

Date: 06 Jan 2021

Mr AKIBBHAI YUSUFBHAI MANSUR
45Padar

Faliyu 396510

Employee No: 1976972

Dear Mr AKIBBHAI YUSUFBHAI MANSUR

Engagement Letter - Trainee

With reference to your application to be appointed as Trainee and the subsequent interviews you had with us, we are pleased to appoint you as a Trainee under the Standing Orders of our establishment from 06 Jan 2021 and expire on 05 Jan 2022 subject to the following terms and conditions:

1. Your training engagement shall conclude on the 05 Jan 2022 or it can be terminated earlier with a notice period of 15 days or compensation in lieu thereof.
2. You will be paid a stipend as per the below annexure per month subject to ESIC Contributions.
3. You shall be covered under the Group Medical claim and Group Accident Policies of the Company.
4. You will adhere to the instructions of your trainers / mentors and abide by the rules of discipline either existing or enforced from time-to-time.
5. Your candidature for appointment in the same department or any other department will be considered on successful completion of the training. There is no guarantee of employment to be given to you if you could not complete the training successfully.
6. Any breach or violation of the instructions / rules / will render you to terminate the training engagement.
7. You will adhere to punctuality and shall learn the trade/work diligently.
8. You will not be entitled to Bonus and other benefits as applicable to regular employees.
9. TeamLease reserves the right to conduct background verification through an external agency. For this purpose, TeamLease may share your personal details as voluntarily disclosed by you, with the external agencies. In the event it is found that the details furnished by you is incorrect or you have concealed any material information or your BGV report is negative, your services are liable to be terminated without notice.

Please return the copy of the Engagement Letter after affixing your signature at the appropriate place on the office copy in token of your having read, agreed, fully understood and accepted the terms and conditions of engagement. In case we do not receive your acknowledgement copy within a period of 15 days from the date of joining, your training assignment with TeamLease with the acceptance of your first stipend will be conclusive proof of your acceptance of the engagement in accordance with the terms and conditions of the Company's Standing Orders.

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: AKIBBHAI YUSUFBHAI MANSUR

Salary Annexure

Employee No: 1976972

Particulars	Amounts
ESIC - Employer	280
Stipend	8590
TotalAmount	8870
Amount In Words(Rs)	Eight Thousand Eight Hundred Seventy rupees

Net Pay Annexure

EARNINGS	Amounts
Stipend	8590
Gross Earnings	8590
DEDUCTION *	Amounts
Employee ESI	65
Professional Tax	80
Total Deduction	145
Net Salary	8445

* 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



**Bandhan
Bank**

Bandhan Bank Limited

Head Office: Floors 12 - 14, Adventz Infinity@5, BN 5, Sector V, Salt Lake City, Kolkata - 700091
CIN: L67190WB2014PLC204622 | Phone: +91 33 6609 0909, 4045 6456 | Fax: +91 33 6609 0502
Email: info@bandhanbank.com | Website: www.bandhanbank.com

PRIVATE AND CONFIDENTIAL

Ref. No.: BBL/HR/024353/2019-20

Date: - 20-Feb-2020

**Ms. Simrankaur Ragi Gurucharan Singh
B-303 Krishna complex, goharbaug, collage road,
Bilimora (m), Navsari, Gujarat - 396321**

LETTER OF APPOINTMENT

Dear **Ms.Singh**,

With reference to your application and subsequent discussions with us, we are pleased to offer you employment with Bandhan Bank in the position of **Customer Relationship Officer (MT)** based at **Andheri Branch** under **Mumbai** at **Assistant Manager** grade.

You shall be required to join the Bank on or before **05-March-2020**.

The detailed terms and conditions of your employment are outlined in **Annexure I ("Terms of Employment")** and compensation details are mentioned in **Annexure II ("Compensation Details")**. You will also be governed by the policies, rules and regulations of the Company as may be modified from time to time.

Accordingly, please sign and return a copy of this letter of employment and the employee statement attached herewith indicating your formal acceptance of your employment with the Company on the terms contained herein. Please initial each page of this letter. Upon your signature and return to us, this letter of employment will be treated as an employment agreement between the Company and you and the terms and conditions of this letter of employment shall govern your employment with the Company.

Kindly note that in case we do not receive your formal acceptance on or before **03-March-2020**, this letter of employment shall automatically be rescinded.

Yours sincerely,

For **Bandhan Bank Limited**,


Santanu Banerjee
Head – Human Resources

ANNEXURE I

TERMS AND CONDITIONS OF EMPLOYMENT

1. Appointment

- 1.1 During the course of your employment, you will be governed by the Code of Conduct and Ethics, rules, regulations and other policies (together the “Company Policies”) as enforced and as may be amended from time to time. The Bank reserves the right to vary the terms and conditions of service governing your appointment including your duties and responsibilities at any time.
- 1.2 With reference to the Campus Interview and subsequent selection, you will be required to report at our **Andheri Branch** under **Mumbai Cluster**. You will be accountable for duties & responsibilities to the **Branch Head** or to any such person in Company as may be indicated to you from time to time. However, your services are transferable and you can be seconded or deputed by the Company to any of its operations or operations of its associate companies in India or abroad. The Company further reserves the right to transfer your employment to any other company or legal entity, as part of any transfer of undertaking of the Company or as part of any restructuring or amalgamation or such other plan implemented by the Company or by which the Company is bound, on such terms and conditions as applicable to such plan.
- 1.3 Your employment / services will be summarily terminated from the organization in the event of your failure to submit successful completion of your **Post Graduates Certificates in a single attempt**, based on which you were recruited. You are requested to submit attested copies of all your degrees and professional qualification certificates at the time of joining. The MBA Certificate / degree documents have to be submitted by 30th September, 2020.

Further, your appointment is subject to you being found medically fit for service by a registered medical practitioner as mentioned in Point 13 of this letter.

Additionally, Bandhan Bank reserves the right to conduct a background verification / seek references from your current / previous employers. If any information, declaration provided by you, at the time of selection/ joining is later found to be false or untrue, or if any material information is suppressed and / or the background verification / reference checks received are not satisfactory, Bandhan Bank may terminate your services forthwith.

2. Probation & Confirmation

- 2.1 You will be on a probation period of **365 days (1 Year)** from the date of your joining at Bandhan Bank. During this period, your performance will be reviewed and if found satisfactory your employment will be confirmed on completion of this period, unless otherwise communicated by the Company. In the event the Company, at its sole discretion, extends the term of probation for such

period as it may deem fit, any such extension of probation shall be duly communicated to you in writing. Your performance will be continuously evaluated during such extended probationary period and if found satisfactory, your employment will be confirmed in writing on completion of this period.

3. Leave

- 3.1 You will be governed by Bandhan Bank's Leave Policy announced from time to time. However, you must obtain prior approval of the concerned reporting manager prior to availing privilege leave.

4. Termination

- 4.1 During the probationary period of 365 days (1 Year) including any extension, either party may terminate this appointment by giving 30 days prior notice in writing without assigning any reasons therefor. After confirmation, either party may terminate this appointment by giving 90 days' notice in writing to the other party without assigning any reasons thereof. Your resignation shall not automatically be assumed to be accepted from the date of its communication to the Company and will be subject to the fulfillment of notice period, proper handover of charge to your successor to the satisfaction of the Company and any other conditions as may be communicated to you in writing.

The Company reserves the right not to accept the payment in lieu of the notice and at its sole discretion may enforce the complete or part of the notice period to effectuate a proper handover of charge to the sole satisfaction of the Company.

In the event termination is initiated by you, the Company may, at its sole discretion, relieve you from such date as it may deem fit, even before the expiration of the notice period. Under these circumstances, the Company will ordinarily pay you compensation for the unexpired period of the notice period. The Company at its discretion reserves the right to withhold compensation, without incurring any liability should there be a material breach of your duties or obligations, or gross indiscipline or misconduct in this period.

- 4.2 The Company may terminate your services immediately without any compensation or notice thereof, if you are in material breach of your duties or obligations, or commit breach of trust or gross indiscipline or misconduct or commit breach of any applicable law or of the Company Policies and Code of Conduct and Ethics or any of the terms and conditions set forth herein. Such material breach would include your failure to comply with or committing breach of the provisions contained in this appointment letter, gross misconduct, financial irregularities, breach of confidentiality, any act involving moral turpitude, including conviction in any criminal case during your present or previous employment, breach of any applicable law or regulation, breach of the Company's Code of Conduct and Ethics, refusal to carry out reasonable instructions and the like. The said right of the Company is without prejudice to its rights in law or equity to initiate other legal action as it deems fit to protect its interests.



- 4.3 In the event of your continuous absence for a period exceeding 15 days, without formal request or permission from the management for the same, you shall be deemed to have left and relinquished your service. The contract of service shall come to an end when the employee abandons his / her job.
- 4.4 Subject to earlier termination of this engagement, you shall retire on the last day of the month in which you attain the age of 60 years.
- 4.5 Upon severance of your employment with the Company, it is agreed that any assets and amounts due to the Company by you shall be held in trust by you for and on behalf of the Company and subject to the provisions of this agreement, the Company commits itself to hold all amounts due to you in trust for you and on your behalf. The Company shall have the right to retain any amounts otherwise payable to you to satisfy any of your obligations as a result of any breach of this agreement.
- 4.6 The Company may proceed against you to seek injunction in an appropriate court of law against your working in any other company/firm/business before you are relieved from the Company. In addition to any other remedies which the Company may have at law or in equity, you agree that the Company shall have the right to have all provisions of this agreement specifically performed including the post-employment restrictions stipulated in clauses 5 and 6.
- 4.7 The terms of this offer are strictly confidential between you and the Company and any breach of this confidence will be viewed with utmost seriousness. Your obligations set forth in paragraphs 5, 6 and 7 survive expiration or termination of your employment contract with the Company.

5. Confidentiality & Employment Policy

- 5.1 In the course of your assignment with the Company, and by virtue of the position held by you, you may acquire information, technical or otherwise, including any computer software, trade secrets, design, technology, ideas, know-how, processes, formulas, compositions, data, techniques, improvements, inventions, work of authorship, business and product development plans, and other information concerning the Company's actual or anticipated business, research, and development or that is received by the Company, which is confidential or proprietary to Company or its subsidiaries or affiliates, its customers, subcontractors or any other person or company having any kind of association or relationship with Company, and / or its affiliates or subsidiaries (together "Confidential Information"). You shall keep and maintain strict confidentiality of such Confidential Information and data that may come to your possession or knowledge by virtue of this engagement, use such information only as may be required in the normal course of your

work and shall not disclose or divulge any such information or data, without prior written consent of an authorized officer of the Company.

- 5.2 You shall at all times, whether during or after the termination of your employment, act with utmost fidelity and shall not disclose or divulge any such Confidential Information to third parties or make use of such information for your own benefit or otherwise howsoever.
- 5.3 You will not reproduce, store in a retrieval system or transmit in any form or by any means - electronic, mechanical, photocopying, recording, scanning or otherwise - any copyrighted material or other Confidential Information, for your own benefit or for the benefit of any third party, either during the term of your employment or thereafter.
- 5.4 Upon expiry or termination of your employment with Company, you will return and surrender to Company, all such Confidential Information including without limitation, data, information, files, books, magazines, reports, documents, manuals, audio and video tapes, floppies and discs and any other knowledge databases that came to you or were entrusted to you in the course of your employment and shall not retain any copy thereof in any form whatsoever. You may be required to execute such other or further agreements as Company or its affiliates or customers may require in this regard, from time to time.

6. Disclosure of Information

- 6.1 You shall not, except in the course of your duties or unless ordered to do so by a court of competent jurisdiction, either during or anytime after your employment with us, use or disclose to any person, firm or corporation any information relating to the organization, its business, clients or trade secrets which have come into your possession in the course of your employment with us including public papers, journals, pamphlets or leaflets, or cause to be disclosed at any time, any information or documents, official or otherwise relating to Company or its subsidiaries or affiliates, customers, sub-contractors or any other person or company having any kind of association or relationship with Company and/or its subsidiaries or affiliates, except with prior written approval.

7. Intellectual Property Rights

- 7.1 All intellectual property rights in any work or material developed by you during the course of your employment shall belong to and be the property of Company and you confirm that you shall not be entitled to claim any rights over such intellectual property. If required by Company, during or after the term of this engagement, you shall assign and transfer in favor of Company or, at the request of Company, in favor of any of its subsidiary, affiliate, customers or other persons, all intellectual property rights in such works or materials and shall execute such deeds and documents, as Company may require, to effectually vest in Company, any of its subsidiary, affiliate or customers as Company may require, any and all intellectual property rights and benefits in such works or materials. In performance of your

duties and responsibilities, you shall not use or infringe any intellectual property properties or rights of any other persons.

8. Compensation

- 8.1 Your gross annual compensation will be the aggregate of Total Fixed Pay & Benefits as set forth in the **Annexure II ("Compensation")** and will be subject to deduction of tax at source. Your Compensation will be reviewed periodically as per the Company compensation review cycle. The Company assumes no responsibility for your personal tax affairs, and your tax liability in respect of your Compensation is entirely your responsibility. Provided however, Company may from time to time, withhold any tax as may be required by applicable law. It is a condition of your employment that you will abide by the Company's Policies of maintaining strict confidentiality of the compensation you receive from the Company.
- 8.2 It is however clarified that the Benefits as set forth in the Annexure are provided on a voluntary basis by the Company in accordance with the Company Policy in force at present, and hence are liable to (i) change from time to time; or (ii) be withdrawn any time. During the term of your employment with Company, you will be subject to all such applicable rules and regulations in accordance with the Company Policy as may be in force from time to time.

9. Learning & Development

- 9.1 During the course of your employment with the Company, you may be required to undergo some training programs or engage in some process implementation or other skill enhancement activities in India or abroad. Company will bear the costs and expenses in relation to such programs. However, you will be required to be in the employment of Company for a minimum specified period after such programs, failing which you will be required to reimburse such costs and expenses incurred by the Company in relation to such programs. Regarding the aforesaid, the Company reserves the right to ask you to sign an agreement/bond associated with the training/assignment. In the event of any breach of the conditions associated with the bond the Company will invoke the appropriate penalty clauses and you will be liable to pay the damages as provided in the said agreement/bond. Your refusal to undergo such programs on such terms would be considered as a material breach of the terms of employment and in such case, Company shall have the right to terminate this engagement, by giving you notice as referred to in clause 4 above, without being under obligation to make any payments to you.

10. Avoidance of Conflict of Interest

- 10.1 You agree that you shall perform your duties, as may be assigned to you from time to time, with diligence, devotion and discretion. While in the employment of Company, you shall (a) use your best endeavor to defend and promote the business interests of Company; (b) devote your full time, attention and efforts to serve Company; and (c) whether by yourself, your employees, agents, or otherwise, and whether on your own behalf or for any other



**Bandhan
Bank**

Bandhan Bank Limited

Head Office: Floors 12-14, Adventz Infinity@5, BN 5, Sector V, Salt Lake City, Kolkata - 700091
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Email: info@bandhanbank.com | Website: www.bandhanbank.com

person, or entity in India or elsewhere, not directly or indirectly engage, practice of any business, profession or vocation, including any activity, which competes with activities of the Company or conflicts with your position in the Company. You confirm that as on the effective date of your appointment, you do not have any business, professional or other interests that may be conflicting with any of the foregoing statements. Since your appointment with the Company is on a full time basis, you shall not take up any assignment, including those in the nature of any business, profession or vocation, without prior written consent of the Company, which consent may be granted at Company's sole discretion.

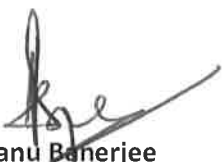
11. Should any provision of this Letter be held invalid or unenforceable, such invalidity will not invalidate the whole of this Letter and the remainder of this Agreement will remain in full force.
12. In the event of any dispute or claim arising under this Agreement or in connection with the conditions of employment on a contractual basis under this Agreement, such dispute or claim shall be referred to arbitration in pursuance of the Arbitration and Conciliation Act, 1996. The Company shall in the event of any such dispute or difference, have the right to nominate an Arbitrator as the sole Arbitrator to adjudicate upon the dispute/difference. Parties also agree to submit themselves to the exclusive territorial jurisdiction of courts at Kolkata. The arbitration proceedings shall be conducted in English Language. The fees of the Arbitrator shall be paid equally, in the first instance, by both parties, subject to the final adjudication of costs by the Arbitrator at the time of passing the award.

13. Health Check-up

You shall be required to produce a medical fitness certificate at the time of your joining. You have to get stipulated tests done, at your own expense and obtain a registered medical practitioner's certificate and submit the same to your reporting manager.

A duplicate copy of this letter is enclosed herewith, which may please be signed and returned to us in acceptance of the terms and conditions mentioned above.

For **Bandhan Bank Limited**


Santanu Banerjee
Head – Human Resources

Agreed and Accepted: _____
(Candidate Name) (Candidate Signature)

ANNEXURE II – Compensation Details
Confidential
Candidate Name: Simrankaur Ragi Gurucharan Singh
Grade: Assistant Manager
Position Name: Customer Relationship Officer (MT)
Location: Andheri Branch – Mumbai Cluster

Particulars	Monthly(Rs.)	Yearly(Rs.)
Basic Salary	₹ 9,282	₹ 111,384
HRA	₹ 4,641	₹ 55,692
Special Allowance	₹ 9,547	₹ 114,564
Medical Allowance	₹ 1,250	₹ 15,000
Conveyance Allowance	₹ 1,600	₹ 19,200
Child Education Allowance	₹ 200	₹ 2,400
Gross Salary	₹ 26,520	₹ 318,240
Benefits		
PF(Employer Contribution)	₹ 1,800	₹ 21,600
Gratuity	₹ 446	₹ 5,352
Insurance Valuation - Mediclaim, Term Life and Accidental Benefit	₹ 401	₹ 4,812
Cost to Company(CTC)	₹ 29,167	₹ 350,004

Payable as per the Payments of Gratuity Act.
Confidentiality:

Matter of your compensation is confidential information of the Bank and should be treated with absolute confidentiality except to the extent you are required to make disclosure for any tax, legal or regulatory purpose. Any breach of this confidentiality obligations will be considered as breach of fidelity and secrecy clause under your terms of appointment.





90331 86255 | 98250 81786



તાજ એન્ટરપ્રાઇઝ

સેન્ટેડ અગરબત્તી, કાચી અગરબત્તી, મસાલા અગરબત્તી,
તથા લોભાન અગરબત્તી ના ઉત્પાદક

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ભરતભાઈ

Mo. 9909570947

લક્ષ્મી મશીનરી સ્ટોર

ડીઝલ એન્જીન, એન્જીન સ્પેરપાર્ટસ, સબમર્શીઅલ પંપ, એન્જલ & લુબી મોનો બ્લોક પંપ, હોન્ડા પંપસેટ, જનરેટર, ત્રિમુર્તિ ફ્લોર મીલ, મીની રાઈસ મીલ, પુખરાજ-ચેતક-કોબરા, એમરી પલ્થર, સેન્ટ્રલ હલ્લર, પી.વી.સી. યુ.પી.વી.સી., પાઈપ ફીટીંગ.

જય કિશાન પંપ

વૈભવ સિનેમા રોડ, કન્યા છાત્રાલય સામે, હનુમાનજી મંદિરની પાસે, વ્યારા, જિ. તાપી.



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Jayu Parmar

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Ph. No. : 0261 - 2580964, 2574410

Navagam Factory : 11/18, Navagam Udhoggnagar Sangh, Navagam, Tal. Kamrej, Dist. Surat.
Ph. No. : 02621 - 252440

E-mail : asfaayu@yahoo.co.in

SRT/ 799/2019-2020

Date: -20

1 AUG 2019

પ્રતિશ્રી,
દર્શાત એસ પટેલ,
મુ. પો.સોલધરા,
તા.ચીખલી જી. વલસાડ, ૩૮૬૫૨૧.

આથી તમારી નોકરીમાં રહેવા અંગેની તા.૩૧/૦૩/૨૦૧૯ ની અરજી તેમજ રૂબરૂ મુલાકાતના સંદર્ભમાં જણાવવાનું કે, તમારી જુ.કર્લાક તરીકે તા.૦૧/૦૮/૨૦૧૯ના રોજથી ઉત્તરમાંસના સમય માટે પ્રોબેશનર (અજમાયશી) કર્મચારી તરીકે સંસ્થાની વલસાડ શાખા ખાતે નીચે જણાવેલ શરતોને આધીન નિમણુંક કરવામાં આવે છે.

૧. તમારે સંસ્થાની વલસાડ શાખા, ૩-અમર ચેમ્બર્સ, લાલ સ્કુલ સામે, સ્ટેશન રોડ, વલસાડ ખાતે હાજર થવાનું રહેશે. ફેક્ટરીનો સમય સવારે ૧૦.૩૦ કલાક થી સાંજે ૭.૩૦ કલાક સુધીનો રહેશે.
૨. આ નિમણુંક હંગામી ધોરણે હોય મુદત પુરી થતા કે તે પહેલા તમોને છુટા કરી શકાશે.
૩. અજમાયશી સમય દરમ્યાન તમોને માસીક એકત્રીત પગાર તરીકે રૂ.૮૬૫૬/- ચુકવવામાં આવશે. અને નોકરીમાં કનફર્મ થયેથી યોગ્ય પગાર ધોરણમાં તમને મુકવામાં આવશે.
૪. તમારી અજમાયશી તરીકેની નોકરી પ્રથમ તબક્કે ત્રણ માસની રહેશે અને તેમાં વધારો ઘટાડો કરવાનો મેનેજમેન્ટને સંપૂર્ણ હક્ક રહેશે. તે અંગેની કોઈ તકરાર કે વિવાદ ચાલશે નહીં. અજમાયશી તરીકેનો પ્રથમ સમય કે લંબાવેલ સમય પુરો થયેથી જો તમોને લેખીત રીતે તમારી નોકરીમાં કનફર્મ કરવામાં નહીં આવે તો ઉપરોક્ત સમય પુરો થયેથી નોકરીનો આપો-આપ અંત થયેલો ગણાશે.
૫. અજમાયશી સમય દરમ્યાન અને તે પુરો થયેથી તમારું કામકાજ સંતોષકારક હશે કે નહીં તેમ છતાં તમોને નોકરીમાં કનફર્મ કરવા કે નહીં તે માત્ર સંસ્થાના મેનેજમેન્ટ ની મનસુકી પર રહેશે. અને તે દરમ્યાન તમોને નોકરી માંથી છુટા કરવા માટે કોઈ કારણો આપવા માટે મેનેજમેન્ટ બંધાયેલ નથી.
૬. સંસ્થાના વ્યવસ્થાપકોની આવશ્યકતા મુજબ કોઈપણ શાખા, ફેક્ટરી હેડ ઓફીસ કે ભવિષ્યમાં નવી ખુલનાર શાખા, ફેક્ટરીમાં કામ કરવું પડશે.
૭. તમારા લાયકાતના પ્રમાણપત્રો તથા જન્મ તારીખના દાખલાની ઝેરોક્ષ નકલ અત્રે તાત્કાલિક મોકલી આપવાની રહેશે.
૮. તમારે ઉપરી અધિકારી જે કામગીરી સોંપે તે કરવાની રહેશે. વહીવટી અધિકારીઓની સૂચના ઓને બંધનકર્તા રહેવું પડશે. ફરજ દરમ્યાન સંસ્થાના ચાલુ કાયદા,કાનુન અને શિસ્તને આધિન રહેવું પડશે.
૯. અજમાયશી સમય દરમ્યાન તમારી નોકરીનો અંત ઉપર જણાવેલી રીતે અને શરતોએ આપવામાં આવે ત્યારે અને તમારે રાજીનામું આપી છુટા થવું હોય ત્યારે ત્રીસ દિવસની નોટીસ યા નોટીસના બદલામાં પગાર યા પગાર જેટલી રકમ ઉભયપક્ષે આપવાની રહેશે.
૧૦. તમોને જે ફરજો સુપ્રત કરવામાં આવે તે તમારે પુરી કાર્યદક્ષતાથી અને સંતોષકારક રીતે તેમજ કરક્સર પૂર્વક બજાવવાની રહેશે.
૧૧. આ સાથે સામેલ નોકરીના નિયમ તમોને બંધનકર્તા રહેશે.

શ્રી સ્વામી આત્માનંદ સરસ્વતી
આયુર્વેદિક સહકારી ફાર્મસી લી.વતી

G. Patel
જનરલ મેનેજર

મને ઉપરોક્ત તથા સાથે સામેલ શરતોએ અજમાયશી જુ.કર્લાક તરીકેનો નિમણુંકપત્ર આપ્યો છે. તેની તમામ શરતો મે વાંચી, વંચાવી, સાંભળી, સમજીને કબુલ રાખ્યા બદલ મારી સહી કરી આપેલ છે.

સાક્ષીની સહી :

.....

શ્રી સ્વામી આત્માનંદ સરસ્વતી આયુર્વેદિક સહકારી ફાર્મસી લી.
હેડઓફીસ:-કલાકુંજ સોસાયટી સામે, પાણીની ટાંકી પાસે, વરાછા રોડ સુરત-૩૯૫૦૦૬

નોકરીની શરતો

- ૦૧. તમારે સંસ્થાના હાલના ચાલુ કાયદા, કાનુન અને ચિસ્તને આધિન રહેવું પડશે. તેમજ સંસ્થાની વ્યવસ્થાપક સમિતિ વખતોવખત જે નિયમોમાં કે શરતોમાં ફેરફાર કરશે તે બંધનકર્તા રહેશે.
સંસ્થાના વ્યવસ્થાપકોની આવશ્યકતા મુજબ કોઈપણ શાખા, ફેક્ટરી હેડ ઓફીસ કે ભવિષ્યમાં નવી ખુલનાર શાખા, ફેક્ટરીમાં ફરજ બજાવવાની રહેશે. તમારે ઉપરી અધિકારી જે કામગીરી સોંપે તે કરવાની રહેશે. તમારા ઉપરી અધિકારીઓની સૂચના ઓ તમોને બંધનકર્તા રહેશે.
- ૦૨. નોકરી દરમ્યાન સંસ્થાની માલીકીનો કર્મચારીને સોંપેલ વસ્તુઓ દફતર, વિગેરે તમામ કાળજીથી સાચવવાની અને ઉપયોગમાં લેવાની જવાબદારી જે તે કર્મચારીની રહેશે. (ગણાશે) અને ગુમ થાય કે નુકશાન થતા તે માટે તે કર્મચારી જવાબદાર ગણાશે કોઈપણ કારણસર નોકરી છોડતા તે તમામ સારી સ્થિતિમાં સંસ્થાને સોંપવા તે જવાબદાર ગણાશે અને તેમ ન થતા જે નુકશાન સંસ્થાને થયું હશે તે તેમની પાસે વસુલ લેવામાં આવશે. જે કામ સોંપાય તે ખંતપૂર્વક કાળજીથી કરવાનું રહેશે અને બીનકાળજી કે ગફલત વગેરેથી થતું નુકશાન જે તે કર્મચારીએ ભરપાઈ કરવાનું રહેશે.
- ૦૩. તમોને જે ફરજો સુપ્રત કરવામાં આવે તે તમારે પુરી કાર્યદક્ષતાથી પ્રમાણીકપણે અને સંતોષકારક રીતે તેમજ કરકસર પૂર્વક બજાવવાની રહેશે.
- ૦૪. રાજીનામું આપી છુટા થવું હોય ત્યારે ત્રીસ દિવસની અગાઉથી નોટીસ યા નોટીસના બદલામાં ત્રીસ દિવસનો પગાર આપી તમો તમારી નોકરીનો અંત લાવી શકશો મેનેજમેન્ટ પણ ત્રીસ દિવસની નોટીસ યા નોટીસના બદલામાં પગાર આપી તમારી નોકરીનો અંત લાવી શકશે.
- ૦૫. નોકરી પ્રત્યેની બેદરકારી અનિયમિતતા તમારી ફરજો અંગેની સૂચના ઓની અવગણના તોફાની અંગર અશિસ્ત વર્તન અપ્રમાણીકતા ઉચાપત અંગર બીજી અશિસ્ત માલુમ પડશે તેમજ ઉપરની કોઈપણ શરતોનો ભંગ થશે તો તાત્કાલીક અસરથી તમોને વગર નોટીસે નોકરીમાંથી છુટા કરવામાં આવશે.
- ૦૬. સંસ્થા જે કર્મચારી ઓના જામીન લેવાનું ઠરાવે તે કર્મચારીએ નિયત રકમના જામીન આપવા પડશે અને દર ત્રણ વર્ષે તેમના જામીનદાર હયાત છે તે બાબતનો પ્રમાણીત દાખલો કર્મચારીએ સંસ્થાને પુરો પાડવાનો રહેશે.
- ૦૭. સાંઈઠ વર્ષની ઉંમરે કર્મચારી ને નિવૃત્ત કરવામાં આવશે પરંતુ સંસ્થાને જરૂર જણાશે તો નિવૃત્તિ વયમાં ફેરફાર કરી શકશે.
- ૦૮. હેડઓફીસ તથા શાખાઓ પર કામ કરતા કર્મચારીઓને ગુમાસ્તાધારા મુજબ તથા ફેક્ટરીમાં કે તેના વિભાગમાં કામ કરતા કર્મચારીઓને ફેક્ટરી કાયદા મુજબ રજા આપવામાં આવશે.

શ્રી સ્વામી આત્માનંદ સરસ્વતી
આયુર્વેદિક સહકારી ફાર્મસી લી. વતી.

Green
જનરલ મેનેજર

મારી નોકરીની ઉપરની શરતો હમો વાંચી સમજી આજ તારીખે આથી સ્વીકારીએ છીએ અને તે મુજબ વતવા આથી ખાત્રી આપીએ છીએ. ઉપરોક્ત તમામ શરતો મે વાંચી, વંચાવી, સાંભળી, સમજીને કબુલ રાખ્યા બદલ મારી સહી કરી આપેલ છે.

કર્મચારી નું નામ સરનામું.....

કર્મચારીની સહી.....

સાક્ષીની સહી :



change these components at any time without notice. Your compensation and all other payments received by you would be subject to the prevailing tax rules and regulations.

The Annexure 1A and the detailed "Terms & Conditions of Employment" in Annexure 2 together sets forth the terms and conditions under which the Company would employ you and become effective from the date you join the Company. Your acceptance of the offer of employment would be on the basis of these terms and conditions of employment.

You are requested to sign and return to the Company a copy of this letter containing Annexure 1A and "Terms & Conditions of Employment" in Annexure 2, as confirmation of your acceptance.

This offer and appointment letter shall automatically stand withdrawn in case we do not receive your acknowledgement and acceptance within ten days from issue of this letter.

We wish you a long and successful association with us.

Sincerely yours,
For Reliance Retail Limited

Ankur Shukla
Head - Human Resources

ACKNOWLEDGEMENT & ACCEPTANCE

I have read and understood all terms and conditions relating to my appointment/ employment and declare that I hereby unconditionally and irrevocably accept the same.

