
Combination : NA  
Year : 1  
Semester : NEW ADM  
Father Name : GULAM AHMED KHAN  
Mobile No : 9515156466  
E mail Id : NA

Payment Summary

Total : 30,300.00  
Net-total : 30,300.00

Payment Description

1st Year 1st Installment	Amount: Rs.8,920.00	Total: Rs. 8,920.00
1st Year 2nd Installment	Amount: Rs.21,380.00	Total: Rs. 21,380.00

Note : This is a computer generated receipt and does not require signature.

Receipt Generated Date & Time : 14/10/2022 04:13:01 PM

## 6 DECLARATION

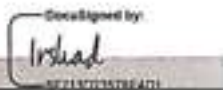
I Irshad (print full name) confirm my understanding of the defined processes and procedures, applications and tools provided to fulfil my role as an Trasher within the ABBOTT client program and within my responsibilities, understand that I shall only request, view, store, process, transmit or destroy customer payment card information, in accordance with defined processes and that I shall make no attempt to use the tools and permissions assigned to me for anything other than authorized purposes.

I understand and agree that any unauthorized activity relating to the use of login accounts for client or Sitel applications/tools issued to me or the unauthorized removal or destruction of information will constitute an unauthorized act.

Compliance with this instruction shall remain in place unless formal written authorization from the Operations Manager of the ABBOTT client program or a change of role that formally removes the need for this instruction to be in place.

I acknowledge that if I break this agreement, or any operational procedure without written authorization, I will be subject to disciplinary action and this may lead to termination of employment and/or legal action.

I confirm that I understand my responsibilities with respect to the applications and tools that I use and the procedures and processes that I am requested to follow.

Signed  Name (Print): Irshad  
Date: July 4, 2022 Client Program: ABBOTT  
Location: Hyderabad

## CONFIDENTIALITY, NONCOMPETITION AND INVENTION ASSIGNMENT AGREEMENT

This AGREEMENT ("Agreement") dated as of 13-June-2023 by and between

**Amazon Development Centre (India) Private Limited**, a company incorporated under the Indian Companies Act, 1956, having its registered office at # 26/1, Brigade Gateway, World Trade Centre, 10th Floor, Dr. Rajkumar Road, Malleshwaram (W) Bangalore - 560 055, Karnataka India ("Amazon India")

AND

**Mohammed Yaser** (the "Employee"), residing at **13-1-1233/64/A/1 Natra] Nagar, Tappachabutra asifnagar Hyderabad, IND 500006**

As used herein, the "Company" shall mean Amazon India, its parent company Amazon.com, Inc. ("Amazon.com") and any affiliate and/or subsidiary of Amazon.com, meaning any entity that controls, is controlled by, or under common control with, Amazon.com.

Amazon India and the Employee are sometimes hereinafter referred to collectively as "Parties", and individually as "Party".

### RECITALS

WHEREAS Amazon India is a wholly owned subsidiary of Amazon.com; and

WHEREAS the Employee and Amazon India are entering into this Agreement in connection with the Employee's employment with Amazon India and as a condition to such employment; and

WHEREAS during the course of employment the Employee shall have access to certain "Confidential Information" (as described hereinafter) of the Company;

Now therefore, the Employee and Amazon India agree as follows:

### 1. Definitions:

#### (a) Confidential Information:

"Confidential Information" means and includes any information that relates to the business of the Company that is not generally available to the public. Without limiting the foregoing, Confidential Information includes:

(i) the identity of, contractual terms with, and any information relating to, the Company's business partners, customers, services clients, sellers, agents, employees, contractors, investors, joint ventures, vendors, or suppliers and the terms on which the Company does business with each such entity or generally;

(ii) computer code (including source code and object code) or software developed, modified, or used by the Company;





Employee Code	DATE	EMPLOYEE NAME	Payment Year
0000		0000-00-00	
NO	19 Jun 2021	00000000	
IN - KY No		00000000	
IN - PAN		No. of Days Paid	12
Department	CS OPERATIONS - N/A	Organization	CS OPERATIONS
Location	HYDERABAD	Previous Month LOP	0
ESR No		Employee Class	Regular Full Time

Earnings	No of Units	Earned	Deductions	Amount
Basic		8,000.00	PF - Employer Cont	120.00
House Rent Allowance		2,000.00		
Work From Home Allowance		500.00		
<b>GROSS EARNING</b>		<b>10,500.00</b>	<b>GROSS DEDUCTIONS</b>	<b>120.00</b>
<b>NET PAY</b>		<b>10,380.00</b>		

Employer Contribution	No of Units	Earned
PF - Employer Cont		120.00

Important Note

\*\* This is a computer generated payslip and does not require signature and stamp.



1062-29-600

17<sup>th</sup> August 2022

Dear Midha Jabeen,

We welcome you to SYKES Business Services of India Private Limited!

We take pleasure in offering you appointment in our organization with following terms and conditions.

**1. Appointment**

We are pleased to appoint you as **Customer Service Representative at Hyderabad**. Your date of joining with the company is **August 16<sup>th</sup>, 2022**.

**2. Service Rules**

Your services will be governed by the rules and regulations of the Company. You will be bound by all rules, regulations, policies, and orders promulgated by the Company from time to time in relation to conduct, discipline, punctuality, leave, medical, retirement, and any other matters which form part of this contract of employment. However, some of the terms of immediate relevance are specifically mentioned herein for your benefit.

**3. Job Assignment / Reporting**

In your assignment, you will be responsible for carrying out Process Executive functions / duties. You will report directly to the concerned Team Leader/Supervisor / Manager of the Department.

**4. Probation**

You will be on probation for a period of six months from the date of your joining, and you will be deemed confirmed after successful completion of the probation period unless communicated in writing otherwise in advance.

**5. Duties/ Responsibilities**

- a) You will apply yourself diligently and faithfully to the work that may be assigned to you from time to time and will conform to such directions that shall be given to you from your supervisors.
- b) You will have the responsibility for efficient, satisfactory and economic operation in the areas of responsibility that may be assigned to you from time to time. It is the intention on the Company that every employee of the Company takes upon him / her certain degree of responsibility and is accountable for the work undertaken by him/her.
- c) The Management may place you on any assignment in any unit / department / associate concern of the company in or out of Hyderabad, as it may consider necessary in its absolute discretion from time to time, subject to the provision that your remuneration and other facilities will not be adversely affected.

**SYKES BUSINESS SERVICES OF INDIA PRIVATE LIMITED**

Unit 1: 06<sup>th</sup> Floor, Building No. 12B, Mindspace, K. Raheja IT Park, Madhapur, Hyderabad, Telangana - 500 081.

Unit 2: H. No. 2-58/MCO5/T2, 17<sup>th</sup> Floor, Cosmos Tower - II, Nanakramguda Village, Serlingampally (Mandal), Rangareddy District - 500 032.

Unit 3: Plot No. 6, Survey No. 1, Tower - II, 03<sup>rd</sup> Floor, NSL SE2 Arena, IDA Uppal, Hyderabad, Telangana - 500 039.

Tel: +91 40 4223 5555 Fax: +91 40 4223 5555

Registered Office: #504, Unit No. 4, 05<sup>th</sup> Floor, Pride Hulkul, Building No. 116, Lalbagh Road, Bengaluru - 560 027.

Tel: +91 80 4137 4500 / 4356 3800

[www.sykes.com](http://www.sykes.com)

CIN: U72200KA2006KPTC055971



- d) Company personnel are whole time employees of the company and they should not have any other employment or hold any other honorary office during the tenure of such employment. The management may, on a specific application made by an employee, permit holding honorary positions/office on a case to case basis.

**6. Secrecy**

- a) Employees of the company should be fully aware of the sensitive nature of their assignment and should not divulge to any person, except with the specific authority of the Management, any information regarding the company's operations or that of any of its clients. Every employee is authorized to disclose or provide the necessary information pertaining to a particular client only to the concerned official representing the said client.
- b) No documents or stationery or any other matter should be handed over to any person without the specific written approval of the competent authority.

**7. Compensation**

Your CTC (Cost to Company) is **INR 2,60,688/-** and the break-up of the same is given below:

Components	Amount (INR PM)	Amount (INR PA)
Basic	7,837	94,044
HRA	3,919	47,028
Customer Handling Allowance	3,917	47,004
<b>Total Guaranteed Pay</b>	<b>15,673</b>	<b>1,88,076</b>
Performance Incentive	1,567	18,804
Provident Fund - Employer Contribution	1,410	16,920
ESIC - Employer Contribution	509	6,108
Advance statutory bonus	2,188	26,256
Gratuity	377	4,524
<b>Target Total Compensation</b>	<b>21,724</b>	<b>2,60,688</b>

\*\* ESI is calculated at 3.25% of Gross Salary for Employer and 0.75% of Gross Salary for Employee. Employee ESI is deducted from Gross Salary.

\*\*\*\*\* Incentives shall be paid every month based on performance of the employee and as per the company's incentive guidelines.

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CIN: U72200KA2006KPTC055971





## 8. Confidentiality

You recognize that you are being hired in a position of trust and confidence with SYKES and that SYKES needs to protect the Confidential Information relating to its business.

- a) Employees of the Company should be fully aware of the sensitive nature of their assignment and should not divulge to any person, except with the specific authority of the Management, any information regarding the Company's operations or that of any of its clients.
- b) Every employee is authorized to disclose or provide the necessary information pertaining to a particular client only to the concerned official representing the said client.
- c) No documents or stationery or any other material should be handed over to any person without the specific written approval of the Management. All documents personally handed over would be entered in the dispatch register prior to handing over the same.

## 9. "Confidential Information" shall include all:

- i. Production processes, marketing techniques and arrangements, mailing lists, purchasing information, pricing policies, quoting procedures, financial information, customer and prospect names & requirements, employee, customer, supplier and distributor data and other materials or information relating to SYKES business and activities and the manner in which SYKES does business;
- ii. Discoveries, concepts and ideas including, without limitation, the nature and results of research and development activities, process, formulas, inventions, computer-related equipment or technology, techniques, know-how, designs, drawings and specifications;
- iii. All other materials or information related to the business or activities of SYKES which are not generally known to others engaged in similar business or activities;
- iv. All ideas which are derived from or related to your access to or knowledge of any of the above enumerated materials and information and;
- v. All information about or belonging to suppliers and clients of, and all parties to any agreement with SYKES which would be confidential and any information pursuant to the above definition if such other parties are in the position of SYKES or which SYKES has agreed to treat as confidential.

## 10. Non-Competition & Non-Solicitation

During your employment and for a period of 1-year (One Year) from the cessation of your employment with SYKES (irrespective of the circumstances of, or the reasons for, the cessation) you agree not to -

- a) Directly or indirectly, either alone or as a partner, independent contractor, agent, principal, consultant, officer, director or employee or engage in any capacity whatsoever with any of our client organizations, any firm or entity, engaged in any commercial activity in competition with any part of SYKES business as conducted during the term of this Agreement or as of the date of such termination of employment.
- b) Solicit, induce or encourage any employee of SYKES (or any person who had been an SYKES employee within six months of such solicitation, etc. to terminate their employment with SYKES or to accept employment with any other entity).
- c) Solicit, induce or encourage any existing employee to become associated with or perform services of any type for any third party.

### SYKES BUSINESS SERVICES OF INDIA PRIVATE LIMITED

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[www.sykes.com](http://www.sykes.com)

CIN: U72200KA2006KPTC055171





You agree that the promises you have made in this agreement are reasonable with respect to their duration, geographical area and proscription. In the event of your actual or threatened breach of the provisions of this section, SYKES shall have the right to obtain injunctive relief and/or specific performance and to seek any other remedy available to SYKES.

#### 11. Survival

Sections 06, 08, and 10 of this Agreement shall survive termination of your employment.

#### 12. Jurisdiction

This agreement shall be construed and enforced in accordance with the laws of India and any action brought hereunder shall be brought in the Courts situated at Secunderabad/Hyderabad.

#### 13. Termination of Service

The appointment is terminable either side, by giving **One month notice**. Any employee not adhering to this standard will not receive a relieving letter. Employee's that have not been confirmed and are still probationary are required to give **One month notice**.

#### 14. General

- a) The company will deduct Taxes payments as appropriate and consistent with the Indian Tax regulations. You will be responsible for your Tax liabilities under all applicable Tax Laws and Regulations.
- b) During the course of your employment, If you, at any time render yourself incompetent to perform your duties or if you should misconduct yourself or be intemperate, commit any breach of the terms of your employment or of any of the stipulations herein contained, the company shall without prejudice to any of its rights under the terms herein contained, be entitled to terminate your employment forthwith without notice or payment in lieu of notice and to deduct from your salary or other emoluments, if any, then due to you, the amount of any damage the company may have sustained.
- c) You may be required to undertake travel on Company's work as and when required. In case of travel on Company business, you are entitled to such travel expenses/allowance as may be in force from time to time.
- d) In case of any change in your residential address during the pendency of your employment with the Company, it shall be your duty to intimate the same to the Company in writing within three days from the date of change of address. All communications mailed to you by the Company to the last address given by you shall be deemed to have been received by you.
- e) Upon termination/resignation of your employment, you will return to the Company all papers/documents and/or other properties, which may be in your possession at the time relating to the business of the Company and will not retain any copies of extracts.

#### SYKES BUSINESS SERVICES OF INDIA PRIVATE LIMITED

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**SYKES BUSINESS SERVICES INDIA PRIVATE LIMITED**  
 6<sup>th</sup> Floor, Building No. 12B, Mindspace,  
 K. Raheja IT Park, Madhapur  
 Hyderabad 500 081, Telangana, INDIA  
 Tel: +91 40 4223 5555  
 www.sykes.com

- f) Please note that our offer is subject to references provided by you being satisfactory and you're being found medically fit as declared by you.
- (i) You shall produce the following documents on or before joining
- Copy of Appointment letter & Relieving Letter from previous employer (if applicable)
  - Copy of the last pay slip drawn
  - Form 16(1) (pertaining to TDS) from the previous employer
  - PF Membership No. (if already a member)
    - Name & Address of the PF Trust or Regional Provident Fund Commissioner of your state
    - Location & Address where the Transfer request need to be sent
  - Certificate in support of your academic/professional qualifications
  - Proof of Age / Birth certificate / School Leaving Certificate
  - Six recent passport size colour photograph and one colour stamp sized photograph
  - Company PPF form duly filled in.
  - Photocopy of VALID PASSPORT
  - Proof of Identity (Copy of Passport / Driving License / Voters ID Card / College Exam Admit Card)
  - Photocopy of the appointment letter duly acknowledged.
  - Information on your Blood Group.
  - Physical fitness certificate from a registered practitioner not less qualified than MBBS.

The terms of your employment contract detailed above are strictly confidential and shall be treated as privileged, information between yourself and the company. You are expected to maintain such information appropriately.

We welcome you to our Organization and wish you a long, happy and rewarding career with us.

Yours Faithfully,

For SYKES Business Services of India Private Limited

**Loretta Ann Clarke**  
 Senior Manager - Human Resources

Acceptance

I accept the Terms & Conditions of Appointment as out lined above.

Name: Midha Jabeen

Signature:

DocuSigned by:  
  
 BEA0775A1C24FE

**SYKES BUSINESS SERVICES OF INDIA PRIVATE LIMITED**

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Tel: +91 80 4337 4500 / 4356 3800

www.sykes.com

CIN: U72200KA2006KPTC055971



19<sup>th</sup> Dec 2022

Rajat Singh

Hno 19-5-479/20/A/10, SP nagar, NM guda, Krishna bagh, Bahadurpura, Hyderabad, 500064

Dear Rajat,

**Sub: Fixed Term Appointment Letter**

We are glad to offer you an appointment with **Synchrony International Services Pvt Ltd** as **Representative Customer Service** under the following terms and conditions:

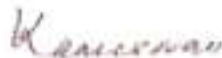
**TERMS AND CONDITIONS**

- Your fixed annual salary on joining will be **Rs.300000/-** and this will include all allowances in accordance with the Company rules and as indicated in Annexure II. In addition to this, you shall also be entitled to the following as per Company Policy and rules as applicable
  - Medical Insurance covering hospitalization expenses of up to Rs.2,50,000/- for you and up to three of your dependant
  - Personal Accident Insurance of up to Rs.6,00,000/- for you as per Company Policy and rules.
  - Group Term Life Insurance cover of **Rs.10,00,000/-** during your tenure in Synchrony International Services Pvt Ltd.

You are eligible for **Night Shift Allowance** depending on your working hours as per the Company's Night Shift Allowance policy in force.

In addition, you will be reimbursed business related expenses in accordance with relevant company policies as applicable from time to time. The specific amounts for these expenses will depend on the nature and scope of your duties. The reimbursement amounts are subject to an on-going review and are dependent on the way Synchrony International Services Pvt Ltd [Formerly known as GE Global Servicing Pvt Ltd] chooses to administer compensation.

- Your initial place of work will be at **Hyderabad**. 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, conduct business. While on transfer you will be governed by the rules, regulations and conditions of service of that location.
- The Company will be working 7 days a week, twenty-four hours a day. You will be expected to attend office except while travelling on business, as assigned to you by your superiors and as per applicable laws in force. You will be required to work 5 days a week and as per the shift timings scheduled for the role. Your daily working hours would be 9 hours including 1 hr break.
- Your services under this contract may be terminated by either party, giving a written notice of one month to the other party or on payment of salary in lieu thereof. However, the Company reserves the right not to accept payment in lieu of notice from you and may at its sole discretion enforce the notice period. Notice to terminate this contract will be accepted by the Company only when it is issued in a form wherein your identity is ascertainable (such as hard copy with official signatures). Notice of termination in electronic form where identity cannot be ascertained, such as SMS or personal email, or through oral communication shall not be accepted as adequate notice for the purpose of this agreement.
- You will be entitled to leaves as per Company leave policy. Accumulation/carry-forward of leave will be governed as per the existing Company policy in force.



6. Absence for a continuous period of eight days without prior approval of your supervisor, (including overstay of leave/training), would be treated as abandonment of service and can lead to your services being terminated without notice. In such an eventuality, the Company reserves the right to recover from you, all expenses incurred with regard to any training and development, special education, up skilling or on the job training provided to you in the course of your employment with the Company.
7. Your employment will start from **21-Dec-22** and shall automatically terminate after the expiry of the fixed term, i.e on **20-Apr-23**

Whilst employed by the Company:

- 7.1 You will not be permitted to undertake any other employment or engage in any external activities of a commercial nature without prior written approval.
- 7.2 You will be required to effectively carry out all duties and responsibilities assigned to you by your manager and others authorized by the Company to assign such duties and responsibilities. Your performance will be subject to annual appraisal by your manager.
- 7.3 All information that comes to your knowledge by reasons of your employment with the Company is deemed to be confidential. Except in the proper course of your employment, or, thereafter, you shall not divulge to any third party any information regarding the affairs or business matters of the Company or information regarding its customers without prior written approval of authorized person/s.
- 7.4 For the benefit of Business requirement and its enhancement, the business reserves the right to evaluate/process/scrutinize employee's performance, and benchmarked performance numbers may be shared with other employees from time to time.
- 7.5 You confirm that there is no litigation /conviction against you, before/by any Court of law, which involves any criminal offence or offences involving moral turpitude.

You confirm that you have fully disclosed all of your business interests in the Company, whether or not they are similar to or in conflict with the business (es) or activities of the Company, and all circumstances in respect of which there is, or there might be perceived, a conflict of interest between SYNCHRONY INTERNATIONAL SERVICES PVT LTD and you or any immediate relatives. Also, you agree to disclose fully and immediately to the Company any such interests or circumstances which may arise during your employment.)

8. You will be required to apply and maintain the highest standards of personal conduct and integrity and comply with all Company policies and procedures. All acts subversive of good conduct and discipline would subject you to disciplinary action as per the Company policies.
9. Upon separation from the Company, you will be required to immediately return to the Company, all assets and property (including any leased assets) of the Company including documents, files, books, papers, training material and memos whether in hard or soft copy which is in your possession or custody.
10. Any violation of the above mentioned or any other company procedures and policies would attract action as per company disciplinary policy in force, including and upto termination. In the event of termination by Management on account of breach of disciplinary policy, the Management will not be liable to pay notice pay.
11. All other terms and conditions of employment will be governed by Company policies as stated from time to time.
12. The address proof submitted by the employee and verified during background check will be considered as the correct address of the employee and the same will be used for all the official communication. Any change in such address has to be communicated by the employee to the HR department in writing.

*Karunakar*

13. If these terms and conditions are acceptable to you:

- (a) Please sign and return the duplicate of this Appointment Letter on or before 20<sup>th</sup> Dec 2022 and
- (b) Report for duty at the Company not later than 21<sup>st</sup> Dec 2022, failing either of which, this offer of appointment stands automatically withdrawn without any further notice to you.

14. You agree that the appropriate courts in Ranga Reddy District, Telangana, shall have exclusive jurisdiction over all disputes which may arise hereunder.

The terms of this offer are intended to be kept strictly confidential.

"You hereby agree that this offer of employment and issue of an appointment letter to you shall be subject to SYNCHRONY FINANCIAL obtaining a clear and positive background check of yourself satisfying relevant criteria outlined by SYNCHRONY FINANCIAL (such as educational/technical qualifications, past work experience & positions held by you, previous salary, conduct etc). You further agree that SYNCHRONY FINANCIAL reserves the right to terminate the offer of employment, without further notice to you, if such clear and positive background check is not obtained in relation to you."

"You hereby also confirm that the application form, resume and all documents submitted by you to SYNCHRONY FINANCIAL are true and accurate, and should any part thereof be found to be false or inaccurate by SYNCHRONY FINANCIAL, then SYNCHRONY FINANCIAL reserves the right to terminate your employment immediately."

We welcome you and wish you every success in your career with SYNCHRONY INTERNATIONAL SERVICES PVT LTD.

With warm regards,



**Kameswari G**  
VP, HR - Asia Diversity & Recruitment COE Leader  
SYNCHRONY INTERNATIONAL SERVICES PVT LTD

**Accepted and Agreed**  
Rajat Singh



## ANNEXURE 1

### DOCUMENTS REQUIRED AT THE TIME OF JOINING

- Relieving Letter from last Employer, if applicable
- Copy of Birth Certificate / School Leaving Certificate
- Academic & Professional Certificates (Xerox copies)
- Eight Recent Passport size Photographs
- Last Pay Slip drawn, if applicable
- Form 16 (I) (pertaining to Tax Deducted at source) from the previous employer, if applicable
- Photocopy of PAN Card & Aadhar Card.
- Photocopy of the Appointment letter accepted and signed by you.
- Proof of Identity (copy of passport/ driving license/ voter's ID card/ college exam admit card etc)

### INFORMATION REQUIRED AT THE TIME OF JOINING

If applicable and already a member of a Provident Fund (PF) Scheme with previous employer, then:

- Employer's name
- Dates of joining and leaving service with them
- Name and address of the PF Trust or the Regional Provident Fund
- PF Account No
- Social Security No (SSN), if allotted

If applicable and already a member of ESI Corporation with previous employer, then:

- Employer's name
- Dates of joining and leaving service with them
- ESI card

#### Mandatory Details:

Furnishing of employee Aadhar details which has date of birth on the face of the Aadhar is mandatory in order to generate provident fund Universal Account Number [UAN]. The EPFO portal will not allow employees to generate the UAN without Date of Birth registered with employee Aadhar. The name on the Aadhar should also match with the name on the records submitted by you. Hence, your employment offer with the organization is contingent upon furnishing these details without fail. The company will be well within its right to terminate the employment if the same is not furnished at the time accepting the offer or within 10 days of joining the company whichever is earlier.

\* A deduction of 12% of Basic salary shall be made for the employee's contribution to the Provident Fund. Company's contribution to Provident Fund does not appear on the Salary Slip as it is deposited in the Provident Fund directly with the EPFO.


#### Deductions:

1. Other statutory deductions like Income Tax, ESI (if applicable), professional tax, etc. would be made as per the applicable statutory regulations.
2. All calculations above do not take the effect of income tax into account.

In addition to the above, you shall also be entitled to:

- 1) Performance bonus based on your and company performance in accordance with applicable policy.
- 2) Gratuity as per statutory provisions (15 days of last drawn monthly basic salary for each year of completed service) on completion of 5 years of service.

Note: You will need to produce bills for claiming tax benefit on medical reimbursement by the 5th of each month.



**Kameswari G**  
**VP, HR - Asia Diversity & Recruitment COE Leader**  
**SYNCHRONY INTERNATIONAL SERVICES PVT LTD**

**Accepted and Agreed**  
**Rajat Singh**





1062-22-686-083

# JUNIOR JUNCTION

INTERNATIONAL PRE SCHOOL

Here is to certify Ms. Maryam Naaz is working our school for they year 2023 . She is a teacher of pre- primary and she is teaching children mainly PET .Although she has shown a remarkable performance through out the session .She has develop a unique way to prove her ability and we are very glad to see consistent growth in her teaching style.

Her behavior was very good through out the session. She never gave us a chance to complain. We wish her success and growth in her future. 12000/- per mon<sup>th</sup>

Sincerely.

**JUNIOR JUNCTION**  
**INTERNATIONAL PRE SCHOOL**  
Tolichowki Branch,  
Hyderabad-500008.T.S.



TODDLER | NURSERY PP1 & PP2 | GRADE 1 GRADE 5

CBSE CURRICULUM

HEAD OFFICE : KONDAPUR

BRANCH TOLICHOWKI : H.No. 8-1-351/46/2, Adams Colony, Tolichowki, Hyderabad - 500008. T.S. India.

E-mail : jjtcbhyderabad@gmail.com / Info : 97048 60040





1052-22-086-046

Date 24 September 2022

Mohammed Parvez Hussain

Indore

Indore-0000000000

**Sub: Employment Letter**

Dear Mohammed Parvez,

With reference to your application and subsequent interactions we are pleased to offer you an Employment as CCE in the Operations with CONNEQT Business Solutions Limited (The Company) with effect from 23 September 2022 on the following terms and conditions.

You will be paid an Annual Gross Salary of INR. 193092.00 in addition to the above, you will be covered under PF, ESI, Bonus, Gratuity etc., if applicable as per law. Based on the present applicability your annual CTC would be Rs 234000.0 This may undergo change in view of the changes in the laws. Detailed break-up of the monthly and annual CTC is annexed to this letter as annexure A

Please note that the information pertaining to remuneration and benefits payable to you is CONFIDENTIAL and should not be shared with anyone other than the authorized representative(s) of the Company.

The above mentioned offer shall be valid if you join us on 23 September 2022. Should you have any further queries, please feel free to contact our Recruitment Team.

You will initially be posted at our Indore Office. The Company may transfer your services to any of the existing office(s)/ department(s) / division(s) / Section(s) / establishment(s) of the Company including any of its subsidiaries / holding / associate company or that may come into existence in the future in India or abroad. Your transfer shall be governed by the Company's Transfer Policy and Regulations, as may be in force from time to time.

You will be working on flexible timings as may be decided by the Company.

Your joining shall be subject to submission of copies of testimonials (originals to be presented):

1. Academic qualification certificates (Matriculation onwards) including proof of date of birth and professional proficiency certificates, where applicable
2. Experience certificate(s), Relieving letter/ Clearance certificate, from your previous employer(s), as applicable. (Relieving letter is a must)
3. PAN Card and Aadhar Card
4. Cancelled Cheque



You will be on probation for a period of six months from the date of your joining the Company, post which you will be deemed confirmed unless you receive an extension of probation in writing. During Probation period your notice period would be for 15 days your notice by either side. Upon completion of Probation period, your employment with the Company can be terminated upon 30 Days prior notice by either side. However, the Company reserves the right to, at its sole discretion, substitute the 30 days prior notice by paying you salary for 30 days in lieu thereof. Though if not certified during the training period the company has the complete rights to terminate the employment without any prior notice. Your termination/ resignation letter, (by whatever name called) will be accepted by the Company only on your satisfying the 30 days notice period as stated in this Clause. Further, till such time as the Company accepts your separation & relieves you of the responsibilities, you will be deemed to be an employee of the Company and the terms and conditions of your employment shall continue to bind you.

In the event of separation, for any reason whatsoever, within a period of 12 months from your date of joining, all expenses incurred by company or reimbursed to you upon joining/ in connection with your joining shall be recovered from you. The company also reserves the right to recover the training expenses incurred.

This overrides all verbal commitments made. Please sign and return the duplicate copy of this letter in token of your acceptance of the terms described in this letter.

Looking forward to a mutually beneficial association.

Welcome once again and wishing you the best time ahead!!!

For CONNEQT Business Solutions Limited.

Tony Jacob Joseph

Associate Vice President - Human Resource

I accept the terms of this letter

---





Name: **Edisonian Florio Florio**  
 Title: **IS**  
 Department: **IT/IT**

You will be entitled to the following remuneration effective from date of joining

Component	Monthly Pay (Rs)	Annual Pay (Rs)
<b>A. Basic Pay</b>		
Basic Salary		
House Rent Allowance	4000.00	48000.00
Dear Allowance	4000.00	48000.00
Subsidiary Gratuity Allowance	4000.00	48000.00
	8000.00	96000.00
<b>B. PERFORMANCE INCENTIVE.</b> This will be payable on a monthly basis. The amount shall vary from 0% to 100% based on your OMR rating. There would be no payout during the probation period. The details of the policy will be communicated to you separately.		
<b>PERFORMANCE INCENTIVE @ Meeting Expectations (100%)</b>	975.00	11700.00
<b>C. MONTHLY GROSS (A+B)</b>	17065.00	204780.00
<b>D. BENEFITS</b>		
<b>PROVIDENT FUND - Company Contribution</b> (As per the PF Act, 12% of salary components specified by PF authorities and it will be paid to PF Department towards Company's Provident Fund Contribution. As per the act, you will contribute the same amount as employee contribution)	1371.00	16452.00
<b>GRATUITY</b> (As per the Gratuity Act, This amount will go towards the gratuity fund and will be paid to you on completion of 5 years with the company)	328.00	3936.00
<b>ESI - Company Contribution</b> (As per the ESI Act, company shall contribute 3.25% of your monthly gross for ESI. This amount is directly linked to your monthly gross and may hence vary. As per the act, 0.75% of your monthly gross will be recovered towards you)	555.00	6660.00
<b>Insurance</b> (You will be covered under insurance as per the company policy and can change as per the management decision)	180.00	2160.00
<b>E. TOTAL COST TO COMPANY (C + D)</b>	19500.00	234000.00
<b>F. Employee Contribution</b>		
<b>PROVIDENT FUND - Employee Contribution</b> (As per the PF Act, 12% of salary components specified by PF authorities and it will be paid to PF Department towards Company's Provident Fund Contribution. As per the act, you will contribute the same amount as employee contribution)	1371.00	16452.00
<b>ESI - Employee Contribution</b> (As per the ESI Act, employee shall contribute 0.75% of your monthly gross for ESI. This amount is directly linked to your monthly gross and may hence vary. As per the act, 0.75% of your monthly gross will be recovered towards you)	128.00	1536.00
<del>Perquisites: Fuel, Conveyance, etc. will be as per the company policy. Other allowance: Food coupons, Education allowance, Special allowances if any. Contribution is limited to Rs. 15000/- wages as stipulated under Provident Fund Act.</del>		

*Pray*

I accept the terms of this letter

\_\_\_\_\_ *Pray*



### Terms and Conditions of Employment

Your appointment is subject to your not being a partner or relative of a Director of the Company within the meaning of section 314 of the Indian Companies Act, 1956. Should any such relationship exist, you will bring forth the same to our notice immediately and we shall intimate to you the necessary approvals/permissions required for your employment. In such an event you will be able to join the company only after all permissions/ approvals are obtained.

As an employee, you will be privy to sensitive and commercially valuable information concerning company and business. Such information is deemed to be the property of the company, and must not be disclosed during or after this employment to any third party without prior written consent of the company. Hereby, you undertake to indemnify the company and its affiliates from any loss or damage arising from any breach of this undertaking.

You are forbidden to engage yourself in any other trade, or profession directly or indirectly and whether for gainful purpose or otherwise. Should you wish to pursue academic advancement, you will have to obtain a written permission for the same and ordinarily it shall be allowed provided it does not adversely affect your work-place responsibilities/ discharge of duties.

Please note that in the event of misconduct on your part, including but not limited to absenting yourself without prior sanctioned leave or harassment (sexual or otherwise) meted out to any other employee, the company may terminate your employment. Please note that if the employment is terminated on account of disciplinary action against you, the clause relating to 30 Days' notice period is not applicable.

During the period of your employment inventions, creations, discoveries, patents, copyrights, shall become the property of the Company. You will not have any right to claim the ownership of it and assign the same to the Company.

Your appointment is contingent upon successful completion of Background verification. The background checks are not restricted to education and employment but to all aspects as per the appropriate selection procedure. Please note that furnishing of false information or suppressing any facts is a disqualification for employment in this Company. Should such an act come to our notice at any time during the period of your employment in the Company, your services will be liable to be terminated with immediate effect.

You will superannuate from the services of the company on attaining the age of 58 years without any notice whatsoever from the company in this behalf.

The above-mentioned does not purport to be exhaustive employment terms. You will be governed by the rules and regulations laid by the company from time to time. The afore mentioned terms and other rules & regulations shall remain current and binding until you are separated from the Company by way of a written agreement/ letter issued to you.

This overrides all verbal commitments made. Please sign and return the duplicate copy of this letter in token of your acceptance of the terms described in this letter. Should there be any dispute with regard to the terms stipulated herein, the same shall be resolved in accordance with the laws of India and any dispute/ reference to this shall be dealt at Hyderabad (Telangana) under the exclusive jurisdiction of the Courts of India.

I have read through the above terms and conditions of employment and hereby accept.

Name:

Signature:

Date:

PAYMENT RECEIPT

AMOUNT PAID: 30,360.00

Amount in Words: Thirty Thousand Three Hundred Rupees and Zero Paise Only

Transaction Details

Transaction Status: SUCCESSFUL  
Transaction Date-Time: 21-10-2022 12:02:33  
Transaction ID: 00000003111111  
Payment Ref No: 19044514150356

Student Details

Roll no: 001  
Student Name: MOHAMMED FARVEZ HUSSAIN  
Course: BBA  
Combination: AI  
Year: 1  
Semester: NEW ADM  
Father Name: MOHAMMED FADRUDDIN  
Mobile No: 8121737247  
E-mail id: NA

Payment Summary

Total: 30,360.00  
Net-total: 30,360.00

Payment Description

1st Year 1st Installment	Amount: Rs. 8,920.00	Total Rs. 8,920.00
1st Year 2nd Installment	Amount: Rs. 21,380.00	Total Rs. 21,380.00

Note: This is a computer generated receipt and does not require signature.

Receipt Generated Date & Time: 21/10/2022 12:14:02 PM



GST NO - 36AAJFG7772Q1ZG

Contact - info.goyalmarketing@yahoo.com  
Contact - goyal.marketing@yahoo.in

# GOYAL MARKETING

# W-2-974/3, Shajahan Apartments, Raj Bhavan Road Khairatabad Hyderabad, Telangana - 500 004

Date, 25-11-2022

Ref.....

## CERTIFICATE OF EMPLOYMENT

To Whom It May Concern:

This is to certify that Mr./Ms. Mohammed Manz has been employed with me as Kasambahay doing general ordinary household chores for 06-01-2020 from 1-06-2020 to Still

This certification is being issued upon his/her request for whatever purpose it may serve.



Employer

RECEIPT NO. 001

### Payment Receipt

Received of Cash from Mr. MOHAMMED WAJID

#### Subscription Details

Subscription No. 12345678  
Subscription Fee 10,000.00  
Subscription Date 29/10/2022  
Payment For No. 01

#### Subscriber Details

Full Name: MOHAMMED WAJID  
Address: 12345678  
City: SQA  
Country: SA  
Phone: 966 500 0000  
Email: MOHAMMED.WAJID@SQA.SA

#### Payment Summary

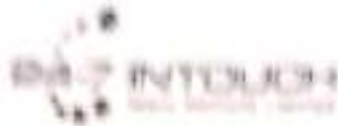
Total: 10,000.00  
Received: 10,000.00

#### Payment Description

Description	Amount	Total
1st Year 1st Installment	Rs. 9,320.00	Rs. 9,320.00
1st Year 2nd Installment	Rs. 21,380.00	Rs. 21,380.00

Note: This is a computer generated receipt and does not require signature.

Receipt Generated Date & Time: 29/10/2022 12:29:47 PM



24-7 Intouch India Private Limited | www.24-7intouch.com

New York, NY, 10022

Dear **Boyanapally Sriram**,

Sub: Letter of Offer

Congratulations and Welcome to 24-7 Intouch India Private Limited. (Formerly known as Noah Business Process Center) We are pleased to extend the Offer of Employment and will be delighted to have you as part of our Team.

#### Employment Offer Terms & Conditions

Your business title will be "a **Support Officer**" with Organization Band "S" and Sub-band S - 1

1. Your annual Total Cost to the Company will be **201954/- PA (Two Lakhs One Thousand Nine Hundred Fifty Four Only)** at the time of appointment. For a detailed TCC break-up and other additional benefits, please refer to Annexure E.
2. Joining Details
  - Work Location: "**Hyderabad**"
  - Date of Joining: **November 15, 2022.**
3. You shall be required to provide the Company all documents and information as set forth in **Annexure I** of this Offer of Employment.
4. 24-7 Intouch operates 7 days a week, 24 hours a day. You will be expected to attend office as assigned to you. As a Full-time employee, you will be eligible for 2 weekly offs, any two days of the week based on business operations.
5. If any information furnished by you is found to be incorrect or false pertaining to your resume/application for employment or during the selection process or at any time during your employment, and/or if you have suppressed material information regarding your qualification and experience, the clauses pertaining to notice period in the terms of employment will cease and services shall be terminated with immediate effect.
6. The Company has the discretion to conduct background verification if and when required, or as mandated by the Program/Client/Management.

Sincerely,

For 24-7 Intouch India Pvt Ltd.

Sriram Boyanapally  
Sr. Manager, Human Resources

DOJ

Candidate Signature

© 24-7 Intouch India Private Limited | [www.24-7intouch.com](http://www.24-7intouch.com)  
(Formerly known as Noah Solutions Private Limited)



ANNEXURE - E

24-7 Intouch Total Reward Statement

Name	:	Naymathullah Shaik Siraj
Band	:	S
Sub Band	:	S - 1
Department	:	NA

We are pleased to provide you with the below 24-7 Intouch Total Rewards Statement for the fiscal period 2022-23. In addition to the compensation you receive 24-7 Intouch provides you with a competitive benefits package.

A. Gross Salary		P.A (INR)	P.M (INR)
Basic		95745	7979
HRA		38298	3192
Medical		15000	1250
Adv. Statutory Bonus		19149	1596
Conveyance Allowance		0	0
Customer Engagement Allowance		11808	984
<b>Sub Total A. Gross Salary</b>		<b>180000</b>	<b>15000</b>
B. Social Security Benefits			
PF Employer		11489	957
ESIC Employer		5850	488
Gratuity		4615	385
<b>Sub Total B. Total Contributions Social Security</b>		<b>21954</b>	<b>1830</b>
<b>Total Cost to Company (INR) (A+B) (Rounded off)</b>		<b>201954</b>	<b>16830</b>

Note: Below are statutory Employee Contributions:

- Employee contribution of 12% on Basic Salary towards Provident Fund (PF) monthly.
- ESIC contribution of 0.75% of Gross Salary per month wherever applicable

DOJ

Candidate Signature

@ 24-7 Intouch India Private Limited | [www.24-7intouch.com](http://www.24-7intouch.com)  
(Formerly known as Knoah Solutions Private Limited)

Employee Benefit	Description	Benefit Details																		
<b>EMPLOYEE PERFORMANCE LINKED INCENTIVE PROGRAM</b>	Employees under Band 'S' in Operations will be covered under performance linked incentive based on the eligibility defined by respective Program/Account	Performance linked Incentive is program specific and as defined by the Client Incentive Programs may not apply across every Program																		
<b>GROUP MEDICAL INSURANCE</b>	Employees who are not covered under ESIC Act are eligible to avail this benefit	Employees will require to contribute 50% of the premium amount towards the Group Medical Insurance Scheme. This benefit is applicable in the event of in-patient hospitalization for a minimum of 24 hours.  <b>Insurance Provider: ICICI Lombard</b> <b>Coverage Details basis Organization Band:</b> <table border="1"> <thead> <tr> <th>Band</th> <th>Coverage</th> <th>Members Covered</th> </tr> </thead> <tbody> <tr> <td>S</td> <td>200000</td> <td>Self</td> </tr> <tr> <td>T</td> <td>300000</td> <td>Self, Spouse and Two Children</td> </tr> <tr> <td>B</td> <td>400000</td> <td>Self, Spouse and Two Children</td> </tr> <tr> <td>I</td> <td>500000</td> <td>Self, Spouse and Two Children</td> </tr> <tr> <td>E</td> <td>500000</td> <td>Self, Spouse and Two Children</td> </tr> </tbody> </table>	Band	Coverage	Members Covered	S	200000	Self	T	300000	Self, Spouse and Two Children	B	400000	Self, Spouse and Two Children	I	500000	Self, Spouse and Two Children	E	500000	Self, Spouse and Two Children
Band	Coverage	Members Covered																		
S	200000	Self																		
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B	400000	Self, Spouse and Two Children																		
I	500000	Self, Spouse and Two Children																		
E	500000	Self, Spouse and Two Children																		
<b>GROUP PERSONAL ACCIDENT INSURANCE</b>	All employees are covered under this scheme	Employees will require to contribute 50% of the premium amount towards the Group Personal Accident Insurance Scheme  <b>Insurance Provider: ICICI Lombard</b> <b>Coverage Details basis Organization Band:</b> <table border="1"> <thead> <tr> <th>Band</th> <th>Coverage</th> <th>Members Covered</th> </tr> </thead> <tbody> <tr> <td>S</td> <td>500000</td> <td>Self</td> </tr> <tr> <td>T</td> <td>700000</td> <td>Self</td> </tr> <tr> <td>B</td> <td>900000</td> <td>Self</td> </tr> <tr> <td>I</td> <td>1200000</td> <td>Self</td> </tr> <tr> <td>E</td> <td>1200000</td> <td>Self</td> </tr> </tbody> </table>	Band	Coverage	Members Covered	S	500000	Self	T	700000	Self	B	900000	Self	I	1200000	Self	E	1200000	Self
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S	500000	Self																		
T	700000	Self																		
B	900000	Self																		
I	1200000	Self																		
E	1200000	Self																		
<b>GROUP TERM LIFE INSURANCE</b>	All employees are covered under this scheme	Employees will require to contribute 75% of the premium amount towards Group Term Life Insurance scheme which covers risk against sudden demise of self (Employee)  <b>Insurance Provider: Exide Life Insurance Co. Ltd.</b> <b>Coverage Details basis Organization Band:</b> <table border="1"> <thead> <tr> <th>Band</th> <th>Coverage</th> <th>Members Covered</th> </tr> </thead> <tbody> <tr> <td>T</td> <td>1.25 times of Annual CTC</td> <td>Self</td> </tr> <tr> <td>B</td> <td>1.25 times of Annual CTC</td> <td>Self</td> </tr> <tr> <td>I</td> <td>1 time of Annual CTC</td> <td>Self</td> </tr> </tbody> </table>	Band	Coverage	Members Covered	T	1.25 times of Annual CTC	Self	B	1.25 times of Annual CTC	Self	I	1 time of Annual CTC	Self						
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B	1.25 times of Annual CTC	Self																		
I	1 time of Annual CTC	Self																		

DOJ

Candidate Signature

		1 time of Annual CTC	Self
<b>WORKMEN COMPENSATION SCHEME</b>	<p>Inclusion: All Active employees are covered under this scheme</p> <p>Exclusion: Inactive employees i.e. Employees separated from the organization are exempt and not covered</p>	<p>Employee will require to contribute 50% of the premium amount towards Workmen Compensation Scheme</p> <p>Insurance Company: Tata AIG Insurance</p> <ul style="list-style-type: none"> <li>No of Members covered: Only Self</li> <li>Coverage: Accidental coverage while on duty as per the definition of the Act</li> </ul>	
<b>STATUTORY SOCIAL SECURITY BENEFITS</b>	Social Security Benefits coverage		<ul style="list-style-type: none"> <li>Provident Fund: It is a contributory scheme, where employer contribution is 12% of the basic salary and same will be contributed by the employee month on month</li> <li>Gratuity: Would be paid as per Gratuity Act to employees on resignation, superannuation, retirement, and demise upon the completion of 5 continuous years of service from the date of joining.</li> <li>ESI: Employee(s) with monthly salary less than INR 21,000 qualifies for ESI where Employee contribution is @ 0.75% and Employer is @ 3.25% of the Gross Salary</li> </ul>
<b>EMPLOYEE WELLBEING PROGRAMS</b>	Applicable to all employees		<ul style="list-style-type: none"> <li>Employee Assistance Program (AAP): Counseling services to ensure emotional wellbeing of the employee</li> <li>Employee Health Care Program (AHCP): To assist and educate employees on health-related challenges</li> <li>Vaccination Program: Specific Immunization against seasonal diseases on an annual basis. Employee(s) participating in the scheme have to contribute 100% toward the cost of vaccination program</li> </ul>
<b>LEAVE</b>	Covers Active Employees		<ul style="list-style-type: none"> <li>Earned Leave: 24 working days per annum</li> <li>Maternity Leave: Maximum of 26 weeks, in accordance with the provisions of the Maternity Benefit Act 1961.</li> <li>Paternity Leave: 3 working days paid Paternity Leave</li> <li>Bereavement Leave: 3 working days paid leave</li> </ul>

DOJ

Candidate Signature





Ref No: INTD/3111/2022/05/06/22

Date: 31st May 2022

1062-21-684-113

Dear Saif Ahmed Siddiqui

Sub: Letter of Offer

Congratulations and Welcome to 24-7 Intouch India Private Limited, (Formerly known as Fresh Solutions Private Limited) We are pleased to extend the Offer of Employment and will be delighted to have you as part of our Team.

**Employment Offer Terms & Conditions:**

Your business title will be "eSupport Officer" with Organization Band "5" and Sub-band 5-1

1. Your annual Total Cost to the Company will be **Rs.202000 PA (Two Lakh Two Thousand Rupees Only)** at the time of appointment. For a detailed TCC break-up and other additional Benefits, please refer to Annexure E.
2. Joining Details
  - Work Location : "Hyderabad"
  - Date of Joining: **7th Jun'2022**
3. You shall be required to provide the Company all documents and information as set forth in **Annexure I** of this Offer of Employment.
4. 24-7 Intouch operates 7 days a week, 24 hours a day. You will be expected to attend office as assigned to you. As a Full-time employee, you will be eligible for 2 weekly offs, any two days of the week based on business operations.
5. If any information furnished by you is found to be incorrect or false pertaining to your resume/application for employment or during the selection process or at any time during your employment, and/or if you have suppressed material information regarding your qualification and experience, the clauses pertaining to notice period in the terms of employment will cease and services shall be terminated with immediate effect.
6. The Company has the discretion to conduct background verification if and when required, or as mandated by the Program/Client/Management.

Sincerely,

For 24-7 Intouch India Pvt Ltd.

/s. Srik

Sriram Boyanapally  
Sr. Manager, Human Resources

DOJ

Candidate Signature

**ANNEXURE - E**
**24-7 Intouch Total Reward Statement**

**Name** : Salf Ahmed Siddiqui  
**Band** : S  
**Sub Band** : S-1  
**Department** : Operations

We are pleased to provide you with the below 24-7 Intouch Total Rewards Statement for the fiscal period 2022-23. In addition to the compensation you receive 24-7 Intouch provides you with a competitive benefits package.

<b>A. Gross Salary</b>	<b>P.A (INR)</b>	<b>P.M (INR)</b>
Basic	95748	7979
HRA	38304	3192
Medical	15000	1250
Adv. Statutory Bonus	19152	1596
Conveyance Allowance	0	0
Customer Engagement Allowance	11796	983
<b>Sub Total A. Gross Salary</b>	<b>180000</b>	<b>15000</b>
<b>B. Social Security Benefits</b>		
PF Employer	11484	957
ESIC Employer	5856	488
Gratuity	4620	385
<b>Sub Total B. Total Contributions Social Security</b>	<b>21960</b>	<b>1830</b>
<b>Total Cost to Company (INR) (A+B) (Rounded off)</b>	<b>202000</b>	<b>16800</b>

**Note: Below are statutory Employee Contributions:**

- Employee contribution of 12% on Basic Salary towards Provident Fund (PF) monthly.
- ESIC contribution of 0.75% of Gross Salary per month wherever applicable

DOJ

Candidate Signature

Associate Benefit Basket	Description	Program Details
Associate Performance Linked Incentive Program	Associates under band 'B' in customer facing business unit will be eligible under performance linked incentive based on the eligibility defined in respective delivery unit	<ul style="list-style-type: none"> <li>Performance linked incentive will be program based within the various business functions</li> <li>Some of the delivery units may not be covered under performance linked incentive program. These are exception to the program</li> </ul>
Group Medical Insurance	Associates who are not covered under ESI/ Act will be eligible to avail this benefit	<p>Associates would contribute 50% of premium amount towards the Group Medical Insurance Scheme. In patient hospitalization for a minimum of 24 hours it required to avail this benefit</p> <ul style="list-style-type: none"> <li>Insurance Company: ICICI Lombard</li> <li>Band: S Associate</li> <li>Coverage: INR 200,000</li> <li>No of Member(s) Covered: Only Self</li> </ul>
Group Personal Accident Insurance	All associates are covered under this scheme	<p>Associates would contribute 50% of premium amount towards the Group Personal Accident Insurance Scheme</p> <ul style="list-style-type: none"> <li>Associate band "S"</li> <li>Coverage: INR 500,000</li> <li>No of Member s Covered: Only Self</li> <li>Insurance Company: : ICICI Lombard</li> </ul>
Group Term Life Insurance	'T' and Above Band	<p>Company Contributes 25% of premium amount towards Group Term Life Insurance scheme which covers risk against sudden demise of self (Associate )</p> <ul style="list-style-type: none"> <li>Coverage: Only Self</li> <li>Associate Band "T"</li> <li>Coverage: 1.25 times of TCC</li> <li>Insurance Company: :Exide Life Insurance Company Ltd</li> <li>Beneficiary: Nominee</li> </ul>
Workmen Compensation Scheme	Inclusion: All the active associates are covered under this scheme Exclusion: Inactive associates i.e. Associates separated from the organization are exempted from the scheme	<p>Company Contributes 50% of premium amount towards the Workmen Compensation Scheme</p> <ul style="list-style-type: none"> <li>No of Members Covered: Only Self</li> <li>Coverage: Accidental coverage while on duty as per the definition of the act</li> <li>Insurance Company: :TATA AIG Insurance</li> </ul>
Statutory Social Security Benefits	Coverage of Social Security Benefits	<ul style="list-style-type: none"> <li>Provident Fund: It is contributory scheme, where employer contribution will be 12% of the basic salary and same will be contributed by the associate month on month</li> <li>EDLI: For 'S' Band As per Govt.Policy to the Maximum of 6 Lakhs.</li> <li>Gratuity: would be paid as per Gratuity Act to associates on resignation, superannuation, retirement and demise, if any associate completes continuous service of 5 years the date of joining.</li> <li>ESI: Associate with monthly salary less than INR 21,000 qualifies for ESI. Associate contribution @ 0.75% and Employer @ 3.25%</li> </ul>
Associate Well being Programs	Applicable for all associates	<ul style="list-style-type: none"> <li>Associate Assistance Program (AAP): Counseling services to ensure emotional well being of the associate.</li> <li>Associate Health Care Program (AHCP): To assist and educate associates on health related challenges</li> <li>Vaccination Program: Specific Immunization against seasonal diseases on annual basis. Associate participating in the scheme has to contribute 100% toward the cost of vaccination program</li> </ul>
Leaves	Covers active associates	<ul style="list-style-type: none"> <li>Earned Leave: 24 working days per annum</li> <li>Maternity Leave: Maximum of 26 weeks, in accordance with the provisions of the Maternity Benefit Act 1961.</li> <li>Paternity Leave: 3 working days paid Paternity Leave</li> <li>Bereavement Leave: 3 working days paid leaves</li> </ul>





**ANWAR-UL-ULOOM COLLEGE**  
AUTONOMOUS

Affiliated to Osmania University, Accredited "A"  
Grade by NAAC, New Malakal.



**SAIF AHMED SIDDIQUI**

FATHER NAME : **SHAH AHMED SIDDIQUI**

ROLL NO : **1062-21-684-113**

GROUP : **BBA**

YEAR : **1st**

ACADEMIC YEAR : **2021-22**



PRINCIPAL



Intest  
Shakes  
Virtue

TMV  
★ ★ ★ ★ ★

1063-11-694-110

To,

29 June 2022

Mr. Mohammed Ahsan Ali,  
S/O Mr. Mohammed Zakir Ali,  
Himayathanagar, Lic. Division,  
Hyderabad, Andhra Pradesh-500063

Dear Moammed Ahsan Ali,

We are pleased to offer you the position of Consultant - Technical Recruitment in our organization **TMV Global** with the Start date of 01-July-2022 on the following terms & conditions:

1. You will be responsible for efficient, satisfactory, and economical operations in the areas of responsibility that may be assigned to you from time to time in writing or verbally. You will act within the framework of the organizational policies and directions laid down by the Company from time to time.
2. You will be entitled to:
  - Payment of Rs. 15000/-per month.
  - You will be entitled to the various schemes announced by the company
  - You will not be entitled to any other benefits
  - Working time will be according to US time zone which is liable to change as per job requirement
  - There will be five days working from Monday to Friday but it can be changed according to job requirement

Note: You will be subjected to TDS under Section 194J of the Income Tax Act as Income from Profession.

3. Your confirmation in service will be subject to your performance (work, conduct, and suitability) being satisfactory by the Company. If in the 1<sup>st</sup> month your performance is not found satisfactory, the company can terminate the Consulting engagement with you after paying for the days you served till the date of termination.
4. After the 1<sup>st</sup> month, the Contract can be terminated by giving 1 (One) month's Notice or Salary (as mentioned in point-2) in lieu thereof from either side.
5. You will carry out all instructions of your Superiors with regard to your work and carry out diligently earnestly all duties or work that may be assigned to you from time to time.

#### Registered Office

Adani Samsara, Gurgaon  
Haryana - 122002

#### India Office Address

City Center, Gwalior  
Madhya Pradesh - 474002

#### Communication

Email – mukesh@tmvu  
Mobile – 9811018501  
Website – <http://tmvu>

6. You will devote your time during office hours to the work of the Company and will not undertake any other business or work, honorary or remunerative.
7. You shall keep the Management informed of any change in your postal address otherwise the last address communicated by you to the Company or available in the Company's record will be deemed as your postal address for the purposes of all communication from the Company.
8. In case any declaration given by you at the time of your appointment is found to be wrong or you are found to have willfully suppressed the material information, the appointment itself will be deemed to be void and your services will be liable to termination without notice or compensation in lieu thereof.
9. You shall observe strict secrecy respecting all transactions and activities of the Company. Accordingly, you shall not, except in the performance in good faith of the duties assigned to you, disclose, communicate or part with, directly or indirectly, confidential or technical information, know-how, proprietary information of any Licensors, plans, drawings, specifications, details or data, or any other information to any other person, including any other employee of the Company at any time, whether during your employment with our organization or thereafter, without the written consent of the Company. You shall safeguard and keep confidential for all times to come, the information coming to your knowledge or possession, in the course of your employment with the Company. Also, you shall not utilize the information obtained from the Company, its clients, collaborators, licensors, agents, etc. in the manufacture or processing of any article during the course of your employment or thereafter under any circumstances. Failure to observe this condition of employment entitles the company to summarily dispense with your services without any prior notice. In addition, the Company shall be free to take any action or claim damages on this behalf.
10. You will conform to the Company's expected standards of discipline regarding which specific rules/orders may be laid down from time to time, or as understood by convention as Company norms. Commission of any misconduct listed as illustrations (and not being exhaustive in themselves) in the Shops & Establishment Act/Rules and or misconducts listed in the Model Standing Orders of the Industrial Employment (Standing Orders) Act 1946 at your place of posting will be a breach of discipline.
11. Unauthorized absence without prior sanction of leave whether or not overstaying sanctioned leave period for a period of eight days or more will result in automatic striking off your name from the rolls of the Company without any reference to you, amounting to the loss of lien of contract and expiry as well as the termination of the contract with you.
12. You confirm that you have disclosed all your business interests to **TMV Global** whether or not they are similar to or in conflict with the business (es) or activities of the Company. Also, you agree to disclose fully and immediately to the Company any such interests or circumstances which may arise.

**Registered Office**

Adani Samsara, Gurgaon  
Haryana - 122002

**India Office Address**

City Center, Gwalior  
Madhya Pradesh - 474002

**Communication**

Email – mukesh@tmvus.com  
Mobile – 9811018501  
Website – <http://tmvus.com>

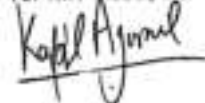


13. You will abide and be governed by all rules, regulations, and orders of the Company that are framed/modified and may be applicable to your category of employees from time to time.
14. It is one of the terms & conditions that your salary should be kept confidential & should not be disclosed in or outside the organization unless allowed by the Company.
15. You will be responsible for the safekeeping and return in good condition and order all the office properties, equipment, instruments, tools, books, etc., which may be given to you for your use, custody, and charge. The Company has the right to deduct the money along with all such things from your dues and take such other action as the Company may deem proper in the event of your failure to account for the aforesaid properties to the satisfaction of the Company.
16. In the event the scope and/or duration of the restrictive covenants contained in this agreement shall be found by a court of competent jurisdiction to be unreasonable, then such restrictive covenants shall be deemed modified to the minimum extent necessary to make them reasonable and enforceable under the circumstances. The provisions of this agreement shall be deemed severable and if any portion hereof shall be deemed invalid, illegal, or becomes unenforceable in law, for any reason, the remainder shall not thereby be invalidated, but shall remain in full force and effect.

Please sign the duplicate copy of this Letter of Appointment in token of your acceptance.

We look forward to a mutually satisfying long-term association

Thanking you,  
For TMV Global, Inc.



Kapil Agarwal  
Director

I hereby accept the above terms and conditions of my employment with the company.

Name: - Mohammed Ahsan Ali

Signature: - *Ahsan*

Registered Office:

Adani Samsara, Gurgaon  
Haryana - 122002

India Office Address

City Center, Gwalior  
Madhya Pradesh - 474002

Communication

Email – mukesh@tmvus.com  
Mobile – 9811018501  
Website – <http://tmvus.com>

26<sup>th</sup> May 2023

Umesh Awasthi  
Hyderabad

Dear Umesh Awasthi,

We are pleased to inform you that based on your application and subsequent discussions you had with us, it has been decided to provide you an opportunity to undergo on the job practical training at our Connex Business Solutions United Offices / Centre for a period of 12 Months from Date of joining. You shall report to the training on or before 26<sup>th</sup> May 2023 failing which it will be deemed that the opportunity given to you is withdrawn automatically.

You shall undergo the training strictly in accordance with the scheme of training of the company. If found not satisfactory, the training period may be extended for a further period of one month or the opportunity given to you will be discontinued at the discretion of the Management.

During the period of training you will be placed in different work locations of the company and your first placement for training will be at Hyderabad. You will undergo on the job training under the supervision of designated supervisors, informed to you at the start of training.

During the period of training you will be required to participate in the assessment process implemented by the company from time to time to assess your learning on the job and skill levels.

During the course of evaluation, if it is found that your learning is not up to the mark as per the expectations of the management, the opportunity given for training will be discontinued and you shall have no claim whatsoever on the company.

This offer of training is subject to verification of the particulars submitted by you and in case any particulars submitted by you are found to be false or incorrect, your training will be terminated without notice and you are required to pay equivalent to the One month Stipend Amount in lieu of notice.

The company works in shifts and hence the on the job training will take place in all the shifts. In view of the same you are required to attend to your training in shifts as advised by the officials of the company from time to time.

If you undergo training regularly on all the working days of the company you would be eligible for the Leaves as per the company policy.

You shall follow the same working days, working hours and holidays of the company. You shall be regular to your training. If you fail to attend the training continuously for a period of 8 working days, it will be treated that you have discontinued the training and hence the company reserves its right to claim compensation from you.

You may discontinue the training within 6 months by giving 15 days' notice in writing to the company and similarly, the company may discontinue your training by giving 15 days' notice. After 6 months, if you discontinue the training, you are required to give 30 days' notice in writing to the company and similarly, the company may discontinue your training by giving 30 days' notice. Any deviation w.r.t the notice period is solely at the discretion of the company.

At any time, if your conduct, behavior, learning on the job etc., are not in conformity with the rules, regulations and expectations of the company, your training will be discontinued without any notice & payment in lieu thereof.

You shall be entitled to a monthly stipend as per the below mentioned grid.

Component	Amount (Rs.) Per Month
<b>A. BASIC STIPEND</b>	11333
<b>B. PERFORMANCE INCENTIVE:</b> This will be payable on a monthly basis. The payout shall vary from 0% to 150% based on your PMI Rating. There would be no payout during the training period. The details of the policy will be communicated to you separately.	
<b>PERFORMANCE PAY (5 % of the Basic Stipend)</b>	567
<b>C. Insurance</b> (You will be covered under insurance as per the company policy and can change as per the management discretion)	100
<b>D. GROSS STIPEND (A+B)</b>	11900
<b>E. Employee Insurance Contribution</b>	100
<b>F. NET STIPEND</b>	11800

During the period of training, you will be paid Stipend of **RS.11800.00** Per month. Tax Deductions will be as applicable.

You are eligible for Performance Incentive: This will be payable on a monthly basis. The payout shall vary from 0% to 150% based on your PMI Rating. There would be no payout during the training period. The details of the policy will be communicated to you separately.

On successful completion of training, at the discretion of the Management, you may be offered an **Apprentice - Customer Care** position as a Probationer. You are required to work for a minimum period of one year with the company. If you leave the services without completing the mandatory period or if you fail to take up the employment as probationer, you are liable to pay the cost of training incurred by the company together with the stipend paid to you.

In all matters not mentioned herein above, you shall be governed by the rules, regulations or practices of the company pertaining to trainees from time to time.

Kindly note that you will not be entitled to any other benefits or perquisites.

This letter of training is sent to you in duplicate and we request you to kindly sign the duplicate copy of this letter as a token of acceptance of the terms and return it to us at the earliest.

With Best Regards.

For Conneqt Business Solutions Limited.



**Tony Jacob Joseph**  
Associate Vice President – Human Resources.

I hereby read and fully understood the terms of my training letter. I hereby accept the terms of my training.

Signature:

Name:

Date:







In the event your employment with Zomato is terminated within a period of 1 year from the date of your joining, either (a) by yourself or (b) by Zomato on grounds of official misconduct or violation of the Company's Code of Conduct, you shall be liable to return all assets transferred to you as subsequent expenses, whether the amount will be your dependent upon termination. Zomato reserves the right to recover such amount by deducting the relevant amount from your salary.

Your employment may be terminated at any time either by Zomato or yourself by providing a written notice of one (1) month or such lesser period as mutually agreed between your reporting manager and yourself.

For the purpose of notice, where a handbook of your existing responsibilities is required at the time of termination, you will be required to provide a notice of such period of time as mutually agreed between your reporting manager and yourself, which shall not exceed a period of thirty (30) days. Please note that it is not mandatory for you to provide a notice of the entire one (1) month period in order to terminate your employment with Zomato.

You shall be liable for payment of applicable taxes on any amount recovered by Zomato from your former employer of notice period.

If your employment is terminated on grounds of breach of your employment terms, Zomato's internal policies and/or official misconduct, Zomato reserves the right to hold back the notice pay and/or your salary.

**l) Confidentiality:** You undertake to perform your service at Zomato with trust and confidence. During your employment you will be privileged with confidential information about Zomato. You agree that you shall not, except as may be required to perform your duties or by applicable law, disclose to others or use, directly or indirectly any Confidential Information (defined below) and you will use discretion and good faith in what you do disclose that may not be specifically defined as Confidential Information hereunder. "Confidential Information" shall mean any confidential and/or proprietary information of Zomato disclosed to and/or obtained by you on behalf of Zomato whether or not in relation to the scope of your employment, either directly or indirectly, in writing or orally or as contained in tangible or fungible form.

**l) Return of Company Assets:** Upon termination of your employment (however it arises) with Zomato, you are obligated to forthwith return all assets of Zomato within your possession (without any loss or damage), failing which Zomato reserves the right to take appropriate legal action against you and recover the cost for such damage or loss from you and take such other actions as available under the laws.

**m) Notices:** Unless otherwise stated, notices to be given to either parties, shall be in writing and shall be given by hand delivery, or by recognized international courier, mail, electronic mail, telex or facsimile transmission and delivered or transmitted to the Parties at their respective addresses set forth below:

If to Zomato:

Zomato Limited Ground Floor, Vipul Tech  
Square Golf Course Road, Sector 43 Gurugram  
122003  
Email: hr@zomato.com

If to the Employee:

Ayub Ali Khan  
8-1-351/c/6 rahul colony tolichowki  
shaikpet Hyderabad pincode 500008  
Telangana - 500008  
Aadhar: 365078574979  
Email: ayubstixx06@gmail.com

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**ZOMATO LIMITED**

(Formerly known as Zomato Private Limited and Zomato Media Private Limited)

Registered Address: Ground Floor 12A, 94 Meghdoot, Nehru Place, New Delhi - 110019, Delhi, India.

CIN: L93030DL2010PLC198141, Telephone Number: 011 - 40592373

**of Background Verification:** You agree that we may share the credentials, provided by you to us, with third party service providers solely for the purposes of conducting your background verification check.

If the foregoing terms and conditions along with the terms and conditions of Annex 1 are acceptable to you, please confirm this in writing indicating understanding and acceptance of the terms and conditions in this employment letter, which should be signed by you and returned to us. In the event that any signature is delivered by e-mail delivery of a ".pdf" format data file, such signature shall create a valid and binding obligation of the party executing (or on whose behalf such signature is executed) with the same force and effect as if such ".pdf" signature page were an original thereof.

We are delighted to welcome you to our organization and wish you a great career with us!

For & on behalf of Zomato Limited



Niharika Mehanty

Authorised Signatory

Acceptance:

I have read the principle terms of my employment with Zomato and confirm my acceptance of the aforementioned terms. I hereby also declare that I will abide by the Code of Conduct outlined by Zomato at all times during my employment with Zomato.

Name:

Signature:

---

## ZOMATO LIMITED

(Formerly known as Zomato Private Limited and Zomato Media Private Limited)

Registered Address: Ground Floor 12A, 94 Meghdoot, Nehru Place, New Delhi - 110019, Delhi, India.

CIN: L93030DL2010PLC198141, Telephone Number: 011 - 40592373





APPPOINTMENT LETTER WORK ASSIGNMENT LETTER

11-Feb-2023

To,  
Mr. Feruz Khan,  
98871  
K-7/255, Sargodha, Karamulla, Mirpur Khas  
Disturbahar, Faisalabad, 58000

Dear Mr. Khan,

We are pleased to appoint you as **Project Engineer** with our Client **BrainKart Technologies Private Limited, Hyderabad** on a fixed term basis. You have to complete pending joining formalities within 10 days from the date mentioned for your joining.

In addition to this:

1. As the Project work awarded to us by our Client is only for a certain period, your assignment with us initially will be from **11-02-2023** to **11-02-2023** as per terms mentioned in the Letter of Engagement dated **11-02-2023**. If however, the Project work is extended, your association with us may be extended for such further period as may be decided by us. Hence, this contract of employment by no means be treated as construed to be of permanent in nature granting thereby to you a status of permanent employee of the Company. Your employment is governed by the contractual agreement between Buzzworks Business Services Private Limited and Client for which your services have been engaged.
2. If however the project work awarded to us is completed before time or if is terminated for any reason whatsoever earlier, then your services shall be terminated on such earlier date as the situation demands as per terms mentioned in your Letter of Engagement.
3. Your CTC details are as per the details mentioned in Appendix-I. The net salary is subject to Income Tax. Your salary is payable only through electronic payment mode such as **IBT-NIFT RTGS-FCR** or account payable cheque for which you have to provide relevant information at the time of joining. One month's grace period shall be provided to you on reasonable ground.
4. In addition to the Monthly Salary, you will not be entitled to any other perpetual allowances unless given to you in writing. Your coverage under ESIC scheme, Provident Fund scheme, and Bonus Act where applicable will be as per the government regulations. Salary would be receivable on or before 10th of the subsequent month, subject to receipt of corresponding payments from our Client where you will be deployed. Any discrepancy in the salary received needs to be reported to our nearest branch within 7 days of receipt of salary after which, it will be considered as correct and further claims will not be entertained. Gratuity will be payable as per Payment of Gratuity Act, 1972. TDS will be deducted at rates applicable as per Income Tax Act, in case PAN number along with proof is not provided to nearest Branch within 7 days of joining. Any unclaimed salary within 3 years from when it is due, will be paid to Labour Welfare Fund as per Labour Welfare Fund Act. You will be entitled to leave as per the practice followed by the client.
5. Your coverage under ESIC scheme is subject to adherence of rules & regulation of it. It is mandatory for you to submit Aadhar Card (UID) including your family within one month from the date of issuance of ESIC number, if you fail to submit the Aadhar Card (UID) within stipulated period in that case you will not be eligible to take benefit of ESIC coverage and in that Circumstances Company shall not be held responsible.
6. You are eligible under Provident Fund scheme subject to adherence of rules & regulation of it. It is also mandatory for you to submit Aadhar Card (UID), PAN Card & Bank A/c. No. with IFSC (collectively referred as "KYC") within one month from your date of joining, if you fail to submit the KYC within stipulated period in that case as per PF norms you will not able to withdraw or transfer or to take any benefits of PF and in that circumstances company shall not be held responsible or liable.
7. Since our Client undertakes contract projects, you may be required to work at different project sites and are likely to be deputed in any establishment within the city or outside the city including outside the State for the purpose of discharging your duties as and when the situation demands, at the said working hours.
8. You will act within the framework of organizational structure and policies and directions as may be laid down by the management from time to time. During the tenure of your employment with us, you will not undertake any other employment or business activities, work or public office of payment or otherwise except with the written permission of the Management. If you are found involved in any act which is unethical or can be considered as breach of integrity or in the opinion of the Company is detrimental to the interest of their business interest, Management shall be at liberty to dispense with your services immediately and without any notice or compensation. At all-time during the tenure of this Contract of employment you will be bound by any Rules & Regulations enforced by the management from time to time in relation to the conduct, discipline, leave, holidays or any other matters relating to service conditions.
9. Either party can terminate the contract during the existence of a work assignment by providing a notice of One Month to the other Party. This is as per the terms laid out in the Letter of Engagement. You shall at no point of time stake any claim or right to claim employment, damage, loss or compensation of any sort whatsoever against our clients. Your continuance in employment is subject to your remaining physically and mentally fit. As and when required, the Management may require you to submit yourself to medical examination by a physician of the choice of the management.
10. Employee Insurance as per applicable terms & conditions.
11. This letter is being sent to you in duplicate, Please return two copies of the same, duly signed as the token of acceptance this Contract of employment with the above terms and conditions along with the appended letter of assignment.

Yours faithfully,  
For Buzzworks Business Services Private Limited

Registered Office Address:  
Feruz Khan

Authorized Signatures  
Confirmation of Acceptance here received the Work Assignment Letter and hereby confirm that I have read, discussed and hereby thereafter agree to the terms and conditions contained therein

\_\_\_\_\_  
Candidate Name & Signature

Letter of Engagement with our Clients/Business Partners

23 Feb 2013

Dear Mr Umar Khan,

1. Buzzworks Business Services Private Limited (also known as "Buzzworks") is involved in the business of providing services to manage key business processes of our Clients/ Business Partners. Based on your interaction with us, we wish to confirm your registration with us for the purpose of selection to perform any service ("Work Assignment") that may be required by our Clients/ Business Partners ("Customer").
2. It is understood that mere registration with Buzzworks does not guarantee you any Work Assignment and is subject to selection by Buzzworks and/or its Customers. Buzzworks may offer to engage you to perform specific Work Assignments from time to time for any of its Customers at a specified location and you may choose to accept such offer at your discretion.
3. The terms of this letter ("Engagement Letter") shall govern your relationship with Buzzworks now and in the future. Each Work Assignment will be governed by the terms of this letter and the specific Work Assignment Letter. In the event of any inconsistency, the terms of the relevant Work Assignment Letter shall govern.
4. Execution of any Work Assignment Letter by you shall be a full and complete acceptance by you to perform the services. Upon acceptance, you shall
  1. fully perform the services, in a professional manner, at the Customer's location till the completion of the term of the Work Assignment;
  2. during the term of the Work Assignment, render services exclusively to the Customer and such performance shall not be inconsistent with any obligation you may have to other third parties;
  3. not engage in any conduct detrimental to the interests of the Customer or Buzzworks;
  4. not receive any payments of any nature directly from the Customer or any person or institution related to the customer unless agreed to by Buzzworks;
  5. not, either directly or indirectly, offer yourself for employment with the Customer, its agencies or its affiliates during the period of the Work Assignment without the prior permission of Buzzworks;
  6. comply with the safety, health, environment and other rules and regulations of the Customer provided that you have been made aware of the same;
  7. report and be present at the Customer's designated location during the working hours mentioned in the applicable Work Assignment Letter;
  8. extend all co-operation to the Customer's employees, consultants, representatives, etc. and do all such things as may be necessary and comply with all terms of the applicable Work Assignment Letter so as to effectively undertake the Work Assignment.
5. At the end of each Record Period, as mentioned in the Work Assignment Letter, or at the completion of the Work Assignment, whichever is applicable, you will deliver to the Customer, a Time Sheet (or any other format/ register as required by the Customer) containing the number of hours worked in any given day at the Customer's location and such other details as may be prescribed by Buzzworks and produce the same to Buzzworks upon request.
6. As consideration for the services performed during any Work Assignment, Buzzworks will pay you remuneration, as per the Work Assignment Letter. Buzzworks will be entitled to make deductions as per applicable law or in respect of any amounts due to Buzzworks or to the Customer from you. You will be reimbursed any approved expenses subject to you, submitting original bills/ declarations as required by Buzzworks and/or the Customer.
7. Any intellectual property that results from work performed by the Individual under any Work Assignment Letter shall be the property of the Customer and the Individual agrees to assign/ transfer to the Customer, the worldwide, perpetual and entire right, title, and interest in all intellectual properties including all rights to obtain, register, perfect, and enforce patents, copyrights, and other intellectual property protection under any laws and conventions.
8. All proprietary information/ material of the Customer that is made known to you during the term of the Work Assignment shall be received in confidence and you shall not disclose or, except in performing the services, use any such proprietary information/ material. You agree that all information, correspondence, documents, materials or items provided to you by the Customer or Buzzworks are provided to you in trust and on lapse/ termination of the Work Assignment, you shall promptly return all such material to the Customer or Buzzworks, as the case may be.
9. You agree that this Letter of Engagement creates no obligation on the part of either party unless you are selected for a particular Work Assignment and you execute the relevant Work Assignment. By executing this Letter of Engagement, neither do we offer you employment with Buzzworks nor do you become an employee of Buzzworks. The terms of this Letter of Engagement shall however govern any Work Assignments that you undertake to perform.
10. Should you be selected to perform the Work Assignment, the nature of your relationship with Buzzworks will be that of Employment/ Contract of Service for a period mentioned in the Work Assignment Letter. Upon lapse or termination of the Work Assignment, your employment with Buzzworks shall stand terminated forthwith.
11. Except for lapse of a Work Assignment due to completion, if either Party wishes to terminate the Work Assignment during its existence, the terminating Party shall provide a notice of One Month to the other Party. In case you fail to give the above notice, the salary in lieu of notice will be recovered from you.
12. In case there is no Work Assignment subsisting, either party may terminate this Letter of Engagement forthwith by sending notice in writing. If a Work Assignment is subsisting, this Letter of Engagement can be terminated only co-terminus with the relevant Work Assignment as per the notice period required for termination of the Work Assignment as above.
13. Termination of this Letter of Engagement shall not affect the obligations of the parties that have been incurred prior to termination and Buzzworks will promptly settle all your dues after making applicable deductions. Further, obligations relating to confidentiality and intellectual property shall continue after termination/ expiry of this Letter of Engagement or the Work Assignment.
14. You agree to defend, indemnify and hold Buzzworks or the Customer 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 Letter of Engagement or under the Work Assignment Letter or for misconduct, violation of any law or creation of any legal liability by you.

# buzzworks

advancing human capital

15. Any dispute between the individual and Buzzworks shall be referred to a sole arbitrator to be selected from a list of arbitrators nominated by Buzzworks. The arbitrator shall be conducted in English language, in accordance with the Arbitration and Conciliation Act, 1996, as amended. India. This engagement letter shall be governed in all respects by the laws of India.

In addition to the terms contained herein, your relationship with Buzzworks may be subject to such other additional terms and conditions as may be communicated to you from time to time in writing by Buzzworks.

#### Confirmation of Acceptance

I have read and I hereby confirm that I have read, understood and hereby I have agreed to the terms and conditions contained herein.

#### Candidate Name & Signature

Registered Office Address:

Tarun Ekan



**Annexure**

SALARY HEAD	MONTHLY	YEARLY
Basic	10548	126576
House Rent Allowance	1940	23280
Bonus	878	10536
<b>Gross Salary</b>	<b>13366</b>	<b>160392</b>
Total Earning	13366	160392
EPF Employee Contribution	1266	15192
ESI Employee Contribution	100	1200
Total Deduction	1366	16392
<b>Net Salary</b>	<b>12000</b>	<b>144000</b>
EPF Employer Contribution	1371	16452
ESI Employer Contribution	434	5208
Employer Insurance	63	756
Total Employer Contribution	1868	22416
<b>Cost to Company</b>	<b>15234</b>	<b>182808</b>

Kindly return copy of the letter as acknowledgement of the terms and conditions.  
This is system generated document. Hence, Signature is not required.



10/5-21-780-1/18



Date: 16.05.2023

Office NO: SUV004114

NAME FERAZ KHAN

S/O MOHAMMED RAYEES KHAN , NO 5-7-492 , AGAPURA ,  
NAMPALLY MARKET , HYDERABAD , TELANGANA 500001

**FIXED TERM EMPLOYMENT CONTRACT**

DEAR: FERAZ KHAN

We are pleased to offer you employment at SUVIDHA STAFFING SOLUTIONS for a fixed period of employment as per the following terms:

**DEPUTATION:**

You are deputed to our client under this Contract. The terms of employment is exclusively with SUVIDHA STAFFING SOLUTIONS the employee shall never be deemed to be the employee of the client, where you have been deputed under this Contract.

You will with effect from 11.05.2023 be deputed by SUVIDHA STAFFING SOLUTIONS, to work at client's office / premises at any of their locations.

**TENURE:**

The term of your Contract shall be valid from 11.05.2023 to 11.08.2023

**COTERMINOUS:**

Notwithstanding the Tenure of this Contract, in the event of the project / work / deputation for which you are being employed terminates before your Contract end period, this Contract shall be coterminous with the project / work.

**LOCATION:**

You are required to work at client's location at HYDERABAD

**POSITION:**

You are appointed as SHIFT INCHARGE

📍 No. 08, 2nd Floor, College Rd. opp. Govt PL. College,  
M.V. Extension, Hookote, Karnataka 562114  
☎️ +91 90103 13505

✉️ suvidha.hr2020@gmail.com  
🌐 www.suvidhastaffingsolutions.in



**REMUNERATION:**

The details of your salary break up with components are as per the enclosure attached herewith.

**EXTENSION:**

Unless otherwise notified to you in writing this contract of employment would be valid 11.08.2023

From the date of you joining SUVIDHA STAFFING SOLUTIONS. This contract may be considered for an extension depending on the client and SUVIDHA STAFFING SOLUTIONS requirements. The extension of contract period would be considered on fresh terms as agreed between you and SUVIDHA STAFFING SOLUTIONS through a separate mutually executed contract of employment. SUVIDHA STAFFING SOLUTIONS shall inform you in writing of the extension requirements

**WORKING HOURS:**

You will follow the working hours of the client where you will be deputed. You may have to work on shifts, based on the client's requirement. Your attendance will be maintained by the Reporting Officer of client, which needs to be mandatorily sent to the contact person at SUVIDHA STAFFING SOLUTIONS within the cut-off date as mutually agreed for pay-roll processing.

**TERMINATION & SUSPENSION:**

At the time of termination of the employment either due to termination by either you or the Company or upon the lapse of the term of employment, if there are any dues owing from you to the Company, the same may be adjusted against any monies due to you by the Company on account of salary including bonus or any other payment owned to you under the terms of your employment. During the tenure of your Contract, any deviation or misconduct in any form that were noticed by the company or if there are any breach of internal policies or any regulation that was mutually agreed to be complied with, SUVIDHA STAFFING SOLUTIONS or principal employer has the rights and authority to suspend your services until you are notified to resume work in writing. SUVIDHA STAFFING SOLUTIONS reserves all such right to withheld full or a portion of your salary during such suspension period.

**NOTICE PERIOD:**

In the eventuality if you wish to separate from the organization you will need to give 15 days' notice in writing. The Contract can be terminated at the discretion of SUVIDHA STAFFING SOLUTIONS subject to 15 days' notice.

However due to breach of code of conduct, misbehavior or indiscipline etc, then in such cases,

SUVIDHA STAFFING SOLUTIONS will have / reserve rights to terminate immediately without giving notice period.

**INDEMNITY:**



You shall be responsible for protecting and preserving all data or files submitted to you or the due discharge of your duties and you shall indemnify the company if there is a loss of any kind by the said company.

**CODE OF CONDUCT:**

You shall not engage in any act suggestive of disloyalty in the course of your duties for your work either within the client's premises or outside it, and if you were at any time found violating its work rules, the Company shall reserve the right to initiate disciplinary actions as it deems fit against you.

**HOLIDAYS:**

You will be entitled to paid holidays in a year as notified by the company from time to time.

**ADDRESS FOR COMMUNICATION:**

The address of communication for the purpose of service of notice and other official communication to the company shall be the registered address of the company. The address of communication and service of notice and other official communication is the address set out as above and your present residential address namely, in the event there is a change in your address, you shall inform the same in writing to the Management and that shall be the address last furnished by you, shall be deemed to be sufficient for communication and shall be deemed to be effective on you.

**BACKGROUND VERIFICATION:**

The company reserves the right to have your back ground 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.

**ABSENTEEISM:**

You should be regular and punctual in your attendance. If you remain absent for 5 consecutive working days or more without sanction of leave or prior permission or if you over stay sanctioned leave beyond 5consecutive working days or more it shall be deemed that you have voluntarily abandonment your employment with the company and your services are liable to be terminated accordingly.

**RULES AND REGULATIONS:**

You shall be bound by the Rules & Regulations framed by the company from time to time in relation to conduct, discipline and other service conditions which will be deemed as Rules, Regulation and order and shall form part and parcel of this letter of appointment.

**OTHER TERMS OF CONTRACT:**

In addition to the terms of appointment mentioned above, you are also governed by the standard employment rules of SUVIDHA STAFFING SOLLUTION'S (as per Associate Manual). The combined rules and Procedures as contained in this letter will constitute the standard employment rules and you are required to read both of them in conjunction.

**DISPUTE RESOLUTION:** Notwithstanding the place of working or placement or the normal or usual residence of the employee concerned or the place where the employment is agreed or executed this Contract shall only submit to the jurisdiction of the High Court of Karnataka at Bangalore and its subordinate Courts.

**DEEMED CANCELLATION OF CONTRACT:**

The Contract stands cancelled and revoked if you do not report to duty within 3 days from the date of joining & you will be construed as deemed and implied rejection of the offer of employment from your side, hence no obligation would arise on the part of the company in lieu of such Employment Contract issued.

You shall report to work on 11.05.2023 at the client's place. You are requested to bring the following documents at the time of joining:

1. Educational Certificates
2. Experience Letter / Relieving letter
3. Latest month pay slip
4. Photo ID proof
5. Address Proof
6. "5" passport size photographs
7. PAN card
8. UAN Card
9. Aadhaar Card

Here's wishing you the very best in your assignment with us and as a token of your understanding and accepting of the standard terms of employment, you are requested to sign the duplicate copy of this letter and return to us with in a day. With warm regards,

FOR

**SUVIDHA STAFFING SOLUTIONS**

CEO


I have read and understood the above mentioned terms and conditions of the Contract. I voluntarily accept the same. I have received SUVIDHA STAFFING SOLUTIONS's Associate Manual and I shall abide to the terms and conditions mentioned therein and any amendments from time to time. All the above mentioned terms and conditions will come in force from your date of joining, in case of no acceptance received before the first salary it would be deemed as acknowledged and accepted by SS you on receipt of your first salary.

