



Date: July 4<sup>th</sup>, 2019

Ms. Angela Anugrah John

**OFFER LETTER**

We are pleased to appoint you as **Account Executive** in Nut Cracker on the following terms and conditions:

1. Location: Delhi/NCR
2. Designation: Account Executive
3. Date of Joining: 10<sup>th</sup> July 2019
4. Take-Home Salary: INR 3,00,000/- per annum (Rupees Three Lakh Per Annum)

Your appointment shall be effective from the date of joining. The Company may change your place of work, in its absolute discretion, to another location at which the Company maintains premises, including offices of the Company's affiliates and associates.

Your appointment letter would be shared with you when you join the organization. Your employment in the Company shall be subject to the Company's policy and practices in relation to conduct, discipline and other matters which are mentioned in the appointment letter.

We trust that your knowledge, skills and experience will be valuable assets for the firm and we will be able to provide you with the desired growth opportunities in your career ahead. We take pleasure in welcoming you to our organization and wish you a successful employment with us.

Kindly sign a copy of this letter as a token of your acceptance of this offer.

For Nut Cracker

**OFFER ACCEPTED**

**Udit Jain**  
(Founder)

**Signature:**  
**Date:**



### **Notice Period & Probation Period**


- You will be on probation for a period of 3 months from the date of your joining
- Your service can be terminated at any time by Nut Cracker during the probation period and 1 month (One month only) notice or salary post probation period

### **JOINING FORMALITIES**

You are requested to fill the joining forms/documents and submit them to us before the joining:

1. Copy of schooling, graduation and post-graduation certificates and marksheets, as may be applicable;
2. Copy of certificates for any other professional course (as may be applicable);
3. Three passport-sized photographs;
4. Proof of residence (driving license/passport/rent agreement)
5. Copy of Aadhaar card;
6. Copy of Permanent Account Number Card issued by the Income Tax Authorities;
7. Copy of Resignation letter submitted to previous organization (duly accepted);
8. Last salary pay-slip from previous employer;
9. Copy of Form 16 of current financial year from previous employer or full & final settlement for tax calculation;
10. Details of previous employer salary duly filled in Form 12B;
11. Bank account details for salary transfer (Bank account number, Name of Bank, Bank Branch, IFSC Code)

*It's time to add liquid*

 [www.liquidloop.in](http://www.liquidloop.in)

10<sup>th</sup> December 2019  
Date.....

**Letter of Confirmation (Permanent)**  
**Dated 10.12.2019**

**To Radhika Goel**  
**Daya Bhawan, Bala Hissar,**  
**Mussoorie, Uttarakhand - 248179,**  
**Mob. No: +8077603356**  
**radhikagoel001@gmail.com Dear**

**Radhika Goel,**

**Congratulations!**

Based on your successful completion of your probation, performance and your immense contribution in our company we would like to notify that the nature of your employment is now permanent at our company from 10.12.2019 onwards. Your salary is also revised to 4, 20,000 CTC (in hand) from 10.12.2019 onwards.

All other offer of employment for the above position remains unchanged as mentioned on your appointment letter.

**Sincerely,**

**A.K. Jain**

**Amit Kumar Jain**  
**Founding Director & Creative Head**

**Accepted**

**Radhika Goel**

**Date:**



**LIQUID LOOP**  
CREATIVE • CONTENT • DIGITAL

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**ANNEXURE 2**

**CTC Break-up**

Annual Salary Structure (CTC in LPA)	
BASIC	
HRA @40%	2,88,000
MEDICAL	1,15,200
CONVEYANCE	9,000
TOTAL COMPENSATION	7,800
	4,20,000

Taxes to be deducted as applicable if the CTC is above 5,00,000 p.a.





# Institute of Technology & Management

Affiliated to Sri Dev Suman Uttarakhand Vishwavidyalaya Badshahithaul Tehri (Garhwal) UK

Date: 16 Aug 2019,  
Dear Ms Aditi Uniyal ,

## Employment Offer Letter

It is our honour and privilege to inform you that you have been appointed as the HOD of Mass Communication at ITM(Institute of Technology and Management),Dehradun.

You are expected to join on 14<sup>th</sup> August 2019.

**Designation:- HOD Mass Communication**  
**Salary :-24000 (Twenty Four Thousand)**  
**Reporting to :- Principal**

The following are your job functions and responsibilities. We hope you have a happy and healthy tenure with us.

### Job Description

1. To understand & follow the vision, mission and objectives of ITM.
2. To follow all rules and regulations as laid down by the institute.
3. To work sincerely to execute all duties towards academics which include planning and conducting of lectures and practical, preparation for the course assigned, conducting regular internal assessment mentioned in academic calendar.
4. To use innovative teaching aids and adopt innovative teaching- learning methodologies.
5. To counsel students and conduct extra lectures/revision lectures for students requiring help.
6. Handle Students' queries and provide timely feedback.
7. To organize/co-ordinate/attend various other activities of the institute.
8. To perform other academic/examination duties/ administrative duties assigned by head of the department / Principal.
9. Maintaining their attendance record.
10. Being Punctual to your classes.

We look forward to having you join the ITM(Institute of Technology and Management),Dehradun.

*Nishant Thapliyal*  
Nishant Thapliyal  
(Chairman)

60, Chakrata Road, (Opp. Rear Gate of the Doon School) Dehradun (U

Ph.: 0135-2531123, +91 7060130567

E-mail : itm@itmdn.com,

Website: www.itmdn.com



13 Aug 2019,  
Jit Nautiyal,

### Employment Offer Letter

Our honour and privilege to inform you that you have been appointed as the Assistant Professor of Mass Communication in ITM (Institute of Technology and Management), Radun.

You are expected to join on 13 August 2019.

**Designation:- Assistant Professor Mass communication**  
**Salary:-22000 (Twenty Two Thousand)**

**Reporting to :- HOD Mass Communication**

The following are your job functions and responsibilities. We hope you have a happy and healthy life with us.

#### Description

- To understand & follow the vision, mission and objectives of ITM.
- To follow all rules and regulations as laid down by the institute.
- To work sincerely to execute all duties towards academics which include planning and conducting of lectures and practical, preparation for the course assigned, conducting regular internal assessment mentioned in academic calendar.
- To use innovative teaching aids and adopt innovative teaching- learning methodologies.
- To counsel students and conduct extra lectures/revision lectures for students requiring help.
- To handle Students' queries and provide timely feedback.
- To organize/co-ordinate/attend various other activities of the institute.
- To perform other academic/examination duties/ administrative duties assigned by head of the department / Principal.
- Maintaining their attendance record.
- Being Punctual to your classes.

We look forward to having you join the ITM(Institute of Technology and Management), Radun.

Sh. T. Thapliyal  
Sh. T. Thapliyal



# Dealskart

Online Services Pvt. Ltd

31st Floor Vastika Mindscape, National Highway  
Sector - 77D, Faridabad, Haryana - 121007  
CIN: U74140DL2011PTC224819

Date: 27/ Feb/ 20

Sub: Offer of Employment: Dealskart Online Services Pvt. Ltd.

Dear Saurabh Singh Rawat

On behalf of Dealskart Online Services Pvt. Ltd. (the "Company"), we are very pleased to issue this offer letter for the position of Sales Associate in Offline Business - FOS. This offer letter outlines only the basic terms which are not exhaustive and does not include the detailed terms and conditions of your employment. This offer is subject to your acceptance of terms of the employment agreements referenced below. This offer is contingent on a candidature reference and successful completion of the background check done by the Company.

## Joining Date and Salary

Unless we mutually agree otherwise in writing, you will commence employment on June (the "Start Date"). Your starting salary will be INR 2,65,000 (INR Two Lakhs Sixty-Five Thousand Only) per annum, payable in accordance with the Company's standard payroll practice and subject to applicable withholding taxes. The detailed compensation breakup is given in the enclosed Annexure. Your base salary is inclusive of both the employer's and the employee's provident fund contributions. Your salary will compensate you for all hours worked, excluding payments for any overtime. If your start date is on or before the first Monday in October of the current year, you will be eligible for a performance assessment and salary adjustment in the next financial year.

On acceptance of this offer letter, your employment will be conditional on, and subject to, the terms of a written employment agreement between you and the Company (the "Employment Agreement").

Irrespective of the background check conducted by the Company, in case you are not an Indian national and required to obtain applicable visa/ work permit/ authorization or permission from appropriate government authorities to work in the country, you are required to ensure all such permissions are obtained before commencement of employment and submit a copy to the Company. The validity of the offer letter shall cease to effect, if it is found that you do not have required work permit / authorization / visa, as the case may be, to work in India.

Regd. Office: H.No. 339A/8, Mehra Chowk, Near Juhi Clinic  
Dadawadi Jain Mandir Road, Mehrauli, New Delhi - 110030  
Phone: 0129-6620551 | Email: hr@dealskart.in



If you wish to accept employment with the Company, please indicate so by either by accepting the offer online on the Portal (Details mentioned in the email) or by sending an email confirmation to Human Capital Department. In case you do not confirm your acceptance on the terms of employment as given in this letter of employment within 48 Hours from the date of issuance, then the offer of employment shall stand rescinded.

We are very excited about the possibility of you joining us. We hope that you will accept this offer and look forward to a productive and mutually beneficial working relationship. Please let us know if we can answer any questions for you about any of the matters outlined in this letter.

This offer is valid subject to you submitting all the documents listed in this letter as well as a positive reference.

You shall be required to either upload following documents or bring the same on your date of joining.

- 1) Copy of Aadhaar Card
- 2) Copy of PAN Card
- 3) Your Professional and academic qualification certificate(s) - 10th Standard onwards
- 4) Provident Fund Account Number & Universal Account Number
- 5) Details of your last revised compensation e.g. your last Pay-slip
- 6) Form 16 from your previous employer/ salary certificates
- 7) One cancelled cheque (Name Imprinted) or Cancelled cheque with Passbook
- 8) 4 Passport Size Photographs (To Carry on your date of joining)

Wishing you success in your career with us.