I shall report for duty on _____

SIGNATURE: _____

DATE: _____

Reliance Retail Limited

CIN: U01100MH1999PLC120563 Phone: +91 22 35553800

Registered Office: 3rd Floor, Court House, Lokmanya Tilak Marg, Dhobi Talao, Mumbai-400 002, India.
www.relianceretail.com



Ref: HR/DEC/20/B1/58424490/60119752/1000921079

Date: 02 January, 2021

Hiren Patel
Mahyavanshi street
Antalia
bilimora 396325
Gujarat, India

Dear Mr. Hiren

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

We are pleased to offer you employment as **DMIT in Assistant Manager - B1 grade** in our business on the following terms and conditions.

1. PLACE OF POSTING:

Your initial posting will be at **Ahmedabad, Gujarat.**

However, during employment with the Company, you may be posted at any other location in India or abroad, without any additional remuneration. Further your services may be transferred to any other Reliance Group Company.

This offer is subject to your joining us on or before 02 January, 2021 and successful clearance of the Pre-Employment Medical Examination.

2. COMPENSATION:

Your compensation on a Cost to Company (CTC) basis will be **Rs. 2,75,000/- (Rupees Two Lac(s) Seventy Five Thousand Only) per annum** and will be payable as under. Please refer to Annexure 1A for detailed breakup of your CTC.

i. Fixed Pay: Rs. 2,75,000/- (Rupees Two Lac(s) Seventy Five Thousand Only) per annum.

This includes Basic Pay and Choice Pay that consists of other allowances, benefits, perquisites etc. as per the compensation policy of the company.

ii. Retirals: Rs. 25,862/- (Rupees Twenty Five Thousand Eight Hundred Sixty Two Only) per annum.

This includes:

- Provident Fund @ 12% of Basic Pay + Personnel Special Allowance (as per applicability) capped to a maximum of Rs.1800/- per month. This cap may be amended upon changes in legal provisions.
- Gratuity @4.81% of Basic Pay.

Note: Aggregate of Fixed Pay and Retirals is Committed CTC (refer Annexure 1A).

3. GENERAL:

You may choose components of your CTC as per your requirement, being referred as Choice Pay. In the year of joining and leaving the Company, the CTC will be pro-rated based on the number of days you are in the employment of the Company.

The available CTC components along with limits have been detailed in Annexure 1B.

The components within each category of payment are discretionary and the Company has the right to

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www.relianceretail.com



Joining Letter

Date: 01/06/2020

Dear Hardeep Singh,

Welcome you at **Karman Eval (OPC) Pvt Ltd** as an **Azure Cloud Engineer**. At Karman Eval Pvt Ltd, we believe that our team is our biggest strength of a company and we are inviting you to join our team. Your joining date is 01 July 2020. Welcome to Karman Eval (OPC) Pvt Ltd.

Congratulations!

Thank You.



**Karman Eval (OPC) Pvt Ltd,
Ahmedabad**



Dear **Hemangi Gharania**
Surat, Gujarat, India

Date: 10th July, 2020

Subject: **Letter of Appointment**

Further to our discussions and the subsequent offer letter dated **7th July, 2020**, we are pleased to give you this letter of appointment, setting out the details of your employment with our company. You are being appointed to the position of "**Junior Software Tester**", located at our India corporate office in Guardian House 4th Floor, Surat, namely Amrelitech Pvt. Ltd, India. This appointment takes effect from **10th July, 2020**.

Salary break-down, the rules and regulations and general information of the terms of appointment are as follows:

1. Your monthly gross salary compensation is **Rs. 1,32,000/-INR (One Lakh Thirty Two Thousand Only)**. The salary will be paid pro-rated if there is one or more days of absents or partial attendance.
2. Your monthly carry home salary will be directly credited to your bank account. The Payroll Administrator will provide the details to you. The allowances, benefits and other terms and conditions of your employment will be as per Company policies as applicable from time to time. The employee will be responsible for paying the salary related taxes. This term may change for all employees in the future and we will send you a memo.
3. Your compensation will be reviewed every 12 months after your date of joining as per Company policy. You will be initially placed at Surat but your services are transferable to any other offices of the Company, in India and abroad at the discretion of the company's management.
4. You should note that the first **three** months of your employment constitute a probationary period during which we can fully assess your suitability for this role and you can decide if you have made the right decision joining us.
5. Your appointment is subject to satisfactory reference checks and clearance from any secrecy/service agreements that you may have executed, which could have a bearing on your working with us.
6. You are required to sign and submit a copy of this letter of appointment and Employee agreement as a token of your acceptance of our terms and conditions.
7. Your appointment is subject to your being found medically fit for employment.
8. The relieving/resignation acceptance letter from your previous organization has to be submitted on your joining the company. Any extension of the same will require a formal approval from your reporting authority, which in case should happen before disbursement of your first monthly salary.

Letter of Appointment

Date:- 01/09/2019

Name:- Ronit Mukesh Patel

Address:- Shiv krupa society, Near Narayan nagar, Collage Road, Bilimora.

Contact No:- 7405619661.

Dear Ronit Mukesh Patel

Appointed as Accountant

We refer to your recent interview for the above position and are pleased to inform that we are offering you the position with our store (Bluemoon store) effective from 01/09/2019 under the following terms and conditions:

Salary: The salary offered to the candidate during the interview

Probationary Period: The probationary period need to be served by the candidate, after joining the job

Working Hours: The working hours to be followed by the employee, Monday to Saturday working, (Sunday off), Lunch Break: (12 pm to 1pm)

Leave Policy: Mention number of leaves granted per year. Detail of sick leave, earned leave, casual leave, maternal leave, paternal leave, etc.

Notice Period Clause: if the employee desire to leave the company, he/she needs to serve the notice period as per stated by the present company in the appointment letter.

(Ronit Mukesh Patel)


(Signature)

(Bluemoon store)

BLUE MOON STORE

Shop No. 1/2, Rajdeep Complex,
Gouharbaug,
BILIMORA - 396 321, Dist. Navsari.

(Signature)

PRIVATE AND CONFIDENTIAL

Ref. No.: RBL/HR/50234/2020-21

Date: 20/01/2021

Mr. Vishal Rajesh Baghel
C/O. Rajeshbahi Baghel
Vill. Antalla
P.O. Gandevi
PS. Vgandevi
Dist. Navsari
State- Gujarat
Pin- 396325

LETTER OF APPOINTMENT

Dear Mr. Baghel,

With reference to your application and subsequent discussions with us, we are pleased to offer you employment with Bandhan Bank in the position of Relationship Officer BU based at Hanumanburi-11895 Banking Unit under Surat Division at Officer grade.

You shall be required to join the Bank on or before **25/01/2021**.

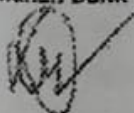
The detailed terms and conditions of your employment are outlined in Annexure I ("Terms of Employment") and compensation details are mentioned in Annexure II ("Compensation Details"). You will also be governed by the policies, rules and regulations of the Company as may be modified from time to time.

Accordingly, please sign and return a copy of this letter of employment and the employee statement attached herewith indicating your formal acceptance of your employment with the Company on the terms contained herein. Please initial each page of this letter. Upon your signature and return to us, this letter of employment will be treated as an employment agreement between the Company and you and the terms and conditions of this letter of employment shall govern your employment with the Company.

Kindly note that in case we do not receive your formal acceptance on or before **25/01/2021** this letter of employment shall automatically be rescinded.

Yours sincerely,

For Bandhan Bank Limited,



Dilip Kumar Mitra

Head-Business HR Partner MB & Payroll Management





Your Probation period will be of 1 Months.

- Photo ID card & Pan card

Kindly revert with your acceptance.

RCK Enterprise PVT Ltd.





Dear Mr. Rushikesh,

We're pleased to extend this offer of employment for the position of **Ecommerce Executive** with **RCK ENTERPRISE**. We believe your skills and experience are an excellent match for our company.

Your joining date is **11th September 2020, Friday**.

Your Work Timings are 9:00 Am to 7:00 Pm.

Your **Notice period will be**

1 months after 15 days of your joining.

Your Probation period will be of **1 Months**.

You are advised to submit the following documents

on the time of your joining

- Relieving letter from Last company you were working with
- Photo ID card & Pan card

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

Joining Letter

Date: 01/06/2020

Dear Hardeep Singh,

Welcome you at **Karman Eval (OPC) Pvt Ltd** as an **Azure Cloud Engineer**. At Karman Eval Pvt Ltd, we believe that our team is our biggest strength of a company and we are inviting you to join our team. Your joining date is 01 July 2020. Welcome to Karman Eval (OPC) Pvt Ltd.

Congratulations!

Thank You.



**Karman Eval (OPC) Pvt Ltd,
Ahmedabad**



Dear **Hemangi Gharania**
Surat, Gujarat, India

Date: 10th July, 2020

Subject: **Letter of Appointment**

Further to our discussions and the subsequent offer letter dated **7th July, 2020**, we are pleased to give you this letter of appointment, setting out the details of your employment with our company. You are being appointed to the position of "**Junior Software Tester**", located at our India corporate office in Guardian House 4th Floor, Surat, namely Amrelitech Pvt. Ltd, India. This appointment takes effect from **10th July, 2020**.

Salary break-down, the rules and regulations and general information of the terms of appointment are as follows:

1. Your monthly gross salary compensation is **Rs. 1,32,000/-INR (One Lakh Thirty Two Thousand Only)**. The salary will be paid pro-rated if there is one or more days of absents or partial attendance.
2. Your monthly carry home salary will be directly credited to your bank account. The Payroll Administrator will provide the details to you. The allowances, benefits and other terms and conditions of your employment will be as per Company policies as applicable from time to time. The employee will be responsible for paying the salary related taxes. This term may change for all employees in the future and we will send you a memo.
3. Your compensation will be reviewed every 12 months after your date of joining as per Company policy. You will be initially placed at Surat but your services are transferable to any other offices of the Company, in India and abroad at the discretion of the company's management.
4. You should note that the first **three** months of your employment constitute a probationary period during which we can fully assess your suitability for this role and you can decide if you have made the right decision joining us.
5. Your appointment is subject to satisfactory reference checks and clearance from any secrecy/service agreements that you may have executed, which could have a bearing on your working with us.
6. You are required to sign and submit a copy of this letter of appointment and Employee agreement as a token of your acceptance of our terms and conditions.
7. Your appointment is subject to your being found medically fit for employment.
8. The relieving/resignation acceptance letter from your previous organization has to be submitted on your joining the company. Any extension of the same will require a formal approval from your reporting authority, which in case should happen before disbursement of your first monthly salary.

Letter of Appointment

Date:- 01/09/2019

Name:- Ronit Mukesh Patel

Address:- Shiv krupa society, Near Narayan nagar, Collage Road, Bilimora.

Contact No:- 7405619661.

Dear Ronit Mukesh Patel

Appointed as Accountant

We refer to your recent interview for the above position and are pleased to inform that we are offering you the position with our store (Bluemoon store) effective from 01/09/2019 under the following terms and conditions:

Salary: The salary offered to the candidate during the interview

Probationary Period: The probationary period need to be served by the candidate, after joining the job

Working Hours: The working hours to be followed by the employee, Monday to Saturday working, (Sunday off), Lunch Break: (12 pm to 1pm)

Leave Policy: Mention number of leaves granted per year. Detail of sick leave, earned leave, casual leave, maternal leave, paternal leave, etc.

Notice Period Clause: if the employee desire to leave the company, he/she needs to serve the notice period as per stated by the present company in the appointment letter.

(Ronit Mukesh Patel)


(Signature)

(Bluemoon store)

BLUE MOON STORE

Shop No. 1/2, Rajdeep Complex,
Gouharbaug,
BILIMORA - 396 321, Dist. Navsari.
(Signature)

PRIVATE AND CONFIDENTIAL

Ref. No.: **RBI/HR/50234/2020-21**

Date: 20/01/2021

Mr. Vishal Rajesh Baghel
C/O. Rajeshbahi Baghel
VII, Antalla
P.O. Gandevi
PS. Vgandevi
Dist. Navsari
State- Gujarat
Pin- 396325

LETTER OF APPOINTMENT

Dear Mr. Baghel,

With reference to your application and subsequent discussions with us, we are pleased to offer you employment with Bandhan Bank in the position of **Relationship Officer BU** based at **Hanumanburi-11895 Banking Unit** under **Surat Division** at **Officer** grade.

You shall be required to join the Bank on or before **25/01/2021**.

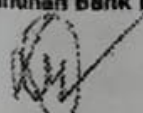
The detailed terms and conditions of your employment are outlined in **Annexure I ("Terms of Employment")** and compensation details are mentioned in **Annexure II ("Compensation Details")**. You will also be governed by the policies, rules and regulations of the Company as may be modified from time to time.

Accordingly, please sign and return a copy of this letter of employment and the employee statement attached herewith indicating your formal acceptance of your employment with the Company on the terms contained herein. Please initial each page of this letter. Upon your signature and return to us, this letter of employment will be treated as an employment agreement between the Company and you and the terms and conditions of this letter of employment shall govern your employment with the Company.

Kindly note that in case we do not receive your formal acceptance on or before **25/01/2021** this letter of employment shall automatically be rescinded.

Yours sincerely,

For Bandhan Bank Limited,



Dilip Kumar Mitra
Head-Business HR Partner MB & Payroll Management



Date: 06 Jan 2021

Mr AKIBBHAI YUSUFBHAI MANSUR
45Padar

Faliyu 396510

Employee No: 1976972

Dear Mr AKIBBHAI YUSUFBHAI MANSUR

Engagement Letter - Trainee

With reference to your application to be appointed as Trainee and the subsequent interviews you had with us, we are pleased to appoint you as a Trainee under the Standing Orders of our establishment from 06 Jan 2021 and expire on 05 Jan 2022 subject to the following terms and conditions:

1. Your training engagement shall conclude on the 05 Jan 2022 or it can be terminated earlier with a notice period of 15 days or compensation in lieu thereof.
2. You will be paid a stipend as per the below annexure per month subject to ESIC Contributions.
3. You shall be covered under the Group Medical claim and Group Accident Policies of the Company.
4. You will adhere to the instructions of your trainers / mentors and abide by the rules of discipline either existing or enforced from time-to-time.
5. Your candidature for appointment in the same department or any other department will be considered on successful completion of the training. There is no guarantee of employment to be given to you if you could not complete the training successfully.
6. Any breach or violation of the instructions / rules / will render you to terminate the training engagement.
7. You will adhere to punctuality and shall learn the trade/work diligently.
8. You will not be entitled to Bonus and other benefits as applicable to regular employees.
9. TeamLease reserves the right to conduct background verification through an external agency. For this purpose, TeamLease may share your personal details as voluntarily disclosed by you, with the external agencies. In the event it is found that the details furnished by you is incorrect or you have concealed any material information or your BGV report is negative, your services are liable to be terminated without notice.

Please return the copy of the Engagement Letter after affixing your signature at the appropriate place on the office copy in token of your having read, agreed, fully understood and accepted the terms and conditions of engagement. In case we do not receive your acknowledgement copy within a period of 15 days from the date of joining, your training assignment with TeamLease with the acceptance of your first stipend will be conclusive proof of your acceptance of the engagement in accordance with the terms and conditions of the Company's Standing Orders.

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: AKIBBHAI YUSUFBHAI MANSUR

Salary Annexure

Employee No: 1976972

Particulars	Amounts
ESIC - Employer	280
Stipend	8590
TotalAmount	8870
Amount In Words(Rs)	Eight Thousand Eight Hundred Seventy rupees

Net Pay Annexure

EARNINGS	Amounts
Stipend	8590
Gross Earnings	8590
DEDUCTION *	Amounts
Employee ESI	65
Professional Tax	80
Total Deduction	145
Net Salary	8445

* 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

January 13, 2021

Samruddhi Patil
Vapi

Dear Samruddhi,

JM Financial Home Loans Limited (the "Firm") is pleased to offer you employment in the Firm as a **Relationship Executive** on the following terms and conditions:

1. Date of Joining

You shall join the services of the Firm latest by **January 20, 2021**. However, this is subject to the Firm receiving satisfactory references, your previous Company's relieving letter and on you being certified medically fit by the Firm appointed doctor, failing which this Contract shall stand cancelled and will hence be null and void.

2. Probation

You will be on a probation period of 6 months from the date of your joining which may be extended at the discretion of the Management. Your services in the Firm may be confirmed in writing on successful completion of the probation period. During the period of your probation, your services can be terminated by either party by giving one month's notice in writing to the other party. However, the Firm reserves the right to terminate your services without giving any notice in writing or otherwise to you during such probation period.

Upon your joining the Firm may at its own discretion, hire any Agency to verify inter alia, the information and documents furnished by you. Should there be any discrepancy in the information gathered by the Agency from the information and documents provided by you, the Firm may at its own discretion terminate your employment immediately without any notice or salary in lieu thereof.

3. Compensation

In consideration for the services to be rendered by you, the Firm shall pay you the following annual Base Salary.

Basic:	Rs. 156,000 /- (Rupees One Lakh Fifty Six Thousand Only)
House Rent Allowance:	Rs. 9,375 /- (Rupees Nine Thousand Three Hundred Seventy Five Only)
Statutory Bonus:	Rs. 13,104 /- (Rupees Thirteen Thousand One Hundred Four Only)
ESIC:	Rs. 5,801 /- (Rupees Five Thousand Eight Hundred One Only)

You are also entitled to Provident Fund, ESIC, Gratuity and other benefits in accordance with the Firm's policies in effect, and as amended from time to time.

The Firm will make necessary deductions from your salary towards employee contribution for Provident Fund, ESIC and other benefits as per statutory laws and regulations.

You will be entitled to receive Incentives under the Incentive Scheme applicable to you as per the Company's policy. The same is at the sole discretion of the Management and will be reviewed for change from time to time. The Incentive amount earned, shall be payable provided you are employed on the Firm's payroll and not resigned or serving notice period as on the date of Incentive payout.

4. Group Insurance Benefit

You shall be provided Insurance cover as per the policy of the Company from time to time.

Strictly Confidential

Page 1 of 3



JM Financial Home Loans Limited

Corporate Identity Number: U65999MH2016PLC288534

Corporate Office: 3rd Floor, A-Wing, Suashish IT Park, Building B, C.T.S No. 68-E, Rajendra Nagar, Off, Dattapada Road, Borivali (E), Mumbai - 400 066. • Tel.: Direct - +91 22 6285 5000 • F: +91 022 6285 5099

Regd. Office : 7th Floor, Energy, Appasaheb Marathe Marg, Prabhadevi, Mumbai - 400 025.
www.jmfhome loans.com

5. Leave

You shall be entitled to a maximum leave of **21** working days for the period April 1st to March 31st as per the Firm's policy. The Firm reserves the right to amend the policy from time to time.

6. Transfer

Your services are subject to transfer to another department/ division of the Firm or to the Firm's holding or subsidiary company or any associate/affiliate/joint venture falling within the JM Financial Group that are in existence today and that may come into existence any time in future anywhere in India or abroad.

7. Hours of Work

Your working days will be Monday to Saturday (1st & 3rd Saturday of every month will be a weekly off). Your normal working hours will be communicated by your respective Reporting Manager. At the sole discretion of the Management, you may be asked to work beyond the normal working hours/days.

8. Termination

Your services can be terminated by either party by giving one months' notice in writing to the other from your date of joining. The Firm reserves the right to enforce or waive all or part of the notice period at its sole discretion. Should the Firm decide to waive the notice period upon your request, you shall not be entitled to receive any further compensation beyond your last day of work in the office. In the event of termination of services by the Firm without notice your termination shall become effective immediately upon the Firm paying you one-month Base salary in lieu of the notice. However, your services may be terminated by the Firm without any notice or Base salary in lieu thereof in case of any non-compliance or breach or violation by you of the Firm's Code of Conduct or other policies and procedures for the time being in force. Further, the Firm may require you not to begin alternative employment or conduct other business for the duration of your contractual notice period. However, during such period, the Firm will continue to maintain your salary and other contractual benefits.

Upon your resignation or termination of your services, the Firm may require you sign such documents/ letters to safeguard its interests and the intellectual property rights and confidentiality of the information gathered by you during the course of your employment. You shall not, upon leaving the employment with the Firm, make any attempt or endeavor to directly or indirectly encourage/assist/solicit other employees of the Firm to join you in your new assignment or any other employment.

9. Employee Hand Book and Code of Conduct

Your service conditions / conduct are also governed by the Human Resource Policies and other related matters enshrined in the Employee Hand Book and the Firm's Code of Conduct. You are required to strictly adhere to the Firm's Code of Conduct. The Code of Conduct sets out the Firm's compliance policies and the standards of conduct required of you as an employee of the Firm.

On the day of your joining the Firm, you will receive a copy each of the Employee Handbook and the Firm's Code of Conduct. You shall be required to read, understand and sign the acknowledgement form of both documents and return the same to the Human Resources and Compliance department, respectively. You hereby undertake to abide by the Firm's Code of Conduct as amended from time to time.

10. Engagement in other Business Activities

You acknowledge that you shall devote your whole time and attention to the services of the Firm during the term of your employment.

For this reason, during the term of your employment, you must not (without the Firm's prior written consent) directly or indirectly own, manage, control, participate in, consult with, render services to or engage in the business of any other entity or organisation (whether as an employee, officer, director, agent, partner, consultant or otherwise).

11. Intellectual Property

You acknowledge that all materials you create in the course of your employment (regardless of the form they take) will belong to the Firm so that the Firm is considered their author or producer. If, for any reason, you are considered the author or producer of these materials, you hereby assign to the Firm all right, title and interest you may have in them. You shall not be entitled to utilize such materials after you leave the employment with the Firm. You hereby expressly acknowledge and declare that the Firm would always continue to be the author and owner of all such materials copyrights, properties, etc. You shall before leaving the employment of the Firm arrange to give a proper handover all such documents that are in your custody to a person nominated by the Firm and also of the charge of assignments last handled by you.

12. Confidentiality

You agree that the terms and conditions applying to your employment are strictly confidential. Any disclosure of these terms and conditions to any third party (including other employees of the Firm or any employees of the associate/group entities of the Firm) constitutes a breach of the terms of your employment.

You also acknowledge that the information you acquire about the business of the Firm and any of the Associate/Group Companies in the course of your employment with the Firm is highly confidential. You agree, during the term of your employment hereunder and thereafter not to use such information for any purpose other than for the sole benefit of the Associate/Group Companies including the Firm. You further agree not to disclose any information to any third party without the prior written consent of the Firm.

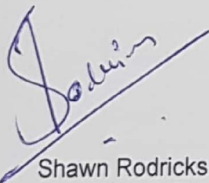
By signing and accepting this offer letter you expressly acknowledge that you have understood the terms of your employment contract. Your employment is liable to be terminated for the breach of any of the terms and conditions contained in this contract. Further, the Firm reserves the right to initiate such legal action against you as it may think appropriate.

This letter constitutes the written terms and conditions governing your Contract of employment with the Firm.

You are requested to return a copy of this letter duly signed by you, in acknowledgment of your acceptance of the terms and conditions governing the contract.

We look forward to welcoming you.

Sincerely,



Shawn Rodricks
Authorised Signatory



મહિલા અને બાળ વિકાસ વિભાગ- ગુજરાત રાજ્ય
નવજાગૃતિ ચેરીટેબલ ટ્રસ્ટ અમદાવાદ સંચાલિત
ઈન્સ્ટીટ્યુટ ઓફ ટેકનોલોજી નવસારી દ્વારા અમલીકરણ
વન સ્ટોપ સેન્ટર-નવસારી

(મહિલાઓની તમામ સમસ્યાઓના સમાધાન માટે એક માત્ર સ્થળ...)



ફો.નં : ૦૨૬૩૭ (૨૨૫૨૦૦)

Email id : oscnavsari@gmail.com

જા.નં. OSC/નવ/કરાર રીન્યુ કરવા બાબત/૬૭/૨૦૨૦-૨૧

તા : ૦૨/૦૭/૨૦૨૦

પ્રતિ,
અર્ચનાકુમારી બાબુભાઈ પટેલ
રહે., મુ.અડદા, આહિરવાસ,
તા.જી. નવસારી

વિષય : "સખી" વન સ્ટોપ સેન્ટર ખડસુપા (નવસારી) ખાતે IT STAF તરીકે ૧૧ માસનો નોકરીનો કરાર રીન્યુ કરવા બાબત.

સંદર્ભ : જા.નં. OSC/નવ/છુટા કરવા બાબત/ ૫૫/૨૦૨૦-૨૧ તા. ૩૦/૦૬/૨૦૨૦

ઉપરોક્ત વિષય અન્વયે જણાવવાનું કે તમો નવસારી જીલ્લાના "સખી" વન સ્ટોપ સેન્ટર ખડસુપા (નવસારી) ખાતે IT STAF તરીકે ૧૧ માસના કરાર આધારીત તદ્દન હંગામી ધોરણે ફરજ બજાવી રહેલ જે કરાર પૂર્ણ થતા તા. ૩૦/૦૬/૨૦૨૦ના રોજ આપને ઉપરોક્ત સંદર્ભિત પત્રથી છુટા કરવામાં આવેલ જે સંદર્ભે જણાવવાનું કે આપનો "સખી" વન સ્ટોપ સેન્ટર ખડસુપા (નવસારી) ખાતે IT STAF તરીકે તરીકે ૧૧ માસનો કરાર રીન્યુ કરવામાં આવે છે. જેથી આપને તાત્કાલિક ફરજ ઉપર હાજર થવાના આદેશ કરવામાં આવે છે.


DIRECTOR
INSTITUTE OF TECHNOLOGY
M
NAVJAGRUTI CHARITABLE TRUST

સવિનય નકલ રવાના :- મહિલા અને બાળ અધિકારીશ્રી, મહિલા અને બાળ અધિકારીશ્રીની કચેરી, નવસારી તરફ જાણ સારું.....

STRICTLY PRIVATE AND CONFIDENTIAL

Date: 27 Oct 2020

Dear Devendra Premsingbhai Purohit,

SUBJECT: OFFER CUM EMPLOYMENT LETTER

With reference to your application and the subsequent discussions with you; we are pleased to offer you an appointment at Bajaj Finance Limited ("Company") on the following terms:

1. DESIGNATION & BAND

You will be designated as "**Executive - Credit Operations**" at **E01 Band**.

2. PERIOD OF EMPLOYMENT

- 2.1. Basis your confirmation that you were relieved from the services of your previous employer as of the date of your joining with Bajaj Finance Limited, please note that, your employment with Bajaj Finance Limited will commence tentatively on **03 Dec 2020** (or any other date as may be agreed by BFL, in its sole discretion) and will continue on an on-going basis, until terminated by either party, with prior notice to the other as per Clause 5.1 of this Employment Letter.
- 2.2. The retirement age at the Company is 60 (sixty) years. Your employment will terminate automatically and without further notice on the last day of the month in which your 60th (sixtieth) birthday falls.

3. HOURS AND PLACE OF WORK

- 3.1. You shall be based in our **Silvassa GL** office but may be required to serve the Company in any place within or outside India, as required.
- 3.2. You may be required to travel nationally and internationally on the business of the Company.
- 3.3. You will be required to work such hours as may reasonably be expected of you and as is consistent with an appointment of this nature.
- 3.4. You may, at the discretion of the Company be transferred to any of the divisions, departments, in the Company, its subsidiaries, branches or associate companies and you shall abide by the standing orders and services rules prevailing in such place/ entity without entitlement to any extra remuneration.

4. SALARY

- 4.1. Your basic salary will be **Rs. 8,000/- (Rupees Eight Thousand only)** and your house rent allowance will be **Rs. 4,000/- (Rupees Four Thousand only)** per month. Your emoluments from the Company will be subject to tax deductions at source and other withholdings as required by law.
- 4.2. A detailed break-up of your compensation is attached as Annexure – A to this Employment Letter.
- 4.3. You hereby authorise the Company to deduct from your salary (including any salary, leave pay, sick pay and pay in lieu of notice period) all debts or sums owed by you to the Company, its subsidiaries or associate companies, including any outstanding loans (and interest thereon) due to the Company, its subsidiaries or associate companies from you.

Bajaj Finance Limited

Corporate Office: 4th Floor, Bajaj Finserv Corporate Office, Off Pune-Ahmednagar Road,
Viman Nagar, Pune 411014, Maharashtra, India
Registered Office: Mumbai - Pune Road, Akurdi, Pune - 411 035, Maharashtra, India

Tel: +91 20 30405060
Fax: +91 20 30405020
Corporate ID No.:
L65910MH1987PLC042961

www.bajajfinserv.in/finance



5. TERMINATION OR RESIGNATION FROM SERVICE

The employment can, subject to the policies of the

- 5.1. Company and the terms and conditions of this Employment Letter, be terminated by either party by serving **45 (Forty-five days)** written notice to the other party. The notice period of **45 (Forty-five days)** is part of the Employee Separation Policy which is available for your reference on the Company's intranet. However, the said notice period is NOT applicable in the event if your representation are found to be wrong and which resulted breach of clause 2.1.
- 5.2. The Company reserves the right to accept/ reject the notice pay in lieu of notice period mentioned hereinabove. The Company reserves the absolute right to terminate your services at any time without assigning any reason whatsoever by giving you notice in writing or pay in lieu of notice period.
- 5.3. The Company reserves the right, at its discretion and at any time during the notice period to announce to employees, clients, suppliers and customers of the Company, its subsidiaries or associate companies of your termination/ resignation. However, you expressly agree hereby not to make any announcement of your termination/ resignation unless the same has been formally intimated to you or accepted by the Company in writing, as the case may be.
- 5.4. You hereby agree that on or before the date of your termination from employment with the Company, you will delete any information, connection or reference between you and the Company, any client or customer of the Company, or any prospective client or customer of the Company stored in any form of Social Media. For the purposes of this Clause, Social Media means any online communication tool which facilitates the creation, publication, storage and/or exchange of user-generated content. Social Media includes (but is not limited to) Twitter, Skype, Facebook, Myspace, YouTube, Flickr, LinkedIn, Wikis, Google+ and Tumblr.

6. ANNUAL SALARY REVISION

- 6.1. We follow an April to March performance cycle. All salary revisions come up for review in the month of April at the sole discretion of the Company.
- 6.2. Employees who have joined the organization on or before October 1 in the current calendar year, may be eligible for a proportionate salary review during April of next calendar year. The increment if any, is dependent on various factors including performance of employee and would be proportionate to the months' of service rendered by the employee. Those joining after 1st October, will not be eligible for the same.

7. PERFORMANCE BASED VARIABLE BONUS/ INCENTIVE

- 7.1. You will be eligible to participate in the Company's variable pay programs/ incentive schemes. The payment under this program depends on your performance, the Company's performance and other parameters as the Company may decide from time to time. Please note that there is no minimum payment under this program.
- 7.2. Payment of this amount is subject to your being in the Company's employment and also subject to your not having resigned or serving your notice period.
- 7.3. You will declare your relationship, if any, with any of the directors of the Company as required by the Companies Act, 2013.
- 7.4. In case you are or become related to any employee of the Company, then, in the former case you will inform the Company immediately and in the latter case within 7 days of your becoming so.
- 7.5. You will abide by all the policies and disclosure norms of the Company that are in effect and by any amendments thereto carried out by the Company from time to time.