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Place: \_\_\_\_\_

Date: \_\_\_\_\_

EMP NAME :	<b>FEROZ KHAN</b>	
EMP CODE :	<b>SUV004114</b>	
DESIGNATION :	<b>SHIFT INCHARGE</b>	
Details	Percentage	Wages
Basic	0	15500
DA	0	2723
HRA	0	2342
Statutory Bonus	8.33%	1435
LWW	1.50%	0
GROSS		22000
<b>Employees Contribution</b>		
ESIC	0.75%	0
EPFO	12%	1800
PT		200
TOTAL DEDUCTION		2000
NET PAY		20000
<b>Employer Contribution</b>		
ESIC	3.25%	0
EPFO	13%	1950
Total Employer Contribution		1950
CTC		23950
Attendance Bonus ( 26 work Days )		1,000
Incentive		As per your performance
EMPLOYEE SIGNATURE:		
		FOR
		
		SUVIDHA STAFFING SOLUTIONS



8374864241

1062-21-684-147

JACK & JONES®

# REWARDS STATEMENT OFFER

Thank you for your interest in joining the Bestseller Family.

We are pleased to offer you employment with this personalized total compensation statement for the year. It is our sincere hope that the protection and security of these benefits will make life better for you today as well as provide you with a more secure future.

## TOTAL OFFER REWARDS STATEMENT

Your employee benefits contribute greatly to your annual compensation and to your personal well-being. This statement not only gives you a brief summary of your personal benefit elections, but also provides "costs of benefits" information, which is important when considering your total compensation.

We are constantly working to provide you with a benefit package that is competitive and progressive within our industry and our community.

Name: Syed sarfaraz uddin

Role: Fashion Consultant

Band: 1

Company: Best United India Comforts Pvt. Ltd.

Location: Hyderabad

DOJ: 24-Apr-2023

### BEST UNITED INDIA COMFORTS PRIVATE LIMITED

Registered Office: The Lalit Residency, 2<sup>nd</sup> Floor, The Lalit Mumbai, Sahar Airport Road, Sahar, Andheri (E), Mumbai-400 059

Tel. No. 022- 66 48 9000 / 61747600

(CIN: U52390MH2009PTC190686)



**SALARY COMPUTATION**

Particulars	Monthly Amount	Annual Amount
Basic Salary	25000	300000
Dearness Allowance	16278	195336
House Rent Allowance	8139	97668
Statutory Bonus	563	6756
Insurance Premium	916	11000
Insurance Premium	916	11000
Retirals	2582	30984
Gratuity	782	9384
PF Company Contribution	1800	21600
<b>Total Fixed</b>	<b>28498</b>	<b>341999</b>
<b>Total CTC</b>	<b>28498</b>	<b>341999</b>

**BEST UNITED INDIA COMFORTS PRIVATE LIMITED**

Registered Office: The Lalit Residency, 2<sup>nd</sup> Floor, The Lalit Mumbai, Sahar Airport Road, Sahar, Andheri (E), Mumbai- 400 059  
 Tel. No. 022- 66 48 9000 / 61747600  
 (CIN: U52390MH2009PTC190686)

Date: July 7, 2023

**TO WHOM IT MAY CONCERN**

This is to inform you that MOHAMMED SIDDIQUI is employed with Amazon Dev Center India - Hyd, since April 17, 2023. MOHAMMED currently holds the position of SDS Associate(IP)(S). The residential address as per our record is as follows:

13-6-431/E/431/5/1 Ahsan Sidd, Moghalnagar, Near jama masjid  
HYDERABAD, . 500028  
IND

This certificate is issued at the request of the employee without any risk or liability on the part of the organization or its authorized signatories to enable employee to produce this letter as employment/address proof for Employment proof.

For Amazon Dev Center India - Hyd

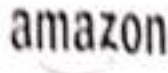


Shamil Srinivasan  
Human Resources

**REGISTERED OFFICE :** # 26/1, Brigade Gateway, World Trade Centre, 10th Floor, Dr. Rajkumar Road,  
Malleshwaram (W) Bangalore - 560 055. Karnataka India

Tel. : +91 - 80 - 6787 3000, Fax : +91 - 80 - 3007 1031 / 33 CIN : U72200KA2004FTC034233





Amazon Development Center India Pvt. Ltd

Employee Code	112032200	EMPLOYEE NAME	Muhammed SubSreea
BAWA	KUTAN MAHENDRA BARR	Bank Ac. No.	9545087301
DOJ	06 Jul 2022	LOF days	0
PF Ac No	6030000200580000282010	STD Days	30
PF UAN	101832345180	No. of Days Paid	30
Department	CS Operations - VAR	Designation	CS ASSOCIATE(15)
Location	HYDRABAD	Previous Month LOF	0
ESI No	5218557214	Employee Class	Seasonal/Short-Term

Earnings	No of Units	Earned	Deductions	Amount
Basic		15,000.00	PF Employee Cont.	1,800.00
House Rent Allowance		2,783.00	Professional Tax	200.00
Overtime 2.0 Amount	1.00	226.00	ESI	156.00
Night Shift Allowance	19.00	2,850.00		
Work From Home Allowance		1,250.00		
Transportation Allowance		4,000.00		
<b>GROSS EARNING</b>		<b>26,109.00</b>	<b>GROSS DEDUCTIONS</b>	<b>2,166.00</b>
		<b>NET PAY</b>		<b>23,943.00</b>

Employer Contribution	No of Units	Earned
PF - Employer Contr.		1,800.00

**Important Notes**  
Please note this is the provisional payslip. Final Pay slip will be available on the last working day of the month.

\*\* This is a computer generated payslip and does not require signature and stamp.

IELTSMaterial,  
Pride Hulkul  
116, Lal Bagh Main Rd,  
Bengaluru, Karnataka 560027  
16th November 2022

Dear Abdul Rasheed Khan,

### Employment Agreement

We are pleased to offer you employment on the terms and conditions set out below. These terms and conditions, together with all applicable regulations and policies of the Company, form the basis of your employment.

#### 1. Position

Your employment will be with IELTSMaterial (the "Company"). Your functional title is Business Development Executive. During your employment, you may be required to perform work for related companies which would include sister concerns, subsidiaries or holding company of the Company (the "Related Company") and which together with the Company form the "Group".

#### 2. Commencement Date and Location

You will be joining on 05/12/2022, and your place of work will be from home.

#### 3. Other Conditions

Our offer and your employment are subject to:

- (a) You completing, signing and returning the Personal Information Form by the applicable date;
- (b) You being free from any obligations owed to a third party which might prevent you from starting work on the commencement date;
- (c) The information provided by you in relation to your employment by the Company regarding your background and/or previous employment being complete, accurate and not misleading in all respects; and all information obtained by the Company in respect of you being fully satisfactory to the Company; and
- (d) You holding or being granted necessary approval, regulatory registrations and/or licenses from the appropriate authorities for the performance of your duties (including a valid employment pass or work permit where applicable) prior to the commencement of your employment. Should there be any delay in your being granted such approvals, regulatory registrations and/or licenses (including where applicable an employment pass or work permit), or should your application(s) in respect of the foregoing be rejected, your employment with the Company cannot commence and the Company will not be liable for any payment to you.

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Bangalore Address: Pride Hulkul, 901, 116, Lal Bagh Main Rd, Bengaluru, Karnataka 560027

Registered Address: Flat No.-1002, Best Residency, Plot No.-1, Sector-19-B, Dwarka, New Delhi - 110075

#### 4. Remuneration

##### (a) The cost to Company (CTC)

Your CTC will be INR 3,00,000 per annum (Three Lakh Rupees Only) which includes components like Basic Salary, HRA, allowances, provident fund contributions, etc (detailed salary structure is in Annexure A)

If you join the Company part-way through a calendar year, your basic annual salary will be prorated to reflect the portion of the year that you have started working for the Company. Any payment of your salary or other amounts due to you from the Company will be subjected to any and all applicable withholding and/or other taxes payable and the Company will in such case be entitled to deduct or retain the amount of such tax from any sum payable to you. You will be solely responsible to pay all taxes and any other imposts as may be levied or assessed by any competent authority in any jurisdiction on any sum paid and/or other benefits provided to you by the Company.

**You are required to continue for at least 6 months of employment with IELTSMaterial, else your Relieving and Experience Letter will not be provided.**

#### 5. Annual appraisal cycle

We will also have an Annual appraisal cycle in the month of January every year. The employees who have completed a minimum of 6 months with the organization are eligible for the same.

#### 6. Hours of Work

Your official hours of work will be from 09:30 AM to 7:00 PM, 6 Days working (Weekly Off will be decided by the Manager). However, for certain specific jobs, different work schedules may apply to you, which will be explained to you by your manager if applicable. Business exigencies may require you to work beyond the specified hours, including the possibility of working weekends. You may also be expected to travel to other locations at times outside of your office hours of work.

#### 7. Annual Leave

Your annual leave entitlement is 18 days (12 Casual Leaves and 6 Emergency Leaves) and will be in accordance with local law and/or Company policy in this regard. The annual leave entitlement will be prorated in your first year or in any incomplete year.

- (a) If you have taken more annual leave than you have accrued in terms of your leave entitlement, you will be required to pay to the Company the equivalent salary (basic salary, house rent allowance, and other allowances) for the annual leave period that you have taken in excess of your accrued entitlement. During the initial probation period of three months, you are permitted only 1.5 day paid leave per month, failure to adhere to which will result in Loss Of Pay (LOP).

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Bangalore Address: Pride Hulkul, 901, 116, Lal Bagh Main Rd, Bengaluru, Karnataka 560027

Registered Address: Flat No.-1002, Best Residency, Plot No.-1, Sector-19-B, Dwarka, New Delhi - 110075



(d) If either you or the Company gives the notice to terminate your employment, the Company is entitled to insist that you take any outstanding annual leave during the notice period.

You can only take annual leave at times that have been agreed with your manager/department head. You must give reasonable notice of the dates that you want to take an annual leave. If you do not give sufficient notice, you may not be given permission to take those dates as annual leave.

## 8. Termination

### (a) Termination with Notice

The Company or you may terminate your employment by giving 30 days notice in writing. The Company may choose to terminate your employment immediately or by a period of notice shorter than the stipulated notice period by making a payment to you equal to your salary for all or part of the notice period in lieu of that notice.

If the Company or you have given notice of the termination of your employment, the company may direct you not to perform any of your duties, to remain away from the Company's premises and/or not to contact clients or other employees of the Company for all or part of the notice period. During this time you will remain employed by the Company and therefore remain subject to your conditions of employment and you will continue to receive your salary and contractual benefits during the notice period. Your full and final settlement will be processed after 45 days from the date of leaving.

For the avoidance of doubt, this does not confer any entitlement on your part to receive, nor impose any obligation on the Company, to make such payment.

As an employee, if you underperform, you may be subjected to a **PIP** that will last for a duration of **one month or less** followed by a **probation period of 3 months** during which, if the performance continues to be sub-par, you may be terminated with a notice period of **3 days**.

### (b) Termination without Notice

The Company may terminate your employment immediately and without any notice or payment in the event that:

- You are guilty of serious misconduct;
- You are guilty of a serious breach of the employment terms or conditions as mentioned in this letter;
- You intentionally disobey a lawful and reasonable direction of the Company;
- You conduct yourself in a way which, in the Company's reasonable opinion, may bring any member of the Group into disrepute;
- You are convicted of a serious criminal offense or a criminal offense which, in the Company's opinion compromises your ability to perform your duties; or

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**Bangalore Address:** Pride Hulkul, 901, 116, Lal Bagh Main Rd, Bengaluru, Karnataka 560027

**Registered Address:** Flat No.-1002, Best Residency, Plot No.-1, Sector-19-B, Dwarka, New Delhi – 110075

- The result of any background checks or searches conducted by the Company is deemed satisfactory to it in its absolute discretion.
- Your performance continues to be sub-par or completely unsatisfactory despite one/several warning letters.

#### (c) Non-Solicitation Agreement

You agree that at no time during the term of your employment with the Company will you engage in any business activity which is competitive with the Company *nor work for any company which competes with the organisation.*

For a period of one year immediately following the termination of your employment, You will not, for yourself or on behalf of any other person or business enterprise, engage in any business activity which competes with the Company in which you were employed.

During the term of your employment, and for a period of one year immediately thereafter, You agree not to solicit any employee or independent contractor of the Company on behalf of any other business.

#### 9. Confidentiality

During your employment by the Company, you may learn trade secrets or confidential information, which relates to the Company and the Group. Unless you are required to do so in the proper performance of your duties, you must not:

- (a) Divulge or communicate to any person;
- (b) Use for your own purposes or for any purposes other than those of the Company or, as appropriate, any of its clients; or
- (c) Cause any unauthorized disclosure, through any failure to exercise due care and attention, of;

Any trade secrets or confidential information relating to the Company or to any Related Company or to the Group or the clients thereof. You must at all times use your best endeavors to prevent publication or disclosure of any trade secrets or confidential information.

Confidential information includes but is not limited to information about unique tangible and intangible products and services, information relating to the intellectual property rights and other proprietary materials, financial information, information relating to the clients and suppliers, administration and information systems, information relating to the business strategy of the Company or any Related Company or the Group as a whole.

If you are unsure about the confidential nature of the specific information, you must seek your manager's advice and clarification. You will be subject to disciplinary action up to and including summary dismissal for any unauthorized disclosure of confidential information belonging to or related to the Company or to any Related Company or to the Group. You understand and agree that your obligation of confidentiality survives the termination of your employment.

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Bangalore Address: Pride Hulkul, 901, 116, Lal Bagh Main Rd, Bengaluru, Karnataka 560027

Registered Address: Flat No.-1002, Best Residency, Plot No.-1, Sector-19-B, Dwarka, New Delhi – 110075

**ANNEXURE - A**

The salary break-up calculation is based on a 12% PF contribution on Basic Salary. It may change depending upon regulatory changes and consequent changes in salary break-up would be applicable.

Salary Components	Monthly CTC (In INR)	Annual CTC (In INR)
Basic	12,500	1,50,000
HRA	6,250	75,000
Conveyance	1,600	19,200
Medical Allowance	1,250	15,000
Other Allowance	1,600	19,200
Subtotal (A)	23,200	2,78,400
Employer PF (B)	1,800	21,600
Employer ESI (C)	0	0
Gross Salary (A+B+C)	25,000	3,00,000

Your Sincerely

Acceptance




Upneet Grover  
Founder

Bangalore Address: Pride Hulkul, 901, 116, Lal Bagh Main Rd, Bengaluru, Karnataka 560027  
Registered Address: Flat No.-1002, Best Residency, Plot No.-1, Sector-19-B, Dwarka, New Delhi - 110075

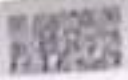


(No subject)

From: yashmeet bansal (yashmeet\_bansal2000@yahoo.com)  
To: yashmeet\_bansal2000@yahoo.com  
Date: Friday, 5 August 2022 at 09:50 am IST

1062-21-624-13

LEARNERS FOR THE INDIAN SCHOOL CERTIFICATE EXAMINATIONS, NEW DELHI  
XII (CLASS X) YEAR 2021 - 2022 DEPARTMENT OF EXAMINATIONS



CIN: U72900TG2015PTC110953

Website: www.exploreanddo.com  
Email: hr@exploreanddo.com

PH: +9180 15576432 / +917995814800 / +918106418122

Date: 25-February-2022

Tarassal Gulraze  
10-4-13/5, Macab Tank,  
Humayun Nagar, Hyderabad, Telangana-500078  
Phone No: 9014183373, 9701813351  
Employee ID: ED251121TAR2111  
Aadhaar No.: 916151936767

Subject - Offer of Appointment

Dear Tarassal Gulraze,

- It is our pleasure to welcome you to **Explore And Do Technologies Pvt. Ltd.**
- 1. With reference to our discussions, we are pleased to offer you appointment in our Organization Business Development Executive, operating out of our Hyderabad office.
- 2. Your "Annual Total Cash Compensation" will be INR 1,80,000/- (Rupees One Lakh Eighty Thousand Only). Please refer point no. 13 for details on the compensation.
- 3. Your remuneration package is strictly confidential between you and here after, referred as The Company and should not be discussed with anyone nor divulged to anyone in any manner whatsoever.
- 4. Your employment with us will be governed by terms and conditions as specified in the following points.
- 5. You are a permanent employee of **Explore And Do Technologies Pvt. Ltd.** from 25-February-2022 and your probation period was from 25-November-2021. The offer stands withdrawn thereafter, unless the date is extended and communicated to you in writing.

**Company address**

4-6-73/TF 5, 3rd floor, United Arcade, Attapur,  
Hyderabad, Telangana, 500048.

For EXPLORE AND DO TECHNOLOGIES PRIVATE LIMITED

DIRECTOR

2022

Ref No: 24-7 Intouch India Private Limited/Hyderabad/11/11/2022

Date: Nov 08, 2022

Dear Mohammed Rabbani

Sub: Letter of Offer

Congratulations and Welcome to 24-7 Intouch India Private Limited, (Formerly known as Knosh Solutions Private Limited) We are pleased to extend the Offer of Employment and will be delighted to have you as part of our Team.

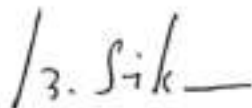
**Employment Offer Terms & Conditions:**

Your business title will be "Support Officer" with Organization Band "S" and Sub-band S - 1

1. Your annual Total Cost to the Company will be **201954/- PA (Two Lakhs One Thousand Nine Hundred Fifty Four Only)** at the time of appointment. For a detailed TCC break-up and other additional Benefits, please refer to Annexure E.
2. Joining Details
  - Work Location : "Hyderabad"
  - Date of Joining: **November 09, 2022.**
3. You shall be required to provide the Company all documents and information as set forth in **Annexure I** of this Offer of Employment.
4. 24-7 Intouch operates 7 days a week, 24 hours a day. You will be expected to attend office as assigned to you. As a Full-time employee, you will be eligible for 2 weekly offs, any two days of the week based on business operations.
5. If any information furnished by you is found to be incorrect or false pertaining to your resume/application for employment or during the selection process or at any time during your employment, and/or if you have suppressed material information regarding your qualification and experience, the clauses pertaining to notice period in the terms of employment will cease and services shall be terminated with immediate effect.
6. The Company has the discretion to conduct background verification if and when required, or as mandated by the Program/Client/Management.

Sincerely,

For 24-7 Intouch India Pvt Ltd.



Sriram Boyanapally  
Sr. Manager, Human Resources

DOJ

Candidate Signature

**ANNEXURE - B**
**24-7 Intouch Total Rewards Statement**

Name	Muhammad Rabbin
Band	B
Sub Band	B-1
Department	NA

We are pleased to provide you with the below 24-7 Intouch Total Rewards Statement for the fiscal period 2022-23. In addition to the compensation you receive 24-7 Intouch provides you with a competitive benefits package.

<b>A. Gross Salary</b>	<b>P.A (INR)</b>	<b>P.M (INR)</b>
Basic	95745	7979
HRA	38298	3192
Medical	15000	1250
Adv. Statutory Bonus	19149	1596
Conveyance Allowance	0	0
Customer Engagement Allowance	11808	984
<b>Sub Total A. Gross Salary</b>	<b>180000</b>	<b>15000</b>
<b>B. Social Security Benefits</b>		
PF Employer	11489	957
ESIC Employer	5850	488
Gratuity	4615	385
<b>Sub Total B. Total Contributions Social Security</b>	<b>21954</b>	<b>1830</b>
<b>Total Cost to Company (INR) (A+B) (Rounded off)</b>	<b>201954</b>	<b>16830</b>

**Note: Below are statutory Employee Contributions:**

- Employee contribution of 12% on Basic Salary towards Provident Fund (PF) monthly.
- ESIC contribution of 0.75% of Gross Salary per month wherever applicable

DOJ

Candidate Signature

© 24-7 Intouch India Private Limited | [www.24-7intouch.com](http://www.24-7intouch.com)  
 (Formerly known as Knoah Solutions Private Limited)



		Employee	Company of Annual CTC	Self
<b>WOMEN COMPENSATION SCHEME</b>	<p>Inclusion: All Active employees are covered under this scheme</p> <p>Exclusion: Retiree employees &amp; Employees separated from the organization are exempt and not covered</p>	<p>Employee will require to contribute 50% of the premium amount towards Women Compensation Scheme</p> <p>Insurance Company: Tata AIG Insurance</p> <ul style="list-style-type: none"> <li>No. of Members covered: Only Self</li> <li>Coverage: Accidental coverage while on duty as per the definition of the Act</li> </ul>		
<b>STATUTORY SOCIAL SECURITY BENEFITS</b>	Social Security Benefits coverage	<ul style="list-style-type: none"> <li>Provident Fund: It is a contributory scheme, where employer contribution is 12% of the basic salary and same will be contributed by the employee month on month</li> <li>Gratuity: Would be paid as per Gratuity Act to employees on resignation, superannuation, retirement, and demise upon the completion of 5 continuous years of service from the date of joining</li> <li>ESI: Employee(s) with monthly salary less than INR 21,000 qualifies for ESI where Employee contribution is @ 0.75% and Employer is @ 3.25% of the Gross Salary</li> </ul>		
<b>EMPLOYEE WELLBEING PROGRAMS</b>	Applicable to all employees	<ul style="list-style-type: none"> <li>Employee Assistance Program (EAP): Counseling service to ensure emotional wellbeing of the employee</li> <li>Employee Health Care Program (EHCP): To assist &amp; educate employees on health-related challenges</li> <li>Vaccination Program: Specific immunization against seasonal diseases on an annual basis. Employee participating in the scheme have to contribute 100% towards the cost of vaccination program</li> </ul>		
<b>LEAVE</b>	Covers Active Employees	<ul style="list-style-type: none"> <li>Earned Leave: 24 working days per annum</li> <li>Maternity Leave: Maximum of 26 weeks, in accordance with the provisions of the Maternity Benefit Act 1961.</li> <li>Paternity Leave: 3 working days paid Paternity Leave</li> <li>Bereavement Leave: 3 working days paid leave</li> </ul>		

DOJ

Candidate Signature



## Offer Letter

Offer to:

Candidate Name: Mohammed Fasi Alam

Offer Valid Till: 08/02/2023

Dear Mohammed Fasi Alam

We are pleased to offer you the position of **Sales Executive at Make Your Own Perfume (MYOP) LLP** with a start date of **08/02/2023**, contingent upon successfully completing the training period of 10 days. We believe your skills and experience are an excellent match for our company. The primary location of your work would be but not limited to **Lulu Mall - Hyderabad**.

### Training Period

You will be issued the appointment letter on completing the 10 day training and post training evaluation. During the training period the attendance would be captured in the Store Management App available at the store. During the training period your compensation would be 500 Rs for every working day where you have completed 9hr. This amount will be paid out along with your first salary.

The annual starting salary for this position is **₹ 234,840.00** to be paid on a monthly basis by direct deposit, starting on 5th of every month.

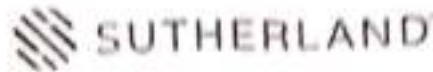
Please note that if at any time, before and or after the execution of the service agreement, the information furnished by you is found to be false, incorrect, misleading, or if you are found to have willfully suppressed any information, or there has been a failure to disclose information required or any change in the information provided which is not reported in due time to "Make Your Own Perfume (MYOP) LLP", it would result in immediate cancellation of the offer of employment by "Make Your Own Perfume (MYOP) LLP".

Please confirm your acceptance of this offer by signing and returning this letter and self attested copy of your Aadhaar card by **08/02/2023**.

Signature:

Candidate Name: Mohammed Fasi Alam

Date:



03/18/2023

Dear Syed Mohammed Mohsin,

**Congratulations! We welcome you to the family of Sutherland!**

With reference to the discussions, you had with us, we are pleased to make an Offer of Employment with us as **Associate-CS Phone** in the Company. Please note that your employment with us is contingent on subject to successful clearance of background verification. You need to submit all relevant documents for background verification within seven (7) days from the date of appointment letter. In case you fail to submit the documents within the prescribed period, we will initiate necessary action against you as deemed as appropriate by the Company including but not limited to revoking of this offer letter without any further liability to Company. You are requested to join us on or before **03/20/2023** on the following terms and conditions.

Your place of posting will be initially at **Hyderabad**. However, during your employment with us you may be posted or transferred/attached to any other units/companies/ offices or clients of The Sutherland Group either in India or Abroad at the sole discretion of the Management.

Your emoluments by way of Annual Cost to the Company is **Rs. INR 300,000.00** /- per annum (Rupees **Three Lakh only**), the details of which are given in the annexure of the appointment letter.

You shall report to **Arya Ingley** of the company or any authorized person nominated by the company from time to time, who will in turn assign your role, duties and responsibilities in the company.

You may be required to work in shift system of the company as intimated to you from time to time.

You are governed by the "Sutherland's Code of Conduct as updated from time to time" of the company which are in force or may come in force from time to time. You will also execute a service and confidentiality agreement as applicable to employees of your category from time to time.

You would be on probation for a period of 6 months and either party can terminate this contract of employment in 15 days advance notice or pay salary in lieu of the same to the other party. On completion of 6 months, your services will be deemed to be confirmed automatically unless informed otherwise in writing.



As confirmation, either party can terminate this contract for employment by giving 90 days advance notice or pay salary in lieu of the notice to the other party. You understand and agree that if you do not complete the notice period the Company may be subject to losses or irreparable damages. Hence, the Company may, at its sole discretion, reject payment in lieu of notice period, and require you to complete the notice period in accordance with the employment contract, including any changes/amendments to the notice period, duly communicated to you without you having objected to the same within one month of such communication. If you fail to do so, the Company shall be entitled to sue you for specific performance of the contract as also claim ascertained damages.

Your employment is subject to successful and satisfactory clearance of background verification which is a continuous process and if any discrepancy is observed during the course of background verification which is against the policies of the Company, we will take appropriate action including immediate cessation of your employment without any further liability to Company.

The company reserves the right to terminate your employment on grounds of unauthorized absence from duty, non-performance, misconduct, fraud, negligence, theft, willful violation of the company rules, misappropriation, imprisonment or censure by a court of law or as it may deem fit in the instant case and will not pay any notice pay.

During the period of your employment with us, you will not work directly or indirectly for any other person, firm, company or organization or engage yourself with any trade or business whether with or without remuneration in any capacity without the prior written permission of the company.

In compliance with statutory and legal compliances under Indian Laws including but not limited to under Information Technology Act 2000, the company reserves the right to deploy necessary tools and measures in the interest of data integrity, screen and information security while working inside or outside office, including work at home, at any point of time.

You agree to abide by confidentiality norms as included under NDA signed by you and maintain secrecy of the Sutherland proprietary information exchanged with you during the course of your employment and thereafter.

In case of any violation of abovementioned covenants by you, the Company reserves its right to take penal action against you including termination of services and civil and criminal action against you for the damages incurred by the Company.

Your appointment is subject to that your self-declaration on medical fitness and you will have to maintain a state of overall sound health in order to be able to perform your Services per expected standards and continue employment in the Company.

All inventions, improvements and discoveries made solely by you or jointly while on duty need to be disclosed to the company and the company has the sole right, title and interest over such inventions, improvements, and discoveries and has the intellectual property rights over them.

You shall keep the company informed in writing, of any change in your address, failing which any notice/letter sent by the company to your address mentioned above shall be sufficient for the purpose of this contract.

The Personal Information you provide to the Company in connection with your recruitment and subsequent employment will be used for the purpose of administering your employment with the Company in general and the Company's human resources in particular. The Company may disclose some or all of your Personal Information to competent authority(ies) in accordance with their directions or to other parties, including our clients, on need-to-know basis, in pursuance of any enquiry or investigation. You have the right to access and correct your own Personal Information which the Company has. Any request for Personal Information access and/or correction should be addressed to the Human Resources Department. You shall keep the company informed of any change in your present or permanent address or contact details (e-mail/ contact number).

You will automatically retire from the services of the company on attaining the age of 60 years.

#### **Required Documents**

Please bring the following original documents for verification with their photocopies, which would be retained for our records.

- Photographs (Six passport size)
- All educational certificates including mark sheets in full
- Relieving Letter & Service Certificate (If employed previously)
- Proof of Last drawn salary
- Aadhar, Passport / Proof of Address
- Form -16 along with earnings certificate for IT purpose

Sutherland Global Services Private Ltd

Announcement

Name of the Employee: Syed Mohammed Munim  
 Designation: Associate- CB Phone  
 Date of Joining: 03/20/2023  
 Level: Level 1

Component	Rs. Per month	Rs. Per annum
<b>FIXED PAY</b>		
Basic Salary	7,278	87,336
House Rent Allowance	3,638	43,654
Bonus	2,298	28,751
Special Allowance	7,478	89,739
<b>Gross Salary (A)</b>	<b>20,788</b>	<b>249,452</b>
<b>PERFORMANCE INCENTIVE (B)</b>		
Performance Incentive	2,750	24,750
<b>STATUTORY BENEFITS AND INSURANCE (C)</b>		
Employer's Contribution to PF	1,600	21,600
Gratuity	350	4,198
<b>CTC (A + B + C)</b>	<b>25,000</b>	<b>INR 300,000.00</b>
Net Salary (Gross-PF-ESI)	18,832	225,981
Potential Earning (Net Salary + Performance Incentive)	21,582	250,731

**Performance Incentive (Fresher)** - You will become eligible for PI, after completion of 2 calendar months from your start date at Sutherland. Your PI will be paid against achievement on the target/s set by the company, on a time-to-time basis. PI is processed and paid 60 days from the completion of the performance period.



**Example 1:** If DOJ on 1st of any Month, then PI eligibility would be from 3rd Month and paid along 5th Month Salary.

**Example 2:** If DOJ is on 2nd onwards of any Month, then PI eligibility would be from 4th Month and paid along 6th Month Salary.

Gratuity	Gratuity amount shall accrue annually, and the eligibility will be only on completion of 5 years of continues service with Sutherland and payable at the time of Final Settlement of Accounts
Insurance Coverage	Sum insured under Accident Insurance is Rs. 500,000/-, Mediclam is Rs. 200,000/- for self only. Group term Life Insurance coverage of - Rs 500,000 for self only.
ESI	If your ESI wage (Gross - Bonus) is less than or equal to 21000/- per month, an amount equivalent to 0.75% of your gross salary will be deducted towards ESI every month - For details you may contact your Program HR Executive

We at Sutherland have the privilege to have you with us and personally welcome and wish you a very successful career with us and reaffirm our complete confidence in your ability to find professional and personal satisfaction here. All who met you agree you will be a fine asset to the company.

Best wishes for a long, happy and rewarding career with us.  
Sincerely,

For Sutherland

Regards,



**Amit Mukherjee**

**Sr. Director - Talent Acquisition**

I have read the contents of this letter and accept the offer of employment with the

terms and conditions mentioned above and the enclosed annexures.

Please indicate your acceptance by signing below.

DocuSigned by:  
Syed Moinin  
2BESC127A644F

3/18/2023

### Joining Report

I acknowledge receipt of your appointment letter, dated 03/18/2023 and am happy to report to duty with effect from 03/20/2023 at Hyderabad.

I look forward to a long and rewarding association with Sutherland.

Please indicate your acceptance by signing below.

Signature: DocuSigned by:  
Syed Moinin  
2BESC127A644F







## KEY SIGNATURE REQUIRED AND SIGNATURE DATE CHANGE

From time to time, Southland Global Services Inc. ("SGS") may use a DocuSign system to request to you to provide to you certain written notices or disclosures. DocuSign notices are the same and constitute the proceeding to you such notices and disclosures electronically through the DocuSign system. Please read the Information Notice on this and DocuSign, and if you are accessing this information electronically to your satisfaction and agree to this Electronic Record and Signature Disclosure (ERSD) please confirm your agreement by selecting the check box next to "I agree to the electronic records and signatures" before clicking "CONFIRM" within the DocuSign system.

### Getting paper copies

At any time, you may request from us a paper copy of any record provided or made available electronically to you by us. You will have the ability to download and print documents we send to you through the DocuSign system during and immediately after the signing session and, if you elect to create a DocuSign account, you may access the documents for a limited period of time (usually 30 days) after such documents are first sent to you. After such time, if you wish for us to send you paper copies of any such documents from our office to you, you will be charged a \$0.00 per-page fee. You may request delivery of such paper copies from us by following the procedure described below.

### Withdrawing your consent

If you decide to receive notices and disclosures from us electronically, you may at any time change your mind and tell us that thereafter you want to receive required notices and disclosures only in paper format. How you must inform us of your decision to receive future notices and disclosure in paper format and withdraw your consent to receive notices and disclosures electronically is described below.

### Consequences of changing your mind

If you elect to receive required notices and disclosures only in paper format, it will slow the speed at which we can complete certain steps in transactions with you and delivering services to you because we will need first to send the required notices or disclosures to you in paper format, and then wait until we receive back from you your acknowledgment of your receipt of such paper notices or disclosures. Further, you will no longer be able to use the DocuSign system to receive required notices and consents electronically from us or to sign electronically documents from us.

**All notices and disclosures will be sent to you electronically**

Unless you tell us otherwise in accordance with the procedures described herein, we will provide electronically to you through the DocuSign system all required notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you during the course of our relationship with you. To reduce the chance of you inadvertently not receiving any notice or disclosure, we prefer to provide all of the required notices and disclosures to you by the same method and to the same address that you have given us. Thus, you can receive all the disclosures and notices electronically or in paper format through the paper mail delivery system. If you do not agree with this process, please let us know as described below. Please also see the paragraph immediately above that describes the consequences of your electing not to receive delivery of the notices and disclosures electronically from us.

#### **How to contact Sutherland Global Services Inc. - HR:**

You may contact us to let us know of your changes as to how we may contact you electronically, to request paper copies of certain information from us, and to withdraw your prior consent to receive notices and disclosures electronically as follows:

To contact us by email send messages to: [lucas.flores@sutherlandglobal.com](mailto:lucas.flores@sutherlandglobal.com)

#### **To advise Sutherland Global Services Inc. - HR of your new email address**

To let us know of a change in your email address where we should send notices and disclosures electronically to you, you must send an email message to us at [lucas.flores@sutherlandglobal.com](mailto:lucas.flores@sutherlandglobal.com) and in the body of such request you must state: your previous email address, your new email address. We do not require any other information from you to change your email address.

If you created a DocuSign account, you may update it with your new email address through your account preferences.

#### **To request paper copies from Sutherland Global Services Inc. - HR**

To request delivery from us of paper copies of the notices and disclosures previously provided by us to you electronically, you must send us an email to [lucas.flores@sutherlandglobal.com](mailto:lucas.flores@sutherlandglobal.com) and in the body of such request you must state your email address, full name, mailing address, and telephone number. We will bill you for any fees at that time, if any.

#### **To withdraw your consent with Sutherland Global Services Inc. - HR**

To inform us that you no longer wish to receive future notices and disclosures in electronic format you may:



... to sign a document from within your signing session, and as the subsequent page  
... the check box indicating you wish to withdraw your consent at any time.  
... as an email to [hr@SutherlandGlobal.com](mailto:hr@SutherlandGlobal.com), and at the back of each request and  
... your email, full name, mailing address, and telephone number. It is the user and not  
... information from our 3rd-party vendor. The arrangement of your withdrawing  
... the entire document will be that transactions may take a longer time to process.

**Required hardware and software**

The minimum system requirements for using the DocuSign system may change over time. The current system requirements are found here: <https://support.docusign.com/guides/signer-guide-signing-system-requirements>

**Acknowledging your access and consent to receive and sign documents electronically**

To confirm to us that you can access this information electronically, which will be similar to other electronic notices and disclosures that we will provide to you, please confirm that you have read this ERSD, and (i) that you are able to print on paper or electronically save this ERSD for your future reference and access, or (ii) that you are able to email this ERSD to an email address where you will be able to print on paper or save it for your future reference and access. Further, if you consent to receiving notices and disclosures exclusively in electronic format as described herein, then select the check-box next to 'I agree to use electronic records and signatures' before clicking 'CONTINUE' within the DocuSign system.

By selecting the check-box next to 'I agree to use electronic records and signatures', you confirm that:

- You can access and read this Electronic Record and Signature Disclosure; and
- You can print on paper this Electronic Record and Signature Disclosure, or save or send this Electronic Record and Disclosure to a location where you can print it, for future reference and access; and
- Until or unless you notify Sutherland Global Services Inc. - HR as described above, you consent to receive exclusively through electronic means all notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you by Sutherland Global Services Inc. - HR during the course of your relationship with Sutherland Global Services Inc. - HR.





5. Post confirmation, your services under this contract may be terminated by either party, upon written notice of one month to the other party or on payment of salary in lieu thereof. However, the Company reserves the right not to accept payment in lieu of notice from you, and may at its sole discretion enforce the notice period.
6. You will be entitled to leaves as per Company leave policy. Accumulation of carry forward of leaves will be governed as per the existing Company policy in force.
7. Absence for a continuous period of eight days without prior approval of your supervisor, (including untaken leave/training), would be treated as abandonment of service and can lead to your services being terminated without notice. In such an eventuality, the Company reserves the right to recover from you, all expenses incurred with regard to any training and development, special education, up skilling or on the job training provided to you in the course of your employment with the Company.
8. You will automatically retire from service on attaining the age of 60 years.

Whilst employed by the Company:

- 8.1 You will not be permitted to undertake any other employment or engage in any external activities of a commercial nature without prior written approval.
  - 8.2 You will be required to effectively carry out all duties and responsibilities assigned to you by your manager and others authorized by the Company to assign such duties and responsibilities. Your performance will be subject to annual appraisal by your manager.
  - 8.3 All information that comes to your knowledge by reasons of your employment with the Company is deemed to be confidential. Except in the proper course of your employment, or, thereafter, you shall not divulge to any third party any information regarding the affairs or business matters of the Company or information regarding its customers without prior written approval of authorised person/s.
  - 8.4 For the benefit of Business requirement and its enhancement, the business reserves the right to evaluate/process/scrutinize employee's performance, and benchmarked performance numbers may be shared with other employees from time to time.
  - 8.5 You confirm that there is no litigation /conviction against you, before/by any Court of law, which involves any criminal offence or offences involving moral turpitude.
9. You confirm that you have fully disclosed all of your business interests in the Company, whether or not they are similar to or in conflict with the business (es) or activities of the Company, and all circumstances in respect of which there is, or there might be perceived, a conflict of interest between SYNCHRONY INTERNATIONAL SERVICES PVT LTD and you or any immediate relatives. Also, you agree to disclose fully and immediately to the Company any such interests or circumstances which may arise during your employment.
  10. You will be required to apply and maintain the highest standards of personal conduct and integrity and comply with all Company policies and procedures. All acts subversive of good conduct and discipline would subject you to disciplinary action as per the Company policies.



11. Upon separation from the Company, you will be required to immediately return to the Company, all assets and property (including any leased assets) of the Company including documents, files, papers, programs, training material and manuals whether in hard or soft copy which is in your possession or custody.
12. Any violation of the above mentioned or any other company procedures and policies would attract action as per company disciplinary policy in force, including and upto termination. In the event of termination by Management on account of breach of disciplinary policy, the Management will not be liable to pay notice pay.
13. All other terms and conditions of employment will be governed by Company policies as stated from time to time.
14. The address proof submitted by the employee and verified during background check will be considered as the correct address of the employee and the same will be used for all the official communication. Any change in such address has to be communicated by the employee to the HR department in writing.
15. If these terms and conditions are acceptable to you:
  - (a) Please sign and return the duplicate of this Appointment Letter on or before 1<sup>st</sup> Aug 2022 and
  - (b) Report for duty at the Company not later than 17<sup>th</sup> Aug 2022 failing either of which, this offer of appointment stands automatically withdrawn without any further notice to you.
16. You agree that the appropriate courts in Ranga Reddy District, Telangana, shall have exclusive jurisdiction over all disputes which may arise hereunder.

The terms of this offer including the compensation are intended to be kept strictly confidential.

**"You hereby agree that this offer of employment and issue of an appointment letter to you shall be subject to SYNCHRONY FINANCIAL obtaining a clear and positive background check of yourself satisfying relevant criteria outlined by SYNCHRONY FINANCIAL (such as educational/technical qualifications, past work experience & positions held by you, previous salary, conduct etc). You further agree that SYNCHRONY FINANCIAL reserves the right to terminate the offer of employment without further notice to you, if such clear and positive background check is not obtained in relation to you."**

**"You hereby also confirm that the application form, resume and all documents submitted by you to SYNCHRONY FINANCIAL are true and accurate, and should any part thereof be found to be false or inaccurate by SYNCHRONY FINANCIAL, then SYNCHRONY FINANCIAL reserves the right to terminate your employment immediately."**

We welcome you and wish you every success in your career with SYNCHRONY INTERNATIONAL SERVICES LTD.

With warm regards,

**Kameswari G**  
 VP, HR - Asia Diversity & Recruitment COE Leader  
 SYNCHRONY INTERNATIONAL SERVICES PVT LTD

Accepted and Agreed  
 Syed Mohammed Safi

**APPENDIX 1**

**DOCUMENTS REQUIRED AT THE TIME OF JOINING**

- Relieving Letter from last Employer, if applicable
- Copy of Birth Certificate / School Leaving Certificate
- Academic & Professional Certificates (Xerox copies)
- Eight Recent Passport size Photographs
- Last Pay Slip drawn, if applicable
- Form 16 (I) (pertaining to Tax Deducted at source) from the previous employer, if applicable
- Photocopy of PAN Card & Aadhar Card
- Photocopy of the Appointment letter accepted and signed by you
- Proof of identity (copy of passport/ driving license/ voter's ID card/ college exam admit card etc)

**INFORMATION REQUIRED AT THE TIME OF JOINING**

If applicable and already a member of a Provident Fund (PF) Scheme with previous employer, then:

- Employer's name
- Dates of joining and leaving service with them
- Name and address of the PF Trust or the Regional Provident Fund
- PF Account No
- Social Security No (SSN), if allotted

If applicable and already a member of ESI Corporation with previous employer, then:

- Employer's name
- Dates of joining and leaving service with them
- ESI card

**Mandatory Details:**

Furnishing of employee Aadhar details which has date of birth on the face of the Aadhar is mandatory in order to generate provident fund Universal Account Number (UAN). The EPFO portal will not allow employers to generate the UAN without Date of Birth registered with employee Aadhar. The name on the Aadhar should also match with the name on the records submitted by you. Hence, your employment offer with the organization is contingent upon furnishing these details without fail. The company will be well within its right to terminate the employment if the same is not furnished at the time accepting the offer or within 10 days of joining the company whichever is earlier.

ANNEXURE II

Annual Earning Opportunity Per Annum			
Name:	Syed Mohammed Sufi	Monthly	Annual
<b>Earnings*</b>			
Basic		12,499	149,988
HRA		7,499	89,988
Special Allowance		57	684
Employer Contribution to PF		1,500	17,999
<b>Gross Earnings (A)</b>		<b>21,555</b>	<b>258,669</b>
Bonus * (B)		1,250	15,000
Meal Coupons		2,200	26,400
<b>Total CTC</b>		<b>25,005</b>	<b>300,069</b>
<b>Other Benefits****</b>			
<b>Other Benefits (F):</b>			
Medical Insurance Coverage of 2,50,000 for Self & Dependents			14,000
Life Insurance Coverage of 10,00,000 & Disability Insurance Coverage of 6,00,000 for Self			479
Gratuity-cum-Life Insurance*****			7,211
Free Transport			48,000
Gym Subsidy			12,000
<b>Benefits Sub-Total</b>			<b>81,690</b>
<b>Total Earning Opportunity Per Annum</b>			
<b>Total CTC+Benefits</b>			<b>381,690</b>

**Terms & Conditions (Important):**

- \*The above mentioned Bonus includes Statutory Bonus (as per Payment of Bonus Act, 1965), if applicable.
- \*\*\*\*No money in lieu of Earnings In Kind will be paid if any of the benefits mentioned therein, is not availed
- \*\*\*\*Life Insurance Coverage of 10,00,000 & Disability Insurance Coverage of 6,00,000 for Self
- \*\*\*\*\*Gratuity will be paid as per the Payment of Gratuity Act - 1972

All payments are subject to prevalent taxes and duties such as Employer Contribution to PF, Employees Contribution to PF, ESIC, PTAX, Income Tax and any other deductions as applicable.

Please note that your offer figure has been quoted corresponding to the Earning Opportunity at Maximum performance. It is important for you to note that you have an opportunity to earn less, basis on your individual performance.



Your salary components may be restructured in compliance with Code on Wages 2019 or such other applicable labour codes/law in force. The restructuring may result on your Net take home salary while cost to company remaining same.

\*Additionally, on successful completion of probationary period of 6 months service with the Company, you will be eligible for Certification Reimbursement up to Rs 200,000/- (Two Lakh Only) as per the prevailing Company policy.

Please note in the event that you resign within 6 months from the date of certification reimbursement, or are serving notice of resignation, or you have been separated from the Company on grounds of non-compliance to applicable workplace policies and procedures, including integrity and upholding the Synchrony Financial values, you will have to pay up the amount equivalent to amount received on account of certification reimbursement (net of tax) to Synchrony Financial.

\* A deduction of 12% of Basic salary shall be made for the employee's contribution to the Provident Fund. Company's contribution to Provident Fund does not appear on the Salary Slip as it is deposited in the Provident Fund directly with the EPFO.

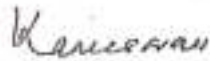
**Deductions:**

1. Other statutory deductions like Income Tax, ESI (if applicable), professional tax, etc. would be made as per the applicable statutory regulations.
2. All calculations above do not take the effect of income tax into account

In addition to the above, you shall also be entitled to:

- 1) Performance bonus based on your and company performance in accordance with applicable policy.
- 2) Gratuity as per statutory provisions (15 days of last drawn monthly basic salary for each year of completed service) on completion of 5 years of service.

Note: You will need to produce bills for claiming tax benefit on medical reimbursement by the 5th of each month.



Kameswari G  
VP, HR - Asia Diversity & Recruitment COE Leader  
SYNCHRONY INTERNATIONAL SERVICES PVT LTD

Accepted and Agreed  
Syed Mohammed Safi

# ANWARUL ULOOM COLLEGE

(Autonomous & NAAC Accredited)  
Affiliated to Osmania University  
Hyderabad - 50001, Telangana, INDIA



## SEMESTER GRADE REPORT

S. No. 8234

BBM (EM) (CBCS) 1 Year II Semester Examination, APRIL/MAY 2022

NAME: SYED MOHAMMED SAFI  
FATHER'S NAME: SYED SHAHJAHAN  
MOTHER'S NAME: SYEDA ALIYA BEGUM

DATE: 22/6/2022

ROLL NO: 1062-21-685-012

Aadhar NO.: 731039412625

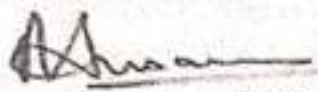
Paper Code	Subject Title	Credits	Grade Awarded
Part-I			
CC-2A	ENGLISH-II	4	D
CC-3A-A	ARABIC - II	4	O
Part-II			
BBM-201	FUNDAMENTALS OF MARKETING	5	B
BBM-202	BUSINESS STATISTICS	5	C
BBM-203	BUSINESS CORRESPONDENCE AND COMMUNICATION	5	A
AECC -II	BASIC COMPUTER SKILLS	2	E


Total Credits Earned : 25 - Sem Result : PASSED

SGPA (Semester Grade Point Average) : 7.76

SGPA =  $\frac{\sum (\text{Grade Points} \times \text{Credits})}{\sum \text{Credits}}$

  
Incharge

  
Controller of Examinations

  
Principal

[24]7.ai

Howe Marine Beach  
A-2, 6th/7th/8th and 9th floors

1045 31 611 013

0101-2-2222



Letter of Engagement

Dr. Syed Abdul Rauf

We are pleased to engage you as Digital Innovation Advisor at 247 Customer Pvt. Ltd. (247 CUST) Plot No. 6, Survey No. 1, 6th floor, IDA Uppal, Hyderabad, with effect from 31st Sep 2022. Your contract will terminate on 31 Dec 2022 and during its currency will be subject to the following terms and conditions:

**1. Accountability:**

You will report to the Assistant Program Manager.

**2. Working Hours:**

You will be required to work eight hours a day (excluding breaks) and forty hours a week for five days a week in any one of the shifts during the day or night. Your duty hours will be fixed from time to time depending upon the exigencies of the business. As and when required by the Management, you shall work beyond the normal working hours and on your weekly off days and holidays, in accordance with the statutory provisions applicable.

**3. Remuneration:**

Your cost to the company (CTC) will be as per Annexure I enclosed. You will be eligible for two days of paid leave per month of service. On joining the company, as a prerequisite, you need to undergo and successfully complete the Foundation Level Training and Process Level Training. In the event of your inability to pass the same, your services are liable to be discontinued. For any unauthorized absenteeism during the FLE/PLE stage, your services are liable to be discontinued from the very next day. Only exception allowed is on medical grounds, provided the trainer is intimated in advance. In the event of such authorized absence exceeding more than two days, you will be required to restart the program from the beginning.

**4. Duties:**

You shall perform such duties, observe, and conform to such directions as may be assigned or communicated to you by the Management or such officers who are placed in authority over you.

**5. Address:**

You will keep us informed of any change in your residential address. In case of your inability to do so, any communication sent at the address available with the Management will be deemed to have been served on you.

5th Floor, Wing A, Block 1, NSL SEZ (Hyderabad), Plot No.6, Survey No.1, IDA Uppal,  
Hyderabad-500039, India | Tel. +91 9949244441 | www.247.ai



## 6. Transfer:

You have been engaged as **Digital Interaction Advisor** at Hyderabad but are liable to be transferred at any time from one job to another, from one department to another in the Company. The transfer will not deem to constitute a change in your conditions of service.

## 7. Service Rules:

You shall abide and be bound by the Company's policies as may be updated from time to time.

## 8. Notice Period

During the training period (Foundation Level Training & Process Level Training) your services can be terminated by giving one day's notice on either side. After successfully completing the training and on regular work, your notice period shall be 15 days on either side till your contract end date 31-Dec-2022.

## 9. Undertaking and NDA:

You will be required to execute an Undertaking and a NDA on joining, as part of the terms and conditions of your engagement with the company.

## 10. Other Terms & Conditions:

- a) You will not engage yourself directly or indirectly either on honorary or on remuneration in any services, trade, business vocation or occupation or in any other official capacity outside the company unless expressly permitted by the company.
- b) If at any time during the engagement you are found guilty of misconduct, theft, fraud or any willful breach or continuous negligence of the terms of this appointment letter or on account of dereliction of duties and/or instructions given to you from time to time, or if any information furnished by you to the company proves to be false or if you are found to have willfully suppressed or concealed any material information, or if you have not performed to expected levels, the Company may terminate your engagement without the liability of paying any notice period pay.

Breach of terms and conditions contained herein shall be considered a breach of the terms and conditions of your contractual engagement and as misconduct on your part and may result in termination of your services by the Company, without notice or pay in lieu thereof.

Please note that this is a Conditional Offer Letter and will become a Confirmed Offer Letter after all of the documents and information are available to 247 and are validated to be accurate and as per our requirements. This letter is not a guarantee of employment.

With Best Wishes,

**Brian Alfred Dsouza**  
AVP - HR-Recruitment

**This is a system generated letter and does not require any signatures.**

5th Floor, Wing A, Block 1, NSL SE2 (Hyderabad), Plot No.6, Survey No.1, IDA Uppal,  
Hyderabad-500039, India | Tel. +91 9949244441 | www.247.ai

Annexure 1

Year/Grade : 1/NSL  
Designation : Digital Interaction Advisor

Annexure 1

SALARY COMPONENTS	Rs. PM
Basic	1,000
House Rent Allowance	1,200
Special Allowance	2,000
Advance Medical Benefit	500
Gross Salary A	4,700
<b>Fringe Benefits</b>	
Provident Fund* - Employer's Contribution	1,000
PF Contribution* - Employer's Contribution	400
Life Insurance	50
Total B	2,450
<b>CTC PM (A+B)</b>	
	7,150
Approx. Take Home Per Month	5,532

\* Employees joining after 20th of the month will get their salary along with next month's salary as arrears.  
\* Benefits as per Statutory Law is subject to change from time to time.

#### Benefits

Group Insurance in lieu of EDLI (Under PF):- An insurance benefit in the event of demise of an employee is provided under this Group Insurance Scheme during an employment tenure to higher normee's upto the value of Rs.7,02,000/-

You will be eligible for a Retention bonus of Rs. 5000/- pm which will be paid after the end of employment tenure and that will be linked to the Attendance metrics.

Self to Work - You will be eligible for Rs.3300 pm, if you are commuting on your self to office

ANWARUT I IZUMAM YHE ERJE



UNIVERSITY OF ...  
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Page Code	Subject Title	Grade	Grade Number
Page 1			
CC-2A	ENGLISH - B	B	A
CC-2A-A	ARABIC - B	B	D
Page 2			
202M-201	FUNDAMENTALS OF MARKETING	C	D
202M-202	BUSINESS STATISTICS	C	A
202M-203	BUSINESS CORRESPONDENCE AND COMMUNICATION	C	B
KECC - B	BASIC COMPUTER SKILLS	D	A

Total Credits Earned 25 Sem Result PASSED

SGPA (Semester Grade Point Average) 9.16

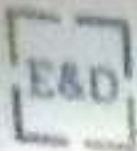
SGPA =  $\sum (\text{Grade Points} \times \text{Credits}) / \sum \text{Credits}$

Incharge

Controller of Examinations

Principal





Explore And Do  
Technologies Pvt Ltd

Empowering Hardware

1562-21-685-531  
PIN: 47300750261891C30918

Website: [www.exploreanddo.com](http://www.exploreanddo.com)

Email: [info@exploreanddo.com](mailto:info@exploreanddo.com)

Ph: +91 80 2078017 / +91 900828886 / +91 81 00018137

Date: 11-November-2021

Dear Mohammed Farhan Arif,

We are pleased that you have chosen to accept our offer of employment for the position of Lead Generation Executive. We believe you will find working at Explore And Do Technologies Pvt. Ltd. to be a rewarding experience.

Explore And Do Technologies Pvt. Ltd. has 90 day probation time frame for new employees from the date of your joining (11-November-2021). This time frame lets us assess your readiness for the position as well as allows us to determine your ability for the new job. At the end of the probation period based on our review and evaluation of your performance and conduct during this time, we shall then decide if we have confirmed that you are able to meet all job requirements, you will be eligible to receive all normal and customary benefits offered to regular employees.

Your pay during the probation period will be Rs. 14,000/- per month.

Your total job hours during this time period will be 9 hrs. Working Hours = 8. Break/refreshment = 1

You are not entitled to any leaves during the probation period.

You will have to be available for rotational shifts as and when required according to project/campaign.

Explore And Do Technologies Pvt. Ltd. have right to cancel your employment/probation at anytime with immediate effect if your behavior, attitude or conduct is bad/affecting other employees during the office hours.

After the probation period, you will be given a proper letter of appointment with the terms and conditions for permanent employment. We wish you great success in your new position.

Date Of joining: 11-November-2021

Candidate Name: Mohammed Farhan Arif

Address: 1<sup>st</sup> 3-882, Gn apartment, 5 floor, Mallepally, Hyderabad, Telangana-500001

Contact No: 8309390818, Alternate no: 8977793494 (father)

Email: [farhanarif140@gmail.com](mailto:farhanarif140@gmail.com)

Aadhaar No: 563379188344

Candidate Signature:



FOR EXPLORE AND DO TECHNOLOGIES PRIVATE LIMITED

DIRECTOR

Mohd Abdul Rahman

Director - Explore And Do Technologies Pvt



# ANWARUL ULOOM COLLEGE

(Autonomous & NAAC Accredited)  
Affiliated to Osmania University  
Hyderabad - 50001, Telangana, INDIA



## SEMESTER GRADE REPORT

BBM (EM) / ICBCSI / Year II Semester Examination, ~~APRIL~~ **MAY 2022**

DATE - 22/05/2022

NAME: MOHAMMED FARHAN ARIF

POLL NO: 1062-21-685-031

FATHER'S NAME: MOHAMMED ASGHER ARIF

MOTHER'S NAME: NASREEN UNISSA BEGUM

Aadhar NO: 563379168344

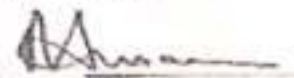
Paper Code	Subject Title	Credits	Grade Awarded
Part-I			
CC-2A	ENGLISH-II	4	A
CC-3A-A	ARABIC - II	4	O
Part-II			
BBM-201	FUNDAMENTALS OF MARKETING	5	A
BBM-202	BUSINESS STATISTICS	5	A
BBM-203	BUSINESS CORRESPONDENCE AND COMMUNICATION	5	C
AECC -II	BASIC COMPUTER SKILLS	2	B


Total Credits Earned: 25      Sem Result: PASSED

SGPA (Semester Grade Point Average): 8.68

SGPA =  $\sum (\text{Grade Points} \times \text{Credits}) / \sum \text{Credits}$

  
Incharge

  
Controller of Examinations

  
Principal





GOVERNMENT OF TELANGANA  
DRUGS CONTROL ADMINISTRATION  
FORM 20  
(See Rule 61 (1) )

Registered Pharmacist  
MAHAMMAD ABIF, B PHARMACY

(Licence to sell, stock or exhibit or offer for sale, or distribute drugs by retail other than those specified in [Schedule C, C(1) and X] )

1 AKHEEN SUBHANI, (PROPRIETOR)  
of **M/s A B M MEDICAL AND GENERAL STORES** is hereby [licensed to sell, stock or exhibit or offer for sale, or distribute] by retail drugs other than those specified in [Schedule C, C(1) and X] of the Drugs and Cosmetics Rules 1945, \* and to operate a pharmacy on the premises situated at 10-B-3/1/F, SHOP No 2, MANDIMUR, AIGUDA, Kham Bahiv, Chermimar (M), HYDERABAD (R), Telangana, India Subject to the conditions specified below and to provisions of the Drugs and Cosmetics Act, 1940 and the Rules thereunder.

2. The licence, unless sooner suspended or cancelled, shall remain valid perpetually. However, the compliance with the conditions of licence and the provisions of the Drugs and Cosmetics Act, 1940 (23 of 1940) and the Drugs and Cosmetics Rules, 1945 shall be assessed not less than once in three years or as needed as per risk based approach.

3. **Category(s) of qualified person(s) in charge**  
1 MAHAMMAD ABIF, B PHARMACY, Reg.No. 9054/14, DT: 24/01/2014  
Licence No: TSHYD/2020-08188  
Date: 17/01/2020

Next Licence Renewal Fee Due Dt: 18/01/2025

*Handwritten signature*

Digitally Signed By  
MALANAGANJAN VUPPALANCHI  
Licensing Authority  
Assistant Director  
DRUGS CONTROL ADMINISTRATION  
Date: 17-01-2020 11:40:58 AM

This Document is Digitally Signed. Signature is not required  
Conditions Of Licence

1. This licence shall be displayed in a prominent place in a part of the premises open to the public.
2. The licensee shall comply with the provisions of the Drugs and Cosmetics Act, 1940 and the Rules thereunder for the time being in force.
3. The licensee shall report to the Licensing Authority any change in the qualified staff in charge within one month of such change.
4. No drug shall be sold unless such drug is purchased under cash or credit memo from a duly licensed dealer or a duly licensed manufacturer.
5. The licensee shall inform the Licensing Authority in writing in the event of any change in the constitution of the firm operating under the licence. Where any change in the constitution of the firm takes place, the current licence shall be deemed to be valid for a maximum period of three months from the date on which the change takes place unless, in the meantime, a fresh licence has been taken from the Licensing Authority in the name of the firm with the changed constitution.



**IDENTITY CARD**



**Name :** Mohd. Adnan

**Designation:** Pharmacist

**Sex:** Male

# 19-5-31/1, Opp.  
Kishan Bagh Park,  
Kishan Bagh, Hyd.64 (T.S)  
Cell : 9493179494, 9492189494

**ABM HOSPITAL**  
19-5-31/1, Kishanbagh,  
Hyderabad-500 004, Telangana.  
Cell : 9328742936

**AUTHORISED SIGNATORY**

# ANWARUL ULOOM COLLEGE

(Autonomous & NAAC Accredited)  
Affiliated to Osmania University  
Hyderabad - 500001, Telangana, INDIA



## SEMESTER GRADE REPORT

BBM( EM ) [CBCS] 1 Year II Semester Examination, APRIL/MAY 2022

S.No. 12222

DATE : 22/6/2022

ROLL NO.: 1062-21-685-037

Aadhar NO.: 217940217283

NAME: MOHAMMED ADNAN  
FATHER'S NAME: MOHAMMED NIYAZ UDDIN  
MOTHER'S NAME: HALEEMA BEGUM

Paper Code	Subject Title	Credits	Grade Awarded
Part-I CC-2A	ENGLISH-II	4	A
CC-3A-A	ARABIC - II	4	O
Part-II BBM-201	FUNDAMENTALS OF MARKETING	5	A
BBM-202	BUSINESS STATISTICS	5	B
BBM-203	BUSINESS CORRESPONDENCE AND COMMUNICATION	5	B
AECC -II	BASIC COMPUTER SKILLS	2	D

Total Credits Earned : 25 Sem Result : PASSED

SGPA (Semester Grade Point Average) : 8.52

$SGPA = \frac{\sum (\text{Grade Points} * \text{Credits})}{\sum \text{Credits}}$

Charge

Controller of Examinations

Principal



Name: Dr. Jayaram Anandappa - AI  
Contact: 984901508

Feb 21, 2022

**Re: Employment Offer**

Dr. Jayaram Anandappa

On behalf of Worldtripco, I am pleased to offer you the position of Sales Support Officer and your role would be Fieldwork - Hyderabad. Your initial posting is Telangana State head Quarter - Hyderabad. We look forward to seeing you in our office and would request you to join on or before Feb 24, 2022. Your Reporting Manager will provide you with performance feedback and encourage the development of your knowledge and skills.

**COMPENSATION**

Your total annual cost to company (CTC) is Rs. 1,68,000 per annum ONE LAKH SIXTY EIGHT THOUSAND ONLY out of which 60% is Fixed and 40% is Variable based on your KPI Management. Detail break will be available in your appointment letter given to you on the date of joining. Your monthly pay will be Performance evaluations are done Quarterly and compensation appraisals are done annually. However, constant communication is a cornerstone of Worldtripco's success and we encourage an ongoing mutual exchange of career growth ideas and suggestions.

**Work Location**

At the time of joining you will be posted at above mentioned location. However, depending upon the business need, you may be deputed to work at any Worldtripco offices, anywhere in India.

**Background Check**

You acknowledge and agree that the Company has offered you employment based on the specific information and records furnished by you or on your behalf. You will provide or arrange to have provided any information and/or grant any consent or permission required by Company and/or its agents from time to time to verify any such information and /or records and/or perform any background and/or reference checks. If, at any time, Company believes, in its sole discretion, that there is discrepancy or inaccuracy in or with respect to any information furnished by you or on your behalf, including any information, documents or certificates provided as a proof of your qualifications, experience, identity, etc. or if you fail to cooperate with company and/or its agents or attempt to manage the said stakeholders in conducting such

WorldtripCo, Ayyappa society, Sai Nagar, Plot No 97 4th Floor, G.Floor Xelbit Medical Shop,  
Beside CGR International School (Block-A), Madhapur, Hyderabad, Telangana, 500081



Verification and /or background and /or reference checks, company may, in its sole discretion, elect to terminate or suspend or dismiss your employment immediately. In addition, this offer is based on your being and remaining medically fit.

You are also required to submit the following documents at the time of joining:

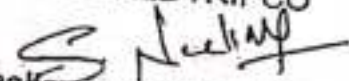
1. Copies of Marks Lists from SSC to the Highest Graduation / Post Graduation
2. Copies of the Degree Certificates from the concerned University
3. Relieving Letter from the previous employer
4. Pay slips for the last three months from the previous employer
5. Copies of Services Certificates from the last three Companies
6. Passport size color photos with plain background - 4 (Self)
7. PAN Card copy and Aadhar Card copy (Mandatory)
8. Driving License and
10. Bank Account details (Cancelled Cheque with your name on it)

As per our Company's policy, we would be carrying out a detailed background verification of all the information and documents that you would be submitting to us.


We look forward to hearing of your decision to join Worldtripco. Please indicate your acceptance of this offer by signing and returning this letter within 2 days from the offered date, if not this offer will become invalid & cancelled. You may email the acceptance of the letter or deliver it in person to the HR Department at our Hyderabad Office located at #Office No - WorldtripCo, Ayyappa society, Sai Nagar, Plot No 97 4th Floor, G.Floor Xelbit Medical Shop, Beside CGR International School (Block-A), Madhapur, Hyderabad, Telangana, 500081. If you have any questions regarding this offer, please do not hesitate to contact HR Team for clarifications.

Best Regards,  
For WORLDTRIPCO

For WORLDTRIPCO

  
Neelima  
Authorised Signatory  
Executive - HR

I, Awis Ali do hereby agree to the terms of employment offered herein:

  
Signature

21/02/2022  
Date

WorldtripCo, Ayyappa society, Sai Nagar, Plot No 97 4th Floor, G.Floor Xelbit Medical Shop,  
Beside CGR International School (Block-A), Madhapur, Hyderabad, Telangana, 500081

# ANWARUL ULOOMI COLLEGE

Association & Self Accredited  
Approved by Council & University  
of the State Board, Hyderabad, India



## SEMESTER GRADE REPORT

NAME: **SYED AWTES ALL WAJID ALI** / Year II Semester Examination, April/May 2022

DATE: 22/07/22

ROLL NO: 1662-21-685-647

FATHER'S NAME: **SYED WAJID ALI**  
MOTHER'S NAME: **SARIBA BEGUM**

Address NO: 471561523A99

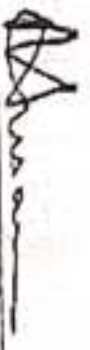
Paper Code	Subject Title	Credits	Grade Awarded
Part-I CC-2A	ENGLISH-II	4	A
CC-3A-II	HINDI - II	4	A
Part-II BSM-201	FUNDAMENTALS OF MARKETING	5	O
BSM-202	BUSINESS STATISTICS	5	C
BSM-203	BUSINESS CORRESPONDENCE AND COMMUNICATION	5	A
AEC- II	BASIC COMPUTER SKILLS	2	A

Total Credits Earned : 25      Sem Result : PASSED

SGPA (Semester Grade Point Average) : 8.80

SGPA =  $\Sigma$  (Grade Points \* Credits) /  $\Sigma$  Credits

  
Incharge

  
Controller of Examinations

  
Principal



127114

Lawiq

erabad

### LETTER OF CONTRACT EXTENSION

r Syed Awis,

refer to the appointment letter dated May 12, 2023, we are pleased to extend your fixed term contract of employment on the following terms and conditions:

1. Your extended contract of employment will start from **August 12, 2023 to November 10, 2023** ("Term") as **Warehouse Associate**. You acknowledge that the Contract has been extended because of a current and running project of **Needs Manpower Support Services Pvt Ltd**. Notwithstanding the Term of the extension, in the event of the project/work for which the contract has been extended comes to an end for any reason whatsoever, this Contract shall automatically terminate. In other words, this extension is **co-terminus** with the current project/work of **Needs Manpower Support Services Pvt Ltd**.
2. Notwithstanding anything contained hereinabove, this extension letter may be further extended for such Term and on such conditions as may be mutually agreed between us.



112311761

ahmedkhan

Hyderabad

RRM  
Ref No: 1062-21-685  
-052

LETTER OF CONTRACT EXTENSION

Dear **AHMED KHAN**,

Further to the appointment letter dated **March 04, 2022**, we are pleased to extend your fixed term contract of employment on the following terms and conditions:

1. Your extended contract of employment will start from **April 04, 2022 to March 03, 2023** ("Term") as **Warehouse Associate**. You acknowledge that the Contract has been extended because of a current and running project of **Needs Manpower Support Services Pvt Ltd**. Notwithstanding the Term of the extension, in the event of the project/work for which the contract has been extended comes to an end for any reason whatsoever, this Contract shall automatically terminate. In other words, this extension is co-terminus with the current project/work of **Needs Manpower Support Services Pvt Ltd**.
2. Notwithstanding anything contained hereinabove, this extension letter may be further extended for such Term and on such conditions as may be mutually agreed between us.

# ANWAR UL ULOOMI COLLEGE

## SEMESTER GRADE REPORT

SEMESTER - II (2020-21) - Part II Semester Examination, APRIL/MAY 2022

NAME : AHMED RAJIB KHAN  
 FATHER'S NAME : SAIF AHMED KHAN  
 MOTHER'S NAME : SANVEEN

DATE : 23/05/2022  
 REG. NO. : 1002 01 485 002  
 Roll No. : 070401500000

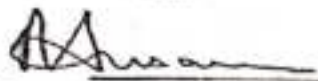
Topic / Code	Subject Title	Credits	Grade Received
Part-I CC-2A CC-3A-A	ENGLISH-II ARABIC - II	4	B
Part-II BBM-201	FUNDAMENTALS OF MARKETING	4	C
BBM-202	BUSINESS STATISTICS	5	C
BBM-203	BUSINESS CORRESPONDENCE AND COMMUNICATION	5	B
AECC -II	BASIC COMPUTER SKILLS	5	C
		2	A

Total Credits Earned : 25      Sem Result : PASSED

SGPA (Semester Grade Point Average) : 8.60

$$SGPA = \frac{\sum (\text{Grade Points} \times \text{Credits})}{\sum \text{Credits}}$$

  
Incharge

  
Controller of Examinations

  
Principal

# Needs Manpower Support Services Pvt Ltd

No.25, Needs Towers, 4th Floor, 90M Colony, 80 Feet Road, Banashankari - 1st Stage, Bangalore - 56009

Payslip for the Month of Nov-2022

EMPLOYEE CODE	AHAKHANV	EMPLOYEE NAME	AHAFK KHAN	
DATE OF JOINING	04 Mar 2022	DESIGNATION	WAREHOUSE ASSOCIATE	
DEPUTED AT	ASST	GENDER	MAL F	
PF NO		UAN NO		
PAN NO		ESI NO		
FIXED DAYS	28	PRESENT DAYS	28	
BANK A/C NO		BANK NAME	SOUTH INDIAN BANK	
INSURANCE NO	5255053000065720	LOCATION	HYDERABAD	
EARNINGS		AMOUNT	DEDUCTIONS	AMOUNT
Basic Salary		10,750.00	PROVIDENT FUND	1,200.00
NIGHT SHIFT ALLOWANCE		1,840.00	PTAX	100.00
OVERTIME		2,410.00	ESI	110.00
GROSS EARNINGS		15,000.00	GROSS DEDUCTIONS	1,550.00
NET PAY		THIRTEEN THOUSAND FIVE HUNDRED AND FIVE ONLY		13,005.00

Note: This is a computer generated payslip does not require any signature.



Ref No: INTOUCHHYD/HR/09\_22

Date: 10th Sep'2022

Dear G M Mir Liyaqath Ali

Sub: Letter of Offer

Congratulations and Welcome to 24-7 Intouch India Private Limited, (Formerly known as Knoch Solutions Private Limited) We are pleased to extend the Offer of Employment and will be delighted to have you as part of our Team.

**Employment Offer Terms & Conditions:**

Your business title will be "SME" with Organization Band "S" and Sub-band S1

1. Your annual Total Cost to the Company will be Rs.324000 PA (Three Lakhs Twenty Four Thousand Rupees Only) at the time of appointment. For a detailed TCC break-up and other additional Benefits, please refer to Annexure E.
2. Joining Details
  - Work Location: "Hyderabad"
  - Date of Joining: 8th Sep'2022
3. You shall be required to provide the Company all documents and information as set forth in Annexure I of this Offer of Employment.
4. 24-7 Intouch operates 7 days a week, 24 hours a day. You will be expected to attend office as assigned to you. As a Full-time employee, you will be eligible for 2 weekly offs, any two days of the week based on business operations.
5. If any information furnished by you is found to be incorrect or false pertaining to your resume/application for employment or during the selection process or at any time during your employment, and/or if you have suppressed material information regarding your qualification and experience, the clauses pertaining to notice period in the terms of employment will cease and services shall be terminated with immediate effect.
6. The Company has the discretion to conduct background verification if and when required, or as mandated by the Program/Client/Management.

Sincerely,

For 24-7 Intouch India Pvt Ltd.

/s. Srik

Sriram Boyanapally  
Sr. Manager, Human Resources

DOJ

Candidate Signature

### ANNEXURE - B

#### 24.7 Intouch: Total Reward Statement

Name : G M Vinayakath All  
 Band : 0  
 Sub-Band : 01  
 Department : Operations

We are pleased to provide you with the below 24.7 Intouch: Total Rewards Statement for the fiscal period 2022-23. In addition to the compensation you receive 24.7 Intouch provides you with a competitive benefits package.

		P.A (INR)	P.M (INR)
<b>A. Gross Salary</b>			
	Basic	158100	13183
	HRA	63276	5273
	Medical	15000	1250
	Adv. Statutory Bonus	31644	2637
	Conveyance Allowance	0	0
	Customer Engagement Allowance	29280	2440
<b>Sub Total A. Gross Salary</b>		<b>297400</b>	<b>24783</b>
<b>B. Social Security Benefits</b>			
	PF Employer	18984	1582
	ESIC Employer	0	0
	Gratuity	7620	635
<b>Sub Total B. Total Contributions - Social Security</b>		<b>26604</b>	<b>2217</b>
<b>Total Cost to Company (INR) (A+B) (Rounded off)</b>		<b>324000</b>	<b>27000</b>

Note: Below are statutory Employee Contributions:

- Employee contribution of 12% on Basic Salary towards Provident Fund (PF) monthly.
- ESIC contribution of 0.75% of Gross Salary per month wherever applicable

DOJ

Candidate Signature

© 24-7 Intouch India Private Limited | [www.24-7intouch.com](http://www.24-7intouch.com)  
 (Formerly known as Knoah Solutions Private Limited)

Accounts Benefit Basket	Description	Program Details
Associate Performance Incentive Program	Associates under band 'S' or continue facing business unit will be covered under performance linked incentive based on the eligibility defined in respective delivery unit	<ul style="list-style-type: none"> <li>Performance linked incentive will be program based within the various business functions</li> <li>Some of the delivery units may not be covered under performance linked incentive program. These are exception to the program</li> </ul>
Group Medical Insurance	Associates who are not covered under EDIC Act will be eligible to avail this benefit	Associates would contribute 50% of premium amount towards the Group Medical Insurance Scheme. Inpatient hospitalization for a maximum of 24 hours is required to avail this benefit. <ul style="list-style-type: none"> <li>Insurance Company: ICICI Lombard</li> <li>Band: S Associate</li> <li>Coverage: INR 200,000</li> <li>No of Members Covered: Only Self</li> </ul>
Group Personal Accident Insurance	All associates are covered under this scheme	Associates would contribute 50% of premium amount towards the Group Personal Accident Insurance Scheme. <ul style="list-style-type: none"> <li>Associate band 'S'</li> <li>Coverage: INR 500,000</li> <li>No of Members Covered: Only Self</li> <li>Insurance Company: ICICI Lombard</li> </ul>
Group Term Life Insurance	T and Above Band	Company Contributes 25% of premium amount towards Group Term Life Insurance scheme which covers risk against sudden demise of self (Associate) <ul style="list-style-type: none"> <li>Coverage: Only Self</li> <li>Associate Band T</li> <li>Coverage: 1.25 times of TCC</li> <li>Insurance Company: Exide Life Insurance Company Ltd</li> <li>Beneficiary: Nominee</li> </ul>
Workmen Compensation Scheme	Inclusion: All the active associates are covered under this scheme Exclusion: Inactive associates i.e. Associates separated from the organization are exempted from the scheme	Company Contributes 50% of premium amount towards the Workmen Compensation Scheme. <ul style="list-style-type: none"> <li>No of Members Covered: Only Self</li> <li>Coverage: Accidental coverage while on duty as per the definition of the act</li> <li>Insurance Company: TATA AIG Insurance</li> </ul>
Statutory Social Security Benefits	Coverage of Social Security Benefits	<ul style="list-style-type: none"> <li>Provident Fund: It is contributory scheme, where employer contribution will be 12% of the basic salary and same will be contributed by the associate month on month</li> <li>EDLI: For 'S' Band As per Govt.Policy to the Maximum of 5 Lakhs.</li> <li>Gratuity: would be paid as per Gratuity Act to associates on resignation, superannuation, retirement and demise, if any associate completes continuous service of 5 years the date of joining.</li> <li>ESI: Associate with monthly salary less than INR 21,000 qualifies for ESI. Associate contribution @ 0.75% and Employer @ 3.25%</li> </ul>
Associate Well being Programs	Applicable for all associates	<ul style="list-style-type: none"> <li>Associate Assistance Program (AAP): Counseling services to ensure emotional well being of the associate.</li> <li>Associate Health Care Program (AHCP): To assist and educate associates on health related challenges</li> <li>Vaccination Program: Specific Immunization against seasonal diseases on annual basis. Associate participating in the scheme has to contribute 100% toward the cost of vaccination program</li> </ul>
Leaves	Covers active associates	<ul style="list-style-type: none"> <li>Earned Leave: 24 working days per annum</li> <li>Maternity Leave: Maximum of 26 weeks, in accordance with the provisions of the Maternity Benefit Act 1961.</li> <li>Paternity Leave: 3 working days paid Paternity Leave</li> <li>Bereavement Leave: 3 working days paid leaves</li> </ul>

DOJ

Candidate Signature





1,2019

FLY SMART **GO**

TRAINEE APPOINTMENT LETTER

10/11-20-684-103

Mr. Md Abdur Rahman  
13-6-433/D/S4/A  
Moghal Nagar,  
Ring Road 500028  
7981546254, Mohammedrahman730@gmail.com

Dear Mtd,

Further to the interview you had with us, we have pleasure in appointing you as an "Trainee Customer Service Executive" in Airport Services department at our Hyderabad Airport on the following terms and conditions:

1. Your training will commence on or before December 23,2019. The training period will be of 6 months duration from your date of joining.
2. You will be paid monthly emoluments as per attached break up subject to statutory deductions.
3. During the training period, your appointment as a trainee is liable for termination at any time during the training period without any notice and / or assigning any reason whatsoever.
4. On satisfactory completion of the training period you may be absorbed in a suitable grade in any of the establishment of the company in India based on your performance and suitable opening in the organization.
5. Please note that you will not be entitled to any other benefits and / or allowances of any kind given to regular employees of the Company.
6. You will render your services entirely to Go Airlines (India) Ltd, on full time basis.
7. You shall not during the tenure of this arrangement or at any time thereafter use or disclose or divulge to any other Company / Firm / Person any trade secrets or know – how of the company or any of the information gathered by you on the business and affairs of the Company.
8. You shall be required to sign and abide by the policy on code of conduct which the Company has at this level and shall undertake to sign such declarations that the policy may demand from time to time.
9. You will be governed by the Company's rules and regulations as enforced from time to time.
10. You will be entitled for leaves on prorata Basis as applicable to you.
11. You will arrange to take care of your tax liabilities i.e. Income Tax and Profession Tax or any other as may be applicable on the aforesaid remuneration and the company will not be liable for the same.
12. On acceptance of the offer you need to deposit Demand draft of INR 15,000 (Rupees Fifteen Thousand Only) in the name of GO AIRLINES (INDIA) LTD towards training cost. Same is refundable without interest, and will be paid on completion of two years from your date of appointment. In the event of you resigning or the Company decides to discontinue your services before completion of the above mentioned maturity period the refund amount of INR. 15,000 (Rupees Fifteen Thousand Only) will be forfeited.



Go Airlines (India) Ltd.

Corporate Office: C-1, Wadia International Center (WIC), Pandurang Buddha Marg, Worli, Mumbai- 400 025, INDIA.  
Registered Office: C/o Birlasoft Industries Limited, A-25, Lawrence Road Industrial Area, New Delhi- 110 035, INDIA.  
Office: +91 22 674 50000. CIN: L67513DL2004PLC217395. Website: www.goair.in



15 you will be liable to be transferred by any part of the Union of India or abroad unless or otherwise at the company. The Company shall also be entitled to such or transfer your services to any other company or which it may be or become engaged in any manner, whether directly or indirectly or in any other form or a company, and in the event of your services being transferred and / or transferred as aforesaid location of the Company or to any of the Company's subsidiaries or associated companies, present or future.

16 If at any given point of time during your tenure with the Company it is found that you have falsified documents and/or misrepresented information for undue consideration or unlawful information that would have had a bearing on your hiring decision, your services with the terminated without notice shall not be in lieu of notice period. All benefits accrued or otherwise will also stand withdrawn. The Management also reserves the right to undertake, at any time during your employment with the organization, additional reference checks / background verification of your stated credentials and information / documents furnished at the time of employment.

Kindly sign the duplicate of this letter in token of your acceptance and confirmation of the above terms and conditions.

We look forward to a fruitful association with you during your tenure with the company and wish you the very best in your assignment with us.

Yours faithfully,  
For Go Airlines (India) Ltd.



Jobson Poojari  
DGM - Human Resources

I have read the above mentioned terms and conditions. I have understood them and I hereby accept the training on the said terms and conditions.

Employee Name      Md Abdur Rahman  
Date :

Y-2022 0000

Name: Mohd Mohd Bahman  
Employee ID: 011248  
Current Designation: Training Customer Service Executive  
Current Grade: 0  
Department: Airport Services  
Location: Hyderabad

Subject: Salary Revision for FY 2022 - 2023

Dear Mohd Abdur,

The Aviation sector faced extreme turbulent times in the past 2 years and Go First has still emerged out as sustainable and emerging Brand which held its position in the Aviation industry. This was all possible because of the efforts and dedication displayed by you, the Go Getter

We wish to enhance the feeling of pride & trust and hence as a reciprocation towards the dedication displayed, Go First management has decided to declare salary revision which shall be effective 1<sup>st</sup> June 2022.

We are pleased to inform you that you have been promoted with effect from 1<sup>st</sup> June 2022 and your revised CTC breakup has been provided in Annexure A.

The management is expecting increased enthusiasm, dedication and sincerity from your end as you have demonstrated in past. All the other terms and conditions of your appointment remain unchanged. We would like to re-iterate the confidentiality clause of the appointment letter and expect you to continue to maintain confidentiality regarding your revised remuneration.

Hope you and all at family are in good health.

Wish you the very best and looking forward to your continued contribution.

For, Go Airlines (India) Ltd.



*[Handwritten signature]*

Kaushik Khona  
Chief Executive Officer

*[Handwritten signature]*  
Revd: 09/06/2022



Go Airlines (India) Ltd.

Corporate Office: C-1, Wadia International Centre (WIC), Pandurang Budhkar Marg, Worli, Mumbai-400025, India.  
Registered Office: C/o. Britannia Industries Limited, A-33, Lawrence Road Industrial Area, New Delhi-110035, India.  
Office No: +91 22 67410000. CIN: U63013DL2004PLC217305. Website: www.flygofirst.com





08 July 2022

**PRIVATE & CONFIDENTIAL**

To whom it may concern,

**Re: Sufian Ahmed**

**Address: 16-11-68, Moosarambagh, Malakpet, Hyderabad, 500036**

This letter is to confirm that **Sufian Ahmed** is currently employed at Amazon Development Centre (India) Private Limited.

**Sufian Ahmed** is employed as a **CS Associate(IP)** and commenced employment with Amazon on **04 October 2021**.

This letter has been issued to the employee upon his/her request on the basis of data submitted by the employee to the Company. The Company bears no liability in event the aforementioned data is **NOT** found to be accurate.

On behalf of  
**Amazon Development Centre (India) Private Limited**

Kind Regards,

Soumya V  
ERC Delivery Hub Leader, Employee Services

002201

Antares Development Center India Pvt. Ltd

Month: 01 - 01 - 2023  
Amount in INR

Sl. No.	Particulars	Amount	Sl. No.	Particulars	Amount
1	Basic Salary	16,100.00	1	PF - Employer Cont.	1,568.00
2	House Rent Allowance	2,155.00			
3	Dearness Allowance	8,300.00			
4	Leave Travel Allowance	1,077.00			
5	Conveyance Allowance	3,050.00			
6	Medical	1,000.00			
7	Compensatory Allowance	1,600.00			
8	Meal Allowance	142.00			
9	Night Shift Allowance	2,550.00			
10	Work From Home Allowance	1,089.00			
11	Transportation Allowance	4,000.00			
12	Transport Allowance Arrear	-516.00			
<b>GROSS EARNING</b>		<b>34,646.00</b>	<b>GROSS DEDUCTIONS</b>		<b>1,314.00</b>
			<b>NET PAY</b>		<b>32,878.00</b>

Employer Contribution	No. of Units	Earned
PF - Employer Cont.		1,568.00

**Important Notes**  
Please note this is the provisional payslip. Final Pay slip will be available on the last working day of the month.