Thanks & Regards  
Recruitment Desk

For Dealskart Online Services Pvt. Ltd.  
Authorized Signatory



Sumit Kumar  
Manager, Human Capital

THIS IS SYSTEM GENERATED LETTER AND DOES NOT REQUIRE SIGNATURE







To, \_\_\_\_\_

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

Annexure - I (Compensation Breakup)		
Particulars	Monthly	Annual
Basic Salary		
Statutory Bonus	11,042	1,32,500
Special Allowance	1,250	15,000
Employer Provident Fund	7,354	88,243
Employer ESIC	1,800	21,600
Fixed Salary (A)	638	7,657
Variable Pay (B)	22,084	2,65,000
Cost To Company (C) - (A + B)		0
	22,084	2,65,000

Statutory Contribution (Retirals)		
Particulars	Monthly	Annual
Employee Provident Fund Contribution	1,800	21,600
Employee Provident Fund Deduction	1,800	21,600
Employee ESIC Contribution	638	7,657
Employee ESIC Decution	344	4,128
Total Deduction/Contribution (D)	4,582	54,985

Net Take Home - Monthly / In Hand Salary - Monthly (E) = (A - D)

Before considering deduction of Income Tax/Labour Welfare Fund / Professional Tax /  
Optional Medical Insurance (if any)

- 1) The variable performance component, if any, which is a part of your cost to company, shall be declared at the end of the fiscal year for all those employees who have joined on or before September 30<sup>th</sup> of the respective financial year and will be based on Company and your individual performance. The variable pay out shall solely rest on the achievement of the Business Plan for the particular fiscal year. The variable policy shall be applicable to only those employees who are active employees and not in the resigned or serving notice period status on the date of the variable pay out. The variable policy of the company is subject to changes.
- 2) All tax implications arising out of your salary structure shall be borne by you.
- 3) Your salary is strictly confidential and you should not disclose it to anyone without prior permission of the Company in writing.
- 4) Gratuity: Payment will be made as per Payment of Gratuity Act.
- 5) Group Mediclaim Policy: You will be eligible for Mediclaim Benefit, as per Company Group Mediclaim Policy. You can enroll yourself and your family (Spouse + 2 Klds).

THIS IS SYSTEM GENERATED LETTER AND DOES NOT REQUIRE SIGNATURE



**LBF TRAVEL**  
LOOK · BOOK · FLY

Bestech  
Sector 66, Mohali,  
Punjab 160059

Dear Doon University,

Please find below the Students name of Spanish Department.  
Their salary is 33,333/CTC.

Sr. No.	Emp. Id	Emp. Name
1	910562	Sachin Chauhan
2	910563	Abhay Anand Badoni
3	910564	Aanchal Rawat
4	910565	Kajal chauhan
5	910566	Divya Sharma
6	910567	Shreya Panwar
7	910568	Ragib Khan
8	910569	Neha Bisht
9	910570	Sonia Kandpal
10	910571	Divanshi Gairola

Regards

LBF Mohali



Ref: 709331 /1604088/Permt  
Date: 12th July 2018

Ms. KANCHAN JAGURI  
UMEDPUR  
DEHRADUN  
Dehradun (Uttarakhand) - 248007  
Phone No: 8006364867

Subject: Offer of Appointment

Dear Ms. KANCHAN JAGURI,

It is our pleasure to welcome you to **Tech Mahindra Limited**.

1. With reference to our discussions, we are pleased to offer you appointment in our Organization as **Associate-Language Specialist** on U1 band, operating out of our **Noida** office.
2. Your "Annual Total Cost To Company" will be **Rs. 360000**. Please refer **Annexure-A** for details on the compensation and statutory deductions. Your remuneration package is strictly confidential between you and The Company and should not be discussed with anyone nor divulged to anyone in any manner whatsoever.
3. Your employment with us will be governed by terms and conditions as specified in **Annexure-B**.
4. You are required to join on **12th July 2018** and report to **Sunhali Rana** at 01:00 PM to complete the joining formalities at **Tech Mahindra Limited, A-7, Sector-64, Noida UP-201301**. The Offer stands withdrawn thereafter, unless the date is extended and communicated to you in writing. At the time of joining, you are expected to carry originals of the documents as per **Annexure - D** and submit the copies of the same to the HR Team.
5. Please note that this Offer is subject to your being given a clear background check either at the time of reporting/joining or thereafter depending upon our receipt of the background check report from the agency.
6. Kindly acknowledge acceptance of this Offer of Appointment by signing and returning the 'acceptance copy' to **Japleen Singh** latest by **12th July 2018**. In case of further clarifications, please get in touch with **Japleen Singh** (on E-Mail: **JS00552483@TechMahindra.com**, and quote the Reference No. as mentioned above).

For Tech Mahindra Limited



Vishal Khanna  
Head - Resource Management Group

**Encl:** Annexure-A (Salary Structure), Annexure-B (Important / Indicative Terms & Conditions of Employment), Annexure-C (Medical Self declaration), Annexure-D (Check List of Documents), Annexure-E (Confidentiality Agreement), Annexure F - Intellectual property Assignment, Annexure-G - General Covenant, Annexure H -(Acknowledgement),

Accepted

Date:

Signature of Candidate:





24 December 2020

**PRIVATE & CONFIDENTIAL**

To whom it may concern,

**Re: Nancy Maurya**

**Address: Tagore colony,, near Tagore villa,, Dehradun, 248001**

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

**Nancy Maurya** is employed as a **SPS Associate** and commenced employment with Amazon on **09 July 2018**.

The above information is given in the strictest confidence and with no liability accepted by the company or any of our employees. This information should not be divulged to any third party without first seeking permission from the respective Amazon entity.

On behalf of

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

Kind Regards,

A handwritten signature in black ink that reads "A Basu". The signature is stylized with a large 'A' and a cursive 'Basu'.

Arijit Basu

Sr. Manager, HR Operations – HR Services

26 June 2019

Mr.Vignesh Prabhu  
No. 003, Vivek Aroma Apartment,  
Panathur main road, Kadubeesanahalli,  
Bengaluru- 560103

Email: vp88fri@gmail.com  
Ph : +91 8755928454/9458945483

Dear Mr.Vignesh Prabhu,

This has reference to your application exploring career opportunities with CSTEP and your subsequent discussions with us.

We are pleased to offer you the position of **"Senior Research Engineer"**

As you are aware, CSTEP's vision is to become the foremost institution for policy innovation and analysis. We are engaged in a number of projects of national importance in energy, infrastructure, and information and communication technology. We hope you will be able to join us and work together to serve the nation.

**The terms and conditions governing your employment are as under:**

1. Your Total Compensation Cost per annum is **Rs.11,00,000 /-(Rupees Eleven Lakhs)** on "Cost to the company basis" as per the breakup given in **Annexure A**.
2. You are requested to report to our office on or before **July 01, 2019**. Your appointment will be effective on your joining date.
3. Your initial posting will be at our Bangalore office. However your services are transferable anywhere in India based on work requirements and on-going projects and studies
4. You will be on probation for a period of Six months extendable at the discretion of the Company.
5. During the probation and on confirmation, your services shall be terminable by either party by giving one month's notice or basic salary thereof in lieu.
6. You will be entitled to privilege leave in accordance with the rules of the company in force.
7. Your individual remuneration is strictly between yourself and the Company. It has been determined based on numerous factors such as your job, skills, specific background, and professional merit. This information and any changes made therein should be treated as personal and confidential and should not be shared with anyone.

CIN-U80302KA2005NPL036676



• **Code of conduct:**

- a) You will abide by the applicable rules and regulations of the company in force from time to time
- b) You will not carry on any business or enter for any part of your time in any capacity in the services of other person or persons and company or companies. You will devote your whole time and attention to your duties to promote the interests of CSTEP and you will not utilize or divulge to any person or persons any of our confidential information
- c) For the purpose of representing and improving the company's brand image and being able to interact with senior level decision makers in the industry in a satisfactory manner, you are required to follow the following norms:
  - i. Maintain complete confidentiality and high level of integrity in all your actions performed on behalf of the company
  - ii. Practice high level of professionalism in selection of attire, choice of language in conversation and documents, meeting commitments and in overall conduct
  - iii. Besides, you shall help in maintaining congenial, disciplined, participative and supportive work environment to encourage team spirit and high performance standards
- d) During your employment with CSTEP and at least for a period of three years thereafter, you will not transmit, disclose or otherwise use confidential information related to CSTEP, to an unauthorized person, except as may be required in the course of discharging your duties in connection with CSTEP's research.
- e) All research and software produced by you and/or by the team of which you are a part, shall belong exclusively to the company.
- f) You will be responsible for the safekeeping and return in good condition all the company property, which will be in your use, custody or charge

• **Shift:**

You shall have no objection to work on shift / staggered duty in case the company's requirement warrants that. Please note that it is management's prerogative to decide which member will work on shift and management's decision in this regard will be final

• If you leave the organization within a period of twelve months from the date of your joining, you will fully reimburse the company, the joining bonus, transition bonus, notice pay and relocation expenses, if any, received by you.

• **Unauthorized absence from work:**

Your unauthorized absence from work for a continuous period of more than three days without leave or obtaining your supervisor's approval you will be treated as absconding from duty, and in the event, that you do not report for work within ten days from the date of absence it will be treated as "voluntary abandonment of service" and it shall be deemed you are no longer interested in the employment and have resigned from the services of the company of your own accord. In such an event you shall be liable to refund the salary in lieu of shortfall in notice period and other dues payable to the company, as specified.

**• Condition of hire:**

All appointments are based on the information furnished in the course of application of a position with the company. Hence, any false statement or information furnished by you during the course of application may lead to dismissal without notice

- Your designation may be changed at the discretion of the Company depending on the work assigned to you
- You may be required to travel on Company work and you will be reimbursed expenses as per Company policy
- Any and all of the terms and conditions of service may be modified or changed at the Company's discretion
- If any information furnished by you in your application for employment or during the selection process is found at any time during your employment to be incorrect or false, and/or if you have suppressed material information regarding your qualifications and experience, the Company may terminate your services without notice or compensation

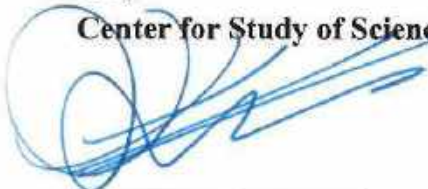
Breach of any one of the conditions will render you liable to termination of your employment without notice.

This letter supersedes all other communication or commitments, if any, made during the selection process.