Bajaj Finance Limited

Corporate Office: 4th Floor, Bajaj Finserv Corporate Office, Off Pune-Ahmednagar Road,
Viman Nagar, Pune 411014, Maharashtra, India
Registered Office: Mumbai - Pune Road, Akurdi, Pune - 411 035, Maharashtra, India

Tel: +91 20 30405060
Fax: +91 20 30405020
Corporate ID No.:
L6S910MH1987PLC042961

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8. COMPANY POLICIES AND PROCEDURE

- 8.1. You will devote all your working time to the business of the Company, its subsidiaries and associate companies, as the case may be, depending on the office you are holding and will carry out your duties diligently and properly. You will do your best to promote, protect and develop the interests of the Company and its subsidiaries and associate companies and will not knowingly do or willingly permit to be done anything that causes prejudice, loss or injury to the Company or its subsidiaries and associate companies.
- 8.2. You shall be required at all times to comply with the Company's rules, policies and procedures as may be amended by the Company from time to time, and the same are to be considered as part of terms and conditions of this Employment Letter. You are also required to comply generally with the standards reasonably expected of an appointment of your nature.
- 8.3. Without any limitations on your obligations under Clause 8.1 above, you are also required to comply with the Company's disciplinary and grievance procedures which would be applicable to you, a copy of which is available with the Company's HR Department. For the avoidance of any doubt, whilst the Company's disciplinary rules form part of your contract of employment with the Company, the disciplinary and grievance procedures do not and as such, the Company is not under any contractual obligation to apply those procedures in any particular case.

9. ADDITIONAL DUTIES

- 9.1. You agree and consent that the Company may require you (without additional remuneration) to carry out different or additional duties (including holding any office in the Company, its subsidiaries and associate companies) consistent with your status and position in the Company.
- 9.2. You agree and consent that the Company may engage another person as a temporary replacement for you and/ or to carry out some or all of the responsibilities of your role on a temporary basis if you are suspended or are otherwise in the reasonable opinion of the Company unable to properly carry out some or all of those responsibilities for any reason.

10. EXCLUSIVE EMPLOYMENT

While employed by the Company, you will not:

- 10.1. Be an employee of, or be engaged in any other capacity by, any other company or organisation other than the Company, for remuneration and/ or otherwise, whether full time or part time, without the prior written permission from the Company;
- 10.2. Be involved in any capacity in providing services directly or indirectly to any other person in respect of any business which is similar to or which does or might reasonably be expected to compete or conflict with any aspect of the business of the Company, its subsidiaries and associate companies or which may otherwise affect the proper and efficient performance of your duties;
- 10.3. Be entitled to receive or obtain directly or indirectly any discount, rebate, commission or other benefit in respect of any business transacted (whether or not by you) by or on behalf of the Company or its subsidiaries and associate companies. This prohibition also extends to your immediate relatives. If you, any of your immediate relatives or any other company or other business entity in which either you or they are interested directly or indirectly obtain any such discount, rebate, commission or other benefit, you will immediately account to the Company, its subsidiaries and associate companies for the amount received or the value of benefit obtained; and/ or
- 10.4. Make contact or communicate with any member of the press or media or anyone so connected on behalf of the Company, its subsidiaries and associate companies, or publish any articles or letters or post any content on any Social Media platform on behalf of the Company or its subsidiaries and associate companies other than as required for the purposes of carrying out your duties and in strict compliance with the Company's media policy.

11. INTELLECTUAL PROPERTY

- 11.1. All intellectual property including but not limited to any discovery, model, concept, idea, know-how, method, database, computer programme or software (including related preparations and design materials), invention, improvement in procedure, trade mark, trade name, design, logo, copyright and all similar rights or get-up made, discovered or created by you during your employment (whether alone or with others and whether or not in the course of your employment), in connection with or relating to the business of the Company, its subsidiaries or associated companies or capable of being used or adapted for use in it shall belong to and be the absolute property of the Company. If required to do so by the Company (whether during or after the termination of your employment), you will at the expense of the Company promptly execute all instruments and do all things necessary to vest ownership of all other rights, title and interests (including any registered rights in the same) in such discovery, model, concept, idea, know-how, method, database, computer programme or software (including related preparations and design materials), invention, improvement in procedure, trade mark, trade name, design, logo, copyright and all similar rights or get-up in the Company (or its nominee) absolutely and as sole beneficial owner.
- 11.2. You acknowledge that your remuneration and all consideration paid to you by the Company under this Employment Letter and as may be revised from time to time, includes compensation for the assignment (if any) to the Company of all intellectual property rights and that the rights and obligations under this Clause shall continue in force after the termination of this Employment Letter in respect of any intellectual property created during your employment with the Company and shall be binding upon your legal representatives.

12. CONFIDENTIALITY AND NON-DISCLOSURE

- 12.1. You hereby agree that without the prior written consent of the Company, either during or after the period of employment and except as required by you in the course of your employment, you shall not divulge directly or indirectly or otherwise use, disseminate, disclose, reveal, report, copy, transfer, lecture upon or publish articles concerning any confidential information, including but not limited to all and any intellectual property under Clause 11.1 above which may come to your knowledge during the term of your employment and/ or otherwise, and shall maintain complete secrecy in respect of all such confidential information and/ or intellectual property entrusted to you and shall not use or attempt to use such confidential information and/ or intellectual property in any manner which may or may be likely to injure or cause loss either directly or indirectly to the Company or its business. You hereby agree that this restriction shall continue to apply even after the term of your employment with the Company, your termination from employment with the Company and/ or your resignation from the Company without limit as to a point in time, excepting when such confidential information and/ or intellectual property becomes available in the public domain.
- 12.2. You hereby agree and acknowledge that in the event of your being in violation of Clause 12.1 above, the Company is at liberty to initiate appropriate civil and criminal legal action against you including but not limited to prosecution for data theft and criminal breach of trust.
- 12.3. For the purposes of this Employment Letter, "confidential information" includes and is not limited to all trade secrets and confidential information relating to the Company, its subsidiaries or associate companies, or their businesses and its or their past, current or prospective clients and suppliers and their respective businesses, and further includes and is not limited to all intellectual property of the company as under Clause 11.1 above.

13. COMPANY'S IMAGE

You will be always alive to the duties and responsibilities attached to your employment and you shall conduct yourself accordingly and protect and project the image of the Company.

14. FALSE RECORDS/INFORMATION/ MISREPRESENTATION

If any document or information furnished by you to the Company is false or if you are, at any time, found to have suppressed any material information, or if you made any misrepresentation, you will be liable for termination without notice and the notice period contemplated under clause 5.1 will NOT apply in such situation.

Further, this appointment is subject to us receiving satisfactory reports, based on verifications and reference checks done by us.

15. GENERAL

- 15.1. This Employment Letter and the annexures to this Employment Letter and the various agreements and documents referred to in this Employment Letter constitute the sole record of this Employment Letter between the parties with regard to the subject matter hereof and shall substitute any other agreement/ understanding between the parties in respect of the subject matter of this Employment Letter.
- 15.2. If any provision of this Employment Letter is held to be illegal, invalid or unenforceable for any reason, such provision may be unenforceable between the parties but without affecting, impairing or invalidating any of the remaining provisions of this Employment Letter which shall continue to be of full force and effect.
- 15.3. The expiry or termination of this Employment Letter (for any reason) shall not operate to affect any of its provisions which, in accordance with their terms, are expressed to operate or have effect after such expiry or termination.
- 15.4. Notices must be given by either party by letter or e-mail addressed to the other party at, in the case of the Company its registered office for the time being, and in your case, to your last known address and e-mail address issued by the Company. Notices may also be issued by you to the Company. Any notice given shall be deemed to have been given at the time of delivery to and/or receipt by the intended recipient.
- 15.5. This Employment Letter shall be governed by the laws of India and the parties submit to the exclusive jurisdiction of the Courts in Pune. Any reference to a statutory provision shall be deemed to include a reference to any statutory modification or re-enactment of it.

If the appointment on the above terms and conditions is acceptable to you, you are requested to confirm your acceptance on the above terms and condition by returning one copy of this letter duly signed by you.

Welcome to Bajaj Finance Limited, and wish you a very successful career with the group.

For Bajaj Finance Limited,

subeer bakshi

Issued by : eMudhra Consumer Services Limited
Reason : Digitally signed TDS certificate as per Infor
Date : 2020.10.30 15:57:58 +05:30

Subeer Bakshi
Senior Head – Human Resources

Encl: Annexure

I have fully read and understood the terms of this Employment Letter. I accept the same on the above terms and conditions, and as appointed, I agree to abide by the rules and regulation of the company and will be joining on_____.

Signature : _____

Name : _____

Page 5 of 6

Bajaj Finance Limited

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Viman Nagar, Pune 411014, Maharashtra, India
Registered Office: Mumbai - Pune Road, Akurdi, Pune - 411 035, Maharashtra, India

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Fax: +91 20 30405020

Corporate ID No.:

L65910MH1987PLC042961

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Annexure - A

Detailed Salary Structure

Date : 27 Oct 2020
Name : Devendra Premsingbhai Purohit
Band : E01

Particulars	Annually	Monthly
Basic	96,000	8,000
House Rent Allowance	48,000	4,000
Special Allowance	54,545	4,545
Statutory Bonus	21,247	1,771
Contributory Provident Fund	18,065	1,505
ESIC	7,143	595
Fixed Pay	245,000	20,416
Gratuity	4,618	
Indicative Performance Pay#	61,250	
Total Cost to Company	310,868	

#The Indicative Performance Pay amount as per the current performance pay policy may vary depending upon the performance of individual and of the company. The management reserves the rights to amend policy at any point of time.

* The exact sum of all elements may mismatch up to Rs.10/-. In the event there is any enhancement in the total emoluments to be paid to you on account of change in any statute or notification, then the said enhanced payment will be adjusted from the total CTC payable to you as shown hereinabove. In such a case the company will have the right to restructure your emoluments within the specific CTC.

Other Benefits:

- Gratuity Benefit will be provided as per the provisions Payment of Gratuity Act, 1972.
- Provident fund will be provided as per the provisions of the Employees' Provident Funds and Miscellaneous Provisions Act, 1952.

Your CTC (Cost to Company) consisting of various components are detailed in the 'Salary Structure' stated above, which is inclusive of all contractual & statutory components of your compensation. Accordingly, BFL shall not be liable to pay any additional sum over and above CTC. However, BFL reserves the right to amend / vary your Salary Structure at any time, either under law or as part of any initiative by BFL, under intimation to you. Your continued employment with BFL is construed as your deemed acceptance to the above.

- If your employment is terminated by you for any reason prior to completion of twelve months of services, then you will pay back to the Company the entire joining expense incurred if any, by the Company.
- You would be covered under the Group Term Life Insurance scheme, with a sum insured of **Rs. 2,000,000 /- (Rupees Twenty Lakh only)**. Additionally, you would be covered under the Group Accident Insurance Scheme, with a sum insured of **Rs. 2,500,000 /- (Rupees Twenty-five Lakh only)**.
- Further, you would be entitled to a hospitalization claim policy of up to **Rs. 300,000 /- (Rupees Three Lakh only)** the premium for which will be borne by the Company. You have the option to include spouse, parents, and up to two children (Group subsidized premium borne by the employee).

Name and Signature, confirming acceptance of the above terms and conditions

Signature : _____

Name :

Date :

Bajaj Finance Limited

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Corporate ID No.:

L6S910MH1987PLC042961

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Dated: 26 April 2019

To,
Ms. Jignasha Bulsara,
Bilimora.
Sub: Offer of Employment – Associate Trainee

Dear Jignasha,

We are happy to offer you the position of *Associate Trainee with Confluence Software Solutions*.

The purpose of this letter is to set forth the understanding of the terms of your employment with us.

We are positive that you will find Confluence Software Solutions an exciting place to develop and advance your career.

The following points outline the terms and conditions we are proposing:

Salary:

Sr	Description	Amount
1	Basic	7,500
2	+ HRA	2,250
3	+ Special Allowance	3,750
4	+ Medical Allowance	750
5	+ Travel Allowance	750
	Gross	15,000
6	- PT	200
	Monthly Take-home (before TDS)	14,800

Start Date: 01 May 2019

Probation: Your first 180 days of employment with us shall be considered as probation period. If we are not satisfied with your performance in this period, the company reserves the right to extend the probation period indefinitely.

Hours of work: 10:00 AM to 8:00 PM – General shift with one-hour break in-between. You are expected to stay late if work demands.

Leaves: You will be allowed 15 days of paid-leave annually.

Other Benefits: You are eligible for mediclaim policy on completion of probation period.

Job Description: You will be required to carry out such duties and job functions in which you may be instructed from time to time by the company or persons acting on behalf of the company and you may be required to be transferred from one technology to another, at the discretion of the company.

Note:

1. This offer letter is subject to the background check clearance.
2. This offer letter is valid for a duration of 2 days from the day it is dated.
3. As a condition of employment, you will be required to sign a confidentiality agreement.
4. This arrangement may be terminated by either party upon 60 days of notice in writing.
5. This offer letter is highly confidential; if the confidentiality of this letter is breached, your employment would be terminated, effective immediately.

We look forward to your joining us.

Yours sincerely,



Samim Shaikh,
Human Resources.



December 05, 2020

Mr. Parth Bharatkumar Mistry
Ranchodji Mohollo,
Golwad Gate, Navsari Gate, Navsari, Gujarat - 396445

Dear Parth,

Sub: Appointment Letter dated 5th day of December 2020 ("Appointment Letter")

We, **InterGlobe Aviation Limited ("Company")**, are pleased to appoint you as **Officer - Security - AO&CS**, in **Airport Operations & Customer Services** department of the Company, with effect from **December 08, 2020** or such other date notified in writing to you by the Company ("**Joining Date**") at **Ahmedabad** on the following terms and conditions:

1. **Compensation**

- (i) With effect from the Joining Date, your annual cost to the Company is set out in **Annexure A** to this Appointment Letter. The payments made to you under this Appointment Letter shall be subject to withholding of taxes as applicable under the laws of India. Further, you shall be liable to pay income tax and all other applicable taxes due and payable on all amounts received by you from the Company. You are required to share the details and copies of your valid Indian Permanent Account Number ("**PAN**") card issued by the Income-tax Department of the Government of India and Aadhar Card, with the Company for the purposes of your appointment and making payments to you in terms of this Appointment Letter.
- (ii) As per the provisions of the Income-tax Act, 1961, (as amended from time to time) ("**Income Tax Act**"), it shall be your obligation to furnish to the Company, a copy of your valid PAN card issued by the Income-tax Department of the Government of India, in order to enable the Company to release payments to be made to you hereunder, failing which the Company shall have the right to deduct withholding tax at the rates as applicable under the Income Tax Act.

2. **Leave Entitlement**

Your leave entitlement during your employment with the Company, shall be as per the applicable policies of the Company.

3. **Probation and Confirmation**

- (i) With effect from the Joining Date, you shall be on probation for a period of six (6) months with the Company, which may be extended for such further period as the Company deems fit. You shall continue to be on probation until such time that a letter of confirmation is issued to you by the Company.
- (ii) During the probation period, the Company shall have the right to terminate your employment immediately by serving you with a written notice, without assigning any reasons. In the event of such termination, the Company shall have no further liability towards you, save and except for any amount due and payable to you until such date of termination in accordance with this Appointment Letter.

PRIYANKA MEHNDIRATTA
RASTOGI

06.12.2020 19:44

P.B. Mistry

InterGlobe Aviation Limited

Registered Office: Upper Ground Floor, Thapar House, Gate No. 2, Western Wing, 124 Janpath, New Delhi -

110 001, India. M +91 9650098905, F + 91 11 43513200 Email: corporate@goindigo.in

Corporate Office: Lovell, Tower C, Global Business Park, M G Road, Gurgaon - 122 002, Haryana, India. T +91

124 435 2500. F + 91 124 406 8536 CIN no.: L62100DL2004PLC129768

goindigo.in INTERGLOBE

4. **Working Hours**

You shall perform your duties as per the working hours, communicated to you by the Company, from time to time.

5. **Retirement**

You shall retire from the services of the Company upon attaining such retirement age as may be determined by the Company from time to time in accordance with its policies. Upon such retirement, you shall cease to be an employee of the Company. Notwithstanding the foregoing, the Parties may agree to extend the term of your employment for such further period as agreed between you and the Company.

6. **Location**

As a part of the operational requirements of the Company, you may be required to be relocated or transferred or seconded or deputed to any department, division, location (domestic or international), affiliate, subsidiary or group company of the Company.

7. **Company Policies and Directives**

You shall keep yourself updated, informed and shall comply with all existing and future policies and directives of the Company, as amended from time to time, including the Company's code of conduct ("**Company Policies**"). The Company Policies shall be applicable to you and be considered as an integral part of this Appointment Letter. You shall also be required to comply with all the directions of the Company given to you from time to time. The Company shall not be responsible for any damage/loss of any nature whatsoever accruing to you, owing to your not being aware of and/or updated with any Company Policies. In the event of any inconsistency between any of the provisions of the Company Policies and this Appointment Letter, the provisions of the Company Policies shall prevail.

8. **Training**

During the course of your employment with the Company, you may be required to undergo specialized training(s) / skill and / or knowledge enhancement / developmental program to enable you to effectively discharge your current or new responsibilities assigned. In such cases the Company may propose that an agreement, in a form and manner acceptable to the Company, be entered into between you and the Company. Such agreement shall primarily intend to offset the expenses incurred by the Company towards your specialized training / skill and / or knowledge enhancement. In the event that such an agreement is executed between you and the Company, you shall be governed by the terms and conditions of such agreement as well, which shall be considered as an integral part of this Appointment Letter. In the event of any conflict in respect of any provisions between the contents of this Appointment Letter and such agreement, the provisions of such agreement shall take precedence.

9. **Role and Responsibilities**

Your role and responsibilities are set out in **Annexure B** to this Appointment Letter, provided that you may be required to discharge any responsibility or work that may be entrusted to you by the Company from time to time. During the course of your employment with the Company, the Company shall be entitled to change your designation and/or reporting structure. As a part of your responsibilities, you will also be responsible for the effective functioning of the staff or employees, if any, under your supervision.

PRIYANKA MEHNDIRATTA
RASTOGI

06.12.2020 19:44

P.B. Mistry

10. **Confidentiality and Ownership of Work Product**

- (i) You acknowledge and agree that during your employment with the Company, you may be provided with or come in contact with or create certain Proprietary and Confidential Information. The term "**Proprietary and Confidential Information**" shall mean written, oral, documentary, visual or other information, including but not limited to drawings, formulas, processes, specifications, photographs, documents, breadboards, samples, models, machines, tools, software/hardware, machine-readable media of any kind and other information submitted hereunder, including business information, customer lists and details, customer information, business strategy, know-how, trade secrets, business strategy etc. of Company and/ or any of its holding company(ies), subsidiaries, affiliates, customers, officers, employees, directors, consultants and / or advisors, including which is marked proprietary, confidential, or the equivalent, or which the Company indicates in writing or verbally at the time of transmittal to, or any information that anyone receiving such information including yourself, may reasonably consider as proprietary, confidential or the equivalent. Proprietary and Confidential Information also includes notes, extracts, analyses or materials prepared by the Company and/ or any of its holding company(ies), subsidiaries, affiliates, customers, officers, employees, directors, consultants and / or advisors that is in possession of the Company, which are copies of or derivative works of any Proprietary and Confidential Information, or from which the substance of the Proprietary and Confidential Information can be inferred or otherwise understood. You shall ensure full confidentiality of Proprietary and Confidential Information at all times during or after cessation of your employment. You shall also ensure that upon the termination of this Appointment Letter or at the request of Company at any time, you promptly return to the Company, all tangible forms of the Proprietary and Confidential Information, including any and all copies and partial copies thereof, whether machine readable or otherwise.
- (ii) You acknowledge and agree that damages suffered by Company or any of its holding company(ies), subsidiaries, affiliates and / or customers, shall be difficult to ascertain and inadequate to completely compensate or remedy the damages suffered, in the event of breach of any of the contents of this Appointment Letter by you, and you agree that the Company either for itself or for its holding company(ies), subsidiaries, affiliates and / or customers shall be free to seek any remedy under law including any temporary or permanent injunction and / or specific performance in order to protect its rights hereunder, without limiting any other rights and remedies that Company may have.
- (iii) You agree that as a part of maintaining its employment records and for operational reasons, the Company shall store personal information pertaining to you, in its database and you shall have no objection to such storage.
- (iv) Work product, if any created during your employment under this Appointment Letter, and other materials developed or prepared by you in relation to and pursuant to this Appointment Letter, shall be the sole and exclusive property of the Company.

11. **Particulars of Employee**

- (i) Your appointment is based on the information furnished by you to the Company and subject to background checks conducted by the Company. If any discrepancies are found in the information or documents furnished by you to the Company in connection with your appointment, the Company shall have the right to immediately terminate your employment.
- (ii) You shall at the time of entering into this Appointment Letter and during the course of your employment with the Company, keep the Company informed of any litigation and/or court proceedings and/or other matters that you may be involved in, where such involvement may have an adverse impact on your performance.

06.12.2020 19:44

P.B. Mistry

- (iii) You shall keep the Company informed of your latest postal address, email address and other contact details at all times and shall inform the Company in writing of any changes. Any communication sent to you by the Company on your last known address shall be deemed to have been duly served on you.

12. **Exclusivity**

During the period of your appointment with the Company, you shall work exclusively and on a full-time basis for the Company and shall not be employed and/or engaged and/or associated with any other entity or individual, whether full-time or part-time, either for remuneration or on an honorary basis, without the prior written consent of the Company.

13. **Non Solicitation**

- (i) You shall not at any time during your employment with the Company or thereafter, solicit the Company's and/ or any of its subsidiaries' and / or affiliates' personnel to (a) leave such employment or engagement; or (b) apply for employment with any third party; or (iii) encourage such personnel of the Company to take any action or inaction that may impact the ability of the Company to carry out its normal business activities.
- (ii) You further agree that during your employment and for a period of one (1) year after cessation of your employment with the Company, you shall not engage in soliciting business that is in any way similar, identical or competitive with the business, activities or services of the Company, or with those customers of the Company with whom you would have had any contact.

14. **Term, Termination and Suspension**

(i) **Term**

You shall continue to be employed by the Company until such time that your employment is terminated in accordance with the terms of this Appointment Letter.

(ii) **Termination for Cause by the Company**

Notwithstanding anything to the contrary herein, the Company may terminate your employment by issuing you a notice in writing, with immediate effect, without any resultant liability towards you, upon the occurrence of any one or more of the following:

(a) **Breach**

If you commit a breach of any of the provisions of this Appointment Letter and/or other duly executed agreement between you and the Company and/or rules and/or guidelines of hotels and/or guest houses or such other places where you would be required to be present as a part of your duties.

(b) **Incompetence, Negligence or Unsatisfactory Work Conduct**

If in the opinion of the Company (A) you are found incompetent or negligent in the performance of your duties and/or (B) your conduct is unprofessional towards the Company's employees, customers or service providers and/or (C) you commit any act or omission that is detrimental to the reputation and /or business interests of the Company and/or (D) your conduct is in violation of the Company Policies.

PRIYANKA MEHNDIRATTA
RASTOGI

06.12.2020 19:44

P.B. Mistry

(c) Illegal Activity

If you have violated any applicable law or directions of any governmental authority, including but not limited to any requirements of the Directorate General of Civil Aviation (DGCA), or you are charged or prosecuted for any offence and/ or if a serious allegation has been leveled against you and/or if any criminal investigation or proceedings are initiated against you.

(d) Failure to Retain Licenses or Permits

If you fail to obtain or retain any permits, licenses or approvals which are required for you to perform your duties pursuant to this Appointment Letter.

(e) Failure to successfully complete trainings assigned by the Company

If you fail to attend, undergo, clear or successfully complete any trainings and/or internal assessments assigned to you, to the satisfaction of the Company.

(f) Alcohol or Substance Abuse

If you are found to have consumed alcohol and/or consumed or in possession of any prohibited substances during duty or within prescribed timeframes prior to a duty period in contravention of policies or requirements of the DGCA and/or the Company and/or any applicable rules of any relevant aviation supervisory and/or regulatory authority.

(g) Failure to Undergo Preventive Treatment

If you failed to undergo any inoculation, vaccination, medical tests or other preventive treatment or medical investigation directed to be taken by the Company, and as a result becomes sick or unable to properly perform his/her duties.

(h) Long-Term Disability

If you are unable to perform the duties as required by the Company from time to time for a single period, or combination of periods, exceeding the number of sick leaves that you are entitled to under your employment, due to a medical condition.

(i) Qualification from an unrecognized board and/or university

If it comes to the knowledge of the Company that the board and/or university through which you have completed any of the qualifications stated by you at the time of seeking an employment with the Company, is not a recognized board and/or university, as per the Company.

(iii) Termination without Cause by the Company

Subject to Clause 3 of this Appointment Letter, the Company shall have the right to terminate your employment without cause by serving you with a prior written notice of **one** [1] month or payment in lieu thereof.

For avoidance of doubt it is hereby clarified that your employment shall also stand terminated on the occurrence of your death and the termination shall be effective on the date of death.

PRIYANKA MEHNDIRATTA
RASTOGI

06.12.2020 19:44

P.B. Mistry

(iv) Termination by the Employee

- (a) Should you desire to resign from the services of the Company, you shall be required to serve the Company with a prior written notice of at least one (1) months. In such case, the Company shall have the sole discretion to determine whether you shall be required to serve the entire notice period or shall be relieved earlier from your employment, without any obligation on the Company to make a payment to you. If the waiver or curtailment of such notice period is requested by you, the Company shall have the right to determine whether such notice period shall be curtailed and in such case, you shall be required to make a payment to the Company in lieu of the remainder of the said notice period.
- (b) In the event you move to a different role within the Company pursuant to an internal job posting, or a transfer, or on attaining seniority, or on account of a change of role within the same department, the notice period required to be served by you may be reviewed and changed at the sole discretion of the Company on the basis of your new role and responsibility.
- (c) During any such notice period, you shall make yourself available during all office hours.

(v) Suspension of Duty in Lieu of Termination for Cause

Notwithstanding anything to the contrary contained in this Appointment Letter, upon the occurrence of any of the grounds mentioned in Clause 14(ii) of this Appointment Letter, the Company may, at its sole discretion, decide to suspend you from the services of the Company, on such terms as may be determined by the Company.

(vi) Full and Final Settlement

Subject to any deductions to be made by the Company on account of any losses attributable to you and your obtaining successful clearances from all relevant departments, the full and final settlement of any outstanding and undisputed amounts due to you shall be completed by the Company after the date of cessation of your employment with the Company or upon the expiry of any applicable notice period, whichever is later.

15. Medical Fitness

Your employment with the Company is subject to you being found medically fit to carry out the roles and responsibilities assigned to you by the Company.

16. Governing Law Jurisdiction

This Appointment Letter shall be governed by the laws of India and any dispute arising pursuant to this Appointment Letter shall be subject to the exclusive jurisdiction of the courts at New Delhi.

17. Severability

It may be noted that in the event any one or more provisions of this Appointment Letter shall for any reason be held to be invalid, void or unenforceable by any court or governmental agency, the remaining provisions of this Appointment Letter shall remain in full force and effect and the invalid, unenforceable provision shall survive to the extent not so held.

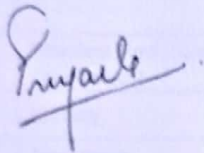
06.12.2020 19:44

P.B. Mistry

You are requested to sign and return a copy of this Appointment Letter to the Company as a token of your acceptance of the above terms and conditions.

Yours faithfully,

For and behalf of,
InterGlobe Aviation Limited



Priyanka Mehndiratta
Associate Director - HR (AOCS)

Agreed and Accepted

I have carefully reviewed and considered the aforesaid contents including the terms and conditions contained herein and have fully understood, acknowledge and agree with the same. I have signed this Appointment Letter on my own free will, without any force, coercion or undue influence by any person.

P. B. Mistry
Parth Bharatkumar Mistry:
Date: 07/12/2020

PRIYANKA MEHNDIRATTA
RASTOGI

06.12.2020 19:44

JOB DESCRIPTION

Officer - Security - AO&CS

Primary Responsibility:

You will be responsible for implementation of security policy and procedures laid down by the Company.

Mission:

To secure

- Safe operation
- Punctuality
- Customer Satisfaction
- Team efficiency
- Cost control
- Secure good working atmosphere and environment

Focus:

Manage safe and secure operations in accordance with security program and applicable procedures.

Functional Responsibilities:

- Maintain standards as per Company requirements
- Ensure effective threat assessment and response capability
- Achieve department goals and follow up
- Perform duties as per the Security Programme.
- Maintain performance standards and follow up with your shift
- Monitor continuously the Quality System and the level of conformance
- Secure quality levels
- Optimize resource
- Aware of Emergency Response Procedures, rules and regulations
- Acquire and maintain necessary skills required to perform job functions
- Maintain work procedures as per company requirements
- Carry out development dialogue with the Team leaders
- Control theft and pilferage of company property

"Be aware of and comply with his/her safety responsibilities and accountabilities as laid down in Indigo SMS Manual, Chapter Safety Policies and Objectives".

P. B. Mistry

PRIYANKA MEHNDIRATTA
RASTOGI

06.12.2020 19:44



**Bandhan
Bank**

Bandhan Bank Limited

Head Office: Floors 12 - 14, Adventz Infinity@5, BN 5, Sector V, Salt Lake City, Kolkata - 700091
CIN: L67190WB2014PLC204622 | Phone: +91 33 6609 0909, 4045 6456 | Fax: +91 33 6609 0502
Email: info@bandhanbank.com | Website: www.bandhanbank.com

PRIVATE AND CONFIDENTIAL

Ref. No.: BBL/HR/024353/2019-20

Date: - 20-Feb-2020

**Ms. Simrankaur Ragi Gurucharan Singh
B-303 Krishna complex, goharbaug, collage road,
Bilimora (m), Navsari, Gujarat - 396321**

LETTER OF APPOINTMENT

Dear **Ms.Singh**,

With reference to your application and subsequent discussions with us, we are pleased to offer you employment with Bandhan Bank in the position of **Customer Relationship Officer (MT)** based at **Andheri Branch** under **Mumbai** at **Assistant Manager** grade.

You shall be required to join the Bank on or before **05-March-2020**.

The detailed terms and conditions of your employment are outlined in **Annexure I ("Terms of Employment")** and compensation details are mentioned in **Annexure II ("Compensation Details")**. You will also be governed by the policies, rules and regulations of the Company as may be modified from time to time.