\*\* This is a computer generated payslip and does not require signature and stamp.



# KG N

## MANAGEMENT SERVICES

☎ : 040-3089989  
Mobile : 868604008

1051 - 10, 6th, 1st

November 04, 2019.

Mohammed Abdul Junaid,  
12-1-926/25/1/A, Old Feetkhana,  
New Madhepally,  
Hyderabad-500001, Telangana

Dear Abdul,  
Further to our discussions to date, we are pleased to offer you the following employment with KGN Management Services, Hyderabad, India ("Company") on the terms and conditions set out below.

If you accept employment on these terms, please signify your acceptance by signing in the space provided below and submit this document representing your acceptance.

1. Position  
Your title will be **Jr Analysis, (Department- Inventory)**. In this position you will report to **Jalangiir Ali Khan, Director**, or any other person designated by him/her.

As an employee of the Company, you will be required to serve in the Hyderabad office of the company, in India, located at 108, 3<sup>rd</sup> Floor, Liberty Plaza, Himayathnagar, Hyderabad, 500029, Telangana, India.

2. Date of Commencement  
Your date of commencement of employment with the Company will be on **November 04, 2019**.

3. Duties, Responsibilities and Employment Conditions  
3.1 In your position as **Jr Analysis, (Department- Inventory)** at the Company, you will at all times carry out your duties of that position as are assigned to you from time to time and all incidental duties in a diligent, timely and competent manner.

# 5-9-1031, Behind Bahar Café, Hyderguda Masjid lane, Hyderabad of 9  
Email : kgnserviceprovidermo1@gmail.com



Particulars	Deposits	Withdrawals	Balance
UPIDR/2305220200370179- KGN MANAGEMENT SERVI- ICES	25,000.00		32
UPIDR/230572480809/BOOKM YSHOW/UTIB/**YSHOW@AXIS BANK/MERCHANT//AXISSDKV3 508B59F081364BCCB8F000F17 A/01/11/2022 20:29:50		1,088.28	31
UPIDR/230573325178/FOXY/UT IB/**PAYU@AXISBANK/UPI TRAN//AXI7BB777D99B4E4C2B 994E47AB3C286689/01/11/2022 20:57:07		164.00	31
UPIDR/230560820981/TAHA ALI/PYTM/**70547@PAYTM/NA/ PTMB32A8DEBC9CC4476A7A8 FF03123D3CA3/01/11/2022 20:57:49		2,000.00	29
UPIDR/230506204526/MRAZAK 596/CNRB/**596- 1@OKICICI/UPI//ICI6E1A3912A 8094E508902A72AE95AE5A5/01 /11/2022 20:59:56		10,000.00	19
UPIDR/230602527266/MD MUSTAT/BARB/**84872@PAYT MNA/PTM78FC102CCAD04BD 68E44A4316F1A4668/02/11/202 2 07:43:48		10,500.00	9
UPIDR/230603013376/CAFE NILOYESB/**86068@YBL/NA//P TMF43CAC57B6DC4BBE9FB70 939CE5F105D/02/11/2022 08:00:00		44.00	9
UPIDR/230687042786/MATAAM ALI/PYTM/**00637@PAYTM/OID 2022//PTM52C9EE514F4C4926 9AD0B765ACAAEB4A/02/11/202 2 08:10:05		10.00	9
UPIDR/230647983193/PRAVEE N R/ICIC/**REDDY@YBL/PAYMEN T //YBLDDA80B7011FD4E6AA171 28DBCEA705F7/02/11/2022 23:47:51		200.00	8

→ Pay slip!

Ref. No: KSP/L/NHTE\_02\_21

Name : Mohammed Iqbal  
Business Title : eSupport Officer  
Band : 3  
Sub Band : S-1

Dear Mohammed Iqbal,

Subject: Terms of Employment

Congratulations and Welcome aboard KnoahSolutions Pvt Ltd, a 24-7Intouch Company! Your date of joining will be 1st Mar'2021

In continuation to your Offer of Employment, we are pleased to onboard you with the following mutually agreed Terms and Conditions governing your employment at KnoahSolutions Pvt Ltd, a 24-7Intouch Company

1. Your individual remuneration is strictly confidential and is between you and the Company. It has been determined based on numerous factors such as your job skills, specific background, and professional merit. This information and changes made therein should always be treated as personal and confidential. Please find Knoah Solutions, a 24-7Intouch Company Total Reward Statement in Annexure E, pages 4 & 5.
2. Your annual Total Cost to the Company will be Rs.199500 PA(One Lakh Ninety Nine Thousand and Five Hundred Rupees Only) and wherever applicable, you will be eligible for variable payout basis the programs in your respective business function. Other benefits are paid in addition to your TCC.
3. Your annual TCC is subject to change based on your performance, business environment & growth and other economic factors impacting business.
4. Your appointment is contingent upon satisfactory reference & background checks, including verification of your resume, application form and its contents, education, and employment history. Your employment is also contingent upon your ability to work for the Company without restrictions i.e. you do not have any non-compete obligation or other restrictive clauses with any previous employer.
5. Your initial appointment will be at Hyderabad, but your services may be liable for transfer to any establishment which the Company opens from time to time. Your services may also be liable to be transferred from one department to another department: from one program/project to another and to any sister concern(s)/associated companies and subsidiary companies. Upon transfer, you will be governed by the terms and conditions of the service applicable to the said establishment.
6. Your organization Band & Business Title may be changed at the discretion of the Company depending on the work assigned to you and Company Policies
7. Your employment with the Company is at all times subject to you having a valid work permit from the Government of India. It is your responsibility to obtain and share the copy of the passport and furnish details during the process of joining.

DOJ:

www.knoah.com

  
Candidate Signature

166185  
Sl No. 166044



# SAKINA + HOSPITAL

24X7 EMERGENCY SERVICE  
MATERNITY, CHILDREN & GENERAL HOSPITAL

# Dream Birds Concept School,  
Jahaangirabad, Chandrayangutta,  
Hydrabad - 58. Ph : 6304907371

VALID FOR 3 DAYS

Date: 19/03/2023

NAME:	MOHD ZAKI KHAN	AGE:	Sex:
W/D. D/D. S/D.:	BBA (6 <sup>th</sup> Sem)	TEMP:	
B.P.:	106-20-684-136.	WT:	
P.R.:		SP02:	

## CERTIFICATE.

This is to certify that Mr. Mohd. Zaki Khan who is studying BBA in Anwar-ul-ulloom is working as a pharmacist in our hospital from past 4 years and is very punctual and hard working person Salary 15K/month.  
THANKING YOU.

DR. MUJAHID HADI  
(OWNER OF SAKINA  
HOSPITAL + PHARMACY)

*Dr. Mujahid Hadi*

NEW SAKINA PHARMACY  
LICENCE No. TSMA/2021-74410  
18-13-64, 081, Jahaangirabad,  
Bandlaguda, Hyderabad 500082

Signature

# SAKINA HOSPITAL +

FACILITIES - LAB - X-RAY

24X7 EMERGENCY SERVICE | 24 HOUR'S LAB | 24 HOUR'S PHARMACY SERVICE





Employee's Name:

Employee's Address:

Employee's ID Number:

The Company is an organization for the purpose of the business of the Company and its subsidiaries and its branches in all parts of the world. The Company is a public company and its shares are listed on the stock exchange. The Company is a company of limited liability and its liability is limited to the amount of its share capital. The Company is a company of limited liability and its liability is limited to the amount of its share capital. The Company is a company of limited liability and its liability is limited to the amount of its share capital.

The Company is an organization for the purpose of the business of the Company and its subsidiaries and its branches in all parts of the world. The Company is a public company and its shares are listed on the stock exchange. The Company is a company of limited liability and its liability is limited to the amount of its share capital. The Company is a company of limited liability and its liability is limited to the amount of its share capital. The Company is a company of limited liability and its liability is limited to the amount of its share capital.

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The Company is an organization for the purpose of the business of the Company and its subsidiaries and its branches in all parts of the world. The Company is a public company and its shares are listed on the stock exchange. The Company is a company of limited liability and its liability is limited to the amount of its share capital. The Company is a company of limited liability and its liability is limited to the amount of its share capital. The Company is a company of limited liability and its liability is limited to the amount of its share capital.

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You would be an employee for a period of 1 month and after that you terminate the contract of employment if it does not advance your or your family or you are in the same or the other party. On completion of 1 month, you services are terminated to be continued automatically unless notified otherwise in writing. On termination, either party can terminate this contract for employment by giving 30 days advance notice or less than 30 days to the other party. You understand and agree that I do not complete the notice period the Company may be subject to losses or irregular damages caused the Company may be at its own discretion. I accept payment in lieu of notice period and require you to complete the notice period in accordance with the employment contract including any changes amendments to the notice period. This commitment is not without you having objected to the same within your period of such consideration. If you fail to do so the Company shall be entitled to sue you for specific performance of the contract as well as other contractual damages.

Your employment is subject to successful and satisfactory clearance of background verification which is a condition precedent and if any discrepancy is observed during the course of background verification then is signed the address of the Company we will take appropriate action including immediate cessation of your employment without any further liability to Company.

The company reserves the right to terminate your employment on grounds of unauthorized absence from duty, non-performance, misconduct, fraud, negligence, theft, willful violation of the company rules, misappropriation, embezzlement or censure by a court of law or as it may deem fit in the instant case and



(06)-20-624-153

# Reliance SMSL Limited

/FE.H/22/K.M/60284292/1001131018

Date: 16.02.2022

Abdul Rahman Bin Abdullah Bawazir  
State: Telangana

## Offer cum Appointment Letter

Dear Abdul Rahman Bin Abdullah Bawazir,

This is with reference to your application and subsequent Test and Interviews you had with us.

We are pleased to appoint you as **Fashion Consultant** in the employment of the company.

Your Employment shall be for a Fixed Term commencing from 21.02.2022 and shall automatically end on 21.05.2022.

Reliance SMSL Limited is engaged in the business of providing outsourced human resource services to their clients. Accordingly, you are assigned to our client to work as **Sr. Associate in Grade K3** and shall perform duties that are assigned to you in connection with the Clients' business at their premises as may be advised from time to time.

You will receive an Annual Gross Compensation (including Basic and allowances) of **Rs.252000.00/- Two Lakh Fifty Two Thousand Rupees** /- per annum as below:

	Rs. per month
Basic	12600
HRA	8400
Conveyance Allowance	0.00
<b>Monthly Gross</b>	<b>21000</b>
<b>Annual Gross</b>	<b>252000</b>

You will be covered by applicable statutory benefits such as PF, ESI and Bonus etc. The compensation is subject to prevailing tax and other laws, policies, rules and guidelines. You are expected to keep your compensation strictly confidential.

The tenure of your employment shall be subject to requirement of the services provided by us to our client and shall also be subject to the requirement of deputation or completion of project with the client. Upon your joining, the terms and conditions in this letter shall form your appointment letter and terms of appointment as mentioned in Annexure I.

Please sign and return a copy of this letter as a token of your acceptance of the terms and conditions of employment and return the same to HR at the earliest.

Hyderabad  
Computer  
Hyderabad

#### LETTER OF CONTRACT EXTENSION

Dear UIRU MUSSAAN,

Further to the attachment letter dated **February 08, 2021**, we are pleased to extend your fixed term contract of employment on the following terms and conditions

1. Your extended contract of employment will start from **February 08, 2021 to May 09, 2021** ("Term") as **UPF FC-Warehouse Associate FT**. You acknowledge that the Contract has been extended because of a current and running project of **K L Technical Services**. Notwithstanding the Term of the extension, in the event of the projectwork for which the contract has been extended comes to an end for any reason whatsoever, this Contract shall automatically terminate. In other words, this extension is co-terminus with the current projectwork of **K L Technical Services**.

2. Notwithstanding anything contained hereinafore, this extension letter may be further extended for such Term and on such conditions as may be mutually agreed between us.



3. During the period of fixed contract, your services could be dispensed at the sole discretion of the management to any of site pertaining or incidental to the client's business.

4. The other terms and conditions of your employment will remain same, during the above extended period of contract.

5. In the event of conflict between the terms of Fixed Term Contract and this Extension Letter, the terms of this Extension Letter shall prevail.

6. It is agreed upon by both the parties that, the second party shall not be entitled to be paid wages for the period of absence from work without a prior approval of leave.

Here's wishing you the very best in your assignment with us and as a token of your understanding and accepting the above terms and conditions, you are requested to sign the duplicate copy of this letter and return to us within a day.

With warm regards,

For K L Technical Services

I hereby accept the above-mentioned terms and conditions.

Name: Yuvraj Singh  
Place: Tolichhauki

Signature: [Signature]  
Date: 02/12/2021

*GS Khatun*  
*1062-10-684-229*



TM  
JSC  
Wod

27 Feb 2023

Mr URUJ HUSSAIN  
7/1032 BAPU NAGAR SR NAGAR HYDERABAD  
ANDHRA PRADESH 500038  
Employee No: 2814308  
Dear Mr URUJ HUSSAIN

**Appointment Letter**

We are pleased to appoint you in our organization as **Executive** subject to the following terms and conditions:

1. Your contract will commence from 27 Feb 2023 and expire on 26 Feb 2024 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 27 Feb 2023 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. You requested to report to office at 9.30 am.
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 7 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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TeamLease Services Limited., CIN No. L74140KA2000PLC118395  
Aurini Building, # 77, Kosamangala Industrial Layout, Jyothi Nivas College Road, Kosamangala, Bangalore-560095  
Ph: (91-80) 33002345, Fax: (91-80) 33243001 www.teamlease.com

1. TeamLease reserves the right to assign you to any location or project as may be required for the business of TeamLease. You shall be deemed to have accepted the terms and conditions of this assignment letter by way of your reporting to the assigned location or project.
2. The terms and conditions of this assignment letter shall be as per the following: a) b) c) d) e) f) g) h) i) j) k) l) m) n) o) p) q) r) s) t) u) v) w) x) y) z) aa) ab) ac) ad) ae) af) ag) ah) ai) aj) ak) al) am) an) ao) ap) aq) ar) as) at) au) av) aw) ax) ay) az) ba) bb) bc) bd) be) bf) bg) bh) bi) bj) bk) bl) bm) bn) bo) bp) bq) br) bs) bt) bu) bv) bw) bx) by) bz) ca) cb) cc) cd) ce) cf) cg) ch) ci) cj) ck) cl) cm) cn) co) cp) cq) cr) cs) ct) cu) cv) cw) cx) cy) cz) da) db) dc) dd) de) df) dg) dh) di) dj) dk) dl) dm) dn) do) dp) dq) dr) ds) dt) du) dv) dw) dx) dy) dz) ea) eb) ec) ed) ee) ef) eg) eh) ei) ej) ek) el) em) en) eo) ep) eq) er) es) et) eu) ev) ew) ex) ey) ez) fa) fb) fc) fd) fe) ff) fg) fh) fi) fj) fk) fl) fm) fn) fo) fp) fq) fr) fs) ft) fu) fv) fw) fx) fy) fz) ga) gb) gc) gd) ge) gf) gg) gh) gi) gj) gk) gl) gm) gn) go) gp) gq) gr) gs) gt) gu) gv) gw) gx) gy) gz) ha) hb) hc) hd) he) hf) hg) hh) hi) hj) hk) hl) hm) hn) ho) hp) hq) hr) hs) ht) hu) hv) hw) hx) hy) hz) ia) ib) ic) id) ie) if) ig) ih) ii) ij) ik) il) im) in) io) ip) iq) ir) is) it) iu) iv) iw) ix) iy) iz) ja) jb) jc) jd) je) jf) jg) jh) ji) jj) jk) jl) jm) jn) jo) jp) jq) jr) js) jt) ju) jv) jw) jx) jy) jz) ka) kb) kc) kd) ke) kf) kg) kh) ki) kj) kl) km) kn) ko) kp) kq) kr) ks) kt) ku) kv) kw) kx) ky) kz) la) lb) lc) ld) le) lf) lg) lh) li) lj) lk) ll) lm) ln) lo) lp) lq) lr) ls) lt) lu) lv) lw) lx) ly) lz) ma) mb) mc) md) me) mf) mg) mh) mi) mj) mk) ml) mn) mo) mp) mq) mr) ms) mt) mu) mv) mw) mx) my) mz) na) nb) nc) nd) ne) nf) ng) nh) ni) nj) nk) nl) nm) nn) no) np) nq) nr) ns) nt) nu) nv) nw) nx) ny) nz) oa) ob) oc) od) oe) of) og) oh) oi) oj) ok) ol) om) on) oo) op) oq) or) os) ot) ou) ov) ow) ox) oy) oz) pa) pb) pc) pd) pe) pf) pg) ph) pi) pj) pk) pl) pm) pn) po) pp) pq) pr) ps) pt) pu) pv) pw) px) py) pz) qa) qb) qc) qd) qe) qf) qg) qh) qi) qj) qk) ql) qm) qn) qo) qp) qq) qr) qs) qt) qu) qv) qw) qx) qy) qz) ra) rb) rc) rd) re) rf) rg) rh) ri) rj) rk) rl) rm) rn) ro) rp) rq) rr) rs) rt) ru) rv) rw) rx) ry) rz) sa) sb) sc) sd) se) sf) sg) sh) si) sj) sk) sl) sm) sn) so) sp) sq) sr) ss) st) su) sv) sw) sx) sy) sz) ta) tb) tc) td) te) tf) tg) th) ti) tj) tk) tl) tm) tn) to) tp) tq) tr) ts) tt) tu) tv) tw) tx) ty) tz) ua) ub) uc) ud) ue) uf) ug) uh) ui) uj) uk) ul) um) un) uo) up) uq) ur) us) ut) uu) uv) uw) ux) uy) uz) va) vb) vc) vd) ve) vf) vg) vh) vi) vj) vk) vl) vm) vn) vo) vp) vq) vr) vs) vt) vu) vv) vw) vx) vy) vz) wa) wb) wc) wd) we) wf) wg) wh) wi) wj) wk) wl) wm) wn) wo) wp) wq) wr) ws) wt) wu) wv) ww) wx) wy) wz) xa) xb) xc) xd) xe) xf) xg) xh) xi) xj) xk) xl) xm) xn) xo) xp) xq) xr) xs) xt) xu) xv) xw) xx) xy) xz) ya) yb) yc) yd) ye) yf) yg) yh) yi) yj) yk) yl) ym) yn) yo) yp) yq) yr) ys) yt) yu) yv) yw) yx) yy) yz) za) zb) zc) zd) ze) zf) zg) zh) zi) zj) zk) zl) zm) zn) zo) zp) zq) zr) zs) zt) zu) zv) zw) zx) zy) zz)

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 endeavor. Please return the copy of the Offer Letter enclosed after affixing your signature at the appropriate place on the Offer 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 HRMS 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 appointment at TeamLease with the acceptance of your first salary from TeamLease will be conclusive proof of your acceptance in accordance of terms and conditions.

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 sponsors or report the same to TeamLease through email or through the toll free number which is provided 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: URUJ HUSSAIN



**Salary Annexure**

Employee No: 2814308

Particulars	Amount
Basic	11980
House Rent Allowance	1570
Employer PF Contribution	1438
ESIC - Employer	473
Statutory Bonus	998
Total Amount	16459
Amount in Words (Rs)	Sixteen Thousand Four Hundred Fifty Nine Rupees

**Net Pay Annexure**

EARNINGS	Amount
Basic	11980
House Rent Allowance	1570
Statutory Bonus	998
<b>Gross Earnings</b>	<b>14548</b>
<b>DEDUCTIONS *</b>	
Employee ESI	110
Employee PF	1438
<b>Total Deduction</b>	<b>1548</b>
<b>Net Salary</b>	<b>13000</b>

\* 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

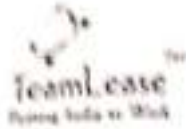
**Mandatory Training Programme - Prevention of Sexual Harassment at Work Place - The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act 2013 (Act)**

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.

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

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

Link: <https://www.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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TeamLease Services Limited., CIN No. L74140KA2000PLC118395  
Accent Building, # 77, Koramangala Industrial Layout, Jyothi Nivas College Road, Koramangala, Bangalore-560095  
Ph: (91-80) 33002345, Fax: (91-80) 33243001, [www.teamlease.com](http://www.teamlease.com)



1063-26 27-219



**MEDICOVER**  
HOSPITALS

Date: 17<sup>th</sup> August 2022

To,  
Mr. Madhav Ashwath Shri Shreevast  
A No. 11-588/3, Shikhar Nagar,  
Hyderabad 500088

From: Mr. Madhav Ashwath Shri Shreevast

**Sub: Engagement as - Trainee >**

This has reference to IT - Shreevast - Job on your application. You will be engaged as a Trainee in the Department of IT Head Office and will undergo training with effect from 17 Aug 2022 under the following terms and conditions. You will be undergoing training on the following roles and responsibilities listed below:

- > Greeting and receiving guests with a smile and check their requirements and handhold them to the respective places
- > Ensure 100% patients feedback collections, Testimonials, and Google reviews on Daily Basis.
- > Enquire with patient whether he is a new patient or earlier got registered.
- > If new, collect correct details and register on line otherwise collect the old card and see validity of one year and advise accordingly.
- > Ensure that the patient is not registered more than once.
- > Ensure that all fields in the registration module are completed.
- > Ensure that the name, age, sex, address and contact numbers are correct (ask for any valid document like Aadihaar / voter ID/insurance/ policy/corporate ID etc to confirm the details are correct else check with patient once again before saving the details online.
- > Ensure that the entries are error free.
- > Billing: Ensure of right billing in the right investigations to the right person.
- > Collect Investigation slip; Explain the tariff correctly and clearly
- > Explain the prerequisites for investigation, Ensure that patients have appointments for the Consultants needed, select correct UMR no and prepare bill, ensure right billing, tell the total bill amount and confirm with patient for payment before approval of bill online.



- the employees of the company.
- 7) The company intends to clear that it is under no obligation to provide you employment after completion of the training period.
  - 8) You will be governed by the Training Orders/Service Rules and Regulations that would be applicable to trainees of the company from time to time.
  - 9) This offer of training is made on the basis of information given by you in your application dated 17-08-2022. If at any time it is found that any of the information given by you is false or incorrect, the company shall have the right to terminate your training only on that ground.
  - 10) If this offer of training is acceptable to you, please sign the duplicate of this offer of training in token of your acceptance of the terms contained herein within three days from today, and report for training within seven days from the date of acceptance. In case you do not accept this offer within three days from today, and or do not report to training within seven days from the date of acceptance, this offer shall stand withdrawn without any further communication to you.

**For Medicover Hospitals**  
(A Unit of Sahasraya Health Care Pvt Ltd)

**S Swapna Reddy**  
Senior Manager - Human Resource



I have read the terms and conditions of this letter of appointment and confirm my acceptance of the same.

(Signature and Date)

Date: 10<sup>th</sup> Aug 2020

PRIVATE &amp; CONFIDENTIAL

To,

MADAM

Room 12, 2<sup>nd</sup> Floor, 20, Madhav Nagar,

20th Nagar, Madhav Nagar,

Hyderabad 500029

Date: Madam

**Sub-Office cum Appointment letter - CSP**

With reference to your application and the subsequent interview you had with us, we are pleased to offer you the position of "Customer Service Professional" on following conditions.

Given your joining on or before 10<sup>th</sup> Aug 2020, you will be appointed as "Customer Service Professional" on the regular employment of SITEL. Your annual Basic compensation (Total Guaranteed Pay) will be INR 189,996 per annum. Details of your overall compensation and other benefits is placed at Annexure-1. You will be assessed on attendance, performance against targets set and or any other parameters that may be communicated or may be applicable to your role.

1. In the initial period of appointment, you may be put into Training wherein you will be provided necessary upskilling to perform the job to the satisfaction and you will be assessed about your capability on time to time during and after the training. Your successfully completing various phases of training is a pre-condition to your continued employment with Siteel. If it is found during the said training your performance is not satisfactory or not up to the mark then you will stand automatically disqualified for appointment in the organization and your services shall stand automatically terminated.
2. Your initial appointment will be at Hyderabad but your services are liable to be transferred to any establishments which the Company opens from time to time; your services are also liable to be transferred from one department to another department; from one project to another and to the sister concerns/associated companies and subsidiary companies. Upon transfer, you will be governed by the terms and conditions of service applicable to the said establishment.
3. You will be subject to the Code of Conduct and other general rules of employment pertaining to holidays, leave rules and hours of work etc. prevailing in the Company or may be stipulated from time to time.

**Siteel India Private Limited**Cyber Pearl, 2<sup>nd</sup> Block, 2<sup>nd</sup> Floor,

Madhapur, Hitech City, Hyderabad 500 081

| <https://www.siteel.com> |

4. The name of employer and other personal details of employees shall be maintained to provide the information and records for internal and external use except after your signing the undertaking.
5. You will:
  - a. (Regularly, faithfully and to the best of your skill and ability serve the Company and perform all the duties assigned to you from time to time.
  - b. (Obey and comply with all orders and directions given to you by the Company or any other duly authorized person and specially those of all the sales, marketing and management of the Company for the time being in force for the management of the Company's property or for the interest and good conduct of the Company's employees.
  - c. (Throughout the continuance of your employment you will observe the article of good faith with the Company and when serving the Company will not without the prior consent in writing of the Company engage yourself directly or indirectly with or without remuneration in any trade, business, occupation, employment, service or calling no what be during the term of this employment directly or indirectly, save up any employment of service or carry on any business either in partnership with others or on your own account similar to or in any way competitive with the business of the Company.
  - d. Not at any time either during the continuance of this employment or any time thereafter except by the prior direction in writing of the Company use for yourself or divulge or disclose either directly or indirectly to any persons, firm or body corporate any know-how, knowledge or information or any trade secret or financial matter which you may acquire during the course of or as incidental to your employment concerning the business of any of its affiliated or transaction in which the Company may have been concerned or interested whether directly or indirectly.
  - e. In case during the continuance of your employment, you are incapacitated by reasons of illness or accident or any other cause beyond your control from attending to your duties for a period of 3 consecutive months or for periods amounting in the aggregate to 3 months in any one year, the Company may in its discretion terminate your employment without any notice or payment in lieu of notice.
7. **Background Verification-**  
Your appointment and further continued employment is subject to your clearing to the satisfaction of Sitel management of background verification which may cover but not limited to employment, education, address proof, criminal and antecedent etc. In addition the Company may send you for medical examination (including Drug test) from time to time to gauge your fitness to continue to work for the Company.



The opinion of the Company's approved Medical Practitioner or any Medical Practitioner requested by the Board of the Company shall be final and binding. By signing this contract you also undertake to acknowledge this and provide your unconditional consent to the company to collect & store your data.

#### B. Confidentiality and Non-Disclosure of Trade Secrets.

Any information relating to your personal circumstances shall remain confidential. However, it is understood that you hereby grant to the Company the authority to disclose such personal information to appropriate officers or authorities, when so required by law under judicial authority or to the Company's clients when required by the latter under circumstances and conditions made known to you in advance or to information writers in relation to employee background check purposes under circumstances and conditions made known to you in advance. You understand and agree that your consent shall be requested by Company prior to the disclosure to third parties of any of your sensitive personal information which includes information (1) about your race, ethnic origin, marital status, age, color, and religious, philosophical or political affiliations; (2) about your health, education, genetic or sexual life, or your criminal history; and (3) issued by government agencies such as your social security number, health records, licenses, and tax returns. Your consent will not be required for the disclosure of your sensitive personal information if it is necessary for the protection of life and health, for medical treatment, for court proceedings, or when provided to the government.

You shall not disclose your compensation package and other contents of this employment contract to other employees in the Company.

You shall not disclose or utilize directly or indirectly, other than on behalf of the Company, its subsidiaries and associated companies, and shall keep confidential, during and after your employment, all confidential or proprietary information which may come to your knowledge concerning the business or affairs of the Company, its subsidiaries and any associated company, and their respective customer, clients, principals, and agents.

During or after your employment with the Company, you shall not, remove from the premises any client list, client information, database of any description, whether on hard copy, digital copy, computer disk or computer tape, other than that which may be required during your employment, for the conduct of the business of the Company.

You shall not remove or make copies of any Sitel records, reports, documents and/or database of any description without prior management approval.

**Special condition stipulated while working from home**

While working from home arrangement, you are advised to ensure:

**Sitel India Private Limited**

Cyber Pearl, 2<sup>nd</sup> Block, 2<sup>nd</sup> Floor,

Adhapur, Hitech City, Hyderabad 500 081

<http://www.sitel.com>

- Unless you are provided with computer and other peripherals by the company, you shall ensure that all electronic instruments needed to work (Computer, Internet, headset etc.) are in line with specifications provided by Site1. All software (including virus protection) and operating systems are not provided.
  - To prevent shoulder surfing or someone looking over your shoulder to see your desktop and client end point screens.
    - Not to take pictures or videos by any method of your desktop and client end point screen
  - You will not take notes by any method (paper, screenshot, or any other method) of Confidential information
  - You will only work at your home environment and not outside home)
  - You will ensure your desktop, to include the client end point / screens are not viewable thru windows or doors
  - You are the ONLY authorized user allowed to access client end point and screens. You will ensure no one else
    - uses the desktop for any purpose
    - You understand that your work activity must be performed in a quiet location, without any background noise
    - You will ensure your desktop and client end point screens are locked prior to walking away for any reason
    - You will NOT use ANY USB devices that have not been provided as part of your work at home equipment
    - You will ensure your equipment is wired into the local access router. Wi-Fi is not approved.

Site1 will actively and aggressively investigate and pursue any instances of breaches of client confidentiality or fraudulent behavior, and will take disciplinary action and pursue criminal charges where applicable.

You shall maintain and comply with all Indian and International data privacy norms as may be applicable to company or the client I serve, and any violation will be treated gross negligence of duty besides attracting any other applicable action under Indian or international data privacy law.

While you working from home, all conditions related to confidentiality, data privacy and any other clauses of prohibition as per this contract or as may be notified or announced from time to time, are automatically extended to your home office environment and I undertake to continue to abide by them.  
Upon your separation from the Company, you shall forthwith deliver to the Company all books, documents, papers, materials, equipment and any other property of the Company, which may have, come to, and/or are under your possession or control, without need of any demand.

Site1 Private Limited

Pearl, 2<sup>nd</sup> Block, 2<sup>nd</sup> Floor,

Plot, Hitech City, Hyderabad 500 081

[[www.site1.com](http://www.site1.com)]



you failure to comply to above will be considered as a cause for termination of employment that may be due to your ill performance to above condition

By signing a copy of this contract you acknowledge you've read and accept above conditions, voluntarily.

6. Misconducts: In addition to misconducts described in the Standing Order and other rules and regulations applicable to you the following acts on your part will be treated as misconduct liable for disciplinary action.

- i. Unauthorized absence from work
- ii. Absenting from work
- iii. Insubordination
- iv. Excessive/ abusive / hostile behavior within office premises
- v. Late reporting to work
- vi. Deliberate misinterpretation of rules
- vii. Non adherence to work schedule
- viii. Non adherence to work rules
- ix. Sexual harassment
- x. Drug abuse / Alcohol
- xi. Viewing and downloading prohibited sites
- xii. Theft
- xiii. Manipulation of data/ systems/ data integrity
- xiv. Charging expenses from the company which is not allowable.
- xv. Violence at work place
- xvi. Unfair means used during tests.
- xvii. Misuse of PLC / STD lines.
- xviii. Not reporting known or suspected violations of integrity
- xix. Breach of confidentiality.

10. If you are found involved or committed any theft, misappropriation of funds, fraud in connection with employment of Company in or outside the premises of the Company or involved in moral turpitude, the Company reserves its right to terminate the services forthwith without assigning any reasons without issuing charge sheet or holding any enquiry.

11. If you remain absent, you are required to intimate to the Company about the same within 24 hours. If you continue your absence without intimation for consecutive three days, the Company will call upon to resume the duties and fulfill the contract of employment, and if you fail to resume the duties, it will be deemed that you are not interested in the employment and Company will reserve its right to terminate your contract of employment without any notice.

12. If you commit any misconduct in connection with employment/organization of the Company whether it is inside or outside the premises will be treated as misconduct for the purpose of disciplinary action.

**Steel India Private Limited**

Cyber Pearl, 2<sup>nd</sup> Block, 2<sup>nd</sup> Floor,

Madhapur, Hitech City, Hyderabad 500 081

<http://www.steel.com>



### 13. Termination of Employment.

The above employment contract is terminable mutually by either parties giving full notice (or compensation in lieu of) of 30 days (Thirty days). The Company shall be entitled to terminate your employment at any time without assigning any reason on giving a 'Thirty days' notice. Similarly If you wish to resign or leave the Company, you should give 'Thirty days' clear notice to the Company or pay applicable salary in lieu of notice period, purely on operational considerations and management discretion. However your relieving earlier than the stipulated period of Thirty days is at sole discretion of management.

14. The Company shall be entitled notwithstanding anything to the contrary contained herein, to terminate employment at any time without any notice or payment in lieu of notice and without assigning any reason in case of any act of disobedience, insubordination, breach of trust or loss of confidence, dishonesty or other serious misconducts or negligence, incompetence or inefficiency in discharge of your duties or breach of any of the terms and stipulations contained in this letter to be observed or performed on your part. In addition, the company will have liberty to take any remedy that's available in the law to safeguard its interest up to and including approaching law enforcement agencies, courts of law etc.

15. Upon the termination of your services, you will hand over your charge to such person nominated for this purpose by the Company and shall deliver all such articles, effects papers and property of the Company as may be in your possession including without prejudice to the generally for the foregoing statement of accounts, books of accounts, diaries, notes, note-books and all other correspondence either addressed to you or by the Company or received by you for and on behalf of the Company.

16. Without prejudice to any other rights or remedies that the Company may have against you, the Company shall be entitled to deduct from any sums payable to you, the amount of any loss or damage the Company may have sustained in consequence of your actions.

17. The Date of Birth furnished by you at the time of appointment will be treated as final and no representation will be entertained to correct the date of birth subsequently.

18. You will keep the Company informed about any change in the residential address given by you and all the correspondence will be entered into on the last known address as per the record of the Company.

19. If any of the information furnished by you at the time of appointment, on the basis of which the contract of employment is entered with you, is found subsequently incorrect or false, or if you are found willingly and/or deliberately suppressed any material or information, you will be liable to be removed from the service of the Company without any notice or compensation.

20. You will receive from the services of the Company upon completion of 5th years of your age
21. The breakup of the compensation is enclosed as per the Annexure I after two months
22. You are requested to furnish the following documents / information at the time of joining
- a. Original/copy of the relieving cum experience letter from the previous employer
  - b. Original/copy of the latest salary certificate
  - c. Original/copy of the last education mark sheet
  - d. Original/copy of the date of birth certificate
  - e. 4 passport size photographs (with white background)
  - f. Passport Copy/ Ration Card copy for proof of address/rent agreement copy/utility Bills
  - g. Blood Group Type.

**23. Non-Compete Clause**

During your employment with the Company and for one year after your separation from the Company for whatever reason or cause, and within the cities or municipalities where the Company or any of its branches operate, you will not, either individually or in partnership or jointly or in conjunction with any other person, as principal, agent, shareholder, consultant, employee or in any other capacity whatsoever, directly or indirectly carry on or be engaged in, or concerned with or have any ownership or other interest in, or advise, lend money to, guarantee the debts or obligations of, or permit your name or any part thereof to be used or employed by or associated with, any Competitive Business, provided that nothing contained herein shall prevent you from owning not more than 1% of any publicly traded class of shares of any company or from acting in any capacity on behalf of the Company or any of its subsidiaries. "Competitive Business" means any business or other enterprise providing or offering business process outsourcing services or products similar to those offered by the Company including, but not limited to, inbound and outbound telephone, mail, and electronic based services; back office and item processing services; collections, insurance, or other financial services; risk management services; and customer interaction, maintenance, and marketing services in any geographic region in which the Company conducts business and in which you either worked or represented the Company, either in person or virtually (defined broadly to include all forms of communication other than in person), during the one-year period prior to the end of your employment with the Company.



By signing this contract you guarantee that you are not prevented or restricted from entering into any employment relationship with the Company or restricted or limited in the scope of services that you can perform on behalf of the Company by any agreement, judgment, decree, order, or other restraint and that you agree to voluntarily and freely the company free and harmless from any and all expenses, losses or damages, if any occur, including, but not limited to all expenses of defense and attorney's fees, caused by reason of your breach of covenants contained in the paragraph.

24 Pan Card and Aadhar Card or any other government mandatory identification or certification that may be necessary for the company to be compliant on its use and implementation, to be produced at the time of joining and submit copies thereof. In case you don't have these documents, but have filed for the same, submit an acknowledgment receipt as a proof of your application. You are expected to submit the copies of these documents immediately on receipt to the company.

Please confirm your acceptance of the terms and conditions mentioned in the above letter by signing the duplicate copy of this letter and return it to us immediately.

We welcome you to SITEL India and wish you a rewarding career with us.

Thanking You,

For SITEL India Pvt Ltd



Bolla Rajesh  
(Mr. Manager)

Date:

I accept the above terms and conditions

\_\_\_\_\_  
Signature & Date

Sitel India Private Limited

Cyber Pearl, 2<sup>nd</sup> Block, 2<sup>nd</sup> Floor,

Madrapur, Hitech City, Hyderabad 500 081

| <http://www.sitel.com/>



Category/Item	Project (Rs. Crores)	Amount (Rs. Crores)
Fixed	1.21	21.24.4
100%	1.21	42.50.0
Contingency	1.66.1	19.27.0
Contingency - Govt. of Maharashtra	1.21	28.28.4
<b>Total Government Proj</b>	<b>16.83.3</b>	<b>109.97.6</b>

Performance based discretionary Variable incentive

- You will be credited into the applicable Performance Based discretionary variable pay programme at a target of 10% of your annual base pay. The administration and payout of the programme is as per applicable policy and at sole discretion of the Siteel Management

Benefits

- Medical insurance (or the ESIC coverage) as the case may be, for employee and dependents as per existing applicable policy or Statutory provisions.
- Personal Accident Insurance for employee as per the current insurance policies.
- Gratuity payable as per Payment of Gratuity Act 1972
- Enrollment to PF as per existing statutory provision / Siteel policy
- Advanced statutory Bonus - Applicable basis role and statutory base pay threshold guidelines. Payment would be however aligned to govt declared min wages and allied provisions from time to time

Guidelines

- Tax exemption on eligible allowance in accordance with prevailing Income Tax rules, subject to submission required documents etc.

The employment terms contained in this document are subject to company policy as applicable from time to time.

  
**Bolla Rajesh**  
 (HR Manager)

Received and accepted.

\_\_\_\_\_

Signature and Date

**regalix**

**Regalix**  
 Regalix Software Solutions Pvt. Ltd. (Formerly Regalix Software Solutions Pvt. Ltd.)  
 Regalix Software Solutions Pvt. Ltd.  
 Regalix Software Solutions Pvt. Ltd.

Salary Slip for September 2015

Employee Name: Subramanyam Venkatesh Babu  
 Designation: Associate Consultant  
 Date of Birth: 14-08-1975  
 PAN No: MKA  
 Employee Code: 0019  
 Salary Period: 01-09-2015 to 30-09-2015  
 Salary Type: Monthly Salary  
 Salary Component: Salary  
 Salary Amount: ₹ 32,531  
 Tax Deducted at Source: ₹ 2,000  
 Net Salary: ₹ 30,531

Components	Amount (Rs.)	Deductions	Amount (Rs.)
Basic	10200	Common Deductions	1875
DA	4101	Provident Fund (Employee)	205
Special Allowance	8906	Professional Tax	
Light Shift Allowance	3000		
HRA Allowance	2100		
Gratuity Allowance	5091		
Gross Earning (A)	33531	<b>Total Deductions (B)</b>	<b>2000</b>
Net Pay (A - B)	31531		
TA Allowance	1000		
<b>Total Pay</b>	<b>32531</b>	<b>Thirty Two Thousand Five Hundred And Thirty One Rupees Only</b>	

Note: This is a Computer Generated Slip and does not require signature



1712 10-882-115  
**AIR INDIA**

**sats**

REF: 2022/101/HYD/HRM/AT1/00

Date: 04-05-2022

To,  
Mr. Syed Aliuddin Quadri  
DOB: 14-10-2000,  
H.No. B-3-44,  
Old Bowenpally,  
Hyderabad.

### Letter of Engagement

Whereas Air India SATS Airport Services Private Limited (hereinafter referred to as the "Company"), has secured ground handling contracts at Airports in India and in order to fulfill this contractual obligation, the Company desires to engage personnel.  
The terms and conditions are as follows:

#### 1. Engagement

We are pleased to offer you an engagement as a Customer Services Junior Assistant (Grade S2) for a period of Three years with effect from 04-05-2022.

Your engagement is subject to the verification of your antecedents and character testimonials. The information provided by you to the Company would be subject to verification by the Company and in case of any discrepancy or fallacy which comes to the knowledge of the Company, your services shall be terminated without notice or you may also be subjected to further penal action as warranted. Your engagement for service in the Company will be subject to your being found medically fit to carry out the job for which your services are engaged.

During the validity and pendency of engagement, if you are unable to perform your obligations/duties due to medical unfitness either temporary (lasting for more than 45 days) or permanent medical unfitness as determined by Company's appointed Medical Officer, or for any other reasons (lasting more than 45 days) the engagement will come to an end automatically and the management will be absolved of any obligation/ liability, whatsoever, either to extend or enter into any fresh engagement with you. In such an event, the engagement for service will be terminated without any compensation and you will not be entitled to any payment for the period of absence.

Your employment and remuneration starts only from issuance of the AIP by the authority, and your commencement of work at your allotted station/department. Further, you shall be on probation for a period of 90 days from the date of AIP. If you are found unsatisfactory during this period, the Company reserves the right to terminate your engagement without any notice.



In case your place of work is in the Operational area for which an AEP is a requirement to perform your duties, your employment and remuneration will commence after you have attained an AEP and rostered for work in your allotted department.

In other cases, your employment and remuneration will commence from the date you have joined duties.

**2. Probation & Confirmation**

You will be placed on probation on your joining the Company. The probation period will be 6 months.

The probation period may be extended if so deemed necessary by the Company for such further period as it deems fit. After completion of probation period, either initial or extended as the case may be, the Company may at its sole discretion confirm your engagement with the Company for a period of Three years inclusive of probation. If the probationary period is not extended or confirmed in writing, your service will stand terminated by the Company.

**3. Security Deposit**

You will be required to deposit with the Company an amount towards the cost of training and uniforms incurred on you by the company and experience gained in the company in the course of employment.

You shall carry out your official obligations in the uniform provided by the Company and shall be responsible for the safe custody of all sets of uniforms supplied to you.

In case of loss/ damage of uniform, you will be required to pay the cost of the additional uniform.

The deposit amounts are as under:

EXISTING GRADE	AMOUNT
S1, S2, S3	7,500
S3 (EO), S4, S5, S6	12,000
E	15,000

The amount needs to be paid upfront at the time of joining.

The amount will be refunded only if you have completed 3 or more years in the Company at the time of separation, however you will be required to return the old uniform. The Refund will be initiated along with the Full and Final Settlement.

If you separate from the Company before completion of 3 years, the security deposit will be forfeited and the uniform needs to be returned to the Company.

In case of resignation or termination during probation period for whatsoever reasons, the deposits will be forfeited.

If you leave without completing the Full and Final settlement, the deposit will be forfeited.

#### 4. Compensation

Your Monthly Gross salary will be subject to statutory deductions. The details are as indicated in the Annexure – A.

You will not be entitled to any other monetary compensation.

#### 5. Statutory Benefits & Deductions

You will be eligible for Provident Fund as per the Provident Fund and Miscellaneous Provisions Act, 1952 or any amendments thereto after deducting the appropriate sums from your gross salary. The amount payable to you shall be subject to income-tax deduction at source.

#### 6. Gratuity

You will be eligible for Gratuity as per the Payment of Gratuity Act 1972.

#### 7. Medical Benefits & Fitness

Your continuation in the Company will be strictly subject to your continued medical fitness.

You will be required to comply with the medical standards prescribed by the company including weight as per company standards, grooming and appearance, failing which your services are liable to be terminated.

You will be entitled for medical benefits as per the Employees' State Insurance Act 1948 ("ESIC Act") for those employees who come under the purview of the Act. For employees who are outside the purview of the Act, the Company insures them for an amount of Rs. 2,00,000/- towards hospitalization.

#### 8. Location

You will be initially posted at Hyderabad but you can be transferred to any other group company/ affiliate/ sister concern/ subsidiary of the Company anywhere in India. Your base location will be at the absolute discretion of the Company. Refusal to carry out such instructions shall constitute "misconduct", for which the employee shall be liable to be terminated.

Deployment of services will be at the sole discretion of the Management and subject to the exigencies of the company.

**9. Personal Particulars**

You shall keep the Company informed in writing of any change of your marital status and residential address. In the event of you not informing the Company about the change in your Residence Address, any communication sent to you at the address available with the company shall be deemed to have been served on you.

**10. Identity Card & AEP**

For identification and security you will be issued an Identity card. If you are required to work in the Airport premises, you will also be issued an Airport Entry Pass (AEP) at the time of being engaged, which is to be displayed at all times in the Company and Airport Premises.

If your place of work is within the RGI Airport wherein the entry inside the Airport is restricted, i.e. controlled/ regulated by BCAS, and the issuance of an Airport Entry Pass (AEP), it is clarified that your engagement with this Company shall be subject to AEP being issued and renewed by the competent authorities.

Loss of Identity Card must be reported to the HRD immediately. Duplicate will be issued with a charge of Rs 150/-. In case of loss of AEP, you will be required to follow the rules laid by BCAS.

If at any time, for any reason whatsoever, your AEP is revoked, your services with the Company lapses and will stand terminated.

**11. Accommodation**

You will not be provided any accommodation by the Company.

**12. Transportation**

Transportation if considered, by the Company at any time/ reason whatsoever shall be at the discretion of the Management.

**13. Working Hours**

Your working hours will be 48 hours per week (whether on shifts or otherwise) excluding break periods, and shall also be subject to change without notice. You may be required to work for additional hours in case of any exigency, for which you will be compensated as per Company's policy.

**14. Attendance**

You shall be at work in the establishment at the times fixed and notified by the Management. You shall be absent from your place of work if you are absent for more than 15 minutes without the permission of the Management. You shall be liable for the loss of wages for the period of absence.



deemed fit. Salary or wages will be paid as per the time recorded in the system such as biometric system.

**15. Leave**

You will not be eligible for any type of leave for the first 3 months of your probation period.

No type of leave can be availed of as a matter of right. The Management also reserves its discretion either to grant or refuse the leave applied depending upon the exigencies of service. Your leave entitlement will be as per the rules and regulations applicable to all employees of the Company. The authority empowered to grant leave has the discretion to refuse or revoke leave granted due to exigencies of the Company's work.

A leave year is from 1<sup>st</sup> April to 31<sup>st</sup> March (Financial Year). There will be no accumulation of any leaves and all unutilized leaves will lapse at the end of the year.

**a. Declared Public Holidays**

You will be eligible for 10 days declared holidays in a Calendar year.

**b. Casual Leave (CL)**

You will be eligible for Casual Leave to the extent of 7 days in a Financial Year.

**c. Sick Leave (SL)**

You will be eligible for Sick Leave of 7 days on full pay in a Financial Year.

Sick Leave of more than 1 days availed has to be supported by a medical certificate issued by a registered Medical Practitioner (Allopathic).

**d. Privilege Leave (PL)**

You will be eligible for 21 days Privilege Leave in a Financial Year on prorata basis. Privilege Leave should be applied **atleast 5 days in advance** in case of staff availing more than 3 days leave at a time. PL can be availed for 1 day in case of emergency.

**16. Leave Encashment**

Un-availed PL if any at the end of a financial year i.e., 31<sup>st</sup> March will be en-cashed upto a maximum of 10 days.

**17. Termination of Service**

In the event of your absence from work for a continuous period of 5 days without obtaining the prior approval of the Company or over-staying the sanctioned leave beyond a period of 5 days, without prior permission; your engagement shall be liable to be terminated without notice. During the period of engagement, if your conduct is found unsatisfactory, the engagement will be terminated immediately.

On expiry of the engagement period, you will not claim any monetary benefits/ compensation in any form from the company, other than whatever is applicable and received by you during the period of engagement.

In the event of your involvement in any kind of acts which is detrimental to the interest of the Company or in the event of your arrest by the Police/ Customs/any other government authority, for your involvement in any criminal offence, your engagement will be terminated immediately. In the event of you being found guilty of misconduct within the rules and regulations, the company shall be entitled to terminate your engagement forthwith.

In the event our contracts with Customer Airlines are terminated at any time, or for any reason whatsoever, your engagement comes to an end automatically/ your engagement stands terminated without any compensation. Your performance will be reviewed and assessed regarding the suitability for the assignment. In case your performance is not found satisfactory, your engagement will be terminated forthwith without the Company being liable to pay you any compensation for such a termination. At any stage during your engagement in the Company, if you are assessed by your superiors as having attitudinal deficiencies or proved to be incompatible with your colleagues whilst on duty, your engagement is liable to be terminated.

In Case of relinquishment/termination of your service, you undertake and ensure that you will not join or take up appointment/ assignment with any of our competitors or other employers involved in the similar type of business before the expiry of a "cooling off period" of at least one year from the date of such relinquishment/termination of services with us.

In case your contract is not renewed, your employment with the Company automatically lapses and your services stand terminated.

#### 18. Notice Period

An employee on probation may leave or be discharged from service with a notice of seven days or 7 days' Gross salary.

After Confirmation, notwithstanding anything contained herein above, the Company reserves the right to terminate your engagement at any time by giving 30 days' notice in writing or 30 days' Gross salary in lieu thereof.

Likewise, in case you wish to leave your contractual engagement at any time within the three year period of this engagement, you shall be required to give 30 days' notice in writing or 30 days' Gross salary in lieu thereof. However, it will be the discretion of the Management to accept or reject the salary in lieu of notice period, or direct you to serve complete notice period. If you remain absent from your duty without authorization or reasonable explanation for more than eight consecutive days, it will be presumed that you are no longer interested in working for the company and have abandoned its services. The Company will have the right to terminate your services.



The notice period will be based on your grade, which is as follow:

S1 to S2	- 30 days	} Indicate the month as applicable to the grade of the selected employeen
S3 & Above	- 90 days	

Breach of any of the above conditions will render you liable to termination *without notice or compensation*. Any dues that may be outstanding e.g. leave, salary, Overtime etc will be forfeited.

**19. Separation**

Should you leave the organization without giving the requisite notice period, no dues will be payable, no full & final settlement shall be done for you.

On termination of your engagement /resignation you will immediately return to the company all the company assets (ID card, AEP, Uniforms, Laptop, Cell Phone, documents etc) in your custody and obtain clearance in the clearance certificate from the relevant officials/office/departments. Your dues if any will be settled by the company within 45 working days only after obtaining all the clearances. If full and final settlement is not claimed within 90 days of leaving the company, no dues shall be payable.

**20. Company Policies**

You will be, at all times, governed by the rules and regulations framed by the Company, as applicable and amended from time to time, provided however, that in case there is any conflict between such rules and regulations and the provisions of this letter of appointment, the provisions herein alone shall apply and prevail. You shall only be entitled to the benefits and emoluments as offered hereinabove and accepted by you irrespective of your place of posting during your engagement period. This Letter of Engagement, if not extended or terminated earlier, will automatically expire at the end of the period as mentioned above without the Company having to do any other action in this respect. Please note that your engagement will not be considered for claiming permanency. In case the Company decides to fill up permanent posts, the same will be filled up after following the due processes laid down by the Company in this respect.

**21. Confidentiality**

You shall undertake to maintain the strictest secrecy concerning the activities of the Company. You shall not publish or cause to be published any article, book, photograph, letter or give any interview or broadcast or deliver any lecture or speech on any matter which concerns your duties or business of the Company without prior permission from the Company obtained in writing.

- i. You acknowledge that you may, during the term of your employment with the Company, have access to and become familiar with various trade secrets and confidential or proprietary information of the Company and its operations, organization, business, processes, processes, finances, transactions and affairs. You shall



not, during or after the term of your engagement with the Company, disclose to any third party any such trade secrets or confidential business information, directly or indirectly, or modify or use them in any way for your own purposes or for any purposes other than those of the Company in the course of performing your duties.

- ii. You shall not copy, extract or translate, remove or delete any documents or papers containing or relating to such trade secrets or confidential or business information except as authorized or required by your duties as an employee of the Company.

The confidentiality clauses 21 (i) and 21 (ii) shall come into effect from the date of signing this letter and the provision of this clause shall survive the termination of this Contract. If there is any breach of the terms with regard to confidentiality, the Company shall have the right to terminate your engagement at any time in writing without notice and shall be entitled to damages. In addition to the provisions of this clause, your confidentiality obligations towards the Company shall be governed by the terms and conditions of the Individual Non-Disclosure Agreement, attached hereto as Annexure B, which shall be considered as an integral part of this Letter of Engagement.

**22. Code of Conduct**

During the tenure of this engagement, you shall discharge your duties and obligations honestly, diligently and conscientiously in all respects, at all times, in the best interest of the Company and you shall not sign any other contract or in any way render any assistance to any other organization or person. If you are duly investigated and found to have exhibited work conduct

that is not found satisfactory by the Company including insubordination, dishonesty, insobriety, theft, intimidation, sexual harassment, ethical infractions, committing acts or omissions which are detrimental to the reputation and/ or business interests of the company, or other behaviors identified and prohibited in company polices, the company shall be entitled to terminate your Engagement forthwith.

You shall be liable to make good any loss caused to the Company due to your negligence, default or any breach of instructions issued from time to time, by the Company, without prejudice to its rights to take any other suitable actions under the rules and regulations of the Company. In addition to the provisions of this clause, you shall abide by the code of conduct, attached hereto as Annexure C, which shall be considered as an integral part of this Letter of Engagement.

**23. Jurisdiction**

This Agreement shall be governed by the laws of India and the courts of Mumbai, India shall have exclusive jurisdiction to try all disputes between the parties pursuant to this Agreement.

24. The income tax and other statutory deductions will be made as per the prevailing laws.

25. You are to understand to report to HR for further instructions


26. You are required to:

- a. Furnish education qualification certificates (including school leaving certificate).
- b. Experience Certificate
- c. Birth Certificate/ Proof of Birth
- d. Residence Proof
- e. Any 2 Photo ID Proof (Passport, Driving License, Voter ID)
- f. Permanent Account Number (PAN). (Mandatory)
- g. Adhaar Card (Mandatory)
- h. Personal Bank Account Number with IFSC Code. (Mandatory)
- i. Cancelled copy of the cheque (Mandatory)
- j. Medical Certificate
- k. 10 Passport size photographs with white back ground.


You are hereby required to convey acceptance of the above terms and conditions of the engagement by signing duplicate copy of this letter as a token of your acceptance.

Yours faithfully,

For Air India SATS Airport Services Private Limited,

  
Mobeen Zubai  
Senior Manager - HR & Admin  
HYDRABAD

I have read and understood the aforesaid terms conditions of engagement and the implications thereof and agree to accept and abide by the same.

Signature :   
Name : Syed Akudhin Qureshi  
Place : Hyderabad  
Date : 05-05-2012





INDIVIDUAL NON DISCLOSURE AGREEMENT

1.1 Recognition of AI SATS JVC Rights

At all times during my employment with AI SATS and thereafter, I will hold in strictest confidence and will not disclose, use, lecture upon or publish any of the AI SATS JVC Proprietary Information (defined below), except as such disclosure, use or publication may be required in connection with my work for the AI SATS JVC, or unless an officer of AI SATS JVC expressly authorizes such in writing. I will obtain AI SATS JVC written approval before publishing or submitting for publication any material (written, verbal or otherwise) that relates to my work at AI SATS JVC and/or incorporates any Proprietary Information. I hereby assign to AI SATS JVC any rights I may have or acquire in such Proprietary Information and recognize that all Proprietary Information shall be the sole property of AI SATS JVC and its assigns.

1.2 Proprietary Information

The term "Proprietary Information" shall mean any and all confidential and/or proprietary knowledge, data or information of AI SATS JVC. By way of illustration but not limitation, "Proprietary Information" includes:

- (a) information regarding plans for research, development, new products, marketing and selling, business plans, budgets and unpublished financial statements, licenses, prices and costs, suppliers and customers; and
- (b) information regarding the skills and compensation of other employees of AI SATS JVC, and
- (c) Trade secrets, inventions, mask works, ideas, processes, formulas, source and object codes, data, programs, other works of authorship, know-how, improvements, discoveries, developments, designs and techniques (hereinafter collectively referred to as "Inventions")

Notwithstanding the foregoing, it is understood that, at all such times, I am free to use information which is generally known in the trade or industry, which is not gained as result of a breach of this Agreement, and my own, skill, knowledge, know-how and experience to whatever extent and in whichever way I wish.

1.3 Third Party Information

I understand, in addition, that AI SATS JVC has received and in the future will receive from third parties confidential or proprietary information ("Third Party Information") subject to a duty on AI SATS JVC part to maintain the confidentiality of such Information and to use it only for certain limited purposes. During the term of my employment with AI SATS and thereafter, or when I leave my employment, I will hold Third Party Information in strictest confidence and will not disclose to anyone (other than AI SATS JVC personnel who need to know such information in connection with their work) or use, except in connection with my work for AI SATS JVC, Third Party Information unless expressly authorized by an officer of AI SATS JVC in writing.

1.4 No Improper Use of Information of Prior Employers and Others

During my employment, I will not improperly use or disclose any confidential information or trade secrets, if any, of any former employer or any other person to whom I have an obligation of confidentiality, and I will not bring onto the premises of AI SATS JVC any unpublished documents or any property belonging to any former employer or any other person to whom I have an obligation of confidentiality unless consented to in writing by that former employer or person. I will use in the performance of my duties only information which is generally known and used by persons with training and experience comparable to my own, which is common knowledge in the industry or otherwise legally in the public domain, or which is otherwise provided or developed by AI SATS JVC.

The terms set out are acceptable to me, and are hereby agreed to:

SIGNATURE: *[Handwritten Signature]*

NAME: *[Handwritten Name]*

DESIGNATION: *[Handwritten Designation]*

DATE: *[Handwritten Date]*





Annexure C


CODE OF CONDUCT

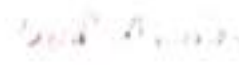
1. Every employee of the Company shall at all times maintain absolute integrity and devotion to duty and conduct himself in a manner conducive to the best interest, credit and prestige of the Company. An employee must always report to work in company issued uniform.
2. An employee whether on leave or in sick leave shall not, without the previous sanction of the Company take part in the promotion, registration or management of any commercial enterprise.
3. No employee shall, except in accordance with any general or special order of the Company or in the performance of good faith of the duties assigned to him, communicate directly any official documents or information to any Company employee or any other person to whom he is not authorized to communicate such documents or information.
4. No employee shall except with the previous approval of the Chief Executive Officer of the Company, in his own name or in the name of any other person
  - 4.1 own wholly or in part, or conduct, or participate in the editing or managing of any newspaper or other publications, or
  - 4.2 Participate in any radio broadcast or contribute any article to any newspaper or other publication.

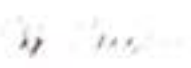
Provided that no such approval shall be required if such broadcast or contribution is of a purely literary, artistic or scientific character or is made in the bona fide discharge of the employee's duties.


5. No employee shall, except with the previous sanction of the C Suite/ Business Unit Head of the Company, give evidence in connection with any inquiry conducted by any persons, committee or authority.
6. All employees have to abide by the code of conduct under the Airport Authority of India and respective Airport Operators.
7. An employee must not accept gifts of any kind from external parties. If the gifts are for the company, the employee must immediately surrender it to HR/Admin Department.

The terms set out are acceptable to me, and are hereby agreed to

SIGNATURE : 

NAME : 

DESIGNATION : 

DATE : 

Dear Syed Shahzeb Hussaini

Sub. Appointment Letter

O. Syed Shahzeb Hussaini

With reference to your application and subsequent interview in that regard, we are pleased to make an offer of appointment to work as Customer Service Associate-Voice on a fixed term basis w.e.f 5/25/2020 under the following terms and conditions of employment

1 That your designation will be Customer Service Associate-Voice and you will be paid a consolidated salary of Rs. 150041 (Fifteen thousand fortyone rupees) per month inclusive of all allowances and statutory benefits etc.

2. That you are hereby appointed for a fixed period of Three months being the period of requirement and your services shall be automatically come to an end on 30-Dec-2021 by efflux of time. However, in case the requirement is extended, your services may continue till the determination of the requirement and in that situation your contract of service may also be renewed/ extended.

3. The Company's business operates on a 24x7 basis and you may therefore be required to work in shifts including periodic night shifts. Work exigencies and your profile may require you to extend your Work-timings in accordance With the Working Hour & Attendance Policy. By accepting and signing this letter you affirm your willingness to abide by this requirement.

4 Your employment is conditional upon your successful clear of the training and assessment as required. In the event of your in-ability to clear the training, the Company may relieve you of your duties with immediate effect without Notice Period or without payment in lieu of Notice Period

5. That, after successful completion of training and confirmation of employment, if the employer wants to discontinue the services of the employee before this expiry of term of this contract, then the employer will give either 30 days notice or pay in lieu thereof

6. That if the employee during the fixed term of contract or otherwise wants to exit then he/she will provide the thirty (30) days notice to the employer.

7 That at the expiry of fixed term as mentioned in here & above, if the requirement seems to exist, however if the employer wants to discontinue the services Of the employee

Teleperformance Global Services Private Limited.

500 009, Telangana.

Prameela Plaza, Plot NO 21 & 44, Sri Malani Colony, Tokata, Tar-Aund, Opp. Ashish Garden,  
Secunderabad T 1 : +91 40-6746 1863 / 1858

## Teleperformance

each interaction matters

Before this extend period of requirement, then the employer will give either 30 days notice or pay in lieu thereof

1. That you should be regular in your attendance and if you remain absent from duty continuously for 7 days or overstay the sanctioned leave for 7 days, you will be deemed to have abandoned the services voluntarily and your services shall be liable to be terminated without any notice.
2. That you may proceed on leave after prior information/permission of your superiors.
3. That you have to furnish any change in your address in writing and in case you do not furnish the same, you shall be liable for any adverse consequence thereof.
4. That your services are liable to be transferred to any other departments / division / office of the Company. Notwithstanding, your appointment in this Company, your services may be assigned at the discretion to any other company of the group. You may also be assigned such other duties as may become necessary at the discretion of the management in any branch or office of the company and/or its subsidiaries or associate companies.
5. That in the event of your becoming unfit for performance of your normal duties, you shall be liable to be discharge from the services without any notice.
6. That you shall have to carry out your duties as assigned to you diligently as directed by the management and your superiors from time to time otherwise your duties shall be liable to be terminated without assigning any reason thereof.
7. That you will maintain cordial atmosphere in the company and will not be rude or uncivil to your colleagues and superiors.
8. You will be governed by the rules/service regulations of the Company as applicable from time to time and you shall abide the same. However, it is clarified that the company expected you to act responsibly and in the best interest of the company at all times and on the contrary, your services are liable to be terminated without any notice.
9. You are required to maintain the highest order of discipline and secrecy as regards the work of the company and/or its subsidiaries or associate companies and in case of any breach of trust/discipline, your services may be terminated by the Company With immediate effect.
10. That you will not work anywhere else directly or indirectly part time or full time, honorary or otherwise while in employment with us.

## Teleperformance

each interaction matters

1. You are required to devote the whole of your attention and abilities exclusively for the business of the company and shall in all respects obey and conform to the regulations from time to time framed and by the company and applicable to you.
2. You shall present yourself at work at the time fixed and notified and if you arrive late, the disciplinary action may be initiated as per the applicable policy.





3. That for all other matters not herein specified the applicable *Company Policies* shall apply.
4. That this offer of employment is being given to you with the presumption that you are *medically fit* for the job and you may have to get a medical fitness certificate in this regard from a registered medical practitioner prescribed by the management, if deemed necessary and in case you are not found fit for the job your services would be liable to be discharged without any notice.
5. This offer of employment is based on the information furnished in your application for employment. If, at any time, it comes to light that any of this information is incorrect or any relevant information has been concealed then your employment is liable to be discharged without any notice.

You are required to sign the duplicate copy of this letter as a token of your acceptance and return the same for our records.

For

\_\_\_\_\_

Author's Signatory

# amazon® Development Centre India

June 21, 2021



Scanned with OKEN Scanner

## TO WHOMEVER IT MAY CONCERN

This is to inform that Mohammed Obaidullah, who currently holds the position of CS Associate (IP) is working at Amazon Development Center (India) Pvt. Ltd since April 26, 2021 and the address as per our records is as follows:

**Residential Address:**

Yousuf Tekri colony,  
Plot No.8,  
Hyderabad 500008.

This certificate is issued at the request of the employee without any risk or liability on the part of the organization or its authorized signatories to enable employee to produce this letter as employment proof.

For Amazon Development Center (India) Pvt. Ltd



Murthy

Mukesh Mishra  
Human Resources

**REGISTERED OFFICE :** # 26/1, Brigade Gateway, World Trade Centre, 10th Floor, Dr. Rajkumar Road,  
Malleshwaram (W) Bangalore - 560 055, Karnataka India  
Tel. : + 91 - 80 - 6787 3000, Fax : +91 - 80 - 3007 1031 / 33 CIN : U72200KA2004PTCO34233

APPOINTMENT LETTER

01.07.2022

To,  
Mr Mohammed Sahil,  
H No.1-4-SS7/1,  
Bholakpur,  
Musheerabad,  
Hyderabad,  
Telangana-500020

Sub:- Letter of Appointment

Dear Mr Sahil

With reference to your application for the post of Operations Executive and subsequent interview. The management is pleased to appoint you on the said post i.e. Operations Executive in our organization on the following terms and conditions:

1. The appointment is on temporary basis for a period of 11 months effective from **01.07.2022** as the same depends upon the needs of the Customers of our organization from time to time. The appointment will be automatically come to an end without any notice or reason or any payment in lieu thereof, if there is no work for you for more than four days continuously.
2. You being appointed on the information detailed in your application which forms a part of your service contract, in case of any omission, exaggeration, concealment or misrepresentation in the said application, your services can be terminated without making any reference to you and in that event you shall have no claim against the management of any kind what so ever.
3. You will not have any lien on the post on which you are being appointed.
4. Our business is based on certain work orders and contracts from time to time and in view of same and also in case your work found to be not satisfactory, your services can also be terminated without assigning any reason. In case of your termination, you shall be paid only earned wages and you shall have no claim against us of any kind whatsoever except the legal dues if any.





5. You shall be paid remuneration per month as mentioned below:

Basic Salary	: 15,000/-
DA	: 0/-
HRA	: 2,325/-
Bonus	: 1,250/-
LWW	: 1,505/-
<b>Total Gross Salary Payable</b>	<b>: 20,080/-</b>

6. You shall be entitled to EPF, ESI & PT as per respective Acts from time to time.

7. You may be employed in an alternative post carrying identical rate of wages if so warranted by the circumstances and in that event the decision of the management shall be final and binding on you. You may also be employed at the sites where the works of the company are in progress or may come up later in and around Hyderabad on the same emoluments and terms and conditions.

8. Continued absence for 7 (seven) days from the duty without prior permission in writing, of the management will tantamount to voluntary abandonment of service on your own accord and it will be treated that you are resigned orally and left the service.

9. We/The company reserves the right to terminate this appointment by giving you a notice of one month or payment in lieu thereof. Similarly, you shall be at liberty to resign from the service after giving a notice of one month notice or payment in lieu thereof.

10. That for all practical purposes your relationship with us shall remain that of an employee and an employer.

11. You shall indemnify us for any loss of goods and materials entrusted to you by virtue of your employment at our customers' place, which may be suffered due to wilful commission, or omission of any act on your part.

12. Your residential address as given by you in the Application form has been noted, however any change in the same must be communicated immediately. Any communication sent to you on the above address as available shall be deemed to have reached you.

13. Since we are engaged in supplying manpower to various units/clients, be it clearly understood and agreed that your services are liable to be transferred to any of our clients as per our day to day needs and exigencies and you shall obey the same.

14. You will maintain complete confidentiality and will not divulge any information of either of our organization or our customer, who would be the Principal Employer that may become known to you in the course of your duties

15. You shall be governed by the Contract Labor (Regulation & Abolition) Act, 1970 and the Rules made there under.



16. We here by advice you to follow the instructions of your superiors in our organization and maintain utmost discipline at the premises of our client and you should follow the contract terms between our company and the clients, as mentioned in the code of conduct.
17. You further note that you will not indulge in any unlawful activities of any nature which causes loss of image of our organization and our client and you will abide by the service rules as applicable to you.
18. You will have to follow all the code of conduct attached to this letter of appointment, at your place of work from time to time.
19. You will not involve in any kind of groupism / union activities / union membership or any. If i involve in any of the above activities Swamsar is at the liberty to terminate my services without any notice.
20. Any damager (accident) for the vehicle assigned to you, should be paid by you or repairing charges has to be born by you only.

In case the terms and condition of your employment detailed above are acceptable to you, you are required to please signify your acceptance on the duplicate copy of this letter, contents of which have been read over and explained to you



Authorized Signatory

I read and understood the context of this letter with sound knowledge

I agree to the above terms & conditions of this letter

Accepted

Date:

Signature / Thumb impression

Name: & Address:

**SWAM SAR INDUSTRIAL SERVICES**  
**PAY SLIP FOR THE MONTH OF JUNE-2023**  
**LOCATION OF WORK : M/S INTERNATIONAL TRAVEL HOUSE**

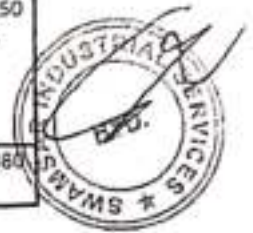
**PERSONNEL DETAILS:**

NAME OF EMPLOYEE:	Mohammed Sahil	Designation:	Executive
UAN	101852536341	ESI No	5218793064

**SALARY DETAILS:**

Month days	31	Present Days	31
------------	----	--------------	----

EARNINGS		DEDUCTIONS	
BASIC	15,000	PF	1,800
DA	-	ESI	130
HRA	2,325	PT	150
INCENTIVE	-	SAL ADV	-
CDNV	-	LWF	-
BONUS	1,250		
leave wages	1,505		
GROSS	20,080	Total Ded	2,080
NET AMOUNT 18,000			





**SWAMSA INDUSTRIAL SERVICES**  
**PAY SLIP FOR THE MONTH OF JULY-2023**

LOCATION OF WORK : M/S INTERNATIONAL TRAVEL HOUSE

**PERSONNEL DETAILS:**

NAME OF EMPLOYEE:	Mohammed Sahli	Designation:	Executive
UAN	101852536341	ESR No	5218793064

**SALARY DETAILS:**

Month days	30	Present Days	30
------------	----	--------------	----

EARNINGS		DEDUCTIONS	
BASIC	15,000	PF	1,800
DA	-	ESI	130
HRA	2,325	PT	150
INCENTIVE	-	SAL ADV	-
CONV	2,600	LWF	-
BONUS	1,250		
leave wages	1,505		
<b>GROSS</b>	<b>22,680</b>	<b>Total Ded</b>	<b>2,080</b>
<b>NET AMOUNT 20,600</b>			



11<sup>th</sup> September 2021

Dear Mohd Akhmal,

We welcome you to SYKES Business Services of India Private Limited!

We take pleasure in offering you appointment to our organization with following terms and conditions.

**1. Appointment**

We are pleased to appoint you as Customer Service Representative at Hyderabad. Your date of joining with the company is September 13<sup>th</sup>, 2021.

**2. Service Rules**

Your services will be governed by the rules and regulations of the Company. You will be bound by all rules, regulations, policies, and orders promulgated by the Company from time to time in relation to conduct, discipline, punctuality, leave, medical, retirement, and any other matters which form part of this contract of employment. However, some of the terms of immediate relevance are specifically mentioned herein for your benefit.

**3. Job Assignment / Reporting**

In your assignment, you will be responsible for carrying out Process Executive functions / duties. You will report directly to the concerned Team Leader/Supervisor / Manager of the Department.

**4. Probation**

You will be on probation for a period of six months from the date of your appointment, where after, if your services are found satisfactory, you will be confirmed. The confirmation of your services shall be conveyed to you by the Company in writing. The Company reserves the right to reduce dispense with or extend your probation period at its absolute discretion. Unless confirmed in writing, you will deem to be a probationer.

**5. Duties/ Responsibilities**

- a) You will apply yourself diligently and faithfully to the work that may be assigned to you from time to time and will conform to such directions that shall be given to you from your supervisors.
- b) You will have the responsibility for efficient, satisfactory and economic operation in the areas of responsibility that may be assigned to you from time to time. It is the intention on the Company that every employee of the Company takes upon him / her certain degree of responsibility and is accountable for the work undertaken by him/her.
- c) The Management may place you on any assignment in any unit / department / associate concern of the company in or out of Hyderabad, as it may consider necessary in its absolute discretion from time to time, subject to the provision that your remuneration and other facilities will not be adversely affected.

- d) Company personnel are whole time employees of the company and they should not have any other employment or hold any other honorary office during the tenure of such

**SYKES BUSINESS SERVICES OF INDIA PRIVATE LIMITED**

Unit 1: 06<sup>th</sup> Floor, Building No. 12B, Mindspace, K. Rajhela IT Park, Madhapur, Hyderabad, Telangana - 500 081.

Unit 2: H. No. 2-58/MCOS/T/2, 17<sup>th</sup> Floor, Cosmos Tower - II, Nanakramguda Village, Serilingampally (Mandal), Rangareddy District - 500 032.

Unit 3: Plot No. 6, Survey No. 1, Tower - II, 03<sup>rd</sup> Floor, NSL SEZ Arena, IDA Uppal, Hyderabad, Telangana - 500 039.

Tel: +91 40 4223 5555 Fax: +91 40 4223 5555

Registered Office: #504, Unit No. 4, 05<sup>th</sup> Floor, Pride Hulkal, Building No. 116, Lalbagh Road, Bengaluru - 560 027.

Tel: +91 80 4137 4500 / 4356 3800

www.sykes.com

CIN: U72200KA2006KPTC055971



employment. The management may, on a specific application made by an employee, permit holding honorary positions/office on a case to case basis.

6. Secrecy
  - a) Employees of the company should be fully aware of the sensitive nature of their assignment and should not divulge to any person, except with the specific authority of the Management, any information regarding the company's operations or that of any of its clients. Every employee is authorized to disclose or provide the necessary information pertaining to a particular client only to the concerned official representing the said client.
  - b) No documents or stationery or any other matter should be handed over to any person without the specific written approval of the competent authority.

## 7. Compensation

Your CTC (Cost to Company) is INR 2,50,649/- and the break-up of the same is given below:

Components	CTC Break-Up	
	Monthly	Yearly
Basic	15000	180000
Night Shift Allowance	730	8760
Special Allowance	190	2280
<b>Gross Salary</b>	<b>15,920</b>	<b>1,91,040</b>
<b>Employer Contribution</b>		
EPF	1800	21600
ESI	517	6209
Food Allowance	1200	14400
Transport Allowance	1450	17400
<b>Cost to Company</b>	<b>20,887</b>	<b>2,50,649</b>

\* Provident Fund is calculated at 12 % of Basic Salary for Employer and 12% of Basic Salary for Employee. Employee PF is deducted from Gross Salary.

\*\* ESI is calculated at 3.25% of Gross Salary for Employer and 0.75% of Gross Salary for Employee. Employee ESI is deducted from Gross Salary.

\*\*\* Night Shift Allowance is paid on a pro-rata basis for employees whose designated shift ends beyond 12 AM (Night)

\*\*\*\* Transport allowance of INR 1450/- will be paid to employee who travel by their own Transport

\*\*\*\*\* Incentives shall be paid every month based on performance of the employee and as per the company's incentive guidelines.

\*\*\*\*\* Employees must be in attendance for a minimum of 7 working days concurrently, failing which, will be terminated and salaries will not be paid out

### SYKES BUSINESS SERVICES OF INDIA PRIVATE LIMITED

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\* reg. no. A197 A/CEN / A366 3899

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CIN - 117790KA2005KPT005971



#### 8. Confidentiality

You recognize that you are being hired in a position of trust and confidence with SYKES and that SYKES needs to protect the Confidential Information relating to its business.

SYKES needs to protect the Confidential Information relating to its business. any

- a) Employees of the Company should be fully aware of the sensitive nature of the Management, any and should not divulge to any person, except with the specific authority of the Management, any information relating to the Company's operations or that of any of its clients.
- b) Every employee is authorized to disclose or provide the necessary information pertaining to a particular client only to the concerned official representing the said client.
- c) No documents or stationery or any other material should be handed over to any person without the specific written approval of the Management. All documents personally handed over would be entered in the dispatch register prior to handing over the same.

#### 9. "Confidential Information" shall include all:

- i. Production processes, marketing techniques and arrangements, mailing lists, purchasing information, pricing policies, quoting procedures, financial information, customer and prospect names & requirements, employee, customer, supplier and distributor data and other materials or information relating to SYKES business and activities and the manner in which SYKES does business;
- ii. Discoveries, concepts and ideas including, without limitation, the nature and results of research and development activities, process, formulas, inventions, computer-related equipment or technology, techniques, know-how, designs, drawings and specifications;
- iii. All other materials or information related to the business or activities of SYKES which are not generally known to others engaged in similar business or activities;
- iv. All ideas which are derived from or related to your access to or knowledge of any of the above enumerated materials and information and;
- v. All information about or belonging to suppliers and clients of, and all parties to any agreement with SYKES which would be confidential and any information pursuant to the above definition if such other parties are in the position of SYKES or which SYKES has agreed to treat as confidential.

#### 10. Non-Competition & Non-Solicitation

During your employment and for a period of 1-year (One Year) from the cessation of your employment with SYKES (irrespective of the circumstances of, or the reasons for, the cessation) you agree not to -

- a) Directly or indirectly, either alone or as a partner, independent contractor, agent, principal, consultant, officer, director or employee or engage in any capacity whatsoever with any of our client organizations, any firm or entity, engaged in any commercial activity in competition with any part of SYKES business as conducted during the term of this Agreement or as of the date of such termination of employment.
- b) Solicit, induce or encourage any employee of SYKES (or any person who had been an SYKES employee within six months of such solicitation, etc. to terminate their employment with SYKES or to accept employment with any other entity).
- c) Solicit, induce or encourage any existing employee to become associated with or perform services of any type for any third party.

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CIN: U72200KA2006KP1C055971



You agree that the promises you have made in this agreement are reasonable with respect to their duration, geographical area and prescription. In the event of your actual or threatened breach of the provisions of this section, SYKES shall have the right to obtain injunctive relief and/or specific performance and to seek any other remedy available to SYKES.

#### 11. Survival

Sections 06, 08, and 10 of this Agreement shall survive termination of your employment.

#### 12. Jurisdiction

This agreement shall be construed and enforced in accordance with the laws of India and any action brought hereunder shall be brought in the Courts situated at Secunderabad/Hyderabad.

#### 13. Termination of Service

The appointment is terminable either side, by giving **One month notice**. Any employee not adhering to this standard will not receive a relieving letter. Employee's that have not been confirmed and are still probationary are required to give **One month notice**.

#### 14. General

- a) The company will deduct Taxes payments as appropriate and consistent with the Indian Tax regulations. You will be responsible for your Tax liabilities under all applicable Tax Laws and Regulations.
- b) During the course of your employment, If you, at any time render yourself incompetent to perform your duties or if you should misconduct yourself or be intemperate, commit any breach of the terms of your employment or of any of the stipulations herein contained, the company shall without prejudice to any of its rights under the terms herein contained be entitled to terminate your employment forthwith without notice or payment in lieu of notice and to deduct from your salary or other emoluments, if any, then due to you, the amount of any damage the company may have sustained.
- c) You may be required to undertake travel on Company's work as and when required. In case of travel on Company business, you are entitled to such travel expenses/allowance as may be in force from time to time.
- d) In case of any change in your residential address during the pendency of your employment with the Company, it shall be your duty to intimate the same to the Company in writing within three days from the date of change of address. All communications mailed to you by the Company to the last address given by you shall be deemed to have been received by you.
- e) Upon termination/resignation of your employment, you will return to the Company all papers/documents and/or other properties, which may be in your possession at the time relating to the business of the Company and will not retain any copies of extracts.

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CIN: U72200KA2006KPT0055971

0 Please note that our offer is subject to references provided by you being satisfactory and you're being found medically fit as declared by you

(0) You shall produce the following documents on or before joining

- a. Copy of Appointment letter & Relieving Letter from previous employer (if applicable)
- b. Copy of the last pay slip drawn
- c. Form 16(1) (pertaining to TDS) from the previous employer
- d. PF Membership No. (if already a member)
  - Name & Address of the PF Trust or Regional Provident Fund Commissioner of your state
  - Location & Address where the Transfer request need to be sent
- e. Certificate in support of your academic/professional qualifications
- f. Proof of Age / Birth certificate / School Leaving Certificate
- g. Six recent passport size colour photograph and one colour stamp sized photograph
- h. Company PPF form duly filled in.
- i. Photocopy of VALID PASSPORT
- j. Proof of Identity (Copy of Passport / Driving License / Voters ID Card / College Exam Admit Card)
- k. Photocopy of the appointment letter duly acknowledged.
- l. Information on your Blood Group.
- m. Physical fitness certificate from a registered practitioner not less qualified than MBBS.

The terms of your employment contract detailed above are strictly confidential and shall be treated as privileged, information between yourself and the company. You are expected to maintain such information appropriately.

**We welcome you to our Organization and wish you a long, happy and rewarding career with us.**

Yours Faithfully,

**For SYKES Business Services of India Private Limited**



**Loretta Ann Clarke**  
**Senior Manager - Human Resources**

Acceptance

I accept the Terms & Conditions of Appointment as out lined above.

Name:

Signature:

**SYKES BUSINESS SERVICES OF INDIA PRIVATE LIMITED**

Unit 1: 06<sup>th</sup> Floor, Building No. 128, Mindspace, K. Rajula IT Park, Madhapur, Hyderabad, Telangana - 500 081.

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Registered Office: #504, Unit No. 4, 05<sup>th</sup> Floor, Pride Hulkul, Building No. 116, Lalbagh Road, Bengaluru - 560 027.  
Tel: +91 80 4137 4500 / 4356 3800

www.sykes.com

CIN: U72200KA2006KPTC055971





2<sup>nd</sup> July 2022

Dear Irshad Ali Khan,

We welcome you to SYKES Business Services of India Private Limited!

We take pleasure in offering you appointment in our organization with following terms and conditions.

**1. Appointment**

We are pleased to appoint you as **Customer Service Representative** at Hyderabad. Your date of joining with the company is **July 4<sup>th</sup>, 2022**.

**2. Service Rules**

Your services will be governed by the rules and regulations of the Company. You will be bound by all rules, regulations, policies, and orders promulgated by the Company from time to time in relation to conduct, discipline, punctuality, leave, medical, retirement, and any other matters which form part of this contract of employment. However, some of the terms of immediate relevance are specifically mentioned herein for your benefit.

**3. Job Assignment / Reporting**

In your assignment, you will be responsible for carrying out Process Executive functions / duties. You will report directly to the concerned Team Leader/Supervisor / Manager of the Department.

**4. Probation**

You will be on probation for a period of six months from the date of your joining, and you will be deemed confirmed after successful completion of the probation period unless communicated in writing otherwise in advance.

**5. Duties/ Responsibilities**

- a) You will apply yourself diligently and faithfully to the work that may be assigned to you from time to time and will conform to such directions that shall be given to you from your supervisors.
- b) You will have the responsibility for efficient, satisfactory and economic operation in the areas of responsibility that may be assigned to you from time to time. It is the intention on the Company that every employee of the Company takes upon him / her certain degree of responsibility and is accountable for the work undertaken by him/her.
- c) The Management may place you on any assignment in any unit / department / associate concern of the company in or out of Hyderabad, as it may consider necessary in its absolute discretion from time to time, subject to the provision that your remuneration and other facilities will not be adversely affected.
- d) Company personnel are whole time employees of the company and they should not have any other employment or hold any other honorary office during the tenure of such employment. The management may, on a specific application made by an employee, permit holding honorary positions/office on a case to case basis.