To confirm your acceptance of this offer letter on the terms and conditions specified herein, please sign in on all the pages & in the space specified below and return the signed copy to CSTEP on your on boarding day.

For,

**Center for Study of Science, Technology & Policy**



**Dr. K C Bellarmine**  
**Head Finance & HR**

I have read the terms and conditions of employment and also the contents of the employment agreement and in token of my acceptance I duly acknowledge the receipt of the letter of employment. (Please sign below to confirm that you agree with the terms and conditions stated in this offer.)

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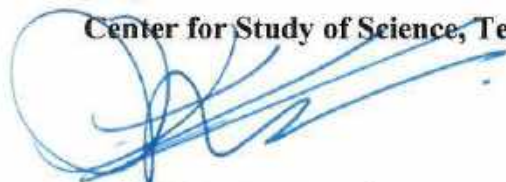
**Signature**



**ANNEXURE – A**  
**Private and Confidential**

Name	Mr.Vignesh Prabhu	
Designation	Senior Research Engineer	
Compensation Package Effective July 01, 2019		
Components	Monthly Rs.	Annual Rs.
Basic	37,000	4,44,000
HRA @40 % of Basic	14,800	1,77,600
Conveyance	3,500	42,000
Medical	1,250	15,000
Special Allowance	30,254	3,63,048
LTA	3,083	36,996
Gross Pay	89,887	10,78,644
Retirals		
Gratuity	1,780	21,356
TOTAL CTC	91,667	11,00,000

For,  
Center for Study of Science, Technology & Policy



**Dr. K C Bellarmine**  
**Head Finance & HR**

1. The above is on a 'cost to company' basis. Deductions like PF, Profession Tax, Income Tax, and other levies if any will be made from time to time as applicable.
2. LTA is payable at actuals subject to ceilings and Income tax regulations applicable from time to time.
3. Health and Accident insurance will be paid for by CSTEP
4. This appointment is subject to availability of funds under the project (s) you may be assigned from time to time.
5. Gratuity Reserve @ 4.81% of basic pay will be deducted every month.

## ANNEXURE – B

We request you to bring photocopies of the following documents, on your date of reporting to CSTEP.

#	Documents
1.	Acceptance copy of CSTEP's appointment letter signed by you on all pages
2.	Valid Work permit issued by Government of India, if applicable
3.	Passport (all pages wherever entries are made)
4.	Income Tax Permanent Account Number Card (PAN)
5.	Passport Size Photographs (3 Nos)
6.	Education Certificates
7.	Present Company's relieving letter
8.	Present Company's salary slips (recent 2 months)

Ref No : **000211540**

Date : **27.08.2022**

**TO WHOMSOEVER IT MAY CONCERN**

This is to certify that **Mr. Siddhant Bhusal (EC - 10070495)** is a bonafide employee of our company and working with us since 07.10.2019. Currently he is designated as **Security Executive**.

This Certificate is issued to him for the below mentioned purpose :  
"University record".

For **Reliance Group Support Services Pvt.**



**Authorised Signatory**



Chavva, Namitha 9 Feb  
to me, Harsh ✓



Hi,

PFB the 2019 campus selects data as requested.

Language	Gender	Candidate Name	Highest Education	Proposed comp	Source 1	Source 2	Job Location	Date of Joining	Joining Status
Chinese	F	Priya .	B.A hons in Chinese	597,500	Campus	Doon University	Hyderabad	24-Jun-19	Joined
Chinese	M	Sharad Jee	B.A hons in Chinese	597,500	Campus	Doon University	Hyderabad	24-Jun-19	Joined
German	F	Saumya Uniyal	B.A hons in German	516,000	Campus	Doon University	Hyderabad	24-Jun-19	Joined
German	F	SHAILJA SHARMA	B.A hons in German	516,000	Campus	Doon University	Hyderabad	24-Jun-19	Joined
German	F	PRIYA TODARIA	B.A hons in German	516,000	Campus	Doon University	Hyderabad	24-Jun-19	Joined
German	F	Ashish Yadav	B.A hons in German	516,000	Campus	Doon University	Hyderabad	24-Jun-19	Joined
German	F	PREETI PANWAR	B.A hons in German	516,000	Campus	Doon University	Hyderabad	24-Jun-19	Joined
German	F	SAMRIDDHI JHA	B.A hons in German	516,000	Campus	Doon University	Hyderabad	24-Jun-19	Joined
German	F	Nandini Gautam	B.A hons in German	516,000	Campus	Doon University	Hyderabad	24-Jun-19	Joined
German	F	Nitish Sharma	B.A hons in German	516,000	Campus	Doon University	Hyderabad	24-Jun-19	Joined
German	F	PULKIT GIRDHAR	B.A hons in German	516,000	Campus	Doon University	Hyderabad	24-Jun-19	Joined
German	F	Sudhanshu Malhotra	B.A hons in German	516,000	Campus	Doon University	Hyderabad	24-Jun-19	Joined
Spanish	F	Isha Negi	B.A hons in Spanish	516,000	Campus	Doon University	Bangalore	5-Aug-19	joined
Spanish	M	Arvind Singh	B.A hons in Spanish	516,000	Campus	Doon University	Bangalore	5-Aug-19	joined
Spanish	M	Sandeep Semwal	B.A hons in Spanish	516,000	Campus	Doon University	Bangalore	5-Aug-19	joined
Spanish	M	Aishwarya Kumar Singh	B.A hons in Spanish	516,000	Campus	Doon University	Bangalore	5-Aug-19	joined
Spanish	F	Seema Panwar	B.A hons in Spanish	516,000	Campus	Doon University	Bangalore	5-Aug-19	joined
Japanese	M	Himanshu Verma	B.A hons in Japanese	597,500	Campus	Doon University	Hyderabad	24-Jun-19	Joined
Japanese	F	Bhavna Kanderi	B.A hons in Japanese	597,500	Campus	Doon University	Hyderabad	22-Jul-19	Joined
Japanese	M	Atul Rawat	B.A hons in Japanese	597,500	Campus	Doon University	Hyderabad	22-Jul-19	Joined
Japanese	F	APARNA BAUNTHIYAL	B.A hons in Japanese	597,500	Campus	Doon University	Hyderabad	22-Jul-19	Joined
Japanese	F	Sakshi Dhasmana	B.A hons in Japanese	597,500	Campus	Doon University	Hyderabad	22-Jul-19	Joined
Japanese	F	ANJALI BISHT	B.A hons in Japanese	597,500	Campus	Doon University	Hyderabad	29-Jul-19	Joined

Hide quoted text

Regards

Namitha Chavva



**Ms. Anvita Pandey**  
**Senior Research Associate**  
**Centre for Ecology Development and Research**  
**201/Phase I, Vasant Vihar**  
**Dehradun**

**July 17, 2019**

Dear Ms. Pandey,

**Sub: Promotion to the Post of Coordinator CEDAR**

Congratulations on your promotion to the position of Coordinator of CEDAR, this decision is based on your performance, diligence and commitment towards the organisation. You would be reporting to the Executive director of the organization.

Your primary roles and responsibilities include

1. Conducting and coordinating research projects and overseeing administration of the office
2. Mentoring the staff of the organization and produce research outputs
3. Providing strategic advice to the Executive Director
4. Write Research proposal and ensure quality outputs
5. Representing CEDAR in key meetings and seminars
6. Ensuring the decorum of the office is maintained and take other responsibilities as and when entrusted upon you by the Executive Director or the Board

This is a full time senior position and you shall be leading and representing the organisation in many ways, we expect that you will maintain the prestige of the position both within and outside the organisation and take CEDAR to the next level during your tenure with us.

If you are in agreement with the terms and conditions of the new responsibility kindly report to the Executive Director of the organisation as soon as possible and take on the role of the Coordinator

We wish you all the best for your new position!

Sincerely,



**Vishal Singh**  
**Ex- Officio Secretary to the Board**



UTTARANCHAL  
UNIVERSITY

Ref.: UU/RO/UIM/Appt/2019/4441

Dated: 23<sup>rd</sup> July, 2019

Mrs. Sangeeta Sundriyal

[Redacted]  
Dehradun – 248003  
(Uttarakhand).

**Subject: Appointment to the post of Assistant Professor.**

Dear Madam,

In continuation of our Letter of Intent No. UU/RO/UIM/APPT/2019/4366 dated 06<sup>th</sup> July, 2019, the Competent Authority of the University is pleased to appoint you to the post of **Assistant Professor-EVS** in the **Department of Management, Uttaranchal Institute of Management**, a faculty of the University on the salary scale of [Redacted] per month plus DA and HRA as admissible.

The terms and conditions of your appointment are as under:-

**1. Joining**

Your date of joining is forenoon of 22<sup>nd</sup> July, 2019.

**2. Nature of Employment**

Your employment will be on probation for a period of two years extendable on year to year basis till your performance is found to be satisfactory and you are confirmed on the post held.

**3. Command and Control**

You will report to the Dean/Director and will be responsible to him for performance of your day to day duties and functioning. You may also be assigned responsibilities by any other authorities of the University as per exigencies.

**4. Conditions of Services**

Your primary responsibilities will be related to teaching the subjects to the students as assigned. Notwithstanding, you may be exercised to promote other academic and extra curricular activities for multifarious growth of the students. You will be responsible for execution of the duties and assignments given to you for efficient functioning of your department, Institute/Faculty and the Society.

Contd. Page...2

*[Handwritten signature]*



**TO WHOMSOEVER IT MAY CONCERN**

Please find below the list of students who joined us from Doon University in the placement drive conducted on 07<sup>th</sup> March 2019. They were offered Rs. 3,60,000 CTC.