Accordingly, please sign and return a copy of this letter of employment and the employee statement attached herewith indicating your formal acceptance of your employment with the Company on the terms contained herein. Please initial each page of this letter. Upon your signature and return to us, this letter of employment will be treated as an employment agreement between the Company and you and the terms and conditions of this letter of employment shall govern your employment with the Company.

Kindly note that in case we do not receive your formal acceptance on or before **03-March-2020**, this letter of employment shall automatically be rescinded.

Yours sincerely,

For **Bandhan Bank Limited**,


Santanu Banerjee
Head – Human Resources

ANNEXURE I

TERMS AND CONDITIONS OF EMPLOYMENT

1. Appointment

- 1.1 During the course of your employment, you will be governed by the Code of Conduct and Ethics, rules, regulations and other policies (together the “Company Policies”) as enforced and as may be amended from time to time. The Bank reserves the right to vary the terms and conditions of service governing your appointment including your duties and responsibilities at any time.
- 1.2 With reference to the Campus Interview and subsequent selection, you will be required to report at our **Andheri Branch** under **Mumbai Cluster**. You will be accountable for duties & responsibilities to the **Branch Head** or to any such person in Company as may be indicated to you from time to time. However, your services are transferable and you can be seconded or deputed by the Company to any of its operations or operations of its associate companies in India or abroad. The Company further reserves the right to transfer your employment to any other company or legal entity, as part of any transfer of undertaking of the Company or as part of any restructuring or amalgamation or such other plan implemented by the Company or by which the Company is bound, on such terms and conditions as applicable to such plan.
- 1.3 Your employment / services will be summarily terminated from the organization in the event of your failure to submit successful completion of your **Post Graduates Certificates in a single attempt**, based on which you were recruited. You are requested to submit attested copies of all your degrees and professional qualification certificates at the time of joining. The MBA Certificate / degree documents have to be submitted by 30th September, 2020.

Further, your appointment is subject to you being found medically fit for service by a registered medical practitioner as mentioned in Point 13 of this letter.

Additionally, Bandhan Bank reserves the right to conduct a background verification / seek references from your current / previous employers. If any information, declaration provided by you, at the time of selection/ joining is later found to be false or untrue, or if any material information is suppressed and / or the background verification / reference checks received are not satisfactory, Bandhan Bank may terminate your services forthwith.

2. Probation & Confirmation

- 2.1 You will be on a probation period of **365 days (1 Year)** from the date of your joining at Bandhan Bank. During this period, your performance will be reviewed and if found satisfactory your employment will be confirmed on completion of this period, unless otherwise communicated by the Company. In the event the Company, at its sole discretion, extends the term of probation for such

period as it may deem fit, any such extension of probation shall be duly communicated to you in writing. Your performance will be continuously evaluated during such extended probationary period and if found satisfactory, your employment will be confirmed in writing on completion of this period.

3. Leave

- 3.1 You will be governed by Bandhan Bank's Leave Policy announced from time to time. However, you must obtain prior approval of the concerned reporting manager prior to availing privilege leave.

4. Termination

- 4.1 During the probationary period of 365 days (1 Year) including any extension, either party may terminate this appointment by giving 30 days prior notice in writing without assigning any reasons therefor. After confirmation, either party may terminate this appointment by giving 90 days' notice in writing to the other party without assigning any reasons thereof. Your resignation shall not automatically be assumed to be accepted from the date of its communication to the Company and will be subject to the fulfillment of notice period, proper handover of charge to your successor to the satisfaction of the Company and any other conditions as may be communicated to you in writing.

The Company reserves the right not to accept the payment in lieu of the notice and at its sole discretion may enforce the complete or part of the notice period to effectuate a proper handover of charge to the sole satisfaction of the Company.

In the event termination is initiated by you, the Company may, at its sole discretion, relieve you from such date as it may deem fit, even before the expiration of the notice period. Under these circumstances, the Company will ordinarily pay you compensation for the unexpired period of the notice period. The Company at its discretion reserves the right to withhold compensation, without incurring any liability should there be a material breach of your duties or obligations, or gross indiscipline or misconduct in this period.

- 4.2 The Company may terminate your services immediately without any compensation or notice thereof, if you are in material breach of your duties or obligations, or commit breach of trust or gross indiscipline or misconduct or commit breach of any applicable law or of the Company Policies and Code of Conduct and Ethics or any of the terms and conditions set forth herein. Such material breach would include your failure to comply with or committing breach of the provisions contained in this appointment letter, gross misconduct, financial irregularities, breach of confidentiality, any act involving moral turpitude, including conviction in any criminal case during your present or previous employment, breach of any applicable law or regulation, breach of the Company's Code of Conduct and Ethics, refusal to carry out reasonable instructions and the like. The said right of the Company is without prejudice to its rights in law or equity to initiate other legal action as it deems fit to protect its interests.



- 4.3 In the event of your continuous absence for a period exceeding 15 days, without formal request or permission from the management for the same, you shall be deemed to have left and relinquished your service. The contract of service shall come to an end when the employee abandons his / her job.
- 4.4 Subject to earlier termination of this engagement, you shall retire on the last day of the month in which you attain the age of 60 years.
- 4.5 Upon severance of your employment with the Company, it is agreed that any assets and amounts due to the Company by you shall be held in trust by you for and on behalf of the Company and subject to the provisions of this agreement, the Company commits itself to hold all amounts due to you in trust for you and on your behalf. The Company shall have the right to retain any amounts otherwise payable to you to satisfy any of your obligations as a result of any breach of this agreement.
- 4.6 The Company may proceed against you to seek injunction in an appropriate court of law against your working in any other company/firm/business before you are relieved from the Company. In addition to any other remedies which the Company may have at law or in equity, you agree that the Company shall have the right to have all provisions of this agreement specifically performed including the post-employment restrictions stipulated in clauses 5 and 6.
- 4.7 The terms of this offer are strictly confidential between you and the Company and any breach of this confidence will be viewed with utmost seriousness. Your obligations set forth in paragraphs 5, 6 and 7 survive expiration or termination of your employment contract with the Company.

5. Confidentiality & Employment Policy

- 5.1 In the course of your assignment with the Company, and by virtue of the position held by you, you may acquire information, technical or otherwise, including any computer software, trade secrets, design, technology, ideas, know-how, processes, formulas, compositions, data, techniques, improvements, inventions, work of authorship, business and product development plans, and other information concerning the Company's actual or anticipated business, research, and development or that is received by the Company, which is confidential or proprietary to Company or its subsidiaries or affiliates, its customers, subcontractors or any other person or company having any kind of association or relationship with Company, and / or its affiliates or subsidiaries (together "Confidential Information"). You shall keep and maintain strict confidentiality of such Confidential Information and data that may come to your possession or knowledge by virtue of this engagement, use such information only as may be required in the normal course of your

work and shall not disclose or divulge any such information or data, without prior written consent of an authorized officer of the Company.

- 5.2 You shall at all times, whether during or after the termination of your employment, act with utmost fidelity and shall not disclose or divulge any such Confidential Information to third parties or make use of such information for your own benefit or otherwise howsoever.
- 5.3 You will not reproduce, store in a retrieval system or transmit in any form or by any means - electronic, mechanical, photocopying, recording, scanning or otherwise - any copyrighted material or other Confidential Information, for your own benefit or for the benefit of any third party, either during the term of your employment or thereafter.
- 5.4 Upon expiry or termination of your employment with Company, you will return and surrender to Company, all such Confidential Information including without limitation, data, information, files, books, magazines, reports, documents, manuals, audio and video tapes, floppies and discs and any other knowledge databases that came to you or were entrusted to you in the course of your employment and shall not retain any copy thereof in any form whatsoever. You may be required to execute such other or further agreements as Company or its affiliates or customers may require in this regard, from time to time.

6. Disclosure of Information

- 6.1 You shall not, except in the course of your duties or unless ordered to do so by a court of competent jurisdiction, either during or anytime after your employment with us, use or disclose to any person, firm or corporation any information relating to the organization, its business, clients or trade secrets which have come into your possession in the course of your employment with us including public papers, journals, pamphlets or leaflets, or cause to be disclosed at any time, any information or documents, official or otherwise relating to Company or its subsidiaries or affiliates, customers, sub-contractors or any other person or company having any kind of association or relationship with Company and/or its subsidiaries or affiliates, except with prior written approval.

7. Intellectual Property Rights

- 7.1 All intellectual property rights in any work or material developed by you during the course of your employment shall belong to and be the property of Company and you confirm that you shall not be entitled to claim any rights over such intellectual property. If required by Company, during or after the term of this engagement, you shall assign and transfer in favor of Company or, at the request of Company, in favor of any of its subsidiary, affiliate, customers or other persons, all intellectual property rights in such works or materials and shall execute such deeds and documents, as Company may require, to effectually vest in Company, any of its subsidiary, affiliate or customers as Company may require, any and all intellectual property rights and benefits in such works or materials. In performance of your

duties and responsibilities, you shall not use or infringe any intellectual property properties or rights of any other persons.

8. Compensation

- 8.1 Your gross annual compensation will be the aggregate of Total Fixed Pay & Benefits as set forth in the **Annexure II ("Compensation")** and will be subject to deduction of tax at source. Your Compensation will be reviewed periodically as per the Company compensation review cycle. The Company assumes no responsibility for your personal tax affairs, and your tax liability in respect of your Compensation is entirely your responsibility. Provided however, Company may from time to time, withhold any tax as may be required by applicable law. It is a condition of your employment that you will abide by the Company's Policies of maintaining strict confidentiality of the compensation you receive from the Company.
- 8.2 It is however clarified that the Benefits as set forth in the Annexure are provided on a voluntary basis by the Company in accordance with the Company Policy in force at present, and hence are liable to (i) change from time to time; or (ii) be withdrawn any time. During the term of your employment with Company, you will be subject to all such applicable rules and regulations in accordance with the Company Policy as may be in force from time to time.

9. Learning & Development

- 9.1 During the course of your employment with the Company, you may be required to undergo some training programs or engage in some process implementation or other skill enhancement activities in India or abroad. Company will bear the costs and expenses in relation to such programs. However, you will be required to be in the employment of Company for a minimum specified period after such programs, failing which you will be required to reimburse such costs and expenses incurred by the Company in relation to such programs. Regarding the aforesaid, the Company reserves the right to ask you to sign an agreement/bond associated with the training/assignment. In the event of any breach of the conditions associated with the bond the Company will invoke the appropriate penalty clauses and you will be liable to pay the damages as provided in the said agreement/bond. Your refusal to undergo such programs on such terms would be considered as a material breach of the terms of employment and in such case, Company shall have the right to terminate this engagement, by giving you notice as referred to in clause 4 above, without being under obligation to make any payments to you.

10. Avoidance of Conflict of Interest

- 10.1 You agree that you shall perform your duties, as may be assigned to you from time to time, with diligence, devotion and discretion. While in the employment of Company, you shall (a) use your best endeavor to defend and promote the business interests of Company; (b) devote your full time, attention and efforts to serve Company; and (c) whether by yourself, your employees, agents, or otherwise, and whether on your own behalf or for any other



**Bandhan
Bank**

Bandhan Bank Limited

Head Office: Floors 12-14, Adventz Infinity@5, BN 5, Sector V, Salt Lake City, Kolkata - 700091
CIN: L67190WB2014PLC204622 | Phone: +91 33 6609 0909, 4045 6456 | Fax: +91 33 6609 0502
Email: info@bandhanbank.com | Website: www.bandhanbank.com

person, or entity in India or elsewhere, not directly or indirectly engage, practice of any business, profession or vocation, including any activity, which competes with activities of the Company or conflicts with your position in the Company. You confirm that as on the effective date of your appointment, you do not have any business, professional or other interests that may be conflicting with any of the foregoing statements. Since your appointment with the Company is on a full time basis, you shall not take up any assignment, including those in the nature of any business, profession or vocation, without prior written consent of the Company, which consent may be granted at Company's sole discretion.

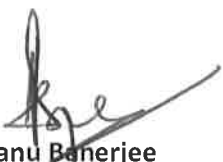
11. Should any provision of this Letter be held invalid or unenforceable, such invalidity will not invalidate the whole of this Letter and the remainder of this Agreement will remain in full force.
12. In the event of any dispute or claim arising under this Agreement or in connection with the conditions of employment on a contractual basis under this Agreement, such dispute or claim shall be referred to arbitration in pursuance of the Arbitration and Conciliation Act, 1996. The Company shall in the event of any such dispute or difference, have the right to nominate an Arbitrator as the sole Arbitrator to adjudicate upon the dispute/difference. Parties also agree to submit themselves to the exclusive territorial jurisdiction of courts at Kolkata. The arbitration proceedings shall be conducted in English Language. The fees of the Arbitrator shall be paid equally, in the first instance, by both parties, subject to the final adjudication of costs by the Arbitrator at the time of passing the award.

13. Health Check-up

You shall be required to produce a medical fitness certificate at the time of your joining. You have to get stipulated tests done, at your own expense and obtain a registered medical practitioner's certificate and submit the same to your reporting manager.

A duplicate copy of this letter is enclosed herewith, which may please be signed and returned to us in acceptance of the terms and conditions mentioned above.

For **Bandhan Bank Limited**


Santanu Banerjee
Head – Human Resources

Agreed and Accepted: _____
(Candidate Name) (Candidate Signature)

ANNEXURE II – Compensation Details
Confidential
Candidate Name: Simrankaur Ragi Gurucharan Singh
Grade: Assistant Manager
Position Name: Customer Relationship Officer (MT)
Location: Andheri Branch – Mumbai Cluster

Particulars	Monthly(Rs.)	Yearly(Rs.)
Basic Salary	₹ 9,282	₹ 111,384
HRA	₹ 4,641	₹ 55,692
Special Allowance	₹ 9,547	₹ 114,564
Medical Allowance	₹ 1,250	₹ 15,000
Conveyance Allowance	₹ 1,600	₹ 19,200
Child Education Allowance	₹ 200	₹ 2,400
Gross Salary	₹ 26,520	₹ 318,240
Benefits		
PF(Employer Contribution)	₹ 1,800	₹ 21,600
Gratuity	₹ 446	₹ 5,352
Insurance Valuation - Mediclaim, Term Life and Accidental Benefit	₹ 401	₹ 4,812
Cost to Company(CTC)	₹ 29,167	₹ 350,004

Payable as per the Payments of Gratuity Act.
Confidentiality:

Matter of your compensation is confidential information of the Bank and should be treated with absolute confidentiality except to the extent you are required to make disclosure for any tax, legal or regulatory purpose. Any breach of this confidentiality obligations will be considered as breach of fidelity and secrecy clause under your terms of appointment.



(2)

Mr. Chintankumar Maheshbhai Mistry

During the period of your training, your training arrangement may be terminated at any time by the Company without assigning any reason or giving any notice. Similarly, you will also be at liberty to terminate this arrangement at any time without assigning any reason or giving any notice.

Upon expiry of the period of training programme as envisaged herein or upon sooner determination thereof you shall return to the Company all the Company's properties that may be lying with you.

While you are liable to be transferred to any part of India during training period or subsequently on absorption in service with the Company, at present, you will be receiving training under **Baroda Branch** and in regard to the matters connected with your training as well as your Head Quarter, you will receive instructions from **the Branch Manager, Baroda**. In case of your transfer to any other territory, your head quarter shall also change accordingly.

You shall devote your whole time and attention solely and exclusively in participating in such training and shall not engage yourself in any other activity.

Any legal dispute arising out of this assignment and / or subsequently if you are absorbed in employment as a Medical Representative with this Company, shall be settled within the jurisdiction of the courts at Calcutta (west Bengal). You will always be under the direct control of our Head Office in Calcutta, irrespective of your posting in different Head Quarters. You shall be governed by the rules and regulations of the Company as are in force from time to time.

If the terms and conditions, as laid down above are acceptable to you, please sign the duplicate copy of this **letter of offer** and return the same to us for our record and as a token of your acceptance along with the filled up **Application Form for Employment, Form 'F'- Gratuity Nomination Form (in triplicate) & Form 2 – PF Nomination and Declaration Form**.

You are requested to report to **Mr. Samir A. Shukla, Branch Manager, Baroda** for training, at the below noted address on **03.10.2018 at 9-30 a.m. sharp**.

Mr. Samir A. Shukla,
East India Pharmaceutical Works Ltd.,
Loksatta New Building
Nagarwada, Baroda – 390 001.

If you fail to report at the time, date and address given above, it will be presumed that you are not interested in our training programme and our offer will be automatically withdrawn.

Yours faithfully,

FOR EAST INDIA PHARMACEUTICAL WORKS LTD.,


MANAGING DIRECTOR.



EAST INDIA PHARMACEUTICAL WORKS LIMITED

6, Little Russell Street, Kolkata - 700 071
Telephones : 2287 2262, 2287 3004, 2287 3007, 2287 3009, 2287 3041, 2283 0709
Fax : 91-33-2287 3852 / 2287 4289, e-mail : eastindia@eastindiapharma.org
CIN : U24231WB1936PLC008598, Website : www.eastindiapharma.org

PER/APT/ 190592 /18

24th September, 2018

Mr. Chintankumar Maheshbhai Mistry
S/o. Mr. Maheshbhai Vallabhbhai Mistry
At & Post – Bigri (Kumbharwad)
Ta – Gandevi
Dist. – Navsari
Pin – 396 110, Gujarat.

Dear Sir,

With reference to your application and the subsequent interviews you had with us, we have pleasure in offering you as a **“Trainee Medical Representative”** in this Organisation with effect from **3rd October, 2018** on the following terms and conditions: -

The period of training will be for **1 (One)** year, which may be determined, earlier or may be extended at the sole discretion of the management. During the said period you will be given opportunity to acquire knowledge in our classroom training and experience in the fieldwork. You will also be required to work during this period on your own in the field as a part of your training programme. Your progress in different facets of the training mentioned above will be reviewed and assessed from time to time.

You will be under the direction and administrative control of the Head Office at Kolkata .The direction and administrative control from the Head Office will be exercised through respective Branch Manager of the area where you may be posted for training during the period. In regards to matters connected with your training you will receive instructions from such Branch Manager and/or his nominee/s of the area where you will be posted for training.

If your achievement and performance during the period of training are considered satisfactory, you may be offered the position of a **Medical Representative** of the Company. The other terms and conditions of such appointment will be informed to you separately.

During the training period, you will receive a **stipend of Rs.12000/- (Rupees Twelve Thousand)** only per month.

Your date of birth has been recorded by us as **12.11.1997**, as submitted by you.

You will also be entitled to daily allowance at the rate fixed by the Company to defray your expenditure, which you may be incurring from time to time in course of your participation in the training programme.

During the period of training, while you will be entitled to festival holidays, as observed in the Company, you will not be entitled to either any privilege leave or casual leave. However, subsequently, if absorbed in employment as a **Medical Representative**, you will be entitled to privilege leave as per the rules of the Company.

Contd. 2.





Mr. Atitkumar Patel
Place: Khargam, Valsad.

Date: 12.09.2020

LETTER OF OFFER

With reference to your application and subsequent interview you had with us, we are pleased to offer you a position of "Research Scientist" in ADL Department in our organization.

We would expect you to join as early as possible as but not later than 21 Sep 2020 beyond which the offer would stand withdrawn, unless a new date is agreed by us in writing. On the date of your joining, you may please submit following documents:-

1. Proof of age, Address proof, PAN Card, Aadhar Card, Copies of educational and experience certificates.
2. Relieving certificate from the previous employer, if any
3. Appointment letter of the previous employer and salary revision letters, if any
4. Last pay slip received from the previous employer, Form 16 (TDS Certificate).
5. 3 Passport Size Photographs.
6. Medical Examination.

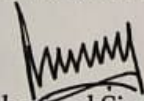
Your appointment will be subject to verification of references & based on confirmation from your side that you are medically fit for the said job profile.

You shall be on probation for the period of six (06) months from the date of joining.

If your service is not found satisfactory, the management may extend your probation period, if it is so desire and you shall continue to remain in probation till the time your service are confirmed in writing. This appointment could be terminated with 24 hours notice during your probation period without assigning any reason whatsoever or one month notice in writing or one month basic pay in lieu thereof after completion of your probation period.

Please sign the duplicate copy of this letter as a token of acceptance of the same.

Best Regards,
For Olive Healthcare


Authorized Signatory

I, Atitkumar H. Patel accept this offer letter.

My joining date will be 21/09/2020 Signature 

PAN NO.: AAAFO5819P

Regd. Office : Godrej Coliseum, Somaiya Hospital Road, B-3, 2nd Floor, Sion (East), Mumbai - 400 022, INDIA.

Tel.: 91-22-2408 4110 / 4113 / 4246, Fax : 91-22-2408 4323, Email : customer.care@olivehealthcare.co.in

Fact. : 197/2, Alhiawad, Dabhel Village, Nani Daman, Daman. Tel. : 0260 - 6622666, Telefax : 0260-6622616

(A Govt. Recognized Export House)

Tatva Chintan Pharma Chem Pvt. Ltd.



Date :- December 20, 2019
Name :- Mr. Winner Ashokbhai Patel
Address :- Bharuch

Subject:-Letter of Appointment

Winner Patel,

We are pleased to appoint you in our organization as a **Trainee Officer - Production** with effect from **20.12.2019**. The detailed terms and conditions of your employment with Tatva Chintan Pharma Chem Pvt Ltd are as follows:

1. Place of work:

- a. Your posting will be at our **Dahej** Office. However we shall attend at such place or places (whether in **Dahej** or outside **Dahej** the company may be time to time direct for the purpose of carrying out your responsibilities.
- b. During the course of your employment with the company, you are liable to be transferred to any other department, section or division or anywhere in the Indian union and its territories or abroad, or to transfer you to any of company affiliates, associates, subsidiaries, sister/ parent Companies or any of our branches and you shall comply with all directions and instructions that behalf.

2. Probation:-

You shall be on probation for the period of ~~3~~³ months from the date of appointment and will continue to be on probation till you are given a letter of confirmation in writing. Confirmation would be done after performance is reviewed for the probation period.

3. Compensation:-

You shall be entitled to compensation on the cost to company basis and will payable as per the Annexure enclosed.

- ❖ You will be entitled to other benefit as provided by the company and as applicable to your Grade.
- ❖ You will be admitted to the company's Contribution Employee's Provident Fund on joining duty and will be required to contribute @ 12% of your basic salary towards the same as per the rules of the company.
- ❖ You will be eligible for gratuity as per the rules of the company. All income tax on salaries, allowances and perquisites shall be borne by the employee. (Income Tax on Salary will be deducted at source by the company). The company reserves the right to add, to alter, modify or abrogate from time to time any term Of the contract of employment, including remuneration and perquisites, which will be communicated to you either by individual letter or by circular. In any question of interpretation of any terms or condition of your appointment/ employment arises the decision of the Company shall binding on you.

4. Hours of work:-

You will put in such hours of work as may be commensurate with your responsibilities. However, your effective hours of work per week and holidays per year will be as per the rules determined from time to time by the company.

5. Leave

You will be entitled for leave per year as per the rules of the company in force from time to time.

Factory & Regd. Office

Plot No. 502/17, G.I.D.C., Ankleshwar - 393 002, Dist. Bharuch, Gujarat, INDIA.

Tel.: +91-2646-253593/238991/220184/220253 Fax +91-2646-238992

Email: info@tatvachintan.com Web: www.tatvachintan.com

CIN No. U24232GJ1996PTC029894

Tatva Chintan Pharma Chem Pvt. Ltd.



Your continued cooperation during the notice period on the above issue will be material term of this contract. Your leaving/ abandoning of the employment without due release shall constitute "Breach of employment contract" and you shall be liable to pay damage for such losses that company may incur, which you agree to pay. In such cases, company at its own discretion, may also withhold/ forfeit your terminal dues.

You will not be entitled for leave of any kind during the notice period.

Further,

- a. The company shall be entitled to terminate your employment forthwith without giving any notice whatsoever or payment in lieu thereof in the event of your acting in a manner prejudicial to the interest of the company.
- b. For the purpose of sub clauses (a) hereof the company's decision as to whether you are acting in a manner prejudicial to the interest of the company shall be final.
- c. Without prejudice to the company's other rights and remedies, the company shall be entitled to deduct from your emolument, if any herein, the amount of any claims which the company may have against you either under the terms of your employment or otherwise howsoever including salary in lieu of unserved notice period.
- d. You shall immediately surrender to the nominated/ authorized representative of the Management, all original or copies of business documents and all items belonging to company. On termination of the contract of employment. Employees shall also surrender such documents and items at any time, even during the term of employment with the Company, if required to do so by the management
- e. All disputes and/ or differences that may arises out of or in connection with the letter of appointment shall be subject to the exclusive jurisdiction of the appropriate court in the city of Ankleshwar.

10. Duties And Obligations:-

- a. The company will expect you to conduct yourself with decorum work with high standard of initiative, efficiency, honesty and economy. You will perform, observe and confirm to such duties, direction and instructions assigned or communicated to you by the company and those in authority over you.
- b. You will devote your entire time to the work of the company and will not undertake any direct/ indirect business or work, honesty or remunerator expect with the written permission of the management in each case. Contravention of this will lead to the termination of your service with any notice or any compensation in lieu of such notice.
- c. You will work under the supervision of such officer as may be decided by the company from time to time. You shall diligently and faithfully carry out instruction given to you by your superior in connection with the work assigned to you to the best of your knowledge, skill and ability and you shall further the business and interest of the company.
- d. You will not enter into any commitments or dealings on behalf of the company for which you have express authority nor alter or be a party to any alternation of any principle or policy of the company or exceeds the authority or discretion vested in you without the previous sanction of the company or those in authority over you.
- e. You will intimate in writing to the company any change of address within a week from the change of the same, failing which any communicate sent on your last recorded address shall be deemed to have been served on you.

Tatva Chintan Pharma Chem Pvt. Ltd.



In addition to the terms and conditions of employment here in above mentioned, you shall also observed and comply with and shall be bound by any rules and regulations which the company may from time to time separately frame for observance and compliance by its officers and which are communicated by the company to you in writing.

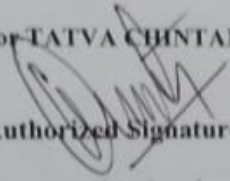
In case the terms and conditions expressly enumerated above are acceptable to you, please sign the duplicate copy of this letter in token of your having understood and accepted the aforesaid terms and conditions of employment.

For purpose of convenience, this appointment letter is being issued to you from the Factory & Registered office Ankleshwar 393002.

We welcome you to our organization and look forward to a long and mutually beneficial association.

With best wishes,

For **TATVA CHINTAN PHARMA CHEM PVT LTD**


Authorized Signature

I have read and understood the above offer including the terms and conditions of employment. All the conditions are acceptable to me and I hereby undertake to abide all the conditions, rules and regulations of the Company in force from time to time.

Signature :- _____

Date :- _____

Factory & Regd. Office

Plot No. 502/17, G.I.D.C., Ankleshwar - 393 002, Dist. Bharuch, Gujarat, INDIA.

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Email : info@tatvachintan.com Web : www.tatvachintan.com

CIN No. U24232GJ1996PTC029894

Tatva Chintan Pharma Chem Pvt. Ltd.



6. Medical Fitness and Verification of particulars:-

- a. Your continuation in the employment is and will be subject to your remaining medically fit. The management have right to get examined or re-examined from any registered medical practitioner of management's choice whose decision shall be final and will be binding on you.
- b. Your appointment is being made on the basis of your particulars given in your application for employment and in case any information as given by you are found false or incorrect, your appointment will be deemed void and liable for termination without any notice or salary in lieu of notice.

7. Retirement:-

You shall retire from the company's employment on your attaining the age of 58 (Fifty Eight) years and that no further communication whatsoever to you will be necessary in this regard. Your age as declared by you at the time of joining and as computed on the basis of your date of birth DATE shall be final and binding on both parties.

8. Confidentiality:-

Not at any time during the continuance or before two (2) years after the termination or cessation of your employment with the Company expect with prior sanction in writing of the company divulge, disclose or make public either directly or indirectly to any person, Firm or body corporate; or make any use of whatsoever for your own or any other purpose of:

- a. Any knowledge, information or document which may you acquire or which may you come into your possession or custody during the course of or as incidental to your employment with the company concerning the business affair finance or property of the company or of any company which is subsidiary, associates or affiliates of the company or any activity, business dealing or concerned or interested whether directly or indirectly.
- b. Any secret and technical information, processes, or details of any process (whether patented or otherwise), methods of manufacturing or research or other trade secrets or financial/ administrative/ any other company matters or documents which may come into your possession or custody or which may acquire during or in the course of employment with the company.

9. Termination of employment:-

Either party can terminate the contract of employment by giving the other, **Thirty (30) days'** notice during probation period & ^{Two Months} upon confirmation in writing. However in the event of resignation the company and its sole discretion will have an option to accept the same and direct you to either serve the entire notice period or relieve you earlier without any pay in lieu of notice period. You shall have choice to pay off in part of full/Part or adjust with leave for notice period or you will be continue to serve the company during this notice period.

Resignation by you shall be in writing only duly signed by you. Any resignation by mail/ electronic form/ SMS or mobile shall be valid. Any deviation of this clause shall be deemed to be abandonment of employment.

Prior to your relieving from the services, you shall promptly handover the note of all pending matters and the actions to be taken to the person authorized by the company. You shall also obtain a "Relieving Consent" in writing jointly from your department head and chief of HR Department of the company after formal handover including sharing of intellectual property that you may have acquired and important issues pertaining to the operations under your control in the course of your employment with us.

Factory & Regd. Office

Plot No. 502/17, G.I.D.C., Ankleshwar - 393 002, Dist. Bharuch, Gujarat, INDIA.

Tel.: +91-2646-253593/238991/220184/220253 Fax +91-2646-238992

Email: info@tatvachintan.com Web: www.tatvachintan.com

CIN No. U24232GJ1996PTC029894



MERIDIAN ENTERPRISES PVT. LTD.

Factory : Plot 418, G.I.D.C., Kabilpore, Navsari - 396424, Gujarat, India.
Tel : (02637) 265111 / 265222 E- Mail : factory@meridianentp.com
CIN : U24231MH1990PTC055663

01st January 2021

To,

Mr. Vivek A. Patel
GIDC, Giriraj Road,
Antaliya, Gandevi,
Navsari - 396325

Sub: Appointment Letter

Dear Mr. Vivek A. Patel,

Pursuant to our discussions, we are pleased to appoint you as Q. C. Officer in our Company with effect from 01st January 2021 on the following terms and conditions:

1. Your annual total compensation package (CTC or cost to the Company) will be Rs. 1,47,876/- (Rupees One Lakh Forty Seven Thousand Eight Hundred Seventy Six Only) per year, the breakup of which is attached herewith.
2. You will not be entitled for any leave during probation. However you will receive leave credit from the date of your employment which will be credited to you upon your confirmation and thereafter you will be eligible for leave as per company leave policy which is attached herewith. The company leave policy will be applicable to you with immediate effect. Please note our Company provides PL encashment on gross salary and not on basic salary as an additional benefit.
3. Your appointment is subject to your being and remaining medically fit in the initial and the periodical medical check-up which will be conducted by the Company. If you are found medically unfit, your services are liable to be terminated without notice or wages in lieu of notice.
4. You will be on probation for a period of three months in this organization from the date of completion of your training period. The probation period may be extended or shortened at the discretion of the Company. If the company is not satisfied with your work performance and/or conduct during the probation period as the case may be, your services can be discontinued/terminated without assigning any reasons by giving one month's notice or salary in lieu thereof. In case you wish to resign from the company during probation period, you are required to give one month notice or salary in lieu thereof.
5. You will work under the supervision of such officers as may be decided upon by the management from time to time. You shall diligently and satisfactorily carry out the instructions given to you by your superiors in connection with the work assigned to you to the best of your skill and ability.
6. At the end of the probation period or any extension thereof, if you are found suitable as per the requirements of the company (of which the company will be the sole judge), your employment

MERIDIAN ENTERPRISES PVT. LTD.