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**SYKES****6. Secrecy**

- a) Employees of the company should be fully aware of the sensitive nature of their assignment and should not divulge to any person, except with the specific authority of the Management, any information regarding the company's operations or that of any of its clients. Every employee is authorized to disclose or provide the necessary information pertaining to a particular client only to the concerned official representing the said client.
- b) No documents or stationery or any other matter should be handed over to any person without the specific written approval of the competent authority.

**7. Compensation**

Your CTC (Cost to Company) is INR 2,60,685/- and the break-up of the same is given below:

CTC Break-Up		
Components	Monthly	Yearly
Basic	15000	180000
Night Shift Allowance	730	8760
Special Allowance	1000	12000
<b>Gross Salary</b>	<b>16,730</b>	<b>2,00,760</b>
<b>Employer Contribution</b>		
EPF	1800	21600
ESI	544	6525
Food Allowance	1200	14400
Transport Allowance	1450	17400
<b>Cost to Company</b>	<b>21,724</b>	<b>2,60,685</b>

\* Provident Fund is calculated at 12 % of Basic Salary for Employer and 12% of Basic Salary for Employee. Employee PF is deducted from Gross Salary.

\*\* ESI is calculated at 3.25% of Gross Salary for Employer and 0.75% of Gross Salary for Employee. Employee ESI is deducted from Gross Salary.

\*\*\* Night Shift Allowance is paid on a pro-rata basis for employees whose designated shift ends beyond 12 AM (Night)

\*\*\*\* Transport allowance of INR 1450/- will be paid to employee who travel by their own Transport

\*\*\*\*\* Incentives shall be paid every month based on performance of the employee and as per the company's incentive guidelines.

\*\*\*\*\* Employees must be in attendance for a minimum of 7 working days concurrently, failing which, will be terminated and salaries will not be paid out

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## 8. Confidentiality

You recognize that you are being hired in a position of trust and confidence with SYKES and that SYKES needs to protect the Confidential Information relating to its business.

- a) Employees of the Company should be fully aware of the sensitive nature of their assignment and should not divulge to any person, except with the specific authority of the Management, any information regarding the Company's operations or that of any of its clients.
- b) Every employee is authorized to disclose or provide the necessary information pertaining to a particular client only to the concerned official representing the said client.
- c) No documents or stationery or any other material should be handed over to any person without the specific written approval of the Management. All documents personally handed over would be entered in the dispatch register prior to handing over the same.

## 9. "Confidential Information" shall include all:

- i. Production processes, marketing techniques and arrangements, mailing lists, purchasing information, pricing policies, quoting procedures, financial information, customer and prospect names & requirements, employee, customer, supplier and distributor data and other materials or information relating to SYKES business and activities and the manner in which SYKES does business;
- ii. Discoveries, concepts and ideas including, without limitation, the nature and results of research and development activities, process, formulas, inventions, computer-related equipment or technology, techniques, know-how, designs, drawings and specifications;
- iii. All other materials or information related to the business or activities of SYKES which are not generally known to others engaged in similar business or activities;
- iv. All ideas which are derived from or related to your access to or knowledge of any of the above enumerated materials and information and;
- v. All information about or belonging to suppliers and clients of, and all parties to any agreement with SYKES which would be confidential and any information pursuant to the above definition if such other parties are in the position of SYKES or which SYKES has agreed to treat as confidential.

## 10. Non-Competition & Non-Solicitation

During your employment and for a period of 1-year (One Year) from the cessation of your employment with SYKES (irrespective of the circumstances of, or the reasons for, the cessation) you agree not to -

- a) Directly or indirectly, either alone or as a partner, independent contractor, agent, principal, consultant, officer, director or employee or engage in any capacity whatsoever with any of our client organizations, any firm or entity, engaged in any commercial activity in competition with any part of SYKES business as conducted during the term of this Agreement or as of the date of such termination of employment.
- b) Solicit, induce or encourage any employee of SYKES (or any person who had been an SYKES employee within six months of such solicitation, etc. to terminate their employment with SYKES or to accept employment with any other entity).
- c) Solicit, induce or encourage any existing employee to become associated with or perform services of any type for any third party.

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You agree that the promises you have made in this agreement are reasonable with respect to their duration, geographical area and proscription. In the event of your actual or threatened breach of the provisions of this section, SYKES shall have the right to obtain injunctive relief and/or specific performance and to seek any other remedy available to SYKES.

#### 11. Survival

Sections 06, 08, and 10 of this Agreement shall survive termination of your employment.

#### 12. Jurisdiction

This agreement shall be construed and enforced in accordance with the laws of India and any action brought hereunder shall be brought in the Courts situated at Secunderabad/Hyderabad.

#### 13. Termination of Service

The appointment is terminable either side, by giving **One month notice**. Any employee not adhering to this standard will not receive a relieving letter. Employee's that have not been confirmed and are still probationary are required to give **One month notice**.

#### 14. General

- a) The company will deduct Taxes payments as appropriate and consistent with the Indian Tax regulations. You will be responsible for your Tax liabilities under all applicable Tax Laws and Regulations.
- b) During the course of your employment, If you, at any time render yourself incompetent to perform your duties or if you should misconduct yourself or be intemperate, commit any breach of the terms of your employment or of any of the stipulations herein contained, the company shall without prejudice to any of its rights under the terms herein contained, be entitled to terminate your employment forthwith without notice or payment in lieu of notice and to deduct from your salary or other emoluments, if any, then due to you, the amount of any damage the company may have sustained.
- c) You may be required to undertake travel on Company's work as and when required. In case of travel on Company business, you are entitled to such travel expenses/allowance as may be in force from time to time.
- d) In case of any change in your residential address during the pendency of your employment with the Company, it shall be your duty to intimate the same to the Company in writing within three days from the date of change of address. All communications mailed to you by the Company to the last address given by you shall be deemed to have been received by you.
- e) Upon termination/resignation of your employment, you will return to the Company all papers/documents and/or other properties, which may be in your possession at the time relating to the business of the Company and will not retain any copies of extracts.

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- b) During the course of your employment, If you, at any time render yourself incompetent to perform your duties or if you should misconduct yourself or be intemperate, commit any breach of the terms of your employment or of any of the stipulations herein contained, the company shall without prejudice to any of its rights under the terms herein contained, be entitled to terminate your employment forthwith without notice or payment in lieu of notice and to deduct from your salary or other emoluments, if any, then due to you, the amount of any damage the company may have sustained.
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- f) Please note that our offer is subject to references provided by you being satisfactory and you're being found medically fit as declared by you.
- (i) You shall produce the following documents on or before joining.
- Copy of Appointment letter & Relieving Letter from previous employer (if applicable)
  - Copy of the last pay slip drawn
  - Form 16(1) (pertaining to TDS) from the previous employer
  - PF Membership No. (if already a member)
    - Name & Address of the PF Trust or Regional Provident Fund Commissioner of your state
    - Location & Address where the Transfer request need to be sent
  - Certificate in support of your academic/professional qualifications
  - Proof of Age / Birth certificate / School Leaving Certificate
  - Six recent passport size colour photograph and one colour stamp sized photograph
  - Company PPF form duly filled in.
  - Photocopy of VALID PASSPORT
  - Proof of Identity (Copy of Passport / Driving License / Voters ID Card / College Exam Admit Card)
  - Photocopy of the appointment letter duly acknowledged.
  - Information on your Blood Group.
  - Physical fitness certificate from a registered practitioner not less qualified than MBBS.

The terms of your employment contract detailed above are strictly confidential and shall be treated as privileged, information between yourself and the company. You are expected to maintain such information appropriately.

We welcome you to our Organization and wish you a long, happy and rewarding career with us.

Yours Faithfully,

For SYKES Business Services of India Private Limited



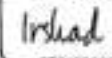
**Loretta Ann Clarke**  
Senior Manager - Human Resources

### Acceptance

I accept the Terms & Conditions of Appointment as out lined above.

Name: Irshad

Signature:

Designated by:  
  
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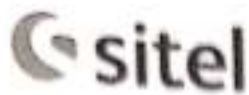
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CIN: U72200KA2006KPTC055971





Date: 05<sup>th</sup> Apr 2021

PRIVATE & CONFIDENTIAL

To,

Mohammed Abrar Ahmed Khan

H-no-10-3-12, Khaja Gulshan Royal  
Colony, Mehdiqatanam, Hyd- 500028

Dear Mohammed Abrar Ahmed Khan,

Sub: Offer cum Appointment letter - TSP

With reference to your application and the subsequent interview you had with us, we are pleased to offer you the position of "Technical Support Professional" on following conditions:

Upon your joining on or before 05<sup>th</sup> Apr 2021, you will be appointed as "Technical Support Professional" in the regular employment of SITEL. Your annual Base compensation [Total Guaranteed Pay] will be INR 189,000 per annum. Details of your overall compensation and other benefits is placed at Annexure-1. You will be assessed on attendance, performance against targets set and or any other parameters that may be communicated or may be applicable to your role.

1. In the initial period of appointment, you may be put into Training wherein you will be provided necessary upskilling to perform the job to the satisfaction and you will be assessed about your capability on time to time during and after the training. Your successfully completing various phases of training is a pre-condition to your continued employment with Sitel. If it is found during the said training your performance is not satisfactory or not up to the mark then you will stand automatically disqualified for appointment in the organization and your services shall stand automatically terminated.
2. Your initial appointment will be at Hyderabad but your services are liable to be transferred to any establishments which the Company opens from time to time; your services are also liable to be transferred from one department to another department, from one project to another and to the sister concerns/associated companies and subsidiary companies. Upon transfer, you will be governed by the terms and conditions of service applicable to the said establishment.
3. You will be subject to the Code of Conduct and other general rules of employment pertaining to holidays, leave rules and hours of work etc. prevailing in the Company or may be stipulated from time to time.

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Sitel India Private Limited  
Cyber Pearl, 2<sup>nd</sup> Block, 2<sup>nd</sup> Floor,  
Madhapur, Hitech City, Hyderabad 500 061  
| <http://www.sitel.com> |



4. The code of conduct and other general rules of employment shall be communicated to you in the induction and would be deemed understood and accepted upon your signing the undertaking.

5. You will -

- a. Diligently, faithfully and to the best of your skill and ability serve the Company and perform all the duties entrusted to you from time to time.
  - b. Obey and comply with all orders and directions given to you by the Company or any Officer duly authorized in that behalf and faithfully observe all the rules, regulation and arrangements of the Company for the time being in force for the management of the Company's property or for the control and good conduct of the Company's employees.
  - c. Throughout the continuance of your employment give and devote the whole of your duties with the Company and while serving the Company will not, without the prior consent in writing of the Company, engage yourself directly or indirectly with or without remuneration in any trade, business occupation, employment, service or calling nor shall be during the term of this employment directly or indirectly take up any employment of service or carry on any business either in partnership with others or on your own account similar to or in any way competitive with the business of the Company.
  - d. Not at any time either during the continuance of this employment or any time thereafter except by the prior direction in writing of the Company use for yourself or divulge or disclose either directly or indirectly to any persons, firm or body, corporate any know-how, knowledge or information or any trade secret of financial matter which you may acquire during the course of or as incidental to your employment concerning the business of any of its affiliated or transaction in which the Company may have taken concerned or interested whether directly or indirectly.
6. In case, during the continuance of your employment, you are incapacitated by reasons of illness or accident or any other cause beyond your control from attending to your duties for a period of 3 consecutive months or for periods amounting in the aggregate to 3 months in any one year, the Company may in its discretion terminate your employment without any notice or payment in lieu of notice.

7. Background Verification:

Your appointment and further continued employment is subject to your clearing to the satisfaction of Sitel management of background verification which may cover but not limited to employment, education, address proof, criminal and antecedent etc. In addition the Company may send you for medical examination (including Drug test) from time to time to gauge your fitness to continue to work for the Company.

Sitel Private Limited

1st Floor, 2nd Block, 2nd Floor,

Apur, White City, Hyderabad 500 081

[www.sitel.com](http://www.sitel.com)



The opinion of the Company's approved Medical Practitioner or any Medical Practitioner/Hospital of the choice of the Company shall be final and binding. By signing this contract you also undertake to acknowledge this and provide your unconditional consent to the company to conduct above verification.

#### B. Confidentiality and Non-Disclosure of Trade Secrets

Any information relating to your personal circumstances shall remain confidential. However, it is understood that you hereby grant to the Company the authority to disclose such personal information to appropriate officers or authorities when so required by law and/or judicial authority, or to the Company's clients when required by the latter under circumstances and conditions made known to you in advance; or to information verifiers in relation to employee background check purposes under circumstances and conditions made known to you in advance. You understand and agree that your consent shall be requested by Company prior to the disclosure to third parties of any of your sensitive personal information which includes information: (1) about your race, ethnic origin, marital status, age, color, and religious, philosophical or political affiliations; (2) about your health, education, genetic or sexual life, or your criminal history; and (3) issued by government agencies such as your social security number, health records, licenses, and tax returns. Your consent will not be required for the disclosure of your sensitive personal information if it is necessary for the protection of life and health, for medical treatment, for court proceedings, or when provided to the government.

You shall not disclose your compensation package and other contents of this employment contract to other employees in the Company.

You shall not disclose or utilize directly or indirectly, other than on behalf of the Company, its subsidiaries and associated companies, and shall keep confidential, during and after your employment, all confidential or proprietary information which may come to your knowledge concerning the business or affairs of the Company, its subsidiaries and any associated company, and their respective customer, clients, principals, and agents.

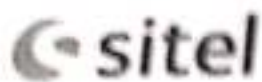
During or after your employment with the Company, you shall not, remove from the premises any client list, client information, database of any description, whether on hard copy, digital copy, computer disk or computer tape, other than that which may be required during your employment, for the conduct of the business of the Company.

You shall not remove or make copies of any Sitel records, reports, documents and/or database of any description without prior management approval.

#### Special condition stipulated while working from home

While working from home arrangement, you are advised to ensure:





- Unless you are provided with computer and other peripherals by the company, you shall ensure that all electronic instruments needed to work (Computer, internet, headset etc.) are in line with specification provided by Sitel. All software (including virus protection) and operating system are not provided.
- To prevent shoulder surfacing/ or someone looking over your shoulder to see your desktop and client end point screens
  - Not to take pictures or video by any method of your desktop and client end point screen
- You will not take notes by any method (paper, screenshot, or any other method) of Confidential Information
- You will only work at your home environment and not outside home
- You will ensure your desktop, to include the client end point / screens are not viewable thru windows or doors
- You are the ONLY authorized user allowed to access client end point and screens. You will ensure no one else uses the desktop for any purpose
- You understand that your work activity must be performed in a quiet location, without any background noise
- You will ensure your desktop and client end point screens are locked prior to walking away for any reason
- You will NOT use ANY USB devices that have not been provided as part of your work at home equipment
- You will ensure your equipment is wired into the local access router. Wi-Fi is not approved.

Sitel will actively and aggressively investigate and pursue any instances of breaches of client confidentiality or fraudulent behavior, and will take disciplinary action and pursue criminal charges where applicable.

You shall maintain and comply with all Indian and international data privacy norms as may be applicable to company or the client I serve, and any violation will be treated gross negligence of duty besides attracting any other applicable action under Indian or international data privacy law.

While you working from home, all conditions related to confidentiality, data privacy and any other clauses of prohibition as per this contract or as may be notified or announced from time to time, are automatically extended to your home office environment and I undertake to continue to abide by them.

Upon your separation from the Company, you shall forthwith deliver to the Company all books, documents, papers, materials, equipment and any other property of the Company, which may have, come to, and/or are under your possession or control, without need of any demand.







### 13. Termination of Employment

The above employment contract is terminable mutually by either parties giving full notice (or compensation in lieu of) of 30 days (Thirty days). The Company shall be entitled to terminate your employment at any time without assigning any reason on giving a 'Thirty days' notice. Similarly if you wish to resign or leave the Company, you should give 'Thirty days' clear notice to the Company or pay applicable salary in lieu of notice period, purely on operational considerations and management discretion. However your relieving earlier than the stipulated period of Thirty days is at sole discretion of management.

14. The Company shall be entitled notwithstanding anything to the contrary contained herein, to terminate employment at any time without any notice or payment in lieu of notice and without assigning any reason in case of any act of disobedience, insubordination, breach of trust or loss of confidence, dishonesty or other serious misconducts or negligence, incompetence or inefficiency in discharge of your duties or breach of any of the terms and stipulations contained in this letter to be observed or performed on your part. In addition, the company will have liberty to take any remedy that's available in the law to safeguard its interest up to and including approaching law enforcement agencies, courts of law etc.
15. Upon the termination of your services, you will hand over your charge to such person nominated for this purpose by the Company and shall deliver all such articles, effects papers and property of the Company as may be in your possession including without prejudice to the generality for the foregoing statement of accounts, books of accounts, diaries, notes, note-books and all other correspondence either addressed to you or by the Company or received by you for and on behalf of the Company.
16. Without prejudice to any other rights or remedies that the Company may have against you, the Company shall be entitled to deduct from any sums payable to you, the amount of any loss or damage the Company may have sustained in consequence of your actions.
17. The Date of Birth furnished by you at the time of appointment will be treated as final and no representation will be entertained to correct the date of birth subsequently.
18. You will keep the Company informed about any change in the residential address given by you and all the correspondence will be entered into on the last known address as per the record of the Company.
19. If any of the information furnished by you at the time of appointment, on the basis of which the contract of employment is entered with you, is found subsequently incorrect or false, or if you are found willingly and/or deliberately suppressed any material or information, you will be liable to be removed from the service of the Company without any notice or compensation.





20. You will retire from the services of the Company upon completion of 58 years of your age.

21. The breakup of the compensation is enclosed as per the Annexure I attached herewith.

22. You are requested to furnish the following documents / information at the time of joining:

- a. Original/Copy of the relieving cum experience letter from the previous employer.
- b. Original/Copy of the latest salary certificate.
- c. Original/Copy of the last education Marksheet.
- d. Original/Copy of the date of birth certificate.
- e. 4 passport size photographs. (with white background)
- f. Passport Copy/ Ration Card copy for proof of address/Rent Agreement copy/Utility Bills
- g. Blood Group Type.

23. **Non-Compete Clause**

During your employment with the Company and for one year after your separation from the Company for whatever reason or cause, and within the cities or municipalities where the Company or any of its branches operate, you will not, either individually or in partnership or jointly or in conjunction with any other person, as principal, agent, shareholder, consultant, employee or in any other capacity whatsoever, directly or indirectly carry on or be engaged in or concerned with or have any ownership or other interest in, or advise, lend money to, guarantee the debts or obligations of, or permit your name or any part thereof to be used or employed by or associated with, any Competitive Business; provided that nothing contained herein shall prevent you from owning not more than 1% of any publicly traded class of shares of any company or from acting in any capacity on behalf of the Company or any of its subsidiaries. "Competitive Business" means any business or other enterprise providing or offering business process outsourcing services or products similar to those offered by the Company including, but not limited to, inbound and outbound telephone, mail, and electronic based services; back office and item processing services; collections, insurance, or other financial services; risk management services; and customer interaction, maintenance, and marketing services in any geographic region in which the Company conducts business and in which you either worked or represented the Company, either in person or virtually (defined broadly to include all forms of communication other than in person), during the one-year period prior to the end of your employment with the Company.



## 24. Stipulation against Conflict of Interest, Disparagement and Non-Solicitation Clause

- I. You shall not take improper advantage of your position in the Company and you will at all times be faithful to the Company's interest. During or after your employment with the Company, you shall not, directly or indirectly, whether on a personal level, or as an officer, employee or consultant of another enterprise, or any other capacity whatsoever:
- II. a). Enter into any consultancy, employment or business arrangement which conflicts or tends to conflict with the Company's business or interests or your obligations under this Contract; or
- III. b). Otherwise act contrary to the interests of the Company. Furthermore, during your employment with the Company and for one year after your separation from the Company for whatever reason or cause, you shall not solicit, encourage, or influence (a) any employee, contractor, or other service provider of the Company to leave employment or cease providing services to the Company or (b) any individual or business that is a Customer of the Company or its current or future affiliates to decrease or discontinue its business with the Company. You also agree that for a period of one year following your separation from the Company for whatever reason or cause, you will not, without the advance written consent of the Company, directly or indirectly, for yourself or as an agent, employee, consultant, member, owner, partner, stockholder, or otherwise of others contact any Customer for the purpose of marketing, selling, or providing to any Customer any product or service similar to that offered by the Company or accept as a customer any Customer for such purpose. "Customer" means any person or entity (i) who was or is a client or prospective client of the Company and (ii) about whom you learned Confidential Information or with whom you had dealings or contact in the course of your employment with the Company.
- IV. During your employment with the Company and for one year after your separation from the Company for whatever reason or cause, you will not involve in any act that may directly or indirectly affects the brand and other interest of the Company, its employees, shareholders, Clients and client's customers in any form, event and media [ including social media].



By signing this contract, you guarantee that- you are not prevented or restricted from entering into any employment relationship with the Company, or restricted or limited in the scope of services that you can perform on behalf of the Company by any agreement, judgment, decree, order, or other restraint; and that you agree to indemnify and hold the company free and harmless from any and all expenses, losses or damages it may incur, including, but not limited to all expenses of defense and attorneys' fees, caused by reason of your breach of covenants contained in this paragraph.

25. Pan Card and Aadhar Card or any other government mandatory identification or certification that may be necessary for the company to be compliant on its use and implementation, to be produced at the time of Joining and submit copies thereof. In case you don't have these documents, but have filed for the same, submit an acknowledgement receipt as a proof of your application. You are expected to submit the copies of these documents immediately on receipt to the company.

Please confirm your acceptance of the terms and conditions mentioned in the above letter by signing the duplicate copy of this letter and return it to us immediately

We welcome you to SITEL India and wish you a rewarding career with us.

Thanking You,

For SITEL India Pvt Ltd

Bollepalli Rajesh  
(HR Manager)

Date: April 5, 2021

I accept the above terms and conditions

DocuSigned by:  
  
Signature & Date April 5, 2021



عرض وظيفي  
**JOB OFFER**

R No : 00013

التاريخ: 2021/12/09 م

Name of Candidate	صبر احمد	الاسم
Nationality / ID#	الهند	الجنسية / رقم الهوية
Job Title	محاسب	مسمى الوظيفة
Basic Salary	3000	الراتب الاساسي
Phone Allowance	300	بدل الاتصال
Trans p. Allowance	مصارف مؤمنة من الشركة	بدل النقل
Housing Allowance	1000	بدل سكن
Medical Insurance	مؤمن حسب سياسة الشركة	التأمين الطبي
Annual Vacation	21 يوم (ال سنة)	الإجازة السنوية
Vacation ticket	مؤمنة (الرياس- الهند- الرياض) بعد النقل	تذاكر الإجازة
Duration of contract	سنة (فترة تجريبية 3 شهور)	مدة العقد
Total	4,300 ريال	الاجمالي

ملحوظة:

توقيع المدير العام ..  
توقيع ادارة شؤون الموظفين ..  
21-12-2021

Date: 5/12/2021	Accepted Signature	قبضت العرض اعلاه التوقيع	الاسم: Mayy
-----------------	--------------------	-----------------------------	-------------

في حال موافقتكم لرجو التوقيع ومن ثم اعادة العرض لنا مرة اخرى لتتمكن من القيام بإجراءات التعاقد مع ملاحظته ان مدة العرض ثلاثة ايام من تاريخه ..... والله ولي التوفيق







شركة إمداد الكهرباء السعودية  
Saudi Electric Supply Company (SESCO) CR No: 2051002390  
تأسست عام 1996  
مقرها الرئيسي: الرياض - المملكة العربية السعودية

Sep 15, 2021

**Trainee Agreement,**

This agreement is made on Sep 15, 2021 between **Saudi Electric Supply Company (SESCO)** CR No: 2051002390 and **Mr. (Umayr Ahmed)**, Indian national based on Saudi Iqama No. 2173099355.:

- Monthly Salary : SAR. 500 Per month.
- Status : Single
- Reporting to : Finance Director
- Work Location : Rawabi, Rakkah, Kingdom of Saudi Arabia.
- Transportation : None
- Office Timing : Sunday through Thursday 07:30 AM to 05:30 PM
- Employment Contract : 90 Days effective from signing the agreement.
- Starting Date : Sep 15, 2021

If you accept this agreement, please sign below as your acceptance and understanding of the foregoing terms.

Regards,

Abdulrahman Alomairy  
HR Manager



Umayr Ahmed



Internship Request Letter from College to Company

From,

H.O.D,

Anwar Ul Uloom College,

Bazaar Ghat, New Malleshpally,

Hyderabad, Telangana 500001, India,

Date: 12/09/2021.

To,

The Human Resources Manager,

Saudi Electric Supply Company,

P.O. Box 3298,

Al Khobar 31952 K.S.A.

Subject: Request for internship

Sir/ Madam,

My name is Dr. Yasmeen Banu and I serve as H.O.D in Anwar Ul Uloom college.

I am writing this letter on behalf of Anwar Ul Uloom College in order to inform you that Umayr Ahmed is looking forward to joining the internship program from your esteemed company. As per the curriculum, the student needs to join a 12 week long internship and attain a certificate after satisfactory training.

It will be a golden opportunity for the student as they will get to learn a lot of new things. It is to request you to kindly allow the mentioned student to join the training program from your reputed company.

For,

Anwar Ul Uloom College,

Dr. Yasmeen Banu,

H.O.D.

Internship Request Letter from College to Company

From,

Dr. Yasmeen Banu  
Head Department of Business Administration  
Anwaul Uloom College,  
New Mallepally,  
Hyderabad, Telangana, 500001, India,

Date: 12/09/2021.

To,

The Human Resources Manager,  
Saudi Electric Supply Company,  
P.O. Box 3298,  
Al Khobar 31952 K.S.A.

Subject: Request for internship to admit the student for Internship regards:

Sir/ Madam,

I Dr. Yasmeen Banu to submit that as per the curriculum Mr. Umayr Ahmed our college of BBA required 12 weeks Internship Programme in a company and obtain Internship Certificate from the Company after completing the Internship training.

I am here with sending Mr. Umayr Ahmed to your esteemed company for the Internship .

Kindly, Permit above student to get training in your company.

Thanking You,

Dr. Yasmeen Banu,

H.O.D.

Internship Request Letter from College to Company

From,

Dr. Yasmeen Banu  
Head Department of Business Administration  
Anwaul Uloom College,  
New Mallepally,  
Hyderabad, Telangana 500001, India,

Date: 12/09/2021.

To,

The Human Resources Manager,  
Saudi Electric Supply Company,  
P.O. Box 3298,  
Al Khobar 31952 K.S.A.

Subject: Request for internship to admit the student for Internship regards:

Sir/ Madam,

I Dr. Yasmeen Banu to submit that as per the curriculum Mr. Umayr Ahmed our college of BBA required 12 weeks Internship Programme in a company and obtain Internship Certificate from the Company after completing the Internship training.

I am here with sending Mr. Umayr Ahmed to your esteemed company for the Internship .

Kindly, Permit above student to get training in your company.

Thanking You,

Dr. Yasmeen Banu,

H.O.D.



# PAYSLIP MAR 2022

AMVOTECH SOLUTIONS PRIVATE LIMITED

8-2-293/82/A/39, 1ST FLOOR,  
ROAD NO 5, JUBILEE HILLS,  
HYDERABAD TELANGANA 500033



## SYED SAJID ALI

Employee Number 90250	Date Joined 04 Feb 2022	Department RECRUITMENT- BENCH SALES	Sub Department N/A
Designation Bench Sales Trainee	Payment Mode Bank Transfer	Bank ICICI Bank Limited	Bank IFSC ICIC0000008
Bank Account 000801645321	PAN DCIPA5405G	UAN N/A	PF Number N/A

## SALARY DETAILS

ACTUAL PAYABLE DAYS 31.0	TOTAL WORKING DAYS 31.0	LOSS OF PAY DAYS 0.0	DAYS PAYABLE 31
<b>EARNINGS</b>		<b>TAXES &amp; DEDUCTIONS</b>	
Basic	6,300.00	Professional Tax	200.00
Conveyance Allowance	1,600.00	<b>Total Deductions (C)</b>	200.00
HRA	2,520.00		
Medical Allowance	1,250.00		
Special Allowance	9,330.00		
<b>Total Earnings (A)</b>	<b>21,000.00</b>		

Net Salary Payable ( A - C ) 20,800  
Net Salary in words **Twenty Thousand Eight Hundred only**

**\*\*Note : All amounts displayed in this payslip are in INR**

\*This is computer generated statement, does not require signature.

SYED SAHIBAAZ HUSSAIN  
1062-21-506-002  
MSc Mathematics (A.M)

Date: 08/11/2022  
Syed Sahibaz Hussain

12-3-200107, Dilshad Nagar colony, First floor, net-bowl, Wazirpur, Hyderabad, Telangana, India - 500108

Dear Syed

## Sub: Appointment Letter

We are pleased to offer you an appointment with Genpact ("Company") as an Process Associate under the following terms and conditions:

**TERMS AND CONDITIONS**

1. Your Cost to the Company (CTC) will be as indicated in Annexure 2 attached herewith.
2. Your initial place of work will be India, Hyderabad Phoenix Hallapet IB - Office however, your services are transferable, and you may be assigned after reasonable notice, to any location in India or abroad where the Company or any one of its associates or customers conducts business. While in transfer you will be governed by the rules, regulations and conditions of service of that location.
3. If at the time of joining, your assigned place of work is different from your current location ("Relocation"), the Company Guest House can be availed by you. The Guest house can be availed for a maximum period of 15 calendar days. The Company shall, in lieu of the accommodation provided, make a monthly deduction of Rs.250 for a period of 24 months. Further, in case of termination of employment by either party, before such amount has been fully recovered by the Company, the Company shall deduct the balance amount from your full and final settlement.
4. The Company will be working 7 days a week, twenty-four hours a day. You will be expected to attend office - except while travelling on business as assigned to you by your supervisors and as per applicable laws in force. Weekly offs will be governed as per applicable regulations & Company policies.
5. You shall be required to provide the Company all documents and information as set forth in Annexure 1 of this appointment letter.
6. You will be entitled to leaves subject to prior approval of your supervisor/manager at the Company. Your leave entitlement and accumulation / carry-forward of leaves and related aspects will be governed as per the existing Company Policy on the subject.
7. Your appointment has been done after an extensive process for an important position which requires your skills and experience. This appointment may come to an end at the instance of either party by giving the other a notice in writing for 1 month. Your relieving from the services of the Company would be contingent upon successful serving of the full and complete notice period. Failing to do so would entitle the Company to recover damages for all losses caused due to any shortfall in serving of the full and complete notice period. The Company in addition to its rights to recover damages will not furnish a relieving letter in case of shortfall in the notice period unless such shortfall has been signed off by the appropriate person in the Company. In exceptional situations the Company reserves the right to waive off notice period at its sole discretion.

genpact/india

08/11/2022

09 May 2022

Mr. Mohammed Amir Jaffer,  
No. Mohammed Jaffer,  
Shahinipet, King Colony,  
Hyderabad-500044.

### Sub: Appointment Letter

Dear Mr. Mohammed Amir Jaffer,

01. We are pleasure in appointing you as "Junior Technician-Microbiology" of Yoda Life Line Diagnostics Private Limited at Hyderabad. Your date of appointment will be with Yoda Life Line Diagnostics Private Limited and is effective from 09 May 2022.
02. The terms & Conditions of the employment have been outlined here below.
03. You will be paid a CTC of Rs. 2,20,000/- (Rupees Two Lakh Twenty Thousand only) per annum on the beginning of the employment. The detailed break up is given at Annexure 1. You have to abide by statutory obligations applicable and contributions to be made as applicable towards Employees Provident Fund (EPF), ESI, and PT etc.
04. Your present place of work will be at Hyderabad, but during the course of the service, you shall be liable to be posted or transferred to anywhere to serve the company's projects at the sole discretion of the management.
05. The office timings are from 07 am to 10 pm and six days a week.
06. You will be on probation for the period of 6 months, during which the management will be assessing your performance. Upon satisfactory completion of the probation period, you will be made permanent. If your performance is not up to the mark during the probationary period, the probationary period may be extended by another three months, upon sole discretion of the company. You will have to work on the factors indicated to you. You fail to improve, your services may be terminated by giving 15 days' notice.
07. Until completion of your probation, you can avail casual leave and sick leave Only. Upon completion of probation, you leave on pro rata earned leave basis will be credited to your leave balance.
08. In case of any absence for more than five days at a stretch without proper intimation to your reporting head or HR will be treated as absconding from duty and the company reserves right to take legal action against you.
09. Your salary will be reviewed annually based on the performance and company policies.



YMOA HIO LIND  
YMOA HIO LIND



**Mohammed Amir Jaffer**

*In: Toxicology & Pharmacology*

**ID No. : YLLD258**

**Board Group : A+ 90**

**Phone : 9053415911**

YMOA HIO LIND  
YMOA HIO LIND  
YMOA HIO LIND





**Safe Kids**  
Hospitals  
For Women and Children

19 G. 822-2, Piller No. 108,  
Moghal Nagar, Aligarh,  
Uttar Pradesh, India  
Email: [safe.kids@hospital.org](mailto:safe.kids@hospital.org)

1062-22-487-005

## Employment Verification Letter

November 05, 2023

To Whomsoever it may concern,

SYED NEHAL HASSAN has been employed as a LABORATORY TECHNICIAN at SAFE KID'S HOSPITAL since 02 April, 2023.

He works on full-time basis ALL NIGHT SHIFT (09:00 PM - 09:00 AM)

For any other enquire Please contact me at (+91) 9880 140599 if I can be of any additional service.

Sincerely,





1663 01 1481-525

### INDEPENDENT CONTRACTOR AGREEMENT

This AGREEMENT, ("Agreement") is effective from 11 Feb 2023 and has been executed on 11 Feb 2023

#### By and Between

Nestaway Technologies Pvt Ltd (hereinafter referred to as "Nestaway" or the "Company"), a company incorporated under the provisions of the Companies Act, 2013 and having its registered office at #147, 13th Cross Road, Vanganahalli, Sector 1, HSR Layout, Bengaluru, Karnataka - 560102 (hereinafter referred to as "Company" which expression shall include its successors and assigns)

#### And

Shaik Abdul Habeeb, having Permanent Account Number BDLPH13398R and currently residing at 9-3-58/18/B, Afsar Khan colony, Golconda, Hyderabad (hereinafter referred to as "Independent Contractor", which expression shall include its successors and assigns)

The Company and the Independent Contractor are hereinafter, where the context so requires, collectively referred to as the "Parties" and individually as a "Party".

#### WHEREAS,

- a. The Company seeks to engage the Independent Contractor for availing the services as detailed in Annexure A (the "Services"), and the Independent Contractor desires to provide such Services for payment of a certain amount as captured in this Agreement.
- b. In order to record their mutual understanding the Parties hereto have agreed to enter into this Agreement.

#### 1. SERVICES AND PROCEDURES FOR PROVIDING SERVICES

- 1.1. The Independent Contractor shall from time to time, and at Company's request, render Services to the Company.
- 1.2. The Company shall designate one or more employees who shall be the authorized representative(s) of Company ("POC") in all interactions with the Independent Contractor. For providing these Services, the Independent Contractor shall cooperate and coordinate with the POC.
- 1.3. The Company at its own discretion, through its authorized representative(s), may review the Services provided by the Independent Contractor and in the event the Company finds that the performance of the Independent Contractor is not satisfactory and in accordance with the provisions set out in this agreement, the company may take any decision which it may deem fit and reasonable

habeeb.

Nestaway Technologies Private Limited, #1471, 13th Cross Road,  
Vanganahalli, Sector 1, HSR Layout, Bengaluru, Karnataka - 560102  
CIN U72400KA2014PTC078018





1062-21-408-016



Date: 03 Mar 2022

Mr SYED ABDUL RAHEEM  
H no 20 99 1 b  
ganam nagar walkkagutty hyderabadmehdal 500047  
Employee No: 2360313

Dear Mr SYED ABDUL RAHEEM

**Letter of Deployment**

We are pleased to deploy you to our client Accenture Solutions Pvt Ltd effective 03 Mar 2022 at Hyderabad, subject to the following terms and conditions:

Further to the conditions set out in your offer of employment, you will render services to our Client at their premises subject to the terms and conditions of the engagement letter executed by you on 03 Mar 2022, until further notice.

In the day-to-day functioning or carrying out your responsibilities and duties, you will receive instructions from our clients through their assigned representative's and hereby agree to follow the client's workplace rules and regulations; and agree to undertake any assignments during the course of your work, throughout the tenure of your deployment.

You will be bound by the working hours of the Client's organization.

You are mandatorily required to fill timesheets as per the client policy and have it be your responsibility to have the same approved by the assigned representative at the Client organization, in a timely manner and by the prescribed cut-off date/s and time/s, without any follow-up to do so. You shall ensure that the hours filled-in are accurate, and based on actual hours. Salary is payable only for efforts approved by the Client.

At the client location, you will be issued an Employee/Contractor ID. You will be required to use the same to log-in to submit your timesheets on the client portal and for daily tracking/reporting of your work. Your tasks will be identified against a work order number, at all times.

For Teamlease Digital Pvt Ltd

Ravi Vishwanath  
(Authorized Signatory)

Accepted and Agreed

Signature and date:  
Name: SYED ABDUL RAHEEM

\*\*This is a system generated document. Any unauthorized use, disclosure, dissemination, or copying of this document is strictly prohibited and may be unlawful.\*\*

Doc ID - TL/0088F82CF37

FERNANDEZ

Handwritten notes: 11/11/2018, 1063-22-116-000, 8044000094

Date: 01/01/2018

To: Mr. Pong No. 42284, Lab Technician, Lab Services.

LETTER OF CONTRACT APPOINTMENT

We are pleased to inform you that, effective 01/01/2018 you are being appointed as Lab Technician at Fernandez Hospital Private Limited on Contract basis, for a period of one year.

Following are the Terms & Conditions of your Appointment:

- Q You will be required to work, in the Hospital, on a full-time basis - six days a week (48 hours a week).
Q Please note that the Contract is not subject to automatic renewal on its expiry. If Management chooses to extend the Contract for a mutually agreed upon period, this will be intimated to you, in writing.
Q In such matters as are not covered by the above Terms & Conditions and the Standing Orders / Rules in force, the decision of the Management will be final and binding.

Benefits:

During the Contract period, you will be entitled to Provident Fund, Bonus, Staff Medical Benefits, Leave, Weekly Offs and Holidays, as per the Statutory Provisions / Rules in force.

Handwritten number: 111-576-011 with an arrow pointing to the contract details.



Corporate Level 112

Fernandez Hospital Pvt. Ltd. Regd. Office: 4-11230/1, Bogalunka, Hyderabad - 500001 Telangana, India. Fax: +91 40 24753487 Email: info@fernandezhospital.com Web: www.fernandezhospital.com

Contract Ref. No.: +91 40 40222300. CIN No. U85119IC1999PTC011211



Unit 1 - Laboratory, 4-1116, Old And Road, Hyderabad, Hyderabad - 500001

Unit 2 - Hospital, 1-620/2, Opp. Old NIA, Durgam, Hyderabad, Hyderabad - 500029

Unit 3 - Dental Clinic, 4th Floor, Road 44, Jeebhari Hill, Hyderabad - 500033

Unit 4 - Hospital, 45-55/1, Old Kuvva Suburban, Hyderabad, Hyderabad - 500043

Cognizant

Ref No: 18802001  
28-Oct-2021

Koyalakar Pulka Sarojee

797 (1,3,4,5)  
Dua Koyalakar Pulka,

We have greatly enjoyed our recent discussions with you and are pleased to offer you the role of **Process Executive - Voice** with Cognizant Technology Solutions India Private Limited ("Cognizant"). Your place of posting will be Hyderabad.

Your annual total compensation will be **INR 220,001**. Please see **Compensation and Benefits** for additional details on your compensation. Cognizant has considered **0 months** of your experience as relevant in this offer, which will be kept up-to-date in our records.

Your appointment will be governed by the terms and conditions of employment presented in **Employment Agreement**, as well as any rules, regulations and practices currently in place at the time of employment.

We request that you join us on or before **27-Oct-2021**.


Please note:

- This offer is subject to satisfactory professional reference checks
- This offer is valid for three (3) months from the date of offer. Any extension shall be at the discretion of Cognizant and shall be communicated to you in writing
- Prior to beginning work with Cognizant, you must provide evidence of your right to work in India and other documentation requested by Cognizant

We are delighted to welcome you to the team! You are joining Cognizant at an exciting time, and we know your fresh thinking and expertise will help us accomplish great things.

If you have any further questions or need clarification on this offer, please feel free to contact us.

Best regards,  
For Cognizant Technology Solutions India Private Limited ("Cognizant").



Shibu Balakrishnan  
Sr. Director - Talent Acquisition

I have read the offer, understood and accept the above mentioned terms and conditions.

Signature:

Date:



Compensation and Benefits

Name: **Koyshakar Prasad Dasgupta** Designation: **Process Evaluation**  
 Year

Sl. No.	Description	Monthly	Yearly
1	Base	6000	72,000
2	HRA*	2000	24,000
3	Company's contribution of P.F. #	1471.428571	17,657
4	Advance Gratuity Bonus***	2000	24,000
5	Special Allowance*	5254	63,048
6	Company's Contribution of ESI @ 3.25% of Monthly Gross minus statutory exclusions	488	5,856
<b>Annual Gross Compensation</b>			<b>220,561</b>
<b>Annual Total Compensation</b>			<b>220,561</b>
Company's contribution towards benefits (Medical, Accident and Life Insurance)			19,200
<b>Annual Total Remuneration</b>			<b>239,761</b>

As an associate you are entitled to the following additional benefits

- Floating medical insurance coverage
- Round-the-clock group personal accident insurance coverage
- Group term life insurance coverage
- Employees' compensation insurance benefit as per the Employee's Compensation Act
- Gratuity on separation after four (4) years and 240 calendar days of continuous service payable as per the Payment of Gratuity Act

**Leave and vacation:**

- From your date of joining you will be entitled to the following leave amounts as per your eligibility in line with statutory requirements. Leaves require manager approval in advance.

**Category of Leave**

- Earned Leave - 18 days
- Sick Leave - 12 days
- Casual Leave - 6 days

- From date of joining, women associates will be entitled to maternity leave based on eligibility as specified in the Maternity Benefit (Amendment) Act
- In addition to the above as per Cognizant policy, you are eligible for child adoption leave and paternity leave by adhering to the conditions as specified in the India Leave Policy

**# Provident Fund Waiver:**

For the purpose of computing contributions to the Provident Fund, Provident Fund and ESI.

## Cognizant

Reference: "Monthly Gross Salary" as stated in "Compensation and Benefits" of this letter, including "Advance Statutory Bonus" and "House Rent Allowance" will be considered. This does not include payments made through "Special Payroll".

Determination of PF wages for the purpose of contribution PF contribution shall be payable on the earned PF wages or PF wages as per this letter, whichever is lesser.

### Employee State Insurance (ESI)

Eligible Wages Eligibility for ESI shall be decided by deducting the *Advanced Statutory Bonus*, Employer PF and ESI contribution from the monthly Gross Compensation (ACCR/12) as stated in Compensation and Benefits of this letter.

Earned ESI Wages: Monthly ESI contribution will be computed on total remuneration paid to an associate in a particular month, including any recurring (or) ad hoc special payouts during the month.

ESI contribution shall continue until the end of the contribution period (April - September and October - March), if the associate contributes for at least one month in the contribution period.

### • Flexible Benefit Plan:

Your compensation has been structured to ensure that you can apportion components of your salary to suit your individual preferences. This plan will enable you to

1. Choose from an array of allowance or benefits
2. Redefine your salary structure within prescribed guidelines
3. Optimize your earnings

# Advance Statutory Bonus is in line with the provisions of the Payment of Bonus Act

Note:

- Any statutory revision of Provident Fund/ESI contribution or any other similar statutory benefits will result in a change in the net take-home salary. The Annual Gross Compensation will remain the same
- Cognizant has made this offer in good faith after expending significant time and resources during the hiring process. We hope you will join us, but recognize your right to pursue another path. Your formal commitment to joining us forms the basis of further planning and client communication at Cognizant. If you decide not to join us after signing the offer letter, Cognizant reserves the right not to consider you for future career opportunities with the company. We look forward to welcoming you to Cognizant!

### Employment Agreement – Cognizant Technology Solutions India Private Limited

This Employment Agreement ("Agreement") is made effective as of 26-Oct-2021 between:

Cognizant Technology Solutions India Private Limited, a company incorporated under the Companies Act, 1956 with its registered office at 5/535, Okkiam Thoripakkam, Old Mahabalipuram Road, Chennai - 600096, Tamil Nadu, India, (hereinafter referred to as "Company" or "Cognizant," which shall, unless counter to the context or meaning thereof, be deemed to mean and include its successors and assigns) of the ONE PART.

AND

Koyalakkar Pulak Sangana, \_\_\_\_\_ (Age) \_\_\_\_\_ residing at  
\_\_\_\_\_ (hereinafter referred to as "you" or "your" or



## Cognizant

*“Youself,” which shall, unless contrary to the context or meaning thereof be deemed to mean and include neither their, executive and administrative) of the OTHER PARTY*

The Company and you are, wherever the context so requires, hereinafter collectively referred to as the “Parties” and individually as “Party.”

### RECITAL

WHEREAS, you desire to be employed by the Company and the Company has made an employment offer (“Employment Offer Letter”) to you and in pursuance thereof desires to employ you on the terms and conditions set forth below.

NOW, THEREFORE, in consideration of the mutual promises, covenants and conditions set forth herein, the Parties hereto mutually agree to the below mentioned terms and conditions governing your employment with Cognizant:

#### 1. Duties and Responsibilities

- a) You agree that at all times during your employment with Cognizant, 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, in letter and spirit.
- b) Your unprofessional behavior or misconduct in violation of Cognizant’s Code of Business Ethics and/or other organizational policies shall entitle the Company to take appropriate disciplinary action(s) including termination of your employment.
- c) 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.

#### 2. Place of Employment

You will be employed at any one of Cognizant’s offices as per business requirements. The Company reserves the right to transfer you on a temporary or permanent basis to the other office locations, functions or departments within the Company and/or other affiliated entities and assign such other duties as may be deemed fit in the interest of the Company. The Company also reserves the right to require you to work remotely from time to time as per business needs or government mandate.

#### 3. No Alternate Employment, No Conflict, Etc.

During your employment with the Company, you shall not, without the Company’s prior written consent, directly or indirectly employ or engage with any other person, business or entity, whether or not for any gain or profit, irrespective of whether it is during or outside your hours of work in the Company. Additionally, you are not allowed to undertake any other gainful work in the Company. Additionally, you are not allowed to undertake any other gainful work in the Company, engagement, business, assume any public office or private office, honorary or remunerative position, without prior written permission of the Company. During your employment with the Company, you shall not directly or indirectly engage in any conduct in conflict with or adverse to the best interests of the Company, as determined by the Company at its sole discretion. In addition, you shall not disclose, divulge or bring on to Cognizant’s systems or offices, your prior employer’s and/or their clients’ proprietary or confidential information, or violate any agreement or obligations that you have with them.



- a) During the course of your employment with the Company, you shall have access to information and/or documents of the Company, its affiliates, its clients or certain third parties (with which the Company has any dealings), which are private, business sensitive, confidential and/or proprietary (together, "Confidential Information"). You are obliged to keep this Confidential Information in secret and must not, without prior and specific written permission from the Company, disclose any such information, received from whatever source and however you may learn it, to any person or third party.
- b) Any breach of your confidentiality obligations as specified above may be a cause for termination of your employment with the Company, besides the Company's entitlement to initiate legal action against you for such a breach. The obligations imposed upon you under this clause 4 will survive even after cessation of your employment with the Company.
- c) You shall not take copies of any Confidential Information for your own purposes without prior permission of the Company and forthwith upon termination of your employment with the Company, you shall return to the Company all such copies of Confidential Information including but not limited to documents, records and accounts in any form (including electronic, mechanical, photographic & optical recording) relating to matters concerning the business or dealings or affairs of the Company.
- d) You shall not, during your employment with the Company and at all times thereafter, do or say anything that may cause direct or indirect damage to the business of the Company, its affiliates or their clients.
- e) You shall be governed by Cognizant's Social Media Policy and shall, at all times, refrain from posting potentially malicious, libelous, obscene, political, anti-social, abusive, and threatening messages or disparaging clients, associates, competitors, suppliers or any third parties.
- f) You will not make any false, defamatory or disparaging statements about Cognizant, its clients, or any other employees or directors, irrespective of whether any such statements are likely to cause damage to any such entity or person.
- g) The Company reserves the right to require you to sign confidentiality and non-disclosure agreements with any clients on whose project you are being assigned on behalf of the Company.

## 5. Data Protection

By signing below,

- a) you hereby provide your consent to Cognizant, its affiliates and their clients for the holding and processing of your personal data for all purposes of the administration and management of your employment and/or the Company's business.
- b) you hereby provide your consent to your personal data including any sensitive personal data or information being collected and the same being transferred, stored and/or processed by Cognizant in India and any other countries where Cognizant, its affiliates and their clients have offices.
- c) you agree that Cognizant and its affiliates may make such data available to its advisors, service providers, other agencies such as pension providers, medical, insurance providers, payroll administrators, background verification agencies and regulatory authorities.
- d) you have the right to amend, modify or alter your personal information. The Company will exercise all reasonable diligence for safeguarding your personal information, as has been disclosed by you. It is clarified that the obligation will not be applicable in case of legally required disclosures, and
- e) you acknowledge and agree that the Company may, in the course of its business, be required to disclose personal data relating to you, after the end of your employment to any group/statutory bodies/authorities as required under applicable law/requirements.

## 6. Work Schedule

- a) The Company's normal working hours shall typically comprise of nine (9) hours per day, exclusive of any applicable break, subject to the limit of daily working hours, as prescribed by the



## Cognizant

acceptable laws. The Company may require you to work for extended working hours/days including weekends, depending on the project requirements, business exigencies and/or for consistent and complete performance of your duties and responsibilities towards the Company, subject to the limit of working hours as prescribed by the applicable laws. Any changes made to the Company's working hours shall be communicated to you.

b) The Company may, at its discretion, vary the normal working hours or days for any employee or class of employees or for all the employees based on project requirements, Company policies and prevailing laws, as may be applicable from time to time/in accordance with any applicable laws currently in place. Any changes to be made to the above work timing or days shall be made by the Company at its sole discretion and notified to you in advance.

c) The Company may also require you to work on a shift basis. The shifts may be scheduled across 24 hours a day, 7 days a week and 365 days a year. Shift timing may change from time to time as per any Company policy, and will be communicated to you in advance.

d) Your working hours shall be monitored by the Company through appropriate systems and processes, as updated from time to time. You are expected to comply with these processes and policies at all times.

### 7. Background Check

Your employment with Cognizant is conditional and subject to satisfactory background and reference checks in line with Company policy. An independent agency may conduct internal and external background checks, for which you provide your consent. The Company's offer of employment and/or continued employment is subject to a satisfactory background verification report.

The Company shall be entitled to withdraw its employment offer if the background verification checks reveal unfavorable results at any time. Similarly, if your background verification report is found to be unfavorable or unsuccessful after you join the Company, the Company reserves the right to terminate your employment.

### 8. Compliance with Company Policies

As a condition of employment with the Company and as part of your joining formalities, you are required to comply or execute the following Company agreement and attest your understanding and adherence to following Company policies:

- i. IP Assignment Agreement
- ii. Code of Business Ethics
- iii. Acceptable Use Policy and Social Media Policy
- iv. Dress Code Policy

Additionally, you will be governed by other applicable Company rules, processes, procedures and policies as may be drafted, enforced, amended and/or altered from time to time and that are not specifically mentioned in this Agreement. The applicable rules/processes/procedures/policies are available on the Company's Intranet and you are expected to go through them carefully as a condition of your employment. For any clarification in relation to applicable policies, guidelines or processes, please reach out to your HR talent manager. It is your responsibility stay informed of any and all changes made by the Company to such policies from time to time. If at any time during your employment with the Company, you are found in violation of any applicable rules, processes, procedures or policies of the Company, the Company reserves the right to take disciplinary action against you, including termination your employment without notice period.

### 9. Non-Compete and Non-Solicit Restrictions

During the term of your employment with Cognizant and until two (2) years after the termination of such employment, you will not directly or indirectly either as an individual on your own account



1061-22-401-812



11/29/2022

To: Mr. Mohd Hameed Hussain  
Room 811, 811-A, Madhuvananda Colony,  
Vengal Rao Nagar, Hyderabad - 500034  
Mobile: 91 8479793034 Email: hameedhussain@almondhouse.com

Dear Mr. Hameed Hussain,

With reference to your application and submission of documents for the position of **Senior Analyst**, we are pleased to inform you that you have been shortlisted for the position of **Senior Analyst** based on the following criteria:

- 01. **APPOINTMENT:** You will be designated as "Senior Analyst" available to work at Almond House Hyderabad Airport Branch and you will be required to be present at the Branch Manager for at least 4 days per week.
- 02. **SALARY:** You will be paid a salary of **Rs. 12,100/- per day** commencing from the date of joining and incentive based on targets set. You are eligible for other benefits that are extended to your category of employees. Detailed salary break up and benefits conditions will be issued in the appointment letter.

03. **DATE OF JOINING:** You are required to join the duties on or before the date of joining. Your performance will be reviewed after 90 days of joining. You are required to submit copies of all educational certificates, Character Certificate, PAN, Bank Account etc., along with a passport size photograph.

04. **PROBATION:** You will be on probation for a period of 6 months from the date of joining. Your performance during this period will be assumed to have been extended until such time you reach the end of probation. Your salary would come up for review after completion of probation period.

05. **SERVICE RULES:** You will be governed by the service rules and regulations governing conduct, discipline and administrative orders and any such other rules or orders of the Company that may come in force from time to time.

06. **NOTICE PERIOD:** Your services can be terminated by giving two months' notice or payment of two months' gross salary in lieu thereof on either side. However, in the event of your resignation, the company in its sole discretion will have an option to accept the same and relieve you prior to the completion of stipulated notice period without any pay in lieu of notice period.

07. **GENERAL:** You may be required to undertake travel on Company's work as and when required and in such cases, you are entitled to such travel expenses / allowances as may be in force from time to time.  
a) Please note that our appointment is subject to references provided by you being satisfactory and you're being found medically fit as declared by you.

We request you to send your acceptance for the above offer along with the date of confirmation at the earliest. We look forward for a long mutually rewarding association.

Sincerely,

for ALMOND HOUSE PVT LTD  
MANAGING DIRECTOR & CEO



Acceptance

I have read and understood the above Terms & Conditions hereby signify my acceptance.

Name: **Mohd Hameed Hussain**

Date: **17 may**

Almond House Pvt. Ltd.

To: 31-490, 491, 492, Phase VI E.P.H.R. Kukatpally, Hyderabad-500 072.

CIN: U15117TG2018PTC21128

www.almondhouse.com | care@almondhouse.com | 0410 4836 2211

f AlmondHouse | @almondhouseyyc



# GMR

GMR Hyderabad International Airport Limited  
Rajiv Gandhi International Airport,  
Shamshabad, Hyderabad-500108  
CIN No-U62100TG2002PLC060118  
GSTIN No-36AABCH3448M1ZC  
Miscellaneous Receipt Cum Invoice

Serial No.: 2165/2022-  
23/MIS

Transaction Date: 23 MAY 2022

Miscellaneous Type: GHIAL AEP  
PROCESSING  
CHARGES

Received From: ALMOND  
HOUSE

Transaction Type: CASH



Reference Number:

Customer Name: SHAIK  
MOHAMMED  
IBRAHIM

Customer Mail: ISHAIKIK7861@GMAIL.COM

Customer Mobile: 8309197358

DD/Cheque Date:

Bank Name:

Remarks: 1 TAEP

Charge: 63.56

CGST@9%: 5.72

SGST@9%: 5.72

Total Amount: 75.00

Amount in Words: Seventy-Five

**RAAM  
GROUP**

1062-21-001-615  
1981409741

Date: 14<sup>th</sup> February, 2022.

**Letter of Offer of Employment**

Dear Aziz Khan,

It has been a pleasure interacting with you throughout the interview process, and as an outcome of the same, we are delighted to offer you the position of **Electric & AC Technician at Raam Group.**

We are committed to provide you with every opportunity to learn grow and stretch to the highest level of your ability and potential. As part of this family, we expect you to build relations, be accountable for your performance and committed to deliver outstanding quality and results that exceed expectations.

We are confident that you will find this new opportunity both challenging and rewarding. The following points outline the terms and conditions we are proposing.

**Designation** : Electric & AC Technician  
**Annual CTC** : 2.75 LPA  
**Probation Period** : 6 months  
**Training Period** : 1 Year  
**Location** : Hyderabad

Raam Group uses a 180 days probation time frame for new employees. This time frame lets you assess your readiness for the position as well as allows us to determine your ability to do the job. You will be provided documentation, training and performance feedback during that time frame.

At the end of the probationary period, if we have confirmed that you are able to meet all job requirements, you will be eligible to receive all normal and customary benefits offered to regular [full time] employees.

Kindly intimate your acceptance via email. If you require any clarification, please contact **Mr. Baji** on telephone no **9154221608**.

*\*The offer will be withdrawn if the candidate doesn't join within a week of receiving the offer letter.\**

We welcome you and wish you all the best for a long and fruitful career with us.

Yours faithfully,

**Raam Group**

## RAAM GROUP

### Terms & Conditions

1. You will be officially joining us as Electric & AC Technician.
2. Salary increments would be as per industry standards.
3. Leaves are applicable after serving the probation period.
4. Candidate should be open for relocation.
5. The job requires you to be present physically at the workplace.
6. A detailed appointment letter will be handed over to you at the time of your joining after complying with the joining formalities as per the rules of the organization.
7. This offer is valid subject to your medical fitness, and background verification checks.
8. If performance, conduct, general behavior and/or attitude are not found satisfactory, your services would be liable to be terminated, without any notice or compensation.
9. A sign on this offer signifies that you are aware of all the information required about the offer.

I accept the offer made above:

(Signature of the candidate)

(Date)



**Salary Structure**

Monthly Salary Breakup			
Annual CTC	CTC/12	Monthly CTC	2024
Basic	24,000	Monthly Basic	2,000
DA	4,000	Monthly DA	333
House Rent Allowance	12,000	HR	1,000
TA	2,000	TA	167
Special Allowance	4,000		333
Total Gross	46,000		
Net Salary	35,000	Total Deductions	11,000
Employer PF	1,000		
Employer ES	1,000		
Monthly CTC	38,000		

Date: 14 Dec 2023

Name: **Omni Aryan**  
Address: **VIA JALAYUNG PONDOKSIKILAH KIL. 5/10/14 PONDOKSIKILAH 320 AGRIKULTUR WISATA  
KAYENAN**  
Employee Code: **KOR01901**

Dear Sir / Madam,

You are pleased to request you to our organization as **Manajemen Sistem Operasi - IT 1** in the **RETAIL MARKET WHETHER AUTO USIAK BAKAR** department on the following terms and conditions:

### 1. Commencement / Term

You are required to join our organization on or before **17 Dec 20**. Your place of work shall presently be at **MEGASENTRABAD**.

You will be on orientation period of 6 (Six) months and up on satisfactory performance your confirmation will be done. However, the company reserves the right to extend your orientation for a certain period which will be notified to you.

The responsibilities and tasks assigned to you under this Appointment letter synchronize with the definite time line schedules of completion of various project assignments mutually agreed by our company, with our esteemed client Axis Bank. As our employee, you shall perform your services in a professional manner and shall ensure that the time bound tasks are substantially completed as may be mutually agreed and reviewed on case to case basis by your Reporting authority.

### 2. Remuneration :

Your remuneration would be set as follows :

Compensation	Monthly (Rs)	Annual (Rs)
Basic	4770	57240
HRA	2385	28620
Telephone Allowance	400	4800
Special Allowance	2039	24468
Local Conveyance	1000	12000
Employer Provident Fund	985	11820
Employer ESIC	345	4140
<b>CTC</b>	<b>11924</b>	<b>143088</b>

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 the right to alter / modify / withdraw the offer made to you.

1965-01-14 05:00 PM  
QUEST

**3. Gratuity :**

Employee will be eligible for payment of gratuity subject to fulfillment of the payment of Gratuity Act 1972.

**4. 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. We will be happy to discuss it with you on your joining us. Kindly note that you will not have any right to claim any performance bonus from the company, if you resign or abscond or if you are separated from the company for whatsoever reason.

It is further agreed between you and company 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.

**5. Transfer :**

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

**6. 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. Leaves can be taken during probation period. Women employees who have completed working 80 days with the organization shall be eligible for Maternity leave as per the policy.

**7. Unauthorized Leave / Absence :**

If you are on unauthorized leave and absent for more than seven (7) days without any intimation to 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 and in such a case you will be terminated from the services of the company with or without any intimation.

**8. 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.

**9. Professional Ethics and Confidentiality :**

While you are in the services of the organization, you are not permitted to carry on any other business 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 disclose to any person / third party or utilize any of the organization's confidential information or other re-



information (which you may possess by reason of your association with the organization) outside the organization.

**10. Notice Period:**

During the probation period either party can terminate the services by giving 3 days' notice or Basic salary in lieu thereof at organization's discretion. After confirmation, either party can terminate the services by giving 7 days' notice or Basic salary in lieu thereof at organization's discretion. After successful completion of orientation period either party may terminate the employment under this Appointment letter by issuing 7 days' notice in writing or payment in lieu thereof. 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 are required to complete the exit formalities within 7 days from your last working day for processing your final settlement dues, if any. Company will not be liable to pay the final settlement dues (if any) in the event of non-completion of exit formalities within 7 days.

**11. Reference Check**

Your appointment will be subject to satisfactory reference checks. Please furnish the names of two references who have supervised you in professional capacity at same stage in your academic / professional career.

**12. Termination of Employment :**

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

- a) Any breach of the conditions mentioned in this letter on your part,
- b) Any incorrect information furnished by you
- c) Suppression of any material information by you ; and
- d) 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.
- e) Violation of Company's (client's) code of conduct.

**13. Retirement / Statutory Benefits :**

You will be eligible for Retirement Benefits of the organization namely Provident Fund and Gratuity as per the company policy which will be governed by relevant laws to this effect

**14. Change in the Personal Details :**

You shall intimate the Company about any change of your residential address (permanent and or current), qualification 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 non 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 several conditions to your employment in the organization in addition to the rules of conduct and other laid down policies. The 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 supersede the terms and conditions mentioned in this letter. The terms in **Annexure** 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 acknowledgment copy within a period of 15 days from the date of joining, we will treat you as having accepted the terms and conditions of the terms and conditions mentioned herein.

All of documents to be submitted at the time of joining is given for your information. We look forward to your contribution to the organization and hope that we will have a mutually fulfilling relationship.

With warm regards,

For IQYA Human Capital Solutions (A division of Quest Corp Limited)

**Tej Hans Raj Singh**

Vice President - Operations | Staffing

I have read and understood the above mentioned terms and conditions of the Contract. I voluntarily accept the same. I shall abide to the terms and conditions mentioned therein and any amendments from time to time.

Name: **SHAIK AZEEM**

Signature: .....

Emp Id: **AS473741**

Place: .....

Date: .....



భారత ప్రభుత్వం  
Government of India

భారత విశిష్ట గుర్తింపు ప్రాధికార సంస్థ  
Unique Identification Authority of India

బియోమెట్రిక్/Enrollment No.: 0647/00006/75024

To  
Shaik Azeem  
Shaik Azeem  
C/O. Mohammed Abdul Rahman  
H NO 19-4-280/21/A  
NEWAB SAB MUNTA  
JANAMMA  
Charminar  
Hyderabad Telangana - 500053  
8821974242

Signature Not Verified



మీ ఆదార్ సంఖ్య / Your Aadhaar No. :

3165 3840 0126

VID : 9138 4413 5631 5197

నా ఆదార్, నా గుర్తింపు



భారత ప్రభుత్వం  
Government of India



Issue Date: 16/01/2013



Shaik Azeem  
Shaik Azeem  
పుట్టిన తేదీ/DOB: 09/08/1996  
లింగం/SEX: MALE

3165 3840 0126

VID : 9138 4413 5631 5197

నా ఆదార్, నా గుర్తింపు



- ఆదార్ ఒక గుర్తింపు ధాతవి. అది పౌరత్వం నిరూపించదు.
- ఆదార్ సంఖ్యను ఉపయోగించి ఆన్ లైన్ మరియు ఆఫ్ లైన్ ప్రమాణీకరణ సౌకర్యాలను ఉపయోగించండి.
- ఈ పత్రాన్ని ఎలక్ట్రానిక్ ధాతవిగా తీసుకోండి.

INFORMATION

- Aadhaar is a proof of identity, not of citizenship.
- Verify identity using Secure QR Code/Offline XMU Online Authentication.
- This is electronically generated letter.

- ఆదార్ భారతవ్యాప్తంగా ధాతవిగా ఉపయోగించండి.
- వివిధ ప్రభుత్వ మరియు ప్రభుత్వేతర సేవలను మరియు ప్రైవేట్ సేవలను ఉపయోగించండి.
- మొదటిగా మీ మొదటి నెంబర్ మరియు ఇమెయిల్ అడ్రెస్ ఆదార్ లో అప్ డేట్ చేసి ఉంచండి.
- ఎవీ-ఆదార్ అప్లికేషన్ ఉపయోగించండి - మీ ఆదార్ ను సులభంగా మీ స్మార్ట్ ఫోన్ లో ఉంచండి.

- Aadhaar is valid throughout the country.
- Aadhaar helps you avail various Government and non-Government services easily.
- Keep your mobile number & email ID updated in Aadhaar.
- Carry Aadhaar in your smart phone - use mAadhaar App.



భారత విశిష్ట గుర్తింపు ప్రాధికార సంస్థ  
Unique Identification Authority of India



బయోమెట్రిక్  
బయోమెట్రిక్: మొదటిగా ఆన్ లైన్ లాగిన్, ఎన్ ఐ 19-4-280/21/A, నూబ్ డేట్ నెంబర్, అధికారి, చార్మినార్, హైదరాబాద్, తెలంగాణ - 500053

Address:  
C/O: Mohammed Abdul Rahman, H NO 19-4-280/21/A, NEWAB SAB MUNTA, JANAMMA, Charminar, Hyderabad, Telangana - 500053



3165 3840 0126

VID : 9138 4413 5631 5197

1947 | help@uidai.gov.in | www.uidai.gov.in





# ANWARUL ULOOM COLLEGE

(Autonomous & NAAC Accredited)  
Affiliated to Osmania University  
Hyderabad - 500001, Telangana, INDIA



## SEMESTER GRADE REPORT

BCOM-[COMP-APP]( EM ) ICBCSI I Year II Semester Examination, APRIL/MAY 2022

S.No. 540

NAME: SHAIK AZEEM

DATE: 22/6/2022

FATHER'S NAME: MOHD ABDUL RAHMAN

ROLL NO.: 1062-21-405-844

MOTHER'S NAME: AMEENA BEGUM

Aadhar NO.: 316538400126

Paper Code	Subject Title	Credits	Grade Awarded
Part-I			
CC-2A	ENGLISH-II	ABS	ABS
CC-3A-A	ARABIC - II	ABS	ABS
B.COM-201	FINANCIAL ACCOUNTING - II	ABS	ABS
B.COM-202	BUSINESS LAWS	5	C
B.COM-204	PROGRAMMING WITH C & C++	3	C
B.COM-204P	PROGRAMMING WITH C & C++ PR	2	O
AECC -II	BASIC COMPUTER SKILLS	2	C

Total Credits Earned : 12

Sem Result :

PROMOTED

SGPA (Semester Grade Point Average) :

$SGPA = \frac{\sum (\text{Grade Points} \times \text{Credits})}{\sum \text{Credits}}$

Incharge

Controller of Examinations

Principal





## Congratulations and welcome to ENTIRETY family!

Below mentioned are important information that is GOOD to know.

- ENTIRETY Offer / Employment are subject to BGV & Drug Test clearance as applicable.
- It's compulsory to share mandatory docs mentioned in offer mail to [hr@entiretytechnologies.com](mailto:hr@entiretytechnologies.com).
- Any Delay / Miss may lead to hold your candidature.
- Send scan copy of cheque/first page of passbook/downloaded statement/profile screenshot in mobile app which show your full name, account #, IFSC for Bank details which is used for benefits/salary.
- It is must that you share previous UAN(PF) & IP(ESI) in excel, if you're experienced. If you do not have any kindly ignore.
- Hard copy of mandatory docs to be submitted on formalities day at office.
- We respect your privacy. CTC is highly confidential and cannot be disclosed with anyone apart from HR. Please reach-out to Mr. Feroz from HR Comp. & Ben., if you still have any query.
- In case if you are unable to access our HR Software, You are requested to proactively update the Google Sheets / UPDATES WhatsApp Groups with your manager, in order to update your daily attendance and performance report.
- Attendance and Pay cycle of respective month are calculated from **25th** of previous month to **24th** of current month. For example, January payroll is calculated from **25th** January to **24th** February.
- Gross Salary is not your Take-home Salary. You should calculate your Take-home Salary as below:

Take-home Salary = Your Gross Salary - Employee PF (12% of Basic Salary) - Employee ESI (0.75% of Gross Salary) - Professional Tax (Rs. 150/200).



- Salary is credited on 1st, Incentive on 15th, Sodexo on 20th, and OT on 25th of every month by end of the day before 23:59 hours.
- Night Shift Allowance (NSA) is paid only if it's a part of your compensation.
- Transport Allowance (TA) is paid only if you commute to workplace by Self-transport.
- Your services will be governed by the rules and regulations of the Company. You will be bound by all rules, regulations, policies, and orders promulgated by the Company from time to time in relation to conduct, discipline, punctuality, leave, medical, retirement, and any other matters which form part of this contract of employment. However, some of the terms of immediate relevance are specifically mentioned herein for your benefit.
- In your assignment, you will be responsible for carrying out Process Executive functions / duties. You will report directly to the concerned Team Leader / Supervisor / Manager of the Department.
- You will be on probation for a period of three months from the date of your appointment, where after, if your services are found satisfactory, you will be confirmed. The confirmation of your services shall be conveyed to you by the Company in writing. The Company reserves the right to reduce/dispense with or extend your probation period at its absolute discretion. Unless confirmed in writing, you will deem to be a probationer.
- A) You will apply yourself diligently and faithfully to the work that may be assigned to you from time to time and will conform to such directions that shall be given to you from your supervisors.
- B) You will have the responsibility for efficient, satisfactory and economic operation in the areas of responsibility that may be assigned to you from time to time. It is the intention on the Company that every employee of the Company takes upon him / her certain degree of responsibility and is accountable for the work undertaken by him/her.
- C) The Management may place you on any assignment in any unit / department / associate concern of the company in or out of Hyderabad, as it may consider necessary in its absolute discretion from time to time, subject to the provision that your remuneration and other facilities will not be adversely affected.
- D) Company personnel are whole time employees of the company and they should not have any other employment or hold any other honorary office during the tenure of such employment. The management may, on a specific application made by an employee, permit holding honorary positions/office on a case to case basis.



- A) Employees of the company should be fully aware of the sensitive nature of their assignment and should not divulge to any person, except with the specific authority of the Management, any information regarding the company's operations or that of any of its clients. Every employee is authorized to disclose or provide the necessary information pertaining to a particular client only to the concerned official representing the said client.
- B) No documents or stationery or any other matter should be handed over to any person without the specific written approval of the competent authority.
- The appointment is terminable either side, by giving two months notice. Any employee not adhering to this standard will not receive a relieving letter.
- A) The company will deduct Taxes payments as appropriate and consistent with the Indian Tax regulations. You will be responsible for your Tax liabilities under all applicable Tax Laws and Regulations.
- B) During the course of your employment, If you, at any time render yourself incompetent to perform your duties or if you should misconduct yourself or be intemperate, commit any breach of the terms of your employment or of any of the stipulations herein contained, the company shall without prejudice to any of its rights under the terms herein contained, be entitled to terminate your employment forthwith without notice or payment in lieu of notice and to deduct from your salary or other emoluments, if any, then due to you, the amount of any damage the company may have sustained.
- C) You may be required to undertake travel on Company's work as and when required. In case of travel on Company business, you are entitled to such travel expenses/allowance as may be in force from time to time.
- D) In case of any change in your residential address during the pendency of your employment with the Company, it shall be your duty to intimate the same to the Company in writing within three days from the date of change of address. All communications mailed to you by the Company to the last address given by you shall be deemed to have been received by you.
- E) Upon termination/resignation of your employment, you will return to the Company all papers/documents and/or other properties, which may be in your possession at the time relating to the business of the Company and will not retain any copies of extracts.
- F) Please note that our offer is subject to references provided by you being satisfactory and you're being found medically fit as declared by you.

- You shall produce the following documents on or before joining.
  - a) Copy of Appointment letter & Relieving Letter from previous employer (if applicable)
  - b) Copy of the last pay slip drawn
  - c) Form 16(1) (pertaining to TDS) from the previous employer
  - d) PF Membership No. (if already a member)
  - e) Name & Address of the PF Trust or Regional Provident Fund Commissioner of your state
  - f) Location & Address where the Transfer request need to be sent
  - g) Certificate in support of your academic/professional qualifications.
  - h) Proof of Age / Birth certificate / School Leaving Certificate
  - i) Six recent passport size color photograph and one-color stamp sized photograph
  - j) Company PPF form duly filled in.
  - k) Photocopy of VALID PASSPORT
  - l) Proof of Identity (Copy of Passport / Driving License / Voters ID Card / College Exam Admit Card)
  - m) Photocopy of the appointment letter duly acknowledged.
  - n) Information on your Blood Group.
  - o) Physical fitness certificate from a registered practitioner not less qualified than MBBS.
- The terms of your employment contract detailed above are strictly confidential and shall be treated as privileged, information between yourself and the company. You are expected to maintain such information appropriately.
- By reading above, you acknowledge that you have understood your CTC and other terms & conditions.

**We wish you All the Best and a great Journey a-head with ENTIRETY!**



12-2-831/89, 1<sup>st</sup> Floor - Entirety One,  
Mehdipatnam, Hyderabad, T.S - 500082  
+91-9700908057, +91-8466070458  
<http://www.entiretytechnologies.com>



04-NOV-2022

Dear Mohd Shabbaz Mohi Uddin,

Congratulations! We are pleased to confirm that you have been selected to work for Entirety Technologies. We are delighted to make you the following job offer.

The position we are offering you is that of **Intern UI Developer** at a monthly salary of Rs. 5000/- *(After satisfactory internship period there will be an appraisal given to you with a different offer with the minimum monthly salary of Rs. 15000/- or more)* with an annual cost to company Rs. 1,80,000/-. This position reports to Branch Manager - Farhan Ahmed Khan. Your working hours will be from 10AM to 7PM, Monday to Saturday.

Benefits for the position include:

- Leaves: Casual Leave of 12 days per annum (Subject to approval)
- Joining Bonus: Rs. 15000/- will be added to the next month salary upon satisfactory completion of the first 90 days of employment.
- Incentives: N/A.
- Interest Free Loan: Interest free loan upto Rs. 100,000/- (Subject to approval and employment period of minimum 1 Year)

We would like you to start work on **07-NOV-2022** at 10AM. Please report your manager for documentation and orientation. Please sign the enclosed copy of this letter and return it to us by **06-NOV-2022** to indicate your acceptance of this offer.

We look forward to welcome you aboard.

Kind regards,

A handwritten signature in black ink, appearing to read 'Muhammad Feroz', with a wavy line underneath.

Muhammad Feroz  
HR Manager





- e) You will be responsible for the safe keeping and return in good condition and order, of any properties and / or assets which may be entrusted to you by the Company. The Company shall have the right to deduct the monetary value of all such properties and / or other assets from your dues and take such other action as it may deem proper in the event of your failure to account for such properties to the Company's satisfaction.
- f) You shall not, during your employment with the Company or at any time thereafter, disclose, divulge, or make public, directly or indirectly, to any individual, firm, company or person of any nature whatsoever, any information, processes, policies, documents, research, development, finances, properties, contracts, methods, trade secrets, transactions, or generally in relation to the business and affairs of the Company (including its subsidiaries and associate companies) or its clients, customers, employees, management, or business associates, which you may acquire during the course of, or which may otherwise come to your knowledge or possession during the course of your employment with the Company.
- g) This letter of appointment can be terminated by either party by giving One month's notice in writing. It is clarified that, in the event of a termination of this Agreement by you, the decision whether or not to accept salary in lieu of the notice period will rest solely with the Company and you may be required to serve the applicable notice period instead of paying to the Company an amount equivalent to your salary in lieu thereof. The Company may, at its sole discretion, require you to proceed on leave during your notice period. Upon the termination of this letter of appointment, you will be required to comply with the Company's exit formalities.
- h) If at any time, you are found to be overstaying your sanctioned leave or are absent from work without permission for a period exceeding 5 (five) consecutive days or are found to be habitually absent or are otherwise found guilty of dishonesty, disobedience, fraud, insubordination, riotous and disorderly behaviour, negligence, indiscipline or any other act of misconduct (as determined by the Company in its sole discretion), then the Company will be entitled to terminate your services with immediate effect without giving you a notice or salary in lieu thereof.
- i) Nothing contained herein constitutes a guarantee of employment. Your performance shall continuously be evaluated by the Company. If you are found to be incompetent in the discharge of your duty or do not meet the productivity norms, your services shall be terminated. The Company reserves the sole right to terminate your employment on grounds of performance not being up to expected standards. The final decision of the management in this regard shall be final.
- j) Notwithstanding anything contained in the above paragraphs, your services may be terminated by the organization if you are found to be indulging in acts of commission / omission which may be prejudicial to the interest of the organization, or any act of dishonesty, disobedience, insubordination or any other misconduct or neglect of duty or incompetence in discharge of duty on your part.
- k) In the event of any allegation of misconduct against you, the Company will initiate disciplinary proceedings against you as per its rules in this regard.
- l) You will keep the Company informed of any change in your residential address or in any of the other information pertaining to you as provided to the Company. All communication sent by the Company on the address registered in our records, will be construed as communication served on you.



- n) You will retire from the employment of the Company on your completing (60 (Sixty) years of age. It will be necessary for you to produce proper proof of your age within 7 (seven) days on receipt of this letter as may be required by the Company.
- o) This letter of appointment shall be governed by and construed in accordance with the laws of India. The terms and conditions set out in this letter of appointment constitute service conditions applicable to your employment in the organization and any dispute arising out of this letter of appointment or pertaining to your employment shall be subject to the exclusive jurisdiction of the courts of Mumbai.
- e) You shall comply with the data protection policy of the Company when handling personal data in the course of your employment with the Company including personal data relating to any employee, customer, client or agent of the Company or any of its affiliates and you shall promptly report any breaches or anticipated breaches of the same.
- p) You consent to the Company, its affiliates processing data relating to you for legal, personnel, administrative and management purposes and in particular to the processing of any "sensitive personal data or information" (as defined in the policies of the Company). The Company may make such information available to any of its affiliates, those who provide products or services to the Company or any of its affiliates (such as advisers and payroll administrators), regulatory authorities, potential purchasers of the Company or the business in which you work, and as may be required by law. You also consent to the Company carrying out the above activities and other similar classes of activities prior to, during and after the termination of your employment with the Company, provided that such activities are carried out in a lawful manner and for legitimate purposes.
- q) If at any time during your employment you make, develop, discover or participate in the making or discovery of any "Intellectual Property Rights" (as defined in the policies of the Company) relating to or capable of being used in the business being carried on by the Company or any of its affiliates, such Intellectual Property Rights shall be the absolute property of the Company. At the request of the Company you shall execute all such documents and do all acts, matters and things which may be necessary or desirable for obtaining registration or other protection for the Intellectual Property Rights as may be specified by the Company.
- r) You hereby acknowledge and undertake that you do not have and shall not have at any point of time, any ownership, interest, right or title in the Intellectual Property Rights nor will you claim any ownership, interest, right or title in the Intellectual Property Rights or brand forming part of the business of the Company or any of its affiliates.
- s) You shall not, at any time during the course of your employment and any time after the termination of your employment with the Company, make any statement, representation, post commentary, content or image or communicate in writing, orally or otherwise or take any action directly or indirectly in public or private, in any manner or through any medium whatsoever including but not limited to newspaper, social media, e-mail, SMS, internet, blog, social networking websites etc., which may directly or indirectly, defame or disparage the image, credibility, good name, goodwill and reputation of the Company or any of its officers, directors, employees, agents, consultants, representatives etc. or create an hostile work environment.
- t) Your appointment will be subject to the organization receiving satisfactory references and Contact Point verification report.



- u) Any variation of the above terms and conditions will not be valid until expressly made in writing by the Company.
- v) This letter of appointment (together with all its annexures) shall supersede all prior, oral or written agreements or communications, formal or informal, in relation to your employment with the Company.

As your acceptance to these terms of employment, please sign the duplicate copy of this letter of appointment in the space provided below and return the same to us.

You are requested to join no later than August 16, 2022.

Kindly arrange to bring self-attested copies of the following documents along with their originals for verification on the date of your joining:

- a) Copy of Educational Certificates and Marksheets (Xth, XIIth, Graduation, Post Graduation)
- b) Proof of date of birth (Copy of driving license, Voter ID, Passport)
- c) Duly signed duplicate copy of Appointment Letter
- d) Copy of Pan Card and Aadhar Card (Both documents are required for Salary processing)

You will be required to complete the Company's prescribed joining formalities within 3 (three) working days from the date of your joining and submit the same to the Human Resources Department for necessary processing of your Salary.

Yours Sincerely,  
For HDB Financial Services Ltd.



Smily Mehra


HBL Global - a division of HDB Financial Services Limited.

**AGREED AND ACCEPTED**

By Appointment  
Date: Wed Aug 03 11:47:26 IST  
2022

Mr. Md Aleemuddin

**Annexure A**

<b>HDB FINANCIAL SERVICES</b>		Compensation Breakup	
Name		MILMID ALEEMUDDIN	
Role		Sales Executive	
Grade		G7	
Location		Hyderabad	
<b>Annual Compensation Break up</b>			HOURS Monthly
Basic		90,000	7,500
HRA		36,000	3,000
Conveyance Allowance		18,000	1,500
Provident Fund (Employer's contribution)		12,960	1,080
<b>Gross Salary (A)</b>		<b>1,56,960</b>	<b>13,080</b>
ESIC (Employer's contribution).....(B)		4,095	341
Gratuity..... (C)		4,329	361
<b>Total Fixed Compensation (D=A+B+C)</b>		<b>1,65,384</b>	<b>13,782</b>
<b>Note:</b>			
This Offer is subject to positive Contact Point Verification, Reference checks & CIBIL/SAS check. Your consent for candidature of the company will be considered as consent for accessing your CIBIL report.			
Employee and Employer's contribution towards ESI will be 0.75% & 3.25% respectively			
You will be entitled to Performance Incentive Plan as per Company Policy			
Gratuity is as per "The Payment of Gratuity Act".			
You will be covered under Group Personal Accident Insurance as per policy of the Organization			
 Ref: HD9F5/22-23/HRIC349914/Appx/MA2649			

I accept the terms and conditions as mentioned in the Appointment letter.

Milmid Aleemuddin  
 Date: 19th Aug 23 13:47:28 IST  
 2023

Mr. Milmid Aleemuddin

SPECIMEN

Offer ref # M42619

FORM 2 (REVISED)

FORM No.
1984

**NOMINATION & DECLARATION FORM  
FOR EMPLOYEES / EMPLOYEES RETIREMENT**

This Nomination and Declaration Form under the Employees Provident Funds and Employees Pension Scheme

(Paragraph A & at (1) of the Employees Provident Funds Scheme, 1952) and Part B of the Employees Pension Scheme, 1995)

1. NAME (on back letters) : Md Aboonuddin  
 2. FATHERS / HUSBANDS NAME : Md Abulqol Nejmuddin  
 3. DATE OF BIRTH : 09-01-1958  
 4. SEX : Male  
 5. MARITAL STATUS : Single  
 6. ACCOUNT NO : MH / BAN / 49641  
 7. ADDRESS : 19-2-24/11/7,  
 Ali Baqir  
 Hyderabad - 500033

**PART - A (EPF)**

I hereby nominate the persons(s) / cancel the nomination made by me previously and nominate the persons(s) mentioned below to receive the amount standing to my credit in the Employees Provident Fund in the event my death.

Name & Address of the Nominant(s)	Nominant's relationship with the member	Date of Birth	Total amount or share of accumulation in PF to be paid in each nominee	If the nominee is minor, name & relationship & add. of the guardian who may receive the amount during minority of nominee
(1)	(2)	(3)	(4)	(5)
Zabida Begum, 19-2-24/11/7, Ali Baqir Hyderabad - 500033	Wife	01-Jan-1956	100	No

- Certify that I have no family as defined in para 2 (g) of the Employees Provident Funds Scheme, 1952 and should I acquire a family thereafter the above nomination should be deemed as cancelled.
  - Certified that my father / mother is / are dependent upon me.
- (\*) Strike out whichever is not applicable.