S.No	Name	Department	Contact
1	Surabhi Rawat	Sales	9536050136
2	Tripti Negi	Sales	9760382895
3	Anjili Chhetri	Sales	9899330677
4	Prerna Singh	Sales	7906663569
5	Anjali Kothari	Sales	7535972857
6	Swati Negi	Sales	9690948492
7	Nidhi Rawat	Web Chat	9690951513/9149104116
8	Sumit Prakash	Web Chat	8218599301
9	Amit Rana	Sales	7017178082
10	Rupali Chaudhary	Under Training	9736562306
11	Amisha Badoni	Sales	9720937383
12	Karishma Singh	Sales	6395651630
13	Sunil Bhandari	Sales	8474929824
14	Bhopal Negi	Sales	7906627352
15	Shreya Bhardwaj	Under Training	9639854222
16	Moiz Khan	Sales	7557303982
17	Aarti Bhandari	Under Training	7455064040
18	Viplove Gurung	Sales	7830614096
19	Nitish Negi	Sales	8392899724
20	Prerna Kanadari	Sales	7088497937
21	Akriti Arora	Sales	8171189488
22	Akash Kaintura	Sales	6398016282
23	Himani Verma	Sales	9736562306
24	Gautam Kumar	Under Training	7906346501
25	Shivali Jha	Under Training	7251991854
26	Shivani Kukreti	Sales	8958753525
27	Saumya Saxena	Under Training	8979254622
28	Manimeghley Bisht	Sales	9410727072
29	Parinay Lakhera	Sales	8433065146
30	Shashank Kumar	Sales	9690297462
31	Abhishek Rawat	Under Training	8475966312

For and on the behalf of Mondee Tech Pvt. Ltd.

Sincerely

HR Team

**WILDLIFE INSTITUTE OF INDIA  
CHANDRABANI, DEHRADUN**


**No. WII/DWII/NGS/STSPE/83/2019**

**Dated 02.04.2019**

**Office Order**

With the approval of the competent authority, Mr. Navin Kumar Das is hereby engaged on contract basis as **Project Associate (Conservation Education)** under the project "**WII-NGS Source to Sea-Plastic Expedition**" at a consolidated emoluments of Rs. 30,000/- (Rupees Thirty thousand only ) per month for a period of one year beginning from 03.04.2019.

In case the contractual engagement on the attached terms and conditions is acceptable to him, he is required to sign and submit the same as a token of his acceptance within a period of one week and join the institute within a period of one month from the date of issue of this letter failing thereof this offer will be treated as cancelled and will stand withdrawn automatically.

  
**(P.K. Aggarwal)**  
**Deputy Registrar**

To,

Mr. Navin Kumar Das  
482, A- Block, Khutadih, Sonari  
Jamshedpur, Jharkhand  
Ph no- 7004372867  
Email- [navindas911@gmail.com](mailto:navindas911@gmail.com)



**Copy to:**

1. PS to Director, WII for DWII's kind information
2. PA to Dean, FWS for Dean, FWS's kind information
3. PI of the project
4. Finance Officer
5. Librarian
6. System Manager
7. Guard file



## **TERMS AND CONDITIONS**

1. Emoluments:- During the contractual engagement in WII under "WII-NGS Source to Sea-Plastic Expedition" project, you will given a consolidated emoluments of Rs.30,000/- per month. In addition you will be paid Rs.800/- per month as telephone/communication charges. Further, you will not be entitled to any other allowances, perks, perquisites or benefits as admissible to regular employees of the Institute, except where specifically provided as admissible.
2. The contractual engagement is for a period of 01 year which may be extended subject to satisfactory performance for a further period of 06 months and not beyond the project duration.
3. Your contractual engagement would be on a full time basis and during the period of engagement you will not be entitled to engage in any part-time assignment or to take up any employment, engagement of whatsoever nature either on full-time or on part-time basis.
4. Your contractual engagement can be discontinued at any time by giving one month's notice or payment in lieu thereof and by the Institute without assigning any reason thereof. Similarly, you may also terminate the contractual engagement in between/during the contractual period, by giving one month's notice or wages in lieu thereof will be forfeited.
5. Your contractual engagement if not terminated earlier then on the expiry of contractual period, the contract will automatically come to an end for which no separate termination letter or notice will be given.
6. Your contractual engagement will not entitle towards any regular employment in the service of the Institute, or to claim any absorption or regularization in the Institute's services.
7. Your duty hours will be at par with other regular employees of the Institute but you will be liable to attend office as and when required in the public interest or in the interest of the Institute or due to exigencies of work. The attendance shall be marked through Leave Attendance Management System (LAMS).
8. The information /data/product generated for the project by the Associate will be the property of the Wildlife Institute of India.



9. If you are required to travel as part of duty on official work, you will be paid travel allowance as per the rules of the Institute.
10. During the period of engagement, you can be transferred from one place, project and Section to another place at the discretion of the Institute.
11. In case, in future, any vacancy exists against any sanctioned or regular post or is required to be filled up, then you will not be entitled to any preference against such vacancy, simply on the ground of having worked under the project/Institute on a contractual basis.
12. You will be entitled for 20 days leave in a year and these will not be carried forward, if not used and un-availed portion of this leave will automatically lapse at the end of the contract period. Besides the above, no other kind of leave will be admissible.
13. The contractual engagement shall not confer any right of any employment in the Institute subsequent to the initial engagement. Also you will not be offered any lien with the Institute and will not have any permanency in the Institute.
14. You will abide by such other rules and conditions of contractual service as may be prescribed by the Institute, from time to time.
15. The contractual engagement will be subject to satisfactory medical fitness report, in the prescribed form of civil hospital.
16. You will not be entitled to any retirement benefits such as New Pension Scheme (NPS), Gratuity, CPF, relocation allowance and TA at end of contract or any other benefits Institute introduces at any point of time for the permanent employees.
17. In the event of the project being terminated /closed pre-maturely, this contract will come to an end automatically from the date of closure of the project. No separate termination letter will be issued by WII.
18. The activities of the project involve field work in difficult situations and terrain including work in rivers or wetlands. The candidates are advised to realize that in case of any mishap during the field work/travel for the project etc. The institute will be not responsible for it. You are required to take necessary safety measures while working in the field.



19. Medical Reimbursement:

- (i) Medical reimbursement for self and dependent family members through government approved medical practitioners will be provided subject to a maximum cost ceiling of Rs 10,000.00 (Rupees Ten thousand only) during the contractual period of one year based on submission of duly certified bills.
  - (ii) A Mediclaim Policy for the self, spouse and up to two dependent children will be provided by the Institute during the period of contract.
  - (iii) An Accidental Insurance Policy will be provided by the Institute during the period of contract.
-

# CONTRACT AGREEMENT FOR SPECIFIC MEDICAL SERVICES

## TERMS AND CONDITIONS

- 1 The period of outsourcing shall be valid for the current FY from the date of appointment to 31 Mar 2022. Period of outsourcing is not extendable on any grounds. Period may be extended if higher authority desires.
- 2 The outsourced specialist agrees to undertake the job at SMC, AF Station Sarsawa and will not have any claim or right for his/her continuity in service or automatic extension of the term of engagement.
- 3 **Payment terms:** Contingent bill duly supported by pre-receipted bill submitted by the Medical Officer shall be forwarded to Senior Accounts Officer (SAO) through Adjutant by the SMO for payment action under LCH (Locally Controlled Heads) 786/05. The payment shall be made by cheque / Bank transfer based on total number of visit at the end of each month as per the following rates:

Sl No.	Category of Specialist	Total Number of visit/month	Proposed cost per visit	Maximum per month	Maximum per annum
01	Psychological Counselor	20	Rs 1500/-	Rs 30,000/-	Rs 3,60,000/-
- 4 During the validity of the contract, you will be at liberty to terminate the contract for any reason by giving minimum 30 days notice to the appointing authority. The contract can also be terminated by the CFA (Competent Financial Authority) at any time during the period of services by giving 30 days notice without assigning any reasons whatsoever.
- 5 You will be entitled to fixed salary of as per Para 3 with no other allowances for at least 20 visits per month. A TDS of 10% will be deducted from fixed salary of **Psychological Counselor**.
- 6 The frequency of the visit by the **Psychological Counselor** shall be **Twenty** days in a month for 03 hrs (time) respectively. Sunday and National holidays will be treated as off days. The **Psychological Counselor** shall seek prior approval from SMO for any absence/changes in the scheduled visit. **The number of visits may be increased / decreased as per the Station requirement.**
- 7 No travelling allowances (TA) or daily allowances (DA) shall be admissible during the period of outsourcing. **Psychological Counselor** shall make his/her own arrangement for conveyance and no service transport will be provided for the purpose. Temporary security pass shall be issued by the Security Section for entering into camp.
- 8 The **Psychological Counselor** is expected to behave in a very sober and descent manner with the staff, patients, attendants and all ranks of the personnel. In case of any circumstances arising of any dispute/incident, the matter will be adjudicated by the Air Officer Commanding.
- 9 Appointment is purely on contract basis for specified period only.
- 10 You can be called to give advice/lecture on the matters related to your subject for gathering of air warriors/civilians and their families on a short notice.

(Applicant Name & Address)

Vibhuti Kaushal  
111 Mahendra Vihar  
Chaudhata Road  
Dehradun

  
(Ananya Chatterjee)  
Sqn Ldr  
Senior Medical Officer  
Air Force Station Sarsawa  
For and on Behalf of President of India

Date: 23 Apr 2021

Date: 23 Apr 2021





भारत परमाणु अनुसंधान केन्द्र  
BHABHA ATOMIC RESEARCH CENTRE

दुरभाष Tel: 022-2559 2059  
Fax: 91-22-25592777  
E-Mail: rect5@barc.gov.in



भारत सरकार  
GOVERNMENT OF INDIA  
भारत परमाणु अनुसंधान केन्द्र  
BHABHA ATOMIC RESEARCH CENTRE

कार्मिक प्रभाग  
PERSONNEL DIVISION  
भर्ती अनुभाग -V  
RECRUITMENT SECTION -V  
ट्रॉम्बे, TROMBAY,  
मुंबई MUMBAI - 400 085.