Factory : Plot 418, G.I.D.C., Kabilpore, Navsari - 396424, Gujarat, India.
Tel : (02637) 265111 / 265222 E-Mail : factory@meridianentp.com
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15. You will be bound by rules and regulations of the management, from time to time in relation to conduct, discipline, medical leave, holidays or any matter relating service condition which will be deemed as rules, regulation and orders in the part of these terms of employment.

16. All salary, increments / promotions and demotions will depend at the sole discretion of the management depending upon your efficiency, intelligence, regular attendance, sense of discipline, loyalty, good behavior and also subject to the prosperity. Employer is under no obligation whatsoever to give an increment to any employee, increment is only given to the employees who are working in the company and not for the employees who are serving the notice period or have resigned the company or violated any clause of their Appointment Letter.

17. In case you are incapacitated by reason of illness, accident or any other cause and cannot perform your duties, the company may at its option grant leave for reasonable time on full pay or half pay or without pay or terminate your services. Also if you are found suffering from any infectious / contagious disease the company may at its discretion terminate your services.

18. Your employment may be terminated by the Company if you are found to be engaged in serious misconduct or involved in any legal / criminal / police proceedings.

19. Upon termination of employment, you will immediately return all company property which may be in your possession including all correspondence, mobile & sim, laptop, books, documents and samples etc. belonging to the Company or relating to its business and shall not retain or make copies of these items.

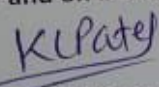
Kindly sign a copy of this letter to signify your acceptance and confirmation that you have agreed with all the terms and conditions of employment herein.

Congratulations and looking forward to your long and fruitful association with the Company.

Thanking you,

Yours faithfully,

For and on behalf of the management.


Factory Manager

Declaration:

I have read/or understood the above terms & conditions and undertake to abide by the same.

Signature of Employee



MERIDIAN ENTERPRISES PVT. LTD.

Factory : Plot 418, G.I.D.C., Kabilpore, Navsari - 396424, Gujarat, India.
Tel : (02637) 265111 / 265222 E-Mail : factory@meridianentp.com
Write to HR@meridianentp.com

will be confirmed in writing, until the written confirmation is received to you, you will be deemed to be in employment on probation.

7. You will carry out the duties entrusted to you by the management from time to time in any department, branch or division most diligently, professionally and in the most ethical manner.
8. You will at all times conduct yourself in an orderly and professional manner and will work to the best of your ability and in the interest of the Company.
9. After successful completion of the probationary period and your employment is confirmed in writing, a notice period of three months will be obligatory on either side for termination of employment.
10. If you resign from the company and if your resignation is accepted you are required to complete the applicable notice period. If you do not complete your notice period and abscond from the organization without completing your pending work or do not handover the charges to your superior then it is assumed that you have abandoned your employment with the Company, hence you have no right to claim the settlement/dues and any document/support from the Company.
11. Your services are liable to be terminated without any notice and/or compensation in the event of disobedience, leakage of confidential information, theft, harassment, indifference to job, misappropriation, disloyalty, indiscipline, gossiping, spreading rumors, neglect of duty, improperly conducting with anyone at work place, sexual abuse, improper reporting, abuses, intimidation, failure to meet targets, irregular attendance, loss of confidence and any such like reasons and/or misconducts.
12. During the tenure of your service with the Company, you will wholly devote yourself to the tasks assigned to you and you will not undertake any other employment on full time or part time basis, without prior permission from the company.
13. For any service or notice or communication of whatever kind, you will be informed by ordinary post at the address given by you at the time of employment or such other address which you may hereinafter intimate to the management. The management may also display a copy of the letter on the notice board, which shall be considered to be sufficient service on you. It will be your duty to intimate in writing to the management whenever there is any change of your address.
14. Absence for a continued period of 8 days (including absence when leave though applied for but not granted (and when over - stayed for a period of 8 days) would make you to lose your employment with the Company and the same shall automatically come to an end without any notice or even intimation.

Ref.No : **MBS/HO/2020/15188**

Date : **16/12/2020**

To,

HARSHILKUMAR YOGESHBHAI AHIR

142 , Mandir Faliya, Acchavani, Chikhli, Navsari, Gujarat 396040

Dear Mr. HARSHILKUMAR

In response to your application for a position in our organization, we are glad to offer you an appointment in our organization as follows

Employee Code : 069475

Date Of Joining : 05-12-2020

Deputation at : VAPI

Designation : SALES EXECUTIVE

You will receive a Gross Salary as mentioned in Annexure II attached along with this letter subject to you achieving minimum performance criteria.

I welcome you on board and wish you all the best for a bright and successful career.

Thanking you,

For, **Modern Business Solution**



Authorized Signatory.

Encl:

- HR POLICY
- ANNEXURE I (TERMS AND CONDITIONS)
- ANNEXURE II (SALARY BREAK UP)

Annexure-II(Salary Break Up)	
HARSHILKUMAR YOGESHBHAI AHIR	
Basic	10400
HRA	2600
Gross Salary : (A)	13000
Contribution	
PF @ 13.61% Basic	1352
ESIC @ 3.25	423
Insurance	0
Sub Total : (B)	1775
CTC (A)+(B)	14775
Deduction	
PF @ 12% Basic	1248
ESIC @ 0.75%	98
Professional Tax	200
Insurance	0
Sub Total : (C)	1546
Net Take Home : (A)-(C)	11454

Thanking you,

For, **Modern Business Solutions**



Authorized Signatory.

Date : **16/12/2020**

To,

Salary Account Group

VAPI

Sub : Opening of Salary Account of our Employee

Dear Sir,

This is to certify that Mr./Ms HARSHILKUMAR YOGESHBHAI AHIR is our employee and working with us since 05-12-2020.

Employee details mentioned below :

Employee Name:	HARSHILKUMAR YOGESHBHAI AHIR
Employee Id:	069475
Birth Date :	05-03-1998
Bar Code :	
ICICI Form No:	
ICICI Account No:	

This is for your information. Kindly open salary account for the above Employee(s).

For, **Modern Business Solutions**



Authorized Signatory.



O/w: SRV/2019-20/1268-A

Date: 28/01/2020

Appointment Letter

To,
Mr. Bhavikkumar D. Tandel

Dear Sir,

With reference to your application and subsequent interview held with management representative for the post of Teaching Assistant (ad hoc) in Chemistry in our college, Shrimad Rajchandra Vidyapeeth, Dharampur, we are pleased to offer you a conditional appointment on following terms and conditions:

1. Your services will be governed by rules and regulations of Shrimad Rajchandra Educational Trust as in force from time to time.
2. You have to produce all original and attested copies to the college, at the time of reporting for the duty.
 - (a) SSC certificate and mark sheet for the proof of age.
 - (b) Certificate of all the subsequent examinations with mark sheets.
 - (c) Character Certificate from any reputed citizen.
 - (d) Original and self-attested photo state copies of experience certificates.
 - (e) Relieving letter from your present employer.
3. Your appointment shall be for the academic year 2018-19

For Shrimad Rajchandra Vidyapeeth,

Dr. Smita H. Bakshi
I/c Principal



**AARTI
INDUSTRIES
LIMITED**

December 18 , 2020

To,
Niravkumar Rohitbhai Lad.
At-Post- Godthal,
Tal-Chikhali
Dist-Navsari.

OFFER LETTER

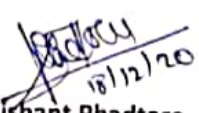
Dear Mr. Niravkumar Lad,

This has reference to your application and subsequent interview you had with us. We are pleased to offer you employment with us as **Jr. Executive – DQC** on the terms and conditions mutually agreed between us.

A detailed appointment letter will be given to you on your joining the company. As discussed you are requested to join us on Monday, 21.12.2020. In case, you fail to join us on above mentioned date this offer will stand withdrawn and cancelled.

Thanking You,

For Aarti Industries Limited,


18/12/20
Mr. Nishant Phadtare
Manager :- HR & ADMIN

www.aarti-industries.com | CIN: L24110GJ1984PLC007301

Regd. Office : Plot No. 801, 801/23, IIIrd Phase, GIDC, Vapi-396195, Dist- Valsad, Gujarat, INDIA. T : 0260-2400366.

Factory : Custom Synthesis Division, Plot No.22-C/1, 1st Phase, GIDC, Vapi - 396195, Dist -Valsad, Gujarat, INDIA,
T : 0260 - 2400467, 9909994655

Admin. Office : 71, Udyog Kshetra, 2nd Floor, Mulund Goregaon Link Road, Mulund (W), Mumbai - 400080, INDIA.
T : 022-67976666, F : 022-25653234 | E : info@aarti-industries.com



SARDAR PATEL UNIVERSITY

VALLABH VIDYANAGAR - 388 120 (GUJARAT) INDIA

Sr. No. 15

Date: 18/03/2020

3/6/2020

D/1/11/Ph.D Adm./19-20(II)/6032

To,
PARASKUMAR JAYANIBHAI PATEL
AT & PO NAGDIHARA
TA & DIST NAVSARI
8980507519

Dear Student,

In response to your application for admission to PhD course in **Chemistry** of this University Department/ affiliated College, and to inform you that you are provisionally admitted as **Full Time** PhD course in this University Department/affiliated College. Kindly pay the following fees and deposit on or before **20/04/2020**. Failing which your admission will be treated as cancelled.

TERM FEES TO BE PAID AT THE TIME OF REGISTRATION:

CODE NO	PARTICULAR	BOYS	GIRLS
10306	Term Fee	4400	4400
10301	Tuition Fee	600	(Exempted for Six terms)
10101	Registration Fee	1000	1000
33023	Library Fee (Per Semester)	1000	1000
30601	Gymkhana Fee	150	150
33023	Barcode ID Card Fee (One time) At the time of Admission	100	100
40077	Library Deposit	200	200
Total		7,450/-	6,850/-

Note : a) Those who registered in Self Finance Institute has to pay Registration Fee of Rs. 1000/- at University and pay other fees at concerned institute as per self finance fee approved by University from time to time.

It may also be noted that your registration for PhD in **Chemistry** will commence from the date of payment of registration fees to this University.

1. You have to submit Migration certificate/Transference Certificate from your previous University/College/Institute with relevant documents within the first term.
2. Duration of the term would be six months i.e., in the month of _____. You must pay the term fee in this particular month only, otherwise you may have to pay the late fee with penalty as per university norms.
3. You have to pay up your term fee as specified within one month. If you fail to do so, then you will have to pay an amount Rs.500 for I term, Rs.1000 for II term and Rs.1500 for III term over and above the term, tuition and other fees.
4. Female students are exempted from paying the tuition fees (Rs.600) up to six term as per the order of the Government of Gujarat. After completion of six term the Female students will also have to pay the regular term fee with tuition fee.

Yours,

No.T.P/Dang/HC/2018/ /D/Ayu.
Commissioner Of
Food and Drugs Control Administration,
Block No. B, 1st Floor,
Dr. Jivraj Mehta Bhavan,
GANDHINAGAR.
DATE:

To,
M/S. DANG JILLA AYURVEDIC PHARMACY SAHAKARI MANDLI LIMITED,
BEHIND SARDAR COLONY,
AT. PO. AHWA -394710,
DIST. - DANGS (OWN BUILDING).

Sub: - Drugs & Cosmetics Act, 1940 and Rules there under,
Approval of Technical Person & Quality Control Lab

Sirs,

Ref: - Your Letter Dated:- 14/12/2017.

With reference to your above letter, you are hereby permitted to operate the
Quality Control Laboratory and the following person is approved as a technical person
for the section shown against her name:-

NO.	NAME OF PERSONS	DEGREE	SECTIONS	LIC. NO.
1	NAIK DHARABEN MORARJIBHAI	B.Sc. (Chem.)	Q. C. CHEMIST	GA/450

Yours Faithfully,
Sd/-

Joint Commissioner (Ayurved)
Food and Drugs Control Administration,
Gujarat State, Gandhinagar.

No.T.P/Dang/HC/2018/

14697-99 /D/Ayu. Date:-

07 FEB 2018

1. The Assistant Commissioner VALSAD for Information.

2. G-Branch for information.

3. NAIK DHARABEN MORARJIBHAI, DANG SWARAJASHRAM, AT. POST. - AHWA, DIST. -
DANG - 394710.

Joint Commissioner (Ayurved)
Food and Drugs Control Administration,
Gujarat State, Gandhinagar.



AFFILIATED TO VEER NARMAD SOUTH GUJRAT UNIVERSITY, SURAT
MANAGED BY BILIMORA VIBHAG KELAVNI MANDAL, BILIMORA

V. S. PATEL COLLEGE OF ARTS & SCIENCE, BILIMORA.

B.Sc. & M.Sc. Self-Financed Course

COLLEGE CAMPUS: MORARJI DESAI MARG, BILIMORA - 396 325 DIST: NAVSARI

Ph: (02634) 283820

Fax No: (02634) 283820

E-mail: vspc1961@gmail.com Visit us: www.vspc.org



ESTD: 1961

Re-Accredited B (2.83)
by NAAC

I/C Principal: Prof. D.B. PATEL.

Ph.: 02634 278123 (O)

M.Sc.

02634 284212 (R)

Mob.: 9824102211

E-mail: drs_patel70@yahoo.com
vspc1961@gmail.com



Ref.No.: 155/A/2019-20

Date: 15-12-2019

To,
Mrs. Monal A. Mehta
Mehta Faliya Street,
House No. 304,
Dhamdachha,
Ta. Gandevi

**Sub: Adhoc Appointment for the Post of Lecturer (Chemistry subject) In
B.Sc. Self-Finance Programme.**

Dear Mrs. Monal Mehta

Our Board of Management is pleased to appoint you on the post of Lecturer (Chemistry subject) in B.Sc. Self-finance programme on adhoc base with from dated 16/12/2019 with the following conditions.

1. You will be given the remuneration as per management policy.
2. Your appointment is strictly on adhoc for the Academic year 2019-20.
3. As soon as your syllabus and other academic activities will be completed, you will be relieved from the temporary post.
4. Payment will be given till end of term or completion of the course whichever earlier of the academic year 2019-20.
5. You are required to serve the College for minimum 7 hours per day.
6. You have strictly followed H.R. Policies.



(Signature)
(Prof. D.B. Patel)
Principal,

V. S. Patel College of Arts & Science, Bilimora
SELF-FINANCED COURSE



UNIQUE CHEMICALS

A Division of J. B. CHEMICALS & PHARMACEUTICALS LIMITED

LAD CHINTANBHAI BHASKARBHAI

06-11-2020

KUMBHARWAD,
VANIYA FALIYA,
NAVSARI.

Dear Mr. Lad,

In response to your request for employment, We have pleasure in offering you an appointment as a **OFFICER- P & D** at our Panoli unit subject your signing agreement cum security bond with effect from 06-11-2020.
The following terms and conditions will apply to your appointment.

01. Before you resume you shall have to sign agreement cum security bond, if you fail to do so this appointment letter shall stand cancelled.
02. In case of inconsistency between the terms of this appointment & agreement cum security bond the terms of the agreement cum security bond shall prevail.
03. You have joined us on 06-11-2020.
04. You will be paid a Monthly salary as under
BASIC : 11000/- pm.
05. You will be on probation for a period of six months from the date of your joining. At the end of the probation period you will be confirmed in your appointment by a letter. If such letter is not issued or you are not considered suitable for the employment in the capacity appointed, your period of probation stands extended or services terminated without any notice.
06. After confirmation either party may terminate the appointment by giving One month's notice or payment in lieu of 1 (one) month notice without giving any reasons.
07. After confirmation in our organization, you will be entitled to enjoy leave as follows as per the rules of the company.
 01. We agree to allow you 7 days casual leave in a year which can be taken at any time but it should not be more than three consecutive days at a time.
 02. Sick leave is allowed for 7 days in a year, this must be supported by a Medical Certificate.
 03. We also agree to allow you 21 days privilege leave in a year, after completion of a year's service. Privilege leave cannot be accumulated more than 60 days.
08. You will be entitled to provident Fund Bonus and Gratuity as Per the Employee's Provident Fund Act 1952, payment of Bonus Act 1965 and payment of Gratuity Act 1972 respectively.
09. As a **OFFICER- P & D** You will be responsible for the distribution of day-to-day work to your Chemists and see that the work is completed in time on day-to-day basis. You will also check the records of the analysis done by your subordinates and maintain them as per required standard.
10. You will also have to maintain the instruments and its spares of Quality Control Department and see that the calibration of the same is done regularly.
11. You will also have to see the validation of new procedures and preparation of Standard Operating Procedure and update the same.

...2...

(44-L)

Factory:
Plot 5, Phase IV, GIDC Industrial Area
Panoli - 394 116, Gujarat
☎ (02646) 272088, 272510, 272508
9974061139
✉ jbcpl.panoli@jbcpl.com

Registered Office:
Neelam Centre
B Wing, 4th Floor
Hind Cycle Road
Worli, Mumbai - 400 030

Corporate Office:
Energy IT Park
Unit A2, 3rd Floor
Unit A, 8th Floor
Appa Sahab Marathe Marg
Prabhadevi, Mumbai - 400 025

☎ +91 22 2439 5200 / 5500
☎ +91 22 2431 5331 / 5334
✉ info@jbcpl.com
🌐 www.jbcpl.com
CIN: L24390MH1976PLC019380

Date: 06.04.19

To

Jinal Mistry
Desra, Juno Kumbharwad
Ta. – Gandevi.
Bilimora – 396321
Dist.- Navsari

Dear Candidate

This letter is written for your application of the job for the post of **Trainee QC Chemist** in our company. We thank you for the same. We would like to meet you personally for a discussion on **12.04.19 at 2:00 O clock** on the following address.

Yasho Industries Ltd.
Unit 2
Plot no 1713
Phase 3
GIDC Vapi
Landmark : Bank of Baroda

We hope that the time and venue is suitable to you and if you are busy at this time than we request you to get in touch with Mr. **Ashish** and provide us the suitable date and time. You have to keep the following list of documents at the time of interview with you

- Copy of Resume
- All Original Mark sheets & Certificates.
- Original and copy of School Leaving certificate.
- Pan Card
- Aadhar Card
- 4 passport size photographs.

We request you to confirm us your availability by phone or by E-mail for this meeting. Our cell no is **9998137070** and E-mail id is ashish140976@gmail.com. Kindly as Mr. **Ashish** if you have any problem or doubt and he will be your contact person throughout the process.

We look forward to meet you personally.

For Talent Hunt

Ashish A. Mapara



Date: 08/02/2021

TO WHOM IT MAY CONCERN

This is to certify that **Mr. Alaykumar Hitendrabhai Patel** is working in
Q.C Department as a **Trainee Q.C Chemist** in our organization since **17th October 2020**
and his **Employee Code – A3018** as per our record.

From,

Accra Pac (India) Pvt Ltd.

Manager, HR ADMIN

Swati Desai



June 30, 2020

To,
Mr. Krishnakumar Chandrakantbhai Kevat
Drusti Appartment, Shyamnagar-2,
Bilimora, Navsari - 396321

Dear Mr. Krishnakumar Kevat,

This has reference to your application and the subsequent interview you had with us. We are pleased to offer you the position of **"Officer – QC"** on the terms and conditions as agreed.

You will be joining us on or before **July 20, 2020** and you will be posted at Dabhel, Daman.

This offer letter is valid subject to submission of your resignation letter copy, duly acknowledged from the present employer within three days from the date of acceptance of this letter.

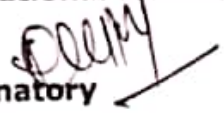
You need to submit the following documents (Xerox Copies) on the day of your joining.

1. Mark Sheets & Certificates of 10th, 12th, Graduation and Post-Graduation (if any).
2. Date of Birth Proof – School Leaving Certificate.
3. Additional Qualification Certificate (if any).
4. Experience Certificates from the previous all employers (if any).
5. Passport Size photographs – 5 Nos.
6. 2 copy of PAN Card and Aadhar Card (Mandatory).
7. Last 3-month salary Slip from the present employer.
8. Last 3 months salary bank statement.
9. Residence proof (any one – Electricity Bill / Ration Card / Voter ID Card).
10. Passport copy (if available)
11. Updated CV.
12. UAN details (if any).
13. Nomination details along with photo id of nominee.

You need to bring the original documents on the day of your joining for the purpose of verification.

Please note that if at any time, it is found that you have obtained the employment by furnishing false / misleading / insufficient information or withholding the material information or you have manipulated and / or fabricated the certificates / records, your service will be terminated with immediate effect, without any notice or salary in lieu of the notice. A regular appointment letter will be issued to you soon after your joining.

Thanking you,
For V. S. International Pvt. Ltd.


Authorized Signatory

V. S. International Pvt. Ltd.

Office: A-204, Neelam Centre, Hind Cycle Road, Worli, Mumbai - 400 030, India.
Tel: +91-22-43333900 / 24988777 Fax: +91-22-66608779 Email: info@vsinternational.co.in

Factory:

Plot No. 17 & 18, Golden Industrial Estate, Somnath Road, Dabhel, Daman (UT) - 396 215, India.
Plot No. 10 & 11, Golden Industrial Estate, Somnath Road, Dabhel, Daman (UT) - 396 215, India.
Tel: +91 72111 69175 / 80 Email: factory@vsinternational.co.in

Web: www.vsiinternational.co.in

CIN: U85100MH1997PTC109647

Mr. Atitkumar Patel
Place: Khergam, Valsad.

Date: 12.09.2020

LETTER OF OFFER

With reference to your application and subsequent interview you had with us, we are pleased to offer you a position of "Research Scientist" in ADL Department in our organization.

We would expect you to join as early as possible as but not later than 21 Sep 2020 beyond which the offer would stand withdrawn, unless a new date is agreed by us in writing. On the date of your joining, you may please submit following documents:-

1. Proof of age, Address proof, PAN Card, Aadhar Card, Copies of educational and experience certificates.
2. Relieving certificate from the previous employer, if any
3. Appointment letter of the previous employer and salary revision letters, if any
4. Last pay slip received from the previous employer, Form 16 (TDS Certificate).
5. 3 Passport Size Photographs.
6. Medical Examination.

Your appointment will be subject to verification of references & based on confirmation from your side that you are medically fit for the said job profile.

You shall be on probation for the period of six (06) months from the date of joining.

If your service is not found satisfactory, the management may extend your probation period, if it is so desire and you shall continue to remain in probation till the time your service are confirmed in writing. This appointment could be terminated with 24hours notice during your probation period without assigning any reason whatsoever or one month notice in writing or one month basic pay in lieu thereof after completion of your probation period.

Please sign the duplicate copy of this letter as a token of acceptance of the same.

Best Regards,
For Olive Healthcare



Authorized Signatory

I, Atitkumar H. Patel accept this offer letter.

My joining date will be 21/09/2020 Signature [Signature]

PAN NO.: AAAF05819P

Regd. Office : Godrej Coliseum, Somaiya Hospital Road, B-3, 2nd Floor, Sion (East), Mumbai - 400 022, INDIA.

Tel.: 91-22-2408 4110 / 4113 / 4246, Fax : 91-22-2408 4323, Email : customer.care@olivehealthcare.co.in

Fact. : 197/2, Athiawad, Dabhel Village, Nani Daman, Daman Tel. : 0260 - 6622666, Telefax : 0260-6622616

(A Govt. Recognized Export House)



UNIQUE PHARMACEUTICAL LABORATORIES

A Division of J. B. CHEMICALS & PHARMACEUTICALS LIMITED

Aug 08, 2020

To,
Mr. Anand Anilbhai Patel
At Post – Gadariya,
Patel Faliya,
Premlavad,
Valsad – 396 055

Dear Mr. Anand,

With reference to your application and subsequent interview you have with us,
We have pleasure in offering you the position of **"Trainee – Production"** at our
Kadaiya plant.

The offer is on the terms and service condition explained to you during the course
of the interview. Further, this offer is subject to verification of all your certificates
and testimonials as well as satisfactory reply from your reference.

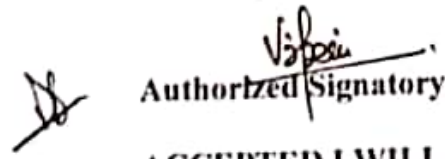
You will join the service of the company on or before 10th Aug, 2020.

It should be noted that this letter does not purport to be a letter of appointment. The
letter of appointment incorporating the usual terms and conditions will be issues to
you on your joining the services of the company.

Should you be interested in joining, please return the duplicate copy of this letter
duly signed by you.

Yours Sincerely

For Unique Pharmaceutical Laboratories


Authorized Signatory

ACCEPTED I WILL JOIN
ON _____
SIGNATURE _____
DATE _____

Factory:
Survey No. 101/2 & 102/1
Daman Industrial Estate, Airport Road
Kadaiya, Daman (U.T.) - 395 210
☎ (0260) 665 5300, 222 0336, 222 0339
☎ (0260) 665 5399

Registered Office:
Neelam Centre
B Wing, 4th Floor
Hind Cycle Road
Work, Mumbai - 400 030

Corporate Office:
Energy IT Park
Unit A2, 3rd Floor
Unit A, 8th Floor
Appa Saheb Marathe Marg
Prabhadevi, Mumbai - 400 025

☎ +91 22 2439 5200 / 55
☎ +91 22 2431 5331 / 53
✉ info@jbcpl.com
✉ www.jbcpl.com
CIN: L24390MH1978PLC011



MERIDIAN ENTERPRISES PVT. LTD.

Factory Plot 418, G.I.D.C. Kabilpore, Navsari - 396424 Gujarat, India
Tel: (02637) 265111 / 265222 E-Mail: factory@meridianentp.com
CW 12421041958 P0055669

will be confirmed in writing, until the written confirmation is received to you, you will be deemed to be in employment on probation.

7. You will carry out the duties entrusted to you by the management from time to time in any department, branch or division most diligently, professionally and in the most ethical manner.
8. You will at all times conduct yourself in an orderly and professional manner and will work to the best of your ability and in the interest of the Company.
9. After successful completion of the probationary period and your employment is confirmed in writing, a notice period of three months will be obligatory on either side for termination of employment.
10. If you resign from the company and if your resignation is accepted you are required to complete the applicable notice period. If you do not complete your notice period and abscond from the organization without completing your pending work or do not handover the charges to your superior then it is assumed that you have abandoned your employment with the Company, hence you have no right to claim the settlement/dues and any document/support from the Company.
11. Your services are liable to be terminated without any notice and/or compensation in the event of disobedience, leakage of confidential information, theft, harassment, indifference to job, misappropriation, disloyalty, indiscipline, gossiping, spreading rumors, neglect of duty, improperly conducting with anyone at work place, sexual abuse, improper reporting, abuses, intimidation, failure to meet targets, irregular attendance, loss of confidence and any such like reasons and/or misconducts.
12. During the tenure of your service with the Company, you will wholly devote yourself to the tasks assigned to you and you will not undertake any other employment on full time or part time basis, without prior permission from the company.
13. For any service or notice or communication of whatever kind, you will be informed by ordinary post at the address given by you at the time of employment or such other address which you may hereinafter intimate to the management. The management may also display a copy of the letter on the notice board, which shall be considered to be sufficient service on you. It will be your duty to intimate in writing to the management whenever there is any change of your address.
14. Absence for a continued period of 8 days (including absence when leave though applied for but not granted (and when over - stayed for a period of 8 days) would make you to lose your employment with the Company and the same shall automatically come to an end without any notice or even intimation.



01st January 2021

To,

Mr. Vivek A. Patel
GIDC, Giriraj Road,
Antaliya, Gandevi,
Navsari - 396325

Sub: Appointment Letter

Dear Mr. Vivek A. Patel,

Pursuant to our discussions, we are pleased to appoint you as Q. C. Officer in our Company with effect from 01st January 2021 on the following terms and conditions:

1. Your annual total compensation package (CTC or cost to the Company) will be Rs. 1,47,876/- (Rupees One Lakh Forty Seven Thousand Eight Hundred Seventy Six Only) per year, the breakup of which is attached herewith.
2. You will not be entitled for any leave during probation. However you will receive leave credit from the date of your employment which will be credited to you upon your confirmation and thereafter you will be eligible for leave as per company leave policy which is attached herewith. The company leave policy will be applicable to you with immediate effect. Please note our Company provides PL encashment on gross salary and not on basic salary as an additional benefit.
3. Your appointment is subject to your being and remaining medically fit in the initial and the periodical medical check-up which will be conducted by the Company. If you are found medically unfit, your services are liable to be terminated without notice or wages in lieu of notice.
4. You will be on probation for a period of three months in this organization from the date of completion of your training period. The probation period may be extended or shortened at the discretion of the Company. If the company is not satisfied with your work performance and/or conduct during the probation period as the case may be, your services can be discontinued/terminated without assigning any reasons by giving one month's notice or salary in lieu thereof. In case you wish to resign from the company during probation period, you are required to give one month notice or salary in lieu thereof.
5. You will work under the supervision of such officers as may be decided upon by the management from time to time. You shall diligently and satisfactorily carry out the instructions given to you by your superiors in connection with the work assigned to you to the best of your skill and ability.
6. At the end of the probation period or any extension thereof, if you are found suitable as per the requirements of the company (of which the company will be the sole judge), your employment

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Factory Plot 418 G.I.D.C. Kabilpore Navsari - 396424 Gujarat India
Tel (02637) 265111 / 265222 E-Mail factory@meridianentp.com
Can 02-2010115907005500

15. You will be bound by rules and regulations of the management, from time to time in relation to conduct, discipline, medical leave, holidays or any matter relating service condition which will be deemed as rules, regulation and orders in the part of these terms of employment.
16. All salary, increments / promotions and demotions will depend at the sole discretion of the management depending upon your efficiency, intelligence, regular attendance, sense of discipline, loyalty, good behavior and also subject to the prosperity. Employer is under no obligation whatsoever to give an increment to any employee, increment is only given to the employees who are working in the company and not for the employees who are serving the notice period or have resigned the company or violated any clause of their Appointment Letter.
17. In case you are incapacitated by reason of illness, accident or any other cause and cannot perform your duties, the company may at its option grant leave for reasonable time on full pay or half pay or without pay or terminate your services. Also if you are found suffering from any infectious / contagious disease the company may at its discretion terminate your services.
18. Your employment may be terminated by the Company if you are found to be engaged in serious misconduct or involved in any legal / criminal / police proceedings.
19. Upon termination of employment, you will immediately return all company property which may be in your possession including all correspondence, mobile & sim, laptop, books, documents and samples etc. belonging to the Company or relating to its business and shall not retain or make copies of these items.