Signed using Aadhaar  
 (@aegally.com - 3pQonePF)  
 Md Aboonuddin  
 Date: Wed Aug 03 13:47:38 IST  
 2022

X \_\_\_\_\_  
 SIGNATURE OR THUMB IMPRESSION THE SUBSCRIBER



**PART - B (HPS)**

Para 18

I hereby furnish below particulars of the members of my family who would be eligible to receive widow / children Pension in the event of my death.

Sr No	Name & Address of the family member/s	Place of Birth	Relationship with Member
(1)	(2)	(3)	(4)
1	Zoheda Begum 10/224 (1) - 40 High Flyer road, Worli	07 Jan 1966	Widow

I certify that I have no family, as defined in para 2 (vi) of the Employees Pension Scheme, 1995 and should I acquire a family here after I shall furnish particulars thereof in the above form.  
I hereby nominate the following person for receiving the monthly family pension (admissible under para 16 (2) (i) and (ii) in the event of my death without leaving and eligible family member/s for receiving pension.

Name of the Nominnee	Address	Date of Birth	Relationship with Member
(1)	(2)	(3)	(4)
Zoheda Begum	10/224 (1) / 7, 40 High Flyer road, Worli	07 - Jan - 1966	Widow

I signed this Application  
on \_\_\_\_\_  
at \_\_\_\_\_  
Date: 04 Aug 2022

Date : 03-Aug-2022

X

(\*) Strike out whichever is not applicable

\_\_\_\_\_  
SIGNATURE OR THUMB IMPRESSION THE SUBSCRIBER

**CERTIFICATE BY EMPLOYER**

CERTIFICATE that the above declaration and nomination has been signed / thumb impressed before me  
by Smt / Smt / Ms/Ms \_\_\_\_\_ employed in my / our establishment  
after he / she has read the entire / the entries have been read over to him / her by me and confirmed by him/her \_\_\_\_\_

For HDB Financial Services Limited



*(Handwritten Signature)*

Authorized Signatory

Signature of the Employer's OR other Authorized Officer's the Establishment  
Signature with Designation

**HDB Financial Services Ltd**  
Ground Floor, Zorith House, Keshavnagar, Dadar, West  
Opp. River Course, Maharashtra, Mumbai - 400024

Place : \_\_\_\_\_  
Date : \_\_\_\_\_

**UNDER THE PAYMENT OF GRATUITY ACT, 1992.**  
**&**  
**THE PAYMENT OF GRATUITY (MAHARASHTRA) RULE, 1972**

**FORM 'F'**

(See Sub-rule (f) of rule (e))

Nomination

To  
 M/s HDH Financial Services Limited  
 Ground Floor, Zenith House,  
 Keshavnagar Khadke Marg,  
 Opp. Race Course, Maharashtra  
 Mumbai - 400034.

1. Shri / Smt/mti / KUNARI MID ALEMAUDDIN whose particulars are given in the statement below hereby nominate the person(s) mentioned below to receive the gratuity payable after my death as also the gratuity standing to my credit in the event of my death before that amount has become payable, or having become payable has not been paid and direct that the said amount of gratuity shall be paid in proportion indicated against the name(s) of the nominee(s).
2. I hereby certify that the person(s) mentioned is / are member(s) of my family within the meaning of clause (h) of section 2 of the Payment of Gratuity Act, 1972.
3. I hereby declare that I have no family within the meaning of clause (h) of section (2) of the said Act.
4. (a) My father / mother / parents is / are not dependent on me  
 (b) My husband's father / mother / parents is / are not dependent on my husband.
5. I have excluded my husband from my family by a notice dated the to the controlling authority in terms of the provision to clause(s) of section 2 of the said Act.
6. Nomination made herein invalidates my previous nomination.

**NOMINEE (S)**

Sr. No.	Name (Full address of the nominee(s) - (1))	Relationship with the Employee (2)	Age of the Nominee (3)	Proportion by which the gratuity will be shared (4)
1	Zohaida Begum, 13-2-34/D/7, Ali Baugh, Hyderabad- 500053	Mother	01 - Jan - 1966	100
2				
3				
4				
5				
6				

Statement

1	Religion	Hindu
2	Sex	Male
3	Name of employee in full	Mal Arumudhi
4	Whether married/ unmarried/ widow	Single
5	Department/ Branch/ Section where employed	Bank Home Loan/para bills
6	Post held with Ticket or Serial Number if any.	Sales Executive
7	Date of appointment.	03-Aug-2022
8	Permanent address.	19/234/D/7, All High, Hyderabad - 500033
	Village	Thouva
	Post Office	Dhania
		Sub-division State

Name : Bank Home Loan/para bills  
Date : 03-Aug-2022

Signature/Thumb Impression of the employee  
Signature/Thumb Impression of the employee

Declaration by witnesses

I declare that the Nomination has been signed/ thumb impressed before me.

Name in full Signature of Witnesses

1. \_\_\_\_\_  
2. \_\_\_\_\_

Address of witnesses

1. \_\_\_\_\_  
2. \_\_\_\_\_

Place : Bank Home Loan/para bills

Place : Bank Home Loan/para bills

Certificate by the employer

Certified that the particulars of the above nomination have been verified and recorded in this establishment.

Employer's Reference No., If any.

Designation

For HDB Financial Services Limited



*Handwritten signature*

Authorized Signatory

Signature/Thumb impression of the Authorized Signatory

**HDB Financial Services Ltd**  
 Ground Floor, Zenith House,  
 Kankwaria Road, V. V. Nagar,  
 Opp. BKC Court, Maharashtra  
 Mumbai - 400034

Acknowledgement by the employee

I received the duplicate copy of nomination in Form 'F' filed by me and duly certified by the employer.

Date \_\_\_\_\_

X  
Signature/Thumb Impression of the employee  
 Signature of the employee

Note: Strike out the words and paragraphs not applicable.





Composite Declaration Form Form - 11  
(To be retained by the Employer for Adverse reference)

www.epfo.org.in

**EMPLOYEES' PROVIDENT FUND ORGANIZATION**

Employees' Provident Funds Scheme, 1952 (Paragraph 34 & 57) &  
Employees' Pension Scheme, 1995 (Paragraph 24)

M42649

(Declaration by a person taking up employment in an establishment in which EPFS 1952 and/or EPFS 1995 is applicable)

1	Name of the Member		Md Aleemuddin				
2	Father's Name <input checked="" type="checkbox"/>	Spouse's Name <input type="checkbox"/>	Md Khaja Najamuddin				
3	Date of Birth (DD/MM/YYYY)		08/10/1998				
4	Gender: (Male/Female/Transgender)		Male				
5	Marital Status:(Married/Unmarried/Widow/Widower/Divorce)		Unmarried				
6	(a) Email Id:	Mdaleem040@gmail.com					
6	(b) Mobile No.:	9704900536					
7	Present employment details: Date of joining in the current establishment (DD/MM/YYYY)		03/08/2022				
8	KYC Details (attach self attested copies of following KYCs)		31598042868				
	a) Bank Account No.:		SBIN0003256				
	b) IFSC Code of the branch:		711769915572				
	c) AADHAAR Number:		CWMPPA2593L				
9	Whether earlier a member of Employees' Provident Fund Scheme, 1952 ?		Yes <input type="checkbox"/>		No <input checked="" type="checkbox"/>		
10	Whether earlier a member of Employees' Pension Scheme, 1995 ?		Yes <input type="checkbox"/>		No <input checked="" type="checkbox"/>		
11	Previous employment details [if Yes to 9 &/or 10 above] - Un-exempted						
	Establishment Name & Address	Universal Account Number	PF Account Number	Date of joining (DD/MM/YYYY)	Date of exit (DD/MM/YYYY)	Scheme Certificate No. (if issued)	PPO Number (if issued)
12	Previous employment details [if Yes to 9 &/or 10 above] - For Exempted Trusts						
	Establishment Name & Address	Universal Account Number	Member EPS A/C Number	Date of joining (DD/MM/YYYY)	Date of exit (DD/MM/YYYY)	Scheme Certificate No. (if issued)	Non Contributory Period (NCP) Days
13	a) International Workers:		Yes <input type="checkbox"/>		No <input checked="" type="checkbox"/>		
	b) If yes, state country of origin (India/name of other country)						
c) Passport No.							
d) Validity of passport [(DD/MM/YYYY) to (DD/MM/YYYY)]		From		To			

### UNDERSTANDING

- 1) Certified that the particulars are true to the best of my knowledge.
- 2) I authorize EPFO to use my Aadhaar for verification/withdrawal/transfer/ payment for service delivery.
- 3) I hereby transfer the funds and service details, if applicable, from the previous PF account as declared above to the present PF Account as I am an Aadhaar verified employee in my previous PF Account.
- 4) In case of changes in above details, the same will be intimated to employer at the earliest.

Date: 03-Aug-2022  
Place: Hyderabad

*(Signature of the Member)*  
Date: 03/08/2022  
Signature of the Member

### DECLARATION BY PRESENT EMPLOYER

A. The member No./Ms./Mhs. \_\_\_\_\_ has joined on \_\_\_\_\_  
and has been allotted PF Number \_\_\_\_\_ and UAN \_\_\_\_\_

B. In case the person was earlier not a member of EPF Scheme, 1952 and EPF, 1996:

• Please Tick the Appropriate Option:

- The KYC details of the above member in the UAN database
- Have not been uploaded
  - Have been uploaded but not approved
  - Have been uploaded and approved with DSC/e-sign

C. In case the person was earlier a member of EPF Scheme, 1952 and EPF, 1996:

• Please Tick the Appropriate Option:

- The KYC details of the above member in the UAN database have been approved with E-Sign/Digital Signature Certificates and transfer request has been generated on portal.
- The previous Account of the member is not Aadhaar verified and hence physical transfer form shall be required.



*(Signature)*

Signature of Employer with Seal of Establishment

Date: \_\_\_\_\_

\* Also transfer of previous PF account would be possible in respect of Aadhaar verified employees only. Other employees to fill physical claim (Form-13) for transfer of account from previous establishment.







16<sup>th</sup> MAY 2023

Hadiya Anjum  
Hyderabad

Dear Hadiya Anjum

We are pleased to inform you that based on your application and subsequent discussions you had with us, it has been decided to provide you an opportunity to undergo on the job practical training at our **Corenet Business Solutions Limited Offices / Centre** for a period of **12 Months** from date of joining. You shall report to the training on or before **16<sup>th</sup> MAY 2023** failing which it will be deemed that the opportunity given to you is withdrawn automatically.

You shall undergo the training strictly in accordance with the scheme of training of the company. If found not satisfactory, the training period may be extended for a further period of one month or the opportunity given to you will be discontinued at the discretion of the Management.

During the period of training you will be placed in different work locations of the company and your first placement for training will be at Hyderabad. You will undergo on the job training under the supervision of designated supervisors, informed to you at the start of training.

During the period of training you will be required to participate in the assessment process implemented by the company from time to time to assess your learning on the job and skill levels.

During the course of evaluation, if it is found that your learning is not up to the mark as per the expectations of the management, the opportunity given for training will be discontinued and you shall have no claim whatsoever on the company.

This offer of training is subject to verification of the particulars submitted by you and in case any particulars submitted by you are found to be false or incorrect, your training will be terminated without notice and you are required to pay equivalent to the One month Stipend Amount in lieu of notice.

The company works in shifts and hence the on the job training will take place in all the shifts. In view of the same you are required to attend to your training in shifts as advised by the officials of the company from time to time.

If you undergo training regularly on all the working days of the company you would be eligible for the Leaves as per the company policy.

You shall follow the same working days, working hours and holidays of the company. You shall be regular to your training. If you fail to attend the training continuously for a period of 15 working days, it will be treated that you have discontinued the training and hence the company reserves the right to claim compensation from you.

You may discontinue the training within 6 months by giving 15 days' notice in writing to the company. Similarly, the company may discontinue your training by giving 15 days' notice. After 6 months of discontinuing the training, you are required to give 30 days' notice in writing to the company and similarly the company may discontinue your training by giving 30 days' notice. Any deviation from the notice period is at the discretion of the company.

At any time, if your conduct, behavior, learning on the job etc., are not in conformity with the regulations and expectations of the company, your training will be discontinued without any notice and payment in lieu thereof.

You shall be entitled to a monthly stipend as per the below mentioned grid

Component	Amount (Rs.) Per Month
A. BASIC STIPEND	11610
B. PERFORMANCE INCENTIVE: This will be payable on a monthly basis. The payout shall vary from 0% to 150% based on your PMI Rating. There would be no payout during the training period. The details of the policy will be communicated to you separately.	
PERFORMANCE PAY (5 % of the Basic Stipend)	180
C. Insurance (You will be covered under insurance as per the company policy and can change as per the management discretion)	11620
D. GROSS STIPEND (A+B)	100
E. Employee Insurance Contribution	11520
F. NET STIPEND	

During the period of training, you will be paid Stipend of **RS.11520.00** Per month. Tax Deductions will be as applicable

You are eligible for Performance Incentive. This will be payable on a monthly basis. The payout shall vary from 0% to 150% based on your PMI Rating. There would be no payout during the training period. The details of the policy will be communicated to you separately.

On successful completion of training, at the discretion of the Management, you may be offered an Apprenticeship - Customer Care position as a Probationer. You are required to work for a minimum period of one year with the company. If you leave the services without completing the mandatory period or if you fail to take up the employment as probationer, you are liable to pay the cost of training incurred by the company together with the stipend paid to you.

In all matters not mentioned herein above, you shall be governed by the rules, regulations or practices of the company pertaining to trainees from time to time.

Kindly note that you will not be entitled to any other benefits or perquisites.

This letter of training is sent to you in duplicate and we request you to kindly sign the duplicate copy of this letter as a token of acceptance of the terms and return it to us at the earliest.

With Best Regards,

For Connqqt Business Solutions Limited.



**Tony Jacob Joseph**  
Associate Vice President – Human Resources.

I hereby read and fully understood the terms of my training letter. I hereby accept the terms of my training.

Signature:

Name:

Date:







گریسیوس دی اسکول

GRACIOUS THE SCHOOL

(REGISTERED AND AFFILIATED) Incorporated in the State of T.S.

# 10-8-178/A/2017, Opp. Lakshmi Colony, 10th Cross, 10th Street, Sahayadurga Post, 500064, T.S.  
Contact: 8098555111, 8098555112  
Email: gracious@gracious.org

Principal / Correspondent  
Mrs. Lakshmi Begum  
Vice Principal  
Mohammed Ali Khan

Date: 16/8/2022

APPOINTMENT ORDER

TO  
Nahard begum D/o Shait Ghouse  
Nahar, Near Nizam Colony

MOBILE NO:  
SIR/MADAM

The management is pleased to inform you that you have been selected as a teacher, <sup>3rd class</sup> in our institution with a consolidated pay of RS 5000/- [gross <sup>five thousand</sup> only] for a period of two years.

This post is purely temporary and liable to be terminated with one month's notice period or one month's salary. If you wish to leave, you shall inform the institution authorities three months prior or you have to pay one month's salary.

- > You will be on probation period of three months; your appointment could be terminated immediately if your services are not found suitable.
- > You have to abide by the rules and regulations of the institution from time to time.
- > You shall follow the instructions of the superiors and work in trust and loyalty to the institution.
- > You shall not indulge in any activities that may cause trouble to institution by any means.

You have to report to duty on 1/8/2022

You have to tender your original certificates on receiving the appointment order.

[CHAIRMAN OF THE SELECTED COMMITTEE]

Received the following certificates in original.

S.S.C Original memo Submitted

Signature of the employee

Signature  
16/8/22

Date: 16/8/2022



Date: 23 December 2022

Offer letter

Nada Fatima  
Address: 10-4-774/180,  
Fruit Lancer, Masb- Jank,  
Hyderabad, TS- 500028

Ms. Nada Fatima

My Mentors Consultants is pleased to extend an offer to you for the position of Ticketing Administrator. We believe you will be an excellent addition to our team and are very much looking forward to having you on board.

As a business strategist will be entitled to a monthly starting remuneration of Rs 17,000/- (Seventeen Thousand Rupees only) which indicates the cost to the company. You will be on a probation period of three months. A regular performance review will be conducted to assess your performance and suitability. Your continued employment at My Mentors Consultant is dependent on your successful completion of the probationary period. Your salary will be reviewed after a period of 6 months and thereafter every 12 months. You will be entitled to all allowances and benefits whatsoever decided by the management.

I am eager to have you as part of our team. For see your potential skills as a valuable contribution to our company and clients. Your appointment as Ticketing Administrator will commence on 27 December 2022.

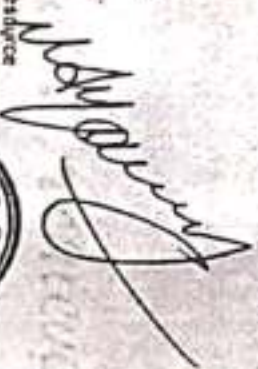
Also, you shall receive your payment before the 5th of every month and apply for the leave as per company policies.

Your signing of this appointment letter confirms your acceptance of the terms and conditions and that you will be joining My Mentors Consultant on the given date.

We look forward to welcoming you to our team!

Sincerely

Human Resource



Human Resource

Nada Fatima

1062-22-264-043

9247444001

B.A. EHP 142





# PHOS EMIIX

5 APPOINTMENT  
041 0000210000

PHOS EMIIX GROUP OF INSTITUTIONS  
WINDING ROAD, HYDRABAD

Registration No. PHOS/2018/1111

Dr. M. S. S. S.

Registration No. PHOS/2018/1111

Date of issue: 15-11-2018

Name of the applicant: Dr. M. S. S. S.

Registered Number: PHOS/2018/1111

Qualification: B.A.

Date of Birth: 15/11/1981

Marital Status: Unmarried

Roll Number: PHOS/2018/1111

Mobile No: 9605995136



This is to certify that Dr. M. S. S. S. has been registered as a teacher in  
a consolidated pay of Rs. 7000/- per month. He/Her agreement with the organization shall  
be for the period of ONE year. His/Her timings will be from 8.30 am to 4.00 pm with the following terms  
and conditions which he/she accepts.

Candidate has deposited the following certificates for the security:

### TERMS AND CONDITIONS

#Candidate should not discontinue the service in between the agreement period, as it will attract the  
work. If the reason management is holding the certificates

#Candidate may be considers for continuation of service on probation period of three months provided  
the selection committee approves you and your services are found satisfactory. However your services  
can be terminated with one notice at any time without assigning any reason. If your service actions are  
found discourage to the institution

# If without informing the management, candidate discontinues the service, management  
to take legal action on concerned employee.

Recognised by the Govt. of T.S

Date .....

#Candidate is eligible for annual increment based on her performance record and if it is found satisfactory.

#Candidate services to the organization must be in the strict adherence to the nature of work timings/leaves or holidays etc. As adopted by the concerned place of work from time to time.

#Candidate should abide by rules and regulations of the institution issued by the management through the head of the institution from time to time. As per requirement of the organization work assigned by the organization should be willingly honored and accepted.

#Candidate is entitled for 12 days casual leaves. [i]One day for each month of attendance.

[ii]Sundays/holidays coming in between two casual leaves will also be counted as leave. [iii]Three latees attendance with or without permission will be considered as one casual leave. [iv]Absent without permission will be considered as 2 casual leaves.

\*Leave will not be granted under the following circumstances:

[i] When there is an important work/ programs functions in the school, parents meeting.

[ii] During the examinations.

[iii] When more than two staff members have already applied for leave.

[iv]Employee should not avail leave until and unless they get the approval from the concerned heads.

[v] Employee who avails leave on the last working day or the first working day of reopening after vacation will not be entitled for the vacation pay.

[vi] Employee who avail leave one day before and one day after the holiday or Sunday, then holiday and Sunday will be treated as leave.



2023  
4867147

SRINIVASAiah SRIKANTH SRIHULLI SCHOOL

Ms Anurag Begum,  
H No. 10-2-444,  
Avt Nagar,  
Hyderabad.

18 Aug 2023

Madam,

Sub: Your Appointment for the post of Teacher

With reference to your application and based on your qualification, demonstrated skills, experience and subsequent discussions with you, we are pleased to appoint you as a PT Teacher, with effect from 01-08-2023 till end of this academic year, on the broad terms and conditions given below:-

- 1) You will be paid a consolidated compensation of Rs. 7,000/- per month. All taxes like income tax, professional tax etc arising out of this compensation have to be borne by you.
- 2) Your performance will be reviewed and appraised on a weekly/fortnightly basis, and in the unlikely event of shortfall in the same, and/or if corrective measures are failed to be taken by you, your service will be terminated. You are eligible for annual increment provided your work continues and is found satisfactory.
- 3) You will be responsible for the following:
  - a) Teaching sports, games and PT to the students as per details below during their respective games periods and also after school from 3.50 to 5.00 pm.
  - b) The activities shall be the following:-
    - i) Volley Ball, Hand Ball, Kho Kho, Kabaddi, Shuttle badminton, Cricket.
    - ii) Chess, Carroms, Table Tennis
    - iii) Yoga & Self Defense
    - iv) Physical training exercises & March Past
    - v) PT, Drill and Demo for functions
  - c) Procuring and maintaining all sports, PT, Games equipment in the room provided, & submitting of monthly stock register.
  - d) Office/Admin work as assigned to you and general discipline.The compensation mentioned above will be for all the duties mentioned herein.
- 4) You shall not indulge in any political/insubordination/anti-social/anti-institutional/Trade union activities or proselytize any denomination during your service. In case you do so, your services will stand terminated automatically without any obligation or warning.

  
Srinivasaiah Srikant  
Principal



- 3) You shall not be allowed to receive or hand money from colleagues, students, parents/other staff members, etc.
- 4) You are entitled to 4 days casual leave every month. Three days late coming will constitute 1 day leave. You are not supposed to take leave during examinations, important days and meetings. Leaves will only be granted when applied for in advance.
- 7) Teachers can use cell phones in the staffroom only. Repeated violations may result in termination of your appointment.
- 8) The normal working hours are from 8:40am to 5:00pm. In case of need, you are expected to put up extra working hours. You shall generally teach for 6/7 periods per day and also conduct remedial classes/counseling.
- 9) You will not be allowed to take up any full-time/part-time services, tuitions, etc., outside or leave the campus during working hours without prior permission of the HM. You shall devote your whole time and efforts to the service of the institution and are expected to carry out the instructions of the HM/management for the growth of the institution.
- 10) In case you wish to leave this organization of your own volition, it is advisable that you should complete the academic term or give 2 months notice or pay in lieu thereof. Similarly your appointment can be terminated by giving you one month notice or pay in lieu thereof.
- 11) In general, you will be governed by the staff rules and regulations of the School.

Kindly sign the certificate of acceptance and return the copy of this letter as a token of your acceptance to the above.

Thanking you,

Your faithfully,



Secretary  
Safdaria Girls High School  
Humayun Nagar, Hyderabad-500 028

### CERTIFICATE OF ACCEPTANCE

I agree to abide by the above terms and conditions or that may be brought into force from time to time. I thank the management for the opportunity extended to me and promise that I shall strive hard to do my duties as expected.



Ms. Abida Begum

Date: 20-08-2022



# GRACE MODEL SCHOOL

Recognised by the Govt. of T.S.  
ENGLISH MEDIUM ♦ CO-EDUCATION

## To Whom So Ever

This is to certify that Shaheen Begum, daughter of Shaik Khatal Ahmed, has been appointed and is currently working as a Pre-Primary teacher. She has been dedicatedly serving since the commencement of the academic year 2023-

24.

*M. J. S. 16/12*  
GRACE MODEL SCHOOL  
Recognised by Govt. of T.S.  
SUBZI MANDI, HYDERABAD-06



Name: Shaheen Begum  
Pno: 9391057497 / 7331121598  
Rollno: 1062 - 21 - 262 - 110





Date :1 July 2023

Juveriya khanam

Hyderabad

Hyderabad-000000

**Sub: Employment Letter**

Dear Juveriya,

With reference to your application and subsequent interactions we are pleased to offer you an Employment as OPS - EXE in the Operations with CONNEQT Business Solutions Limited (The Company) with effect from 1 July 2023 on the following terms and conditions.

You will be paid an Annual Gross Salary of INR. 262788.00 In addition to the above, you will be covered under PF, ESI, Bonus, Gratuity etc., if applicable as per law. Based on the present applicability your annual CTC would be Rs 300000.0 This may undergo change in view of the changes in the laws. Detailed break-up of the monthly and annual CTC is annexed to this letter as annexure A

Please note that the information pertaining to remuneration and benefits payable to you is CONFIDENTIAL and should not be shared with anyone other than the authorized representative(s) of the Company.

The above mentioned offer shall be valid if you join us on 1 July 2023. Should you have any further queries, please feel free to contact our Recruitment Team.

You will initially be posted at our Hyderabad Office. The Company may transfer your services to any of the existing office(s)/ department(s) / division(s) / Section(s) / establishment(s) of the Company including any of its subsidiaries / holding / associate company or that may come into existence in the future in India or abroad. Your transfer shall be governed by the Company's Transfer Policy and Regulations, as may be in force from time to time.

You will be working on flexible timings as may be decided by the Company.

Your joining shall be subject to submission of copies of testimonials (originals to be presented):

1. Academic qualification certificates (Matriculation onwards) including proof of date of birth and professional proficiency certificates, where applicable
2. Experience certificate(s), Relieving letter/ Clearance certificate, from your previous employer(s), as applicable. (Relieving letter is a must)
3. PAN Card and Aadhar Card
4. Cancelled Cheque





You will be on probation for a period of six months from the date of your joining the Company, post which you will be deemed confirmed unless you receive an extension of probation in writing. During Probation period your notice period would be for 15 days prior notice by either side.

Upon completion of Probation period; your employment with the Company can be terminated upon 30 Days prior notice by either side. However, the Company reserves the right to, at its sole discretion; substitute the 30 days prior notice by paying you salary for 30 days in lieu thereof. Though if not certified during the training period the company has the complete rights to terminate the employment without any prior notice. Your termination/ resignation letter (by whatever name called) will be accepted by the Company only on your satisfying the 30 days notice period as stated in this Clause. Further, till such time as the Company accepts your separation & relieves you of the responsibilities, you will be deemed to be an employee of the Company and the terms and conditions of your employment shall continue to bind you.

In the event of separation, for any reason whatsoever, within a period of 12 months from your date of joining, all expenses incurred by company or reimbursed to you upon joining/ in connection with your joining shall be recovered from you. The company also reserves the right to recover the training expenses incurred.

This overrides all verbal commitments made. Please sign and return the duplicate copy of this letter in token of your acceptance of the terms described in this letter.

Looking forward to a mutually beneficial association.

Welcome once again and wishing you the best time ahead!!!

For CONNEQT Business Solutions Limited.

Tony Jacob Joseph

Associate Vice President - Human Resource

I accept the terms of this letter

\_\_\_\_\_

CONNEQT BUSINESS SOLUTIONS LIMITED, formerly Tata Business Support Services Limited  
4th Floor, 107/108, Anna Salai, Chennai - 600 002  
A Subsidiary of GLENN CORP.

A SUBSIDIARY OF GLENN CORP

# Q CONNEXT

THE NEW SOLUTIONS LTD

Name: Javeriya Khanam  
 Grade: 1A  
 Designation: OPS - EXE

You will be entitled to the following remuneration effective your date of joining.

Component	Amount (Rs) Per Month	Amount (Rs) Per Year
<b>A. Fixed Pay</b>		
Basic Salary	8700.00	104400.00
House Rent Allowance	5250.00	63000.00
Other Allowance	6381.00	76572.00
Advance Statutory Bonus	968.00	11616.00
<b>B. PERFORMANCE INCENTIVE:</b> This will be payable on a monthly basis. The payout shall vary from 0% to 150% based on your PMI Rating. There would be no payout during the training period. The details of the policy will be communicated to you separately.		
PERFORMANCE INCENTIVE @ Meeting Expectation( 100%)	1250.00	15000.00
<b>C. MONTHLY GROSS (A+B)</b>		
	22599.00	271188.00
<b>D. BENEFITS</b>		
PROVIDENT FUND - Company Contribution (As per the PF Act; 12% of salary components specified by PF authorities and it will be paid to PF Department towards Company's Provident Fund Contribution. As per the act, you will contribute the same amount as employee contribution)	1800.00	21600.00
GRATUITY (As per the Gratuity Act. This amount will go towards the gratuity fund and will be paid to you on completion of 5 years with the company)	421.00	5052.00
Insurance (You will be covered under insurance as per the company policy and can change as per the management discretion)	180.00	2160.00
<b>E. TOTAL COST TO COMPANY (C + D)</b>		
	25000.00	300000.00
<b>F. Employee Contribution</b>		
PROVIDENT FUND - Employee Contribution (As per the PF Act; 12% of salary components specified by PF authorities and it will be paid to PF Department towards Company's Provident Fund Contribution. As per the act, you will contribute the same amount as employee contribution)	1800.00	21600.00

Provident Fund Contribution will be calculated on Basic+Conveyance+Other allowance+Food coupons+Education allowance + Special allowances if any. Contribution is limited to Rs. 15000/- wages as stipulated under Provident Fund Act.



I accept the terms of this letter

\_\_\_\_\_ 

THE NEW SOLUTIONS LTD, 100/101/102/103/104/105/106/107/108/109/110/111/112/113/114/115/116/117/118/119/120/121/122/123/124/125/126/127/128/129/130/131/132/133/134/135/136/137/138/139/140/141/142/143/144/145/146/147/148/149/150/151/152/153/154/155/156/157/158/159/160/161/162/163/164/165/166/167/168/169/170/171/172/173/174/175/176/177/178/179/180/181/182/183/184/185/186/187/188/189/190/191/192/193/194/195/196/197/198/199/200/201/202/203/204/205/206/207/208/209/210/211/212/213/214/215/216/217/218/219/220/221/222/223/224/225/226/227/228/229/230/231/232/233/234/235/236/237/238/239/240/241/242/243/244/245/246/247/248/249/250/251/252/253/254/255/256/257/258/259/260/261/262/263/264/265/266/267/268/269/270/271/272/273/274/275/276/277/278/279/280/281/282/283/284/285/286/287/288/289/290/291/292/293/294/295/296/297/298/299/300/301/302/303/304/305/306/307/308/309/310/311/312/313/314/315/316/317/318/319/320/321/322/323/324/325/326/327/328/329/330/331/332/333/334/335/336/337/338/339/340/341/342/343/344/345/346/347/348/349/350/351/352/353/354/355/356/357/358/359/360/361/362/363/364/365/366/367/368/369/370/371/372/373/374/375/376/377/378/379/380/381/382/383/384/385/386/387/388/389/390/391/392/393/394/395/396/397/398/399/400/401/402/403/404/405/406/407/408/409/410/411/412/413/414/415/416/417/418/419/420/421/422/423/424/425/426/427/428/429/430/431/432/433/434/435/436/437/438/439/440/441/442/443/444/445/446/447/448/449/450/451/452/453/454/455/456/457/458/459/460/461/462/463/464/465/466/467/468/469/470/471/472/473/474/475/476/477/478/479/480/481/482/483/484/485/486/487/488/489/490/491/492/493/494/495/496/497/498/499/500/501/502/503/504/505/506/507/508/509/510/511/512/513/514/515/516/517/518/519/520/521/522/523/524/525/526/527/528/529/530/531/532/533/534/535/536/537/538/539/540/541/542/543/544/545/546/547/548/549/550/551/552/553/554/555/556/557/558/559/560/561/562/563/564/565/566/567/568/569/570/571/572/573/574/575/576/577/578/579/580/581/582/583/584/585/586/587/588/589/590/591/592/593/594/595/596/597/598/599/600/601/602/603/604/605/606/607/608/609/610/611/612/613/614/615/616/617/618/619/620/621/622/623/624/625/626/627/628/629/630/631/632/633/634/635/636/637/638/639/640/641/642/643/644/645/646/647/648/649/650/651/652/653/654/655/656/657/658/659/660/661/662/663/664/665/666/667/668/669/670/671/672/673/674/675/676/677/678/679/680/681/682/683/684/685/686/687/688/689/690/691/692/693/694/695/696/697/698/699/700/701/702/703/704/705/706/707/708/709/710/711/712/713/714/715/716/717/718/719/720/721/722/723/724/725/726/727/728/729/730/731/732/733/734/735/736/737/738/739/740/741/742/743/744/745/746/747/748/749/750/751/752/753/754/755/756/757/758/759/760/761/762/763/764/765/766/767/768/769/770/771/772/773/774/775/776/777/778/779/780/781/782/783/784/785/786/787/788/789/790/791/792/793/794/795/796/797/798/799/800/801/802/803/804/805/806/807/808/809/810/811/812/813/814/815/816/817/818/819/820/821/822/823/824/825/826/827/828/829/830/831/832/833/834/835/836/837/838/839/840/841/842/843/844/845/846/847/848/849/850/851/852/853/854/855/856/857/858/859/860/861/862/863/864/865/866/867/868/869/870/871/872/873/874/875/876/877/878/879/880/881/882/883/884/885/886/887/888/889/890/891/892/893/894/895/896/897/898/899/900/901/902/903/904/905/906/907/908/909/910/911/912/913/914/915/916/917/918/919/920/921/922/923/924/925/926/927/928/929/930/931/932/933/934/935/936/937/938/939/940/941/942/943/944/945/946/947/948/949/950/951/952/953/954/955/956/957/958/959/960/961/962/963/964/965/966/967/968/969/970/971/972/973/974/975/976/977/978/979/980/981/982/983/984/985/986/987/988/989/990/991/992/993/994/995/996/997/998/999/1000

A SUBSIDIARY OF GIFFS CORP



**Terms and Conditions of Employment**

This appointment is subject to your not being a partner or relative of a Director of the Company within the meaning of Section 314 of the Indian Companies Act, 1956. Should any such relationship exist, you will bring forth the same to our notice immediately and we shall intimate to you the necessary approvals/permissions required for your employment. In such an event you will be able to join the company only after all permissions/ approvals are obtained.

As an employee, you will be privy to sensitive and commercially valuable information concerning company and business. Such information is deemed to be the property of the company, and must not be disclosed during or after this employment to any third party without prior written consent of the company. Hereby, you undertake to indemnify the company and its affiliates from any loss or damage arising from any breach of this undertaking.

You are forbidden to engage yourself in any other trade, or profession directly or indirectly and whether for gainful purpose or otherwise. Should you wish to pursue academic advancement, you will have to obtain a written permission for the same and ordinarily it shall be allowed provided it does not adversely affect your work-place responsibilities/ discharge of duties.

Please note that in the event of misconduct on your part, including but not limited to absenting yourself without prior sanctioned leave or harassment (sexual or otherwise) meted out to any other employee, the company may terminate your employment. Please note that if the employment is terminated on account of disciplinary action against you, the clause relating to 30 Days' notice period is not applicable.

During the period of your employment inventions, creations, discoveries, patents, copyrights, shall become the property of the Company. You will not have any right to claim the ownership of it and assign the same to the Company.

Your appointment is contingent upon successful completion of Background verification. The background checks are not restricted to education and employment but to all aspects as per the appropriate selection procedure. Please note that furnishing of false information or suppressing any facts is a disqualification for employment in this Company. Should such an act come to our notice at any time during the period of your employment in the Company, your services will be liable to be terminated with immediate effect.

You will superannuate from the services of the company on attaining the age of 58 years without any notice whatsoever from the company in this behalf.

The above-mentioned does not purport to be exhaustive employment terms. You will be governed by the rules and regulations laid by the company from time to time. The afore mentioned terms and other rules & regulations shall remain current and binding until you are separated from the Company by way of a written agreement/ letter issued to you.

This overrides all verbal commitments made. Please sign and return the duplicate copy of this letter in token of your acceptance of the terms described in this letter. Should there be any dispute with regard to the terms stipulated herein, the same shall be resolved in accordance with the laws of India and any dispute/ reference to this shall be dealt at Hyderabad (Telangana) under the exclusive jurisdiction of the Courts of India.

I have read through the above terms and conditions of employment and hereby accept.

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_





B.A.E.H.P 1<sup>st</sup> year  
1062-23-264-005  
9014867147

Date : 8 June 2023

Sumaiya Khannam

Hyderabad

Hyderabad-000000

Sub: Employment Letter

Dear Sumaiya,

With reference to your application and subsequent interactions we are pleased to offer you an Employment as Executive in the Operations with CONNEQT Business Solutions Limited (The Company) with effect from 7 June 2023 on the following terms and conditions.

You will be paid an Annual Gross Salary of INR. 138724.00 In addition to the above, you will be covered under PF, ESI, Bonus, Gratuity etc., if applicable as per law. Based on the present applicability your annual CTC would be Rs 168696.0 This may undergo change in view of the changes in the laws. Detailed break-up of the monthly and annual CTC is annexed to this letter as annexure A

Please note that the information pertaining to remuneration and benefits payable to you is CONFIDENTIAL and should not be shared with anyone other than the authorized representative(s) of the Company.

The above mentioned offer shall be valid if you join us on 7 June 2023. Should you have any further queries, please feel free to contact our Recruitment Team.

You will initially be posted at our Hyderabad Office. The Company may transfer your services to any of the existing office(s)/ department(s) / division(s) / Section(s) / establishment(s) of the Company including any of its subsidiaries / holding / associate company or that may come into existence in the future in India or abroad. Your transfer shall be governed by the Company's Transfer Policy and Regulations, as may be in force from time to time.

You will be working on flexible timings as may be decided by the Company.

Your joining shall be subject to submission of copies of testimonials (originals to be presented):

1. Academic qualification certificates (Matriculation onwards) including proof of date of birth and professional proficiency certificates, where applicable
2. Experience certificate(s), Relieving letter/ Clearance certificate, from your previous employer(s), as applicable. (Relieving letter is a must)
3. PAN Card and Aadhar Card
4. Cancelled Cheque

CONNEQT BUSINESS SOLUTIONS LIMITED, 1062-23-264-005, Hyderabad, Telangana, India  
A SUBSIDIARY OF DUFSS CORP

A SUBSIDIARY OF DUFSS CORP



You will be on probation for a period of six months from the date of your joining the Company, post which you will be deemed confirmed unless you receive an extension of probation in writing. During Probation period your notice period would be for 15 days prior notice by either side.  
 Upon completion of Probation period; your employment with the Company can be terminated upon 30 Days prior notice by either side. However, the Company reserves the right to, at its sole discretion; substitute the 30 days prior notice by paying you salary for 30 days in lieu thereof. Though if not certified during the training period the company has the complete rights to terminate the employment without any prior notice. Your termination/ resignation letter, (by whatever name called) will be accepted by the Company only on your satisfying the 30 days notice period as stated in this Clause. Further, till such time as the Company accepts your separation & relieves you of the responsibilities, you will be deemed to be an employee of the Company and the terms and conditions of your employment shall continue to bind you.

In the event of separation, for any reason whatsoever, within a period of 12 months from your date of joining, all expenses incurred by company or reimbursed to you upon joining/ in connection with your joining shall be recovered from you. The company also reserves the right to recover the training expenses incurred.

This overrides all verbal commitments made. Please sign and return the duplicate copy of this letter in token of your acceptance of the terms described in this letter.

Looking forward to a mutually beneficial association.

Welcome once again and wishing you the best time ahead!!!

For CONNEQT Business Solutions Limited.

Tony Jacob Joseph

Associate Vice President - Human Resource

I accept the terms of this letter

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Name: Sumalya Khannam  
 Grade: 1A  
 Designation: Executive

You will be entitled to the following remuneration effective your date of joining.

Component	Amount (Rs) Per Month	Amount (Rs) Per Year
<b>A. Fixed Pay</b>		
Basic Salary		
House Rent Allowance	4020.00	48240.00
Other Allowance	2952.00	35424.00
Advance Statutory Bonus	3275.00	39300.00
	410.00	4920.00
<b>B. PERFORMANCE INCENTIVE:</b> This will be payable on a monthly basis. The payout shall vary from 0% to 150% based on your PMI Rating. There would be no payout during the training period. The details of the policy will be communicated to you separately.		
PERFORMANCE INCENTIVE @ Meeting Expectation( 100%)	703.00	8436.00
<b>C. MONTHLY GROSS (A+B)</b>	<b>12260.00</b>	<b>147124.00</b>
<b>D. BENEFITS</b>		
PROVIDENT FUND - Company Contribution (As per the PF Act; 12% of salary components specified by PF authorities and it will be paid to PF Department towards Company's Provident Fund Contribution. As per the act, you will contribute the same amount as employee contribution)	983.00	11796.00
GRATUITY (As per the Gratuity Act. This amount will go towards the gratuity fund and will be paid to you on completion of 5 years with the company)	237.00	2844.00
ESI - Company Contribution (As per the ESI Act, company shall contribute 3.25% of your monthly gross for ESI. This amount is directly linked to your monthly gross and may hence vary. As per the act, 0.75% of your monthly gross will be recovered towards you.	398.00	4776.00
Insurance (You will be covered under insurance as per the company policy and can change as per the management discretion)	180.00	2160.00
<b>E. TOTAL COST TO COMPANY (C + D)</b>	<b>14058.00</b>	<b>168896.00</b>
<b>F. Employee Contribution</b>		
PROVIDENT FUND - Employee Contribution (As per the PF Act; 12% of salary components specified by PF authorities and it will be paid to PF Department towards Company's Provident Fund Contribution. As per the act, you will contribute the same amount as employee contribution)	983.00	11796.00
ESI - Employee Contribution (As per the ESI Act, employee shall contribute 0.75% of your monthly gross for ESI. This amount is directly linked to your monthly gross and may hence vary. As per the act, 0.75% of your monthly gross will be recovered towards you. Education allowance + Special allowances if any. Contribution is limited to Rs. 15000/- wages as stipulated under Provident Fund Act.	92.00	1103.00

I accept the terms of this letter





### Terms and Conditions of Employment

This appointment is subject to your not being a partner or relative of a Director of the Company within the meaning of Section 314 of the Indian Companies Act, 1956. Should any such relationship exist, you will bring forth the same to our notice immediately and we shall intimate to you the necessary approvals/ permissions required for your employment. In such an event you will be able to join the company only after all permissions/ approvals are obtained.

As an employee, you will be privy to sensitive and commercially valuable information concerning company and business. Such information is deemed to be the property of the company, and must not be disclosed during or after this employment to any third party without prior written consent of the company. Hereby, you undertake to indemnify the company and its affiliates from any loss or damage arising from any breach of this undertaking.

You are forbidden to engage yourself in any other trade, or profession directly or indirectly and whether for gainful purpose or otherwise. Should you wish to pursue academic advancement, you will have to obtain a written permission for the same and ordinarily it shall be allowed provided it does not adversely affect your work-place responsibilities/ discharge of duties.

Please note that in the event of misconduct on your part, including but not limited to absentsing yourself without prior sanctioned leave or harassment (sexual or otherwise) meted out to any other employee, the company may terminate your employment. Please note that if the employment is terminated on account of disciplinary action against you, the clause relating to 30 Days' notice period is not applicable.

During the period of your employment inventions, creations, discoveries, patents, copyrights, shall become the property of the Company. You will not have any right to claim the ownership of it and assign the same to the Company.

Your appointment is contingent upon successful completion of Background verification. The background checks are not restricted to education and employment but to all aspects as per the appropriate selection procedure. Please note that furnishing of false information or suppressing any facts is a disqualification for employment in this Company. Should such an act come to our notice at any time during the period of your employment in the Company, your services will be liable to be terminated with immediate effect.

You will superannuate from the services of the company on attaining the age of 58 years without any notice whatsoever from the company in this behalf.

The above-mentioned does not purport to be exhaustive employment terms. You will be governed by the rules and regulations laid by the company from time to time. The afore mentioned terms and other rules & regulations shall remain current and binding until you are separated from the Company by way of a written agreement/ letter issued to you.

This overrides all verbal commitments made. Please sign and return the duplicate copy of this letter in token of your acceptance of the terms described in this letter. Should there be any dispute with regard to the terms stipulated herein, the same shall be resolved in accordance with the laws of India and any dispute/ reference to this shall be dealt at Hyderabad (Telangana) under the exclusive jurisdiction of the Courts of India.

I have read through the above terms and conditions of employment and hereby accept.

Name:

Signature:

Date:



# GlobalLogic®

A Hitachi Group Company

14-Nov-2022

Name: Syed Anwar  
E-Code: 2533586

Dear Anwar,

We are delighted to confirm you the full-time position of **Associate Analyst, Content Engineering (Band Band X/ Grade CE02)** at GlobalLogic Technologies Private Limited (hereinafter **GlobalLogic®** or **Company**) effective **10-Nov-2022** at **Hyderabad Office**, however, based on the position's requirements, you may be required to work anywhere in India or abroad.

The following terms & conditions will apply with regards to your employment at GlobalLogic Technologies Private Ltd.

1. You will be entitled for leave in accordance with prevailing standard company leave policy. You will be eligible to participate in all of the Company's standard benefit programs including health care. You will be entitled to benefits during the course of your employment in the Company subject to the rules of the Company. Details of the benefits applicable to you are available on the Company's Intranet site.
2. The Company reserves the right, at any time during your employment, with reasonable notice, to require you to undertake any reasonable, alternative duties which are within your capabilities.
3. **Initial Training & Orientation:** GlobalLogic group pans across geographies providing various services to its clients and you may be required to go through appropriate Induction & Orientation along with necessary training programme. The training is given to ensure that you are compliant with the best practices followed by the group on a worldwide basis. On successful completion of training you shall start working in our **Hyderabad** facility.
4. You are expected to clear the training/certification/ process knowledge tests ("PKT"). In case of failure to clear the above mentioned test, GlobalLogic will provide you with one more opportunity available as per the fitment. If you are still unable to clear the training/certification/ process knowledge tests ("PKT"), your assignment may be terminated by GlobalLogic with immediate effect by paying severance pay equivalent to the basic pay for the notice period.

Working Floor No. 509 A, Phase - 1,  
Road No. 33, Jubilee Hills, Hyderabad,  
Telangana 500033

Registration on Govt. Book 1,  
DLF Cyber city, Hyderabad,  
Telangana 500078  
Phone | 91-40-6711-9700

Phone | 91-40-32422999

Web | [www.globallogic.com](http://www.globallogic.com)  
Mail | [info@globallogic.com](mailto:info@globallogic.com)

CIN | U72200TG200009PTCO67940  
GlobalLogic Technologies Private  
Limited (Previously known as  
GlobalLogic Technologies  
Limited)







# GlobalLogic

A Hibern Group Company

14. During the term of this Agreement and for a period of 1 year thereafter, you shall not directly or indirectly approach or in any way assist or be involved with any partners and / or customers of GlobalLogic. You can not directly approach any partners of GlobalLogic upon termination, whose work is being undertaken by you or supervised by you due to this employment agreement.
15. As per the Company Materiality policy, eligible employees may avail the benefits
16. You are required to familiarize yourself with 'Policy on Prevention of Harassment and comply with it at all times. Any instances of harassment are regarded as serious issues and non-compliance may lead to disciplinary action being instigated against you.
17. Your confidentiality obligations are as detailed below:
- You must not use or disclose to any person any confidential or other potential business transactions, information relating to Company and its Clients, business (including, without limitation, computer programs, manuals, source code, object code, technical drawings and algorithms, supplier or potential supplier names, customer or potential customer names and expertise of entities, business contacts, employees and consultants, know-how, formulae, methods of doing business, processes, ideas, inventions, (whether patentable or not), schematics and other technical, business, financial, customer and product development plans, forecasts, strategies, and information, any information relating to the Company or its Clients including the details of the Clients, vendors, and their terms of business, financial information (save to the extent that these are included in published audited accounts) which comes in your possession and which the Company regards, or could reasonably be expected to regard, as confidential, whether or not such information is reduced to a tangible form or marked in writing as "confidential", and any and all information which has been or may be derived or obtained from any such information) and/ or any other potentially sensitive business information relating to our business or our clients which may come to your knowledge during the course of your employment. The aforementioned information shall collectively be referred to as "Confidential Information".
  - This obligation applies both during and after your employment with us. We consider confidentiality as an extremely important issue and will take appropriate disciplinary action in the case of unauthorized disclosure of confidential information.

Address: Plot No. 20/1, Phase - 1,  
Sector No. 01, Gurgaon, Haryana  
Haryana - 122002

Registered Office: Sector - 1,  
20/1, Phase - 01, Gurgaon,  
Haryana - 122002

Phone: 0120-2211111

Email: [hr@globallogic.com](mailto:hr@globallogic.com)

GLOBALLOGIC COMPANY LIMITED  
GlobalLogic, Inc. | 14000 Wilson Blvd  
Ft. Lee, VA 22041 | USA  
GlobalLogic, Inc. | 14000 Wilson Blvd  
Ft. Lee, VA 22041 | USA



# GlobalLogic

A Hitachi Group Company

- c. This clause is not intended to prevent you checking information required by or allowed by law.
- d. This clause is to be read in conjunction with the Non-Disclosure Agreement that you will sign at the time of joining the Company
18. It is expected that employees appreciate the importance of proper behavior and appearance in business life and they ensure their dress, grooming and appearance are appropriate to professional business life. Your dress, grooming and appearance should reflect favorably upon other team members in the Company.
19. You shall be required to work for 9.0 hours in any shift (including lunch break) *While working for Client on projects, working hours and notified holidays of the client may apply. You shall be following normal business hours as per the Company's Working Hour Guidelines available in our Intranet site.* Some specified roles may also require shift working outside of normal working hours in order to fall into line with overseas working hours or business requirements/agencies from time to time. While working on projects overseas and onshore projects working hours and notified holidays of the client location will apply.
20. GlobalLogic may expect its employees to devote extra time as and when required, towards work other than the normal working hours. Such requirements may arise on account of specific projects, deadlines, products, assignments, events, or the like. The extra time devoted by an employee shall be referred to as "Overtime".
21. Please note that in addition to what has been mentioned in this appointment letter, no other commitment is being made by the company.
22. This appointment letter is valid subject to your approval and signing of our Non Disclosure Agreement (NDA) at the time of joining.
- This offer letter, together with the various documents referenced herein, represent the complete offer by the Company. If there is any element of our offer that you feel is unclear or not covered, please contact me at undersigned ahead of signing this document.
- To ensure that you have a full understanding of the terms and conditions of your prospective employment with GlobalLogic and the benefits available to you there are a number of enclosures to this letter which we

NAME: **Pratik Kumar K. Gupta**  
ADDRESS: **12, Ashok Vihar, Mayapuri,  
New Delhi - 110029**

Signature of You (Pratik K)  
DATE: **02/08/2024**  
Signature of HR

NAME: **Pratik Kumar K.**

MAIL: **pratik.kumar@globallogic.com**

GLOBALLOGIC  
GLOBALLOGIC PVT. LTD.  
4th Floor, Park Road, Connaught Place  
New Delhi - 110029, India  
Tel: +91 11 26211000  
Fax: +91 11 26211001



# Globallogic

A Hitachi Group Company

We hope you will find interesting and informative and have agreed to abide by them in form and substance. We hope you will be able to access Company's Intranet site, which contains comprehensive information regarding all benefits, policies and procedures had, in the meantime, to answer any questions you may have, please do not hesitate to contact your respective People Partners in People Management Function.

At Globallogic, our long-term success depends on both the results we achieve and the way we make those results happen. We set high standards for our people, our products and our processes. Quality must set us apart. We set high standards of personal integrity and ethics in all our business ventures. We, at Globallogic, feel that you will make an invaluable addition to our team and it is with great enthusiasm that I hope you accept this offer of employment.

We take pleasure in welcoming you to our organization and look forward to a mutually beneficial association.






For Globallogic Technologies Private Ltd.

  
Anjali Joshi  
Authorized Signatory

## DECLARATION

I have read and understood the above terms and conditions of employment and am accepting the same.

Date: \_\_\_\_\_ Signature: Syed Aswar

Stamp 1: Stamp 1: For the use of HR Dept. / Head Office, Bangalore  
Stamp 2: Stamp 2: For the use of HR Dept. / Head Office, Bangalore  
Stamp 3: Stamp 3: For the use of HR Dept. / Head Office, Bangalore  
Stamp 4: Stamp 4: For the use of HR Dept. / Head Office, Bangalore  
Stamp 5: Stamp 5: For the use of HR Dept. / Head Office, Bangalore

**Rubeena Begum**10-5-301/13/B Syed Nagar, Banjara hills  
Hyderabad, Andhra Pradesh - 500032**Letter of Offer**

Dear Rubeena,

With reference to your application and the subsequent interviews you had with us, we are pleased to inform you that you have been selected for the role of in **WNS Global Services Pvt. Ltd.**, based at our Hyderabad office. The key components of your offer are as detailed below.

- Career band:** Your career band would be Professional.
- Role band:** You would be placed in Role band A.
- Title:** The title that you would be using both internally and externally would be **Associate – Ops**.
- Compensation:** Your Total Gross Pay will be INR 2,13,228 (Two Lakhs Thirteen Thousand Two Hundred Twenty Eight Rupees only) per annum which is inclusive of Fixed Pay and Variable Pay/ Performance Incentive. The detailed break-up of your compensation is given in the Annexure II for your reference.
- Joining Date:** You are expected to join us by 29-Aug-22.
- Place of work:** Your initial place of work will be Hyderabad. You will be required to work from the location provided as your primary place of residence. WNS may request you to work, attend meetings, training etc. from an alternate location. Your services are transferable, and you may be assigned after reasonable notice, to any location in India or abroad where the Company or any one of its associates or customers conducts business. While on transfer you will be governed by the rules, regulations and conditions of service of that location.

For WNS Global Services Pvt. Ltd.

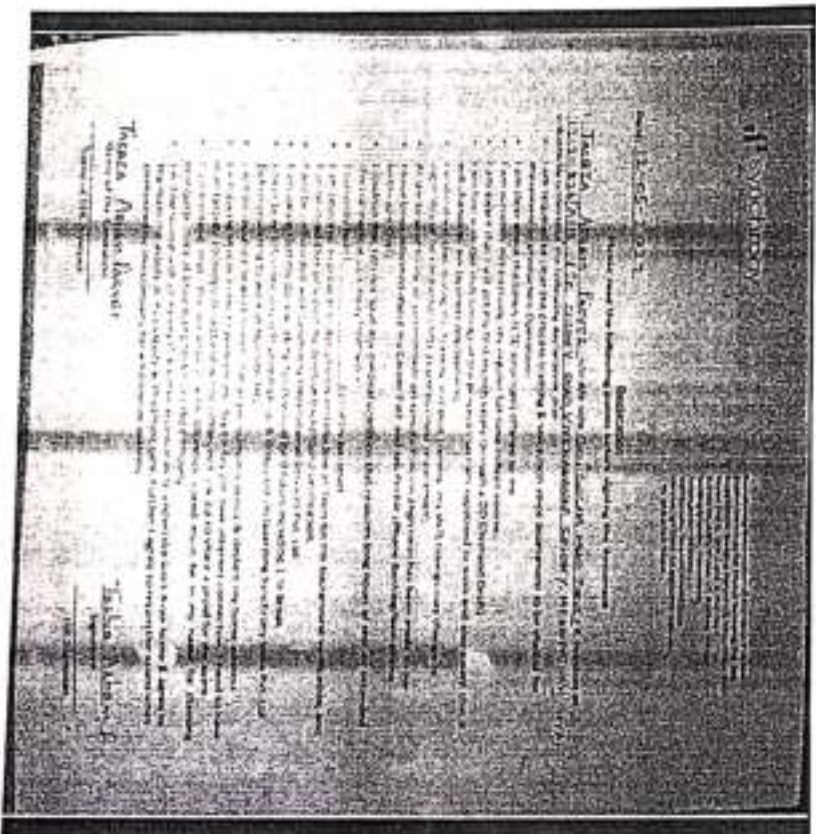
*Adil Nargolwala*Adil S Nargolwala  
Corporate SVP - HR  
Head Talent Acquisition

Accepted and Agreed

Candidate's Name &amp; Signature

1062-21-D520-003

*HEAV*  
Dept. of Nutrition & Dietetics  
McCOMBS COLLEGE  
Hyderabad, India  
Tel: 040-2333 1000





# NEW CRESCENT HIGH SCHOOL

Recognised by the Govt. of T.S.

# 11-2-693 to 701, Habeeb Nagar, Malteppally, Hyderabad - 500 001, T.S.


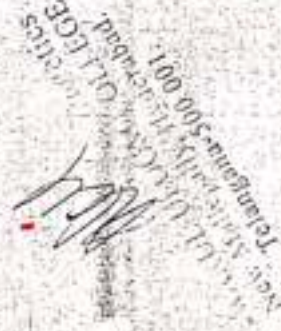
Date: .....

Ref: .....

## Appointment Letter

It is to state that Tazeen Fatima D/o Mohammed Minhajuddin was appointed as Science Teacher to teach VI to VIII std from first July 2022 onwards





# MS EDUCATIONAL AND WELFARE TRUST

Regd. No. 173/2013

1062-22-520-034

To,  
Ms. Hafsa Tabassum  
Hyderabad.

## LETTER OF APPOINTMENT

Dear Ms. Hafsa Tabassum,

In furtherance to your application and subsequent interview you had with us, we are pleased to appoint you as "Home Teacher" at "Kulluath Kids" branch, you shall be reporting to the Principal with effect from 10/Jan/2023.

Working Hours 8:30AM-4:30PM.

Your roles and responsibilities will be assigned by your reporting authority and management reserves its right to make necessary changes in your roles and responsibilities based on the requirements.

The detailed terms and conditions of your appointment are given in Annexure and Management reserves the right to add/amend the terms and conditions from time to time.

Please sign and return the Duplicate copy of Appointment letter and Annexure to the Organization, as a token of your acceptance of Terms and Conditions of appointment.

We welcome you to the MSEA Family and wish you a successful and enriching career.

VICE CHAIRPERSON







Vistride Technologies Pvt Limited

1062-21-484-029

Business Administration | Design | Development | Marketing Administration | Consulting

Subject: Job Offer Letter

Date: 15<sup>th</sup> Feb 2023

Dear Afreen Haseeb,

The Vistride Team is delighted to welcome you onboard as an Administrative Executive. At Vistride, we believe that our team is our biggest strength and we take pride in hiring ONLY the best and the brightest. We are confident that you would play a significant role in the overall success of the venture and wish you the most enjoyable, learning-packed, and truly meaningful work experience with us.

Your total Annual Cost to the company will be Rs 156,000/-

Your appointment will be governed by the terms and conditions presented in Annexure A and Vistride Employee Handbook.

We look forward to you joining us. Please do not hesitate to call us for any information you may need. Also, please sign the duplicate of this offer as your acceptance and forward the same to us.

Regards and congratulations!

Yours Faithfully,  
For Vistride

FOR VISTRIDE TECHNOLOGIES PVT. LTD.

  
Genshom Wakoli  
CTO

Director

CIN No: U72900PN2020PTC193432

Phone: +917387536350 E-mail: [contact@vistride.com](mailto:contact@vistride.com) Website: [www.vistride.com](http://www.vistride.com)  
Reg. Office: FP NO. 464/ B FL NO 12, Icon Residency, Salisbury Park, Pune, 411037



## Annexure A

You shall be governed by the following terms and conditions of service during your work with Vistride, and these may be amended from time to time.

1. You are being hired as an **Administrative and Operations Executive** on contract of 6 months, which will be renewed to full time employment, based on performance or mutual understanding. The CTO and Director would be your Reporting Managers and Mentor during the tenure. Your responsibilities will include overseeing:

- a) Contact Discovery
- b) Database management
- c) Client management
- d) Content writing and creation
- e) Content syndication
- f) Email marketing
- g) SMS and whatsApp management
- h) Social Media management
- i) Telemarketing.

2. Your date of joining is **05<sup>th</sup> Feb/2023**. During this time, you are expected to devote your time and efforts solely to Vistride's work. You are also required to let your mentor know about forthcoming events (if there are any) in advance so that your work can be planned accordingly.

3. During your employment, you will be subject to Vistride rules and regulations for service as introduced by the company from time to time and as applicable.

4. All the work that you will produce at or concerning Vistride and clients will be the intellectual property of Vistride. You are not allowed to store, copy, sell, share, and distribute it to a third party under any circumstances. Similarly, you are expected to refrain from talking about your work in public domains (both online such as blogging, social networking site, and offline among your friends, colleagues, etc.) without prior discussion and approval with your mentor.

5. We take data privacy and security very seriously and to maintain the confidentiality of any students, customers, clients, and companies' data and contact details that you may get access to during your work will be your responsibility. Vistride operates on the zero tolerance principle concerning any breach of data security guidelines. After the work duration, you are expected to hand over all Vistride work/data stored on your Personal Computer to your mentor and delete the same from your machine.

6. During the appointment period you shall not engage yourselves directly or indirectly or in any capacity in any other organization (other than your college). In the event of a breach of this condition, this appointment is liable to be terminated forthwith by the company. In addition, you

CIN No: U72900PN2020PTC193432

Phone: +917387536350 E-mail: [contact@vistride.com](mailto:contact@vistride.com) Website: [www.vistride.com](http://www.vistride.com)

Reg. Office: FP NO. 464/ B FL NO 12, Leon Residency, Salisbury Park, Pune, 411037

shall be liable to pay liquidated damages to the Company to an extent estimated by the Company.

7. Under normal circumstances either the company or you may terminate this association by providing a notice of 30 days without assigning any reason. However, the company may terminate this agreement both/wh under situations of in-disciplinary behavior or non-performance. Performance reviews will be conducted monthly or as deemed necessary.

8. You are expected to conduct yourself with the utmost professionalism in dealing with your mentor, team members, colleagues, clients, and customers and treat everyone with due respect.

9. Visitrade is a startup and we love people who like to go beyond the normal call of duty and can think out of the box. Surprise us with your passion, intelligence, creativity, and hard work - and expect appreciation and rewards to follow.

10. Expect constant and continuous objective feedback from your mentor and other team members and we encourage you to ask for and provide feedback at every possible opportunity. It's your right to receive and give feedback - this is the ONL.Y way we all can continuously push ourselves to do better.

11. Have fun at what you do and do the right thing - both the principles are the core of what Visitrade stands for and we expect you to imbibe them in your day-to-day actions and continuously challenge us if we are falling short of expectations on either of them.

12. Details of performance incentives will be availed in the commission-based Sales Development Executive handbook during onboarding. All the office-related expenses (phone calls, Internet, etc., if any) would be reimbursed on an actual basis.

13. We value our associations and would be glad to have you onboard as a permanent employee based on mutual agreement and performance at the end of the contract. We, therefore, wish you all the best as join the team.

I have negotiated, agreed, read, and understood all the terms and conditions of this letter as well as Annexure hereto, and affix my signature in complete acceptance of the terms of the letter.

Date:

Digitally

Signature:

Place: Hyderabad

Name: Areenhafeez

CIN No: U72900PN2020PTC193432

Phone: +917387536350 E-mail: contact@visitrade.com Website: www.visitrade.com  
Reg. Office: FP NO. 464/ B PL. NO 12, Leon Residency, Salisbury Park, Pune, 411037



22<sup>nd</sup> June, 2022

Mohammed Abdul Quadir  
Nareira Nagar

Subject: Offer Letter  
Dear Abdul,

We are pleased to offer you employment with Yatra For Business Pvt Ltd ("Company") as "Senior Executive" (Band 1 Grade 2) and you will be located at Hyderabad. Your detailed duties and responsibilities will be discussed with you and will be set out in the Employment Description and Job/Position Property Assignment Agreement ("Employment Agreement") referred to in annexed herewith you and the Company.

Your gross annual compensation will be **Rs. 8,00,000/- (Eight Five Lakhs Sixty Thousand Only)** which is inclusive of the statutory benefits and tax to be deducted at source. Your compensation shall be paid on a monthly basis, in arrears.

All terms and conditions of your employment, including the code of conduct, will be in accordance with the Company's policies and procedures and the Employment Agreement.

As a token of your acceptance of our offer and the terms of this letter, please sign in the space provided below and return the same to us. The offer shall lapse automatically unless you confirm your acceptance of it within 7 (seven) days from the date of this letter.

**Start Date:** Subject to the fulfillment of any conditions imposed by this letter, you will commence this new position with the Company on or before **June 27, 2022**.

Please ensure that scanned copies of all required documents are available with you on the joining date (barring the attached documents).

This offer is being issued subject to successful and positive background verification. In the event that the background verification is negative, the offer extended to you shall be revoked.

We are excited at the prospect of having you join us and look forward to a rewarding association.

For Yatra For Business Pvt Ltd



Iqshita Kaji  
General Manager-Human Resources

Yatra For Business Private Limited

CIN: U72900DL1962PFC063735

Registered Office

1<sup>st</sup> Floor, LDC, Pocket-II,  
Vasant Kunj, New Delhi-110070,  
India

Corporate Office

Gull Andola, Post No. 272, 5<sup>th</sup> Floor,  
Phase II, Sector 20,  
Gurgaon, Haryana 122008, India  
P: +91 124 4827700

Mohammed Abdul Quadir

1062-19-684-124

9014147743

B30



PARTICULARS	% to Basic	Monthly CTC	Annual CTC
<b>Total Cost to Company</b>		46,667	560,000
<b>A. Cash Components</b>			
Basic Salary	100%	18,667	224,000
House Rent Allowance (50% of Basic)	50%	9,333	112,000
Statutory Bonus	Fixed	1,000	16,000
Special Allowance	Fixed	2,500	30,000
LTA	Fixed	2,500	30,000
Other Allowance	Balance	8,277	99,320
<b>Total Cash Components</b>		42,677	512,120
Employee PF @12%		2,240	26,880
<b>**In Hand - Conditional to applicable taxes</b>		40,437	485,240
<b>B. Reimbursements (Payable on Claim)</b>			
Diwali Gift	Fixed	417	5,000
<b>Total Allowances &amp; Reimbursement</b>		417	5,000
<b>Gross Salary</b>		43,094	517,120
<b>C. Non-Cash Components</b>			
Company's contribution to Provident Fund @ 13% of basic or Rs. 1950 pmt Fixed	13%	2,427	29,120
<b>Total A+B+C</b>		45,520	546,240
<b>D. Other Benefits</b>			
Gratuity		897	10,769
Medical Insurance	1.82	167	2,000
Term Life Insurance		83	991
<b>Total Cost to Company</b>		46,667	560,000

- \*The Provident Fund calculation mentioned in break up is per the restricted deduction.
- \*Employer will contribute 13% (or Rs. 1950) of Basic Salary which shall be credited to your PF Account, forms a part of CTC.
- \*Employee contribution @12% (or Rs. 1800) will be deducted from employees' earnings every month and will also be deposited to employees PF A/c
- \*ESI : Employer contribution @ 3.25% of Gross Salary shall be deposited with ESI contribution which forms a part of CTC. A contribution of @0.75% of Gross Salary will be deducted from employees' earnings every Month for ESI. (If Applicable)
- \*Employee Benefits: Sum insured of Rs 2 Lakhs to 5 Lakhs (depending on the Band) under Medical Insurance.
- \*Term Life: Sum insured under Term Life is three times of employees' CTC
- \*Gratuity is payable as per the Gratuity Act.
- \*IT deduction will be based on declaration/submission made by employees. Submission of false, tempered or altered bills as proof for Tax Savings at the end of FY will result in disciplinary action including termination of employment.
- \*Deduction per month from Gross Salary includes Prax, PF,ESI and Income Tax as per Statutory Requirements.
- \*Telephone Allowance shall be non-taxable only if employees submit the bills on Quarterly basis
- \*Meal Coupon benefit is only for Managers and above

**OFFER CUM APPOINTMENT LETTER FOR FIXED TERM EMPLOYMENT**

Mehuli Anand  
F 2 518V/2 Bangra hifi, road no 11  
Hyderabad - 500034  
TS  
IND

Dear Mehuli,

On behalf of Amazon Development Centre (India) Private Limited, a company incorporated under the laws of India, having its registered office at # 26/1, Brigade Gateway, World Trade Centre, 10th Floor, Rajapur Road, Malleshwaram (M) Bangalore - 560 055, Karnataka India (hereinafter the "Company" or "Amazon India"), we are very pleased to issue this Offer cum Appointment Letter for Fixed Term Employment (hereinafter the "Offer cum Appointment Letter") the position of D2AS Associate(P)S1 at Hyderabad, India.

Your employment with the Company will be subject to your acceptance of this Offer cum Appointment Letter and the terms and conditions set forth hereunder. If you wish to accept employment with the Company, please convey your acceptance in the manner provided for by the Company. The offer of employment contained in this Offer cum Appointment Letter will expire if you have not accepted the same on or before **2 business days**.

Upon your acceptance of the offer herein, this Offer cum Appointment Letter shall form the employment contract that is a valid and binding agreement of employment between Amazon India and you, and you shall be bound by the terms and conditions stipulated herein below.

**1. Date of Commencement**

Your fixed-term employment with Amazon India will commence on **10-Apr-2023** and shall end as per the provisions contained in Section 14 herein below.

**2. Duties**

2.1 You will be employed in the position of **D2AS Associate(P)S1**. Your manager will advise you about your job responsibilities after your joining with us. You will be expected to do

REGISTERED OFFICE : # 26/1, Brigade Gateway, World Trade Centre, 10th Floor, Dr. Rajapur Road, Malleshwaram (M)  
Bangalore - 560 055, Karnataka India

Tel : + 91 - 80 - 6787 3000, Fax : +91 - 80 - 3007 1031 / 33 CM  
U72200KA2004FTC034423

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1062-21-494-724 Mecs - 1044

8885585939

Ashay Tiwari

tiwari.ash@amazon.com



Wells Fargo International Solutions Private LTD  
Divyaree NSL SEZ, Ralubaga Village  
HYDERABAD, TS, 500032

1062-22-520-040

November 17, 2022

M/s. Smta Mahabaxsen,  
10-5-1141 Aqm apartment Nal bandi Ahmed nagar Hanjara hills  
Hyderabad

Dear Smta Mahabaxsen,

We are pleased to offer you a position at Wells Fargo International Solutions Private LTD ("Wells Fargo" or "Company"), and your employment shall be effective from the Date of joining as mentioned below, on the following terms and conditions:

• **Designation:** You will be designated as Associate Fraud & Claims Operations Representative. Wells Fargo reserves the right to amend your position title as may be required from time to time. Notwithstanding anything herein, this offer is conditional on Wells Fargo receiving a satisfactory reference and background check on you, as well as not having an outside activity that is in conflict with Wells Fargo's interests. On your first day of employment December 19, 2022(DOJ) you will need to report to Wells Fargo International Solutions Private LTD, Divyaree NSL SEZ, Ralubaga Village, HYDERABAD, TS, 500032. Your start time will be provided prior to your start date.

• **Compensation:** Your total annual fixed compensation (inclusive of contributions to be made towards various social security schemes such as Wells Fargo's contribution to Provident Fund), would be ₹271,000.00. Please note that tax will be deducted at source from your gross compensation above in compliance with prevailing tax regulations. The detailed break-up of the compensation offered to you is outlined in Annexure 'A' to this letter.

• **Place of Work:** You will be initially based at the Wells Fargo office in HYDERABAD. However, Wells Fargo reserves the right to transfer you from one office to another, at its discretion during the term of your service. You may be required to work from different offices and in different shifts from time to time. Wells Fargo further reserves the right to change your shift timings, job title, designation, corporate title, reporting lines and reporting manager, in line with applicable laws, during the term of your service.

• **Duties:** You will perform all acts, duties and obligations and comply with such instructions as may be specified by Wells Fargo and which are reasonably consistent with your job title and profile. Wells Fargo may require you to undertake the duties of another position, either in addition to or instead of the above duties, it being understood that you will not be required to perform duties, which are not reasonably within your capabilities. Wells Fargo may also require you (as part of your duties of employment) to perform duties or services not only for Wells Fargo but also for any Group Company where such duties or services are of a similar status to or consistent with your position with Wells Fargo. For the purposes of this agreement, "Group Company" means any subsidiary or holding company of the Company, any subsidiary of such holding company, and any company in which the Company or any such holding company holds or controls directly or indirectly not less than 20% of the issued share capital.

• **Confidentiality:** As an employee of Wells Fargo, you will have access to Wells Fargo's Confidential Information. The Confidential Information remains the sole property of Wells Fargo or any Group Company. You must not, either during (except in the proper course of your duties) or after the termination of your employment, without the prior written consent of the Company, directly or indirectly, divulge, use or otherwise disclose to any person whatsoever, the Confidential Information, either for your own or for another's benefit. You must use your best endeavors to protect the Confidential Information and prevent unauthorized disclosure or misuse of the Confidential Information. You must immediately notify the Company should you suspect unauthorized disclosure or misuse of the Confidential Information and, where required, assist the Company in any proceedings taken by the Company for alleged unauthorized disclosure and/or misuse of the Confidential Information. You must enter into any other confidentiality agreement or provide confidentiality undertakings as required by the Company from time to time to protect its business interests and those of its customers and any Group Company. For the purpose of this clause, "Confidential Information" means any trade secrets or confidential information relating to or belonging to the Company or any Group Company, in any form or format, including but not limited to: (i) business strategy, plans and dealings; (ii) product lines, services, price and cost information, marketing plans; (iii) staff salaries and terms and conditions, personnel history; (iv) secrets, dealings, transactions, lists or affairs of any clients of the Company or any Group Company; (v) business accounts, finances, profit margins and financial records; (vi) business forms and operating

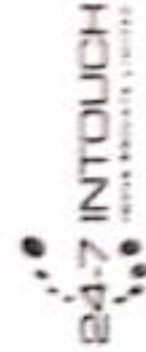
Wells Fargo & Company

1

procedures, policies and practices; (vii) technical data and software; (viii) intellectual property and inventions; (ix) any information in respect of which the Company or any Group Company is bound by an obligation of confidentiality to a third party; and (x) any information classified as private, internal use, confidential or restricted (or similar) under Wells Fargo's Information Classification Matrix (or any such document or policy from time to time in place); but does not include: (i) information that is within the public domain; (ii) information required to be disclosed by law; (iii) information which the Company has consented to being disclosed; and (iv) information required to be disclosed as a necessary part of the your duties. You are directed not to bring any confidential or proprietary material of any former employer. Also, you represent that you are not subject to any restrictions that prevent you from working for Wells Fargo.

• **Intellectual Property:** For the purpose of this section, "Work" means any invention, discovery, design, improvement, formula, process, technique, literary or artistic work, or any other item in which Intellectual Property Rights subsist or are capable of subsisting and its identity or matter contained made or discovered by you or any other person.





1062-21-464-1064

Ref No 24-7 Intouch India Private Limited/Hyderabad/1073-310101

Date: Oct 29, 2022

Dear Syedfa Saifal

Sub-Letter of Offer

Congratulations and Welcome to 24-7 Intouch India Private Limited. (Formerly known as Kneab Solutions Private Limited) We are pleased to extend the Offer of Employment and will be delighted to have you as part of our Team

#### Employment Offer Terms & Conditions:

Your business title will be "eSupport Officer" with Organization Band "B" and Sub-band S - 1

- Your annual Total Cost to the Company will be [REDACTED] at the time of appointment. For a detailed TCC break-up and other additional Benefits, please refer to Annexure E.
- Joining Details
  - Work Location : "Hyderabad"
  - Date of Joining: November 02, 2022.
- You shall be required to provide the Company all documents and information as set forth in Annexure I of this Offer of Employment.
- 24-7 Intouch operates 7 days a week, 24 hours a day. You will be expected to attend office as assigned to you. As a Full-time employee, you will be eligible for 2 weekly c/o's, any two days of the week based on business operations.
- If any information furnished by you is found to be incorrect or false pertaining to your resume/application for employment or during the selection process or at any time during your employment, and/or if you have suppressed material information regarding your qualification and experience, the clauses pertaining to notice period in the terms of employment will cease and services shall be terminated with immediate effect.
- The Company has the discretion to conduct background verification if and when required, or as mandated by the Program/Client/Management.

Sincerely,

For 24-7 Intouch India Pvt Ltd.

/s. Srik

Sriram Boyanapally  
Sr. Manager, Human Resources

Candidate Signature

DOJ

© 24-7 Intouch India Private Limited | www.24-7intouchs.com  
(Formerly known as Kneab Solutions Private Limited)

Required fields are marked with an asterisk.

## Review and Respond to your Offer of Employment



**PRIVATE AND CONFIDENTIAL**

July 25, 2021  
Rabiya Banu

### Appointment Letter with Terms and Conditions

Dear Rabiya,

This has reference to your application and subsequent discussions you had with us, M/s. Sutherland Healthcare Solutions Private Limited, we are pleased to offer you the position of Associate-Trans Processing, L1, in the Company on the following terms and conditions:

**1. Date of Commencement**  
Your date of commencement of employment in our Company shall be the date of your joining the duties and you have to report for joining the Company not later than July 25, 2021 or else this offer stands automatically cancelled.

**2. Location / Transferability**  
Your services are presently placed at our Hyderabad Office and you will be reporting to Jatin Chugh and your services may be transferred to any other department, subsidiary, associate company or joint venture at any other location on these same terms & conditions and subject to our business requirements.

You may be required to report to any other Officer of the Company depending on the nature of assignment / task given to you.

As the Company or such one of its subsidiaries or associated companies is involved in a regional business and may have interests and business dealings overseas, in the performance of your duties of employment with the Company or such one of its subsidiaries or associated companies, you shall be required from time to time to travel and render your services throughout the world at any given time by the Company.

**3. Remuneration/Salary**  
Your emoluments by way of Annual Cost to the Company is Rs.340,000.00-pa. (Three Lakhs Forty Thousand Only) the details of which are given in the annexure of the appointment letter. You will be entitled to other benefits including medical and hospitalization, in accordance with the policy of the Company in force from time to time.

**4. Introductory and Training Period**  
You will be on introduction and training for a period of Six months from your date of joining the Company. On satisfactory completion of this period, your services shall be deemed to be confirmed. In case your performance during the introductory or training period is found to be unsatisfactory, the introductory or training period may be extended to any further period at the discretion of the company or your services may be terminated without any notice. Such termination is deemed to be because of you not confirming to the prescribed standards as recommended to be achieved by you.

**5. Background Checks / Disclosure of Information**  
The Company may, at any time, (or as part of the joining formalities) conduct reference / background checks (including but not limited to the previous employers, education qualifications etc). In the event the statements / particulars furnished by you at the time of joining is found to be false or misleading or any information was suppressed, or if the Company, during the course of the check receives any adverse report against you that may be detrimental to the interests of the Company, then, the Company shall have the right to terminate your services forthwith without giving any notice, notwithstanding any other terms and conditions stipulated herein. The Company retains all its rights to initiate action against you before appropriate forums of law and as they deem fit for criminal breach of trust.

In the event there are any pending / closed legal cases against you in your professional capacity in the courts of law, you shall disclose the same to the undersigned immediately.

### 6. Services

You will be responsible to discharge all the services as were assigned to you from time to time and you have to and are expected to discharge duties in a diligent, trustworthy, businesslike and efficient manner. You will abide by the rules and regulations those that are applicable from time to time by the Company. If required, the Company will provide required training to you in updating your relevant knowledge for discharge of your duties efficiently & effectively, which will be as per the needs of business of the Company from time to time. You will be required to sign a service agreement with the Company, should the Company send you for any training, deputation or any other assignment, either in India or abroad and you shall be strictly be bound by the terms and conditions of any such agreement that you may sign.

### 7. Annual Review

However, at the discretion of the Company, your services and total compensation may be reviewed by the Company from time to time or annually as per the policy of the Company subject to your effective and satisfactory performance of





## INTERNATIONAL MODEL UNITED NATIONS

WHERE YOUR VOICE MATTERS!

E-13 Sector 50, Gurgaon Gurgaon, Haryana, India - 201301

Website: [www.internationalmun.org](http://www.internationalmun.org) Email: [info@internationalmun.org](mailto:info@internationalmun.org)

Subject: International Model United Nations (IMUN) Internship Offer Letter

Dear Zeenath unisa

I am delighted & excited to welcome you at International MUN team as a Campus Ambassador Intern. At International MUN, we believe that our team is our biggest strength and we take pride in recruiting ONLY the best and the brightest. We are confident that you would play a significant role in the overall success of the venture and wish you the most enjoyable, learning packed and truly meaningful work experience with International Model United Nations.

Your appointment will be governed by the terms and conditions presented in the Annexure A.

We look forward to you joining us.

Please do not hesitate to email us for any information you may need.

**Congratulations!**

Sincerely,

Mohneesh Bhardwaj  
Executive Chairman

[www.internationalmun.org](http://www.internationalmun.org)



Zeenath  
28/09

HEAD

Dept. of Nutrition & Dietetics  
ANWARUL-ULOOM COLLEGE  
New Mallepally, Hyderabad,  
Telangana-500 001.





Date: September 12, 2023

**TO WHOM IT MAY CONCERN**

This is to inform you that Nadia Shareef is employed with Amazon Dev Center India - Hyd, since September 4, 2023. Nadia currently holds the position of CAP Associate(IP). The residential address as per our record is as follows:

10-2-347/B/52 Asif Nagar, opposite Gilman Furnishing  
Hyderabad, , 500028  
IND

This certificate is issued at the request of the employee without any risk or liability on the part of the organization or its authorized signatories to enable employee to produce this letter as employment/address proof for Address proof.

For Amazon Dev Center India - Hyd

A circular stamp and a handwritten signature in black ink.

Shamil Srinivasan  
Human Resources

REGISTERED OFFICE : # 25/1, Brigade Gateway, World Trade Centre, 10th Floor, Dr. Rajkumar Road,  
Malleshwaram (W) Bangalore - 560 055, Karnataka India

Tel : +91 - 80 - 6787 3000, Fax : +91 - 80 - 3007 1031 / 33 CIN : U72200KA2004FTC034233

1062-22-624-133



2nd floor, SK tower, 7-44/2,  
above polar bear ice cream, Sun City  
Telangana 500091

Dear Mujahid Khan,

We are delighted to offer you the position of Sales Manager at Furnishio Studio. Your skills, experience, and enthusiasm align perfectly with our company's goals, and we believe you will be a valuable asset to our team.

Position: Sales Manager

Salary: ₹18,000 INR per month

Job Details: As our Sales Manager, you will be responsible for leading and managing our sales team to achieve and exceed our sales targets. Your key responsibilities will include:

Supervising and training the sales team to provide excellent customer service.

Setting sales goals and targets, and developing strategies to meet them.

Monitoring and analyzing sales metrics to identify areas for improvement.

Building and maintaining positive customer relationships.

Assisting in the creation of marketing and promotional campaigns.

Your start date will be 1-Aug-2022, and you will report directly to Nabeel Syed, who is excited to welcome you to the team.

Your monthly salary for this position is ₹18,000 INR, which will be paid on the 1st of each month.

To accept this offer, please sign and return a copy of this letter by 29-July-2022. You can email a scanned copy to [furnishiostudio@gmail.com](mailto:furnishiostudio@gmail.com) or send it to our address mentioned above.

We are thrilled to have you as part of our team and look forward to your contributions to Furnishio Studio. If you have any questions or need further information, please do not hesitate to reach out to us.

Once again, congratulations on your new position as Sales Manager, and we eagerly anticipate your positive impact on our company.

Sincerely,  
Furnishio



## **OFFER LETTER**

Date: 10 April, 2023

Place: Hyderabad

To,  
Ms. Arshiya Farheen

Sub: Offer of appointment for the position of "Drug Safety Associate".

Dear Ms. Arshiya

It is our pleasure to offer you employment with **OrciMed Life Sciences Private Limited**, company based out of Hyderabad, for the position of '**Drug Safety Associate**' role commencing on 11-April-2023, as per the terms set forth in this letter. Your initial place of work will be at Hyderabad.

As a **Drug Safety Associate**, your annual gross remuneration will be **INR 4,00,000/- (Rupees Four lakh rupees only)**, the breakup of which will be as provided in 'Annexure A' and shall be subject to income tax, payment of provident fund and other statutory deductions. However, the structure of your remuneration may be altered/changed from time to time in line with the policy and practices of the Company.

You shall execute and honor the Employment Agreement furnished to you as forming part and parcel of this offer. During your tenure of employment with the Company, you would be governed by the said Employment Contract Agreement, Company manuals and any other agreement that you may execute with the Company from time to time. Upon joining, you will be provided with an employee contract agreement.