Ref : PD/8(4)/2021-R-V/ I/3870/2021

November .24 2021

Application No: 150316001033

Mayank Dhoundiyal

h-255-b, pratap vihar ,  
ghaziabad , uttar pradesh-201009

Dear Sir/Madam,

With reference to the interview held for admission to "Diploma in Radiological Physics (D.R.P.)" course 2021-22, you are hereby offered to join the 59<sup>th</sup> One year Post MSc. Diploma Course in Radiological Physics for the academic year 2021-22. The following are the terms and conditions:

- You will have to undergo a medical test for physical fitness by this Research Centre's Medical Officer and your admission to the training course will be subject to your medical fitness. If found fit, you will have to join the course immediately and no joining time will be given. Accordingly, you may bring your personal luggage;
- You will be required to bring RTPCR negative report (sample collected within 72 hours prior to reporting on the date of medical examination). RTPCR negative report is not required in case COVID-19 vaccination with both doses has been completed and you should not have any COVID-19 symptoms. Accordingly, RTPCR report/copy of the vaccination completion certificate may be brought at the time of medical examination.
- You will have to take an oath of allegiance to the Constitution of the Union of India and an oath of secrecy in the prescribed forms;
- You are liable to be discharged from the training course at any time during the period of training without notice or without assigning any reasons;
- You will be paid a stipend of Rs. 25,000/- p.m. for a period of one year.
- You will have to observe all the rules and regulations regarding discipline, dress etc. as may be in force and applicable to the staff of this Research Centre from time to time.
- Subject to the availability of accommodation in the hostel at Anushaktinagar, Mumbai you will be provided with hostel facility during the period of your training and you will have to abide by the Hostel Rules. You will have to remit the licence fee for Hostel accommodation in advance, as applicable.
- Please ensure that you bring the following documents with you at the time of joining the course, so that the formalities are completed on time.
  - Original B.Sc. and M.Sc. Degree Certificate or Provisional Degree Certificate if the candidate has not received the Original Certificate.
  - Original Mark list of the B.Sc. and M.Sc. Degree Examination.

- iii) Migration Certificate from the University, last attended by the candidate.
- iv) Original Certificate in support of your date of birth.
- v) Proof of identity such as aadhar card, I-card, election card, driving license/passport/pan card etc.
- vi) Admit Card for CET/Interview.
- vii) Bank Pass Book(Front page where the Name of the Bank, Account Number, Photo of the Account Holder, IFSC and MICR code etc are clearly indicated)
- viii) Character and antecedents verification Certificate from respective Commissioner of Police if you are staying in a city or District Supdt. of Police in case of stay in Village/ Taluk/Tahasil and/or District. If you are unable to obtain the verification certificate, you have to bring receipt/proof of registration for verification of antecedents from the police station for entry into the BARC premises within the date specified below for verification of certificates/completion of pre-admission formalities.

- i) No fees for the training programme will be charged. However, you will be required to pay fees to the University (Deemed) – Homi Bhabha National Institute (HBNI). Immediately on joining the course, you may have to pay Rs.6000/- (Rupees Three Thousand only) to the Institute as the first term fee of the course. In addition, you will have to remit a caution deposit of Rs. 2000/- which is refundable.
- j) Your admission is further subject to verification of your credentials and final approval by HBNI.
- k) You will have to bring with you two copies of your recent photograph of front face (Size : 3 cms. horizontal and 4 cms. vertical) on glazed paper in connection with the Security Badge which will be issued by this Research Centre;
- l) You shall submit declaration in prescribed form (copy enclosed) regarding your marital status.
- m) The course is full time and you should not hold any other employment during the period of training;
- n) Successful completion of the training course does not provide any guarantee for future employment in Bhabha Atomic Research Centre.

2. You are requested to report in person at North Gate, Reception, BARC, Trombay, Mumbai - 400094 on 29/11/2021 at 08.30 a.m. for completing all pre-admission formalities.

3. No travelling allowance will be reimbursed to you for the journeys performed for joining training course.

Yours faithfully,

  
(Kamlesh Kumar Rambadia)  
Deputy Establishment Officer

Note: The candidate is not allowed to carry mobile phone or any other electronic devices in BARC premises.





## **OFFER CUM APPOINTMENT LETTER**

Sonali Bahuguna  
101, plot no.14,, Suraj Vihar, Dwarka,  
New Delhi,  
110078  
IND

Dear Sonali,

On behalf of **Amazon Development Centre (India) Private Limited**, a company incorporated under the laws of India, having its registered office at # 26/1, Brigade Gateway, World Trade Centre, 10th Floor, Dr. Rajkumar Road, Malleshwaram (W) Bangalore - 560 055. Karnataka India (hereinafter the "Company" or "Amazon India"), we are very pleased to issue this Offer cum Appointment Letter for the position of **SPRO Investigator - French** at **Hyderabad**, India.

Your employment with the Company will be subject to your acceptance of this Offer cum Appointment Letter and the terms and conditions set forth hereinbelow. If you wish to accept employment with the Company, please convey your acceptance in the manner provided for by the Company. The offer of employment contained in this Offer cum Appointment Letter will expire if you have not accepted the same on or before **10 business days**.

Upon your acceptance of the offer herein, this Offer cum Appointment Letter shall form the employment contract that is a valid and binding agreement of employment between Amazon India and you, and you shall be bound by the terms and conditions stipulated herein below.

### **1. Date of Commencement**

Your employment with Amazon India will commence on **03-Aug-2020**.

### **2. Probation**

You shall be on probation for a period of 3 months ("Probation Period") from the date of joining. Your performance will be reviewed and evaluated at regular intervals during the Probation Period. Depending on the outcome of such evaluation/s, the Company may, at its sole discretion, either (a) if your performance is found satisfactory, confirm your appointment; or (b) if your performance is found to be unsatisfactory, extend, in writing, the Probation Period by a further period of 3 more months or terminate your employment with Amazon India with



immediate effect and without any advance or prior notice, and with no further liabilities to Amazon India, except for payment of remuneration up to the date of termination of employment.

### **3. Duties**

- 3.1 You will be employed in the position of **SPRO Investigator - French**. Your manager will advise you about your job responsibilities after your joining with us. You will be expected to do your job to the best of your ability at all times as per the job responsibilities advised by your manager at the time of joining or as amended from time to time, as well as such other tasks as may be required by Amazon India.
- 3.2 You will be required to comply with Amazon India's rules, regulations and policies from time to time in force, including, without limitation, those policies set out in Amazon India's Policies and Procedures, as communicated to you. Amazon India reserves the right to change Amazon India's Policies and Procedures from time to time at its sole discretion and you shall be bound by the same.
- 3.3 You acknowledge that during the course of your employment, as the business of Amazon India changes, it may be necessary to rotate you in other departments / units. Amazon India therefore reserves the right to change your role and responsibilities from time to time at its sole discretion and without assigning any reason, it being understood that you will not be assigned responsibilities which you cannot reasonably perform.
- 3.4 Unless specified in writing, you shall not be authorised to enter into any contractual obligations on behalf of Amazon India or its affiliates including creating a lien (statutory or other), security interest, mortgage, pledge, assignment, encumbrance, chattel or conditional sale or other title retention agreement or any other financial obligations or otherwise on behalf of Amazon India or its affiliates.

### **4. Hours of Work**

The normal business hours of the office, at which you work, will apply to you and these will be advised on commencement of employment and when there is a change. You may be required to work in shifts for different work hours or workdays during the week depending on the business or team that you may be working for. You will be advised by your manager or department about such requirements at the time of joining and from time to time during the course of your employment, as appropriate. Certain business teams also operate on 24x7 basis and hence, may have rotational shifts or related requirements for their respective team members. Please refer to Amazon India's Policies and Procedures for further details.



**5. Place of Work**

Your initial place of work will be at Amazon India's facility in Hyderabad. However, you should be aware that the Company and/or its affiliates have offices throughout the world and because of the nature of your duties, the Company has the right to transfer you from one place to another or from one section to another or from one unit to any other unit of the Company, its parent company or to any of its sister concerns, which are either existing or may be set up in future. The decision of the Company in this regard shall be final and binding on you.

**6. Remuneration**

- 6.1 Your Annual Base Pay will be Rs. **584,300** per annum made payable in arrears in accordance with Amazon India's standard payroll practice and subject to all lawful deductions of income tax, provident fund contribution (if any), insurances or otherwise. Your Base Pay is inclusive of both the employer's and the employee's provident fund contributions. Your Base Pay will be reviewed in accordance with internal performance review systems, details of which are set out in Amazon India's Policies and Procedures. If your hire date is on or before the first Monday in October of the current year, you will be eligible for a performance assessment and salary adjustment in the next calendar year. Ordinarily, this process occurs in the month of April each year.
- 6.2 Amazon India has the right to deduct from your pay/salary any sums which you may owe Amazon India, including without limitation, any over-payments or loans made to you by Amazon India or any demand raised by any judicial or quasi-judicial authority for your acts or omissions and / or losses suffered by Amazon India as a result of your negligence or breach of the terms contained in this Offer cum Appointment Letter/Amazon India's Policies, or your failure to return Amazon India's property.

**7. Provident Fund**

Amazon India will contribute to a Provident Fund as and when required by the Employees' Provident Fund and Miscellaneous Provision Act, 1952, and as further described in Amazon India's Policies and Procedures.

**8. Leave**

Amazon India will grant you leave as provided in Amazon India's Policies and Procedures. All leave scheduling and organisation will be arranged to ensure smooth business operation; your manager's approval is required prior to your scheduling or changing any leave.

## 9. Confidential Information and Confidentiality Obligations

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

- (1) the identity of, contractual terms with, and any information relating to, the Company's business partners, customers, services clients, sellers, agents, employees, contractors, investors, joint ventures, vendors, or suppliers and the terms on which the Company does business with each such entity, or generally;
- (2) computer code (including source code and object code) or software developed, modified, or used by the Company;
- (3) data of any sort compiled by the Company, including, but not limited to, data relating to products and services, advertising and marketing, and existing or prospective customers, clients, vendors, or business partners;
- (4) algorithms, procedures or techniques, or the essential ideas and principles underlying such algorithms, procedures or techniques, developed by, or whose workings are otherwise known to, the Company (but excluding any public domain algorithms, procedures, or techniques), whether or not such algorithms, procedures or techniques are embodied in a computer program, including, but not limited to, techniques for identifying prospective customers, communicating effectively with prospective or current customers, reducing operating costs, or increasing system reliability;
- (5) the fact that the Company uses, has used, or has evaluated for potential use any particular database, source of data, algorithm, procedure or technique, or the essential ideas and principles underlying such algorithm, procedure or technique, developed or supplied by a party other than the Company (including any algorithms, procedures or techniques in the public domain), whether or not such algorithms, procedures or techniques are embodied in a computer program;
- (6) pricing or marketing strategies developed, investigated, acquired (from a third party or otherwise), evaluated, modified, tested or employed by the Company, or any information related to, or that might reasonably be expected to lead to, the development of such strategies;