Kindly sign a copy of this letter to signify your acceptance and confirmation that you have agreed with all the terms and conditions of employment herein.

Congratulations and looking forward to your long and fruitful association with the Company.

Thanking you,

Yours faithfully,

For and on behalf of the management.


Factory Manager

Declaration:

I have read/or understood the above terms & conditions and undertake to abide by the same.

Signature of Employee

05/10/2020

Shivani K. Lad

979, kumbharwad, rumla, chikhli, Navsari Gujarat -396060.

Subject: Appointment letter

Dear, Shivani K. Lad

As per your interview Dated 05/10/2020, we are pleased to offer you, the position of QC Chemist with Eburon Organics (I) Pvt Ltd on the following term & condition.

Date of joining:- 05/10/2020

Job title:- QC Chemist

Job location:- present location is vapi, you may however be required to work at any place of the business or sometimes at clients place or as per the requirement.

Salary:- INR 1,20,000.00 per annum (CTC)

Working hours: General shift 8:00 am to 5:00 pm

Training Period: Three month

Probation period: Three month, Upon successfully completion the probation period you will confirmed with organisation.

Benefits: After completion the probation period, you are entitled for company benefits as per rule.

Further information governing your employment can be found in the signed contract as well as the Employee Policy document

If you have further questions, please contact the HR department.

Term & condition

1. Please sign the duly copy of the appointment letter signifying your acceptance
2. We welcome you to our company and look forward to a fruitful collaboration.

We congratulate you on your appointment and assure you to get our full support for your professional growth and development.

Thank you very much.

Sincerely Yours,

Signature

For Eburon Organics I private Limited


Pranay S. Patil
HR In-Charge



19. On resigning from the job, you will be required to give two months advance notice and in case of your inability to serve the stipulated notice period the company shall deduct the two months salary. Also the Management has the right to dispense your services immediately in lieu of notice. This will be at the sole discretion of the management.
20. In case of any mishap or untoward event not expected or designed which may result into partial or total disablement or could be fatal, any employee who will be victim of such accident, he/she or his/her dependents will be entitled to Compensation Act, 1923. However, if an employee is member of the ESI then such obligation will be on the part of the ESI Corporation.
21. The employees eligible for Maternity Benefit as per Maternity Benefit Act. However, the employees who will covered by ESI would avail such benefit from the ESI.
22. That no earned leave even due will be sanctioned during one months notice period on termination by the management or during two months notice period on resignation from the job. You can enjoy Sick / casual leave only i.e maximum for 6 days.
23. You will automatically retire without any notice on your reaching the age of 58 Years. You should continue in service even after attaining the age of retirement, you can be retired thereafter by giving you on month's notice or salary in lieu thereof.
24. This appointment is based on the information given by you to us in your employment/personal data form and otherwise. The appointment shall be considered null and void if any material error/suppression or false details are discovered therein at any time during your course of employment. In that eventuality, the management can also recover the payment made to you towards your remuneration during the course of employment.

13. You will be bound by rules and regulations enforced by the management, from time to time in relation to conduct, discipline leave, holidays or any matter relating to service conditions which will be deemed as rules, regulations and orders in the part of these terms of employment. The management reserves the right to modify, alter or delete the existing service rules or to introduce fresh service rules which will be binding upon you.
14. During the tenure of service, you will keep your emoluments confidential from other members of this organisation and will treat all information coming to you as strictly confidential and the information contained in all documents and papers and other matters relating to the company will not be divulged by you to any person other than those of the management.
15. You shall not take any papers, books, computer software, materials, document or any other property of the organization out of the work premises, nor shall you in any way at any time disclose, divulge to anybody or make public any information or matter concerning the activities, accounts, transaction, dealings, trade/business secrets or information relating to or of the organization or its business or otherwise, whether the same may be confided in your or become known to you in the course of your employment or otherwise, not only during your service, but even after you cease to be in the services of our organization. You shall be responsible for and the shall take proper care of all books, computer software, materials, documents or any other property, etc., generally and specification entrusted to you.
16. Your increment, promotion and demotions will depend at the sole discretion of the management depending upon your work efficiency, regular attendance, sense of discipline, loyalty, Performance, working knowledge and behaviour within and with intra department and also subject to the prosperity of the organization.
17. In case you are charged with any act of misconduct, the company shall proceed with or entitled to suspend you from the services pending enquiry as per provision of standing orders.
18. In case of resignation, the management reserves the right to accept it with immediate effect whereas during that period, you will not join any organization without written permission of the management.

9. Any notice, memo or other communication required or permitted hereunder by either party shall be effective and shall be deemed to be received :
- (a) Upon delivery when delivered by hand. (Refusal to receive any communication sought to be delivered personally will amount to insubordination on your part.)
 - (b) Upon delivery, if sent by an express courier with a reliable system for tracking the delivery to the address mentioned hereinabove.
 - (c) Sent by a certified or registered mail, postage prepaid, return receipt requested, to the address as mentioned hereinabove.

It will be your duty to intimate in writing to the Human Resources Department whenever there is any change of your present residential address. Also you will not refuse to accept any communication as offered to you for personal delivery. All Written communication will be sent your present residential address as given by you.

10. You shall be responsible for the safe keeping and returning in good order of all the property which may be in your possession, custody, care or charge. The management shall have the right to deduct the rightful or present market value of the property from your salary/dues and take such other action as it deems fit in the event of your failure to account for such property whether during the course of service or during the cessation of your employment.
11. Absence for a continuing period of 8 days including absence when leave though applied for but not granted and when overstayed for a period of 8 days would make you to lose your lien on the service and the same shall automatically come to an end without any notice or even intimation. In such an eventuality, the Management will presume that you have unauthorisedly, abandoned your job.
12. You can enjoy your leave after completion of probation period at the time of confirmation only. Privilege leave shall be allowed as per the provisions of the Factories Act. Grant of leave will depend upon the exigencies of work and shall be at the discretion of your immediate Superior/HOD. Before proceeding on leave, you will have to apply for leave 15 days in advance to the appropriate authority and seek the prior sanction of leave. Similarly, for extension of leave, an application will have to be made in advance so as to reach positively before the expiry of leave, originally granted. Mere submission of application will not mean that the leave has been sanctioned. Casual leave shall be allowed as per the provisions of the Factories Act. Entitlement of sick leave, when covered under the ESI Act will be only when your application will be supported by ESI Slip. The Management will be within its rights to get you medically examined to verify alleged sickness.

paid at the time of transfer or company can give rise based on your performance. It will depend on the sole discretion of the management.

5. During the course of your employment, you will not engage yourselves with any other trade or employment without written permission from the management and in case it is found that you are doing so, it will amount to breach of trust on your part. On cessation of your employment with us, you will be under obligation not to **join, for period of one year, any competitor unless permitted by the management.** Violation of this clause will make you liable for legal action, civil or criminal including claim for damages for breach of trust and loss of confidence. The management will be within its rights to communicate to the parties concerned and release advertisement in the newspaper/s or any other electronic mode of communication about your cessation of employment.
6. You will work under the supervision of immediate superior as may be decided upon by Head of the department from time to time. You shall diligently and satisfactorily carry out instructions given to you by your supervisor in connection with the work assigned to you to the best of your skill and ability.
7. You will strictly observe punctuality as per company policy. However, in exceptional circumstances explicitly explained by you, the management shall allow grace period upto thirty (30) minutes at the start of your duty period. If you report to work later than thirty (30) minutes three times in a month you shall be marked absent. In case you report to work later than five minutes after completion of three days grace period, your salary shall be deducted or you will have to apply for leave. The accumulation of grace period is not allowed. Besides deduction as stated hereinabove, disciplinary action for habitual late coming can also be initiated.
8. You will engage yourself efficiently to the best of your ability and will devote your whole time to the work of the organization and will not engage yourself directly or indirectly either honorary or on remuneration in any service, trade, business, vocation or occupation (including agency of an insurance company or in advisory capacity).



Factory Plot No 171 195/3 N H No 8 Near GEB Grid At & PO Kabipore Navsari - 396 424 Gujarat INDIA
Tel No (02637) 239958 239946 Email nvshrd@guficbio.com
CIN L65990MH1984PLCO33519

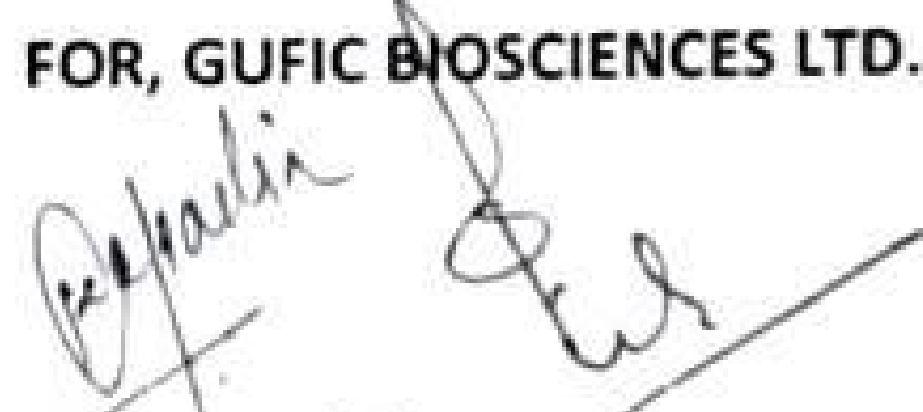
25. Besides above mentioned conditions, you shall abide by the Service Rules/Regulations or standings as in operation besides office orders which are issued from time to time. The Service Rules/Regulations can be modified/replaced by the Certified Standing Orders which will be binding upon you.

In case the terms and conditions are acceptable to you, please sign the duplicate of this letter in token of your having understood and having accepted the same and return the same.

Thanking you,

Yours Faithfully,

FOR, GUFIC BIOSCIENCES LTD.



Authorized Signatory

Declaration

I have read and understood above all terms & conditions and agree to abide by them.



(Darshak Patel)



NGB Laboratories Pvt Ltd

Plot No. 5536, Road no 55, GIDC Estate, Sachin, Surat, Gujarat, 394230, India

Letter of Appointment

NGBL/HR/APPT/2019

Date: June 01, 2019

To,
Hiten Patel
Sadak Faliyu, moti Pethan,
Pethan, Jabalpure,
Navsari, Gujarat-396445

Dear,

Sub: Letter of Appointment

Further to your application and interview, We are pleased to appoint you in our organization as OFFICER – STORES at our plant.

Your appointment will be subject to probationary period of 6 months.

You will be paid Gross CTC emoluments as Rs 1,44,000/- (Rupees One Lakh Forty Four Thousand) per Annum detailed in Annexure – A.

Your employment with us will be governed by the Terms & Conditions as detailed in Annexure – B.

Your offer has been made based on information furnished by you. However, if there is a discrepancy in the copies of documents or certificates given by you as a proof of above, we retain the right to review our offer of employment.

Employment as per this offer is subject to your being medically fit.

Please sign and return duplicate copy of this letter in token of your acceptance.

We congratulate you on your appointment and wish you a long and successful career with us. We are confident that your contribution will take us further in our journey towards becoming world leaders. We assure you of our support for your professional development and growth.

Encl.: As above

H A Patel
29/06/19

Contd.....2

Registered Office: 31, Prajit Row House, B/h. Nehru Nagar, Umra, Athwalines Surat Surat GJ 395007 INDIA

The terms and conditions of Service:

1. Your appointment and continuance in employment will be subject to you being found medically fit and management shall have the right to get you examined/re-examined from authorized Medical Practitioner/ Surgeon, whose finding shall be final and binding upon you. Your non appearance for medical examination will be treated as wilful disobedience of the written orders and your services are liable to be terminated without any notice or notice pay in lieu of notice.
2. You will be on probation for a period of six months thereafter until confirmed by the company in writing for confirmation from joining your duty. The probationary 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 based on your overall performance evaluation. Unless confirmed in writing, you will be deemed as 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.
3. After confirmation, your services are liable for termination at one (1) month's notice on resignation or forfeiting one month's salary. In case you are incapacitated by reasons of illness, accident or any other cause and cannot perform your duties, the company may at its discretion grant leave/s for reasonable time in full or half pay or without pay or terminate your services based on your medical proof. The management reserves the rights to take decision.
4. Initially your place of posting will, at present be at Navsari and you are liable to be transferred to another branch, shift, post or place or to any sister concern or associate or any other concern whether in existence or which may come into existence thereafter. Your terms and conditions of service and the emoluments will not be adversely affected when you are transferred to a sister concern or associate or any other concern which are already functioning and also which may be started, merged or acquired at any stage. Thereafter, when required to work in the sister concern during your normal working hours, no additional payment will be made for such work. It will be your responsibility to make arrangement for your residential accommodation / other arrangements, if any. Also the management can shift the place / places of working anywhere in India and in that event you will have to make your own arrangements for working at the new place of work and your salary and other benefits will remain intact. On transfer, you will be paid existing salary which is

Factory Plot No. 171 195/3 N.H. No. 8 Near GEB Gnd. At & PO. Kabilpore Navsari 396 424 Gujarat INDIA
Tel. No. (02637) 239958 239946 Email: navsind@guficbio.com
CIN: L65990MH1984PLCO33519

Ref. No. GBSL/APPT/HR/2019/004

Date: 13th March, 2019

To,
Mr. Darshakkumar Manubhai Patel
At- Nashilpore,
Po- Bhattai,
Ta-Dist- Navsari.

subject: Appointment Letter

Dear Mr. Darshak Patel,

With reference to your application for employment and subsequent interview thereof, we are appoint you as a "Chemist – Formulation & Development" in our organization posted at Navsari factory with effect from 11th March, 2019 with consolidated CTC of Rs. 1,55,000 (Rupees One lac fifty five thousand only) per annum. The management reserves the right to bifurcate the salary merging or bifurcating with other allowances as under and whenever required.

CTC Break Up

PARTICULARS	Monthly (RS)	Yearly (RS)
Basic+DA	1700.00	20400.00
House Rent Allowance	85.00	1020.00
Additional House Rent Allowance	1800.00	21600.00
Conveyance Allowance	1800.00	21600.00
Children Education Allowance	1800.00	21600.00
Hostel Allowance	1800.00	21600.00
Books & Periodicals	1815.00	21780.00
Total Monthly Gross (A)	10800.00	129600.00
Other Benefits		
PF	204.00	2448.00
ESIC	513.00	6156.00
Bonus (Yearly)	1400.00	16800.00
TOTAL (B)	2117.00	25404.00
Total CTC (A+B)		155000.00
CTC In Word- One lac fifty five thousand only		

- (૫) શ્રી/શ્રીમતી/કુ. અક્ષયકુમાર દિનેશભાઈ પટેલ તલાટી કમ મંત્રી (પં.સ.) ને કરારીય સમયગાળા દરમ્યાન ઉપરોક્ત (૪) સિવાયની અન્ય કોઈ રજાઓ મળવાપાત્ર થશે નહીં. તે સિવાય ફરજ પરથી ગેરહાજર રહેશે તો તેવી ગેરહાજરીના દિવસના વેતનની કપાત ફીક્સ પગારમાંથી કરી લેવામાં આવશે. તેમજ તેટલો કરારીય સમયગાળો લંબાવવામાં આવશે.
- (૬) શ્રી/શ્રીમતી/કુ. અક્ષયકુમાર દિનેશભાઈ પટેલ, તલાટી કમ મંત્રી (પં.સ.) નો આ કરારીય સેવાનો સમયગાળો નોકરી વિષયક સેવા વિષયક કે સરકારની રહેમરાહે નિમણૂકની નીતિ અન્વયે મળવાપાત્ર લાભો માટે ધ્યાને લેવામાં આવશે નહીં.
- (૭) શ્રી/શ્રીમતી/કુ. અક્ષયકુમાર દિનેશભાઈ પટેલ, તલાટી કમ મંત્રી (પં.સ.) એ શાખા/કચેરીના તુરતનાં ઉપરી અધિકારી તથા ઉચ્ચ અધિકારીઓ દ્વારા સોંપવામાં આવે તેવી ફરજો અને જવાબદારીઓ નિભાવવાની રહેશે.
- (૮) શ્રી/શ્રીમતી/કુ. અક્ષયકુમાર દિનેશભાઈ પટેલ, તલાટી કમ મંત્રી (પં.સ.) એ સામાન્ય રીતે કચેરી સમય દરમ્યાન ફરજો બજાવવાની રહેશે. પરંતુ તેમ છતાં સંબંધિત ઉપરી અધિકારી દ્વારા સૂચના આપવામાં આવે ત્યારે તેમણે કચેરી સમય સિવાયના સમયે પણ ફરજો બજાવવાની રહેશે.
- (૯) શ્રી/શ્રીમતી/કુ. અક્ષયકુમાર દિનેશભાઈ પટેલ, તલાટી કમ મંત્રી (પં.સ.) ને સમાન અથવા ઉપલી જગ્યાનો હવાલો સોંપવામાં આવે તો આ ફિક્સ પગારના કર્મચારીને અનુક્રમે મળવાપાત્ર મહેનતાણાના પાંચ ટકા/દસ ટકા વધારાનું મહેનતાણું મળવાપાત્ર થશે.
- (૧૦) શ્રી/શ્રીમતી/કુ. અક્ષયકુમાર દિનેશભાઈ પટેલ તલાટી કમ મંત્રી (પં.સ.) કરારના નિમણૂકનાં સમયગાળા દરમ્યાન ગુજરાત પંચાયત સેવા (વર્તણૂક) નિયમો-૧૯૯૮ થી વર્તણૂક અંગેના જે નિયમો નિયત કરવામાં આવેલ છે તે મુજબ વર્તણૂક કરે તે અપેક્ષીત છે.
- (૧૧) શ્રી/શ્રીમતી/કુ. અક્ષયકુમાર દિનેશભાઈ પટેલ, તલાટી કમ મંત્રી (પં.સ.) એ આ સાથે બીડેલ પત્રક -૨ પ્રમાણેની બાહેધરી આપવાની રહેશે.
- (૧૨) શ્રી/શ્રીમતી/કુ. અક્ષયકુમાર દિનેશભાઈ પટેલ તલાટી કમ મંત્રી (પં.સ.) ને નીચેની બાબતો લક્ષમાં લઈ કરારીય સમયગાળા બાદ સંબંધિત જગ્યા ઉપર તે જગ્યાના નિયમિત પગાર ધોરણ નાંણા વિભાગ ગાંધીનગરનાં ઠરાવ ક્રમાંક પગાર/૧૦૨૦૧૬/૧/પગાર એકમ તા.૧૬/૦૮/૨૦૧૬ માં જણાવ્યા મુજબ ના પગારધોરણમાં લેવલ ૦૨ માં નિમણૂક આપવા બાબતે વિચારણા કરવામાં આવશે.
- (અ) ફીક્સ પગારથી નિમણૂક મેળવનાર ઉમેદવારના કરારના સમગ્ર સમયગાળાના મૂલ્યાંકન અહેવાલના આધારે નિયમિત પગાર ધોરણમાં નિમણૂક આપવા બાબતે વિચારણા કરવામાં આવશે.
- (બ) શ્રી/શ્રીમતી/કુ. અક્ષયકુમાર દિનેશભાઈ પટેલ, કરારના સમયગાળા દરમ્યાન તલાટી કમ મંત્રી (પં.સ.), વર્ગ-૩ ની જગ્યાની નિયત પૂર્વ સેવા તાલીમ અને તાલીમાંત પરીક્ષા પાસ નહીં કરે તો તેમને સંબંધિત જગ્યા ઉપર નિયમિત પગાર ધોરણમાં નિમણૂક આપવામાં આવશે નહીં અને તેમની સેવાનો અંત લાવવા અંગેની વિચારણા કરવામાં આવશે.
- (ક) શ્રી/શ્રીમતી/કુ. અક્ષયકુમાર દિનેશભાઈ પટેલ તલાટી કમ મંત્રી (પં.સ.) એ કરારના સમયગાળા દરમ્યાન અથવા કરારના પાંચ વર્ષનો ગાળો પૂર્ણ થતા તેઓને આપેલ શરતી નિયમિત પગારધોરણની નિમણૂક તારીખથી બે વર્ષની અંદર કોમ્પ્યુટર કૌશલ્યની પરીક્ષા પાસ કરવાની

જિલ્લા પંચાયત કચેરી - નવસારી

જિલ્લા પંચાયત કચેરી (મહેકમ ગાખા)

ઉચ્ચત કોર્ટની પાલિકા, જુનાગઢ, નવસારી, તા.જિ. નવસારી, ડા.નં. ૦૪૬૩૭-૨૪૪૩૯૯

BY R.P.A.

નં.જિ.પં.ઈએસટી-૩/વશી-૦૩-૦૪/૨૦૧૭
નવસારી તા. 11/04/2017

વાંચનમાં લીધું :-

૧. સરકારશ્રીના પંચાયત ગ્રામ ગૃહ નિર્માણ અને ગ્રામ વિકાસ વિભાગ ગુ.રા.ગાંધીનગરના પત્ર ક્રમાંક: મ.મ. - ૧૦૨૦૧૬-૨૧૨૭-ખ, તા. ૧૫-૬-૨૦૧૬ (જણાવેલ ભરવાની મંજુરી)
૨. સરકારશ્રીના ના.વિ.ના ઠરાવ ક્રમાંક: ખરચ-૨૦૦૨-૫૭-ઝ-૧, તા. ૧૬/૨/૨૦૦૬ તથા સા.વ. વિ. સચિવાલય ગાંધીનગરના ઠરાવ ક્રમાંક: સીઆરઆર/૧૧/૨૦૦૮-૪૩૩૭૧૭-ગ.પ, તા. ૪/૬/૨૦૦૮
૩. સરકારશ્રીના, નાણા વિભાગ સચિવાલય, ગાંધીનગરના ઠરાવ ક્રમાંક ખરચ/૨૦૦૨/૫૭/(પાટ-૩)ઝ.૧ તા. ૨૮/૩/૨૦૧૬
૪. ગુજરાત સરકારશ્રીના, નાણા વિભાગ સચિવાલય, ગાંધીનગરના ઠરાવ ક્રમાંક ખરચ/૨૦૦૨/૫૭/(પાટ-૨) ઝ.૧ તા. ૧૮/૧/૨૦૧૭
૫. અત્રેની કચેરીના હુકમ નં.જિ.પં./ઈએસટી-૧/વશી ૩૬૦-૫૭૩/૨૦૧૭, તા. ૨૮/૪/૨૦૧૭
૬. સચિવશ્રી, જિલ્લા પંચાયત સેવા પસંદગી સમિતિ જિ.પં. નવસારીની તરફથી મળેલ ત.ક.મંત્રીની (પંચાયત સહાયક) એડીશનલ આખરી પસંદગી યાદી, તા. ૦૮/૦૮/૨૦૧૭

-: ✦ હુકમ ✦ :-

આમુખ (૧) માં દર્શાવેલ ઠરાવથી જિલ્લા પંચાયત હેઠળની નવસારી જિલ્લા માટે તલાટી કમ મંત્રી (પંચાયત સહાયક)ની કુલ-૪૯ જગ્યાઓ સીધી ભરતીથી ભરવા માટેની મંજુરી આપવામાં આવેલ છે.

આમુખ - ૨ થી ૪ માં જણાવેલ ઠરાવ ની જોગવાઈઓને આધિન રહી, આમુખ (૫) ની વિગતે સીધી ભરતીની પ્રક્રિયા પૂર્ણ કરી નિમણૂક માટે " તલાટી કમ મંત્રી (પંચાયત સહાયક)" સંવર્ગના ઉમેદવારોની મળેલ આખરી પસંદગી યાદી મુજબના ઉમેદવારો તલાટી કમ મંત્રી (પંચાયત સહાયક) સંવર્ગમાં નિમણૂક માટે પસંદગી પામેલ ઉમેદવારને આમુખ-૫ માં જણાવેલ હુકમથી નિમણૂક આપવામાં આવેલ હતી, સદર નિમણૂક હુકમ અન્વયે નિમણૂક પામેલ ઉમેદવારો તેમની નિમણૂકની જગ્યાએ હાજર ન થવાથી તેમની નિમણૂક રદ કરી ખાલી પડેલ જગ્યાએ નિમણૂક પ્રોવિઝનલ યાદી માંથી કેટેગરીવાર ઉમેદવારોની એડીશનલ આખરી પસંદગી, આમુખ- ૬ માં જણાવ્યા મુજબ પસંદગી પામેલ નીચે જણાવેલ ઉમેદવારને તેમના નામ સામે જણાવેલ સ્થળે " તલાટી કમ મંત્રી (પંચાયત સહાયક) " તરીકે હાલ પ્રવર્તમાન પાંચ વર્ષ માટે માસિક ફિક્સ વેતન રૂ. ૧૯૯૫૦/- (અંકે રૂપિયા ઓગણીસ હજાર નવસો પચાસ પૂરા)માં આ સાથે સામેલ શરતો અને બોલીઓ આધિન હંગામી ધોરણે નિમણૂક આપવા આથી હુકમ કરવામાં આવે છે. જે ઉમેદવારને બંધનકર્તા રહેશે.

અ.નં.	જન.મેરીટ ક્રમાંક	ઉમેદવારનું નામ અને સરનામું	નિમણૂકનો હોદ્દો/સ્થળ
(૧)	(૨)	(૩)	(૪)
૧	૬૩	અક્ષયકુમાર દિનેશભાઈ પટેલ મુ.પો.ઉડાંચ, વાણીયા ફળિયા, બોરડી ફળિયા તા.ગણદેવી જિ.નવસારી	તલાટી કમ મંત્રી (પંચાયત સહાયક) એડી.ખાપરવાડા, તા.ગણદેવી

રહેશે અને તો જ તેઓ નિયમિત નિમણૂકની તારીખથી પ્રવરતા મેળવી શકાશે. જો તેઓ આ સમયગાળામાં કોમ્પ્યુટર કૌશલ્યની પરીક્ષા પાસ ન કરી શકે તો તેમને તાત્કાલિક અસરથી છૂટા કરવાના રહેશે. જ્યારે કોમ્પ્યુટર કૌશલ્યની પરીક્ષા પાસ કરે ત્યારે પ્રવરતા હક્કના રક્ષણ વિના સેવામાં પરત લેવામાં આવશે. એટલે કે તેઓ જ તારીખે કોમ્પ્યુટર કૌશલ્ય પરીક્ષા પાસ કરે તે તારીખથી નવેસરથી નિયમિત નિમણૂક ગણી તે તારીખથી પ્રવરતા મળવાપાત્ર થશે.

(૧૩) શ્રી/શ્રીમતી/કુ. અક્ષયકુમાર દિનેશભાઈ પટેલ, ને ઉપરોક્ત ક્રમાંક:(૧૨)ની જોગવાઈ મુજબ કરારીય સમયગાળા બાદ તલાટી કમ મંત્રી(પં.સ.) વર્ગ-૩ સંવર્ગના નિયમિત પગાર ધોરણના પગારધોરણમાં લેવલ ૦૨ માં નિમણૂક આપવામાં આવશે ત્યારે.

(અ) ગુજરાત રાજ્ય સેવા (પગાર સુધારણા) નિયમો ૨૦૧૬ માં પગાર ધોરણના પગારધોરણમાં લેવલ ૦૨ તથા અન્ય નિયમોનુસારના ભથ્થાઓના મળવાપાત્ર થશે.

(બ) કરારના સમયબાદ જે તારીખે નિયમિત નિમણૂક આપવામાં આવે તે તારીખથી તેમણે સરકારી કર્મચારીને મળવાપાત્ર હોય તેવા તમામ લાભો મળવાપાત્ર થશે તથા સરકારના સરકારી કર્મચારી અંગેના પ્રવર્તમાન તમામ નિયમો તેમણે લાગુ પડશે.

(૧૪) (અ) જગ્યાના અભાવે કે સક્ષમ સત્તાધિકારી દ્વારા ન્યાયનાં સિદ્ધાંતો અનુસરી કરવામાં આવેલી તપાસના અંતે પ્રસ્થાપિત થતી ગેરવર્તણૂકનાં કારણોસર અથવા તલાટી કમ મંત્રી વર્ગ-૩ ની જગ્યાની ફરજો બજાવવા માટેની તેમની યોગ્યતા / ક્ષમતાનાં અભાવે (કે જે વાર્ષિક મૂલ્યાંકન અહેવાલોના આધારે પ્રસ્થાપિત થતી હોય) તેમને એક માસની નોટીસ આપી અથવા એક માસનું ફિક્સ પગારનું ચૂકવણું કરી નોટીસ આપ્યા સિવાય તેમની સેવાનો અંત લાવી શકાશે. વ્યાજબી કારણો સિવાય સેવાનો અંત લાવવામાં આવે તો તેની સામે સંબંધિત વિભાગના સચિવશ્રીને જે તે કર્મચારી રજૂઆત કરી શકાશે. તા. ૧/૧૦/૧૫ પહેલા નિમણૂક પામેલ દરેક ફીક્સ પગારના કર્મચારીઓને પણ લાગુ પડશે.

(બ) કરાર આધારે ફીક્સ પગારના કર્મચારી દ્વારા સ્વેચ્છાએ છૂટા થવાના કેસમાં કરારીય સમયગાળા દરમિયાન એક માસની નોટીસ અથવા રાજીનામું મંજૂર થયા બાદ છૂટા થઈ શકશે. પરંતુ પૂર્વ સેવા તાલીમ અન્વયે જો કોઈ બોન્ડ આપવામાં આવેલ હશે તો તેવા બોન્ડની રકમ તેમણે ચૂકવવાની રહેશે.

(૧૫) કરાર આધારે ફીક્સ પગારના કર્મચારી દ્વારા નિયમનુસારનું મેડિકલ બોર્ડ/સિવિલ સર્જન માંથી મેડિકલ ફિટનેશ સર્ટીફિકેટ, ૧ માસમાં રજુ કરવાનું રહેશે.

(૧૬) શ્રી/શ્રીમતી/કુ. અક્ષયકુમાર દિનેશભાઈ પટેલ, તલાટી કમ મંત્રી (પં.સ.) ની આ પ્રમાણે કરાર આધારે ફિક્સ પગારથી નિમણૂક થયા બાદ આ નિયમોમાં કોઈપણ પ્રકારના સુધારા વધારા થાય તો તેઓને તેવા સુધારા લાગુ પડશે.