You are required to submit the following documents (electronically) and submit the physical copies on the date of joining:

- 1.1. Previous Organization Pay Slips (last three months)
- 1.2. Offer and Relieving letters from the organization(s) you worked for
- 1.3. Most recent increment letters
- 1.4. Scanned copies of Academic Certificates
- 1.5. Passport size photograph
- 1.6. Copy of PAN Card
- 1.7. Copy of passport and
- 1.8. Copy of Aadhaar Card

### **OrciMed Life Sciences Private Limited**

Address : Door No. B-2-293/82/A, Plot No. 226, Road Number 17, Jubilee Hills Check Post, Union Bank Building, Jubilee Hills, Hyderabad. Telangana - 500 033.

+91 88851 11163 | contact@orcimedlifesciences.com | www.orcimedlifesciences.com





- 1.9 Work details
- 1.10 Photography of Residence Proof

Further, please note that your employment will be subject to the correctness of all the information and necessary documents furnished by you. In the event, it is found that any such material information furnished by you, whether verbally or in writing, at any time, is suppressed, misrepresented, or fabricated, the Company shall have the right to terminate your appointment without any notice or compensation.

If the above terms and conditions are acceptable to you, please stamp or sign in report for duty on 11 April 2023, failing which this offer shall automatically stand cancelled without any further reference to you.

For any questions or clarifications regarding this offer, please contact Ms. Swetha Tatineni at 'swetha.tatineni@orcimedlifesciences.com'. We wish you a bright and successful future and look forward to a mutually fruitful association.

For OrciMed Life Sciences Private Limited

Represented by  
**Sureshwar Kumaravelly**  
Sureshwar Kumaravelly  
Chief Development Officer

Represented by  
**Swetha Tatineni**  
Swetha Tatineni  
Associate Director - Human Resources

## APPOINTMENT LETTER

To,  
 Mr. Mohd Ibad Ur Rahman  
 Emp ID: IS03300,  
 Isthara Parks Private Limited

Dear Rahman,

With reference to your application and the subsequent interview you had with us, we are pleased to offer you an appointment on the following terms & conditions:

1. DESIGNATION : Sales Executive
2. DATE OF JOINING : 20<sup>th</sup> June 2022.
3. SALARY PARTICULARS:

Basic	12000.00
HRA	4800.00
Conveyance Allowance	4800.00
Special Allowance	2400.00
<b>Total Salary Per Month</b>	<b>24000.00</b>

4. You will be entitled to other allowances and perks in your grade in accordance with the company policy. (Annexure)
5. You will be entitled to join the Contributory Provident Fund in accordance with the scheme as and when the same becomes applicable.
6. You will be entitled to leave facilities as per Company policy.
7. Your appointment will be subject to your producing a medical report from the company medical officer testifying to your fitness for work.
8. Your appointment will be subject to satisfactory verification of your credentials/testimonials etc. You are requested to send copies of the following certificates and documents.
  - a) Proof of date of birth
  - b) Educational and other Technical Qualifications;
  - c) Previous Experience;
  - d) Last drawn Salary Slip/Form 16;
  - e) Address Proof – Voter I-Card/Passport Copy / Aadhaar Copy

9. The Management reserves the right to transfer you temporarily or permanently to work on any assignment in any of the department in the company or any other company or establishment in India or abroad under Ithara Parks Private Limited without effecting the total amount of your remuneration. Upon transfer you shall be under the administrative control of the unit which you are transferred to including grant of leave, disciplinary action and the Management of that company shall be entitled to discharge, dismiss or retrench you. You will be governed by such terms and conditions of employment as are in force in the said company from time to time.
10. Your appointment is initially on probation for six months. During the period of probation your services can be terminated at any time without notice and without assigning any reason whatsoever, in case an employee wants to leave the organization, need to serve a one month notice with the employer. You will be notified in writing about your confirmation after expiry of the probation period. You will deem to be on probation period unless confirmed in writing.
11. After confirmation in case your services are terminated, you will be served with one month's notice in writing or given one month's salary in lieu of notice. A similar notice in writing or pay in lieu of notice will be given by you in case you wish to leave the services of the company.
12. You will automatically retire from the services of the company on attaining the superannuation age of 58 years.
13. The company attaches considerable importance to high level of physical fitness and personal grooming. You will be required to ensure that you achieve & maintain the required level of physical fitness prescribed by the company.
14. You will devote your entire time to the work of the company and will not undertake any other direct/ indirect business or work, honorary or remunerated, except with the prior written permission of the management in each case.
15. You shall not seek membership of any local or public bodies without first obtaining specific permission from management.
16. You shall not give out, to any one by word of mouth or otherwise, particular or details of our technical knowhow, IP, security arrangements, administrative or organizational matters of a confidential and secret nature which it may be your personal privilege to know by virtue of your being our employee.
17. The Employee acknowledges that any work including without limitation inventions, designs, ideas, concepts, drawings, working notes, artistic works, programs, applications, codes that the Employee may individually or jointly conceive or develop during the term of Employment are "works made for hire" and to the fullest extent permitted by law, Employee shall assign, and does hereby assign, to the Employer all of Employee's right, title and interest in and to all Intellectual Property improved, developed, discovered or written in such works. Employee shall, upon request of the Employer, execute, acknowledge, deliver and file any and all documents necessary or useful to vest in the Employer all of Employee's right, title and interest in and to all such matters.



- 18. In the event of any resignation or any departure of employee, the employee shall be bound to hand over to the company all the assets, including but not limited to, laptop, mobile phone, etc. and shall be responsible for any damage or loss of the same. The employee shall also be responsible for any damage or loss of the same.
- 19. If the foregoing terms and conditions are acceptable to you, please sign and return this letter, which should be signed by you and returned to the company.
- 20. You agree to take proper care, use and return of the company's property (laptop, mobile, etc.) in case of any damage, you shall be liable to the extent of the value of the property to the company.

We are delighted to welcome you to our organization and look forward to a long and happy career with us.

Yours Faithfully





**Paul Victor**  
**General Manager**  
**Isthara Parks Private Limited**

**ACKNOWLEDGMENT**

I have gone through this letter and fully understand the terms and conditions of my services  
 I hereby accept the same without any reservation.

Signature : \_\_\_\_\_  
 Name : Mr. Mohd Ibad Ur Rahman  
 Date : 20<sup>th</sup> June 2022.



# Azaan International School

(Managed by Azaan Charitable Trust Reg. No. 38/2002)  
Affiliated to CBSE AIE No. 3830105 School No. 57628

APPOINTMENT LETTER

1062-22-516-046

01/06/2022

Dear **AYESHA SIDDIQUA**

Further to our discussions regarding employment with Azaan International School, we are pleased to make a formal offer of employment to you.

We take pleasure in offering you the position of **BIOLOGY TGT**

We would like you to join the school on **13/06/2022**

This position is offered subject to pre-employment checks and completion of the three month probationary period during which time your performance will be reviewed. AIS follows a very stringent process around employment verification and any misrepresentation of facts, failure to disclose information required or any changed information which is not reported to Human Resource Department shall be cause for immediate dismissal on discovery and without notice by the school. You will be governed by the code of conduct, efficiency and discipline rules and job requirements of your post at the school.

You cannot leave the job before the end of the academic session or pending tasks and duties. In case of any emergency if you have to relinquish the job you will have to serve three months' notice period or give three months' salary. You will not be entitled for any leave or any perk other than the salary during the notice period. You will have to follow all the statutory laws, rules and regulations as prescribed by the Board of Education and/or the State & Central Government as applicable on date and amended later during your service in the institution. This includes enrolment in PF, ESI, and other mandatory schemes of the Govt. of India & Telangana. You are also required to follow the service rules of the institution including leave rules, code of conduct and management directives as amended and notified from time to time.

Please sign and return the duplicate copy of this letter as a token of your acceptance of the offer. If you fail to indicate your acceptance within a week from the date of the offer letter, this offer of employment will be deemed to have been withdrawn and cancelled. All other terms and conditions will be governed by the School's policies and stated from time to time. We look forward to your joining us for a long, successful and mutually beneficial association.

  
HR MANAGER







Company's established that Employee's unauthorised absence for a period of three consecutive days will make the employee liable for his/her past employment with the company. The company will withhold a financial bonus to the employee asking for resignation on the unauthorised absence and will request the employee to come back to work within 7 working days from the receipt of the letter. Not responding for the financial bonus will attract a legal action from the company asking for evaporation and compensation for absconding from work and the employee's service with the company will automatically terminate with or without company's notice or intimation.

7. At all times you will abide and / or governed by the rules and regulations of the Company as amended or framed from time to time. Your hours of attendance will be regulated to suit the duties entrusted to you. Your whole time and attention shall be devoted to the interest of the Company and you shall not engage yourself in any capacity at any other enterprise or business part time or full time. You shall not engage in any studies or professional course without notifying the Company.
8. You shall conduct yourself in such a manner, as to justify the trust and confidence reposed in you and act at all times in accordance with the position of responsibility you occupy. You may be required to work for any associate or subsidiary Company or transfer, either full time or part time, and to work for the Company or any associate or subsidiary Company in any part of India or abroad as directed by the management. Upon all such transfers the rules and regulations and also the terms and conditions of service applicable at such place of transfer shall automatically become applicable to you.
9. You will not disclose to any person, firm or corporate body, without approval from appropriate authority of the Company, such technical or managerial information and knowledge about its business, trade secrets, manufacturing process etc. as you may acquire in the course of the appointment. You will remain from the services of the Company at the end of the month in which you attain the age of 58 years or have completed 25 years of full time service in the company whichever is earlier.
10. Any communication sent by prepaid registered post at your address as intimated by you in writing to the Company from time to time shall be deemed under all circumstances to have been received by you within three days of the dispatch irrespective of whether the communication is received or not. Your address for the purpose of this clause has been noted in the records of the Company as per this letter. You must furnish any change in the said address in writing. In case any declaration or information furnished by you in your application for employment or otherwise, is found to be wrong or incorrect or it is found that you have willfully suppressed any material information, your services shall be terminated without any notice.



Accepted By: Ms. G. Hanumanth

**Visionary RCM Infotech (India) Private Limited**

Regd and Co. Office: 14/16, 1st Floor, 1st Stage, Channarayana Nagar, Bangalore - 560011  
CIN: U72900IN2007PTC004391

SEZ Unit: 3, 4th Floor, 1st Stage, Channarayana Nagar, Bangalore - 560011  
http://www.visionaryrcm.com

...the right to be paid by the Employer for any ...  
...the Employer for any ...  
...the Employer for any ...

12. You shall remain in the possession of the Employer's ...  
...the Employer for any ...

13. Variable Compensation: If there is a ...  
...the Employer for any ...

14. Background or History: At all times ...  
...the Employer for any ...

15. Work from Home: Due to the pandemic ...  
...the Employer for any ...

Please sign and return the duplicate copy of this letter as confirmation of your having accepted the terms and conditions for our records.

Yours faithfully,  
Visionary RCM Infotech (India) Private Limited



Accepted By: M. G. Handan

Visionary RCM Infotech (India) Private Limited  
Egit and Cu Office: DDA Con Road 1 Nager Chowk  
CIVIL ENGINEERING  
K. J. Somaiya Institute of Engineering & Technology  
Vandriwadi, Gandhinagar, Mumbai - 400 072



... you seeking to be employed by the Company, you shall understand you are the Company of  
... property belonging to the Company or any subsidiary or associate Company of the Company  
... including all documents and instruments (including records or logs and in any way) owned and  
... directly they have completed from the records of the Company or any of its subsidiary or associate  
... Company or prepared or taken in the course of employment

12 You shall comply with the provision of the Company's Indian & Foreign Workers' Job  
Involvement in any legal industrial action, acts of insubordination or contempt of authority, which may result  
to dishonour of labour relations, will be considered as breach of the Employment Agreement and  
may lead to the Employee's dismissal. All disputes will be under the jurisdiction of court of law  
Court at Chennai and for other matters at all other Courts and Authorities in other States and  
Jurisdiction

13 Variable Compensation: If there is a variable component mentioned in your job structure in the  
annexure A, it will be contingent on the Company's overall performance and your personal goals  
being met. Specific individual goals shall be developed by your functional head. The company  
reserves the right to amend or withdraw the variable part, at its absolute discretion

14 Background verification: As per your assigned client's requirement, the Company may verify your  
background on previous employment history, education, residing address, police records, etc. to  
check on the authenticity of your provided information. Failure on any parameter may result in  
termination of your service or rejection of your appointment either at the initial stage or at any  
point of your service with the Company.

15 Work from Home: Due to the pandemic situation you may be given an opportunity to work from  
home for few months. Please understand that this option is a temporary and interim solution. This  
temporary solution will be terminated by VRCA once the pandemic threat is mitigated or if it is  
determined that business needs are not being met. In case of not meeting business goals team  
member will be asked to report back to office in 5 business days. The respective manager will notify  
the team members and team members need to report back to office within 5 days from the date of  
notification. Failing to return to office in such a circumstance without any further notice  
severe disciplinary action which includes separation of services without any further notice

Please sign and return the duplicate copy of this letter as confirmation of your having accepted the terms  
and conditions for our records.

Yours faithfully,  
For and on behalf of Visionary RCM Infotech (India) Private Limited



Accepted By: Ms. G Haridini

**Visionary RCM Infotech (India) Private Limited**  
Regional Office: 35th Cross Road, 1 Stage, Chennai - 600 025 for all industries - 04-4231014  
CIN: U73012TN2007PTC000101  
Regional Office: 12th Floor, Madhav Vilas, Gandhi Nagar, Chennai - 600 015  
www.visionaryrcm.com  
Suzha S, no 10th Floor, Madhav Vilas, Gandhi Nagar, Chennai - 600 015



Annexure -A

Pay & Allowances Structure Summary

Sl. No.	Pay & Allowance	Monthly CTC	Annual CTC
1	Basic Pay	7500	90000
2	House Rent Allowance	3750	45000
3	Special Allowance	1566	18792
4	Gross Pay (1+2+3)	12816	153792
5	Company's Contribution to PF	1150	13800
6	Company Contribution to ESIC @ 3.25%	400	4908
7	Annual Bonus @ one month's Basic pay- Paid annually	625	7500
8	Insurance	0	0
9	Total Cost to Company (4+5+6+7+8)	15000	180000
Approximate Statutory Deductions			
10	Employee's Contribution to PF **	1088	13056
11	Employee's Contribution to ESIC @ 0.75% **	96	1152
12	Professional Tax	0	0
13	Income tax **	0	0
14	Approximate Take Home***	11632	139584

Note:

\*\* Subject to vary based on earned pay

\*\*\* Approximate Take home value is subject to vary based on actual earnings of the month

With best wishes,

For Visionary RCM Infotech (India) Private Limited



Accepted By - Mr. G. Manoj

Visionary RCM Infotech (India) Private Limited

Regd and Cor Office: 2511, Gokul Road 3 Stage, Chennai - 600017. Tel: 044-24691344, 24691345  
CIN: U72900TN2004PTC00001

SEZ Unit: 3y no 107(P) Laxmi Infotech, Tower 2, 12th Floor, Kikaku Village, Guddur Mandal, Kanchi District, Hyderabad, Telangana - 500031. web: info@visionaryrcm.com URL: www.visionaryrcm.com

Issuing Date : 13-Sept. 2022.

3662-91-616-017



**CREEKSIDE  
INTERNATIONAL**



**SENIORSECONDARYSCHOOL.**

**Contact: 077803 08361, 94900 71302**



**SALEHA SALAHUDDIN**

**Employee ID : CIS0124**

**Designation : Teacher**

**Phone No : 8978223834**



*Jurnal Faizah*  
Principal

**Adj VRK Medical College, Aziznagar, Gandipet X Roads,  
Telangana, Hyderabad 500075**



# T O T O P E V E N T S

1062-28-684-988-



To :

Ms. Isra Maqbool

July 20, 2023

I am pleased to confirm your position as Project Sales Assistant at To-Top Events & Exhibitions. Your role will be contributing in generating sales for our company. You will be responsible for closing sales deals over the phone and maintaining good customer relationships with excellent communication and superior skills. You must be comfortable in presenting products or services over the phone as well as dealing with complaints and doubts. The goal is to help the company grow by bringing in customers and developing business as per the target system.

**Remuneration:**

Your monthly gross remuneration will be 10,000 rupees on every 1st of calendar month.

**Working Hours:**

9 AM to 6 PM Monday to Saturday with one hour lunch break.

**Probation Period:**

Your job is subject to your successful completion of 6 months probation period. Upon completion of your probation period, we will assess your performance and confirm your position with a 50% raise in the salary.

You will start the job from July 1st, 2023.

I am delighted to send you this offer to be approved and signed from you.

Looking forward ;)

Sincerely,

Moyin Uddin

Project Sales Manager

P. +91 7989125263

E. moyin@totopevents.com

A. Tolichowki, Hyderabad



1061-21-684-103

CONFIRMATION OF  
**EMPLOYMENT**

**PANZER**  
Technologies

Date: 26-10-2023

Hyderabad

SUBJECT: Confirmation of Employment

Dear Malik Zaid Uddin,

Welcome to **Panzer Technologies**.

I am pleased to confirm your acceptance of our offer for the full time position of **US - IT Recruiter**. We are looking forward to your arrival on **30th October 2023, 5:30pm**. As a result of your appointment, you will serve a 3 month probationary period.

Please report to Panzer Technologies, located at Jubilee Hills Road no.36. Please bring appropriate evidence of identity with you when you report to work. A listing of acceptable documents is attached below.

We are excited about you joining our team, and want to ensure you are successful in your new role. During your first several days on the job, you will meet many co-workers, supervisors, and human resources staff. These individuals are available as a resource to you, so please let them know what you need to accomplish your new responsibilities. Additionally, you may contact me at 8978231288 or drop an email at [poojitha@panzertechnologies.com](mailto:poojitha@panzertechnologies.com)

Regards,

Poojitha  
HR

Panzer technologies Pvt Ltd.





BBACAS & DS) EYN

From: Recruiting <recruiting@jobs.amazon.com>  
Date: Tue, 11 Apr 2023 at 9:57 PM  
Subject: Letter of Intent  
To: lubnaamreen06@gmail.com <lubnaamreen06@gmail.com>

Hello SYEDA LUBNA,

Name: SYEDA LUBNA AMREEN

Dear SYEDA LUBNA AMREEN

With reference to your application and subsequent assessments you had with us, we are pleased to inform you that you have been shortlisted for the position of **Customer Service Associate** at Location Hyderabad \_\_India facility of Amazon Development Center India Pvt. Ltd. (the "company").

Please treat this as a letter of intent ("LOI") valid for a period of 120 days from the date of issue of this letter upon expiry of which the letter of intent will expire without any further conditions or liabilities on your or our side unless an **Offer Letter** duly executed by the Company is issued to you before the expiry of the aforesaid 120 day period. The issue of an Offer Letter to you is subject to the Company's future business requirements and will be issued at the sole discretion of Amazon. Upon issue of the Offer Letter, this LOI stand automatically terminated. This LOI shall also be terminated automatically in the event you take up employment with another person (other than the company) before issue of the Offer Letter.

Upon signing the Offer Letter, you would be eligible to a Base Pay of Rs. **264300 per annum**. The same may be revised at the time of the issuance of an Offer Letter as per prevailing levels of pay at the time of issue of the Offer Letter. The amounts stated herein are only indicative and in no way a binding commitment on the Company's part. In addition, you will be eligible for benefits as per company policies.

You are hereby notified that you are not employed in the absence of a signed Offer Letter. This LOI relates only to your potential employment with the Company and does not constitute an offer of employment with respect to the Company or any affiliate or related entity. Further, this LOI does not create or vest any rights in you to be issued an Offer Letter whether within the 120 day period referred to herein or thereafter or with respect to the base pay as mentioned herein.

In the event that you receive an offer of employment from any other employer (apart from the Company), you are requested to immediately intimate the Company in writing of such offer.

Acceptance of this LOI will be construed as a confirmation on your ability to accept employment with the Company and carry out your Company related functions and duties upon employment, if and once the Offer Letter is issued.

For any queries, please feel to contact us on [www.amazon.com/csapplicationhelp](http://www.amazon.com/csapplicationhelp)

Yours sincerely,

AMAZON DEVELOPMENT CENTRE (INDIA) PVT LTD

Thank you,  
Amazon Recruiting Team



AMAZON DEVELOPMENT CENTRE (INDIA) PVT LTD  
Laxmi Infobahn Pvt Ltd - SEZ, Tower 1, 3<sup>rd</sup>, 4<sup>th</sup>, 5<sup>th</sup>, 6<sup>th</sup> & 7<sup>th</sup> floors,  
SY No. 107(P), Kokapet(V), Gandipet(M), HYD 500075.

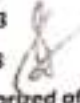
PERMANENT IDENTITY CARD

P



SL No : 7547  
Name : Syeda Lubna AMREEN  
Designation : CAP Associate(M)  
Emp ID : 112392390  
Date of Issue : 04-May-23  
Valid Upto : 03-May-28

  
Authorized Signatory

  
Authorized officer - SEZ

Offer from 24-7 Intouch  
\_Welcome to the 24-7  
Intouch Family. Inbox

Radhakrishna Dom... Apr 15  
to me, Suresh. Ramoji, S...

Dear Ruheena Khan,

Congratulations!

We are delighted to offer you the position of  
eSupport Officer in Band S with sub-band S-1.  
in Operations

We are confident that you will contribute to our  
journey of becoming a leader in Outsourcing  
Services and further your professional  
endeavor at our organization. You will undergo  
a structured training before you start servicing  
our customers to enable your success in your  
business role. We expect you to stay  
committed and responsive during the initial  
learning phase that will help scale your  
capabilities as a professional.

W.P.A. No. 1100/2019  
Dept. of NWC & Dretelics  
ANWARUL KHAN COLLEGE  
New Malleshpally, Hyderabad,  
Telangana-500 001.

Attached is our e-Offer Letter which yo  
colorprint for your personal record and  
We will maintain a physical copy of yo  
and Appointment Letter in the Employ  
duly signed by you on your joining.

Please acknowledge your acceptance  
Offer by replying to confirm your empl  
with us.

It is mandated that you bring the onbo  
documents as mentioned in the docur  
checklist for completing your onboard  
process on the date of joining. For any  
questions/clarifications on the terms  
conditions, please contact the unders  
your recruiter.

Looking forward to a wonderful care  
We look forward to having you as pa  
24-7 Intouch family.

Offers Team ,  
24-7 Intouch India Private Limited.

Thanks & Regards,  
Radhakrishna (HR - Ops.)





# NEW CRESCENT HIGH SCHOOL

Recognised by the Govt. of T.S.

# 11-2-693 to 701, Haboob Nagar, Malleshpally, Hyderabad - 500 001, T.S.

Date : .....

## Appointment Letter

It is to state that Tazeen Fatima D/o Mohammed Minhajuddin was appointed as Science Teacher to teach VI to VIII std from first july 2022 onwards



NEW CRESCENT H.S.  
Habob Nagar, Malleshpally,  
Hyderabad - 500 001, T.S.

1062-20-520-76



  
**HEAD**  
Dept. of Nutrition & Dietetics  
ANWARUL-ULOOM COLLEGE  
New Mallepally, Hyderabad,  
Telangana-500 001.



Genpact Representative  
Private & Confidential

Date: 05/01/2022  
To: Shrikanth Venkatesh

12-B-200007, 11th Floor, Nagar Building, First Road, Vasant Vihar, New Delhi, India - 110029

Dear Sir,

**Sole Appointment Letter**

We are pleased to offer you an appointment with Genpact ("Company") as an **Process Associate** under the following terms and conditions:

**TERMS AND CONDITIONS**

1. Your Cost to the Company (CTC) will be as indicated in Annexure II attached herewith.
2. Your initial place of work will be India, Hyderabad Phoenix Itapet IN - Office. However, your services are transferable, and you may be assigned after reasonable notice, to any location in India or abroad where the Company or any one of its associates or customers conducts business. While on transfer you will be governed by the rules, regulations and conditions of service of that location.
3. If at the time of joining, your assigned place of work is different from your current location ("Relocation"), the Company Guest House can be availed by you. The Guest house can be availed for a maximum period of 15 calendar days. The Company shall, in lieu of the accommodation provided, make a monthly deduction of Rs.250 for a period of 24 months. Further, in case of termination of employment by either party, before such amount has been fully recovered by the Company, the Company shall deduct the balance amount from your full and final settlement.
4. The Company will be working 7 days a week, twenty-four hours a day. You will be expected to attend office - except while travelling on business as assigned to you by your supervisors and as per applicable laws in force. Weekly offs will be governed as per applicable regulations & Company policies.
5. You shall be required to provide the Company all documents and information as set forth in Annexure I of this appointment letter.
6. You will be entitled to leaves subject to prior approval of your supervisor/manager at the Company. Your leave entitlement and accumulation / carry-forward of leave and related aspects will be governed as per the existing Company Policy on the subject.
7. Your appointment has been done after an extensive process for an important position which requires your skills and experience. This appointment may come to an end at the instance of either party by giving the other a notice in writing for 1 month. Your relieving from the services of the Company would be contingent upon successful serving of the full and complete notice period. Failing to do so would entitle the Company to recover damages for all losses caused due to any shortfall in serving of the full and complete notice period. The Company in addition to its rights to recover damages will not furnish a relieving letter in case of shortfall in the notice period unless such shortfall has been signed off by the appropriate person in the Company. In exceptional situations the Company reserves the right to waive off notice period at its sole discretion.

Genpact India  
05/01/2022

Genpact India Private Limited  
DIF City, Phase V  
Sector 53  
Gurgaon, Haryana 122002, India  
T +91 124 283 2000; F +91 124 4022674

CIN: U73100DL2005PTC307263  
Regd. Off: 12A (Ground Floor), Prakash  
Deep Building, 7, Tolstoy Marg, New  
Delhi-110001  
www.genpact.com

Transformation  
Happens Here



Address

Address H.No. 53-21/1/2  
BARUSALATA - Hyd-1

Contact 9985660466

Subject: Contract letter

Dear Md. Maysemuddin

Thank you for your interest in working with Kriti Social Initiatives. We are pleased to offer you teaching contract for a period of three months of the current academic year. You will be working as a Teacher in Government Primary School Abrahimnagar G.P.S

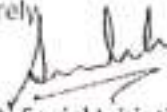
Your contract period will be from 1<sup>st</sup> February 2022 to 30<sup>th</sup> April 2022. We may extend this contract during the month of May, if the academic year extends as per Govt rules. Salary will be prorated for the number of days worked for May.

The main terms of your teaching contract are:

- You will be reporting to the School Management and be governed by the Rules and Regulations enforced by the Management.
- You will be paid a consolidated salary of Rs. ~~9000/-~~ 9000/- per month.
- Your work timings and days will be as given by the school Head Master.
- Both you and Kriti Management will need to provide 1-month advance notice before terminating this contract.
- You are permitted to take one leave per month in March and April. Any excess leaves availed or late comings will be dealt with as per Kriti policy.
- To avail leaves prior intimation should be given to the school HM and also to Kriti education Manager, either by calling, in person or through message.
- You shall not discuss or reveal any official information of a confidential nature to any person while in service or thereafter.
- You must attend monthly trainings and also other training schedules without fail.
- Reports and information should be furnished as and when asked to do so by your line manager.
- You are considered a kriti contract employee and must conduct yourself properly with dignity at all times.

On day of reporting, please bring the original and photocopy of your last/latest educational qualification. On verifying the photocopy, the original will be returned to you.

Yours sincerely



Trustee, Kriti Social Initiatives

I accept the above offer

Md. Maysemuddin  
{Signature and name}

\_\_\_\_\_  
{Date}



# NILOUFER HIGH SCHOOL

(Recognized by the Govt. of A.P.)

5-5-214/1, Darus-Salam Road, Nampally, Hyderabad - 500 001, A.P.

Ref.

Date 23/03/2022

## IN-SERVICE LETTER

Rahila Fatima D/o Akbar Khan is working with Niloufer High School since 2018 to till date as a High School teacher to teach Physical Science and Biological Science. She is still working with our Institute. *M.Sc. previous (Botany).*

*Khushee S*  
HEAD MISTRESS  
NILOUFER HIGH SCHOOL  
(Recog. by Govt. of T.S.)  
# 5-5-214/1, Nampally, Hyderabad-01.

1063-20-689-106



27 October 2021

**PRIVATE & CONFIDENTIAL**

To whom it may concern,

**Re: Sufian Ahmed**  
**Address: 16-11-68, Moosarambagh, Malakpet, Hyderabad, 500036**

This letter is to confirm that Sufian Ahmed is currently employed at Amazon Development Centre (India) Private Limited.

**Sufian Ahmed** is employed as a **CS Associate(IP)** and commenced employment with Amazon on **04 October 2021**.

This letter has been issued to the employee upon his/her request on the basis of data submitted by the employee to the Company. The Company bears no liability in event the aforementioned data is NOT found to be accurate.

On behalf of  
**Amazon Development Centre (India) Private Limited**

Kind Regards,

A handwritten signature in black ink, appearing to read "Soumya V".

**Soumya V**  
**ERC Delivery Hub Leader, Employee Services**





1061-19-401-0173  
17/07/22



31 July 2022

Mohammed Abdul Raheem Uddin  
Hyderabad

Dear Mohammed,  
Congratulations!

We are delighted to have you join Cars24 Services Private Limited as Procurement Associate at Hyderabad Location. We have really aggressive plans and are completely revolutionizing the way people sell pre-owned cars in our country. We are excited to welcome you to the family and are confident that you will be able to make a significant contribution to the success of the organization.

Please find below the terms of your offer:

1. Your effective date of employment will be 31 July 2022
2. Your Compensation shall have the following components. Details are mentioned in Appendix A
  1. Fixed Component - INR 260000 per annum
3. In addition to your CTC, you will be eligible for monthly incentives based on your performance. The incentive component will be up-to 50% of your fixed salary and will be fully linked to your performance. We shall be assigning you monthly targets which will be decided mutually for calculation of incentives.
4. Your employment is subject to a probation period of 90 days effective your date of joining. Your employment will be confirmed upon your satisfactory performance and successful professional reference checks along with verification of your education and employment history. In case the employee and/or the Company prefers to terminate the employment contract during probation, then the employee shall be subject to a prior notice period of 7 days and/or requisite salary in lieu thereof.
5. If at all circumstances arise wherein employee prefer to leave the employment with the Company, then employee shall be under a strict obligation to submit a resignation providing a notice period of 30 Days with the reporting manager and/or requisite salary in lieu thereof and follow the exit formalities as would be applicable as per the policies of the Company at that point of time. The Company may terminate the employment contract with a prior notice of 30 Days to you and/or in lieu of salary thereof.
6. Our annual appraisal cycle is effective April 1 and covers all employees who have spent 6 months or more in the organization
7. The employee will be liable to pay back any notice period buyout amount paid during the duration of the employment should either party (the employee or the company) terminate this employment contract before completion of 2 years from the date of joining.

Shaik, we look forward to working with you!

Please sign below and return this employment offer latest by 26-July-22 indicate your acceptance. The formal appointment letter will be made available on your date of joining.

**Cars24 Services Private Limited**

Registered Office: 10<sup>th</sup> Floor, Tower -B, Unitech Cyber Park, Sector-39, Gurugram-122001, Haryana, India  
Corporate Office: 4<sup>th</sup> Floor, Plot no. 65, Sector-44, Gurugram- 122003, Haryana, India  
www.cars24.com | CIN: U74999HR2015FTC056386 | Helpline: 1800 258 5656 | email: roc@cars24.com



APPENDIX A: CTC Break up: Mohammed Abdur Raheem Uddin

Name:	M.A. Raheem Uddin	Business Unit:	Procurement	CTB	
Department:	Sales	Sub Department:		Procurement	4.1
Band:	01	Grade:		Procurement Associate	
Internal Designation:	Associate 1	External Designation:		Annual	260000
Fixed				(in Rs.)	
Annual Cost To Company (CTC)					
Components					
FIXED					
Basic Salary				181200	
House Rent Allowance				13000	
Special Allowance				42684	
Statutory Bonus				14400	
Statutory Bonus				251284	
Total A*				0	
EMPLOYEE BENEFITS					
Medical Insurance***				8716	
Gratuity				8716	
Total B				0	
RETIRAL BENEFITS					
Employer's Contribution to PF**				260000	
Total C					
TOTAL CTC (A + B + C)					Rupees Two Lacs Sixty Thousand Only
Total Annual CTC					

\*Total A - Represents Annual Gross Salary only. The Monthly Net Take-Home will subject to Statutory Deductions (as applicable), professional tax (if applicable) and income tax (if applicable) as per provisions of Statutory Acts i.e. PF, State Professional Tax Guidelines & Income Tax Act.

\*\* (if applicable) Provident fund contribution is calculated as per the provisions of prevailing Provident Fund Act guidelines i.e. @ 12% on minimum basic salary level of INR 15,000 and this amount is also deducted from basic salary as Employee's Share/Contribution to Provident Fund.

\*\*\* Medical Insurance amount under employee benefits is part of your CTC & is reflective of the policy premium paid at an organization level. During the annual renewal of our GMC, medical insurance amount may change though there will be no change in your total CTC for the year.

The performance linked variable component of your CTC will be paid out annually during our appraisal cycle in March-April. This amount is pro-rated and will be dependent on your performance rating.

Agreed and Executed  
 M.A. Raheem Uddin  
 Date:

*Sanjay Katyal*  
 or Cars24 Services Private Limited  
 Authorized Signatory  
 Sanjay Katyal  
 Team

Understood and Agreed



# Anwarul Uloom College

(Autonomous & Accredited A Grade by U.A.C.E.)  
Affiliated to Osmania University

New Malleshpally, Hyderabad - 500001, T.S., INDIA.



**BACHELOR OF COMMERCE (REGULAR) - MAY 2022**

REFERENCE NO. : AUC/28 Com GEN/MAY 2022/850  
NAME : MOHAMMED ABDUR RAHMAN/USOIN  
FATHER NAME : MOHAMMED KALEEM USOIN  
MOTHER NAME : AYESHA OSMANI

DATE : 24/05/2022  
ROLL NO. : 1002 19 401 800  
MEDIUM : ENGLISH  
ADMIAR NO. : 015404 00990



SEMESTER	PART	SUBJECT	THEORY			PRACTICALS			MARKS
			GD	ER	M/POP	GD	EP	M/POP	
SEMESTER - I	I	ENGLISH - I	A	4	NOV2019	**	**	**	7.60
	I	ARABIC - I	B	4	NOV2019	**	**	**	
	II	FINANCIAL ACCOUNTING - I	C	5	NOV2019	**	**	**	
	II	BUSINESS ORGANIZATION AND MANAGEMENT	D	5	NOV2019	**	**	**	
	II	FOREIGN TRADE	A	5	NOV2019	**	**	**	
SEMESTER - II	II	ENVIRONMENTAL STUDIES	D	2	NOV2019	**	**	**	8.64
	I	ENGLISH - II	B	4	OCT2020	**	**	**	
	I	ARABIC - II	A	4	OCT2020	**	**	**	
	II	FINANCIAL ACCOUNTING - II	B	5	OCT2020	**	**	**	
	II	BUSINESS LAWS	A	5	OCT2020	**	**	**	
SEMESTER - III	II	BANKING & FINANCIAL SERVICES	A	2	OCT2020	**	**	**	8.22
	II	BASIC COMPUTER SKILLS	A	3	JAN2021	**	**	**	
	I	ENGLISH - III	A	3	JAN2021	**	**	**	
	I	ARABIC - III	A	5	JAN2021	**	**	**	
	II	ADVANCE ACCOUNTING	B	5	JAN2021	**	**	**	
SEMESTER - IV	II	BUSINESS STATISTICS - I	B	5	JAN2021	**	**	**	8.52
	II	FINANCIAL INSTITUTIONS AND MARKETS	E	2	JAN2021	**	**	**	
	II	PRINCIPLES OF INSURANCE	A	3	MAY2022	**	**	**	
	I	ENGLISH - IV	B	3	AUG2021	**	**	**	
	I	ARABIC - IV	A	5	MAY2022	**	**	**	
SEMESTER - V	I	INCOME TAX	A	5	AUG2021	**	**	**	8.36
	II	BUSINESS STATISTICS - II	A	5	MAY2022	**	**	**	
	II	CORPORATE ACCOUNTING	E	2	AUG2021	**	**	**	
	II	PRACTICE OF LIFE INSURANCE	B	3	NOV2021	**	**	**	
	I	ENGLISH - V	A	5	NOV2021	**	**	**	
SEMESTER - VI	I	ARABIC - V	A	4	NOV2021	A	1	NOV2021	8.52
	II	COST ACCOUNTING	B	5	NOV2021	**	**	**	
	II	COMPUTERIZED ACCOUNTING	B	2	NOV2021	**	**	**	
	II	AUDITING	D	2	NOV2021	**	**	**	
	II	PRACTICE OF GENERAL INSURANCE	B	3	NOV2021	**	**	**	
SEMESTER - VI	II	INDUSTRIAL MICROBIOLOGY	A	3	MAY2022	**	**	**	8.52
	I	ENGLISH - VI	A	3	MAY2022	**	**	**	
	I	ARABIC - VI	B	5	MAY2022	**	**	**	
	II	COST CONTROL & MANAGEMENT ACCOUNTING	B	4	MAY2022	O	1	MAY2022	
	II	THEORY AND PRACTICE OF GST	B	5	MAY2022	**	**	**	
II	ACCOUNTING STANDARDS	O	4	MAY2022	**	**	**		
II	RESEARCH METHODOLOGY & PROJECT REPORT	C	2	MAY2022	**	**	**		
II	REGULATION OF INSURANCE BUSINESS	C	2	MAY2022	**	**	**		
PART		TOTAL CREDITS	CGPA			OVERALL CGPA			
I		40	8.65			8.31			
II		108	8.19						

*Ashraf*  
Incharge

*[Signature]*  
Controller of Examinations

*[Signature]*  
Principal

**TRANSCRIPTS**

**VERIFIED & FOUND CORRECT**

*[Signature]*  
SECTION INCHARGE

*[Signature]*  
CONTROLLER OF EXAMINATIONS

*[Signature]*  
PRINCIPAL

ANWAR UL ULOOM COLLEGE (AUTONOMOUS)



Ref No: 16999930

01-Feb-2022

Aera Begum



16999930 - 20220201 - 4014

Dear Aera,

We have greatly enjoyed our recent discussions with you and are pleased to offer you the role of **Process Executive - Data with Cognizant Technology Solutions India Private Limited** ("Cognizant"). Your place of posting will be **Hyderabad**.

Your annual total compensation will be **INR 172,249**. Please see **Compensation and Benefits** for additional details on your compensation. Cognizant has considered **0 months of your** experience as relevant in this offer, which will be kept up-to-date in our records.

Your appointment will be governed by the terms and conditions of employment presented in **Employment Agreement**, as well as any rules, regulations and practices currently in place at the time of employment.

We request that you join us on or before **07-Feb-2022**.

Please note:

- This offer is subject to satisfactory professional reference checks
- This offer is valid for three (3) months from the date of offer. Any extension shall be at the discretion of Cognizant and shall be communicated to you in writing
- Prior to beginning work with Cognizant, you must provide evidence of your right to work in India and other documentation requested by Cognizant

We are delighted to welcome you to the team! You are joining Cognizant at an exciting time, and we know your fresh thinking and expertise will help us accomplish great things.

If you have any further questions or need clarification on this offer, please feel free to contact us.

Best regards,

For **Cognizant Technology Solutions India Private Limited** ("Cognizant"),

  
Shibu Balakrishnan  
Sr. Director-Talent Acquisition

I have read the offer, understood and accept the above mentioned terms and conditions.

Signature:

Date:

## Compensation and Benefits

Name: Asra Begum

Designation: Process Executive - Data

Sl. No.	Description	Monthly	Yearly
1	Basic	6500	78,000
2	HRA*	2000	31,200
3	Company's contribution of PF #	1045.089286	12,541
4	Advance Statutory Bonus***	2000	24,000
5	Special Allowance*	1853	22,236
6	Company's Contribution of ESI @ 3.25% of Monthly Gross minus statutory exclusions	356	4,272
	<b>Annual Gross Compensation</b>		<b>172,249</b>
	<b>Annual Total Compensation</b>		<b>172,249</b>
	Company's contribution towards benefits (Medical, Accident and Life Insurance)		19,500
	<b>Annual Total Remuneration</b>		<b>191,749</b>

As an associate you are entitled to the following additional benefits:

- Floating medical insurance coverage
- Round-the-clock group personal accident insurance coverage
- Group term life insurance coverage
- Employees' compensation insurance benefit as per the Employee's Compensation Act
- Gratuity on separation after four (4) years and 240 calendar days of continuous service, payable as per the Payment of Gratuity Act

**Leave and vacation:**

- From your date of joining, you will be entitled to the following leave amounts as per your eligibility in line with statutory requirements. Leaves require manager approval in advance.

*Category of Leave*

- Earned Leave – 18 days
- Sick Leave – 12 days
- Casual Leave – 6 days

- From date of joining, women associates will be entitled to maternity leave based on eligibility as specified in the Maternity Benefit (Amendment) Act
- In addition to the above, as per Cognizant policy, you are eligible for child adoption leave and paternity leave by adhering to the conditions as specified in the India Leave Policy.

**# Provident Fund Wages:**



Scheme, "Monthly Gross Salary" as stated in "Compensation and Benefits" of this letter, excluding "Advance Statutory Bonus" and "House Rent Allowance," will be considered. This does not include payments made through "Special Payout."

Determination of PF wages for the purpose of contribution: PF contribution shall be payable on the earned PF wages or PF wages as per this letter, whichever is lesser.

#### **Employee State Insurance (ESI):**

Eligible Wages Eligibility for ESI shall be decided by deducting the *Advanced Statutory Bonus*, Employer PF and ESI contribution from the monthly Gross Compensation (AGC/12) as stated in Compensation and Benefits of this letter.

Earned ESI Wages: Monthly ESI contribution will be computed on total remuneration paid to an associate in a particular month, including any recurring (or) ad hoc special payouts during the month.

ESI contribution shall continue until the end of the contribution period (April – September and October – March), if the associate contributes for at least one month in the contribution period.

#### **\* Flexible Benefit Plan:**

Your compensation has been structured to ensure that you can apportion components of your salary to suit your individual preferences. This plan will enable you to

1. Choose from an array of allowance or benefits
2. Redefine your salary structure within prescribed guidelines
3. Optimize your earnings

**#\* Advance Statutory Bonus** is in line with the provisions of the Payment of Bonus Act

#### **Note:**

- Any statutory revision of Provident Fund/ESI contribution or any other similar statutory benefits will result in a change in the net take-home salary. The Annual Gross Compensation will remain the same
- Cognizant has made this offer in good faith after expending significant time and resources during the hiring process. We hope you will join us, but recognize your right to pursue another path. Your formal commitment to joining us forms the basis of further planning and client communication at Cognizant. If you decide not to join us after signing the offer letter, Cognizant reserves the right not to consider you for future career opportunities with the company. We look forward to welcoming you to Cognizant

#### **Employment Agreement – Cognizant Technology Solutions India Private Limited**

This Employment Agreement ("Agreement") is made effective as of 01-Feb-2022 between:

Cognizant Technology Solutions India Private Limited, a company incorporated under the Companies Act, 1956 with its registered office at 5/535, Okkiam Thoraipakkam, Old Mahabalipuram Road, Chennai - 600096, Tamil Nadu, India; (hereinafter referred to as "Company" or "Cognizant," which shall, unless counter to the context or meaning thereof, be deemed to mean and include its successors and assigns) of the ONE PART;

AND

Asra Begum (Aae) residing at



meaning thereof, be deemed to mean and include (his/her heirs, executors and administrators) of the OTHER PART.

The Company and you are, wherever the context so requires, hereinafter collectively referred to as the "Parties" and individually as "Party."

#### RECITAL:

WHEREAS, you desire to be employed by the Company and the Company has made an employment offer ("Employment Offer Letter") to you and in pursuance thereof desires to employ you on the terms and conditions set forth below.

NOW, THEREFORE, in consideration of the mutual promises, covenants and conditions set forth herein, the Parties hereto mutually agree to the below mentioned terms and conditions governing your employment with Cognizant:

#### 1. Duties and Responsibilities

a) You agree that at all times during your employment with Cognizant, 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, in letter and spirit.

b) Your unprofessional behavior or misconduct in violation of Cognizant's Code of Business Ethics and/or other organizational policies shall entitle the Company to take appropriate disciplinary action(s) including termination of your employment.

c) 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.

#### 2. Place of Employment

You will be employed at any one of Cognizant's offices as per business requirements. The Company reserves the right to transfer you on a temporary or permanent basis to the other office locations, functions or departments within the Company and/or other affiliated entities and assign such other duties as may be deemed fit in the interest of the Company. The Company also reserves the right to require you to work remotely from time to time as per business needs or government mandate.

#### 3. No Alternate Employment, No Conflict, Etc.

During your employment with the Company, you shall not, without the Company's prior written consent, directly or indirectly employ or engage with any other person, business or entity, whether or not for any gain or profit, irrespective of whether it is during or outside your hours of work in the Company. Additionally, you are not allowed to undertake any other gainful employment, engagement, business, assume any public office or private office, honorary or remunerative position, without prior written permission of the Company. During your employment with the Company, you shall not directly or indirectly engage in any conduct in conflict with or averse to the best interests of the Company, as determined by the Company at its sole discretion. In addition, you shall not disclose, divulge or bring on to Cognizant's systems or offices, your prior employer's and/or their clients' proprietary or confidential information, or violate any agreement or obligations that you have with them.



4) During the course of your employment with the Company, you shall have access to information and documents of the Company, its affiliates, its clients or certain third parties (with which the Company has any dealings), which are private, business sensitive, confidential and/or proprietary (together, "Confidential Information"). You are obliged to keep this Confidential Information as secret and must not, without prior and specific written permission from the Company, disclose any such information, received from whatever source and however you may learn it, to any person or third party.

b) Any breach of your confidentiality obligations as specified above may be a cause for termination of your employment with the Company, besides the Company's entitlement to initiate legal action against you for such a breach. The obligations imposed upon you under this clause 4 will survive even after cessation of your employment with the Company.

c) You shall not take copies of any Confidential Information for your own purposes without prior permission of the Company and forthwith upon termination of your employment with the Company, you shall return to the Company all such copies of Confidential Information including but not limited to documents, records and accounts in any form (including electronic, mechanical, photographic & optical recording) relating to matters concerning the business or dealings or affairs of the Company.

d) You shall not, during your employment with the Company and at all times thereafter, do or say anything that may cause direct or indirect damage to the business of the Company, its affiliates or their clients.

e) You shall be governed by Cognizant's Social Media Policy and shall, at all times, refrain from posting potentially malicious, libelous, obscene, political, anti-social, abusive, and threatening messages or disparaging clients, associates, competitors, suppliers or any third parties.

f) You will not make any false, defamatory or disparaging statements about Cognizant, its clients, or any other employees or directors, irrespective of whether any such statements are likely to cause damage to any such entity or person.

g) The Company reserves the right to require you to sign confidentiality and non-disclosure agreements with any clients on whose project you are being assigned on behalf of the Company.

## 5. Data Protection

By signing below,

a) you hereby provide your consent to Cognizant, its affiliates and their clients for the holding and processing of your personal data for all purposes of the administration and management of your employment and/or the Company's business,

b) you hereby provide your consent to your personal data including any sensitive personal data or information being collected and the same being transferred, stored and/or processed by Cognizant in India and any other countries where Cognizant, its affiliates and their clients have offices,

c) you agree that Cognizant and its affiliates may make such data available to its advisors, service providers, other agencies such as pension providers, medical, insurance providers, payroll administrators, background verification agencies and regulatory authorities,

d) you have the right to amend, modify or alter your personal information. The Company will exercise all reasonable diligence for safeguarding your personal information, as has been disclosed by you. It is clarified that the obligation will not be applicable in case of legally required disclosures, and

e) you acknowledge and agree that the Company may, in the course of its business, be required to disclose personal data relating to you, after the end of your employment to any group/statutory bodies/authorities as required under applicable law/requirements.

## 6. Work Schedule

a) The Company's normal working hours shall typically comprise of nine (9) hours per day,



applicable laws. The Company may require you to work for extended working hours/days including weekends, depending on the project requirements, business exigencies and/or for conscientious and complete performance of your duties and responsibilities towards the Company, subject to the limit of working hours as prescribed by the applicable laws. Any changes made to the Company's working hours shall be communicated to you.

b) The Company may, at its discretion, vary the normal working hours or days for any employee or class of employees or for all the employees based on project requirements, Company policies and prevailing laws, as may be applicable from time to time/in accordance with any applicable laws currently in place. Any changes to be made to the above work timing or days shall be made by the Company at its sole discretion and notified to you in advance.

c) The Company may also require you to work on a shift basis. The shifts may be scheduled across 24 hours a day, 7 days a week and 365 days a year. Shift timing may change from time to time as per any Company policy, and will be communicated to you in advance.

d) Your working hours shall be monitored by the Company through appropriate systems and processes, as updated from time to time. You are expected to comply with these processes and policies at all times.

## **7. Background Check**

Your employment with Cognizant is conditional and subject to satisfactory background and reference checks in line with Company policy. An independent agency may conduct internal and external background checks, for which you provide your consent. The Company's offer of employment and/or continued employment is subject to a satisfactory background verification report.

The Company shall be entitled to withdraw its employment offer if the background verification checks reveal unfavorable results at any time. Similarly, if your background verification report is found to be unfavorable or unsuccessful after you join the Company, the Company reserves the right to terminate your employment.

## **8. Compliance with Company Policies**

As a condition of employment with the Company and as part of your joining formalities, you are required to comply or execute the following Company agreement and attest your understanding and adherence to following Company policies:

- i. IP Assignment Agreement
- ii. Code of Business Ethics
- iii. Acceptable Use Policy and Social Media Policy
- iv. Dress Code Policy

Additionally, you will be governed by other applicable Company rules, processes, procedures and policies as may be drafted, enforced, amended and/or altered from time to time and that are not specifically mentioned in this Agreement. The applicable rules/processes/procedures/policies are available on the Company's intranet and you are expected to go through them carefully as a condition of your employment. For any clarification in relation to applicable policies, guidelines or processes, please reach out to your HR talent manager. It is your responsibility stay informed of any and all changes made by the Company to such policies from time to time. If at any time during your employment with the Company, you are found in violation of any applicable rules, processes, procedures or policies of the Company, the Company reserves the right to take disciplinary action against you, including termination your employment without notice period.

## **9. Non-Compete and Non-Solicit Restrictions**

During the term of your employment with Cognizant and until two (2) years after the termination



or as a partner, employee, consultant, advisor, agent, contractor, director, trustee, committee member, office bearer, or shareholder (or in a similar capacity or function), (a) solicit, attempt to solicit, contact or otherwise encourage any employee to leave the Company's employment, (b) solicit business from competitor(s) or client(s) of the Company or (c) be employed or engaged with any competitor(s), or (d) be employed or engaged with any client(s) of the Company with whom you have interacted or worked in a professional capacity representing the Company during the six (6) months preceding the date of termination of your employment.

### **10. Representations and Warranties**

By signing below,

a. you warrant that your employment with the Company does not and will not violate or otherwise conflict with any agreement (oral or otherwise) to which you are or have been a party and that you possess all the requisite permits, work visas and clearances to be able to lawfully and rightfully employed in India with the Company under the terms of this Agreement;

b. you warrant that you have satisfactorily completed all of your obligations under any employment contract or other contract or agreement with any company(ies), person(s) or entity (ies) that previously employed or contracted with you and that any previous employment contract and/or relationships have terminated and/or expired prior to the effective start date of your employment at the Company and you have all the requisite power and authority, and do not require the consent of any third party to be employed with the Company;

c. you represent and warrant that you shall not bring into Company premises or systems (or use in any manner) any third-party documents (regardless of media) or materials (including but not limited to proprietary information or trade secrets), or any such documents or materials of your previous employer, without written permissions/approvals from such previous employer or third parties; and

d. you represent that unless authorized by the Company in writing, you shall not sign any contract or agreement that binds the Company or creates any obligation (financial or otherwise) upon the Company.

### **11. Indemnity**

You agree to indemnify and hold harmless the Company and its affiliates from and against any and all direct or indirect losses or damages, injury or liability for a claim of damage, loss or injury to person or property, suffered or sustained by Company and its affiliates which is attributable to you, resulting from any of your act or omission irrespective of whether it constitutes a breach of the terms of your employment or negligent performance of your duties as expected from you while in employment of the Company.

### **12. Business Engagement, Learning and Development and Project Deployment**

In order to ensure that you are fully equipped to adapt to client needs, the Company has several policies and processes relating to deployment of employees to projects, Career Architecture program, performance evaluation, learning and development/training and up-skilling opportunities. As a condition of your employment with the Company, you are responsible for upskilling yourself to make yourself eligible for appropriate business/client projects, thereby promoting the spirit of meritocracy and career development with the goal of providing world-class services to our clients. Therefore, you shall adhere to and meet the obligations under all such policies and processes, including the Associate Deployment Pool Policy and those that may be changed by the Company from time to time.

### **13. Unauthorized Absence**

If you are absent from work for a continuous period of three (3) days or as prescribed by

...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 Job Abandonment Policy.

## 14. Retirement

You will automatically retire from employment with the Company on the last day of the month in which you attain the age of fifty-eight (58) years. It is hereby clarified that the Company reserves its right to change the retirement age at its sole discretion.

## 15. Termination of Employment

a. The Company may terminate your employment at any time with or without assigning any reasons by providing 90 days' advance notice to you by paying you *pro rata* salary in lieu of any notice or balance notice period.

You may resign or terminate your employment with the Company by providing 90 days' advance notice to the Company. When you serve notice to resign from employment with the Company, the Company may at its sole discretion allow you to pay salary in lieu for the notice period, and/or adjust the vacation accumulated towards part of the notice period.

b. Notwithstanding the aforesaid or anything else to the contrary, the Company may, at its sole discretion, suspend, lay off, dismiss, discharge and/or terminate your employment with immediate effect by a notice in writing (without any notice period or salary in lieu of any notice period) in the event of your:

- Misconduct, as provided in Misconduct and Disciplinary Action Policy
- Non-adherence to Associate Deployment Pool Policy
- Violation of Social Media Policy or Conflict of Interest Policy
- Breach of integrity, embezzlement, misappropriation, misuse or causing damage to the Company's assets/property or reputation
- Insubordination or failure to comply with the directions given to you by persons so authorized
- Insolvency or conviction for any offence involving moral turpitude
- Breach of any terms or conditions of the Agreement and/or Company's policies or other documents or directions of the Company
- Violation of non-disparagement obligations
- Conduct regarded by the Company as prejudicial to its own interests or to the interests of its client

## 16. Deputation, Assignment and Transfer

The Company may second, depute or assign you to work with any of its affiliates or transfer your services to any group company worldwide. On any such secondment, deputation, assignment or transfer of your employment, the Company and/or affiliate may require you to sign the applicable Overseas Deputation/International Employment Agreement(s) of the specific country, based on the policies of the Company.

## 17. Survival

Clauses 4, 5, 9 and 11 and any other clauses, which by their nature are expected to survive, shall all survive the termination of your employment (for any reason) and shall continue to apply to you even after cessation of your employment with the Company.

## 18. Dispute Resolution and Governing law

The Parties shall make our best efforts to settle by mutual conciliation any claim, dispute or



AGREEMENT to the existence or validity hereof, the interpretation hereof, or the breach hereof. This Agreement and your employment with the Company shall be governed and interpreted in accordance to the laws of India and the courts in Chennai only shall have exclusive jurisdiction over any Dispute. Notwithstanding the aforesaid, the Company shall be entitled, in addition to all other remedies, to any interim relief including but not limited to an injunction, whether interlocutory or preliminary, restraining any breach of the provisions of this Agreement.

**19. General**

This Agreement and your employment is personal to you and you cannot assign, subcontract or transfer your rights or obligations hereunder to any other person or entity. No delay or failure by the Company to exercise any of its powers, rights or remedies under this Agreement or otherwise will operate as a waiver of such powers, rights or remedies. If any provision of this Agreement is held by any competent authority to be invalid or unenforceable, the validity of the other remaining provisions of the Agreement shall not be affected. You shall not make any announcement concerning the Company, its affiliates and their employees, contractors or clients without the Company's prior written consent, and you shall not use or disclose the name, trademark, domain name, service mark, logo or any other intellectual property of the Company and its affiliates and their employees, contractors or clients.

This Agreement, together with the agreements and policies of the Company, Employment Offer Letter (and any attachments thereto, are the exclusive and entire agreement between the Parties relating to its subject matter, and supersedes all prior and contemporaneous discussions, agreements, negotiations, representations, and proposals relating to the subject matter hereof. You shall be required to treat the terms of this Agreement as strictly confidential. The Company reserves the sole right to change any terms or conditions provided in this Agreement based on applicable laws or business exigencies.

IN WITNESS WHEREOF, the Parties hereto have duly executed this Agreement as of the day and year first above written.

**Cognizant Technology Solutions India Private Limited****Asra Begum**  
Shibu Balakrishnan  
Sr. Director-Talent Acquisition

I have read, understood and accept the above-mentioned terms.

**Signature:****Date:**



Date: 18 March 2022

Name: Aysha Khalid

Address: H. NO 11-B 244/45, TARRAF/UDA, BARRAZOOLA, SIKKANDERABAD, Hyderabad, Telangana - 500058

Dear Aysha Khalid

Sub: Apprentices Supplemental Letter

This Apprentices Supplemental Letter ("Letter") is to be read in conjunction with the Apprentices Contract Registration Form signed by you on 18 March 2022 with regard to your enrolment as Apprentice in Genpact India Private Limited (hereinafter the "Company")

This letter sets out the terms and conditions of the apprenticeship training with the Company. It is supplemental to the contract referred herein above, under Section 8 of the Apprentices Act, 1961 (hereinafter referred to as the "Act") and the Apprenticeship Rules, 1991 (hereinafter referred to as the ("Rules"), as amended from time to time) ("Apprentices Contract")

**While enrolled with the Company as apprentice:**

- You will abide by the policies including but not limited to Integrity@Genpact India Pvt. Ltd., code of conduct, rules and regulations of the Company in all matters of conduct and discipline. The policies, as they presently stand and as may be modified or framed from time to time, shall form an integral part of this engagement
- You have received and read the Company's Information Security Policy and agree to comply with the terms and procedures mentioned therein.
- You acknowledge following the procedures laid down by the Company for raising concerns on policy violations.
- You will not be permitted to undertake any other full time or part time apprentice engagement or engage in any external activities of a commercial nature without prior written approval.
- Absence for a continuous period of eight (8) days without prior approval of your supervisor (including overstay of leave/training), would be treated as abandonment of apprenticeship training. The Company reserves the right to terminate the Apprentices Contract as per the laid down rules and procedures.
- If in the event, you want to discontinue the apprenticeship training which you are enrolled for, you are required to give one (1) month's prior notice to the Company in a written form in addition to complying with the Rules for termination of the Apprentices Contract.
- Except in the ordinary course of your training you shall not divulge to any third party/unauthorised person any information regarding the affairs or business matters of the Company (including its clients) or information of its clients, associated companies and not to divulge or disclose at any time Confidential Information<sup>1</sup> received as an apprentice during or after your enrolment. All information that comes to your knowledge by reasons

<sup>1</sup>The Company generally considers "secret" and "confidential" information or data relating to the business, products, affairs and finances of the Company which is non-public, confidential, sensitive, is disclosed under circumstances that one would reasonably expect it to be confidential and/or proprietary in nature, regardless of whether such information or data is in (i) oral, written, machine readable, recorded, or maintained on other forms of electronic media or (ii) marked as such or (iii) owned, maintained and controlled by the Company or

of your enrolment with the Company as apprentice is deemed to be confidential and any breach thereof, shall be deemed to be a violation of Company policies and shall be dealt accordingly.

M.Sc. 2<sup>nd</sup> yr

1062-22-518-009

Aysha Khalid

18 March 2022

Genpact India Private Limited  
DLF City, Phase V  
Sector 53  
Gurgaon, Haryana 122002, India.  
T +91 124 283 2001; F +91 124 402 2674

CIN: U73100DL2005PTC307363  
Regd. Off: 12A (Ground Floor), Prakash Deep Building,  
7, Tolstoy Marg, New Delhi-110001  
www.genpact.com

Transformation  
Happens Here

- You accept and agree not to disclose and hereby assign to the Company for its exclusive ownership, on a royalty-free, worldwide, perpetual basis all my rights, title and interest including Intellectual Property Rights<sup>1</sup> arising in any work developed or conceived by me solely or jointly with others, in any medium or format now known or later developed during the period and in the course of my enrolment as apprentice (1) that are along the lines of the business, work or investigations of the Company or its affiliates or its customers, to which my engagement relates or as to which I may receive or have access to information due to my engagement, or (2) that result from, are correlated to or are suggested by any training undertaken or any job done during the course of the training which I may do for the Company or its customers, or (3) that are otherwise made through the use of Company time, facilities, tools, processes, information or materials.
- You hereby agree to execute all necessary papers and otherwise provide proper assistance (at the Company's expense) during and subsequent to your enrolment, to enable the Company to obtain for itself or its affiliates and nominees, patents, copyrights, trademarks, domain names or other legal protection or recognition for such Intellectual Property in any and all countries. You agree to waive all moral rights to which you may be entitled under the law or any relevant jurisdiction for the Intellectual Property.
- You confirm that there is no litigation /conviction against you before any Court of law which involves any criminal offence or offences involving moral turpitude.
- You confirm that you have disclosed fully all of your business interests to the Company, filled and submitted the Company's standard disclosure form, whether or not they are similar to or in conflict with the business(es) or activities of the Company, and all circumstances in respect of which there is, or there might be perceived, a conflict of interest between the Company and you or any immediate relatives.
- You undertake to refrain from any other activities which would present a conflict of interest with your training for and on behalf of the Company. You should make a full disclosure of any outside engagement/employment or business activities to your supervisor before commencing any such activity.
- You will be required to apply and maintain the highest standards of personal conduct and integrity and keep yourself informed and comply with all Company policies and procedures.

by any client, customer or third party towards whom the Company has an obligation of confidentiality. It includes information which amounts to a trade secret (including but not limited to processes, policies, methods, technical data and know-how), Intellectual Property etc. relating to the business of the Company or any of its clients, customers, suppliers or any group or affiliate companies.

<sup>1</sup> "Intellectual Property Rights" means all right, title and interest to intellectual and industrial property rights recognized in any jurisdiction including any inventions, technical or business innovations, business methods or processes, (whether or not patentable), copyrights, neighbouring rights, mask work rights, moral rights, trademarks, trade names, service marks, domain names, industrial designs, trade secrets including any processes, techniques, technology, algorithms, software, know-how, methodology, toolkit, tools, module, manual, documentation, data or database and including any enhancement, improvement, modification, adaptation or derivative work thereof, whether registered or unregistered (including applications for, and registrations, extensions, renewals, and re-issuances of, the foregoing).

- You agree and hereby provide your consent to process including collecting, recording, storing, utilizing, sharing or transferring any Personal Identifiable Information (defined as information associated with your name or personal identity including your date of birth, address/e-mail address, telephone number, unique government issued number, passport details, driving license number) and any Sensitive Personal Data or Information (namely, password, financial information such as bank account, physical, physiological and mental health condition, sexual orientation, medical records and history, biometric information) which may be in the possession of the Company or obtained in future. Such information shall be processed by the Company strictly on a need to know basis and retained till required for business purposes including statutory requirements pertaining to compensation and benefits, and can be transferred, on a business need to Company's subsidiary / affiliated companies, business partners, consultants and its customers (where specifically requested) with obligations to maintain similar level of protection. You will have full rights to access and review your data, update it and the right to withdraw this consent, if necessary.

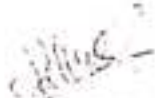


18 March 2022



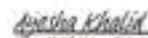
- Your records and information will be kept secure and handled strictly in accordance with the Company's Data Classification Guidelines and Data Privacy Policy
- The working hours, leave and holidays applicable to you will be as per the policies of the Company (and particular training) which would be intimated to you from time to time.
- You acknowledge that in the event of any misconduct or violation of the applicable policies, the Company can in its sole discretion, suspend the Apprentices Contract and your enrolment for the period the matter is referred to the authorities under the Act and the Rules.
- You shall not represent the Company before any other party and shall not bind the Company in any manner during your enrolment with the Company as apprentice. Pursuant to expiration or earlier termination of the Apprentices Contract, you agree not to represent yourself as having any connection with the Company, save as a former apprentice for the purpose of communicating with prospective employers or complying with any applicable statutory requirements.
- Upon expiration or earlier termination of the Apprentices Contract, for any reason whatsoever, or if so requested by the Company earlier, you will immediately return any and all property of the Company (including Confidential Information, as defined herein) which may be in your possession, custody or control.

For Genpact India Private Limited



Akhilesh KVD  
Senior Vice President – Human Resources

Accepted and Agreed



18 March 2022

Ayesha Khalid





**Ayesha Khalid**  
**703320285**

EMERGENCY CONTACT NO. : +91-9706834649

( M.Sc.  
Microbiology )

1062-22-518-009

To,  
**Mr. Noorain Ahmed**  
12-2-800/c/1 Dilshad Nagar Colony , Mehandipatnam Hyd,500028 Madæna Masjid Hyderabad  
500028 Telangana  
28 Apr 2022

Welcome aboard. We are pleased to have you join us as Analyst

At Teleperformance we are committed and passionate to deliver outstanding customer experience with every single opportunity. We are thrilled to have you with us and look forward to your contribution

Yours Sincerely,  
**Preeti Shirke**  
Head Recruitment | Teleperformance

M.Sc. Microbiology 1<sup>st</sup> yr.

1062-22-518-010



Ref.No: INTOUCHHYD/NHOL/08\_22

Date:11th Aug'2022

Dear Fatima Unnisa Begum

Sub: Letter of Offer

Congratulations and Welcome to 24-7 Intouch India Private Limited, (Formerly known as Knosh Solutions Private Limited). We are pleased to extend the Offer of Employment and will be delighted to have you as part of our Team.

**Employment Offer Terms & Conditions:**

Your business title will be "eSupportOfficer" with Organization Band "S" and Sub-band S-1

1. Your annual Total Cost to the Company will be Rs.202000 PA (Two Lakhs Two Thousand Rupees Only) at the time of appointment. For a detailed TCC break-up and other additional Benefits, please refer to Annexure E.
2. Joining Details
  - Work Location : "Hyderabad"
  - Date of Joining: 15th Aug'2022
3. You shall be required to provide the Company all documents and information as set forth in Annexure I of this Offer of Employment.
4. 24-7 Intouch operates 7 days a week, 24 hours a day. You will be expected to attend office as assigned to you. As a Full-time employee, you will be eligible for 2 weekly offs, any two days of the week based on business operations.
5. If any information furnished by you is found to be incorrect or false pertaining to your resume/application for employment or during the selection process or at any time during your employment, and/or if you have suppressed material information regarding your qualification and experience, the clauses pertaining to notice period in the terms of employment will cease and services shall be terminated with immediate effect.
6. The Company has the discretion to conduct background verification if and when required, or as mandated by the Program/Client/Management.

Sincerely,

For 24-7 Intouch India Pvt Ltd.

/s. Srik

Sriram Boyanapally  
Sr. Manager, Human Resources

DOJ

© 24-7 Intouch India Private Limited | www.24-7intouch.com  
(Formerly known as Knosh Solutions Private Limited)

  
Candidate Signature

M.Sc. Microbiology - 1<sup>st</sup> yr

1062-22-518-005



09 May 2022

Mr. Mohammed Amir Jaffer,  
S/o. Mohammed Jaffer,  
Shahstirpuram, King Colony,  
Hyderabad-500064.

Sub: Appointment Letter

Dear Mr. Mohammed Amir Jaffer,

01. We are pleasure in appointing you as "Junior Technician-Microbiology" of Yoda Life Line Diagnostics Private Limited at Hyderabad. Your date of appointment will be with Yoda Life Line Diagnostics Private Limited and is effective from 09 May 2022.
02. The terms & Conditions of the employment have been outlined here below:
03. You will be paid a CTC of Rs. 2,20,000/- (Rupees Two Lakh Twenty Thousand only) per annum on the beginning of the employment. The detailed break up is given at Annexure 1. You have to abide by statutory obligations applicable and contributions to be made as applicable towards Employees Provident Fund (EPF), ESI, and PT etc.
04. Your present place of work will be at Hyderabad, but during the course of the service, you shall be liable to be posted or transferred to anywhere to serve the company's projects at the sole discretion of the management.
05. The office timings are from 07 am to 10 pm and six days a week.
06. You will be on probation for the period of 6 months, during which the management will be assessing your performance. Upon satisfactory completion of the probation period, you will be made permanent. If your performance is not up to the mark during the probationary period, the probationary period may be extended by another three months, upon sole discretion of the company. You will have to work on the factors indicated to you. You fail to improve; your services may be terminated by giving 15 days' notice.
07. Until completion of your probation, you can avail casual leave and sick leave Only. Upon completion of probation, you leave on pro rata earned leave basis will be credited to your leave balance.
08. In case of any absence for more than five days at a stretch without proper intimation to your reporting head or HR will be treated as absconding from duty and the company reserves right to take legal action against you.
09. Your salary will be reviewed annually based on the performance and company policies.

18. On acceptance of the separation notice, you will immediately give up to the company all correspondence, specifications, formulae, books, documents, market data, cost data, literature, drawings, effects or records etc, belonging to the company or relating to its business and shall not make or retain any copies of these items.

By signing this appointment letter, you agree to:

- a. abide by the confidentiality agreement and
- b. code of ethics of the company.

These agreements/ policies form an integral part of this employment agreement

We wish you long and mutually enriching association with the company.

**Annexure-I**  
**Salary Break-up Details**

<b>Name:</b>	Mohammed Amir Jaffer		
<b>Position:</b>	Junior Technician		
<b>Dept:</b>	Microbiology		
<b>Location:</b>	Hyderabad		
<b>#</b>	<b>Fixed Gross particulars</b>	<b>Per Month</b>	<b>Per Annum</b>
<b>A</b>	<b>Gross Salary Calculation</b>		
i	Basic Salary	8,353	100236
ii	House Rent Allowance	6,682	80184
iii	Other Allowances	1,671	20052
	<b>Gross Salary (excluding statutory payments)</b>	<b>16,705</b>	<b>2,00,460</b>
<b>B</b>	<b>Net Salary Calculation</b>		
	<b>Employee Contributions:</b>		
i	EPF - Employee Share	1,002	12028
ii	ESIC	125	1503
iii	Professional Tax	150	1800
	<b>Total Employee Statutory Contributions:</b>	<b>1,278</b>	<b>15332</b>
	<b>Take Home / Net Salary</b>	<b>15,427</b>	<b>1,85,128</b>
	<b>Calculation of CTC</b>		
<b>C</b>	<b>Employer's Contributions:</b>		
i	PF	1,086	13031
ii	ESI	543	6515
	<b>Total Employer's Contributions:</b>	<b>1,629</b>	<b>19546</b>
	<b>COST TO COMPANY</b>	<b>18,333</b>	<b>2,20,000</b>

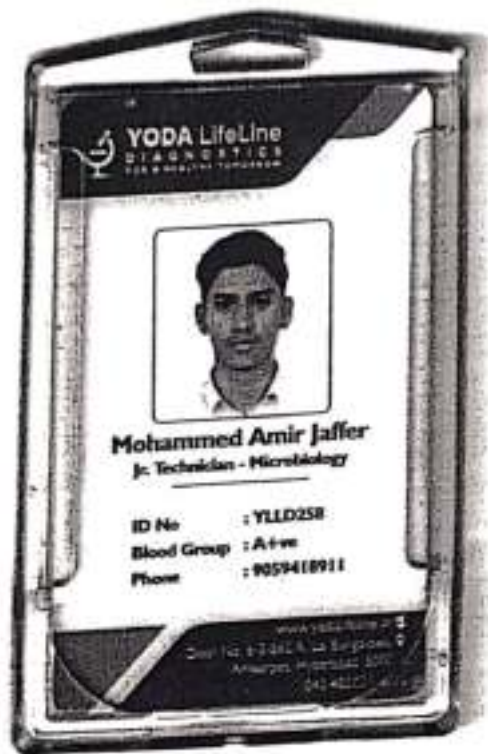
\* Leave Encashment : 3 years Continuous service with Yoda

**CONTACT US**

☎ 040 - 35353535 🌐 [www.yodadiagnostics.com](http://www.yodadiagnostics.com) ✉ [helpdesk@yodalifeline.in](mailto:helpdesk@yodalifeline.in)

6-3-862/A - Lal Bungalow add. No. Amarnath, Hyderabad - 500016

1062-22-487-030





1062-22-497-952

# ENJOY TRAVELS

#5 & 107/A Public Garden Back Street, Hyderabad 13

Mohammed Mateen Ali Has been employed as a Since 2 Years

Mohammed Mateen Ali Monthly Salary Is 18,000

He Work on a Full Time Basis

Please Contact me 9848786625 If I Can Be of Any Additional survives



## Letter Of Intent

Date: 28-Feb-23

Dear Syed Mohd Raheemuiddin,

B No. 277

As per your recruitment/offer letter we are allowed to offer you the position of a Trainee (CBA) at our Hyderabad office. This training provision is for a term of 06 (Six) months beginning 28-Feb-23 subject to the condition that if the provision for any reason is dissolved/ terminated/ your association will be restricted to that period. Upon successful completion of the initial process of Training/Client Evaluation objectives, you will be re-assigned to a job based training to get better understanding of the processes on the job and work floor. During the present six-months, stipend will be Rs. 9500/-. Being a trainee you will not be eligible for statutory benefits available to regular employees. Post successful completion of 06 months on the job training, you will be offered a Full Time Associate role at a CTC of Rs. 114000/- P/A and an appointment letter will be issued to you.

By accepting this offer you agree that you:

- Intend to successfully complete the training program and stay in the position for a period of time equal to or greater than the length of the training program;
- Understand that lack of success at any stage of the training program, or lack of acceptance into the regular position due to an inability to meet the minimum requirements may be a reason for removal from the position and you will not be eligible for any compensation pay out (Stipend/ Salary); and
- You will take responsibility for gaining the skills required for the target position, participate in the planning and evaluation of your training plan, actively participate in completing your appraisal, and setting your objectives, discuss and resolve problems with your Trainer/ Supervisor as they arise.

Please bring the following documents at the beginning of your Training Session:

1. A copy of the Birth Certificate
2. A copy of the Matriculation Certificate & Under Graduation or Graduation Certificates
3. A copy of Residential Proof (Driving License/ Voter ID card, Passport, etc.)
4. A copy of Aadhaar Card ( Self and Family Members )
5. A copy of PAN Card
6. Pass port Size Photos (4 Nos)

Please ensure you bring the documents as requested at the start of the session, failing which you may not be eligible to attend the training programme.

Please indicate your acceptance by signing a copy of this letter.

Sincerely,



HR -Manager

I accept the offer on the terms and conditions outlined.

Signature :

Name : Syed Mohd Raheemuiddin

Date : 28-Feb-23



HRH  
NEXT

## Undertaking by Trainee for "Pre - Job Training"

I hereby agree to attend and undergo a "Pre - Job Training" as per the letter of intent dated 28 Feb 21 and HRH Next Services Private Limited for grooming my skills and competency enhancement for a period of 06 months which I understand is a necessary requirement prior to becoming an employee of the company. I also will understand and will have undertaken to attend the training for 8 hours every day without any leaves for the entire duration of the training program.

I have also been reminded that the company will designate a "Trainer" in each session and will ensure the maximum assistance on training. The Trainer shall be the primary point of contact for me.

I will observe and practice complete discipline, sincerity, dedication, honesty and faithfulness during the training period and the management shall have the liberty to end my training if I am found unsuitable for any reason whatsoever on the grounds of Competence/Skill/Discipline or Irregularity.

Signature :

Name : Syed Mohd Raheemuddin

Date : 28-Feb-23

Parent Name : Kareem

Address : 20-7-44/29/1 Shalibanda

Mobile No : 6309669650



## New Hire Undertaking



HRH  
NEXT

- 24 x 7 Flexibility:** I am aware that HRH Next Services Pvt Ltd operates in a 24x7 B2B environment. I am expected to be flexible and open to shift timings as decided by the organization.
- Internal Transfers:** I understand that based on business requirements or other reasons, I may be transferred to a different process or department from the one mentioned in Letter of Appointment. My salary may undergo a review/ change (increase or decrease).
- Leaves during Training Period:** I understand that I will be expected to go through training for a certain period of days (as per the process's requirements) after joining the company.
  - The company expects me to be present throughout the training period. I understand that my absence would be granted to me during the training period.
  - My services may be discontinued without any notice in case of un-authorized absence than to any reason.
  - All absence during training will be treated as Leave without Pay (LWP).
- Reference Check:** My appointment is subject to a positive reference check and in case found contrary, the company reserves the right to review my employment in the organization.
- Medical Fitness:** I hereby confirm my understanding of the job and the role being offered at HRH Next Services Pvt. Ltd. and am medically fit to comfortably deliver on the said role.
- Transport:** No transport is provided during regular working hours.
- Training Period:** The training period differs from process to process; I will be intimated about the number of days of training from my trainer on day 1 of my joining the organization.
- Discipline & Code of Conduct:** I will be given a formal induction and educated about the policies and procedures that are followed in the organization. Any misconduct or non-adherence against the same is explained and expected will be dealt with strictly.
- Joining Documents:** I have been informed about the documents I am required to submit on day 1 of the joining date. Any delay beyond the third (3<sup>rd</sup>) day of my joining will result in formal warnings/ termination or forfeiture of employment.
- Integrity in the Workplace:** I will not, directly or indirectly, be party to any form of fraud, integrity or malpractice within the company and/or my process/s that will bring about disrepute to the company, my team and/or my client(s). Any type of deviation from adhered script or SOPs will lead to severe disciplinary steps including but not limited to termination.
- Notice Period:** In case of resignation/separation, I need to give a prior notice of 15 Days if my tenure with the organization is less than or equal to 06 months and prior notice of 30 days in case my tenure with the organization is greater than 06 months.

Signature :

Name : Syed Mohd Raheenuddin

Date : 28-Feb-23



# GERMANTEN<sup>TM</sup> HOSPITALS

ENGINEERING HEALTH

GERMANTEN HEALTH CARE, 4-B-138-1/B, Pillar No. 150, PVNR Express Way,  
Attapur Main Road, Rajendernagar, Hyd, 500048- Telangana, India.

Cell : +91 9000 90 90 73 | +91 9989635555 | +91 9000 900 937

Date: 24.08.2023

## TO WHOMSOEVER IT MAY CONCERN

This is to certify that Mr. Mohammed Saif, Emp Id: 10247, working with Germanten Hospitals as Executive in Call Center Department, from 15<sup>th</sup> June 2022 to till date.

His shifts are from 10am to 7pm, according to the department roster.

This certificate was granted for educational intentions.

For Germanten Hospitals

*Rashed*

Human Resources Department





08th Mar 2022

Shahk Imran pasha

Hyderabad

Dear  
Shahk Imran pasha

We are pleased to inform you that based on your application and subsequent discussions you had with us, it has been decided to provide you an opportunity to undergo on the job practical training at our **Connect Business Solutions Limited Offices / Centre** for a period of **12 Months** from Date of Joining. You shall report to the training on or before **08th Mar 2022** failing which it will be deemed that the opportunity given to you is withdrawn automatically.

You shall undergo the training strictly in accordance with the scheme of training of the company. If found not satisfactory, the training period may be extended for a further period of one month or the opportunity given to you will be discontinued at the discretion of the Management.

During the period of training you will be placed in different work locations of the company and your first placement for training will be at **Hyderabad**. You will undergo on the job training under the supervision of designated supervisors, informed to you at the start of training.

During the period of training you will be required to participate in the assessment process implemented by the company from time to time to assess your learning on the job and skill levels.

During the course of evaluation, if it is found that your learning is not up to the mark as per the expectations of the management, the opportunity given for training will be discontinued and you shall have no claim what so ever on the company.

This offer of training is subject to verification of the particulars submitted by you and in case any particulars submitted by you are found to be false or incorrect, your training will be terminated without notice and you are required to pay equivalent to the One month Stipend Amount in lieu of notice.

The company works in shifts and hence the on the job training will take place in all the shifts. In view of the same you are required to attend to your training in shifts as advised by the officials of the company from time to time.

If you undergo training regularly on all the working days of the company you would be eligible for the Leaves as per the company policy.

You shall follow the same working days, working hours and holidays of the company. You shall be regular to your training. If you fail to attend the training continuously for a period of 8 working days, it will be treated that you have discontinued the training and hence the company reserves its right to claim compensation from you.

You may discontinue the training within 6 months by giving 15 days' notice in writing to the company and similarly, the company may discontinue your training by giving 15 days' notice. After 6 months, if you discontinue the training, you are required to give 30 days' notice in writing to the company and similarly, the company may discontinue your training by giving 30 days' notice. Any deviation w.r.t the notice period is solely at the discretion of the company.



# Q CONNECT

At any time if your conduct, knowledge, learning on the job etc. are not in conformity with the rules, regulations and expectations of the company your training will be discontinued without any notice and payment in lieu thereof.

You shall be entitled to a monthly stipend as per the table mentioned (grad)

Component	Amount(Rs.) Per Month
A. BASIC STIPEND	13300.00
B. PERFORMANCE INCENTIVE: This will be payable on a monthly basis. The payout shall vary from 0% to 150% based on your PMI Rating. There would be no payout during the training period. The details of the policy will be communicated to you separately.	
PERFORMANCE PAY (5% of the Basic Stipend)	700.00
C. GROSS STIPEND (A + B)	14000.00

You will be covered under insurance as per the company policy which can change time to time as per the management discretion.

During the period of training you will be paid Stipend of **Rs.13300.00** per month. Tax Deductions will be as applicable.

You are eligible for Performance Incentive: This will be payable on a monthly basis. The payout shall vary from 0% to 150% based on your PMI Rating. There would be no payout during the training period. The details of the policy will be communicated to you separately.

On successful completion of training, at the discretion of the Management, you may be offered an **Apprentice Customer Care** position as a Probationer. You are required to work for a minimum period of one year with the company. If you leave the services without completing the mandatory period or if you fail to take up the employment as probationer, you are liable to pay the cost of training incurred by the company together with the stipend paid to you.

In all matters not mentioned herein above, you shall be governed by the rules, regulations or practices of the company pertaining to trainees from time to time.

Kindly note that you will not be entitled to any other benefits or perquisites.

This letter of training is sent to you in duplicate and we request you to kindly sign the duplicate copy of this letter as a token of acceptance of the terms and return it to us at the earliest.

With Best Regards,

For Connqqt Business Solutions Limited,



Tony Jacob Joseph  
Associate Vice President – Human Resources.

1062-20-497-9/12

# MARUTI DESIGN SOLUTIONS

Architecture | Interior Design | Project Management

#0-247/A, Jubilee Hills, Hyderabad | 09959133333 | 09959133333 | 09959133333



Hyderabad, India

## Employment Offer Letter

To,

Mr. Md Hasham Ali,

17-1-31/1/A Ram Chandar Nagar Eid Bazaar Santosh Nagar Hyderabad

Mobile no. : +91 85550 65394

Email ID : mdhashamali.15@gmail.com

It is with immense pleasure that we are writing to you to offer you the position of **Junior Designer**. Heartily Congratulations!! By accepting this Offer Letter, you will get the opportunity to be a part of a dedicated team that works together to provide the best possible level of services and support to the team members, client and partners of the company.

As a member of our organization team, we are sure that together we will deliver outstanding quality and results that, exceed our partner's expectations. In addition, we expect your personal account ability in all the professional commitments for which as an organization we are committed to providing you with every opportunity to learn, grow and contribute to the highest level of your ability and potential.

As discussed and agreed upon, you will be paid a CC amount of Rs. 1, 44,000/- (Rupees One Lakh and Forty four thousand only Per Annum)

For Maruti Design Solutions

Website : <http://marutidesignsolutions.com/>  
Email id : [marutidesignsolutions@gmail.com](mailto:marutidesignsolutions@gmail.com)



## Letter of Intent

EMPLOYEE

Recruiting - mnp01@hba.amazon.com

To: abdulab2345@gmail.com • abdulab2345@amazon.com

Thu, Dec 8, 2022 at 9:33 PM

1062-20-497-935  
Abdul Rab

Hello ANNA,

Name: Abdul Rab

Dear Abdul Rab

With reference to your application and subsequent assessments you had with us, we are pleased to inform you that you have been shortlisted or the position of Virtual SDS Associate at facility of Amazon Development Center India Pvt. Ltd. (the "company").