- (7) information about the Company's future plans, including, but not limited to, plans for expanding into new products, geographical areas, market segments, or services;
- (8) any information that would typically be included in the Company's financial statements, including, but not limited to, the amount of the Company's assets, liabilities, net worth, revenues, expenses, or net income;
- (9) the following information which shall hereinafter be referred to as the "Disclosure Information":
  - (a) any and all algorithms, procedures or techniques related to the Company's business activities or to your work with the Company, and the essential ideas and principles underlying such algorithms, procedures or techniques, conceived, originated, adapted, discovered, developed, acquired by the Company (from a third party or otherwise), evaluated, tested, or applied by you during the course of your employment with the Company, whether or not such algorithms, procedures or techniques are embodied in a computer program;
  - (b) any and all pricing or marketing strategies, the essential ideas and principles on which such strategies are based, and any information that might reasonably be expected to lead to the development of such strategies, conceived, originated, adapted, discovered, developed, acquired by the Company (from a third party or otherwise), evaluated, tested, or applied by you during the course of your employment with the Company;
  - (c) information relating to any and all products and services, and the essential ideas and principles underlying any and all products and services, conceived, originated, adapted, discovered, developed, acquired by the Company (from a third party or otherwise), evaluated, tested, or applied by you during the course of your employment with the Company, whether or not such products or services are marketed, sold, or provided by the Company; and
  - (d) any other ideas or information conceived, originated, adapted, discovered, developed, acquired by the Company (from a third party or otherwise), evaluated, tested, or applied by you during the course of your employment with the Company, if the idea or information could reasonably be expected to prove useful or valuable to the Company;

- (10) any other information gained in the course of your employment with the Company that could reasonably be expected to prove deleterious to the Company if disclosed to third parties, including without limitation, any information that could reasonably be expected to aid a competitor or potential competitor of the Company in competing more effectively with the Company;
- (11) any information received by the Company from third parties, whether or not under obligation of confidentiality;
- (12) any information derived from any of the above, including any intellectual property rights attached thereto; and
- (13) any copies of the above mentioned information.

9.2 Confidentiality Obligations:

- (1) You acknowledge that you have acquired and/or will acquire Confidential Information during the course of, or incident to, your employment with the Company, and that the ability of the Company to continue in business could be seriously jeopardized if such Confidential Information were to be used by you or by other persons or firms to compete with the Company. Accordingly, you agree that you shall not, directly or indirectly, at any time, during the term of your employment with the Company or at any time thereafter, and without regard to when or for what reason, if any, such employment shall terminate, use or cause to be used any Confidential Information in connection with any activity or business except the business of the Company, and shall not disclose or cause to be disclosed any Confidential Information to any individual, partnership, corporation, or other entity unless such disclosure has been specifically authorized in writing by the Company, or except as may be required by any applicable law or by order of a court of competent jurisdiction, or any regulatory or governmental body. Further, you agree that you will give the Company prompt notice of any such order/direction of a court/ regulatory or governmental body so that the Company may seek relief by way of a protective order or other appropriate remedy, and further will provide any assistance which the Company may reasonably require in order to secure such order or such remedy (with your expenses reasonably incurred in providing such assistance to be reimbursed by the Company). In the event such protective order or other remedy is not obtained, you shall furnish only that portion of the Confidential Information which is legally required by the governmental entity or



regulatory authority; and will use reasonable efforts to obtain confidential treatment for any Confidential Information so disclosed.

- (2) During the course of your employment with the Company and at the date of termination thereof (hereinafter the "Date of Termination"), you shall promptly disclose and deliver over to the Company, without additional compensation, in writing, or in such form and manner as the Company may reasonably require, the Disclosure Information defined in Section 9.1(9) hereinabove, to the extent that such disclosure could reasonably be expected to be of interest to the Company.
- (3) Nothing in this Offer cum Appointment Letter shall be deemed to dilute or waive any rights related to the protection of trade secrets that the Company may have under common law or any applicable statutes.

## **10. Intellectual Property Rights**

10.1 All patents, copyrights, trade secrets, trade/commercial names, proprietary rights, logos, slogans and all other intellectual property rights developed by or for the Company by any person, including but not limited to intellectual property rights relating to any and/or all of the Confidential Information, ("Intellectual Property Rights") shall be owned by the Company. For good and valuable consideration the receipt and sufficiency of which is hereby acknowledged, you hereby agree to irrevocably, perpetually and unconditionally sell, assign, transfer and convey to the Company and its successors your entire right, title and interest in the Confidential Information and/or Intellectual Property Rights and any improvements thereto throughout the world, including, without limitation:

- (1) all patents, copyrights, trade secrets, trade/commercial names, logos, other proprietary rights and all other intellectual property rights in the Confidential Information and all rights to secure registrations, renewals and extensions of the same;
- (2) all rights to make, have made, use, practice, import, export and otherwise fully exploit the Confidential Information and any and all improvements that the Employee or Company may hereafter make or develop;
- (3) all rights to file and prosecute applications for patent, copyright and all other intellectual property protection covering the Confidential Information and improvements thereon, and the processes and designs embodied therein, in India, the United States and in every other country and jurisdiction throughout the world;

- (4) all rights under any patent, copyright and all other intellectual property which may be issued on the Confidential Information or the improvements thereon, and any processes and designs therein, and all rights to enjoy the same; and
- (5) all documents, notes, notebooks, drawings, schematics, prototypes, magnetically encoded media, electronically stored information, or other materials related to the Confidential Information.

10.2 During the period of your employment with the Company and as may be reasonably necessary subsequent to your employment, you agree to cooperate with the Company as may be necessary to obtain patent, copyright and all other intellectual property protection for the Intellectual Property Rights and improvements thereto throughout the world and agree to do such further acts and execute and deliver to the Company such instruments as may be required to perfect, register or enforce the Company's ownership of the rights assigned, transferred or conveyed. If such cooperation is required after the Date of Termination, the Company shall compensate you at a reasonable rate for the time and related expenses actually spent by you at the Company's request. If you fail or refuse to execute any such instruments, you hereby appoint the Company as your attorney-in-fact to act on your behalf and to execute such instruments. This appointment shall be irrevocable and deemed to be a power coupled with an interest.

10.3 For the purposes of the assignment, transfer or conveyance referred to hereinabove, you acknowledge and covenant that your employment with the Company and the benefits received thereunder shall be treated as good and valuable consideration and that you are not entitled to any further consideration in any form or manner whatsoever in relation thereto.

10.4 Notwithstanding any other provision hereof to the contrary, this Offer cum Appointment Letter does not obligate you to assign or offer to assign to the Company any of your rights in an invention for which no equipment, supplies, facilities, Intellectual Property Rights, Confidential Information or trade secret information of the Company was used and which was developed entirely on your own time, unless (a) the invention relates (i) directly to the business of the Company, or (ii) to the Company's actual or demonstrably anticipated research or development, or (b) the invention results from or is related to, any work performed by you for the Company.

10.5 No Grant of Rights.

You agree that all rights, title and interest in the Intellectual Property Rights and Confidential Information shall be owned exclusively by the Company. Nothing herein contained shall be construed as a grant by implication, estoppel or otherwise, of a license of any kind by either you to the Company, or by the Company to you, for example, to



make, have made, use or sell any product using the Intellectual Property Rights, Confidential Information, or as a license under any patent, patent application, utility model, copyright, mask work right, or any other intellectual property right.

**11. Non-Solicitation**

- 11.1 During your employment with the Company and for a period of 12 months from the date of termination thereof, you shall not solicit or cause or authorize, directly or indirectly, to be solicited for any competitive business, for or on behalf of any person or customer, or otherwise take any action that might divert the business or patronage of any customer from the Company, or otherwise damage or alienate the relationship between the Company and any customer, vendor or supplier; and
- 11.2 During your employment with the Company and for a period of 12 months thereafter, you shall not solicit or attempt to influence any person employed or engaged by the Company (whether as an employee, consultant, advisor or in any other manner) to terminate or otherwise cease such employment or engagement with the Company or become the employee of, or directly or indirectly offer services in any form or manner to, yourself or any person or entity which is a competitor of the Company.

**12. Employee Data Protection**

- 12.1 You authorise Amazon India to collect, process and transfer all personal employee-related information obtained by Amazon India for the purpose of proactively managing the employment relationship.
- 12.2 You further authorise the transfer to, and storage of, your personal information in the worldwide employee database currently located in Seattle, Washington, U.S.A. (or such other location as Amazon India determines from time to time). Human Resources and selected management throughout the Amazon group worldwide will be authorised to access this database.

**13. Exclusivity of Services**

During your employment, you will be required to devote your full time, attention and abilities to your job duties during working hours, and to act in the best interests of Amazon India at all times. You shall not, without the written consent of Amazon India, be in any way directly or indirectly engaged or concerned in any other business or undertaking .

**14. Termination of Employment**

- 14.1 Your employment may be terminated by either party by giving one month's written notice (exclusive of any leaves availed during the said period) or payment of one month salary in lieu of such notice period to the other party. Amazon India holds the right to accept or deny payment in lieu of the said one month notice.
- 14.2 Amazon India reserves the right to terminate your employment forthwith "for cause" without advance notice and without payment of severance, in the event you:
- (i) have been found guilty of any misconduct or indiscipline after due enquiry by Amazon India;
  - (ii) have violated or are in breach of any of the terms of this Offer cum Appointment Letter or Amazon India's Policies and Procedures;
  - (iii) have been grossly negligent, or have neglected your duties, or have underperformed your duties, or have performed your duties in a manner unacceptable to Amazon India;
  - (iv) have suppressed any information or submitted false information with the view to obtain employment in Amazon India;
  - (v) are convicted for any offence under any law for the time being in force in any jurisdiction;
  - (vi) commit any act detrimental to the interest of Amazon India;
  - (vii) abstain from work for seven consecutive days without informing Amazon India;
- 14.3 On the termination of your employment for any reason whatsoever, you will return to Amazon India, without delay, all assets belonging to Amazon India, correspondence, records, specifications, models, notes, formulations, lists, papers, reports and other documents and all copies thereof and other property belonging to Amazon India or relating to its business affairs or dealing, including any Confidential Information and Intellectual Property Rights, which are in your possession or under your control. At Amazon India's option, you agree to provide a written certification of your compliance with this Section. Further, you agree to sign a termination certificate in accordance with Amazon India's Policies and Procedures, which will reaffirm your compliance of your post-termination obligations, including return of Amazon India's property/properties and releasing Amazon India from all claims, liabilities and obligations. Where Amazon has made any excess payment to you as part of your relieving formalities, whether or not such excess payment is termed "Full and Final Settlement", you shall be obligated and liable to repay such excess amount forthwith upon being notified by Amazon.