Kishakkar
નાયબ જિલ્લા વિકાસ અધિકારી
જિલ્લા પંચાયત નવસારી

કરાર આધારે ફિક્સ પગારથી પંચાયત વિભાગ હેઠળના જિલ્લા પંચાયત કચેરી ખાતેના

તાલટી કમ મંત્રી વર્ગ -૩

ની જગ્યાએ નિમણૂક મેળવનાર કર્મચારીની સેવાની શરતો અને બોલીઓ.

- (૧) શ્રી/શ્રીમતી/કુ. અક્ષયકુમાર દિનેશભાઈ પટેલ તલાટી કમ મંત્રી(પં.સ.)ને વર્ગ-૩ની જગ્યા ઉપર રૂા ૧૯૯૫૦/- (અંકે રૂપિયા ઓગણીસ હજાર નવસો પચાસ પુરા) ના માસિક ફીક્સ પગારથી તેઓ હાજર થયા તે તારીખથી પાંચ વર્ષના સમયગાળા માટે કરાર આધારે નિમણૂક આપવામાં આવે છે. તેઓ સમાન કક્ષાની કે ઉપલી કક્ષાની ફિક્સ પગારની અન્ય જગ્યાએ જોડાય તો તેઓને આ નિમણૂક નામદાર સુપ્રિમ કોર્ટમાં નોંધવામાં આવેલ એસ.એલ.પી.નં. ૧૪૧૨૪-૧૪૧૨૫/૨૦૧૨ના આખરી ચુકાદાને આધિન રહેશે.
- (૨) શ્રી/શ્રીમતી/કુ. અક્ષયકુમાર દિનેશભાઈ પટેલ તલાટી કમ મંત્રી(પં.સ.) ને સરકારી કર્મચારી તરીકે મળતા લાભો પૈકીના કોઈ લાભો મળવા પાત્ર રહેશે નહીં કે તેઓ આવા લાભોની માંગણી કરી શકશે નહિ.
- (૩) શ્રી/શ્રીમતી/કુ. અક્ષયકુમાર દિનેશભાઈ પટેલ તલાટી કમ મંત્રી (પં.સ.)ને કરારીય સમયગાળા દરમ્યાન સરકારી કામકાજ અર્થે મુસાફરી કરવાના પ્રસંગો ઉપસ્થિત થાય ત્યારે તેમને નાણાં વિભાગના તા.૨૦-૧૦-૨૦૧૫ નાં ઠરાવ ક્રમાંક.ખરચ/૨૦૦૨/૫૭/(પાર્ટ-૨)/ઝ.૧ ની જોગવાઈ મુજબ મુસાફરી ભથ્થું તથા દૈનિક ભથ્થું મળવાપાત્ર રહેશે.
- (૪) (અ) શ્રી/શ્રીમતી/કુ. અક્ષયકુમાર દિનેશભાઈ પટેલ તલાટી કમ મંત્રી(પં.સ.)ને કરારીય સમયગાળા દરમ્યાન વાર્ષિક ધોરણે ૧૨ પરચુરણ રજાઓ મળવાપાત્ર થશે.
- (બ) શ્રી/શ્રીમતી/કુ. અક્ષયકુમાર દિનેશભાઈ પટેલ તલાટી કમ મંત્રી(પં.સ.)ને કરારીય સમયગાળા દરમ્યાન વાર્ષિક ધોરણે આકસ્મિક સંજોગો માટે ૧૫ ખાસ રજાઓ મળવાપાત્ર થશે. તેમજ પછીના વર્ષમાં આગળ ખેંચી શકાશે પરંતુ આવી રજાઓ ૩૦ થી વધુ જમા થઈ શકાશે નહીં. આ રજાઓ કોઈ પણ હેતુ માટે વાપરી શકાશે. આ રજાઓ સક્ષમ અધિકારી પ્રાપ્ત રજાના નિયમ મુજબ મંજૂર કરી શકાશે. આ રજાઓ કેલેન્ડર વર્ષ શરૂ થતાં જાન્યુઆરી માસમાં જમા થશે.
- (ક) શ્રી/શ્રીમતી/કુ. અક્ષયકુમાર દિનેશભાઈ પટેલ તલાટી કમ મંત્રી(પં.સ.) ને કરારીય સમયગાળા દરમ્યાન પોતાની ગંભીર બિમારી કે અકસ્માતના કારણે થયેલી ગંભીર ઈજાના સંજોગોમાં તેઓને ખાસ રજા મંજૂર કરવા સંબંધિત વિભાગ નાણા વિભાગની મંજૂરી મેળવી રજા મંજૂર કરી શકશે. અને આ રજાના સમયગાળા દરમ્યાનના નિયમાનુસાર પગાર-ભથ્થા મળવાપાત્ર થશે.
- (ડ) શ્રી/શ્રીમતી/કુ. અક્ષયકુમાર દિનેશભાઈ પટેલ તલાટી કમ મંત્રી (પં.સ.) (મહિલા કર્મચારીઓ) ને કરારીય સમયગાળા દરમ્યાન ગુજરાત મુલકી સેવા નિયમો -૨૦૦૨ ના નિયમોની જોગવાઈઓ મુજબ અને નાણા વિભાગનાં પરિપત્ર ન.પી.એસ.એન.-૧૦૨૦૧૫-ઓ.૮૨૯-પી સચિવાલય ગાંધીનગર તા.૦૧-૦૯-૨૦૧૫ મુજબ પ્રસુતિ રજા મળવાપાત્ર રહેશે. નાણાવિભાગના પરિપત્ર ક્રમાંક ખરચ/૧૦૨૦૧૬/ યુ.ઓ.૭૮૬/ ઝ.૧ સચિવાલય ગાંધીનગરનો તા.૧૨/૦૭/૨૦૧૬ ના મુજબ વર્ગ ૩ ના સીધી ભરતીથી નિમણૂક પામેલ પુરુષ કર્મચારીઓને પિતૃત્વની રજાઓનો લાભ મળવાપાત્ર રહેશે.

સા.ર.કુ. આદેશ અનુસાર નિમણૂક વાળા સ્થળે ઉમેદવારે દિન-૭ (સાત) માં હાજર થવાનું રહેશે. જરૂરી દસ્તાવેજો સાથે સંબંધિત શાખાધિકારી/ તાલુકા વિકાસ અધિકારીશ્રી, સમક્ષ હાજર થવાનું રહેશે. મુદત વિત્તે નિમણૂકનો હુકમ રદ થવાને પાત્ર રહેશે.

ઉમેદવારે ફરજ પર હાજર થતી વખતે નિયત નમુનામાં રૂ.૨૫,૦૦૦/- (અંકે રૂપિયા પચ્ચીસ હજાર પૂરા)નો જામીનખત રજુ કરવાનું રહેશે, સરકારશ્રીના ના.વિ.ના ઠરાવ તા.૧૬/૨/૨૦૦૬ અને સા.વ.વિ.ના ઠરાવ તા.૪/૬/૨૦૦૯ અન્વયે, તથા નાણાંવિભાગના તા.૨૮/૩/૨૦૧૬ મુજબની શરતો અને બોલીઓ લાગુ પડશે. શરતો અને બોલીઓ સાથે સામેલ છે. બાહેધરીપત્ર તથા જામીનગીરી બોન્ડ નિમણૂક પામનાર ઉમેદવારે ફરજિયાત રજુ કરવાનું રહેશે. તે સિવાય ફરજે હાજર ગણવામાં આવશે નહીં.

બિડાણ :- શરતો અને બોલીઓ


નાયબ જિલ્લા વિકાસ અધિકારી
જિલ્લા પંચાયત નવસારી

પ્રતિ,

અક્ષયકુમાર દિનેશભાઈ પટેલ

મુ.પો.ઉડાંચ, વાણીયા ફળિયા, બોરડી ફળિયા

તા.ગણદેવી જિ.નવસારી

નકલ સવિનય રવાના :-

- નાયબ સચિવશ્રી, (મહેકમ) પંચાયત ગ્રામ ગૃહ નિર્માણ અને ગ્રામ વિકાસ વિભાગ, સચિવાલય ગાંધીનગર.
- સચિવશ્રી, ગુજરાત પંચાયત સેવા પસંદગી બોર્ડ, બ્લોક:-૨, પાંચમો માળ, કર્મયોગી ભવન, સેક્ટર-૧૦/એ, ગાંધીનગર-૩૮૨૦૧૬..

નકલ જયભારત સહ રવાના :-

- સચિવશ્રી, જિલ્લા પંચાયત સેવા પસંદગી સમિતિ, જિ.પં.નવસારી તરફ જાણ સારું.
- આ.સહ, તાલુકા વિકાસ અધિકારીશ્રી, ચીખલી, વાંસદા, જિ.નવસારી તરફ...
- તાલુકા વિકાસ અધિકારીશ્રી, નવસારી, જલાલપોર, ગણદેવી, જિ.નવસારી તરફ..

૨/- નિમણૂક હુકમ અન્વયે જામીનખત, કરારનામું તથા બાહેધરીપત્ર મેળવી અમલવારીનો

રિપોર્ટ કરવા સારું.

Mangalam Drugs and Organics Ltd.

Unit II: Plot No. 1203, 3rd Phase, G. I. D. C., VAPI, Dist. Valsad - 396195 (Gujarat) ☎ 91 - 0260 - 2432669 / 07490052669
☎ 91 - 0260 - 2432669 / 2424970 • mdol2@mangalamdrugs.com • CIN : L24230MH1972PLC116413



MDOL/HR&ADMIN/2812/2020-21

Date: 23/11/2020

To,
Mr. Shiv Rohitbhai Desai
Add.: 5, Nalanda Appartment, College Campus, Tithal Road, Valsad - 396001

Sub: Appointment letter for the post of Tr.Chemist in R&D Dept.

We are pleased to appoint you in **R&D Dept.** as a **Tr.Chemist** in our plant located at Plot No.1203, GIDC, Vapi with effect from the date of joining which shall not be later than dated **23/11/2020**.

1. **You will be paid salary of :**

Basic	: Rs. 5500/- per month	Medical Reimb.	: Rs. 500/- per month
H. R. A.	: Rs. 1400/- per month	Educational Allowance:	Rs. 200/- per month
Con. Allow.	: Rs. 1400/- per month	Washing Allowance	: Rs 0/- per month
CC Allow.	: Rs. 2600/- per month	Gratuity	: As applicable
P. F.	: As applicable	Bonus	: As applicable

2. **Probation & Confirmation:**

- You shall be on 6 months probation. The probationary period can further be extended at the discretion of the company prior to or at the end of the expiry of the probation.
- In case no extension of the probationary period is given in writing, probationary period will be deemed to have extended even if you are continued in service.
- Confirmation letter will be issued separately, till such time you will be continued to remain on probation.
- Your services are liable to be terminated at any time during the probationary period or on the expiry of the probationary period or during the extended period of probation without assigning any reason.
- During the probationary period if you want to resign, you will give **One Months** notice to the company or **One Months** gross salary in lieu of notice.
- After confirmation either party can terminate this contract of employment by giving **One Months** notice or on payment of **One Months** gross salary in lieu of **One Months** notice to the other party.

Contd.....



Ami Organics Limited

(Formerly known as Ami Organics Pvt. Ltd.)

CIN No. : U24100GJ2007PLC051093

Registered Office & Manufacturing Facility :- Plot No. 440/4, 5, & 6, Road No. 82/A, G.I.D.C. Sachin, Surat - 394230. Dist. Surat, Gujarat, India.

To,
Mr. Gaurav Dayabhai Chawda.
Add: 4670-1, Ishwar Kripa,
Jalalpore,
Navsari - 396445.
Mob. No.: +91-7621944947.

REF: AOL/HRD/OFF/1077/2020-21

DATE: 31/10/2020

SUBJECT: OFFER LETTER

With reference to your application & subsequent personal interview, you had with us, we are pleased to offer you the post as a "Apprentice" in Quality Control Department of our Company.

This offer letter is applicable subject to your medical checkup report. In case, you will found medically unfit, this offer letter will be automatically treated as cancelled. You are required to visit the below mentioned hospital for medical check-up at the expenses of the Company.

Samarpan Multispecialty Hospital,
Center Point Building,
Kanakpur, Surat Navsari Road,
Sachin, Surat, Gujarat.
Ph. No.: +91 261 – 2391663, 2392663.

You would be on apprenticeship period for One Year from the date of joining. You would be reporting on or before 06/11/2020 at our factory.

You are required to bring the photocopies of (1) Academic qualifications along with Originals for verification purpose (2) Bank Statement (3) Two Reference Letter & (4) Passport Size Photo – 6 Nos.

You will have to sign stability Bond for two years & six months as per format explained

Thanking You,
For, Ami Organics Limited.

Senior Manager – HR



I Accept the Same

Annexure A

Meril Life Sciences Pvt. Ltd.		
Name of the Employee	Ms. Anitaben Bharatbhai Rathod	
Date of Joining	15 June 2020	
Employee Code	21569	
Department	Production	
Designation	Officer	
Cost To Company Per Annum	180000	
	Monthly - INR	Yearly - INR
Cost to Company Per Month	15000	180000
Basic Salary	5250	63000
House Rent Allowance	5250	63000
Travel to Work as per Distance Factor Index	1000	12000
House and Electronic Equipment Maintenance Allowance	1820	21840
Paid On An Annual Basis		
Bonus / Ex - Gratia	1050	12600
Statutory Deduction, Company's Contribution		
Provident Fund	630	7560
Cost To Company	15000	180000

Group Head - Human Capital & Administration

Anitaben Bharatbhai Rathod/ Appointment Letter

Meril Life Sciences Pvt. Ltd. | CIN: U24239GJ2007PTC051137

Registered Office : M1-M2, Meril Park, No. 135/139, Muktanand Marg, Chala, Vapi - 396191, Gujarat, India

T: +91 260 3052100 | F: +91 260 3052125 | E: askinfo@merillife.com | W: www.merillife.com

Cardiovascular | Orthopedic | Diagnostics | Endo-Surgery



More to Life

15 June 2020

MLS/App/06-20/21569

To,
Ms. Anitaben Bharatbhai Rathod
362, Choki Faliya, Hond, Chikhali,
Navsari, Gujarat - 396521

Dear Ms. Anitaben Bharatbhai Rathod,

1. The management takes pleasure in appointing you as an **"Officer – Production Department"** in our organization to be head quartered at Vapi with effect from **15 June 2020** on the following terms and conditions:

You will be stationed at **Vapi**.

2. **JOB REQUIREMENTS:** As an **"Officer – Production Department"** you will be responsible for all related activities of the department as per the directives of the department head.

You will appreciate that your job content has to grow and enlarge in tune with the future requirements of the Company, and therefore, your position description may be revised in the wider organizational context in course of time.

3. **BENEFITS:** You will receive basic salary of **Rs. 5,250/- (Rupees Five Thousand Two Hundred Fifty Only)** per month. In addition, you will receive the allowances as specified in the enclosed sheet – Annexure A.

4. **PERIOD OF PROBATION:** You will be on probation for a period of six (6) months from the date of your appointment. In case of satisfactory performance during the probation period, you will be confirmed in writing. In case of unsatisfactory performance during the probation period, your services may be terminated at the end of the probation period. You shall continue to be on probation unless you are specifically confirmed in writing.

The services of an employee of your category are liable to be terminated by either party by Two month's notice or equivalent salary. During probation period, however, dissociation by either party may be done subject to a notice of seven days.

5. **DOCUMENTS:** You shall produce the following documents while joining:

- a) Copies each, along with original documentary proof of:
1. Educational / Professional qualifications.
 2. Date of Birth.
 3. Previous Experience.

Anitaben Bharatbhai Rathod/ Appointment Letter

Meril Life Sciences Pvt. Ltd. | CIN: U24239GJ2007PTC051137

Registered Office : M1-M2, Meril Park, No. 135/139, Muktanand Marg, Chala, Vapi - 396191, Gujarat, India

T : +91 260 3052133 | F : +91 260 3052125 | E: askinfo@merillife.com | W: www.merillife.com

AI QUAD CAMERA

Orthopedic | Diagnostics

En

2020/7/29 19:



Ami Organics Limited

(Formerly known as Ami Organics Pvt. Ltd.)

CIN No.: U24100GJ2007PLC051093

Registered Office & Manufacturing Facility :- Plot No. 440/4, 5, & 6, Road No. 82/A, G.I.D.C. Sachin, Surat - 394230, Dist. Surat, Gujarat, India.

To,

Mr. Jainish Upendrabhai Joshi,

Add: 103, Shree Krishna Smruti Apartment,

Nani Dhobliwad,

Navsari - 396445.

Mob. No.: +91-9016006088.

REF: AOL/HRD/OFF/1076/2020-21

DATE: 31/10/2020

SUBJECT: OFFER LETTER

With reference to your application & subsequent personal interview, you had with us, we are pleased to offer you the post as a "Apprentice" in Quality Control Department of our Company.

This offer letter is applicable subject to your medical checkup report. In case, you will found medically unfit, this offer letter will be automatically treated as cancelled. You are required to visit the below mentioned hospital for medical check-up at the expenses of the Company.

Samarpan Multispecialty Hospital,
Center Point Building,
Kanakpur, Surat Navsari Road,
Sachin, Surat, Gujarat.
Ph. No.: +91 261 - 2391663, 2392663.

You would be on apprenticeship period for One Year from the date of joining. You would be reporting on or before 06/11/2020 at our factory.

You are required to bring the photocopies of (1) Academic qualifications along with Originals for verification purpose (2) Bank Statement (3) Two Reference Letter & (4) Passport Size Photo - 6 Nos.

You will have to sign stability Bond for two years & six months as per format explained

Thanking You,

For, Ami Organics Limited

Senior Manager - HR



Joshi Jainish U.
I Accept the Same



Ami Organics Limited

(Formerly known as Ami Organics Pvt. Ltd.)

CIN No. : U24100GJ2007PLC051093

Registered Office & Manufacturing Facility :- Plot No. 440/4, 5, & 6, Road No. 82/A, G.I.D.C. Sachin, Surat - 394230, Dist. Surat, Gujarat, India.

To,

Mr. Jainish Upendrabhai Joshi,

Add: 103, Shree Krishna Smruti Apartment,

Nani Dhobiwad,

Navsari - 396445.

Mob. No.: +91-9016006088.

REF: AOL/HRD/OFF/1076/2020-21

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With reference to your application & subsequent personal interview, you had with us, we are pleased to offer you the post as a "Apprentice" in Quality Control Department of our Company.

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You will have to sign stability Bond for two years & six months as per format explained

Thanking You,

For, Ami Organics Limited

Senior Manager - HR



Joshi Jainish U.
I Accept the Same



**AARTI
INDUSTRIES
LIMITED**

Aarti: CSD Vapi : HR 2019
Date : December 23 , 2019

To
Mr. Hetkumar Thakorbhai Patel
Chothiyani Wadi, Vakharia Bandar Road,
Bilimora-396321
Gujarat

Dear Mr. Hetkumar T Patel,

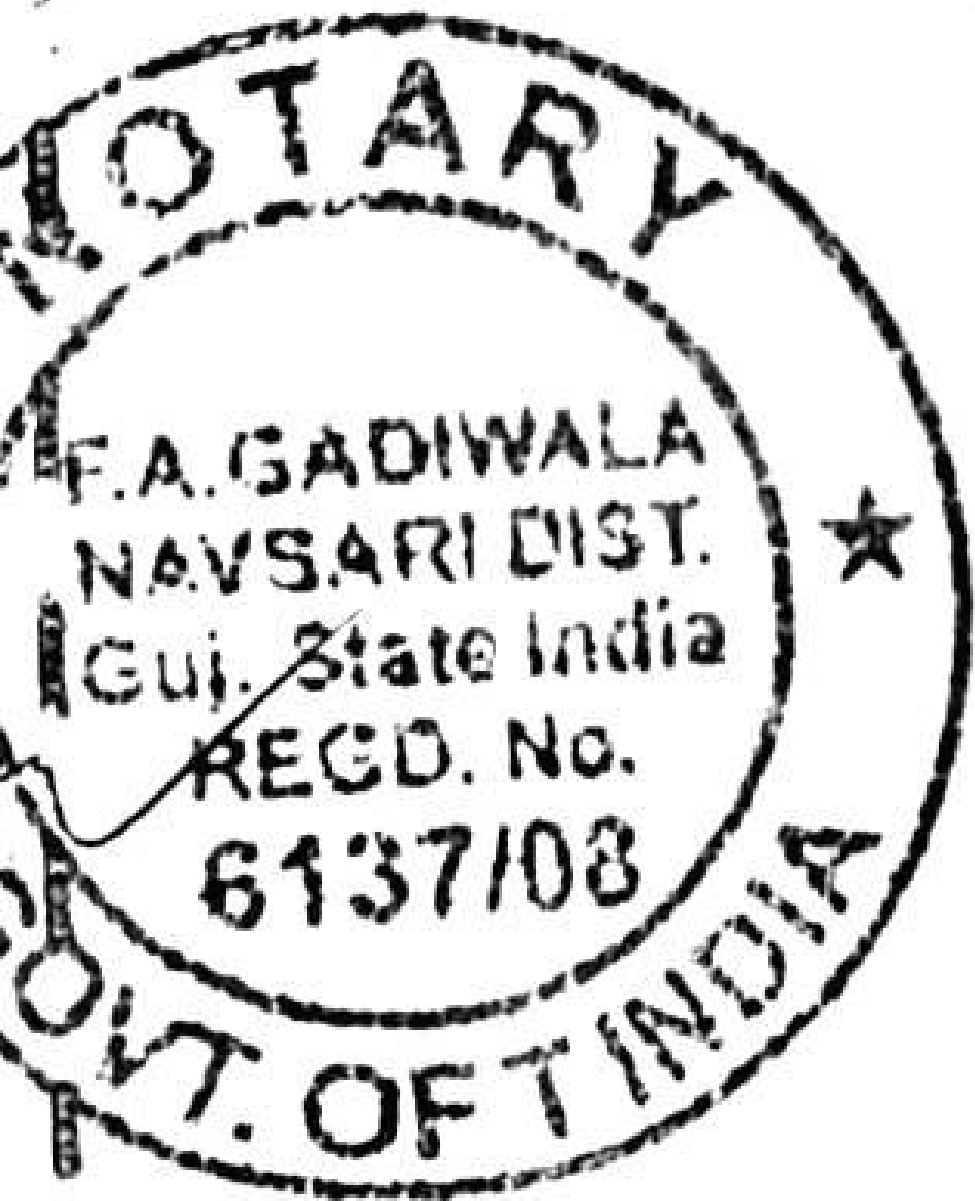
We are pleased to appoint you as **"Jr. Executive (CSD VAPI) – R&D"** w.e.f. 23/12/2019 on the following terms and conditions

Monthly Earnings			
Basic Salary	Rs.	8,400 /-	p.m.
House Rent Allowance	Rs.	1,600 /-	p.m.
Education Allowance	Rs.	----- /-	p.m.
Special Allowance	Rs.	38 /-	p.m.
Washing Allowance	Rs.	----- /-	p.m.
Conveyance Allowance	Rs.	1,600/-	p.m.
Food	Rs.	520 /-	p.m.
PF	Rs.	1,008/-	p.m.
ANNUAL BENEFITS			
LTA	Rs.	----- /-	p.a.
Medical	Rs.	----- /-	p.a.
Bonus	Rs.	22,014/-	p.a.
CTC	Rs.	1.80 Lacs	p.a.

You will be paid your Salary & Allowances in the first week of the subsequent month. Your salary and allowances will be subject to appropriate deduction of EPF, ESIC, Professional Tax, Income Tax etc.

H.T. Patel

ર.અ.વ.કે.સી.ડી.તા.૬૩૮/૨૦૧૮-૨૦૧૯...૧૦૦૦૦૦.....
અંકે ક્રમિકા.....૨૨૧.....નો સ્ટાંપ ને સાંધણ સાથે
રૂ.....૬૦૦૨૦૦.....રૂ.....૨૧૭૧૦૦૦.....૨૨૧.....
પુરા નો તે આજલોજ મોજો...કેસલી...ની...ગણદેવી...
સો...૨૨૧.....શીતલકુમારી...જગદીશભાઈ...
જોડી કે. એ. દેસાઈ રહેમ વેન્ડર લા.નં.: ૩૧/૯૫ યાજલીનાં ચો વચાલ આપ્યો
સહી : ૨૨૧



લખે કરનારની સહી:

Patel

(કે.એ.દેસાઈ)
રહેમ વેન્ડરની સહી

એકરારનામું

આથી હું નીચે સહી કરનાર પટેલ શીતલકુમારી જગદીશભાઈ, ઉ.આ.વ. ૨૨, ધર્મ :
હિન્દુ, ધંધો : વ્યાખ્યાતા, રહેવાસી : કેસલી, (મંદિર ફળીયા), મણીનગર, તા. ગણદેવી, જી.
નવસારી, ૩૯૬૩૬૦ ના મારા ધર્મના સોગંદ સત્ય અને પ્રતિજ્ઞા પુર્વક ડિક્લેરેશન આપી
જણાવું છું કે,

શિક્ષણ વિભાગના તા. ૨૭/૦૧/૨૦૧૬ ના ઠરાવ ક્રમાંક : એન.જી.સી./ ૧૧૨૦૧૦/
૨૪૭૫/બ થી રાજ્યની સરકારી કોલેજો માં સેવા આપતા મુલાકાતી વ્યાખ્યાતાઓના
મહેનતાણાના દર ની માસિક મહત્તમ રૂ. ૧૫,૦૦૦/- નક્કી કરવામાં આવેલ છે.

TO WHOMSOEVER IT MAY CONCERN

This is to certify that Mr. Pratik R. solanki has been confirmed in the production Department of our company after working as trainee officer since (06 july 2020 to 31 jan 2021)

We wish to him all the success in his future life.



Veritas Health Science Pvt. Ltd.



Ami Organics Limited

(Formerly known as Ami Organics Pvt. Ltd.)

CIN No. : U24100GJ2007PLC051093

Office & Manufacturing Facility :- Plot No. 440/4, 5, & 6, Road No. 82/A, G.I.D.C. Sachin, Surat - 394230. Dist. Surat, Gujarat, India.

Annexure - A

Date of Joining

: January 01, 2021

Compensation Structure

Name	:	Mr. Ketulkumar Ishvarbhai Patel
Designation	:	Assistant Officer
Basic Salary	:	Rs. 10,762/- per Month
House Rent Allowance	:	Rs. 4,843/- per Month
Washing Allowance	:	Rs. 1,184/- per Month
Personal Allowance	:	Rs. 45/- per Month
Total : Gross Salary	:	Rs. 16,834/- per Month
Other Benefits		
Provident Fund and Pension Scheme – Employer Contribution (12 % on Basic Salary as per the Act)	:	Rs. 1,291/- per Month
ESIC – (Employer contribution)	:	Rs. 547/- per Month
Bonus (as per payment of bonus act)	:	Rs. 896/- per Month
Total : Other Benefits	:	Rs. 2,734/- per Month
Total CTC (Cost to Company)		Rs. 19,568/- per Month

(Accepted)

(Mr. Ketulkumar Ishvarbhai Patel)



RICHTER THEMIS MEDICARE (I) PVT. LTD.

Date: 26th November 2020

To,
Ms. Patel Khushbuben Prakashbhai
B/H Gujchemp Factory, Gandeve road.
Nani Devsar – Bilimora-396380.

Dear **Ms. Khushbuben,**

The management is pleased to appoint you on the following terms and conditions:

1. You will be designated as **Trainee Officer –Quality Control**
2. You will join duty with effect from **17th November 2020**
3. You will be paid a monthly Consolidated gross remuneration as follows:

PARTICULARS	Monthly	Annually
BASIC	5535	66420
HRA	3689	44268
WASHING ALLOWANCE	780	9360
CANTEEN	1170	14040

RICHTER THEMIS MEDICARE (I) PVT. LTD.

Date: 26th November 2020

To,
Ms. Patel Khushbuben Prakashbhai
B/H Gujchemp Factory, Gandeve road.
Nani Devsar – Bilimora-396380.

Dear **Ms. Khushbuben,**

The management is pleased to appoint you on the following terms and conditions:

1. You will be designated as **Trainee Officer –Quality Control**
2. You will join duty with effect from **17th November 2020**
3. You will be paid a monthly Consolidated gross remuneration as follows:

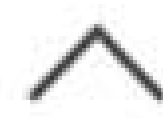
PARTICULARS	Monthly	Annually
BASIC	5535	66420
HRA	3689	44268
WASHING ALLOWANCE	780	9360
CANTEEN	1170	14040

4. The statutory dues (such as P.F., ESIC, and P. Tax etc.) payable by the company to various Govt. Authorities, on account of you, will be deducted from your salary as and when it becomes the liability of the company.
5. On completion of your probation period, your services are liable to be terminated by giving 45 working days notice in writing or salary in lieu thereof. You will also be permitted to leave the services of the company by giving 45 working days advance notice in writing. In case you fail to do so, the company will recover from the dues payable to you an amount equivalent to 45 working days salary by way of damages and any other consequential loss suffered by the company on account thereof. Early relieving is strictly at the discretion of the Management. Any kind of leave taken during the notice period will not be calculated in the 45 working days notice period.
6. Your appointment is in the Management Cadre therefore you will not be eligible for joining or forming any Union or Association of any kind.
7. Primarily you will be required to work at the establishment of the Company at Vapi. However in case of need, you will not refuse to discharge your functions that may be assigned to you in respect of other establishments of the Company or in respect of the other Companies wherein the Directors of the Company have direct or indirect interest, whether or not such

Emp: 2217
Ms.Patel Khushbuben Prakashbhai

HEAD	Monthly	Annually
BASIC	5535	66420
HRA	3689	44268
WASHING ALLOWANCE	780	9360
CANTEEN	1170	14040
ANNUAL BENEFIT		
BONUS (minimum wage act)	1,977	23724
EMPLOYER'S CONT. TO P.F.@13%	720	8635
GRATUITY	266	3195
EMPLOYER ESIC 3.25%	363	4359
TOTAL	14500	174000





Pre-Employment medical details - Alkem laboratories ltd



11 January 2021 7:35 PM

VIVEK BHATIA

Details

Dear Mr. Parth,

Congratulations!!

With reference to your application and the subsequent interview you had with us, we are pleased to offer you the position of **Apprentice in Quality Control Department** in our organization based at Amaliya, Daman.

PN :-

1. This offer letter is valid till [15.01.2021](#) & subject to finding your educational and professional documents accurate as mentioned in your personal information form and further you being found medically fit in examination by



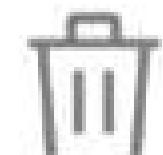
Reply



Reply all



Forward



Delete



Thread

(Established 1912)
E-mail - pardi_education@rediffmail.com
Website - www.peds.org.in

सा विद्या या विमुक्तये ॥

(0260) 2375890
Public Trust Regd. No. F 37 Valsad
F.C. Regd. No. 042000120 New Delhi

THE PARDI EDUCATION SOCIETY

KILLA-PARDI. (DIST. VALSAD) W.RLY. PIN : 396 125. GUJARAT STATE

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D. S. BHATT B.Com., Inter C.A.