Please treat this as a letter of intent ("LOI") valid for a period of 120 days from the date of issue of this letter upon expiry of which the letter of intent will expire without any further conditions or liabilities on your or our side unless an Offer Letter duly executed by the Company is issued to you before the expiry of the aforesaid 120 day period. The issue of an Offer Letter to you is subject to the Company's future business requirements and will be issued at the sole discretion of Amazon. Upon issue of the Offer Letter, this LOI stand automatically terminated. This LOI shall also be terminated automatically in the event you take up employment with another person (other than the company) before issue of the Offer Letter.

You are required to submit the following documents:

- Copies of the Educational Certificate (from Class 10th till the highest education)
- Relieving letter from the previous employer/s (if applicable)
- Service letter from the previous employer/s (if applicable)
- Last payslip from the previous employer/s (if applicable)
- Form 16 (if applicable)
- Address Proof
- Passport Size Photographs (6)
- Copy of PAN card

Upon signing the Offer Letter, you would be eligible to a Base Pay of Rs. 275000 per annum. The same may be revised at the time of the issuance of an Offer Letter as per prevailing levels of pay at the time of issue of the Offer Letter. The amounts stated herein are only indicative and in no way a binding commitment on the Company's part. In addition, you will be eligible for benefits as per company policies.

You are hereby notified that you are not employed in the absence of a signed Offer Letter. This LOI relates only to your potential employment with the Company and does not constitute an offer of employment with respect to the Company or any affiliate or related entity. Further, this LOI does not create or vest any rights in you to be issued an Offer Letter whether within the 120 day period referred to herein or thereafter or with respect to the base pay as mentioned herein.

In the event that you receive an offer of employment from any other employer (apart from the Company), you are requested to immediately intimate the Company in writing of such offer.

You are required to return the duplicate copy of this letter duly signed indicating your acceptance of the terms and conditions stated above.





As a part of this EOI, we will be conducting an assessment that you do not have any obligations arising from any contract or other arrangement in force with your employer or third party which may inhibit you from providing your best ability to accept employment with the Company and carry out your Company related functions and duties for employment. It will cover the below (either as stated)

If, in any scenario, please feel free to write to us on [careers@amazon.jobs](mailto:careers@amazon.jobs)

Yours sincerely,

**AMAZON DEVELOPMENT CENTRE (INDIA) PVT LTD**

Thank you,  
Amazon Recruiting Team

Recruiter to this message are unalterable. Please do not reply.

You can contact us at [amazon.jobs@amazon.jobs](mailto:amazon.jobs@amazon.jobs) and click the 'Email Us' or 'Chat with Us' button if you have any questions or need additional assistance.

1062-20-497-919



VACO Enterprise LLP  
Block -1, 4<sup>th</sup> Floor, Cyberpearl,  
Hi-tech city, Madhapur,  
Hyderabad, Telangana – 500018 (India)  
Phone No. +91-9160438931

Jalari Narendra,  
H.No 13-6-434/C/12 Marutho Nagar  
Mehdipatnam Hyderabad 500008 Telangana

30<sup>th</sup> September, 2022

### **Consulting Services Agreement**

This letter is intended to delineate the arrangement relative to the certain consulting services to be provided by you on terms and conditions as more specifically set forth below.

#### **1. Services**

You will be in Telecom sales services during the term of this Agreement, and you will be designated as **Process Associate** at our **Hyderabad** location. You will be required to work from office as and when needed based on the requirements of the company/client.

#### **2. Commencement Date and Completion**

The commencement date for the Recruiting & HR Services to be provided by you will be **4-Oct-2022** and the said services arrangement shall remain in force till **4-Jan-2023**. In connection with provision of services hereunder, you will exercise the utmost degree of skill, competence and diligence in performing such services.

#### **3. Contract**

Your point of contact at Vaco Enterprise LLP(VE) will be a designated representative from Hyderabad and you will receive your instructions through him/her and coordinate your services and performance of work for VE.

#### **4. Fees and Payment**

In consideration, Vaco Enterprise LLP(VE) will pay you subject to applicable tax deductions in the sum of **INR 17000/- (Seventeen Thousand only)** per month within the first 7 business days of each succeeding calendar month or the prorated amount for actual days in case of joining/ending within the month on behalf of client. You will not incur any costs, expenses, or charges on account of the company without a prior written approval of the Management. GST/TDS/Compliance will be applicable on any payments made to you by the company. No other benefits apart from the consulting fees mentioned above are applicable to you.

#### **5. Termination**

Either side can terminate this services arrangement by giving a notice of 30 days. In the event of termination of your services, all Client/VE property, materials, and work, including all documents in your possession, whether proprietary or otherwise, shall be delivered to Client/VE. VE reserve the right to terminate in between the contract period ending on **4-Jan-23**

#### **6. Records Retention**

You will maintain complete records to adequately substantiate the services provided by you and shall provide such records to Client/VE, or a Client/VE designee, upon Client/VE request, throughout the term of this Agreement.



VACO Enterprise LLP  
Block -1, 4<sup>th</sup> Floor, Cyberpearl,  
Hi-tech city, Madhapur,  
Hyderabad, Telangana - 500018 (India)  
Phone No. +91-0160438931

### 7. Confidentiality

That you will keep confidential all information concerning Client/VE and its clients will not divulge or disclose the same to any person during the term of the agreement other than as may be necessary for performance of services hereunder. Pursuant to termination you will not disclose or divulge the same to any person whatsoever or use the same for business and gain.

### 8. Return of VE Material

Upon completion of the assignment or where applicable on earlier termination of your consulting services, you agree to return to Client/VE all property of Client/VE of which you have custody, including, without limitation, any copies made of any VE documents or other material.

### 9. General

You shall use your best efforts to provide the services and shall comply with and adhere to Client/VE policies, standards of business practices and ethics including compliance with all applicable laws and sign the Non-disclosure Agreement which will be shared with you.

Yours Sincerely,

For Vaco Enterprise LLP,

*Sarav Anjire*

Authorized Signatory





1062-20-497-961  
Syed Qasim.

LEGAL DISCLAIMER: This e-mail and any attachments are only for the use of the intended recipient/s and may contain information that is privileged, confidential or exempt from disclosure under applicable law. If you have received this e-mail in error and are not the intended recipient/s, kindly notify the sender and delete the e-mail immediately from your system. Any use, any form of reproduction, dissemination, copying, disclosure, modification, distribution and/or publication of this e-mail, its contents or its attachment/s other than by its intended recipient/s is strictly prohibited and may be unlawful. WheelsEMI Pvt. Ltd. does not accept any liability for any errors, omissions, viruses or computer problems experienced by any recipient as a result of this e-mail.

---

qasim najafi <qasimnajafi72@gmail.com>

To: Pratibha Garje <pratibha.garje@bikebazaar.com>

Cc: Satyanarayana Prasad Dubey <Satyanarayana.Dubey@bikebazaar.com>, YOGESH BADE <yogesh.bade@bikebazaar.com>, Uttam Singh <uttam.singhi@bikebazaar.com>

Mon, Mar 7, 2022 at 8:21 AM

I accept the offer.

[Quoted text hidden]

---

qasim najafi <qasimnajafi72@gmail.com>

Draft

Mon, Mar 7, 2022 at 8:50 AM

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

From: qasim najafi <qasimnajafi72@gmail.com>

Date: Mon, 7 Mar 2022, 8:21 am

Subject: Re: Appointment Letter - WheelsEMI - Syed Qasim Ali

To: Pratibha Garje <pratibha.garje@bikebazaar.com>

Cc: Satyanarayana Prasad Dubey <Satyanarayana.Dubey@bikebazaar.com>, Uttam Singh <uttam.singh@bikebazaar.com>, YOGESH BADE <yogesh.bade@bikebazaar.com>

I accept the offer.

On Mon, 7 Mar 2022, 4:18 pm Pratibha Garje, <pratibha.garje@bikebazaar.com> wrote:

Dear Syed Qasim Ali,

We are pleased to offer you a role with WheelsEMI as Sales Associate – Hyderabad.

Please find attached our soft copy offer. Your total CTC per annum is 190200-/-

As a next step, kindly send us the acceptance of the same. We will be happy to look forward for your joining at earliest.

**You can join us either on Monday or Thursday before 20<sup>th</sup> of the month as per our Joining Process..**

Look forward to a fruitful career with us.

Also PFA joining kit. Pls fill up the same & send it to us.



Please fill master form & send it to us immediately along with 1 Passport size photo & 1 Cancelled Cheque on date of your joining to WheelsEMI.

Then you can take time to fill new joining form which is of 19 pages & courier it to Pune office along with all documents as per check list.

Also pls call me on 8956853208 if you have any doubt.

**After joining to WheelsEMI for any kind of Support, Please Contact at**  
[myhrconnect@wheelsemi.com](mailto:myhrconnect@wheelsemi.com)

Warm Regards

**Pratibha Garje**

Human Resources

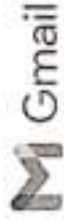
Sham-Shakuntal Heights |Plot No. 161/A,3A |Modbaug |Ganeshkhind Road

Behind Deccan Wheels | Shivaji Nagar |Pune 411016

☎ : +91 8956853208 📠 : 020- 67097098

 A red sign with white text Description automatically generated with low confidence

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**Re: Amazon - Salary Break-up Sheet**

1 message

Mohammed Ikramuddin <ikramuddin747@gmail.com>  
To: ahlan24x7@gmail.com

Tue, Mar 28, 2023 at 11:05 AM

On Tue, 28 Mar 2023, 10:43 am abdul munim, <abdulmunimind@gmail.com> wrote:

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

From: Sahu, Pranay Om <pranaysah@amazon.com>  
Date: Thu, 4 Aug 2022 at 10:34 PM  
Subject: Amazon - Salary Break-up Sheet  
To:

Dear Candidate,

**Congratulations on your offer with Amazon for Contractual role in B&M for Shipping & Delivery Support Associate (SDS) for Domestic Voice Process (English-Hindi)- Hyderabad; please find below your proposed salary break-up.**

Your date of joining is August 8th, 2022.

PS: PAN card and e-Aadhar card (Your mobile number should be linked with Aadhar card , downloaded from UIDAI website) are mandatory documents required to get onboarded. If your mobile number is not linked with Aadhar card, please visit HEAD POST OFFICE and not regional post office to get it linked in 24 hours. Ignore if e-aadhar is already uploaded.

The Letter of intent has been sent to your personal email address with the salary details.

Name	
Date of Joining (Amazon)	
Designation on Joining	Customer Service Associate
State	Rest of India
Citizenship	INDIAN
Current Compensation & Benefit Summary	
Annual Base Pay	Annual (in INR) 260,000

Gross Salary Break-Up			
Pay Component	Select	Annual (INR)	Monthly (INR)
Basic	69%	180,000	15,000
House Rent Allowance	32%	58,400	4,867
Employer contribution to PF	12%	21,600	1,800



2: Flexible Components - can be allocated as per your individual tax planning needs

Self-education		-	*
Children education allowance	N	-	*
Children hostel allowance	N	-	-
National Pension System (NPS) Contribution	0%	-	-
Self-Owned Vehicle Expenses	N	-	*

3: Fixed Allowance Allocation:

Leave Travel Assistance		-	-
Medical Allowance		-	-
Conveyance Allowance	Self-owned Vehicle Expenses option should be set to N	-	-
Meal Allowance		-	-
Flexi Allowance		-	-
<b>Base Pay</b>		<b>260,000</b>	<b>21,667</b>

Note:

Detailed Overview will be given during Day 1 Orientation  
Basic or any other Pay components are subject to change basis change in applicable laws or reliefist / applicable company policies

Other Benefits

1. Internet Reimbursement – Rs. 1,250/- per month
2. Meal Vouchers – Rs. 1,100/- per month
3. Night Shift Allowance (NSA) of INR 150/- per shift

Please note there will be a deduction of ESIC, PF and Professional Tax from the Base pay as per the State Government norms.

**Disclaimer:** The content of this email is confidential and intended for the recipient specified in message only. It is forbidden to copy, forward, or in any way reveal the contents of this message to anyone. Offer once accepted will not be renegotiated post joining.

**Note:** If you do not hold the required documents or do not meet any of the mandatory requirements or your current work location falls under any of the Containment/Red zones declared by the State Govt, your joining might be delayed or confirmed to a later date, considering the transport constraints for system delivery. Also please make sure that you are available at the registered address with us for system delivery.

Thanks & Regards,

Amazon Recruitment Team



01st Dec 2021

Mohammed Ibrahimuddin  
Hyderabad

Dear Mohammed Ibrahimuddin

We are pleased to inform you that based on your application and subsequent discussions you had with us, it has been decided to provide you an opportunity to undergo on the job practical training at our Connect Business Solutions Limited Offices / Centre for a period of 12 Months from Date of Joining. You shall report to the training on or before **01st Dec 2021** training which it will be deemed that the opportunity given to you is withdrawn automatically.

You shall undergo the training strictly in accordance with the scheme of training of the company. If found not satisfactory, the training period may be extended for a further period of one month or the opportunity given to you will be discontinued at the discretion of the Management.

During the period of training you will be placed in different work locations of the company and your first placement for training will be at Hyderabad. You will undergo on the job training under the supervision of designated supervisors, informed to you at the start of training.

During the period of training you will be required to participate in the assessment process implemented by the company from time to time to assess your learning on the job and skill levels.

During the course of evaluation, if it is found that your learning is not up to the mark as per the expectations of the management, the opportunity given for training will be discontinued and you shall have no claim what so ever on the company.

This offer of training is subject to verification of the particulars submitted by you and in case any particulars submitted by you are found to be false or incorrect, your training will be terminated without notice and you are required to pay equivalent to the One month Stipend Amount in lieu of notice.

The company works in shifts and hence the on the job training will take place in all the shifts. In view of the same you are required to attend to your training in shifts as advised by the officials of the company from time to time.

If you undergo training regularly on all the working days of the company you would be eligible for the Leaves as per the company policy.

You shall follow the same working days, working hours and holidays of the company. You shall be regular to your training. If you fail to attend the training continuously for a period of 8 working days, it will be treated that you have discontinued the training and hence the company reserves its right to claim compensation from you.

You may discontinue the training within 6 months by giving 15 days' notice in writing to the company and similarly, the company may discontinue your training by giving 15 days' notice. After 6 months, if you discontinue the training, you are required to give 30 days' notice in writing to the company and similarly, the company may discontinue your training by giving 30 days' notice. Any deviation w.r.t the notice period is solely at the discretion of the company.

At any time, if your conduct, behavior, learning on the job etc., are not in conformity with the rules, regulations and expectations of the company, your training will be discontinued without any notice and payment in lieu thereof.

CONNECT BUSINESS SOLUTIONS LIMITED (Private) Limited  
REGD. OFFICE : 18/2/A, COMRA STREET, CHINSAI EAST LANE, BECOMPT 1, HYDRABAD 500003, ANDHRA PRADESH, INDIA. TEL: +91 42 66261003 FAX: +91 42 66261002  
CIN: 56020178941234400. WWW.CONNECT-BUSINESS.COM

A SUBSIDIARY OF GUESS CORP

# Q CONNECT

BUSINESS SOLUTIONS LIMITED

You shall be entitled to a monthly stipend as per the below mentioned grid.

Component	Amount(Rs.) Per Month
A. BASIC STIPEND	12868.00
B. PERFORMANCE INCENTIVE: This will be payable on a monthly basis. The payout shall vary from 0% to 150% based on your PMI Rating. There would be no payout during the training period. The details of the policy will be communicated to you separately.	
PERFORMANCE PAY (5% of the Basic Stipend)	677.00
C. GROSS STIPEND (A + B)	13545.00

You will be covered under insurance as per the company policy which can change time to time as per the management discretion.

During the period of training you will be paid Stipend of **Rs.12868.00** per month. Tax Deductions will be as applicable.

You are eligible for Performance Incentive: This will be payable on a monthly basis. The payout shall vary from 0% to 150% based on your PMI Rating. There would be no payout during the training period. The details of the policy will be communicated to you separately.

On successful completion of training, at the discretion of the Management, you may be offered an **Apprentice - Customer Care** position as a Probationer. You are required to work for a minimum period of one year with the company. If you leave the services without completing the mandatory period or if you fail to take up the employment as probationer, you are liable to pay the cost of training incurred by the company together with the stipend paid to you.

In all matters not mentioned herein above, you shall be governed by the rules, regulations or practices of the company pertaining to trainees from time to time.

Kindly note that you will not be entitled to any other benefits or perquisites.

This letter of training is sent to you in duplicate and we request you to kindly sign the duplicate copy of this letter as a token of acceptance of the terms and return it to us at the earliest.

With Best Regards,

For Connect Business Solutions Limited,



**Tony Jacob Joseph**  
Associate Vice President – Human Resources.

I hereby read and fully understood the terms of my training letter. I hereby accept the terms of my training.

Signature

Name:

Date:



CONNECT BUSINESS SOLUTIONS LIMITED is hereby duly authorized to sign this letter on behalf of the company.  
OFFICE: CHENNAI, 18/21A, JOYNAKUNTHUR STREET, CHENNAI 600042, INDIA. TEL: 044-42000000, FAX: 044-42000002  
URL: [www.connectbiz.com](http://www.connectbiz.com)

A SUBSIDIARY OF GUESS CORP



# [24]7.ai

Mohammed Munaf Khan  
B-1-482/288, 1 Block, Gubkhan Colony, Inchi, New Delhi, India

Offer No: 56417



Dear Mohammed Munaf Khan,

Congratulations!

Sub: Offer of Employment

You have been selected to join 24/7 Customer Private Limited, a company that has been rated amongst the "Top 5 best performing Contact Centers in the World" consistently for 3 years in a row. We are hopeful and confident that you will be able to build a successful career with us and become a part of the "out performance" culture at 24/7 Customer Private Limited.

We are pleased to offer you the position of Digital Interaction Advisor in 24/7 Customer Private Limited commencing from the Date 21-Aug-2021. The following are the terms of employment with 24/7 Customer Private Limited.

1. Your Cost to Company ("CTC") will be as per the Annexure enclosed. This will be applicable after your training period.
2. You will be required to work in shifts, with rotating weekly offs.
3. We will provide you a separate Letter of Appointment on the date of your joining.
4. Your joining formalities will be conducted remotely and is scheduled on 21-Aug-2021 at 1:00PM. You will receive a Zoom invite on your registered email ID. You are requested to join the Zoom meeting on time without fail and be available throughout the session on complete joining formalities.
5. Upon joining, you will be provided Foundation Level Education ("FLE") and Product Level Education ("PLE"). Once you successfully complete your FLE, the Company will pay you the CTC retrospectively from the date of your joining the Company. It is hereby clarified that your entitlement of the CTC (retrospectively from the date you joined the Company) would depend on the outcome of your FLE results.
6. During the training period you will be entitled only two weekly offs. However, in case you require leave during training period on account of any medical emergency, you may request the trainer and the trainer may consider your request on case to case basis.
7. In the event of permitted absence exceeding two continuous days, you will be required to restart the training program with the next batch. Please note in such a case your employment will commence from the date you start training in the next batch and your stipend/salary eligibility will commence accordingly.
8. You are requested to bring along the documents listed below WITHOUT FAIL on your day of joining for the purpose of submission/verification:
  - Six passport size color photographs (important) with white background (Formal Attire)
  - Date of Birth proof certificate (Original and Photocopy)
  - Latest Mark sheet/ Education certificates (Original and Photocopy)
  - Previous Employment details (Service Certificate/ Retiring Letter if applicable in original)
  - Last drawn Pay slip (if applicable in original)
  - A valid Passport / Driver's license/ Aadhar Card/ Voter ID / Nationalized Bank Passbook with photo attached (Original & Photocopy)

If you have any queries pertaining to this offer letter please call us at - 9845526247/9945200390

Please confirm the acceptance of the offer letter by clicking the link sent to your registered email id along with your offer letter, if we do not receive the acceptance by 10:00 PM of 20 Aug-2021 and if you do not join the Company on 21-Aug-2021 this offer will automatically expire and deemed to have been withdrawn.

Once again wishing you the very best and looking forward to your successful career at 24/7 Customer Private Limited.

With Best Wishes,

Shivesh Kundan  
VP - HR Recruitment

This is a system generated letter and does not require any signatures.

**[24]7.ai**

# [24]7.ai

Name : Mohammed Mumal Khan

Amesure I

Level / Grade : L1G1

Designation : Digital Interaction Advisor

Fixed Components	Salary Components						2nd Year Per Annum
	CTC Per Month ( 1 to 3 months)	CTC Per Month ( 4 to 12 months)	CTC Per Month ( 13 to 15 months)	CTC Per Month ( 16 to 18 months)	CTC Per Month ( 19 to 24 months)	CTC Per Month ( 25 to 30 months)	
Basic	4,500	4,500	4,500	4,500	4,500	4,500	54,000
House Rent Allowance	1,800	1,800	1,800	1,800	1,800	1,800	21,600
Advance Statutory Bonus	869	869	869	869	869	869	10,428
Special Allowance	8,991	8,991	8,991	8,991	8,991	8,991	83,892
Total of Fixed components (I)	14,160	14,160	14,160	14,160	14,160	14,160	1,69,820
Benefits							
Provident Fund - Employer's Contribution	1,379	1,379	1,379	1,379	1,379	1,379	16,548
Medical Insurance	195	195	195	195	195	195	2,340
Life Insurance	50	50	50	50	50	50	600
Gratuity	218	218	218	218	218	218	2,592
Total of Benefits(II)	1,840	1,840	1,840	1,840	1,840	1,840	22,080
Variable Components							
Performance incentive							
ECOP A*	-	1,400					12,600
ECOP A	-	1,400					12,600
ECOP B	-	1,400					12,600
ECOP C	-	-					-
CTC With ECOP A*	16,000	17,400					2,04,600
CTC With ECOP A	16,000	17,400					2,04,600
CTC With ECOP B	16,000	17,400					2,04,600
CTC With ECOP C	16,000	16,000					1,92,000
Approximate Take home With ECOP A*	12,475	13,884					18,430
Approximate Take home With ECOP A	12,475	13,884					18,445
Approximate Take home With ECOP B	12,475	13,884					18,445
Approximate Take home With ECOP C	12,475	12,475					18,430
ESI - Employer's Contribution @ 3.25%	460	460					5,520
Broadband Reimbursement (Works From Home)	1,300	1,300					15,600
Self To Work (Work From Office)	2,200	2,200					26,400
							460
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Annexure II

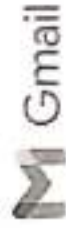
Benefits / Schemes	Description	Value
Advance Statutory Bonus	Statutory Bonus is applicable to those employee's whose basic salary is less than or equal to Rs. 21,000/- pm as per the payment of bonus (amendment) Act, 2015.	As applicable*
Production Incentive (ECOP)	As per Employee Cash Option Plan Policy of the company. The Incentive is paid only if you meet all the performance requirements. The slabs are based on role / current program and subject to change in case of movement, internal policy changes, etc.	As per Policy**
Self To Work (STW)	Applicable as per 'Self to Work' Policy. This amount is paid only if employee opts for STW on HRMS and working from office. Actual payout will vary based on attendance for the month. This is not applicable for female employees working in shifts beginning and ending between 7pm to 7am.	As per Policy**
Company Transport	Company sponsored transport will be provided to employee from second day of FLE training ( Residing in areas within the hiring radius as per company policy) Please update your address and contact details in HRMS. Employees who do not opt for company transport are eligible for STW (if applicable as per policy)	As per Policy**
Broadband Reimbursement	Applicable as per Broadband Reimbursement policy. This will be paid to you on actuals only if you are working from home.	As per Policy**
Group MediClaim Policy (GMC)	You are covered under the voluntary Group Medical Insurance Policy of the Company. It's the employee's responsibility to enroll dependents as per	Rs.1,50,000 **
Group Insurance in Lieu of EDLI (Under PF)	An insurance benefit in the event of demise of an employee is provided under this Group Insurance Scheme during an employees term, to his Nomininee/Family.	Rs.6,02,000 **
Group Personal Accident (GPA)	You are covered under the voluntary Group Personal Accident Insurance policy of the company	Rs.3,00,000 **
Group Term Life (GTL)	You are covered under the voluntary Group Term Life Insurance policy of the company	Rs.3,00,000 **
ESI	Processed as per Employees' State Insurance Act, 1948. ESI is applicable for employees whose actual gross income pm is less than or equal to Rs. 21,000/-. For calculation purposes we have taken fixed to check the eligibility. If the actual gross earnings pm is more than Rs. 21,000, then the above mentioned ESI contribution will not be applicable. Employee's contribution - 0.75 % of actual gross salary including variable, STW (if applicable), etc. will be deducted accordingly.	As applicable*
Gratuity & Provident fund	Processed as per the Payment of Gratuity Act 1972 & Employees' Provident Funds Act, 1952 respectively. PF contribution is based on min wages and capped at 12% of Rs. 15,000 pm (as applicable). Employee and employer will contribute accordingly.	As applicable*

\* Benefits as per Statutory Law is subject to change from time to time.

\*\* These are voluntary schemes offered by the Employer, which may change, including withdrawal at any time without any notice. PAN Card, Aadhar Card and UAN number are statutory requirements. In case if you don't have a PAN card, please contact the HR

With Best Wishes,  
Shivesh Kumbhar  
VP - HR-Recruitment

This is a system generated letter and does not require any signatures.



## Fwd: Offer of Employment - Rotomaker India Pvt.Ltd

1 message

M far.han, <mohammedmuklimfarhan@gmail.com>  
To: ahlan24x7@gmail.com

Fri, Mar 29, 2023 at 11:04 AM

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

From: <ajaz@rotomaker.com>  
Date: Thu, Sep 22, 2022, 4:12 PM  
Subject: Offer of Employment - Rotomaker India Pvt.Ltd  
To: <mohammedmuklimfarhan@gmail.com>

20-Sep-2022.

Hyderabad.

Offer Letter

Dear Mohammed Moimuddin Farhan,

This has reference to your application and the subsequent interview you had with us. We are pleased to inform you that you have been selected for the position of "Network Engineer" - IT with gross annual salary based on Cost to Company will be of Rs 228000/- (Rupees Two Lakh TwentyEight Thousand Only) per annum, all inclusive.

As discussed, and agreed with you, you will be joining on 21-Sep-2022 at 10.00 AM to Branch office in Hyderabad and you will be in probation period for Three months. On joining the company all the rules and policies of RotoMaker will be applicable to you.

Your letter of appointment with full terms and conditions will be issued to you once you have joined us and on submission of:

- Photocopy of educational certificates (SSC Onwards)
- Relieving & Experience certificate from your previous employer.
- Appointment letter of the previous employer and salary revision letters if any
- Last three months' pay slip & 6 months bank statement.
- Photocopy of Aadhar Card, PAN Card and Proof of residence
- Bank account details and
- 2 Passport Size Photographs

You will be maintaining degree of confidentiality with respect to this offer.

Please return the duplicate copy of this letter, duly signed, in token of your acceptance.

Thanking you,

For Rotomaker India Pvt. Ltd.

Human Resources

Signature

Mohammed Moimuddin Farhan

1062-20-497-936

Mohd Abdul Razzaq Khan.



Ref.No: 24-7 Intouch India Private Limited/Hyderabad/01/23-24/0351

Date: 24-7 Intouch India Private Limited/Hyderabad/01/23-24/0351

Dear Mohammed Abdul Razzaq Khan

Sub: Letter of Offer

Congratulations and Welcome to 24-7 Intouch India Private Limited, (Formerly known as Kinosh Solutions Private Limited) We are pleased to extend the Offer of Employment and will be delighted to have you as part of our Team.

Employment Offer Terms & Conditions:

Your business title will be "eSupport Officer" with Organization Band "S" and Sub-band S - 1

1. Your annual Total Cost to the Company will be **326840/- PA (Three Lakhs Twenty Six Thousand Eight Hundred Forty Only)** at the time of appointment. For a detailed TCC break-up and other additional Benefits, please refer to Annexure E.

2. Joining Details

- Work Location : "Hyderabad"
- Date of Joining: **January 31, 2023.**

3. You shall be required to provide the Company all documents and information as set forth in **Annexure I** of this Offer of Employment.

4. 24-7 Intouch operates 7 days a week, 24 hours a day. You will be expected to attend office as assigned to you. As a Full-time employee, you will be eligible for 2 weekly offs, any two days of the week based on business operations.

5. If any information furnished by you is found to be incorrect or false pertaining to your resume/application for employment or during the selection process or at any time during your employment, and/or if you have suppressed material information regarding your qualification and experience, the clauses pertaining to notice period in the terms of employment will cease and services shall be terminated with immediate effect.

6. The Company has the discretion to conduct background verification if and when required, or as mandated by the Program/Client/Management.

Sincerely,

For 24-7 Intouch India Pvt Ltd.

Suresh Kumar Yalamanchilli  
Manager, Human Resources

DDJ

Candidate Signature

© 24-7 Intouch India Private Limited | [www.24-7intouch.com](http://www.24-7intouch.com)  
(Formerly known as Kinosh Solutions Private Limited)



**ANNEXURE - E**

**24-7 Intouch Total Reward Statement**

Name	: Mohammed Abdul Razzaq Khan
Band	: S
Sub Band	: S-1
Department	: NA

We are pleased to provide you with the below 24-7 Intouch Total Rewards Statement for the fiscal period 2022-23. In addition to the compensation you receive 24-7 Intouch provides you with a competitive benefits package.

	P.A (INR)	P.M (INR)
<b>A. Gross Salary</b>		
Basic	159574	13298
HRA	63830	5319
Medical	15000	1250
Adv. Statutory Bonus	31915	2660
Conveyance Allowance	0	0
Customer Engagement Allowance	29681	2473
<b>Sub Total A. Gross Salary</b>	<b>300000</b>	<b>25000</b>
<b>B. Social Security Benefits</b>		
PF Employer	19149	1596
ESIC Employer	0	0
Gratuity	7691	641
<b>Sub Total B. Total Contributions Social Security</b>	<b>26840</b>	<b>2237</b>
<b>Total Cost to Company (INR) (A+B) (Rounded off)</b>	<b>326840</b>	<b>27237</b>

**Note: Below are statutory Employee Contributions:**

- a. Employee contribution of 12% on Basic Salary towards Provident Fund (PF) monthly.
- b. ESIC contribution of 0.75% of Gross Salary per month wherever applicable

DOJ

Candidate Signature

Mohammed Mufaz Zaidin  
1067-20-497-941

# JUNAIDS JUNIOR COLLEGE

Humayun Nagar, Opp. Sarojini Devi Eye Hospital, Hyd

College Code: 60472

Intermediate Public Examination - 2022-23

Center Code: 60472



Name: *Mufaz Zaidin*  
Designation: *Computer operator*

Subject:

*[Signature]*  
Signature



08th Mar 2022

ShaikAllaududin  
Hyderabad

Dear  
ShaikAllaududin

We are pleased to inform you that based on your application and subsequent discussions you had with us, it has been decided to provide you an opportunity to undergo on the job practical training at our **Connect Business Solutions Limited Offices / Centre** for a period of **12 Months** from Date of Joining. You shall report to the training on or before **08th Mar 2022** failing which it will be deemed that the opportunity given to you is withdrawn automatically.

You shall undergo the training strictly in accordance with the scheme of training of the company. If found not satisfactory, the training period may be extended for a further period of one month or the opportunity given to you will be discontinued at the discretion of the Management.

During the period of training you will be placed in different work locations of the company and your first placement for training will be at **Hyderabad**. You will undergo on the job training under the supervision of designated supervisors, informed to you at the start of training.

During the period of training you will be required to participate in the assessment process implemented by the company from time to time to assess your learning on the job and skill levels.

During the course of evaluation, if it is found that your learning is not up to the mark as per the expectations of the management, the opportunity given for training will be discontinued and you shall have no claim what so ever on the company.

This offer of training is subject to verification of the particulars submitted by you and in case any particulars submitted by you are found to be false or incorrect, your training will be terminated without notice and you are required to pay equivalent to the One month Stipend Amount in lieu of notice.

The company works in shifts and hence the on the job training will take place in all the shifts. In view of the same you are required to attend to your training in shifts as advised by the officials of the company from time to time.

If you undergo training regularly on all the working days of the company you would be eligible for the Leaves as per the company policy.

You shall follow the same working days, working hours and holidays of the company. You shall be regular to your training. If you fail to attend the training continuously for a period of 8 working days, it will be treated that you have discontinued the training and hence the company reserves its right to claim compensation from you.

You may discontinue the training within 6 months by giving 15 days' notice in writing to the company and similarly, the company may discontinue your training by giving 15 days' notice. After 6 months, if you discontinue the training, you are required to give 30 days' notice in writing to the company and similarly, the company may discontinue your training by giving 30 days' notice. Any deviation w.r.t the notice period is solely at the discretion of the company.

At any time, if your conduct, behavior, learning on the job etc. are not in conformity with the rules, regulations and expectations of the company, your training will be discontinued without any notice and payment in lieu thereof.

CONNECT BUSINESS SOLUTIONS LIMITED (formerly Tees Business Support Services Limited)  
REGD OFFICE: 18-371, COMRA MARKET, CHODIA FORT LANE, SECURABET, HYDRABAD-500003, TELANGANA, INDIA | TEL: +91 43 26269045 | FAX: +91 43 26269022  
URL: [WWW.CONNECTBIZSOL.COM](http://WWW.CONNECTBIZSOL.COM)

A SUBSIDIARY OF GUESS CORP



You shall be entitled to a monthly stipend as per the below mentioned grid

Component	Amount(Rs.) Per Month
<b>A. BASIC STIPEND</b>	13300.00
<b>B. PERFORMANCE INCENTIVE:</b> This will be payable on a monthly basis. The payout shall vary from 0% to 150% based on your PMI Rating. There would be no payout during the training period. The details of the policy will be communicated to you separately.	
<b>PERFORMANCE PAY (5% of the Basic Stipend)</b>	700.00
<b>C. GROSS STIPEND (A + B)</b>	14000.00

You will be covered under insurance as per the company policy which can change time to time as per the management discretion.

During the period of training you will be paid Stipend of Rs.13300.00 per month. Tax Deductions will be as applicable.

You are eligible for Performance Incentive. This will be payable on a monthly basis. The payout shall vary from 0% to 150% based on your PMI Rating. There would be no payout during the training period. The details of the policy will be communicated to you separately.

On successful completion of training, at the discretion of the Management, you may be offered an **Apprentice - Customer Care** position as a Probationer. You are required to work for a minimum period of one year with the company. If you leave the services without completing the mandatory period or if you fail to take up the employment as probationer, you are liable to pay the cost of training incurred by the company together with the stipend paid to you.

In all matters not mentioned herein above, you shall be governed by the rules, regulations or practices of the company pertaining to trainees from time to time.

Kindly note that you will not be entitled to any other benefits or perquisites.

This letter of training is sent to you in duplicate and we request you to kindly sign the duplicate copy of this letter as a token of acceptance of the terms and return it to us at the earliest.

With Best Regards,

For Connect Business Solutions Limited.



**Tony Jacob Joseph**  
Associate Vice President – Human Resources.

I hereby read and fully understood the terms of my training letter. I hereby accept the terms of my training.

Signature:





Name:  
Date:

*John*

CONNECT BUSINESS SOLUTIONS LIMITED (formerly Asia Business Support Services Limited)  
REGD OFFICE: 5-9 JYI, GORBA ROAD, CHUAN POH LAKE, SINGAPORE. INTERNATIONAL SUPPORT: SINGAPORE, SINGAPORE. TEL: +65 63263343 FAX: +65 63263342  
UK: 01492811785/UK/ASIA WWW.CONNECTSUPPORT.COM

A SUBSIDIARY OF GUSSEY CORP

A-309, Titanium City Centre, Nr Sachin Tower,  
Anandnagar Road, Satellite, Ahmedabad -15  
Ph. : +91-8758633984  
Email : [hr@mantras2success.com](mailto:hr@mantras2success.com)  
[www.mantras2success.com](http://www.mantras2success.com)



Mantras2Success Consultants

Date: 02/12/2022

Dear Syed Afnan Ahmed

Congratulations and welcome to the Mantras2Success family! We are delighted to have you as part of our organization. Your role and association with us are critical in fulfilling the mission of our organization. We hope, our association will be professionally meaningful and mutually beneficial.

Thank you for the information and documentation provided to ease your onboarding process. Once you join we will be sharing an online portal to access and download your monthly payslips, edit personal details, download forms required for registering your employment for various statutory benefits. The next few pages will give you more information on your employment with us.

For any queries, please feel free to contact us on [hr@mantras2success.com](mailto:hr@mantras2success.com) or +91-9313926687 during working hours on all working days.

**Our Core Values:** As a new entrant, we would like you to know that **Mantras2Success Consultants** is known for continuing to adhere to and live by the core values established in our early days. Its good to know that every M2S employee continues to keep to and live by these values today. They are

- Quality – We provide quality services to our clients
- Ethics – We never cut corners while serving our clients
- Honesty – We are always honest with clients.
- Persistence – We do not give up. We go out of the way to provide the client with the best of our services.

I wish you all the very best as you embark on an exciting journey with **Mantras2Success Consultants** while enhancing your professional stature, along the way.

For **Mantras2Success Consultants**,

For, **MANTRAS2SUCCESS CONSULTANTS**

*Jitendra Lakhwani*  
Partner

Jitendra Lakhwani  
Co-Founder / Partner / CEO



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[www.mantras2success.com](http://www.mantras2success.com)



Mantras2Success Consultants

To,  
Syed Afnan Ahmed,

TERMS OF EMPLOYMENT

We are pleased to appoint you in our organization as **Tele Calling Executive** for our client INFOCREDIT SERVICES PRIVATE LIMITED (CREDIT VIDYA), on the following terms and conditions:

1.You would be the employee of MANTRAS2SUCCESS CONSULTANTS AND DEPUTED TO WORK FOR OUR CLIENT INFOCREDIT SERVICES PRIVATE LIMITED (CREDIT VIDYA) at their Hyderabad office.

2.MANTRAS2SUCCESS CONSULTANTS reserves the right to re-employ you with any other of its clients or release you from employment in case of the termination of the contract between INFOCREDIT SERVICES PRIVATE LIMITED (CREDIT VIDYA) & MANTRAS2SUCCESS CONSULTANTS

3. Depending on your performance INFOCREDIT SERVICES PRIVATE LIMITED (CREDIT VIDYA) can demand a transfer of your employment from MANTRAS2SUCCESS CONSULTANTS TO INFOCREDIT SERVICES PRIVATE LIMITED (CREDIT VIDYA) subject to conditions as decided by the agreement between MANTRAS2SUCCESS CONSULTANTS & INFOCREDIT SERVICES PRIVATE LIMITED (CREDIT VIDYA)

4.Details of your salary break up with components is as per Annexure 1.

5.Provident Fund will be remitted as per law, applicable from time to time.

6.You will be eligible for leave as per the clients' company policy, during the period of your employment.

7.You will be entitled to all other statutory benefits wherever applicable during the period of your employment.

8.You are advised to read and understand Mantras2Success Consultants Health & Safety Policy for deputies (Annexure 2) and comply with relevant policies that are in practice at INFOCREDIT SERVICES PRIVATE LIMITED (CREDIT VIDYA). Adherence to the stated and relevant policies is a condition of employment with Mantras2Success Consultants. In the event you are found to be noncompliant of any with the applicable policies, Mantras2Success Consultants reserves the right to take necessary action against you.

Mantras2Success Consultants

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[www.mantras2success.com](http://www.mantras2success.com)



Mantras2Success Consultants

9. You will have to serve 30 days of notice in writing or salary in lieu of notice, to Mantras2success to get the relieving letter while exiting the company .

We are consciously endeavoring to build an atmosphere of trust, openness, responsiveness, autonomy and growth among all members of the Mantras2Success Consultants family. As a new entrant, we would like you to wholeheartedly contribute to this process.

As a token of your acceptance of the above terms and conditions, you are requested to sign the duplicate copy of this letter and return to us.

Wishing you the very best!

Yours truly,

For Mantras2Success Consultants,

For, MANTRAS2SUCCESS CONSULTANTS

Partner

Jitendra Lakhwani  
Co-Founder / Partner / CEO

Acceptance:

I Syed Afnan Ahmed have read and hereby accept the above-mentioned terms and conditions

Signature :

Date

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Email : hr@mantras2success.com  
www.mantras2success.com



Mantras2Success Consultants

Date: 02/12/2022

To,  
Syed Afnan Ahmed,

DEPUTATION LETTER

Further to clause 3 of your letter of employment, we are pleased to advise you that your services are being deputed to Infocredit Services Private limited (Credit Vidya) with effect from 05-12-2022 at their Hyderabad office. The terms and conditions of your deputation will be as follows:

1. You will, with effect from 05-12-2022 (5<sup>th</sup> December 2022), be required to work at our client's office/ premises at any of their locations.
2. During the tenure of the deputation, you will continue to be an employee of MANTRAS2SUCCESS CONSULTANTS
3. In the day to day functioning or carrying out all responsibilities, you will receive instructions from INFOCREDIT SERVICES PRIVATE LIMITED (CREDIT VIDYA) and will undertake to abide by any suggestions, etc. given by any assigned person(s).
4. You shall also abide by any training that may be offered to you by INFOCREDIT SERVICES PRIVATE LIMITED (CREDIT VIDYA)
5. You shall be bound to follow the working hours of INFOCREDIT SERVICES PRIVATE LIMITED (CREDIT VIDYA)
6. You shall take care not to disclose confidential information/trade secrets, etc that you may come across in the course of your responsibilities to anyone outside INFOCREDIT SERVICES PRIVATE LIMITED (CREDIT VIDYA) and use such information only in connection with the service provided to INFOCREDIT SERVICES PRIVATE LIMITED (CREDIT VIDYA)
7. You shall at no point of time stake any claim or right to claim employment, damage, loss or compensation of any sort whatsoever against INFOCREDIT SERVICES PRIVATE LIMITED (CREDIT VIDYA). This arrangement is purely contractual agreement between MANTRAS2SUCCESS CONSULTANTS and INFOCREDIT SERVICES PRIVATE LIMITED (CREDIT VIDYA) for the time specified.



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Ph. : +91-8758633984

Email : [hr@mantras2success.com](mailto:hr@mantras2success.com)  
[www.mantras2success.com](http://www.mantras2success.com)



Mantras2Success Consultants

8. You shall not engage in any act subversive of discipline in the course of your duties in the property of INFOCREDIT SERVICES PRIVATE LIMITED (CREDIT VIDYA) or outside, and if you were at any time found indulging in such act/s, we reserve the right to initiate disciplinary action as is deemed fit, against you.
9. You shall be responsible for protecting the property of INFOCREDIT SERVICES PRIVATE LIMITED (CREDIT VIDYA) entrusted to you in the due discharge of your duties and shall indemnify INFOCREDIT SERVICES PRIVATE LIMITED (CREDIT VIDYA) when there is a loss of any kind to the said property.

All the other terms and conditions of your employment remain unchanged.

As a token of your acceptance of the above terms and conditions, you are requested to sign the duplicate copy of this letter and return it to us.

Yours truly,

For Mantras2Success Consultants,

For, MANTRAS2SUCCESS CONSULTANTS

Partner

Jitendra Lakhwani  
Co-Founder / Partner / CEO

Acceptance:

I Syed Afnan Ahmed have read and hereby accept the above-mentioned terms and

conditions

Signature :

Date

Mantras2Success Consultants

Recruitment Solutions || RPO || Strategic HR Management || Trainings



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Mantras2Success Consultants

Date: 02/12/2022

Dear Syed Afnan Ahmed

Congratulations and welcome to the Mantras2Success family! We are delighted to have you as part of our organization. Your role and association with us are critical in fulfilling the mission of our organization. We hope, our association will be professionally meaningful and mutually beneficial.

Thank you for the information and documentation provided to ease your onboarding process. Once you join we will be sharing an online portal to access and download your monthly payslips, edit personal details, download forms required for registering your employment for various statutory benefits. The next few pages will give you more information on your employment with us.

For any queries, please feel free to contact us on [hr@mantras2success.com](mailto:hr@mantras2success.com) or +91-9313926687 during working hours on all working days.

**Our Core Values:** As a new entrant, we would like you to know that Mantras2Success Consultants is known for continuing to adhere to and live by the core values established in our early days. Its good to know that every M2S employee continues to keep to and live by these values today. They are

- Quality – We provide quality services to our clients.
- Ethics – We never cut corners while serving our clients
- Honesty – We are always honest with clients.
- Persistence – We do not give up. We go out of the way to provide the client with the best of our services.

I wish you all the very best as you embark on an exciting journey with Mantras2Success Consultants while enhancing your professional stature, along the way.

For Mantras2Success Consultants,

For, MANTRAS2SUCCESS CONSULTANTS

Partner

Jitendra Lakhwani  
Co-Founder / Partner / CEO



To,  
Syed Afnan Ahmed,

TERMS OF EMPLOYMENT

We are pleased to appoint you in our organization as **Tele Calling Executive** for our client INFOCREDIT SERVICES PRIVATE LIMITED (CREDIT VIDYA), on the following terms and conditions:

1. You would be the employee of MANTRAS2SUCCESS CONSULTANTS AND DEPUTED TO WORK FOR OUR CLIENT INFOCREDIT SERVICES PRIVATE LIMITED (CREDIT VIDYA) at their Hyderabad office.
2. MANTRAS2SUCCESS CONSULTANTS reserves the right to re-employ you with any other of its clients or release you from employment in case of the termination of the contract between INFOCREDIT SERVICES PRIVATE LIMITED (CREDIT VIDYA) & MANTRAS2SUCCESS CONSULTANTS
3. Depending on your performance INFOCREDIT SERVICES PRIVATE LIMITED (CREDIT VIDYA) can demand a transfer of your employment from MANTRAS2SUCCESS CONSULTANTS TO INFOCREDIT SERVICES PRIVATE LIMITED (CREDIT VIDYA) subject to conditions as decided by the agreement between MANTRAS2SUCCESS CONSULTANTS & INFOCREDIT SERVICES PRIVATE LIMITED (CREDIT VIDYA)
4. Details of your salary break up with components is as per Annexure 1.
5. Provident Fund will be remitted as per law, applicable from time to time.
6. You will be eligible for leave as per the clients' company policy, during the period of your employment.
7. You will be entitled to all other statutory benefits wherever applicable during the period of your employment.
8. You are advised to read and understand Mantras2Success Consultants Health & Safety Policy for deputies (Annexure 2) and comply with relevant policies that are in practice at INFOCREDIT SERVICES PRIVATE LIMITED (CREDIT VIDYA). Adherence to the stated and relevant policies is a condition of employment with Mantras2Success Consultants. In the event you are found to be noncompliant of any with the applicable policies, Mantras2Success Consultants reserves the right to take necessary action against you.



A-309, Titanium City Centre, Nr Sachin Tower,  
Anandnagar Road, Satellite, Ahmedabad -15  
Ph. : +91-8758633984  
Email : [hr@mantras2success.com](mailto:hr@mantras2success.com)  
[www.mantras2success.com](http://www.mantras2success.com)



Mantras2Success Consultants

9. You will have to serve 30 days of notice in writing or salary in lieu of notice, to Mantras2success to get the relieving letter while exiting the company .

We are consciously endeavoring to build an atmosphere of trust, openness, responsiveness, autonomy and growth among all members of the Mantras2Success Consultants family. As a new entrant, we would like you to wholeheartedly contribute to this process.

As a token of your acceptance of the above terms and conditions, you are requested to sign the duplicate copy of this letter and return to us.

Wishing you the very best!

Yours truly,  
For Mantras2Success Consultants,

For, MANTRAS2SUCCESS CONSULTANTS

A handwritten signature in black ink, appearing to read 'Jitendra'.

Partner

Jitendra Lakhwani  
Co-Founder / Partner / CEO

Acceptance:

I Syed Afnan Ahmed have read and hereby accept the above-mentioned terms and conditions

Signature :

Date



Date: 02/12/2022

To,  
Syed Afnan Ahmed,

**DEPUTATION LETTER**

Further to clause 3 of your letter of employment, we are pleased to advise you that your services are being deputed to **Infocredit Services Private limited (Credit Vidya)** with effect from **05-12-2022** at their **Hyderabad** office. The terms and conditions of your deputation will be as follows:

1. You will, with effect from **05-12-2022** (5<sup>th</sup> December 2022), be required to work at our client's office/ premises at any of their locations.
2. During the tenure of the deputation, you will continue to be an employee of **MANTRAS2SUCCESS CONSULTANTS**
3. In the day to day functioning or carrying out all responsibilities, you will receive instructions from **INFOCREDIT SERVICES PRIVATE LIMITED (CREDIT VIDYA)** and will undertake to abide by any suggestions, etc. given by any assigned person(s).
4. You shall also abide by any training that may be offered to you by **INFOCREDIT SERVICES PRIVATE LIMITED (CREDIT VIDYA)**
5. You shall be bound to follow the working hours of **INFOCREDIT SERVICES PRIVATE LIMITED (CREDIT VIDYA)**
6. You shall take care not to disclose confidential information/trade secrets, etc that you may come across in the course of your responsibilities to anyone outside **INFOCREDIT SERVICES PRIVATE LIMITED (CREDIT VIDYA)** and use such information only in connection with the service provided to **INFOCREDIT SERVICES PRIVATE LIMITED (CREDIT VIDYA)**
7. You shall at no point of time stake any claim or right to claim employment, damage, loss or compensation of any sort whatsoever against **INFOCREDIT SERVICES PRIVATE LIMITED (CREDIT VIDYA)**. This arrangement is purely a contractual agreement between **MANTRAS2SUCCESS CONSULTANTS** and **INFOCREDIT SERVICES PRIVATE LIMITED (CREDIT VIDYA)** for the time specified.



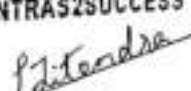
8. You shall not engage in any act subversive of discipline in the course of your duty/ies in the property of INFOCREDIT SERVICES PRIVATE LIMITED (CREDIT VIDYA) or outside, and if you were at any time found indulging in such act/s, we reserve the right to initiate disciplinary action as is deemed fit, against you.
9. You shall be responsible for protecting the property of INFOCREDIT SERVICES PRIVATE LIMITED (CREDIT VIDYA) entrusted to you in the due discharge of your duties and shall indemnify INFOCREDIT SERVICES PRIVATE LIMITED (CREDIT VIDYA) when there is a loss of any kind to the said property.

All the other terms and conditions of your employment remain unchanged.

As a token of your acceptance of the above terms and conditions, you are requested to sign the duplicate copy of this letter and return it to us.

Yours truly,  
For Mantras2Success Consultants,

For, MANTRAS2SUCCESS CONSULTANTS

  
Jitendra Lakhwani  
Co-Founder / Partner / CEO

Partner

Acceptance:

I Syed Afnan Ahmed have read and hereby accept the above-mentioned terms and conditions

Signature :

Date





08th Mar 2022

ShaikAlfaudhin  
Hyderabad

Dear  
ShaikAlfaudhin

We are pleased to inform you that based on your application and subsequent discussions you had with us, it has been decided to provide you an opportunity to undergo on the job practical training at our **Conneqt Business Solutions Limited Offices / Centre** for a period of **12 Months** from Date of Joining. You shall report to the training on or before **08th Mar 2022** failing which it will be deemed that the opportunity given to you is withdrawn automatically.

You shall undergo the training strictly in accordance with the scheme of training of the company. If found not satisfactory, the training period may be extended for a further period of one month or the opportunity given to you will be discontinued at the discretion of the Management.

During the period of training you will be placed in different work locations of the company and your first placement for training will be at Hyderabad. You will undergo on the job training under the supervision of designated supervisors, informed to you at the start of training.

During the period of training you will be required to participate in the assessment process implemented by the company from time to time to assess your learning on the job and skill levels.

During the course of evaluation, if it is found that your learning is not up to the mark as per the expectations of the management, the opportunity given for training will be discontinued and you shall have no claim what so ever on the company.

This offer of training is subject to verification of the particulars submitted by you and in case any particulars submitted by you are found to be false or incorrect, your training will be terminated without notice and you are required to pay equivalent to the One month Stipend Amount in lieu of notice.

The company works in shifts and hence the on the job training will take place in all the shifts. In view of the same you are required to attend to your training in shifts as advised by the officials of the company from time to time.

If you undergo training regularly on all the working days of the company you would be eligible for the Leaves as per the company policy.

You shall follow the same working days, working hours and holidays of the company. You shall be regular to your training. If you fail to attend the training continuously for a period of 8 working days, it will be treated that you have discontinued the training and hence the company reserves its right to claim compensation from you.

You may discontinue the training within 6 months by giving 15 days' notice in writing to the company and similarly, the company may discontinue your training by giving 15 days' notice. After 6 months, if you discontinue the training, you are required to give 30 days' notice in writing to the company and similarly, the company may discontinue your training by giving 30 days' notice. Any deviation w.r.t the notice period is solely at the discretion of the company.

At any time, if your conduct, behavior, learning on the job etc., are not in conformity with the rules, regulations and expectations of the company, your training will be discontinued without any notice and payment in lieu thereof.





You shall be entitled to a monthly stipend as per the below mentioned grid

Component	Amount(Rs.) Per Month
A. BASIC STIPEND	13300.00
B. PERFORMANCE INCENTIVE: This will be payable on a monthly basis. The payout shall vary from 0% to 150% based on your PMI Rating. There would be no payout during the training period. The details of the policy will be communicated to you separately.	
PERFORMANCE PAY (5% of the Basic Stipend)	700.00
C. GROSS STIPEND (A + B)	14000.00

You will be covered under insurance as per the company policy which can change time to time as per the management discretion.

During the period of training you will be paid Stipend of Rs.13300.00 per month. Tax Deductions will be as applicable.

You are eligible for Performance Incentive: This will be payable on a monthly basis. The payout shall vary from 0% to 150% based on your PMI Rating. There would be no payout during the training period. The details of the policy will be communicated to you separately.

On successful completion of training, at the discretion of the Management, you may be offered an **Apprentice - Customer Care** position as a Probationer. You are required to work for a minimum period of one year with the company. If you leave the services without completing the mandatory period or if you fail to take up the employment as probationer, you are liable to pay the cost of training incurred by the company together with the stipend paid to you.

In all matters not mentioned herein above, you shall be governed by the rules, regulations or practices of the company pertaining to trainees from time to time.

Kindly note that you will not be entitled to any other benefits or perquisites.

This letter of training is sent to you in duplicate and we request you to kindly sign the duplicate copy of this letter as a token of acceptance of the terms and return it to us at the earliest.

With Best Regards.

For Conneqt Business Solutions Limited.

Tony Jacob Joseph  
Associate Vice President – Human Resources.

I hereby read and fully understood the terms of my training letter. I hereby accept the terms of my training.

Signature:

CONNEQT BUSINESS SOLUTIONS LIMITED (formerly Tata Business Support Services Limited)  
REGD. OFFICE: 1-8-371, GOWRA TRINITY, CHIRAM FORT LAKE, BEELAMPET, HYDERABAD 500003, TELANGANA, INDIA | TEL: +91 40 66367045 FAX: +91 40 66367032  
CIN: U54200TG1805PL004900, WWW.CONNEQTCORP.COM

A SUBSIDIARY OF GUESSE CORP



# Q CONNEQT

BUSINESS SOLUTIONS LIMITED

Name:

Date:

BL  
1

*Sivan*

Q CONNEQT BUSINESS SOLUTIONS LIMITED (formerly Eas Business Support Services Limited)  
HEAD OFFICE: 1 & 3/1, GOWLA TRINITY, CHIRAM FORT LAKE, BEELURPET, HYDERABAD 500011, TELANGANA, INDIA | TEL: +91 40 8087345 FAX: +91 40 8087322  
CIN: 52466791 (2015) CIN 52466791, WWW.CONNEQT.CORP.COM

A SUBSIDIARY OF GUESS CORP





## Fwd: Offer of Employment - Rotomaker India Pvt.Ltd

1 message

M far,han\_ <mohdmoinuddinifarhan@gmail.com>  
To: ahlan24x7@gmail.com

Tue, Mar 28, 2023 at 11:04 AM

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

From: <ayaz@rotomaker.com>  
Date: Thu, Sep 22, 2022, 4:12 PM  
Subject: Offer of Employment - Rotomaker India Pvt.Ltd  
To: <mohdmoinuddinifarhan@gmail.com>

20-Sep-2022.

Hyderabad.

Offer Letter

Dear Mohammed Moinuddin Farhan,

This has reference to your application and the subsequent interview you had with us. We are pleased to inform you that you have been selected for the position of "Network Engineer" - IT with gross annual salary based on Cost to Company will be of Rs 228000/- (Rupees Two Lakh TwentyEight Thousand Only) per annum, all inclusive. As discussed, and agreed with you, you will be joining on 21-Sep-2022 at 10.00 AM to Branch office in Hyderabad and you will be in probation period for Three months. On joining the company all the rules and policies of RotoMaker will be applicable to you.

Your letter of appointment with full terms and conditions will be issued to you once you have joined us and on submission of:

- Photocopy of educational certificates (SSC Onwards)
- Relieving & Experience certificate from your previous employer.
- Appointment letter of the previous employer and salary revision letters if any
- Last three months' pay slip & 6 months bank statement.
- Photocopy of Aadhar Card, PAN Card and Proof of residence
- Bank account details and
- 2 Passport Size Photographs

You will be maintaining degree of confidentiality with respect to this offer.

Please return the duplicate copy of this letter, duly signed, in token of your acceptance.

Thanking you,

For Rotomaker India Pvt. Ltd.

Human Resources

Signature

Mohammed Moinuddin Farhan



01st Dec 2021

Mohammed Ikramuddin  
Hyderabad

Dear Mohammed Ikramuddin

We are pleased to inform you that based on your application and subsequent discussions you had with us, it has been decided to provide you an opportunity to undergo on the job practical training at our **Conneqt Business Solutions Limited Offices / Centre** for a period of **12 Months** from Date of Joining. You shall report to the training on or before **01st Dec 2021** failing which it will be deemed that the opportunity given to you is withdrawn automatically.

You shall undergo the training strictly in accordance with the scheme of training of the company. If found not satisfactory, the training period may be extended for a further period of one month or the opportunity given to you will be discontinued at the discretion of the Management.

During the period of training you will be placed in different work locations of the company and your first placement for training will be at **Hyderabad**. You will undergo on the job training under the supervision of designated supervisors, informed to you at the start of training.

During the period of training you will be required to participate in the assessment process implemented by the company from time to time to assess your learning on the job and skill levels.

During the course of evaluation, if it is found that your learning is not up to the mark as per the expectations of the management, the opportunity given for training will be discontinued and you shall have no claim what so ever on the company.

This offer of training is subject to verification of the particulars submitted by you and in case any particulars submitted by you are found to be false or incorrect, your training will be terminated without notice and you are required to pay equivalent to the One month Stipend Amount in lieu of notice.

The company works in shifts and hence the on the job training will take place in all the shifts. In view of the same you are required to attend to your training in shifts as advised by the officials of the company from time to time.

If you undergo training regularly on all the working days of the company you would be eligible for the Leaves as per the company policy.

You shall follow the same working days, working hours and holidays of the company. You shall be regular to your training. If you fail to attend the training continuously for a period of 8 working days, it will be treated that you have discontinued the training and hence the company reserves its right to claim compensation from you.

You may discontinue the training within 6 months by giving 15 days' notice in writing to the company and similarly, the company may discontinue your training by giving 15 days' notice. After 6 months, if you discontinue the training, you are required to give 30 days' notice in writing to the company and similarly, the company may discontinue your training by giving 30 days' notice. Any deviation w.r.t the notice period is solely at the discretion of the company.

At any time, if your conduct, behavior, learning on the job etc., are not in conformity with the rules, regulations and expectations of the company, your training will be discontinued without any notice and payment in lieu thereof.

# Q CONNEQT

BUSINESS SOLUTIONS LIMITED

You shall be entitled to a monthly stipend as per the below mentioned grid

Component	Amount(Rs.) Per Month
A. BASIC STIPEND	12868.00
B. PERFORMANCE INCENTIVE: This will be payable on a monthly basis. The payout shall vary from 0% to 150% based on your PMI Rating. There would be no payout during the training period. The details of the policy will be communicated to you separately	
PERFORMANCE PAY (5% of the Basic Stipend)	677.00
C. GROSS STIPEND (A + B)	13545.00

You will be covered under insurance as per the company policy which can change time to time as per the management discretion.

During the period of training you will be paid Stipend of Rs.12868.00 per month. Tax Deductions will be as applicable.

You are eligible for Performance Incentive: This will be payable on a monthly basis. The payout shall vary from 0% to 150% based on your PMI Rating. There would be no payout during the training period. The details of the policy will be communicated to you separately.

On successful completion of training, at the discretion of the Management, you may be offered an **Apprentice - Customer Care** position as a Probationer. You are required to work for a minimum period of one year with the company. If you leave the services without completing the mandatory period or if you fail to take up the employment as probationer, you are liable to pay the cost of training incurred by the company together with the stipend paid to you.

In all matters not mentioned herein above, you shall be governed by the rules, regulations or practices of the company pertaining to trainees from time to time.

Kindly note that you will not be entitled to any other benefits or perquisites.

This letter of training is sent to you in duplicate and we request you to kindly sign the duplicate copy of this letter as a token of acceptance of the terms and return it to us at the earliest.

With Best Regards,

For Conneqt Business Solutions Limited.

Tony Jacob Joseph  
Associate Vice President – Human Resources.

I hereby read and fully understood the terms of my training letter. I hereby accept the terms of my training.

Signature:

Name:

Date:



1062-20-497-923

Re: Amazon - Salary Break-up Sheet

1 message

Mohammed Ibrahimuddin <ikramuddin747@gmail.com>  
To: ahlan24x7@gmail.com

Fri, Mar 28, 2023 at 11:05 AM

On Tue, 28 Mar 2023, 10:43 am ahlan24x7@gmail.com, <ahlan24x7@gmail.com> wrote:

Forwarded message  
From: Sahu, Pranay Dm <pranayd@amazon.com>  
Date: Thu, 4 Aug 2022 at 10:24 PM  
Subject: Amazon - Salary Break-up Sheet  
To:

Dear Candidate,

Congratulations on your offer with Amazon for Contractual role in RSM for Shipping & Delivery Support Associate (SCS) for Domestic Voice Process (English-Hindi)- Hyderabad; please find below your proposed salary break-up.

Your date of joining is August 8th, 2022.

PS: PAN card and e-Aadhar card (Your mobile number should be linked with Aadhar card, downloaded from UIDAI website) are mandatory documents required to get onboarded. If your mobile number is not linked with Aadhar card, please visit HEAD POST OFFICE and not regional post office to get it linked in 24 hours. Ignore if e-aadhar is already uploaded.

The Letter of Intent has been sent to your personal email address with the salary details.

Name	
Date of Joining (Amazon)	
Designation on Joining	Customer Service Associate
State	Rest of India
Citizenship	INDIAN
Current Compensation & Benefit Summary	
Annual Base Pay	Annual (in INR) 260,000

Gross Salary Break-Up			
Pay Component	Select	Annual (INR)	Monthly (INR)
Basic	69%	180,000	15,000
House Rent Allowance	32%	58,400	4,867
Employer contribution to PF	12%	21,600	1,800

2: Flexible Components - can be allocated as per your individual tax planning needs

Self-education		.	.
Children education allowance	N	.	.
Children hostel allowance	N	.	.
National Pension System (NPS) Contribution	0%	.	.
Self-Owned Vehicle Expenses	N	.	.

3: Fixed Allowance Allocation:

Leave Travel Assistance		.	.
Medical Allowance		.	.
Conveyance Allowance	Self-owned Vehicle Expenses option should be set to N	.	.
Meal Allowance		.	.
Flexi Allowance		.	.
<b>Base Pay</b>		<b>260,000</b>	<b>21,667</b>

Note:

Detailed Overview will be given during Day 1 Orientation  
Basic or any other Pay components are subject to change basis change in applicable laws or relevant / applicable company policies

Other Benefits

1. Internet Reimbursement – Rs. 1,250/- per month
2. Meal Vouchers – Rs. 1,100/- per month
3. Night Shift Allowance (NSA) of INR 150/- per shift

Please note there will be a deduction of ESIC, PF and Professional Tax from the Base pay as per the State Government norms.

**Disclaimer:** The content of this email is confidential and intended for the recipient specified in message only. It is forbidden to copy, forward, or in any way reveal the contents of this message to anyone. Offer once accepted will not be renegotiated post joining.

**Note:** If you do not hold the required documents or do not meet any of the mandatory requirements or your current work location falls under any of the Containment/Red zones declared by the State Govt, your joining might be delayed or confirmed to a later date, considering the transport constraints for system delivery. Also please make sure that you are available at the registered address with us for system delivery.

Thanks & Regards,

Amazon Recruitment Team

1062-20-497-903



08th Mar 2022

Shaik Imran pasha

Hyderabad

Dear

Shaik Imran pasha

We are pleased to inform you that based on your application and subsequent discussions you had with us, it has been decided to provide you an opportunity to undergo on the job practical training at our Conneqt Business Solutions Limited Offices / Centre for a period of 12 Months from Date of Joining. You shall report to the training on or before 08th Mar 2022 failing which it will be deemed that the opportunity given to you is withdrawn automatically.

You shall undergo the training strictly in accordance with the scheme of training of the company, if found not satisfactory, the training period may be extended for a further period of one month or the opportunity given to you will be discontinued at the discretion of the Management.

During the period of training you will be placed in different work locations of the company and your first placement for training will be at Hyderabad. You will undergo on the job training under the supervision of designated supervisors, informed to you at the start of training.

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During the course of evaluation, if it is found that your learning is not up to the mark as per the expectations of the management, the opportunity given for training will be discontinued and you shall have no claim what so ever on the company.

This offer of training is subject to verification of the particulars submitted by you and in case any particulars submitted by you are found to be false or incorrect, your training will be terminated without notice and you are required to pay equivalent to the One month Stipend Amount in lieu of notice.

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At any time, if your conduct, in conformity with the rules, regulations and expectations of the company, your training will be discontinued without any notice and payment in lieu thereof.

behavior, learning on the job etc., are not

You shall be entitled to a monthly stipend as per the below mentioned grid.

Component	Amount(Rs.) Per Month
A. BASIC STIPEND	13300.00
B. PERFORMANCE INCENTIVE; This will be payable on a monthly basis. The payout shall vary from 0% to 150% based on your PMI Rating. There would be no payout during the training period. The details of the policy will be communicated to you separately.	
PERFORMANCE PAY (5% of the Basic Stipend)	700.00
C. GROSS STIPEND (A + B)	14000.00

You will be covered under insurance as per the company policy which can change time to time as per the management discretion.

During the period of training you will be paid Stipend of Rs.13300.00 per month. Tax Deductions will be as applicable.

You are eligible for Performance Incentive: This will be payable on a monthly basis. The payout shall vary from 0% to 150% based on your PMI Rating. There would be no payout during the training period. The details of the policy will be communicated to you separately.

On successful completion of training, at the discretion of the Management, you may be offered an **Apprentice Customer Care** position as a Probationer. You are required to work for a minimum period of one year with the company, if you leave the services without completing the mandatory period or if you fail to take up the employment as probationer, you are liable to pay the cost of training incurred by the company together with the stipend paid to you.

In all matters not mentioned herein above, you shall be governed by the rules, regulations or practices of the company pertaining to trainees from time to time.

Kindly note that you will not be entitled to any other benefits or perquisites.

This letter of training is sent to you in duplicate and we request you to kindly sign the duplicate copy of this letter as a token of acceptance of the terms and return it to us at the earliest.

With Best Regards,

For Conneqt Business Solutions Limited.

Tony Jacob Joseph  
Associate Vice President - Human Resources.



06 April 2022

PRIVATE & CONFIDENTIAL

To whom it may concern,

Re: Mohammed Rahman

Address: H.no- 12-2-37/A/115, Zeba Bagh, Hyderabad, 500023

This letter is to confirm that Mohammed Rahman is currently employed at Amazon Development Centre (India) Private Limited.

Mohammed Rahman is employed as a SDS Associate (DP) and commenced employment with Amazon on 11 April 2022.

This letter has been issued to the employee upon his/her request on the basis of data submitted by the employee to the Company. The Company bears no liability in event the aforementioned data is NOT found to be accurate.

On behalf of  
Amazon Development Centre (India) Private Limited

Kind Regards,

Soumya V  
ERC Delivery Hub Leader, Employee Services



OFFER LETTER

Date: 25-07-2022

Dear Syed Ibrahim

Based on our recent discussion with you, we are pleased to inform you that you have been selected for a position with Gebbs Healthcare Solutions Pvt Ltd.

You shall be designated as a **Sr. AR Associate**

Your Date of Joining would be: **26-07-2022**

Your Yearly CTC (A+B+C) would be: **Rs 416798**

In Addition, you will have an Earning potential of min Rs 0 and max Rs 5000 as a performance incentive based on your floor performance with respect to the set parameters.

\*The incentive scheme is effective only post 60 days of joining\*.

To enable the completion of this process, you would be required to submit the following documents:

1. **Current Employment:** Last 3 months salary Slips / Relieving letter / Resignation acceptance letter. in case the salary slips are not in position to be submitted then the bank statements copy is a Mandate
2. **Education:** Photocopies of your Mark sheets **AND** Passing Certificates – X, XII, Graduation, Post-Graduation & Diploma (If applicable).  
For all Graduation awaiting result candidates – All semester mark sheets or First year & Second year Graduation mark sheets
3. **Address Proof :** Copy of your passport / Driving license / Ration card
4. In case of Name change please furnish – Marriage Certificate or Name change affidavit
5. **Photo ID:** Pan Card/ Passport/ Driving license/Voter Id card
  - a. If no PAN Card, then please ensure you carry it on the date of joining (PAN card is a mandatory document without which we cannot onboard you)

We will formally extend you an appointment letter on behalf of Gebbs Healthcare Solutions Pvt Ltd on the submission of all the documents mentioned above by the due date; failing which it is deemed that you have no interest to pursue this employment opportunity with Gebbs Healthcare Solutions Pvt Ltd.

Your Offer is valid subject to clearance of your background verification.

Yours sincerely,



Vice President - Human Resources  
Armit Nainani

Candidate's Signature



Registered Office

"MindSpace", Building No.3, 1<sup>st</sup> Office Level, Thane - Belapur Road,  
Airoli, Navi Mumbai 400 708

Tel: +91-22-394873

www.gebbs.co



**GeBBS Compensation Structure**

Grade	Grade 5
Designation	Sr. AR Associate
Department	AR (Accounts Receivable)

Components	Per Month	Per Annum
Basic	13,517	162,200
HRA	6,758	81,100
Statutory Advance Bonus	1,126	13,511
AR Facility Allowance	-	-
GeBBS Flexi Plan	-	-
Special Allowance	5,632	67,589
<b>Section A</b>	<b>27,033</b>	<b>324,400</b>
Incentives	5,000	60,000
<b>Section B</b>	<b>5,000</b>	<b>60,000</b>
<b>Section A + B</b>	<b>32,033</b>	<b>384,400</b>
PF	1,800	21,600
ESIC	-	-
Gratuity	650	7,798
Insurance	250	3,000
<b>Section C</b>	<b>2,700</b>	<b>32,398</b>
<b>Total CTC (A+B+C)</b>	<b>34,733</b>	<b>416,798</b>
<b>Net Salary (Per Month)</b>		<b>25,033</b>



Ref. No: 24-7 Intouch India Private Limited/CO/Hyd/07/23-24/0154

Name : Mohammed Vazeer Uddin  
Business Title : eSupport Officer  
Band : S  
Sub Band : S - 1

Dear Mohammed Vazeer Uddin,

**Subject: Terms of Employment**

**Congratulations and Welcome aboard 24-7 Intouch India Private Limited, (Formerly known as Knoah Solutions Private Limited) Your date of joining will be 14 July 2023.**

In continuation to your Offer of Employment, we are pleased to onboard you with the following mutually agreed Terms and Conditions governing your employment at 24-7Intouch India Pvt. Ltd.

1. Your individual remuneration is strictly confidential and is between you and the Company. It has been determined based on numerous factors such as your job skills, specific background, and professional merit. This information and changes made therein should always be treated as personal and confidential. Please find 24-7Intouch Total Reward Statement in Annexure E, pages 4 & 5.
2. Your annual Total Cost to the Company will be **Rs..283262/- PA (Two Lakhs Eighty Three Thousand Two Hundred Sixty Two Only)** and wherever applicable, you will be eligible for variable payout basis the programs in your respective business function. Other benefits are paid in addition to your TCC.
3. Your annual TCC is subject to change based on your performance, business environment & growth and other economic factors impacting business.
4. Your appointment is contingent upon satisfactory reference & background checks, including verification of your resume, application form and its contents, education, and employment history. Your employment is also contingent upon your ability to work for the Company without restrictions i.e. you do not have any non-compete obligation or other restrictive clauses with any previous employer.
5. Your initial appointment will be at Hyderabad, but your services may be liable for transfer to any establishment which the Company opens from time to time. Your services may also be liable to be transferred from one department to another department: from one program/project to another and to any sister concern(s)/associated companies and subsidiary companies. Upon transfer, you will be governed by the terms and conditions of the service applicable to the said establishment.

**DOJ:14 July 2023**

.....  
Candidate Signature

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**Mohammed Vazeer Uddin**

(Formerly known as Knoah Solutions Private Limited)





6. Your organization Band & Business Title may be changed at the discretion of the Company depending on the work assigned to you and Company Policies
7. Your employment with the Company is at all times subject to you having a valid work permit from the Government of India. It is your responsibility to obtain and share the copy of the passport and furnish details during the process of joining
8. Any and all of the Terms and Conditions of service may be modified or changed at the Company's discretion without assigning any reasons thereof
9. You will, by eligibility, be enrolled in 24-7 Intouch Group Mediclaim Insurance Policy or to Employee State Insurance Corporation as applicable. All benefits as outlined here and in policies of 24-7 Intouch are subject to change at the Company's discretion.
10. You will be entitled to avail leave in accordance with the Company's policy as applicable from time to time.
11. You are responsible to notify the Company of any changes in your personal information within three working days. All notices shall be considered duly and properly delivered to the address on file with the Company.
12. During your service with the Company, you are expected to devote your whole time and attention to the Company's affairs and refrain from directly or indirectly engaging in any other business.
13. Information pertaining to 24-7 Intouch operations and intellectual property is confidential, and you will sign a non-disclosure agreement to this extent. If you are bound by a confidentiality agreement with a previous employer, you must notify the Company and indemnify against any breach thereof.
14. You are required to read and comply with 24-7 Intouch Code of Ethical and Business Conduct, PoSH, Social Media and other Policy guidelines that come into effect from time to time. You are also required to sign declarations to this effect. Any breach of the guidelines or the Terms and Conditions governing employment may lead to termination of your services without any notice or compensation.
15. You are required to protect and return Company-owned Assets that the Company may provide you for business purposes including working from home or for any other remote operations. Any damages to the assets or undue possession will lead to financial recovery of the same as determined by the Company.
16. If you are absent for a continuous period of 8 days without required leave approval or without obtaining your manager's approval, you will be deemed to have voluntarily terminated from your service without notice. The Company reserves the right to discontinue your services if you take unauthorized leave at any point of your service for such acts of indiscipline that impacts business of 24-7 Intouch.

DOJ:14 July 2023

Candidate Signature

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**Mohammed Vazeer Uddin**

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17. In the event of absconding or moving out of the Organization without proper relieving, Organization shall recover any dues from personal or professional references mentioned while at the time of joining.
18. You are deemed to be covered under probation until your successful completion of the probationary period is confirmed in writing. The probation period is for 6 months and may be extended based on your performance at your manager's discretion. At any time during this period, either you or the Company may terminate your service by giving 30 days notice or basic salary in lieu thereof.
19. You or the Company may terminate your service at any time by giving two months notice or salary in lieu thereof. However, due to exigencies of business, the Company may at its sole discretion, reject the salary in lieu of notice and ask you to serve the entire or part of the notice period. You shall not be deemed to have been relieved of your services except upon issue of a letter by the Company to that effect.
20. Notice period clause (18 & 19) will also not be applicable for employee(s) not meeting performance standards set by the organization or any employee underperforming or deemed to be under performing in their roles and extends to cases of non-compliance or breach of various organizational policies
21. In the event of resignation or absconding during the first Six months of your service with the Organization, you will be required to pay an amount equivalent to Three months of gross salary. This clause will be applicable only for the first Six months of employment. This cost is recovered towards Training and other investments made by the Organization towards your development.
22. Any resignation by you is not deemed to be accepted by the Company instantly. In case of exigencies which the Company deems fit would affect its interests, the Company can reject your resignation or accept your resignation on certain terms and conditions.
23. Upon your resignation or retirement from the Company or termination of your services, you are required to return all assets and property of the Company such as documents, machines, data, files and books etc. (including, but not limited to leased properties). Retaining of Company property would be treated as misappropriation and breach of non-disclosure as well as infringing of the Company's IPR.
24. If you commit or are found involved in any theft, misappropriation of funds, fraud in connection with the employment of Company, in or outside the premises of the Company or involved in acts constituting moral turpitude, the Company reserves its right to terminate your services forthwith without assigning any reasons or without issuing a charge sheet or holding any enquiry and in appropriate cases reserves its right to proceed legally.
25. If any information furnished by you in your resume/application for employment or during the selection process is found to be incorrect or false at any time during your employment, and / or if you have suppressed material information regarding your

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Candidate Signature

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**Mohammed Vazeer Uddin**

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qualification and experience, the Company may terminate your services without notice or compensation.

26. Any misconduct committed by you in connection with your employment with the Company whether it is inside or outside the premises will be treated as misconduct for the purpose of disciplinary action.
27. You will retire from the services of the Company attaining the age of superannuation [58 years]
28. You will abide by all the rules and regulations of the Company which are in force and the Company shall have the right to vary or modify any or all of the above Terms and Conditions which shall be binding on you.

We look forward to working with you and wish you have a rewarding career with us. Welcome to the **24-7 Intouch India Private Limited**, (Formerly known as *Knoah Solutions Private Limited*)

Sincerely,



Suresh Kumar Yalamanchili  
Manager, Human Resources

**Undertaking and Declaration**

I confirm my acceptance to this Appointment Terms and Conditions governing employment between myself and 24-7Intouch. I hereby attest the copy of terms and conditions as an agreement to this employment.

Having gone through the clauses of Terms and Conditions governing the employment, I have completely understood the rules and regulations that shall govern my employment at 24-7Intouch and shall adhere to the set rules and regulations from time to time.

**Candidate Name & Signature Mohammed Vazeer Uddin**

**Date of Joining: 14 July 2023**

**DOJ: 14 July 2023**

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*(Formerly known as Knoah Solutions Private Limited)*

Candidate Signature

**Mohammed Vazeer Uddin**



**ANNEXURE - E**

**24-7 Intouch Total Reward Statement**

Name : Mohammed Vazeer Uddin  
Band : S  
Sub Band : S - 1  
Department : NA

We are pleased to provide you with the below 24-7 Intouch Total Rewards Statement for the fiscal period 2022-23. In addition to the compensation you receive, 24-7 Intouch provides you with a competitive benefits package.

<b>A. Gross Salary</b>	<b>P.A (INR)</b>	<b>P.M (INR)</b>
Basic	138298	11525
HRA	55319	4610
Medical	15000	1250
Adv. Statutory Bonus	27660	2305
Conveyance Allowance	0	0
Customer Engagement Allowance	23723	1977
<b>Sub Total A. Gross Salary</b>	<b>260000</b>	<b>21667</b>
<b>B. Social Security Benefits</b>		
PF Employer	16596	1383
ESIC Employer	0	0
Gratuity	6666	556
<b>Sub Total B. Total Contributions Social Security</b>	<b>23262</b>	<b>1939</b>
<b>Total Cost to Company (INR) (A+B) (Rounded off)</b>	<b>283262</b>	<b>23605</b>

**Note: Below are statutory Employee Contributions:**

- Employee contribution of 12% on Basic Salary towards Provident Fund (PF) monthly.
- ESIC contribution of 0.75% of Gross Salary per month wherever applicable

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Candidate Signature

**Mohammed Vazeer Uddin**



Employee Benefit	Description	Benefit Details																		
<b>EMPLOYEE PERFORMANCE LINKED INCENTIVE PROGRAM</b>	Employees under Band S in Operations will be covered under performance linked incentive based on the eligibility defined by respective Program/Account	Performance linked incentives in program specific and as defined by the Client  Incentive Programs may not apply across every Program																		
<b>GROUP MEDICAL INSURANCE</b>	Employees who are not covered under ESIC Act are eligible to avail this benefit	Employees will require to contribute 50% of the premium amount towards the Group Medical Insurance Scheme. This benefit is applicable in the event of in-patient hospitalization for a minimum of 24 hours.  Insurance Provider: ICICI Lombard Coverage Details basis Organization Band: <table border="1"> <thead> <tr> <th>Band</th> <th>Coverage</th> <th>Members Covered</th> </tr> </thead> <tbody> <tr> <td>S</td> <td>200000</td> <td>Self</td> </tr> <tr> <td>T</td> <td>300000</td> <td>Self, Spouse and Two Children</td> </tr> <tr> <td>B</td> <td>400000</td> <td>Self, Spouse and Two Children</td> </tr> <tr> <td>I</td> <td>500000</td> <td>Self, Spouse and Two Children</td> </tr> <tr> <td>E</td> <td>500000</td> <td>Self, Spouse and Two Children</td> </tr> </tbody> </table>	Band	Coverage	Members Covered	S	200000	Self	T	300000	Self, Spouse and Two Children	B	400000	Self, Spouse and Two Children	I	500000	Self, Spouse and Two Children	E	500000	Self, Spouse and Two Children
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E	500000	Self, Spouse and Two Children																		
<b>GROUP PERSONAL ACCIDENT INSURANCE</b>	All employees are covered under this scheme	Employees will require to contribute 50% of the premium amount towards the Group Personal Accident Insurance Scheme  Insurance Provider: ICICI Lombard Coverage Details basis Organization Band: <table border="1"> <thead> <tr> <th>Band</th> <th>Coverage</th> <th>Members Covered</th> </tr> </thead> <tbody> <tr> <td>S</td> <td>500000</td> <td>Self</td> </tr> <tr> <td>T</td> <td>700000</td> <td>Self</td> </tr> <tr> <td>B</td> <td>900000</td> <td>Self</td> </tr> <tr> <td>I</td> <td>1200000</td> <td>Self</td> </tr> <tr> <td>E</td> <td>1200000</td> <td>Self</td> </tr> </tbody> </table>	Band	Coverage	Members Covered	S	500000	Self	T	700000	Self	B	900000	Self	I	1200000	Self	E	1200000	Self
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B	900000	Self																		
I	1200000	Self																		
E	1200000	Self																		
<b>GROUP TERM LIFE INSURANCE</b>	All employees are covered under this scheme	Employees will require to contribute 75% of the premium amount towards Group Term Life Insurance scheme which covers risk against sudden demise of self (Employee)  Insurance Provider: Exide Life Insurance Co. Ltd. Coverage Details basis Organization Band: <table border="1"> <thead> <tr> <th>Band</th> <th>Coverage</th> <th>Members Covered</th> </tr> </thead> <tbody> <tr> <td>T</td> <td>1.25 times of Annual CTC</td> <td>Self</td> </tr> <tr> <td>B</td> <td>1.25 times of Annual CTC</td> <td>Self</td> </tr> <tr> <td>I</td> <td>1 time of Annual CTC</td> <td>Self</td> </tr> </tbody> </table>	Band	Coverage	Members Covered	T	1.25 times of Annual CTC	Self	B	1.25 times of Annual CTC	Self	I	1 time of Annual CTC	Self						
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Candidate Signature

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**Mohammed Vazeer Uddin**

(Formerly known as Knoah Solutions Private Limited)

<b>WORKMEN COMPENSATION SCHEME</b>	<p>Inclusion: All Active employees are covered under this scheme</p> <p>Exclusion: Inactive employees i.e. Employees separated from the organization are exempt and not covered</p>	<p>E 1 time of Annual CTC Self</p> <p>Employee will require to contribute 50% of the premium amount towards Workmen Compensation Scheme.</p> <p><b>Insurance Company: Tata AIG Insurance</b></p> <ul style="list-style-type: none"> <li>No of Members covered, Only Self</li> <li>Coverage: Accidental coverage while on duty as per the definition of the Act</li> </ul>
<b>STATUTORY SOCIAL SECURITY BENEFITS</b>	Social Security Benefits coverage	<ul style="list-style-type: none"> <li>Provident Fund: It is a contributory scheme, where employer contribution is 12% of the basic salary and same will be contributed by the employee month on month</li> <li>Gratuity: Would be paid as per Gratuity Act to employees on resignation, superannuation, retirement, and demise upon the completion of 5 continuous years of service from the date of joining.</li> <li>ESI: Employee(s) with monthly salary less than INR 21,000 qualifies for ESI where Employee contribution is @ 0.75% and Employer is @ 3.25% of the Gross Salary</li> </ul>
<b>EMPLOYEE WELLBEING PROGRAMS</b>	Applicable to all employees	<ul style="list-style-type: none"> <li>Employee Assistance Program (AAP): Counseling services to ensure emotional wellbeing of the employee</li> <li>Employee Health Care Program (AHCP): To assist and educate employees on health-related challenges</li> <li>Vaccination Program: Specific Immunization against seasonal diseases on an annual basis. Employee(s) participating in the scheme have to contribute 100% toward the cost of vaccination program</li> </ul>
<b>LEAVE</b>	Covers Active Employees	<ul style="list-style-type: none"> <li>Earned Leave: 24 working days per annum</li> <li>Maternity Leave: Maximum of 26 weeks, in accordance with the provisions of the Maternity Benefit Act 1961.</li> <li>Paternity Leave: 3 working days paid Paternity Leave</li> <li>Bereavement Leave: 3 working days paid leave</li> </ul>

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Candidate Signature

**Mohammed Vazeer Uddin**





Ref. No: 24-7 Intouch India Private Limited/CO/Hyd/07/23-24/0154

Name : Mohd Wasil Ahmed  
Business Title : eSupport Officer  
Band : S  
Sub Band : S - 1

Dear Mohd Wasil Ahmed,

**Subject: Terms of Employment**

**Congratulations and Welcome aboard 24-7 Intouch India Private Limited, (Formerly known as Knoah Solutions Private Limited) Your date of joining will be 14 July 2023.**

In continuation to your Offer of Employment, we are pleased to onboard you with the following mutually agreed Terms and Conditions governing your employment at 24-7Intouch India Pvt. Ltd.