## **15. Gratuity**

Gratuity will be paid as and when required by the Payment of Gratuity Act, 1972 and as further described in Amazon India's Policies and Procedures.



**16. Employee Benefits**

You will be eligible to receive employee benefits as may be provided by Amazon India in Amazon India's Policies and Procedures. These are subject to change with or without prior notice for both existing and prospective employees. Revised policy will supersede any previous policy which would have been applicable and would have been communicated as part of offer letter.

**17. New Hire Background Investigation**

- 17.1 It is Amazon India's policy to investigate all its new hires. Your employment is conditional upon the information contained in your application form and/or curriculum vitae being true and accurate, including (but not limited to) your educational and professional qualifications, the documents furnished by you being genuine, and upon reference checks to be conducted by Amazon India being successfully completed.
- 17.2 You authorise Amazon India to conduct such searches with government or enforcement authorities as are necessary to enable it to verify that you do not hold any criminal convictions.
- 17.3 In case you are hired from campus and results for your examination are still awaited, your continued employment with Amazon India will be subject to passing the said examination and completing the course, failing which Amazon reserves the right to take action including termination of your employment without notice.

**18. Foreign Nationals**

- 18.1 In case you are not an Indian national and, under any law, are required to obtain applicable visa / work permit / authorisation or permission from appropriate government authorities to work in India, you are required to ensure all such permissions are obtained before commencement of employment with Amazon India.
- 18.2 You are also required to ensure all future correspondence and permissions for continued stay and employment in the country as per the governing law are complied with at all times. If required, Amazon shall be at liberty to demand copies / originals of such permission.
- 18.3 It is made clear that possessing valid work permit / authorisation at all times of your employment is an inherent requirement of your employment with Amazon India. Any time after the execution of this Offer cum Appointment Letter, if it is found that you do not have required work permit / visa, Amazon India shall terminate your employment, without notice, with immediate effect, without any liability towards you.

**19. Representations and Warranties**

You hereby represent and warrant to the Company that:

- 19.1 the information furnished by you for the purpose of your employment with the Company is true and correct to the best of your information, knowledge and belief;
- 19.2 you shall not, during the course of your employment with the Company, use or disclose any document/s that in any way constitutes confidential, proprietary for trade secret information of a third party (including a former employer), except pursuant to written authorization by such third party to do so;
- 19.3 you are not in unauthorized possession or control of any document/s that in any way constitutes confidential, proprietary of trade secret information of a third party (including a former employer);
- 19.4 during the course of your employment with the Company, you will not violate any non-solicitation or similar agreements or obligations that you have with any third party; and
- 19.5 there are no other agreements executed by you with third parties that conflict with the terms and conditions of your employment with Amazon India or that restrict your ability to execute this Offer cum Appointment Letter;
- 19.6 You recognize that the restrictions set forth in this Offer cum Appointment Letter may limit your future flexibility in many ways. You expressly acknowledge that (i) the limitations specified herein are fair and reasonable in view of the nature of the business in which the Company is engaged, your position with the Company, and your access to Confidential Information / Intellectual Property Rights, (ii) you are voluntarily entering into this Offer cum Appointment Letter, and (iii) in spite of the restraints imposed herein, you will be able to engage in other lawful professions, trades or businesses after termination of your employment with the Company. You recognize that your compensation is adequate consideration and acknowledge that you will not be subject to undue hardship or inconvenience by reason of your agreeing to the provisions contained herein.

**20. Other Particulars**

- 20.1 You confirm that there are no other agreements executed by you with third parties that conflict with the terms and conditions of your employment with Amazon India or that restrict your ability to execute this Offer cum Appointment Letter



20.2 You hereby represent and warrant that the information furnished by you for the purpose of your employment with the Company is true and correct to the best of your information, knowledge and belief.

**21. Notices**

All notices issued by you to the Company or by the Company to you shall be sent either by registered post, courier through a recognised courier service provider or by email transmission which shall be deemed to have been received the next working day provided the notice is also sent by registered post the next working day after email transmission.

**22. Waiver**

Failure of the Company to insist upon strict adherence of any term of this Offer cum Appointment Letter on any occasion/s shall not be considered a waiver thereof or deprive the Company of the right thereafter to insist upon strict adherence to that term or any other term of this Offer cum Appointment Letter.

**23. Severability**

The holding of any provision of this Offer cum Appointment Letter to be illegal, invalid, or unenforceable by a court of competent jurisdiction shall not affect any other provision hereof, which shall remain in full force and effect.

**24. Assignment**

Except as otherwise provided in this Section, this Offer cum Appointment Letter shall inure to the benefit of, and be binding upon you and your heirs, representatives, successors and assigns. Neither this Offer cum Appointment Letter nor any right or interest hereunder shall be assignable by you or your legal heirs, beneficiaries or legal representatives without the Company's prior written consent. This Offer cum Appointment Letter shall be assignable by the Company to a subsidiary or affiliate of the Company; or to any corporation, partnership, or other entity that may be organized by the Company, as a separate business unit in connection with the business activities of the Company; or to any corporation, partnership, or other entity resulting from the reorganization, merger or consolidation of the Company with any other corporation, partnership or other entity, or any corporation, partnership, or other entity to or with which all or any portion of the Company's business or assets may be sold, exchanged or transferred.

**25. Employer – Employee Relationship**

The relationship between the Company and you hereunder shall be solely that of an employer and employee and no modification of responsibility or compensation made hereinafter shall be construed so as to constitute the relationship of partners or joint ventures or so as to construe you as an independent contractor of the Company.

**26. Liability for Breach**

You acknowledge and accept that your breach of any of the terms contained in this Offer cum Appointment Letter or in Amazon India's Policies and Procedures, may cause the Company irreparable harm for which there is no adequate remedy at law, and therefore, the Company shall be entitled to the issuance by a court of competent jurisdiction of an order of injunction, restraining order, or other equitable relief in favor of itself, without the necessity of posting a bond, restraining you from committing or continuing to commit any such violation. Exercise or waiver by the Company of its rights to obtain an injunction, restraining order, or other equitable relief hereunder shall not be deemed a waiver of any right to assert any other remedy the Company may have at law or in equity. In any legal action or other proceeding by the Company against you in connection with this Offer cum Appointment Letter (e.g., for recovery of damages or other relief), the Company will be entitled to recover its reasonable attorneys' fees and other costs incurred.

**27. Authorization to Notify New Employer**

You hereby grant consent to the Company to notify any of your new employer/s about your rights and obligations under this Offer cum Appointment Letter.

**28. Governing Law and Jurisdiction**

Your employment, and any disputes which may arise under, out of, or in connection with your employment, shall be governed by and construed in accordance with the laws of India; and the Courts having territorial jurisdiction over the registered office of the Company shall alone have exclusive jurisdiction to try and entertain such disputes to the exclusion of any other Courts situated elsewhere.

**29. Agreement/Modifications**

The terms described in this Offer cum Appointment Letter and Amazon India's Policies and Procedures will cumulatively constitute the terms of your employment, and shall supersede any previous discussions, offers or agreements relating to your employment, or to the subject matter hereof. Any additions to, deletions of, or modifications of these terms are valid and effective only if the same are carried out in writing and signed by you and an officer of Amazon India.



**30. Headings**

The Section headings appearing in this Offer cum Appointment Letter are used for convenience of reference only and shall not be considered a part of this Offer cum Appointment Letter or in any way modify, amend or affect the meaning of any of its provisions.

**31. Survival**

Your obligations under Sections 9, 10, 12, 14, 22, 23, 24, 26, 27, 28 and this Section 31 hereof shall survive the termination of this Offer Cum Appointment Letter and of your employment with the Company.



You undertake to be bound by any rules and regulations enforced by Amazon India from time to time in relation to the conduct, discipline, medical leave and holidays or on any matters relating to service conditions which will be deemed as rules, regulations and order as a part of these terms of employment.

For and on behalf of Amazon Development Centre (India) Private Limited

#### **AUTHORIZATION**

By

Signed by: M V RAVI KUMAR  
Date: 2020.06.05 20:10:28 +05:30  
Location: India

#### **ACCEPTANCE**

I acknowledge receipt of this Offer cum Appointment Letter and, after reading and understanding the same, I accept Amazon India's offer of employment on the terms set out in this Offer cum Appointment Letter.





## **OFFER CUM APPOINTMENT LETTER**

Deepak Thapliyal  
Bhatta Toll Chowkie, PO Barloganj  
Mussoorie  
248179  
IN

Dear Deepak,

On behalf of **Amazon Development Centre (India) Private Limited**, a company incorporated under the laws of India, having its registered office at # 26/1, Brigade Gateway, World Trade Centre, 10th Floor, Dr. Rajkumar Road, Malleshwaram (W) Bangalore - 560 055. Karnataka India (hereinafter the "Company" or "Amazon India"), we are very pleased to issue this Offer cum Appointment Letter for the position of **TRMS Investigator - French** at **Hyderabad**, India.

Your employment with the Company will be subject to your acceptance of this Offer cum Appointment Letter and the terms and conditions set forth hereinbelow. If you wish to accept employment with the Company, please convey your acceptance in the manner provided for by the Company. The offer of employment contained in this Offer cum Appointment Letter will expire if you have not accepted the same on or before **10 business days**.

Upon your acceptance of the offer herein, this Offer cum Appointment Letter shall form the employment contract that is a valid and binding agreement of employment between Amazon India and you, and you shall be bound by the terms and conditions stipulated herein below.

### **1. Date of Commencement**

Your employment with Amazon India will commence on **14-Dec-2020**.