Trustee
A. L. PANDYA B.A., LL.B.

Outward No : 187/2020-21

Date : 09/10/2020

To,

Mr. SUBHAMKUMAR GOVINDBHAI PATEL

At-Po- KoparliSoraiFaliya
Ta-Vapi Dist-Valsad
Pin- 396191

SUB: Appointment Letter for the post of Assistant Professor in Chemistry.

REF: Your Interview held on 07/09/2020

Dear Mr.Subhamkumar Govindbhai Patel

Our Management is pleased to appoint you as an Assistant Professor for Chemistry at NirmlabenKishorbhai Desai Science College, killa-Pardi with the conditions mentioned as under:

You are hereby appointed as Assistant Professor for B. Sc. with effect from 10th October 2020.

You were selected on the post by the Selection Committee and the same was approved by Vice Chancellor of Veer Narmad South Gujarat University, Surat. Vide its letter No S (1)/ (Approval- 286)/ 8037/ 2020.

Your appointment will be on permanent basis in the scale of 15600 – 39100 + AGP 6000 as per UGC pay scale (Guide line).

1. Your service will be governed by V.N.S.G.U. Surat rules and as per Ordinance 69-A of Veer Narmad South Gujarat University. The change in service rules or any other rules as per State Government, Gujarat /V.N.S.G.U. Surat norms & by the Management form time shall be binding to you.
2. You should not engage yourself in private Tuition, Private coaching classes, trade or business or undertake any employment full time or part time, remunerative or honorary, or professional or on commission basic without the written permission of the management.
3. You will have to take theory and practical classes of your subject as well as interdisciplinary subjects assigned to you by the competent authority.

4. In Addition to teaching, you should have to carry out duties for Students Union Activities, Curricular activities. Over & above any activities of any other educational institutions of the Campus assigned by the competent authority.
5. You may be required to undergo training programmer for the improvement of your academic knowledge. Moreover, your duties shall not be confined only to lectures, practical or tutorials; but also to carry out other institutional, curricular & extracurricular activities during working day, holidays or vacation as & when required.
6. You will have to accept N.C.C. /N.S.S. work and have to attend courses prescribe for the same.
7. You will be relived immediately from the college without prior notice for the acts of persistence, negligence of duty, breach of discipline, immorality, and incompetence of misconduct.
8. Your service shall be liable to be terminated if at any time with the consent of the Management in writing for divulge or make public any of the secret matters of the College / Management which ought not be disclosed or made public and which will come to your knowledge as a result of your employment.
9. A breach of any of the mentioned rules & regulation , moreover service & employment conditions & HR policies will be understood as the breach of discipline for which necessary disciplinary actions will be taken which may lead to your service coming to an end .
10. If at any time you are certified by a medical officer nominated by the management to be unfit for the duties for which you are engaged, it will be opened for the management to terminate your services by giving one month's notice or one month's salary in lieu thereof.
11. Your appointment is subject to the strength of the students & the work-load in the subject as assigned to you by competent authority.
12. You should be regular as well as punctual in your timing & duties assigned to you by the competent authority.
13. You should stay in campus for at least 7 hours daily.
14. You are requested to send acceptance of your appointment order within a week and report yourself on duty in time.

For,

The Pardi Education Society

Accepted / ~~Not Accepted~~

I will join from 10/10/2020

Mr.Subhamkumar Govindbhai Patel

Mr. Hemant J. Desai
President


PRESIDENT
Pardi Education Society,
Village-Pardi, (Dist.Bulsar)


Candidate Signature
Date: 10/10/2020
Place: Pardi



Atul Ltd

Atul 396 020, Gujarat, India
contact@atul.co.in | www.atul.co.in
(+91 2632) 230000 | 3261

August 31, 2020

Mr Divyesh Gajre
Employee number: 63849
Business | Unit: CP

Performance Review 2019-20

Dear Mr Gajre,

We congratulate you for your performance during 2019-2020 and appreciate your untiring support and contribution during the year under review.

Our key challenges remain largely internal and include **safety, workplace discipline and integrity, productivity, excellence in all that we undertake, timeliness of deliverables and people development.**

As we look ahead, the next financial year will test our resolve to overcome various challenges posed by COVID-19. We remain committed to:

- **strict compliance to safety, health and environmental standards**
- **pursuit of excellence**
- **self-leadership**
- **people leadership**
- **functional leadership**

As a valued contributor, we believe in your motivation and ability and are confident that you will continue to demonstrate passion and enthusiasm to progress further. We expect that you can seize the opportunity to take on higher levels of challenges by demonstrating qualities like learning agility, cross-functional team work and self-initiative.

You have been rated '**Consistent Contributor**'. The revision in your remuneration is commensurate with your performance rating. A summary of key elements of your revised salary is as follows:

Components	As of March 31, 2020	Effective April 1, 2020
Basic (INR per month)	4,664	5,024
Fixed pay (INR per annum)	2,74,205	2,88,593

Since all matters related to compensation are private between yourself and the Company, you are requested to maintain strict confidentiality about the same.

We look forward to your continued commitment, support and active participation as we strive to achieve higher levels of performance in the years ahead.

Yours sincerely,

Sharat Tripathi
President – Human Resources

Registered office: Atul House, G I Patel Marg, Ahmedabad 380 014, Gujarat, India
CIN: L99999GJ1975PLC002859



Lalbbhai Group



Atul Ltd

Atul 396 020, Gujarat, India
E-mail: contact@atul.co.in | Website: www.atul.co.in
Telephone: (+91 2632) 230000 | 3261

Offer|ET|18-19|009

July 10, 2018

OFFER LETTER

Mr Divyesh Gajre
Gajanand residency
Flat No.302, Damnizampa
Killa pardi
Valsad - 396 125
Gujarat

Dear Mr Gajre,

Congratulations on your selection!

With reference to your application and subsequent interviews, it gives us immense pleasure to offer you the position of **Executive Trainee - Quality Control in Crop Protection (CP) Business** based at **Atul** on the terms and conditions mutually agreed. Your offer stands valid subject to your being found medically fit.

You would need to submit the following documents mandatorily on joining. Please carry the original certificates for verification:

- | | |
|---------------------------------|---------------------------|
| 1. 4 passport sized photographs | 3. Education credentials |
| 2. Proof of date of birth | 4. PAN card Aadhar card |
- (Please refer to the attached annexure for complete details.)

If any information given is found to be incorrect | false in any aspect, this offer letter shall stand null and void.

You are expected to commence work on or before **July 16, 2018**.

All other terms and conditions of your employment will be elaborated in the letter of appointment, which will be issued to you upon commencement of work.

At Atul, our core values are integrity, understanding, unity, responsibility and excellence and we encourage our team to imbibe them fully in their work.

We look forward to welcoming you and hope to see you grow in an enriching environment that fosters learning and development.

Having already accepted the proposal, if you do not join the Company by **July 16, 2018** you will be liable to pay damages of **Rs 5,000/-** within 30 days of your refusal to join by the specified date.

Please sign and return a copy of this letter by **July 12, 2018**.

Yours sincerely,
For Atul Ltd:

Sharat Tripathi
President - Human Resources

R1



Registered office: Atul House, G I Patel Marg, Ahmedabad 380 014, Gujarat, India
CIN: L99999GJ1975PLC002859



Lalbhai Group

HR|Offer|ET|18-19|009

July 10, 2018

Dear Mr Divyesh Gajre,

Details of the consolidated monthly stipend rates applicable during your training period are as follows:

Monthly components	Monthly (Rs)	Annual (Rs)
Stipend	3850	46200
Special allowance	8438	101256
Provident fund (Company's contribution)	462	5544
Total	12750	153000

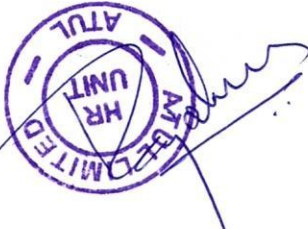
*Annual components	Annual (Rs)
Assured bonus	27000
Total	27000

Cost to Company	Monthly (Rs)	Annual (Rs)
	15000	180000

***applicable on successful completion of training**

Other benefits

- Medical facilities
- Uniform (total 4 pairs)
- Access to Atul Club at subsidised rates

R1


(GOVERNMENT RECOGNIZED EXPORT HOUSE)

Email: hrdvapi@umedicalabs.com
 ULPL/2020/92480

Date: 12/10/2020

To,
 Ms. Urja Harshadbhai Prajapati
 Parshavanath App. C 201,
 Kochar Faliya
 Valsad-Pardi, Dist. Valsad
 Gujarat 396001

Dear Ms. Urja Harshadbhai Prajapati,

We are pleased to appoint you as "Junior Officer" in Quality Control Department in our organization w.e.f. 12/10/2020 on the following terms and conditions.

SALARY AND ALLOWANCE

Your Salary will be Rupees 9619/- (Rupees Nine Thousand Six Hundred And Nineteen Only)

	Per Month (Rs.)	Per Annum (Rs.)
Basic	8000	96000
H.R.A.	1000	12000
Other Allowance	0	0
Conveyance	0	0
Special Allowance	0	0
Lunch Allowance	0	0
Education Allowance	200	2400
Medical Allowance	0	0
Books & Periodical	0	0
Telephone Allowance	0	0
Uniform Allowance	419	5028
(A)	9619	115428
L.T.A.		0
Retention Allowance		0
Bonus (Includes Ex-gratia)		15000
(B)		15000
P.F. (12%) Employer's Contribution		11520
ESIC (3.25%) Employer's Contribution		3751
GRATUITY (4.81%)		4618
(C)		19889
Total Salary (CTC) (A+B+C)		150317
Note: (1) Gratuity amount payable as per the gratuity act.		

(GOVERNMENT RECOGNIZED EXPORT HOUSE)

PROBATION PERIOD

You will be put on probation for a period of 6 months from the date of your appointment, which may be extended at the sole discretion of the management subject to your satisfactory performance. In the absence of any letter from the Company confirming you in the post, the probationary period will be deemed to have been extended. Your services may terminate without assigning any reason at any time during this period by serving one day notice from employer side and one month notice from employee side.

SERVICE RULES AND CONDUCT

You will be guided by the existing services rules, practices, and other laws. You will be a full time employee of this company. Without prior permission in writing from the company you shall not take any part or full time employment and shall not engage yourself in any form of manufacturing, trading business or similar activities. Violation of any the grounds will be a sufficient case for summary dismissal without notice. During the continuance of your employment and thereafter you will keep all secrets and will not divulge to any person or firm or company whomever (other than the proprietor of the company or their authorized acquired by you while in our service concerning the business or affairs of the company or any of its associates or business, their customers and suppliers. You will be required to work for the other companies where Umedica Laboratories Pvt. Ltd., have any interest or to any other association companies in the similar capacity as and when required by the management. Details of confidentiality clauses are mentioned in the enclosed Confidentiality Agreement forming a part of this appointment letter.

TERMINATION

The company reserves the right to terminate your permanent services without assigning any reason by giving one month notice in writing to that effect or one month's salary in lieu of such notice. If, however, your service is terminated on ground of misconduct no notice or pay in lieu of such notice will be given or paid to you.

TRANSFER

You should be prepared to work in any of the department of the company and you are also liable to be transferred to any of our associated company / unit anywhere in India according to the exigencies of the company's business.

GENERAL CONDITIONS

You are required to abide rules and regulations of the company, which are presently in force and amendments, which may be made from time to time.

Your appointment is based on the curriculum vitae and documents about your academic qualification, past performance, certificates, testimonials furnished by you. In case of any discrepancies found in the future, the company reserves right to take appropriate action.

- Your appointment is subject to transfer anywhere in India or to any other subsidiaries or sister company according to the requirements and entirely at the discretion of the company.

Head Office : 302, Dalamal House, Jamnalal Bajaj Marg, Nariman Point, Mumbai - 400 021. INDIA.
Tel.: +91 22 2208 5048 / 6245 5050 • E-mail: info@umedicalabs.com • Web: www.umedicalabs.com

(GOVERNMENT RECOGNIZED EXPORT HOUSE)

- During your employment with the company, you shall not engage in any other profession or business part time/full time directly/indirectly without the prior permission from the company.
- You will be eligible to the benefits of the company's Leave policy on your confirmation in the company's service.
- If you remain absent beyond the period of leave granted to you or extended, you shall be deemed to leave the services of the company.
- You will retire from company's services on reaching the age of 58 years.
- The company reserves the right to terminate your employment for any act of indiscipline, misconduct at any time.
- Your appointment and employment will be subject to your being and remaining medically fit.
- You are expected to keep the company informed of any changes in your address, marital status, and qualifications.

RESIGNATION

You will have to give one month advance notice in case of resignation or forfeit one month's gross salary in lieu of notice after completion of six months from the date of joining. Your one month's gross salary will be recovered from you or may be deducted from your dues, if you don't complete notice period fully or partially. If you don't complete your relieving procedure and leave organization on your own without completing your pending work and charge handover to your superior then management will not give you relieving letter, experience letter and your legal dues.

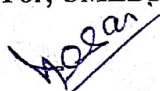
JURISDICTION

Any legal dispute arising out of your appointment shall be raised and settled within the jurisdiction of the Vapi Court, Gujarat. You will always be under the direct employment of Umedica Laboratories Pvt. Ltd. & Group Of Companies, irrespective of your posting in different branches and you shall be guided by the rules and regulations of the company for the time being enforced or as may be amended from time to time.

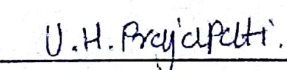
Please confirm your acceptance by returning the enclosed copy of the letter duly signed by you.
Thanking you,

Yours faithfully,

For, **UMEDICA LABORATORIES PVT.LTD.**


N. M. DESAI
FACTORY MANAGER

Read, Understood & Accepted


Ms. Urja Harshadbhai Prajapati

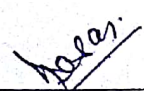
(GOVERNMENT RECOGNIZED EXPORT HOUSE)

Date: 12/10/2020

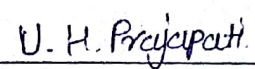
CONFIDENTIALITY AGREEMENT

THIS SERVICE AGREEMENT made on 12/10/2020 BETWEEN Umedica Laboratories Pvt. Ltd. (hereinafter called the "Employer") of the one part AND Ms. Urja Harshadbhai Prajapati (hereinafter called the "Employee") of the other part. It is hereby agreed between the Employer and Employee, which form a part of appointment of Employee as follows:

1. During the course of the employment and thereafter, Employee will not disclose, or communicate to any person, firm or corporation any confidential information relating to the Employer or related concerns.
2. Confidential Information means proprietary information of the Employer or any related concerns/companies, including trade secrets, technical data including but not limited to business practices, product plans, products, services, vendors, clients, sales data, manufacturing data, designs, or any other information of confidential nature. Employee will not use such information for the benefit of anyone other than Employer.
3. During the course of employment, any discoveries, inventions, writings, artwork created by Employee will belong to Employer and Employee at any time will not divulge such information to any third party.
4. Employee will be responsible for the protection of Employer's best interest at all times.
5. The Employee shall treat all information obtained by him/her during the course of his/her employment with the Employer, either directly from the other employees of the Employer, or during the course of his/her work with the Employer, as strictly confidential during the course of employment and even after the cessation of the employment.
6. Any failure on the part of Employee to conform to the above terms may lead the Employer taking legal measures as it sees fit.



N. M. DESAI
FACTORY MANAGER



Read, Understood and Signed by
Ms. Urja Harshadbhai Prajapati

(GOVERNMENT RECOGNIZED EXPORT HOUSE)

06th January 2021

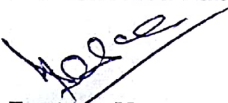
Dear Ms. Urja Harshadbhai Prajapati
Quality Control Department
E. Code - 92480

This is to inform you that as per our discussion at the time of interview after completion of your post-graduation management will revised your annual compensation In that connection management please to inform you that your annual compensation package is being revised W.e.f. 1st Jan 2021 as attached in **Annexure - I**.

We look forward to your continued support dedication, leadership and valuable contributions in the years ahead towards the growth of the organization.

With best wishes,

For Umedica Laboratories Pvt. Ltd.



Factory Manager
N. M. Desai

(GOVERNMENT RECOGNIZED EXPORT HOUSE)

January 6, 2021
 Ms. Urja Harshadbhai Prajapati
 Quality Control
 92480

Annexure I

Particulars		Current CTC (Rs)		Revised CTC (Rs) W.E.F. 01/01/2021	
		Per month	Per Annum	Per month	Per Annum
Monthly Emoluments					
Basic Salary		8,000	96,000	8,000	96,000
H.R.A		1,000	12,000	2,930	35,160
Conveyance		0	0	0	0
Special Allowance		0	0	0	0
Lunch Allowance		0	0	0	0
Education Allowance		200	2,400	200	2,400
Medical Bills Reimbursement		0	0	0	0
Books & Periodicals		0	0	0	0
Telephone Bills Reimbursement		0	0	0	0
Uniform expenses		419	5,028	1,000	12,000
	(A)	9,619	115,428	12,130	145,560
Annual Benefit					
LTA			0		0
Retention Allowance			0		0
Bonus			15,000		15,000
PF (Employer's Contribution)			11,520		11,520
ESIC (Employer's Contribution)			3,751		4,731
Gratuity			4,618		4,618
	(B)		34,889		35,869
CTC (A+B)	(C)		150,317		181,429

Prepared by

Dy. Manager-HR
 Parimal Brahmhatt

Approved by


 Factory Manager
 N. M. Desai



UNIQUE CHEMICALS

A Division of J. B. CHEMICALS & PHARMACEUTICALS LIMITED

-- 2 :-

13. You shall see that the products manufactured are according to the standard laid down under the Drugs & Cosmetics Act 1940 and the Rules hereunder for marketing the same to the public and you should observe all these Rules very strictly.
14. You shall be also responsible to ensure that Good analyzing the products manufactured.
15. As a **OFFICER-QC** it is your responsibility to see that the work of Q.C.department is carried out to the fullest satisfaction of the department.
16. You have to agree to work in any shift as per the instruction of the management.
17. You agree to abide strictly to all the instructions given to you by the management either verbally or in writing from time to time and you will faithfully discharge your duties honestly and sincerely to the best of your ability. In case of non compliance of such instructions we reserve the right to take disciplinary action as and when required.
18. You will have abide to by the rules and regulations of our company existing at present and also those which would be issued to you in future orally or in writing from time to time.
19. You have to keep all our manufacturing processes and methods strictly confidential as well as you have not to divulge any information regarding the Quality Control work carried out by you. You have to pay full time and attention to the working of your department. Any infringement of these terms will make you liable for any disciplinary action that we may take in the regard.
20. You have agreed to disclose about all your existing business agency part-time job at the time of joining.
21. During the employment of the company you will not do any other business directly or indirectly.
22. During the term of your employment with us you will come across voluminous information relating to trade secrets, research, patents & R&D details, product specifications, formulations, manufacturing and testing methods, procurement, details, marketing and customer details and all the information which are privy for the running of the Company. You shall keep all the information received by you or made known to you during the course of the employment confidential and you shall not divulge any such information even after you cease to be the employee of the company. The company shall be entitled to adopt legal proceedings in the event of breach of the said confidential information.
23. You will assign to the Company your entire right, title & interest in any invention or improvement that you may make, solely or jointly with others, in the course of your employment with the Company relating to any system, services and products manufactured or marketed or leased or developed and that you will execute such documents which may be necessary to secure to the Company the best patent protection.
24. You will attend to all the urgent jobs assigned to you by the Company irrespective of the working hours.
25. You will be responsible for protecting the interest of the Company in all the transactions entered into by you directly or through agent / dealer in your area of work including recovery of dues of the Company
26. You should not do any consultancy or agency work.
27. You should not do any part time job.
28. Any other activities related to business in pharmaceutical including trading or agency with any other person and/or department should not be done without the Company's knowledge and permission.

♦ **Factory:**

Plot 5, Phase IV, GIDC Industrial Area
Panoli - 394 116, Gujarat
☎ (02646) 272086, 272510, 272508
9974061139
✉ jbcpl.panoli@jbcpl.com

♦ **Registered Office:**

Neelam Centre
B Wing, 4th Floor
Hind Cycle Road
Worli, Mumbai - 400 030

♦ **Corporate Office:**

Energy IT Park
Unit A2, 3rd Floor
Unit A, 8th Floor
Appa Saheb Marathe Marg
Prabhadevi, Mumbai - 400 025

☎ +91 22 2439 5200 / 5500
✉ +91 22 2431 5331 / 5334
✉ info@jbcpl.com
☎ www.jbcpl.com
CIN: L24390MH1976PLC019380



UNIQUE CHEMICALS

A Division of J. B. CHEMICALS & PHARMACEUTICALS LIMITED

PARTH RAJESHKUMAR LAD

09/11/2020

307, SHREE SHANTI APPRTMENT,
MANKODIA, VIJALPOR,
NAVSARI.

Dear Mr. Lad,

In response to your request for employment, we have pleasure in offering you an appointment as a **OFFICER-QC** in Quality Control Department at our Panoli unit subject your signing agreement cum security bond with effect from 09/11/2020. The following terms and conditions will apply to your appointment.

01. Before you resume you shall have to sign agreement cum security bond, if you fail to do so this appointment letter shall stand cancelled.
02. In case of inconsistency between the terms of this appointment & agreement cum security bond the terms of the agreement cum security bond shall prevail.
03. You have joined us on 09/11/2020.
04. You will be paid a Monthly salary as under
BASIC : 11000/- pm.
05. You will be on probation for a period of six months from the date of your joining. At the end of the probation period you will be confirmed in your appointment by a letter. If such letter is not issued or you are not considered suitable for the employment in the capacity appointed, your period of probation stands extended or services terminated without any notice.
06. After confirmation either party may terminate the appointment by giving One month's notice or payment in lieu of 1 (one) month notice without giving any reasons.
07. After confirmation in our organization, you will be entitled to enjoy leave as follows as per the rules of the company.
 01. We agree to allow you 7 days casual leave in a year which can be taken at any time but it should not be more than three consecutive days at a time.
 02. Sick leave is allowed for 7 days in a year, this must be supported by a Medical Certificate.
 03. We also agree to allow you 21 days privilege leave in a year, after completion of a year's service. Privilege leave cannot be accumulated more than 60 days.
08. You will be entitled to provident Fund Bonus and Gratuity as Per the Employee's Provident Fund Act 1952, payment of Bonus Act 1965 and payment of Gratuity Act 1972 respectively.
09. As a **OFFICER-QC** You will be responsible for the distribution of day-to-day work to your Chemists and see that the work is completed in time on day-to-day basis. You will also check the records of the analysis done by your subordinates and maintain them as per required standard.
10. You will also have to maintain the instruments and its spares of Quality Control Department and see that the calibration of the same is done regularly.
11. You will also have to see the validation of new procedures and preparation of Standard Operating Procedure and update the same.
12. As a **OFFICER-QC** you will ensure that the quality of products are approved / passed by the Quality Control Department, is as per the standards laid down for each product formula.

2

(48-L)

♦ **Factory:**

Plot 5, Phase IV, GIDC Industrial Area
Panoli - 394 116, Gujarat
☎ (02646) 272086, 272510, 272508
9974061139
✉ jbcpl.panoli@jbcpl.com

♦ **Registered Office:**

Neelam Centre
B Wing, 4th Floor
Hind Cycle Road
Worli, Mumbai - 400 030

♦ **Corporate Office:**

Energy IT Park
Unit A2, 3rd Floor
Unit A, 8th Floor
Appa Saheb Marathe Marg
Prabhadevi, Mumbai - 400 025

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CIN: L24390MH1976PLC019380



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-: 3 :-

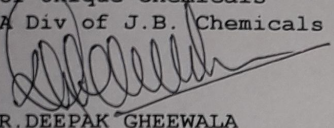
29. Your continuance in the services of the company will be subject to your physical fitness as may be deemed necessary for the position may hold. Consequently you will be required to go through Medical test and examination from time to time as may deemed necessary by the company.
30. We have the right to transfer you to any of our departments/branches of our company or to loan your services to any other company as we may direct from time to time at any place in India.
31. You shall retire from the services of the company on attaining the age of 58 years.
32. In case of any dispute the Court of Ankleshwar will have the final jurisdiction.

We hope that you will find the above terms and condition of this agreement acceptable to you and wish you to confirm the same by signing the duplicate copy of this letter.

With best wishes,

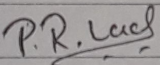
For Unique Chemicals

(A Div of J.B. Chemicals & Pharmaceuticals Ltd.)


DR. DEEPAK GHEEWALA
GENERAL MANAGER

ACCEPTED & AGREED:

SIGNATURE

: 

DATE

: 09/11/2020

(11-L)

This appointment letter has 115 lines and 3 pages.

📍 **Factory:**

Plot 5, Phase IV, GIDC Industrial Area
Panoli - 394 116, Gujarat

☎ (02646) 272086, 272510, 272508
9974061139

✉ jbcpl.panoli@jbcpl.com

📍 **Registered Office:**

Neelam Centre
B Wing, 4th Floor
Hind Cycle Road
Worli, Mumbai - 400 030

📍 **Corporate Office:**

Energy IT Park
Unit A2, 3rd Floor
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☎ +91 22 2439 5200 / 5500

☎ +91 22 2431 5331 / 5334

✉ info@jbcpl.com

🌐 www.jbcpl.com

CIN: L24390MH1976PLC019380

SID/APPOINT/19/01

Date: 06-04-2019.

To,
Mr. Atitkumar H. Patel
AT: Atgam,
Post: Segva,
Ta. & Dist: Valsad - 396001

Sub. : Your Appointment in the Company**Dear Mr. Patel,**

With reference to your application and the subsequent interview that you had with us for employment in our company and as per our offer letter dated 27.03.2019, we are pleased to appoint you as "**Chemist – R&D**" based at Valsad on following terms and conditions:

Date of joining: This appointment letter is valid for your joining on or before **10/04/2019**. In case of your not complying this; the appointment would be treated as cancelled.

Medical Fitness: The appointment is valid only in case of your being found medically fit to perform your duties by the registered Medical Practitioner authorized by the Company. Further, your fitness for the job is subject to periodical medical examinations by the company.

Certificate / Testimonials: The appointment is further subject to your providing documented proofs about details mentioned in the Application form by you and information provided by you during interviews with the management. This includes;

- Certificates of educational qualifications and any other professional qualification.
- Details of membership, if any, of Provident Fund, ESI, Family Pension Scheme etc.,
- Certificates from the previous employer(s) regarding position held, emoluments earned general conduct during employment, date of leaving the previous employer / organization.

Probation period: The period of six months from your joining duty will be considered as Probation period. At the end of this period your performance will be reviewed. Satisfactory performance may lead to confirmation of your services with the company and non-satisfactory performance can lead to extension of probation period or cessation of your employment. This will be at sole discretion of the management. Your probation period would be considered to be extended if you are not intimated in writing about Confirmation of your services.

Accountability: Your position will be reporting to **Sr. Manager – R&D**. This can be changed by the Management as and when required. The accountability and responsibilities of your job are subject to addition, removal or alteration by the management as and when found necessary by the management.

Remuneration: Your remuneration will be as described below:

Sr.	Particulars	Amount per annum (Rs.)	Mode
1	Basic Salary	72000	Monthly
2	House Rent Allowance	24000	Monthly
3	L T A	6936	Monthly
4	Conveyance Allowance	8904	Monthly
5	Medical Allowance	15000	Monthly
6	Provident Fund (Co's contribution)	8640	Statutory contribution
7	Bonus / Ex-Gratia	14400	As per statutory provisions
8	Gratuity	3460	As per statutory provisions
9	Total	156000	

Working Hours and Weekly Off: You will attend your duties and discharge the responsibilities entrusted upon you as per the working hours scheduled by the management for your department or functional area. The schedules for working hours and weekly off authorized by superiors will have to be complied all the time. Such schedules are subject to changes and modifications depending upon exigencies of work. You may be transferred from one shift to another as and when need arises and also you may be required to work for extra hours keeping in view the urgency of work as deemed necessary by your superiors.

Leave: You will be entitled to a total number of 37 days leave for a calendar year comprising of 09 Casual Leave, 08 Sick Leave and 20 Earned Leave. This distribution and entitlement is subject to change. Entitlement and utilization of Earned Leave will be governed by the Factories Act. Entitlement of Leave is not the right to leave. Advance approval / sanction of superiors and reporting authority is to be obtained before availing any leave. Remaining absent from duty without sanctioned leave will be treated as unauthorized leave.

Transfer: Your employment is liable for transfer from one department to another or from one unit / office / plant / site / location to the other unit / office / plant / site / location of the company whether existing or which may come in existence in future anywhere across the country. On all such transfers, the conditions of services and rules and regulations applicable at the place of transfer will be applicable to you.

Deputation : You can be deputed in any factory, branch of the company in connection with the work of the company without any additional remuneration which may be in existence or which will be open in future anywhere in India.

Secrecy: A complete secrecy will have to be observed by you on all company matters including Security arrangements, Technical know-how, Financial and Administrative matters. And shall not divulge or be responsible for divulging any secret of the company to any person(s) during your employment and afterwards. Any breach of this condition on your part shall be enough to terminate your services from the company with immediate effect.

Safe up-keeping of company's property: Safe up-keeping and return in good conditions and order of all the company's property such as tools, equipments, instruments, uniform, literature etc. in your use / custody / care / charge will have to be observed by you. Accountability of any such goods or literatures etc. provided to you for official purpose will be yours. On completion of work or assignment or at the termination or cessation of employment, you will return all such properties allotted to you to your reporting authority with record.

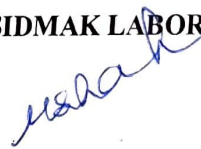
Termination: Your employment with the company can be terminated by the management with immediate effect with out assigning any reason whatsoever during the training or probationary period of your services. Any breach of trust on your part will be liable for termination of your services with immediate effect. After confirmation, your services can be terminated by either side only on giving one month's advance notice or paying the notice pay in lieu of notice period.

You will adhere to the rules and policies of the company existing or all those which may come into force in future. Extend cooperation to your colleagues in the execution of jobs and follow the instructions given by your superiors. A detail of other conditions will be provided at the time of confirmation. In the event of any situation not specified in the above terms and conditions, the management's decision will be bound to you.

We welcome you to the company and look forward to your participation in making the activities of the company an outstanding success.

You are requested to treat this appointment letter as a confidential document. Please sign and return the duplicate copy of this letter in token of acceptance of the terms and conditions mentioned above.

For, **SIDMAK LABORATORIES (INDIA) PVT. LIMITED,**


Uday R. Shah

Whole-time Director – Commercial & Finance.

I accept the terms and conditions of this appointment.

Full name & Signature:

Date:

SID/APPOINT/19/01

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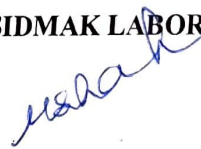
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