1. Your individual remuneration is strictly confidential and is between you and the Company. It has been determined based on numerous factors such as your job skills, specific background, and professional merit. This information and changes made therein should always be treated as personal and confidential. Please find 24-7Intouch Total Reward Statement in Annexure E, pages 4 & 5.
2. Your annual Total Cost to the Company will be **Rs. 283262/- PA (Two Lakhs Eighty Three Thousand Two Hundred Sixty Two Only)** and wherever applicable, you will be eligible for variable payout basis the programs in your respective business function. Other benefits are paid in addition to your TCC.
3. Your annual TCC is subject to change based on your performance, business environment & growth and other economic factors impacting business.
4. Your appointment is contingent upon satisfactory reference & background checks, including verification of your resume, application form and its contents, education, and employment history. Your employment is also contingent upon your ability to work for the Company without restrictions i.e. you do not have any non-compete obligation or other restrictive clauses with any previous employer.
5. Your initial appointment will be at Hyderabad, but your services may be liable for transfer to any establishment which the Company opens from time to time. Your services may also be liable to be transferred from one department to another department: from one program/project to another and to any sister concern(s)/associated companies and subsidiary companies. Upon transfer, you will be governed by the terms and conditions of the service applicable to the said establishment.

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\_\_\_\_\_  
Candidate Signature

**Mohd Wasil Ahmed**







6. Your organization Band & Business Title may be changed at the discretion of the Company depending on the work assigned to you and Company Policies
7. Your employment with the Company is at all times subject to you having a valid passport permit from the Government of India. It is your responsibility to obtain and share details of the passport and furnish details during the process of joining.
8. Any and all of the Terms and Conditions of service may be modified or changed at the Company's discretion without assigning any reasons thereof
9. You will, by eligibility, be enrolled in 24-7 Intouch Group Mediclaim Insurance Policy or the Employee State Insurance Corporation as applicable. All benefits as outlined here and in policies of 24-7 Intouch are subject to change at the Company's discretion.
10. You will be entitled to avail leave in accordance with the Company's policy as applicable from time to time.
11. You are responsible to notify the Company of any changes in your personal information within three working days. All notices shall be considered duly and properly delivered to the address on file with the Company.
12. During your service with the Company, you are expected to devote your whole time and attention to the Company's affairs and refrain from directly or indirectly engaging in any other business.
13. Information pertaining to 24-7 Intouch operations and intellectual property is confidential, and you will sign a non-disclosure agreement to this extent. If you are bound by a confidentiality agreement with a previous employer, you must notify the Company and indemnify against any breach thereof.
14. You are required to read and comply with 24-7 Intouch Code of Ethical and Business Conduct, PoSH, Social Media and other Policy guidelines that come into effect from time to time. You are also required to sign declarations to this effect. Any breach of the guidelines or the Terms and Conditions governing employment may lead to termination of your services without any notice or compensation.
15. You are required to protect and return Company-owned Assets that the Company may provide you for business purposes including working from home or for any other remote operations. Any damages to the assets or undue possession will lead to financial recovery of the same as determined by the Company.
16. If you are absent for a continuous period of 8 days without required leave approval or without obtaining your manager's approval, you will be deemed to have voluntarily terminated from your service without notice. The Company reserves the right to discontinue your services if you take unauthorized leave at any point of your service for such acts of indiscipline that impacts business of 24-7 Intouch.

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17. In the event of absconding or leaving out of the Organization without proper intimation, Organization shall recover any dues from personal or professional references mentioned while at the time of joining.
18. You are deemed to be covered under probation until your successful completion of the probationary period is confirmed in writing. The probationary period is for 6 months and may be extended based on your performance at your manager's discretion. At any time during this period either you or the Company may terminate your services by giving 10 days notice or basic salary in lieu thereof.
19. You or the Company may terminate your services at any time by giving ten months notice or salary in lieu thereof. However, due to exigencies of business, the Company may at its sole discretion, reject the salary in lieu of notice and ask you to serve the entire or part of the notice period. You shall not be deemed to have been relieved of your services except upon issue of a letter by the Company to that effect.
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25. If any information furnished by you in your resume/application for employment or during the selection process is found to be incorrect or false at any time during your employment, and / or if you have suppressed material information regarding your

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Candidate Signature

Mohd Wasil Ahmed



qualification and experience, the Company may terminate your services without any compensation.

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27. You will retire from the services of the Company attaining the age of superannuation (25 years)
28. You will abide by all the rules and regulations of the Company which are in force and the Company shall have the right to vary or modify any or all of the above Terms and Conditions which shall be binding on you.

We look forward to working with you and wish you have a rewarding career with us. Welcome to the **24-7 Intouch India Private Limited**, (Formerly known as *Knoah Solutions Private Limited*)

Sincerely,



Suresh Kumar Yalamanchili  
Manager, Human Resources

**Undertaking and Declaration**

I confirm my acceptance to this Appointment Terms and Conditions governing employment between myself and 24-7Intouch. I hereby attest the copy of terms and conditions as an agreement to this employment.

Having gone through the clauses of Terms and Conditions governing the employment, I have completely understood the rules and regulations that shall govern my employment at 24-7Intouch and shall adhere to the set rules and regulations from time to time.

**Candidate Name & Signature Mohammed Vazeer Uddin**

**Date of Joining: 14 July 2023**

**DOJ: 14 July 2023**

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Candidate Signature

**Mohd Wasil Ahmed**





**ANNEXURE - E**

**24-7 Intouch Total Reward Statement**

Name : Mohd Wasil Ahmed  
Band : S  
Sub Band : S - 1  
Department : NA

We are pleased to provide you with the below 24-7 Intouch Total Rewards Statement for the fiscal period 2022-23. In addition to the compensation you receive, 24-7 Intouch provides you with a competitive benefits package.

<b>A. Gross Salary</b>		<b>P.A (INR)</b>	<b>P.M (INR)</b>
Basic		138298	11525
HRA		55319	4610
Medical		15000	1250
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Conveyance Allowance		0	0
Customer Engagement Allowance		23723	1977
<b>Sub Total A. Gross Salary</b>		<b>260000</b>	<b>21667</b>
<b>B. Social Security Benefits</b>			
PF Employer		16596	1383
ESIC Employer		0	0
Gratuity		6666	556
<b>Sub Total B. Total Contributions Social Security</b>		<b>23262</b>	<b>1939</b>
<b>Total Cost to Company (INR) (A+B) (Rounded off)</b>		<b>283262</b>	<b>23605</b>

**Note: Below are statutory Employee Contributions:**

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Candidate Signature

**Mohd Wasil Ahmed**

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Employee Benefit	Description	Benefit Details																		
<b>EMPLOYEE PERFORMANCE LINKED INCENTIVE PROGRAM</b>	Employees under Band 'G' in Operations will be covered under performance linked incentive based on the eligibility defined by respective Program/Account	Performance linked incentive is program specific and as defined by the Client  Incentive Programs may not apply across every Program.																		
<b>GROUP MEDICAL INSURANCE</b>	Employees who are not covered under ESIC Act are eligible to avail this benefit	Employees will require to contribute 50% of the premium amount towards the Group Medical Insurance Scheme. This benefit is applicable in the event of in-patient hospitalization for a minimum of 24 hours  <b>Insurance Provider: ICICI Lombard</b> <b>Coverage Details basis Organization Band:</b> <table border="1"> <thead> <tr> <th>Band</th> <th>Coverage</th> <th>Members Covered</th> </tr> </thead> <tbody> <tr> <td>S</td> <td>200000</td> <td>Self</td> </tr> <tr> <td>T</td> <td>300000</td> <td>Self, Spouse and Two Children</td> </tr> <tr> <td>B</td> <td>400000</td> <td>Self, Spouse and Two Children</td> </tr> <tr> <td>I</td> <td>500000</td> <td>Self, Spouse and Two Children</td> </tr> <tr> <td>E</td> <td>500000</td> <td>Self, Spouse and Two Children</td> </tr> </tbody> </table>	Band	Coverage	Members Covered	S	200000	Self	T	300000	Self, Spouse and Two Children	B	400000	Self, Spouse and Two Children	I	500000	Self, Spouse and Two Children	E	500000	Self, Spouse and Two Children
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<b>GROUP TERM LIFE INSURANCE</b>	All employees are covered under this scheme	Employees will require to contribute 75% of the premium amount towards Group Term Life Insurance scheme which covers risk against sudden demise of self (Employee)  <b>Insurance Provider: Exide Life Insurance Co. Ltd.</b> <b>Coverage Details basis Organization Band:</b> <table border="1"> <thead> <tr> <th>Band</th> <th>Coverage</th> <th>Members Covered</th> </tr> </thead> <tbody> <tr> <td>T</td> <td>1.25 times of Annual CTC</td> <td>Self</td> </tr> <tr> <td>B</td> <td>1.25 times of Annual CTC</td> <td>Self</td> </tr> <tr> <td>I</td> <td>1 time of Annual CTC</td> <td>Self</td> </tr> </tbody> </table>	Band	Coverage	Members Covered	T	1.25 times of Annual CTC	Self	B	1.25 times of Annual CTC	Self	I	1 time of Annual CTC	Self						
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I	1 time of Annual CTC	Self																		

DOJ:14 July 2023

Candidate Signature

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**Mohd Wasil Ahmed**

(Formerly known as Knoah Solutions Private Limited)

		Employee	Time of Annual CTC	Self
<b>WORKMEN COMPENSATION SCHEME</b>	<p>Inclusion: All Active employees are covered under this scheme</p> <p>Exclusion: Inactive employees &amp; Employees separated from the organization are exempt and not covered</p>	Employee will require to contribute 50% of the premium amount towards Workmen Compensation Scheme		
<b>STATUTORY SOCIAL SECURITY BENEFITS</b>	Social Security Benefits coverage	<ul style="list-style-type: none"> <li>• Provident Fund: It is a contributory scheme, where employer contribution is 12% of the basic salary and same will be contributed by the employee month on month</li> <li>• Gratuity: Would be paid as per Gratuity Act to employees on resignation, superannuation, retirement, and demise upon the completion of 5 continuous years of service from the date of joining.</li> <li>• ESI: Employee(s) with monthly salary less than INR 21,000 qualifies for ESI where Employee contribution is @ 0.75% and Employer is @ 3.25% of the Gross Salary</li> </ul>		
<b>EMPLOYEE WELLBEING PROGRAMS</b>	Applicable to all employees	<ul style="list-style-type: none"> <li>• Employee Assistance Program (AAP): Counseling services to ensure emotional wellbeing of the employee</li> <li>• Employee Health Care Program (AHCP): To assist and educate employees on health-related challenges</li> <li>• Vaccination Program: Specific Immunization against seasonal diseases on an annual basis. Employee(s) participating in the scheme have to contribute 100% toward the cost of vaccination program</li> </ul>		
<b>LEAVE</b>	Covers Active Employees	<ul style="list-style-type: none"> <li>• Earned Leave: 24 working days per annum</li> <li>• Maternity Leave: Maximum of 26 weeks, in accordance with the provisions of the Maternity Benefit Act 1961.</li> <li>• Paternity Leave: 3 working days paid Paternity Leave</li> <li>• Bereavement Leave: 3 working days paid leave</li> </ul>		

DOJ:14 July 2023

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Candidate Signature

**Mohd Wasil Ahmed**





Ref. No: 24-7 Intouch India Private Limited/CO/Hyd/07/23-24/0154

Name : Mohammed Nadeem Ali  
Business Title : Support Officer  
Band : S  
Sub Band : S - 1

Dear Mohammed Nadeem Ali,

**Subject: Terms of Employment**

**Congratulations and Welcome aboard 24-7 Intouch India Private Limited, (Formerly known as Knoah Solutions Private Limited) Your date of joining will be 14 July 2023.**

In continuation to your Offer of Employment, we are pleased to onboard you with the following mutually agreed Terms and Conditions governing your employment at 24-7Intouch India Pvt. Ltd.

1. Your individual remuneration is strictly confidential and is between you and the Company. It has been determined based on numerous factors such as your job skills, specific background, and professional merit. This information and changes made therein should always be treated as personal and confidential. Please find 24-7Intouch Total Reward Statement in Annexure E, pages 4 & 5.
2. Your annual Total Cost to the Company will be **Rs. 283262/- PA (Two Lakhs Eighty Three Thousand Two Hundred Sixty Two Only)** and wherever applicable, you will be eligible for variable payout basis the programs in your respective business function. Other benefits are paid in addition to your TCC.
3. Your annual TCC is subject to change based on your performance, business environment & growth and other economic factors impacting business.
4. Your appointment is contingent upon satisfactory reference & background checks, including verification of your resume, application form and its contents, education, and employment history. Your employment is also contingent upon your ability to work for the Company without restrictions i.e. you do not have any non-compete obligation or other restrictive clauses with any previous employer.
5. Your initial appointment will be at Hyderabad, but your services may be liable for transfer to any establishment which the Company opens from time to time. Your services may also be liable to be transferred from one department to another department: from one program/project to another and to any sister concern(s)/associated companies and subsidiary companies. Upon transfer, you will be governed by the terms and conditions of the service applicable to the said establishment.

**DOJ: 14 July 2023**

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**Nadeem Ali**  
(Formerly known as Knoah Solutions Private Limited)

\_\_\_\_\_  
Candidate Signature

**Mohammed**

6. Your organization Band & Business Title may be changed at the discretion of the Company depending on the work assigned to you and Company Policies
7. Your employment with the Company is at all times subject to you having a valid work permit from the Government of India. It is your responsibility to obtain and share the copy of the passport and furnish details during the process of joining.
8. Any and all of the Terms and Conditions of service may be modified or changed at the Company's discretion without assigning any reasons thereof
9. You will, by eligibility, be enrolled in 24-7 Intouch Group Mediclaim Insurance Policy or to Employee State Insurance Corporation as applicable. All benefits as outlined here and in policies of 24-7 Intouch are subject to change at the Company's discretion.
10. You will be entitled to avail leave in accordance with the Company's policy as applicable from time to time.
11. You are responsible to notify the Company of any changes in your personal information within three working days. All notices shall be considered duly and properly delivered to the address on file with the Company.
12. During your service with the Company, you are expected to devote your whole time and attention to the Company's affairs and refrain from directly or indirectly engaging in any other business.
13. Information pertaining to 24-7 Intouch operations and intellectual property is confidential, and you will sign a non-disclosure agreement to this extent. If you are bound by a confidentiality agreement with a previous employer, you must notify the Company and indemnify against any breach thereof.
14. You are required to read and comply with 24-7 Intouch Code of Ethical and Business Conduct, PoSH, Social Media and other Policy guidelines that come into effect from time to time. You are also required to sign declarations to this effect. Any breach of the guidelines or the Terms and Conditions governing employment may lead to termination of your services without any notice or compensation.
15. You are required to protect and return Company-owned Assets that the Company may provide you for business purposes including working from home or for any other remote operations. Any damages to the assets or undue possession will lead to financial recovery of the same as determined by the Company.
16. If you are absent for a continuous period of 8 days without required leave approval or without obtaining your manager's approval, you will be deemed to have voluntarily terminated from your service without notice. The Company reserves the right to discontinue your services if you take unauthorized leave at any point of your service for such acts of indiscipline that impacts business of 24-7 Intouch.

DOJ: 14 July 2023

Candidate Signature

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Mohammed

**Nadeem Ali**

(Formerly known as Knoah Solutions Private Limited)





17. In the event of absconding or moving out of the Organization without proper relieving, Organization shall recover any dues from personal or professional references mentioned while at the time of joining.
18. You are deemed to be covered under probation until your successful completion of the probationary period is confirmed in writing. The probation period is for 6 months and may be extended based on your performance at your manager's discretion. At any time during this period, either you or the Company may terminate your service by giving 30 days notice or basic salary in lieu thereof.
19. You or the Company may terminate your service at any time by giving two months notice or salary in lieu thereof. However, due to exigencies of business, the Company may at its sole discretion, reject the salary in lieu of notice and ask you to serve the entire or part of the notice period. You shall not be deemed to have been relieved of your services except upon issue of a letter by the Company to that effect.
20. Notice period clause (18 & 19) will also not be applicable for employee(s) not meeting performance standards set by the organization or any employee underperforming or deemed to be under performing in their roles and extends to cases of non-compliance or breach of various organizational policies
21. In the event of resignation or absconding during the first Six months of your service with the Organization, you will be required to pay an amount equivalent to Three months of gross salary. This clause will be applicable only for the first Six months of employment. This cost is recovered towards Training and other investments made by the Organization towards your development.
22. Any resignation by you is not deemed to be accepted by the Company instantly. In case of exigencies which the Company deems fit would affect its interests, the Company can reject your resignation or accept your resignation on certain terms and conditions.
23. Upon your resignation or retirement from the Company or termination of your services, you are required to return all assets and property of the Company such as documents, machines, data, files and books etc. (including, but not limited to leased properties). Retaining of Company property would be treated as misappropriation and breach of non-disclosure as well as infringing of the Company's IPR.
24. If you commit or are found involved in any theft, misappropriation of funds, fraud in connection with the employment of Company, in or outside the premises of the Company or involved in acts constituting moral turpitude, the Company reserves its right to terminate your services forthwith without assigning any reasons or without issuing a charge sheet or holding any enquiry and in appropriate cases reserves its right to proceed legally.
25. If any information furnished by you in your resume/application for employment or during the selection process is found to be incorrect or false at any time during your employment, and / or if you have suppressed material information regarding your

**DOJ: 14 July 2023**

Candidate Signature

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**Nadeem Ali**  
(Formerly known as Knoah Solutions Private Limited)

**Mohammed**





qualification and experience, the Company may terminate your services without any compensation.

26. Any misconduct committed by you in connection with your employment with the Company whether it is inside or outside the premises will be treated as misconduct for the purpose of disciplinary action.
27. You will retire from the services of the Company attaining the age of superannuation (65 years]
28. You will abide by all the rules and regulations of the Company which are in force and the Company shall have the right to vary or modify any or all of the above Terms and Conditions which shall be binding on you.

We look forward to working with you and wish you have a rewarding career with us. Welcome to the **24-7 Intouch India Private Limited**, (Formerly known as *Knoah Solutions Private Limited*)

Sincerely,



Suresh Kumar Yalamanchili  
Manager, Human Resources

**Undertaking and Declaration**

I confirm my acceptance to this Appointment Terms and Conditions governing employment between myself and 24-7Intouch. I hereby attest the copy of terms and conditions as an agreement to this employment.

Having gone through the clauses of Terms and Conditions governing the employment, I have completely understood the rules and regulations that shall govern my employment at 24-7Intouch and shall adhere to the set rules and regulations from time to time.

**Candidate Name & Signature: Mohammed Nadeem Ali**

**Date of Joining: 14 July 2023**

**DOJ: 14 July 2023**

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**Nadeem Ali**  
(Formerly known as *Knoah Solutions Private Limited*)

Candidate Signature

**Mohammed**

**ANNEXURE – E**

**24-7 Intouch Total Reward Statement**

Name : Mohammed Nadeem Ali  
Band : S  
Sub Band : S - 1  
Department : NA

We are pleased to provide you with the below 24-7 Intouch Total Rewards Statement for the fiscal period 2022-23. In addition to the compensation you receive, 24-7 Intouch provides you with a competitive benefits package.

<b>A. Gross Salary</b>	<b>P.A (INR)</b>	<b>P.M (INR)</b>
Basic	138298	11525
HRA	55319	4610
Medical	15000	1250
Adv. Statutory Bonus	27660	2305
Conveyance Allowance	0	0
Customer Engagement Allowance	23723	1977
<b>Sub Total A. Gross Salary</b>	<b>260000</b>	<b>21667</b>
<b>B. Social Security Benefits</b>		
PF Employer	16596	1383
ESIC Employer	0	0
Gratuity	6666	556
<b>Sub Total B. Total Contributions Social Security</b>	<b>23262</b>	<b>1939</b>
<b>Total Cost to Company (INR) (A+B) (Rounded off)</b>	<b>283262</b>	<b>23605</b>

**Note: Below are statutory Employee Contributions:**

- a. Employee contribution of 12% on Basic Salary towards Provident Fund (PF) monthly.
- b. ESIC contribution of 0.75% of Gross Salary per month wherever applicable

DOJ: 14 July 2023

Candidate Signature

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**Nadeem Ali**

(Formerly known as Knoah Solutions Private Limited)

**Mohammed**



Employee Benefit	Description	Benefit Details																		
<b>EMPLOYEE PERFORMANCE LINKED INCENTIVE PROGRAM</b>	Employees under Band 'S' in Operations will be covered under performance linked incentive based on the eligibility defined by respective Program/Account	Performance linked incentive is program specific and as defined by the Client  Incentive Programs may not apply across every Program																		
<b>GROUP MEDICAL INSURANCE</b>	Employees who are not covered under ESIC Act are eligible to avail this benefit	Employees will require to contribute 50% of the premium amount towards the Group Medical Insurance Scheme. This benefit is applicable in the event of in-patient hospitalization for a minimum of 24 hours.  <b>Insurance Provider: ICICI Lombard</b> <b>Coverage Details basis Organization Band:</b>  <table border="1"> <thead> <tr> <th>Band</th> <th>Coverage</th> <th>Members Covered</th> </tr> </thead> <tbody> <tr> <td>S</td> <td>200000</td> <td>Self</td> </tr> <tr> <td>T</td> <td>300000</td> <td>Self, Spouse and Two Children</td> </tr> <tr> <td>B</td> <td>400000</td> <td>Self, Spouse and Two Children</td> </tr> <tr> <td>I</td> <td>500000</td> <td>Self, Spouse and Two Children</td> </tr> <tr> <td>E</td> <td>500000</td> <td>Self, Spouse and Two Children</td> </tr> </tbody> </table>	Band	Coverage	Members Covered	S	200000	Self	T	300000	Self, Spouse and Two Children	B	400000	Self, Spouse and Two Children	I	500000	Self, Spouse and Two Children	E	500000	Self, Spouse and Two Children
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DOJ: 14 July 2023

Candidate Signature

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**Mohammed**

**Nadeem Ali**  
(Formerly known as Knoah Solutions Private Limited)



		Employee	1 time of Annual CTC	Self
<b>WORKMEN COMPENSATION SCHEME</b>	<p>Inclusion: All Active employees are covered under this scheme</p> <p>Exclusion: Inactive employees i.e. Employees separated from the organization are exempt and not covered</p>	Employee will require to contribute 50% of the premium amount towards Workmen Compensation Scheme		
<b>STATUTORY SOCIAL SECURITY BENEFITS</b>	Social Security Benefits coverage	<ul style="list-style-type: none"> <li>• Provident Fund: It is a contributory scheme, where employer contribution is 12% of the basic salary and same will be contributed by the employee month on month</li> <li>• Gratuity: Would be paid as per Gratuity Act to employees on resignation, superannuation, retirement, and demise upon the completion of 5 continuous years of service from the date of joining.</li> <li>• ESI: Employee(s) with monthly salary less than INR 21,000 qualifies for ESI where Employee contribution is @ 0.75% and Employer is @ 3.25% of the Gross Salary</li> </ul>		
<b>EMPLOYEE WELLBEING PROGRAMS</b>	Applicable to all employees	<ul style="list-style-type: none"> <li>• Employee Assistance Program (AAP): Counseling services to ensure emotional wellbeing of the employee</li> <li>• Employee Health Care Program (AHCP): To assist and educate employees on health-related challenges</li> <li>• Vaccination Program: Specific Immunization against seasonal diseases on an annual basis. Employee(s) participating in the scheme have to contribute 100% toward the cost of vaccination program</li> </ul>		
<b>LEAVE</b>	Covers Active Employees	<ul style="list-style-type: none"> <li>• Earned Leave: 24 working days per annum</li> <li>• Maternity Leave: Maximum of 26 weeks, in accordance with the provisions of the Maternity Benefit Act 1961.</li> <li>• Paternity Leave: 3 working days paid Paternity Leave</li> <li>• Bereavement Leave: 3 working days paid leave</li> </ul>		

DOJ: 14 July 2023

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**Mohammed**

**Nadeem Ali**

(Formerly known as Knoah Solutions Private Limited)

# INFINITY & BEYOND

CONSTRUCTION CONSULTING & CONTRACTING

**Private & Confidential**

## **EMPLOYEE CONTRACT**

**Date: 15.06.2023**

Dear Mr Yaser Mohammed Faiyaz Ali Khader  
Congratulations!

We are pleased to offer you employment with Infinity And Beyond as per the details given below,

<b>Designation :</b>	<b>Site Engineer</b>
<b>Department:</b>	<b>Execution</b>
<b>Date of Appointment:</b>	<b>16.06.2023</b>
<b>Reporting to:</b>	<b>Project Manager</b>
<b>Remuneration:</b>	<b>Refer to Annexure – 1</b>

### **Roles & Responsibilities**

- Managing projects within the established scope, schedule and budget while meeting or surpassing standards of quality.
- Enroll Contractors as per requirements.
- Ensure health and safety measures are strictly followed at the site.
- Verifying the technical aspect of quotes received from vendors.
- Coordination between client, site, sub-contractors & suppliers.
- Checking invoices from sub-contractors based on the work done at the site.
- Plan and organize resources in advance for the assigned site by daily preparation of labour schedule
- Quality control of work done at the site.





urban platter

DATE:19-02-2023

ABDUL SABRI

BADE BAZAR, YOUSUFLAN HOTEL

GOLKONDA FORT

HYDERABAD, TELANGANA, 500008

ABDUL MOIZ SABRI

1062-21-497-910

BSE (CSE)

Dear Mr. ABDUL SABRI

Congratulations! We are pleased to confirm that you have been selected to work for Urban Platter. We are delighted to make you the following job offer.

The position we are offering you is that of Staff at a monthly salary of 13,000 with an annual cost to the company of 1,56,000. This position reports to the manager, Sadiya begum. Your working hours will be from 9 AM to 6 PM, Monday to Saturday.

Benefits for the position include:

- Benefit A (Casual Leave of 12 days per annum)
- Benefit B (Health Care Coverage)

We would like you to start work on 18-02-2023. Please report to the manager, for documentation and orientation. If this date is not acceptable, please get in touch with me immediately.

Please sign the enclosed copy of this letter and return it to me by the Last date for offer acceptance to indicate your acceptance of this offer.



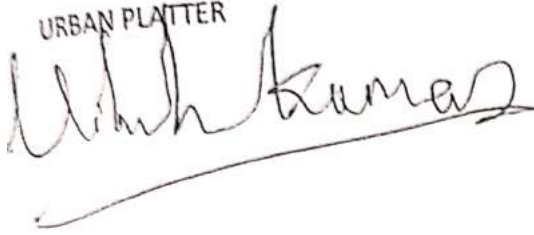
We are confident you will be able to make a significant contribution to the success of our Urban Platter and look forward to working with you.

Sincerely,

NITESH KUMAR

MANAGER

URBAN PLATTER

A handwritten signature in black ink, appearing to read "Nitesh Kumar", is written over a horizontal line. The signature is fluid and cursive.

SIGNATURE HERE:



CS INDIA OnBoarding... Aug 11, 2023  
to v



Dear Candidate, Syed hashim nouman,

Congratulations on your offer with Amazon for VCS TG Hiring 2023-CS\_SG\_NH\_Primary\_Caracara\_FTC\_MU(External)(Q3). Please find below your proposed salary break-up.

Your date of joining is Monday August 14<sup>th</sup>, 2023.

PS: PAN card and e-Aadhar card (Your mobile number should be linked with Aadhar card, downloaded from UIDAI website) are mandatory documents required to get onboarded. If your mobile number is not linked with Aadhar card, please visit HEAD POST OFFICE and not regional post office to get it linked in 24 hours. Ignore if e-Aadhar is already uploaded.

The Letter of Intent has been sent to your personal email address with the salary details.

Current Compensation & Benefit Summary	
	Annual (INR)
Annual Base Pay	207100

Gross Salary Break-Up <span style="float: right;">106223405652</span>			
Pay Component	Select	Annual (INR)	Monthly (INR)
Basic	61%	180,000	15,000
House Rent Allowance	50%	90,000	7,500
Employer contribution to PF	12%	21,600	1,800

2: Flexible Components - can be allocated as per your individual tax planning needs



# Amazon | Salary Annexure

Inbox

Mohd faizan  
1062-2  
★



CS INDIA OnBoa... 11 Aug 2023



to v

Dear Candidate,  
Mohd faizan khan ibrahim,

Congratulations on your offer with Amazon for VCS TG Hiring 2023-SDS\_G\_NALMTOC\_FLEX\_Email\_Tier1\_NA\_FTC\_MU(External)(Q3). Please find below your proposed salary break-up.

Your Date of Joining is August 14<sup>th</sup>, 2023

PS: PAN card and e-Aadhar card (Your mobile number should be linked with Aadhar card, downloaded from UIDAI website) are mandatory documents required to get onboarded. If your mobile number is not linked with Aadhar card, please visit HEAD POST OFFICE and not regional post office to get it linked in 24 hours. Ignore if e-Aadhar is already uploaded.

The Letter of Intent has been sent to your personal email address with the salary details.

Designation on Joining	Customer Service Associate	
State	Rest of India	
Citizenship	INDIAN	
Current Compensation & Benefit Summary		
	Annual (in INR)	



1062-22-604-296



JUST SMART

Date: 02/09/2022

Employee name: Mohammed Abdul Rahman Fahad

Employee Address: 17-1, 805/P/17C, Behind Santosh Nagar Water Tank, Hyderabad - 500079

Mobile: +91 79955 79400

Subject: LETTER OF OFFER OF EMPLOYMENT FOR Digital Marketing Executive

Dear Mr. Mohammed Abdul Rahman Fahad

Following your recent interview & discussions with us, we are delighted to offer you the position of **Digital Marketing Executive** with our Organization. Our Organization 'JUST SMART IT SOLUTIONS', is an IT Services Agency. By joining our Organization, you will become a part of a dedicated team that works together to provide our clients with the highest possible level of services.

In the first instance, you will be on probation for a period of **3 Months** from the date of your joining (as the date mentioned in this letter). Where after the period may be either extended at the discretion of the management or may be dispensed with either earlier or on completion or thereafter till confirmation. Unless confirmed by management, you will be deemed as a probationer after the expiry of the initial or extended period of probation. Your services are liable to be terminated without any notice or wages in lieu thereof during the initial or extended period of probation, based on your performance.

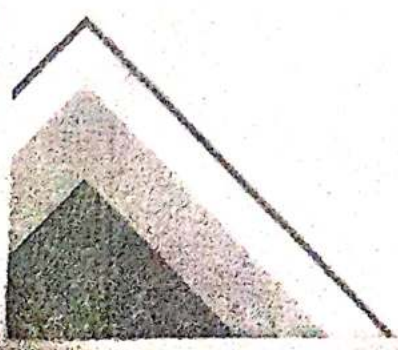
As a member of our Organization team, we would ask for your commitment to deliver outstanding quality and results that exceed client expectations. In addition, we expect your personal accountability in all the projects, actions, advice and results that you provide as a representative of our Organization. In return, we are committed to providing you with every opportunity to learn, grow and stretch to the highest level of your ability and potential.

We are confident you will find this new opportunity both challenging and rewarding.

2nd floor, Majestic Height, Opposite to Royalton Hotel, Abids, Hyderabad - 500001.

justsmartitsolutions@gmail.com  
www.justsmartitsolutions.com

+91 903 041 2729





# JUST SMART

IT SOLUTIONS

The following points outline the terms and conditions we are proposing.

Position Offered : Digital Marketing Executive

Start Date : 01-10-2023

Salary : 15,000

Probation : 3 Months

Hours of work : Monday to Friday.

Day off and leaves : Two day off per week and one leave per month is allowed as Paid leave

(In emergency / health issues).

Following the initial probationary period, a progression and performance review will be conducted on a quarterly basis to assess performance to-date, and to clarify or modify this arrangement, as the need may arise.

This arrangement may be terminated by either party upon notice in writing to either party with notice that complies with Employment Standards.

We look forward to opportunity to work with you in an atmosphere that is successful and mutually challenging and rewarding.

Regards.

For Just Smart IT Solutions



By Signing below, I MD.A.R.FAHAD accept this offer for employment.

01-10-2023 HYDERABAD

Signature

Date.

Place

2nd Floor, Majestic Height, Opposite  
to Royalton Hotel, Abids, Hyderabad - 500001.

justsmartitsolutions@gmail.com  
www.justsmartitsolutions.com

+91 903 041 2729





06 April 2022

PRIVATE & CONFIDENTIAL

To whom it may concern,

Re: Mohammed Rahman

Address: H.no- 12-2-37/A/115, Zeba Bagh, Hyderabad, 500023

This letter is to confirm that Mohammed Rahman is currently employed at Amazon Development Centre (India) Private Limited.

Mohammed Rahman is employed as a SDS Associate (DP) and commenced employment with Amazon on 11 April 2022.

This letter has been issued to the employee upon his/her request on the basis of data submitted by the employee to the Company. The Company bears no liability in event the aforementioned data is NOT found to be accurate.

On behalf of  
Amazon Development Centre (India) Private Limited

Kind Regards,

Soumya V  
ERC Delivery Hub Leader, Employee Services

REGISTERED OFFICE : # 26/1, Brigade Gateway, World Trade Centre, 10th Floor, Dr. Rajkumar Road, Malleshwaram (W)

Bangalore - 560 055, Karnataka India

Tel. : + 91 - 80 - 6787 3000, Fax : +91 - 80 - 3007 1031 / 33 CIN :

U72200KA2004FTC034233





**OFFER LETTER**

Date: 25.07.2022

**Dear Syed Ibrahim,**

Based on our recent discussion with you, we are pleased to inform you that you have been selected for a position with Gebbs Healthcare Solutions Pvt Ltd.

You shall be designated as a Sr. **AB Associate**

Your Date of Joining would be: **26-07-2022**

Your Yearly CTC (A+B+C) would be: **Rs. 41.07 L**

In Addition, you will have an Earning potential of min Rs 0 and max Rs 5000 as a performance incentive based on your floor performance with respect to the set parameters.

\*The incentive scheme is effective only post 60 days of joining\*.

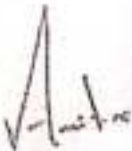
To enable the completion of this process, you would be required to submit the following documents:

1. **Current Employment:** Last 3 months salary Slips / Relieving letter / Resignation acceptance letter. in case the salary slips are not in position to be submitted then the bank statements copy is a Mandate
2. **Education:** Photocopies of your Mark sheets AND Passing Certificates – X, XII, Graduation, Post-Graduation & Diploma (If applicable).  
For all Graduation awaiting result candidates – All semester mark sheets or First year & Second year Graduation mark sheets
3. **Address Proof :** Copy of your passport / Driving license / Ration card
4. In case of Name change please furnish – Marriage Certificate or Name change affidavit
5. **Photo ID:** Pan Card/ Passport/ Driving license/Voter Id card
  - a. If no PAN Card, then please ensure you carry it on the date of joining (PAN card is a mandatory document without which we cannot onboard you)

We will formally extend you an appointment letter on behalf of Gebbs Healthcare Solutions Pvt Ltd on the submission of all the documents mentioned above by the due date; failing which it is deemed that you have no interest to pursue this employment opportunity with Gebbs Healthcare Solutions Pvt Ltd.

Your Offer is valid subject to clearance of your background verification.

Yours sincerely,



Vice President - Human Resources  
Amit Nainani

Candidate's Signature



**Registered Office**

"MindSpace", Building No.3, 1<sup>st</sup> Office Level, Thane - Belapur Road,  
Airoli, Navi Mumbai 400 708

Tel: +91 22 394873

www.gebbs.in

**GeBBS Compensation Structure**

Grade	Grade 5
Designation	Sr. AR Associate
Department	AR (Accounts Receivable)

Components	Per Month	Per Annum
Basic	13,517	162,200
HRA	6,758	81,100
Statutory Advance Bonus	1,126	13,511
AR Facility Allowance	-	-
GeBBS Flexi Plan	-	-
Special Allowance	5,632	67,589
<b>Section A</b>	<b>27,033</b>	<b>324,400</b>
Incentives	5,000	60,000
<b>Section B</b>	<b>5,000</b>	<b>60,000</b>
<b>Section A + B</b>	<b>32,033</b>	<b>384,400</b>
PF	1,800	21,600
ESIC	-	-
Gratuity	650	7,798
Insurance	250	3,000
<b>Section C</b>	<b>2,700</b>	<b>32,398</b>
<b>Total CTC (A+B+C)</b>	<b>34,733</b>	<b>416,798</b>
<b>Net Salary (Per Month)</b>		<b>25,033</b>



Ref. No: 24-7 Intouch India Private Limited/CO/Hyd/07/23-24/0154

Name : Mohammed Vazeer Uddin  
Business Title : eSupport Officer  
Band : S  
Sub Band : S - 1

Dear Mohammed Vazeer Uddin,

**Subject: Terms of Employment**

**Congratulations and Welcome aboard 24-7 Intouch India Private Limited, (Formerly known as Knoch Solutions Private Limited) Your date of joining will be 14 July 2023.**

In continuation to your Offer of Employment, we are pleased to onboard you with the following mutually agreed Terms and Conditions governing your employment at 24-7Intouch India Pvt. Ltd.

1. Your individual remuneration is strictly confidential and is between you and the Company. It has been determined based on numerous factors such as your job skills, specific background, and professional merit. This information and changes made therein should always be treated as personal and confidential. Please find 24-7Intouch Total Reward Statement in Annexure E, pages 4 & 5.
2. Your annual Total Cost to the Company will be **Rs. 283262/- PA (Two Lakhs Eighty Three Thousand Two Hundred Sixty Two Only)** and wherever applicable, you will be eligible for variable payout basis the programs in your respective business function. Other benefits are paid in addition to your TCC.
3. Your annual TCC is subject to change based on your performance, business environment & growth and other economic factors impacting business.
4. Your appointment is contingent upon satisfactory reference & background checks, including verification of your resume, application form and its contents, education, and employment history. Your employment is also contingent upon your ability to work for the Company without restrictions i.e. you do not have any non-compete obligation or other restrictive clauses with any previous employer.
5. Your initial appointment will be at Hyderabad, but your services may be liable for transfer to any establishment which the Company opens from time to time. Your services may also be liable to be transferred from one department to another department: from one program/project to another and to any sister concern(s)/associated companies and subsidiary companies. Upon transfer, you will be governed by the terms and conditions of the service applicable to the said establishment.

**DOJ: 14 July 2023**

\_\_\_\_\_  
Candidate Signature

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**Mohammed Vazeer Uddin**

(Formerly known as Knoch Solutions Private Limited)





6. Your organization Band & Business Title may be changed at the discretion of the Company depending on the work assigned to you and Company Policies
7. Your employment with the Company is at all times subject to you having a valid work permit from the Government of India. It is your responsibility to obtain and share the copy of the passport and furnish details during the process of joining.
8. Any and all of the Terms and Conditions of service may be modified or changed at the Company's discretion without assigning any reasons thereof
9. You will, by eligibility, be enrolled in 24-7 Intouch Group Mediclaim Insurance Policy or to Employee State Insurance Corporation as applicable. All benefits as outlined here and in policies of 24-7 Intouch are subject to change at the Company's discretion.
10. You will be entitled to avail leave in accordance with the Company's policy as applicable from time to time.
11. You are responsible to notify the Company of any changes in your personal information within three working days. All notices shall be considered duly and properly delivered to the address on file with the Company.
12. During your service with the Company, you are expected to devote your whole time and attention to the Company's affairs and refrain from directly or indirectly engaging in any other business.
13. Information pertaining to 24-7 Intouch operations and intellectual property is confidential, and you will sign a non-disclosure agreement to this extent. If you are bound by a confidentiality agreement with a previous employer, you must notify the Company and indemnify against any breach thereof.
14. You are required to read and comply with 24-7 Intouch Code of Ethical and Business Conduct, PoSH, Social Media and other Policy guidelines that come into effect from time to time. You are also required to sign declarations to this effect. Any breach of the guidelines or the Terms and Conditions governing employment may lead to termination of your services without any notice or compensation.
15. You are required to protect and return Company-owned Assets that the Company may provide you for business purposes including working from home or for any other remote operations. Any damages to the assets or undue possession will lead to financial recovery of the same as determined by the Company.
16. If you are absent for a continuous period of 8 days without required leave approval or without obtaining your manager's approval, you will be deemed to have voluntarily terminated from your service without notice. The Company reserves the right to discontinue your services if you take unauthorized leave at any point of your service for such acts of indiscipline that impacts business of 24-7 Intouch.

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(Formerly known as Knoah Solutions Private Limited)

Candidate Signature

**Mohammed Vazeer Uddin**

17. In the event of absconding or moving out of the Organization without proper relieving, Organization shall recover any dues from personal or professional references mentioned while at the time of joining.
18. You are deemed to be covered under probation until your successful completion of the probationary period is confirmed in writing. The probation period is for 6 months and may be extended based on your performance at your manager's discretion. At any time during this period, either you or the Company may terminate your service by giving 30 days notice or basic salary in lieu thereof.
19. You or the Company may terminate your service at any time by giving two months notice or salary in lieu thereof. However, due to exigencies of business, the Company may at its sole discretion, reject the salary in lieu of notice and ask you to serve the entire or part of the notice period. You shall not be deemed to have been relieved of your services except upon issue of a letter by the Company to that effect.
20. Notice period clause (18 & 19) will also not be applicable for employee(s) not meeting performance standards set by the organization or any employee underperforming or deemed to be under performing in their roles and extends to cases of non-compliance or breach of various organizational policies
21. In the event of resignation or absconding during the first Six months of your service with the Organization, you will be required to pay an amount equivalent to Three months of gross salary. This clause will be applicable only for the first Six months of employment. This cost is recovered towards Training and other investments made by the Organization towards your development.
22. Any resignation by you is not deemed to be accepted by the Company instantly. In case of exigencies which the Company deems fit would affect its interests, the Company can reject your resignation or accept your resignation on certain terms and conditions.
23. Upon your resignation or retirement from the Company or termination of your services, you are required to return all assets and property of the Company such as documents, machines, data, files and books etc. (including, but not limited to leased properties). Retaining of Company property would be treated as misappropriation and breach of non-disclosure as well as infringing of the Company's IPR.
24. If you commit or are found involved in any theft, misappropriation of funds, fraud in connection with the employment of Company, in or outside the premises of the Company or involved in acts constituting moral turpitude, the Company reserves its right to terminate your services forthwith without assigning any reasons or without issuing a charge sheet or holding any enquiry and in appropriate cases reserves its right to proceed legally.
25. If any information furnished by you in your resume/application for employment or during the selection process is found to be incorrect or false at any time during your employment, and / or if you have suppressed material information regarding your

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Candidate Signature

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**Mohammed Vazeer Uddin**

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qualification and experience, the Company may terminate your services without notice or compensation.

26. Any misconduct committed by you in connection with your employment with the Company whether it is inside or outside the premises will be treated as misconduct for the purpose of disciplinary action.
27. You will retire from the services of the Company attaining the age of superannuation [58 years]
28. You will abide by all the rules and regulations of the Company which are in force and the Company shall have the right to vary or modify any or all of the above Terms and Conditions which shall be binding on you.

We look forward to working with you and wish you have a rewarding career with us. Welcome to the **24-7 Intouch India Private Limited**, (Formerly known as *Knoah Solutions Private Limited*)

Sincerely,

Suresh Kumar Yalamanchili  
Manager, Human Resources

#### Undertaking and Declaration

I confirm my acceptance to this Appointment Terms and Conditions governing employment between myself and 24-7Intouch. I hereby attest the copy of terms and conditions as an agreement to this employment.

Having gone through the clauses of Terms and Conditions governing the employment, I have completely understood the rules and regulations that shall govern my employment at 24-7Intouch and shall adhere to the set rules and regulations from time to time.

**Candidate Name & Signature Mohammed Vazeer Uddin**

**Date of Joining: 14 July 2023**

**DOJ: 14 July 2023**

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*(Formerly known as Knoah Solutions Private Limited)*

Candidate Signature

**Mohammed Vazeer Uddin**





**ANNEXURE - E**

**24-7 Intouch Total Reward Statement**

Name : Mohammed Vazeer Uddin  
 Band : S  
 Sub Band : S - 1  
 Department : NA

We are pleased to provide you with the below 24-7 Intouch Total Rewards Statement for the fiscal period 2022-23. In addition to the compensation you receive, 24-7 Intouch provides you with a competitive benefits package.

<b>A. Gross Salary</b>	<b>P.A (INR)</b>	<b>P.M (INR)</b>
Basic	138298	11525
HRA	55319	4610
Medical	15000	1250
Adv. Statutory Bonus	27660	2305
Conveyance Allowance	0	0
Customer Engagement Allowance	23723	1977
<b>Sub Total A. Gross Salary</b>	<b>260000</b>	<b>21667</b>
<b>B. Social Security Benefits</b>		
PF Employer	16596	1383
ESIC Employer	0	0
Gratuity	6666	556
<b>Sub Total B. Total Contributions Social Security</b>	<b>23262</b>	<b>1939</b>
<b>Total Cost to Company (INR) (A+B) (Rounded off)</b>	<b>283262</b>	<b>23605</b>

**Note: Below are statutory Employee Contributions:**

- Employee contribution of 12% on Basic Salary towards Provident Fund (PF) monthly.
- ESIC contribution of 0.75% of Gross Salary per month wherever applicable

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(Formerly known as Knoah Solutions Private Limited)

Candidate Signature

**Mohammed Vazeer Uddin**

Employee Benefit	Description	Benefit Detail																		
<b>EMPLOYEE PERFORMANCE LINKED INCENTIVE PROGRAM</b>	Employees under Band S in Operations will be covered under performance linked incentive based on the eligibility defined by respective Program/Account	Performance linked incentive is program specific and as defined by the Client.  Incentive Programs may not apply across every Program.																		
<b>GROUP MEDICAL INSURANCE</b>	Employees who are not covered under ESIC Act are eligible to avail this benefit	Employees will require to contribute 50% of the premium amount towards the Group Medical Insurance Scheme. This benefit is applicable in the event of in-patient hospitalization for a maximum of 24 hours.  Insurance Provider: ICICI Lombard Coverage Details basis Organization Band: <table border="1" data-bbox="893 795 1452 1019"> <thead> <tr> <th>Band</th> <th>Coverage</th> <th>Members Covered</th> </tr> </thead> <tbody> <tr> <td>S</td> <td>200000</td> <td>Self</td> </tr> <tr> <td>T</td> <td>300000</td> <td>Self, Spouse and Ten Children</td> </tr> <tr> <td>B</td> <td>400000</td> <td>Self, Spouse and Two Children</td> </tr> <tr> <td>I</td> <td>500000</td> <td>Self, Spouse and Two Children</td> </tr> <tr> <td>E</td> <td>500000</td> <td>Self, Spouse and Two Children</td> </tr> </tbody> </table>	Band	Coverage	Members Covered	S	200000	Self	T	300000	Self, Spouse and Ten Children	B	400000	Self, Spouse and Two Children	I	500000	Self, Spouse and Two Children	E	500000	Self, Spouse and Two Children
Band	Coverage	Members Covered																		
S	200000	Self																		
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B	400000	Self, Spouse and Two Children																		
I	500000	Self, Spouse and Two Children																		
E	500000	Self, Spouse and Two Children																		
<b>GROUP PERSONAL ACCIDENT INSURANCE</b>	All employees are covered under this scheme.	Employees will require to contribute 50% of the premium amount towards the Group Personal Accident Insurance Scheme.  Insurance Provider: ICICI Lombard Coverage Details basis Organization Band: <table border="1" data-bbox="893 1198 1452 1422"> <thead> <tr> <th>Band</th> <th>Coverage</th> <th>Members Covered</th> </tr> </thead> <tbody> <tr> <td>S</td> <td>500000</td> <td>Self</td> </tr> <tr> <td>T</td> <td>700000</td> <td>Self</td> </tr> <tr> <td>B</td> <td>900000</td> <td>Self</td> </tr> <tr> <td>I</td> <td>1200000</td> <td>Self</td> </tr> <tr> <td>E</td> <td>1200000</td> <td>Self</td> </tr> </tbody> </table>	Band	Coverage	Members Covered	S	500000	Self	T	700000	Self	B	900000	Self	I	1200000	Self	E	1200000	Self
Band	Coverage	Members Covered																		
S	500000	Self																		
T	700000	Self																		
B	900000	Self																		
I	1200000	Self																		
E	1200000	Self																		
<b>GROUP TERM LIFE INSURANCE</b>	All employees are covered under this scheme.	Employees will require to contribute 75% of the premium amount towards Group Term Life Insurance scheme which covers risk against sudden demise of self (Employee).  Insurance Provider: Exide Life Insurance Co. Ltd. Coverage Details basis Organization Band: <table border="1" data-bbox="893 1590 1452 1758"> <thead> <tr> <th>Band</th> <th>Coverage</th> <th>Members Covered</th> </tr> </thead> <tbody> <tr> <td>T</td> <td>1.25 times of Annual CTC</td> <td>Self</td> </tr> <tr> <td>B</td> <td>1.25 times of Annual CTC</td> <td>Self</td> </tr> <tr> <td>I</td> <td>1 time of Annual CTC</td> <td>Self</td> </tr> </tbody> </table>	Band	Coverage	Members Covered	T	1.25 times of Annual CTC	Self	B	1.25 times of Annual CTC	Self	I	1 time of Annual CTC	Self						
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(Formerly known as Knogh Solutions Private Limited)

Candidate Signature

**Mohammed Vazeer Uddin**

		E	1 time of Annual CTC	Self
<b>WORKMEN COMPENSATION SCHEME</b>	<p>Inclusion: All Active employees are covered under this scheme</p> <p>Exclusion: Inactive employees i.e. Employees separated from the organization are exempt and not covered</p>	<p>Employee will require to contribute 50% of the premium amount towards Workmen Compensation Scheme</p> <p><b>Insurance Company: Tata AIG Insurance</b></p> <ul style="list-style-type: none"> <li>No of Members covered: Only Self</li> <li>Coverage: Accidental coverage while on duty as per the definition of the Act</li> </ul>		
<b>STATUTORY SOCIAL SECURITY BENEFITS</b>	Social Security Benefits coverage	<ul style="list-style-type: none"> <li>Provident Fund: It is a contributory scheme, where employer contribution is 12% of the basic salary and same will be contributed by the employee month on month</li> <li>Gratuity: Would be paid as per Gratuity Act to employees on resignation, superannuation, retirement, and demise upon the completion of 5 continuous years of service from the date of joining.</li> <li>ESI: Employee(s) with monthly salary less than INR 21,000 qualifies for ESI where Employee contribution is @ 0.75% and Employer is @ 3.25% of the Gross Salary</li> </ul>		
<b>EMPLOYEE WELLBEING PROGRAMS</b>	Applicable to all employees	<ul style="list-style-type: none"> <li>Employee Assistance Program (AAP): Counseling services to ensure emotional wellbeing of the employee</li> <li>Employee Health Care Program (AHCP): To assist and educate employees on health-related challenges</li> <li>Vaccination Program: Specific Immunization against seasonal diseases on an annual basis. Employee(s) participating in the scheme have to contribute 100% toward the cost of vaccination program</li> </ul>		
<b>LEAVE</b>	Covers Active Employees	<ul style="list-style-type: none"> <li>Earned Leave: 24 working days per annum</li> <li>Maternity Leave: Maximum of 26 weeks, in accordance with the provisions of the Maternity Benefit Act 1961.</li> <li>Paternity Leave: 3 working days paid Paternity Leave</li> <li>Bereavement Leave: 3 working days paid leave</li> </ul>		

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Candidate Signature

**Mohammed Vazeer Uddin**





Ref. No: 24-7 Intouch India Private Limited/CO/Hyd/07/23-24/0154

Name : Mohd Wasil Ahmed  
Business Title : eSupport Officer  
Band : S  
Sub Band : S - 1

Dear Mohd Wasil Ahmed,

**Subject: Terms of Employment**

**Congratulations and Welcome aboard 24-7 Intouch India Private Limited, (Formerly known as Knoah Solutions Private Limited) Your date of joining will be 14 July 2023.**

In continuation to your Offer of Employment, we are pleased to onboard you with the following mutually agreed Terms and Conditions governing your employment at 24-7Intouch India Pvt. Ltd.

1. Your individual remuneration is strictly confidential and is between you and the Company. It has been determined based on numerous factors such as your job skills, specific background, and professional merit. This information and changes made therein should always be treated as personal and confidential. Please find 24-7Intouch Total Reward Statement in Annexure E, pages 4 & 5.
2. Your annual Total Cost to the Company will be **Rs. 283262/- PA (Two Lakhs Eighty Three Thousand Two Hundred Sixty Two Only)** and wherever applicable, you will be eligible for variable payout basis the programs in your respective business function. Other benefits are paid in addition to your TCC.
3. Your annual TCC is subject to change based on your performance, business environment & growth and other economic factors impacting business.
4. Your appointment is contingent upon satisfactory reference & background checks, including verification of your resume, application form and its contents, education, and employment history. Your employment is also contingent upon your ability to work for the Company without restrictions i.e. you do not have any non-compete obligation or other restrictive clauses with any previous employer.
5. Your initial appointment will be at Hyderabad, but your services may be liable for transfer to any establishment which the Company opens from time to time. Your services may also be liable to be transferred from one department to another department: from one program/project to another and to any sister concern(s)/associated companies and subsidiary companies. Upon transfer, you will be governed by the terms and conditions of the service applicable to the said establishment.

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\_\_\_\_\_  
Candidate Signature

**Mohd Wasil Ahmed**

6. Your organization Band & Business Title may be changed at the discretion of the Company depending on the work assigned to you and Company Policies
7. Your employment with the Company is at all times subject to you having a valid passport permit from the Government of India. It is your responsibility to obtain and share details of the passport and furnish details during the process of joining.
8. Any and all of the Terms and Conditions of service may be modified or changed at the Company's discretion without assigning any reasons thereof
9. You will, by eligibility, be enrolled in 24-7 Intouch Group Mediclaim Insurance Policy and Employee State Insurance Corporation as applicable. All benefits as outlined here and all policies of 24-7 Intouch are subject to change at the Company's discretion.
10. You will be entitled to avail leave in accordance with the Company's policy as applicable from time to time.
11. You are responsible to notify the Company of any changes in your personal information within three working days. All notices shall be considered duly and properly delivered to the address on file with the Company.
12. During your service with the Company, you are expected to devote your whole time and attention to the Company's affairs and refrain from directly or indirectly engaging in any other business.
13. Information pertaining to 24-7 Intouch operations and intellectual property is confidential, and you will sign a non-disclosure agreement to this extent. If you are bound by a confidentiality agreement with a previous employer, you must notify the Company and indemnify against any breach thereof.
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15. You are required to protect and return Company-owned Assets that the Company may provide you for business purposes including working from home or for any other remote operations. Any damages to the assets or undue possession will lead to financial recovery of the same as determined by the Company.
16. If you are absent for a continuous period of 8 days without required leave approval or without obtaining your manager's approval, you will be deemed to have voluntarily terminated from your service without notice. The Company reserves the right to discontinue your services if you take unauthorized leave at any point of your service for such acts of indiscipline that impacts business of 24-7 Intouch.

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Candidate Signature

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Mohd Wasil Ahmed

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17. In the event of absconding or leaving out of the Organization without proper relieving Organization shall recover any dues from personal or professional references mentioned while in the time of joining.
18. You are deemed to be covered under probation until your successful completion of the probationary period is confirmed in writing. The probation period is for 6 months and may be extended based on your performance at your manager's discretion. At any time during this period either you or the Company may terminate your service by giving 30 days notice in basic salary in lieu thereof.
19. You or the Company may terminate your service at any time by giving two months notice or salary in lieu thereof. However, due to exigencies of business, the Company may at its sole discretion, reject the salary in lieu of notice and ask you to serve the entire or part of the notice period. You shall not be deemed to have been relieved of your services except upon issue of a letter by the Company to that effect.
20. Notice period clause (18 & 19) will also not be applicable for employees(a) not meeting performance standards set by the organization or any employee underperforming or deemed to be under performing in their roles and extends to cases of non-compliance or breach of various organizational policies.
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22. Any resignation by you is not deemed to be accepted by the Company instantly. In case of exigencies which the Company deems fit would affect its interests, the Company can reject your resignation or accept your resignation on certain terms and conditions.
23. Upon your resignation or retirement from the Company or termination of your services, you are required to return all assets and property of the Company such as documents, machines, data, files and books etc. (including, but not limited to leased properties). Retaining of Company property would be treated as misappropriation and breach of non-disclosure as well as infringing of the Company's IPR.
24. If you commit or are found involved in any theft, misappropriation of funds, fraud in connection with the employment of Company, in or outside the premises of the Company or involved in acts constituting moral turpitude, the Company reserves its right to terminate your services forthwith without assigning any reasons or without issuing a charge sheet or holding any enquiry and in appropriate cases reserves its right to proceed legally.
25. If any information furnished by you in your resume/application for employment or during the selection process is found to be incorrect or false at any time during your employment, and / or if you have suppressed material information regarding your

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Candidate Signature

Mohd Wasil Ahmed



qualification and experience, the Company may terminate your services without any compensation.

26. Any misconduct committed by you in connection with your employment with the Company whether it is inside or outside the premises will be treated as misconduct for the purpose of disciplinary action.
27. You will retire from the services of the Company attaining the age of superannuation [55 years]
28. You will abide by all the rules and regulations of the Company which are in force and the Company shall have the right to vary or modify any or all of the above Terms and Conditions which shall be binding on you.

We look forward to working with you and wish you have a rewarding career with us. Welcome to the **24-7 Intouch India Private Limited**, (Formerly known as *Knoah Solutions Private Limited*)

Sincerely,



Suresh Kumar Yalamanchili  
Manager, Human Resources

**Undertaking and Declaration**

I confirm my acceptance to this Appointment Terms and Conditions governing employment between myself and 24-7Intouch. I hereby attest the copy of terms and conditions as an agreement to this employment.

Having gone through the clauses of Terms and Conditions governing the employment, I have completely understood the rules and regulations that shall govern my employment at 24-7Intouch and shall adhere to the set rules and regulations from time to time.

**Candidate Name & Signature Mohammed Vazeer Uddin**

**Date of Joining: 14 July 2023**

**DOJ: 14 July 2023**

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(Formerly known as *Knoah Solutions Private Limited*)

Candidate Signature

**Mohd Wasil Ahmed**



**ANNEXURE - E**

**24-7 Intouch Total Reward Statement**

Name : Mohd Wasil Ahmed  
Band : S  
Sub Band : S - 1  
Department : NA

We are pleased to provide you with the below 24-7 Intouch Total Rewards Statement for the fiscal period 2022-23. In addition to the compensation you receive, 24-7 Intouch provides you with a competitive benefits package.

<b>A. Gross Salary</b>		
	<b>P.A (INR)</b>	<b>P.M (INR)</b>
Basic	138298	11525
HRA	55319	4610
Medical	15000	1250
Adv. Statutory Bonus	27660	2305
Conveyance Allowance	0	0
Customer Engagement Allowance	23723	1977
<b>Sub Total A. Gross Salary</b>	<b>260000</b>	<b>21667</b>
<b>B. Social Security Benefits</b>		
PF Employer	16596	1383
ESIC Employer	0	0
Gratuity	6666	556
<b>Sub Total B. Total Contributions Social Security</b>	<b>23262</b>	<b>1939</b>
<b>Total Cost to Company (INR) (A+B) (Rounded off)</b>	<b>283262</b>	<b>23605</b>

**Note: Below are statutory Employee Contributions:**

- a. Employee contribution of 12% on Basic Salary towards Provident Fund (PF) monthly.
- b. ESIC contribution of 0.75% of Gross Salary per month wherever applicable

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Candidate Signature

**Mohd Wasil Ahmed**

Employee Benefit	Description	Benefit Details																		
<b>EMPLOYEE PERFORMANCE LINKED INCENTIVE PROGRAM</b>	Employees under Band 'I' in Operations will be covered under performance linked incentive based on the eligibility defined by respective Programs/Account	Performance linked incentive is program specific, and as defined by the Client  Incentive Programs may not apply across every Program																		
<b>GROUP MEDICAL INSURANCE</b>	Employees who are not covered under ESIC Act are eligible to avail this benefit	Employees will require to contribute 50% of the premium amount towards the Group Medical Insurance Scheme. This benefit is applicable in the event of in-patient hospitalization for a minimum of 24 hours  Insurance Provider: ICICI Lombard Coverage Details basis Organization Band: <table border="1"> <thead> <tr> <th>Band</th> <th>Coverage</th> <th>Members Covered</th> </tr> </thead> <tbody> <tr> <td>S</td> <td>200000</td> <td>Self</td> </tr> <tr> <td>T</td> <td>300000</td> <td>Self, Spouse and Two Children</td> </tr> <tr> <td>B</td> <td>400000</td> <td>Self, Spouse and Two Children</td> </tr> <tr> <td>I</td> <td>500000</td> <td>Self, Spouse and Two Children</td> </tr> <tr> <td>E</td> <td>500000</td> <td>Self, Spouse and Two Children</td> </tr> </tbody> </table>	Band	Coverage	Members Covered	S	200000	Self	T	300000	Self, Spouse and Two Children	B	400000	Self, Spouse and Two Children	I	500000	Self, Spouse and Two Children	E	500000	Self, Spouse and Two Children
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<b>GROUP PERSONAL ACCIDENT INSURANCE</b>	All employees are covered under this scheme	Employees will require to contribute 50% of the premium amount towards the Group Personal Accident Insurance Scheme  Insurance Provider: ICICI Lombard Coverage Details basis Organization Band: <table border="1"> <thead> <tr> <th>Band</th> <th>Coverage</th> <th>Members Covered</th> </tr> </thead> <tbody> <tr> <td>S</td> <td>500000</td> <td>Self</td> </tr> <tr> <td>T</td> <td>700000</td> <td>Self</td> </tr> <tr> <td>B</td> <td>900000</td> <td>Self</td> </tr> <tr> <td>I</td> <td>1200000</td> <td>Self</td> </tr> <tr> <td>E</td> <td>1200000</td> <td>Self</td> </tr> </tbody> </table>	Band	Coverage	Members Covered	S	500000	Self	T	700000	Self	B	900000	Self	I	1200000	Self	E	1200000	Self
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<b>GROUP TERM LIFE INSURANCE</b>	All employees are covered under this scheme	Employees will require to contribute 75% of the premium amount towards Group Term Life Insurance scheme which covers risk against sudden demise of self (Employee)  Insurance Provider: Exide Life Insurance Co. Ltd. Coverage Details basis Organization Band: <table border="1"> <thead> <tr> <th>Band</th> <th>Coverage</th> <th>Members Covered</th> </tr> </thead> <tbody> <tr> <td>T</td> <td>1.25 times of Annual CTC</td> <td>Self</td> </tr> <tr> <td>B</td> <td>1.25 times of Annual CTC</td> <td>Self</td> </tr> <tr> <td>I</td> <td>1 time of Annual CTC</td> <td>Self</td> </tr> </tbody> </table>	Band	Coverage	Members Covered	T	1.25 times of Annual CTC	Self	B	1.25 times of Annual CTC	Self	I	1 time of Annual CTC	Self						
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Candidate Signature

Mohd Wasil Ahmed



		E	1 time of Annual CTC	Self
<b>WORKMEN COMPENSATION SCHEME</b>	<p>Inclusion: All Active employees are covered under this scheme</p> <p>Exclusion: Inactive employees &amp; Employees separated from the organization are exempt and not covered</p>		Employee will require to contribute 50% of the premium amount towards Workmen Compensation Scheme	
<b>STATUTORY SOCIAL SECURITY BENEFITS</b>	Social Security Benefits coverage		<ul style="list-style-type: none"> <li>• Provident Fund: It is a contributory scheme, where employer contribution is 12% of the basic salary and same will be contributed by the employee month on month</li> <li>• Gratuity: Would be paid as per Gratuity Act to employees on resignation, superannuation, retirement, and demise upon the completion of 5 continuous years of service from the date of joining.</li> <li>• ESI: Employee(s) with monthly salary less than INR 21,000 qualifies for ESI where Employee contribution is @ 0.75% and Employer is @ 3.25% of the Gross Salary</li> </ul>	
<b>EMPLOYEE WELLBEING PROGRAMS</b>	Applicable to all employees		<ul style="list-style-type: none"> <li>• Employee Assistance Program (AAP): Counseling services to ensure emotional wellbeing of the employee</li> <li>• Employee Health Care Program (AHCP): To assist and educate employees on health-related challenges</li> <li>• Vaccination Program: Specific Immunization against seasonal diseases on an annual basis. Employee(s) participating in the scheme have to contribute 100% toward the cost of vaccination program</li> </ul>	
<b>LEAVE</b>	Covers Active Employees		<ul style="list-style-type: none"> <li>• Earned Leave: 24 working days per annum</li> <li>• Maternity Leave: Maximum of 26 weeks, in accordance with the provisions of the Maternity Benefit Act 1961.</li> <li>• Paternity Leave: 3 working days paid Paternity Leave</li> <li>• Bereavement Leave: 3 working days paid leave</li> </ul>	

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Candidate Signature

**Mohd Wasil Ahmed**



Ref. No: 24-7 Intouch India Private Limited/CO/Hyd/07/23-24/0154

Name : Mohammed Nadeem Ali  
Business Title : eSupport Officer  
Band : S  
Sub Band : S - 1

Dear Mohammed Nadeem Ali,

Subject: Terms of Employment

Congratulations and Welcome aboard 24-7 Intouch India Private Limited, (Formerly known as Knoah Solutions Private Limited) Your date of joining will be 14 July 2023.

In continuation to your Offer of Employment, we are pleased to onboard you with the following mutually agreed Terms and Conditions governing your employment at 24-7Intouch India Pvt. Ltd.

1. Your individual remuneration is strictly confidential and is between you and the Company. It has been determined based on numerous factors such as your job skills, specific background, and professional merit. This information and changes made therein should always be treated as personal and confidential. Please find 24-7Intouch Total Reward Statement in Annexure E, pages 4 & 5.
2. Your annual Total Cost to the Company will be **Rs. 283262/- PA (Two Lakhs Eighty Three Thousand Two Hundred Sixty Two Only)** and wherever applicable, you will be eligible for variable payout basis the programs in your respective business function. Other benefits are paid in addition to your TCC.
3. Your annual TCC is subject to change based on your performance, business environment & growth and other economic factors impacting business.
4. Your appointment is contingent upon satisfactory reference & background checks, including verification of your resume, application form and its contents, education, and employment history. Your employment is also contingent upon your ability to work for the Company without restrictions i.e. you do not have any non-compete obligation or other restrictive clauses with any previous employer.
5. Your initial appointment will be at Hyderabad, but your services may be liable for transfer to any establishment which the Company opens from time to time. Your services may also be liable to be transferred from one department to another department: from one program/project to another and to any sister concern(s)/associated companies and subsidiary companies. Upon transfer, you will be governed by the terms and conditions of the service applicable to the said establishment.

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Nadeem Ali  
(Formerly known as Knoah Solutions Private Limited)

Candidate Signature

Mohammed

6. Your organization Band & Business Title may be changed at the discretion of the Company depending on the work assigned to you and Company Policies
7. Your employment with the Company is at all times subject to you having a valid visa permit from the Government of India. It is your responsibility to obtain and share the copy of the passport and furnish details during the process of joining
8. Any and all of the Terms and Conditions of service may be modified or changed at the Company's discretion without assigning any reasons thereof
9. You will, by eligibility, be enrolled in 24-7 Intouch Group Mediclaim Insurance Policy or to Employee State Insurance Corporation as applicable. All benefits as outlined here and in policies of 24-7 Intouch are subject to change at the Company's discretion.
10. You will be entitled to avail leave in accordance with the Company's policy as applicable from time to time.
11. You are responsible to notify the Company of any changes in your personal information within three working days. All notices shall be considered duly and properly delivered to the address on file with the Company.
12. During your service with the Company, you are expected to devote your whole time and attention to the Company's affairs and refrain from directly or indirectly engaging in any other business.
13. Information pertaining to 24-7 Intouch operations and intellectual property is confidential, and you will sign a non-disclosure agreement to this extent. If you are bound by a confidentiality agreement with a previous employer, you must notify the Company and indemnify against any breach thereof.
14. You are required to read and comply with 24-7 Intouch Code of Ethical and Business Conduct, PoSH, Social Media and other Policy guidelines that come into effect from time to time. You are also required to sign declarations to this effect. Any breach of the guidelines or the Terms and Conditions governing employment may lead to termination of your services without any notice or compensation.
15. You are required to protect and return Company-owned Assets that the Company may provide you for business purposes including working from home or for any other remote operations. Any damages to the assets or undue possession will lead to financial recovery of the same as determined by the Company.
16. If you are absent for a continuous period of 8 days without required leave approval or without obtaining your manager's approval, you will be deemed to have voluntarily terminated from your service without notice. The Company reserves the right to discontinue your services if you take unauthorized leave at any point of your service for such acts of indiscipline that impacts business of 24-7 Intouch.

**DOJ: 14 July 2023**

Candidate Signature

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**Mohammed**

**Nadeem Ali**

(Formerly known as Kinoh Solutions Private Limited)





17. In the event of absconding or moving out of the Organization without proper relieving, Organization shall recover any dues from personal or professional references mentioned while at the time of joining.
18. You are deemed to be covered under probation until your successful completion of the probationary period is confirmed in writing. The probation period is for 6 months and may be extended based on your performance at your manager's discretion. At any time during this period, either you or the Company may terminate your service by giving 30 days notice or basic salary in lieu thereof.
19. You or the Company may terminate your service at any time by giving two months notice or salary in lieu thereof. However, due to exigencies of business, the Company may at its sole discretion, reject the salary in lieu of notice and ask you to serve the entire or part of the notice period. You shall not be deemed to have been relieved of your services except upon issue of a letter by the Company to that effect.
20. Notice period clause (18 & 19) will also not be applicable for employee(s) not meeting performance standards set by the organization or any employee underperforming or deemed to be under performing in their roles and extends to cases of non-compliance or breach of various organizational policies
21. In the event of resignation or absconding during the first Six months of your service with the Organization, you will be required to pay an amount equivalent to Three months of gross salary. This clause will be applicable only for the first Six months of employment. This cost is recovered towards Training and other investments made by the Organization towards your development.
22. Any resignation by you is not deemed to be accepted by the Company instantly. In case of exigencies which the Company deems fit would affect its interests, the Company can reject your resignation or accept your resignation on certain terms and conditions.
23. Upon your resignation or retirement from the Company or termination of your services, you are required to return all assets and property of the Company such as documents, machines, data, files and books etc. (including, but not limited to leased properties). Retaining of Company property would be treated as misappropriation and breach of non-disclosure as well as infringing of the Company's IPR.
24. If you commit or are found involved in any theft, misappropriation of funds, fraud in connection with the employment of Company, in or outside the premises of the Company or involved in acts constituting moral turpitude, the Company reserves its right to terminate your services forthwith without assigning any reasons or without issuing a charge sheet or holding any enquiry and in appropriate cases reserves its right to proceed legally.
25. If any information furnished by you in your resume/application for employment or during the selection process is found to be incorrect or false at any time during your employment, and / or if you have suppressed material information regarding your

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Candidate Signature

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**Nadeem Ali**  
 (Formerly known as Knoah Solutions Private Limited)

**Mohammed**

qualification and experience, the Company may terminate your services without any compensation.

26. Any misconduct committed by you in connection with your employment with the Company whether it is inside or outside the premises will be treated as misconduct for the purpose of disciplinary action.
27. You will retire from the services of the Company attaining the age of superannuation [55 years]
28. You will abide by all the rules and regulations of the Company which are in force and the Company shall have the right to vary or modify any or all of the above Terms and Conditions which shall be binding on you.

We look forward to working with you and wish you have a rewarding career with us. Welcome to the **24-7 Intouch India Private Limited**, (Formerly known as *Noah Solutions Private Limited*)

Sincerely,



Suresh Kumar Yalamanchili  
Manager, Human Resources

**Undertaking and Declaration**

I confirm my acceptance to this Appointment Terms and Conditions governing employment between myself and 24-7Intouch. I hereby attest the copy of terms and conditions as an agreement to this employment.

Having gone through the clauses of Terms and Conditions governing the employment, I have completely understood the rules and regulations that shall govern my employment at 24-7Intouch and shall adhere to the set rules and regulations from time to time.

**Candidate Name & Signature: Mohammed Nadeem Ali**

**Date of Joining: 14 July 2023**

**DOJ: 14 July 2023**

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**Nadeem Ali**  
(Formerly known as *Noah Solutions Private Limited*)

Candidate Signature

**Mohammed**

**ANNEXURE – E**

**24-7 Intouch Total Reward Statement**

**Name** : Mohammed Nadeem Ali  
**Band** : S  
**Sub Band** : S - 1  
**Department** : NA

We are pleased to provide you with the below 24-7 Intouch Total Rewards Statement for the fiscal period 2022-23. In addition to the compensation you receive, 24-7 Intouch provides you with a competitive benefits package.

<b>A. Gross Salary</b>	<b>P.A (INR)</b>	<b>P.M (INR)</b>
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Adv. Statutory Bonus	27660	2305
Conveyance Allowance	0	0
Customer Engagement Allowance	23723	1977
<b>Sub Total A. Gross Salary</b>	<b>260000</b>	<b>21667</b>
<b>B. Social Security Benefits</b>		
PF Employer	16596	1383
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Gratuity	6666	556
<b>Sub Total B. Total Contributions Social Security</b>	<b>23262</b>	<b>1939</b>
<b>Total Cost to Company (INR) (A+B) (Rounded off)</b>	<b>283262</b>	<b>23605</b>

**Note: Below are statutory Employee Contributions:**

- a. Employee contribution of 12% on Basic Salary towards Provident Fund (PF) monthly.
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**Candidate Signature:**

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**Nadeem Ali**  
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**Mohammed**



Employee Benefit	Description	Benefit Details																		
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DOJ: 14 July 2023

Candidate Signature

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Mohammed

**Nadeem Ali**  
(Formerly known as Knosh Solutions Private Limited)

		E	1 time of Annual CTC	Self
<b>WORKMEN COMPENSATION SCHEME</b>	<p>Inclusion: All Active employees are covered under this scheme</p> <p>Exclusion: Inactive employees i.e. Employees separated from the organization are exempt and not covered</p>	Employee will require to contribute 60% of the premium amount towards Workmen Compensation Scheme		
<b>STATUTORY SOCIAL SECURITY BENEFITS</b>	Social Security Benefits coverage	<ul style="list-style-type: none"> <li>• Provident Fund: It is a contributory scheme, where employer contribution is 12% of the basic salary and same will be contributed by the employee month on month</li> <li>• Gratuity: Would be paid as per Gratuity Act to employees on resignation, superannuation, retirement, and demise upon the completion of 5 continuous years of service from the date of joining.</li> <li>• ESI: Employee(s) with monthly salary less than INR 21,000 qualifies for ESI where Employee contribution is @ 0.75% and Employer is @ 3.25% of the Gross Salary</li> </ul>		
<b>EMPLOYEE WELLBEING PROGRAMS</b>	Applicable to all employees	<ul style="list-style-type: none"> <li>• Employee Assistance Program (AAP): Counseling services to ensure emotional wellbeing of the employee</li> <li>• Employee Health Care Program (AHCP): To assist and educate employees on health-related challenges</li> <li>• Vaccination Program: Specific Immunization against seasonal diseases on an annual basis. Employee(s) participating in the scheme have to contribute 100% toward the cost of vaccination program</li> </ul>		
<b>LEAVE</b>	Covers Active Employees	<ul style="list-style-type: none"> <li>• Earned Leave: 24 working days per annum</li> <li>• Maternity Leave: Maximum of 26 weeks, in accordance with the provisions of the Maternity Benefit Act 1961.</li> <li>• Paternity Leave: 3 working days paid Paternity Leave</li> <li>• Bereavement Leave: 3 working days paid leave</li> </ul>		

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Candidate Signature

Mohammed

**Private & Confidential**

**EMPLOYEE CONTRACT**

**Date: 15.06.2023**

Dear Mr Yaser Mohammed Faiyaz Ali Khader  
Congratulations!

We are pleased to offer you employment with Infinity And Beyond as per the details given below,

<b>Designation :</b>	<b>Site Engineer</b>
<b>Department:</b>	<b>Execution</b>
<b>Date of Appointment:</b>	<b>16.06.2023</b>
<b>Reporting to:</b>	<b>Project Manager</b>
<b>Remuneration:</b>	<b>Refer to Annexure – 1</b>

**Roles & Responsibilities**

- Managing projects within the established scope, schedule and budget while meeting or surpassing standards of quality.
- Enroll Contractors as per requirements.
- Ensure health and safety measures are strictly followed at the site.
- Verifying the technical aspect of quotes received from vendors.
- Coordination between client, site, sub-contractors & suppliers.
- Checking invoices from sub-contractors based on the work done at the site.
- Plan and organize resources in advance for the assigned site by daily preparation of labour schedule
- Quality control of work done at the site.





urban platter

DATE:19-02-2023

ABDUL SABRI

BADE BAZAR, VOUSUFLAN HOTEL

GOLKONDA FORT

HYDERABAD, TELANGANA, 500008

ABDUL MOIZ SABRI

1062-21-497-910

BSE (CSE)

Dear Mr. ABDUL SABRI

Congratulations! We are pleased to confirm that you have been selected to work for Urban Platter. We are delighted to make you the following job offer.

The position we are offering you is that of Staff at a monthly salary of 13,000 with an annual cost to the company of 1,56,000. This position reports to the manager, Sadiya begum. Your working hours will be from 9 AM to 6 PM, Monday to Saturday.

Benefits for the position include:

- Benefit A (Casual Leave of 12 days per annum)
- Benefit B (Health Care Coverage)

We would like you to start work on 18-02-2023. Please report to the manager, for documentation and orientation. If this date is not acceptable, please get in touch with me immediately.

Please sign the enclosed copy of this letter and return it to me by the Last date for offer acceptance to indicate your acceptance of this offer.

We are confident you will be able to make a significant contribution to the success of our Urban Platter and look forward to working with you.

Sincerely,

NITESH KUMAR

MANAGER

URBAN PLATTER

A handwritten signature in black ink that reads "Nitesh Kumar". The signature is written in a cursive style and is underlined with a single horizontal stroke.

SIGNATURE HERE:





CS INDIA OnBoarding... Aug 11, 2023  
to v



**Dear Candidate, Syed hashim nouman,**

**Congratulations on your offer with Amazon for VCS TG Hiring 2023-CS\_SG\_NH\_Primary\_Caracara\_FTC\_MU(External)(Q3). Please find below your proposed salary break-up.**

**Your date of joining is Monday August 14<sup>th</sup>, 2023.**

**PS: PAN card and e-Aadhar card (Your mobile number should be linked with Aadhar card, downloaded from UIDAI website) are mandatory documents required to get onboarded. If your mobile number is not linked with Aadhar card, please visit HEAD POST OFFICE and not regional post office to get it linked in 24 hours. Ignore if e-Aadhar is already uploaded.**

**The Letter of Intent has been sent to your personal email address with the salary details.**

Current Compensation & Benefit Summary	
	Annual (INR)
Annual Base Pay	287100

Gross Salary Break-Up			
			106223405652
Pay Component	Select	Annual (INR)	Monthly (INR)
Basic	81%	190,000	15,000
House Rent Allowance	50%	90,000	7,500
Employer contribution to PF	12%	21,800	1,800

2: Flexible Components - can be allocated as per your individual tax planning needs



# Amazon | Salary Annexure

Mohd faizan  
1862-2  
★

Inbox



CS INDIA OnBoa... 11 Aug 2023



to v

Dear Candidate,  
Mohd faizan khan ibrahim,

Congratulations on your offer with Amazon for VCS TG Hiring 2023-SDS\_G\_NALMTOC\_FLEX\_Email\_Tier1\_NA\_FTC\_MU(External)(Q3). Please find below your proposed salary break-up.

Your Date of Joining is August 14<sup>th</sup>, 2023

PS: PAN card and e-Aadhar card (Your mobile number should be linked with Aadhar card, downloaded from UIDAI website) are mandatory documents required to get onboarded. If your mobile number is not linked with Aadhar card, please visit HEAD POST OFFICE and not regional post office to get it linked in 24 hours. Ignore if e-Aadhar is already uploaded.

The Letter of Intent has been sent to your personal email address with the salary details.

Designation on Joining	Customer Service Associate	
State	Rest of India	
Citizenship	INDIAN	
Current Compensation & Benefit Summary		
	Annual (in INR)	





JUST SMART

1062 22-604-246

DATE: 11/09/2022

Employee name: Mohammed Abdul Rahman Fahad

Employee Address: 17-1, 305/2/17, Behind Santosh Nagar Water Tank, Hyderabad - 500079

Mobile: +91 79955 79400

**Subject: LETTER OF OFFER OF EMPLOYMENT FOR Digital Marketing Executive**

Dear Mr. Mohammed Abdul Rahman Fahad

Following your recent interview & discussions with us, we are delighted to offer you the position of **Digital Marketing Executive** with our Organization. Our Organization 'JUST SMART IT SOLUTIONS' is an IT Services Agency. By joining our Organization, you will become a part of a dedicated team that works together to provide our clients with the highest possible level of services.

In the first instance, you will be on probation for a period of **3 Months** from the date of your joining (as the date mentioned in this letter). Where after the period may be either extended at the discretion of the management or may be dispensed with either earlier or on completion or thereafter till confirmation. Unless confirmed by management, you will be deemed as a probationer after the expiry of the initial or extended period of probation. Your services are liable to be terminated without any notice or wages in lieu thereof during the initial or extended period of probation, based on your performance.

As a member of our Organization team, we would ask for your commitment to deliver outstanding quality and results that exceed client expectations. In addition, we expect your personal accountability in all the projects, actions, advice and results that you provide as a representative of our Organization. In return, we are committed to providing you with every opportunity to learn, grow and stretch to the highest level of your ability and potential.

We are confident you will find this new opportunity both challenging and rewarding.

2nd floor, Majestic Height, Opposite to Royalton Hotel, Abids, Hyderabad - 500001.

justsmartitsolutions@gmail.com  
www.justsmartitsolutions.com

+91 903 041 2729





# JUST SMART

The following points outline the terms and conditions we are proposing:

Position Offered : Digital Marketing Executive

Start Date : 01-10-2023

Salary : 15,000

Probation : 3 Months

Hours of work : Monday to Friday.

Day off and leaves : Two day off per week and one leave per month is allowed as Paid leave

(In emergency / health issues).

Following the initial probationary period, a progression and performance review will be conducted on a quarterly basis to assess performance to date, and to clarify or modify this arrangement, as the need may arise.

This arrangement may be terminated by either party upon notice in writing to either party with notice that complies with Employment Standards.

We look forward to opportunity to work with you in an atmosphere that is successful and mutually challenging and rewarding.

Regards,

For Just Smart IT Solutions



By Signing below, I MD. A. R. FAHAD accept this offer for employment.

01-10-2023 HYDERABAD

Signature

Date

Place

2nd Floor, Majestic Height, Opposite  
to Royalton Hotel, Abids, Hyderabad - 500001.

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