### **2. Probation**

You shall be on probation for a period of 3 months ("Probation Period") from the date of joining. Your performance will be reviewed and evaluated at regular intervals during the Probation Period. Depending on the outcome of such evaluation/s, the Company may, at its sole discretion, either (a) if your performance is found satisfactory, confirm your appointment; or (b) if your performance is found to be unsatisfactory, extend, in writing, the Probation Period by a further period of 3 more months or terminate your employment with Amazon India with

1

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

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

Roll No 2821000426  
Shri/Ms GEETANJALI JOSHI  
S/O D/O HARISH JOSHI  
KAMAL VIHAR  
BANJARAWALA  
DEHRADUN  
UTTARAKHAND 248001

HR/REC/2533  
30.11.2019

Dear Sir/Madam,

**RECRUITMENT IN CLERICAL CADRE**

We are pleased to inform you that based on your performance in the Main online examination held on 10.08.2019, you have been shortlisted for appointment in the Bank in the Clerical Cadre as "Junior Associates (Customer Support & Sales)" subject to successful qualification in official language test and completion of required formalities by you.

2. Please, therefore, call on the Assistant General Manager (HR), State Bank of India, Local Head Office, HR Department, 4<sup>th</sup> Floor, Tilak Marg, C Scheme, Jaipur - 302005 on **11.12.2019 at 10.00 AM** for completion of joining formalities. After successfully qualifying in official language test and satisfactory completion of the joining formalities including medical reports, letter of appointment will be issued to you. Thereafter, you will be undergoing training to be arranged by the State Bank Institute of Learning & Development (SBILD)/ Local Head Office (LHO) prior to your posting at the identified branch/office.

3. It is clarified that, a pregnant woman may be appointed in the Bank up to six months of pregnancy provided she furnishes a certificate from a specialist gynecologist that her taking up Bank's employment at the stage is not likely to interfere with her pregnancy or the normal development of the fetus or is not likely to cause miscarriage or otherwise adversely affect her health. In case the pregnancy is more than six months, a medical examination to ascertain medical fitness in joining the Bank should be under taken after three months of delivery and only then she can be considered for recruitment in the Bank. In such a case prior written intimation should be sent to us immediately on receipt of this letter.

4. If at any time in the past, you were employed in our Bank either in clerical or in officer cadre, you are not eligible to join the Bank afresh in clerical cadre now.







भारतीय स्टेट बैंक  
State Bank of India

प्रशासनिक कार्यालय - 5 कोटा  
बी - 33 औद्योगिक क्षेत्र, कोटा - 324007  
Administrative Office - 5,  
Kota  
B-33 Industrial Estate Kota-  
324007

दूरभाष/Tel.: 0744 - 2366912, 2361817  
dgm.zokota@sbi.co.in

फैक्स/Fax : 0744-2361815

LP:131311 | ई-मेल/E-mail :

Sh./Smt./Ms. GEETANJALI JOSHI  
PF-8526214  
State Bank of India,  
Administrative Office,  
Kota

HR:AO:KOTA  
January 13, 2020

Dear Sir,

**Staff : Award**  
**Transfer/Posting**

With reference to above, it has been decided by the competent authority to transfer and post you to Regional Office, Kota, for further eventual posting.

2. Therefore, you are hereby relieved on 13.01.2020, with instructions to report to Regional Manager, Kota, immediately without availing joining time.

3. Wishing you best of luck.

Yours faithfully

For Deputy General Manager (B&O)

**Sudheesh Venkatesh**  
**Chief People Officer**

**February 11, 2020**

**Mr. Rakesh Pandey**  
**S/o: Rajendra Pandey**

**Umedpur, Dehradun**

**Dear Rakesh,**

Welcome to Azim Premji Foundation !

We thank you for your decision to join Azim Premji Foundation (hereinafter referred to as the "Foundation").

Your terms of appointment will be as under;

## **1. APPOINTMENT**

- a.** We are pleased to make you an offer of appointment as **"Associate – Field Institute"** based in **Pithoragarh - Uttarakhand** as a part of Azim Premji Foundation for Development. Your appointment is effective from **July 01, 2020**.
- b.** You will be on probation for a period of one year from the date of appointment and will be confirmed upon satisfactory performance during the period of probation.

## **2. Salary**

- i. Basic salary of Rs**                      per month
- ii. House Rent Allowance of Rs.**                      per month
- iii. Conveyance Allowance of Rs.**                      per month
- iv. Leave Travel Allowance of Rs.**                      per month
- v. Other Allowance of Rs.**                      per month

Details of your salary are given in **Annexure 1**. Your compensation will be subject to tax deduction as per applicable rules.

Changes in your salary & benefits are discretionary and will be on the basis of relevant criteria that include the performance and results you demonstrate.



### **3. OTHER TERMS**

- a.** You will be eligible for the following benefits:
  - i.** Leave and holidays
  - ii.** Participation in Provident Fund Scheme
  - iii.** Participation in the Foundation Medical Assistance Program
  - iv.** Gratuity
- b.** You will be re-assigned in such capacity as the Foundation may from time to time determine. If such re-assignment results in transfer to another function, program or location, you will be governed by the terms and conditions of service applicable to the new assignment.
- c.** In your role in the Foundation, you will be required to:
  - i.** Effectively, diligently and to the best of your ability perform all responsibilities to achieve the assigned results. This may require working extra hours from time to time.
  - ii.** Undertake travel on Foundation work for which you will be reimbursed travel expenses as per the Travel policy of the Foundation.
  - iii.** Understand the scope and intent of all our policies and comply with them, as they form an integral part of the terms of your employment with the Foundation.
  - iv.** Disclose and assign to Azim Premji Foundation as its exclusive property, all developments, developed or conceived by you solely or jointly with others during the course of your employment
  - v.** Not engage in activities that have or will have an adverse impact on the reputation, image or working of Azim Premji Foundation, whether directly or indirectly.
- d.** Your retirement age is 60 years.
- e.** This contract of employment is terminable, without giving reasons, by either party by giving one month notice. Azim Premji Foundation reserves the right to pay or recover salary in lieu of notice period. Further, the Foundation may at its discretion relieve you from such date as it may deem fit even prior to the expiry of the notice period. In case of breach of integrity or unacceptable performance or misconduct, the Foundation reserves the right to terminate this agreement without any notice and without notice pay in lieu.
- f.** Your employment terms may be specifically enforced legally, if required. If any of the provisions of this Agreement are declared or found to be void or unenforceable due to any reason whatsoever, the remaining provisions of this Agreement shall continue to be in full force and effect.
- g.** Please note that you are required to inform us if there are any other agreements, oral or written, which you have entered into and which may relate to or affect your commitments under this Agreement.
- h. Conflicts of Interest:**
  - i.** You are required to engage yourself exclusively in the work assigned by the Foundation and shall not take up any independent or individual assignments (whether the same is part time or full time, in an advisory capacity or otherwise) directly or indirectly without the express written consent of the Head of your Function and the Chief People Officer.

- ii. You shall ensure that you shall not, directly or indirectly, engage in any activity or have any interest in, or perform any services for any person who is involved in activities, which are or shall be in conflict with the interests of the Foundation.
- i. We at Azim Premji Foundation are committed to 'Integrity' in all aspects of our functioning. We trust that you have not provided us with any false declaration or willfully suppressed any material information.
- j. You shall immediately bring to the notice, in writing, of your immediate supervisor or of the Chief People Officer, any matter or situation or incident that may arise that could potentially result, or has resulted, in violation of the Policies of the Foundation or of this letter.
- k. Upon separation you will immediately give up to the Foundation all correspondence, specifications, books, documents, literature, drawings, effects, records etc. belonging to the Foundation or relating to its functioning and shall not make or retain any copies of these items. Your full and final settlement will be subject to compliance with the content of this clause.
- l. Your offer of appointment is subject to successful completion of your current Post Graduation/Masters and Self-declaration of medical fitness. Please provide your certificates within 3 months of your joining.

Please confirm that the above terms are acceptable to you by signing a copy of this letter of appointment.

**Yours sincerely,**

**Sudheesh Venkatesh**

End: Annexure 1: Salary Structure  
Annexure 2: Background Verification Authorization Form

I agree to accept the employment on the terms and conditions mentioned in the above letter.

**Name:**

**Signature:**

**Place:**

**Date:**





Chavva, Namitha 8 Feb  
to me, Pradhan, Harsh ▾



Hi Mala,

Hope you are doing good!!

PFB the details as requested.

Language	Gender	Current Location	Candidate Name	Highest Education	Proposed comp	Job Location	Date of Joining	Joining Status
Chinese	F	Dehradun	Ronika Rawat	B.A hons in Chinese	676,600	Hyderabad	3-Aug-20	Joined
Chinese	F	Dehradun	Rishita Negi	B.A hons in Chinese	676,600	Hyderabad	3-Aug-20	Joined
Chinese	M	Dehradun	ABHISHEK SINGH	B.A hons in Chinese	676,600	Hyderabad	3-Aug-20	Joined
Spanish	M	New Delhi	Anjani Singh	M.A in Spanish	584,300	Bangalore	3-Aug-20	Joined
Spanish	F	Dehradun	Ayush Naithani	B.A hons in Spanish	584,300	Hyderabad	3-Aug-20	Joined
Spanish	M	Dehradun	Saurav Dobhal	B.A hons in Spanish	584,300	Hyderabad	3-Aug-20	Joined
Spanish	F	Dehradun	Jyoti Singh	M.A in Spanish	584,300	Hyderabad	3-Aug-20	Joined
French	M	Dehradun	Vivek Kumar	B.A hons in French	584,300	Hyderabad	3-Aug-20	Joined
French	M	Dehradun	Pawan Pant	B.A hons in French	584,300	Hyderabad	3-Aug-20	Joined
French	M	Dehradun	HIMANI ASWAL	B.A hons in French	584,300	Hyderabad	3-Aug-20	Joined
French	F	Dehradun	SHATAXHI CHAUHAN	M.A in French	584,300	Hyderabad	3-Aug-20	Joined
French	F	Dehradun	Shweta Joshi	B.A hons in French	584,300	Hyderabad	3-Aug-20	Drop Out
French	F	Dehradun	SONALI BAHUGUNA	B.A hons in French	584,300	Hyderabad	3-Aug-20	Joined
French	F	Dehradun	BARKHA NEGI	B.A hons in French	584,300	Hyderabad	3-Aug-20	Joined
French	M	Dehradun	UDIT KAMBOJ	B.A hons in French	584,300	Hyderabad	3-Aug-20	Joined
French	F	Dehradun	Alisha Aswal	M.A in French	584,300	Hyderabad	3-Aug-20	Joined
Japanese	F	Dehradun	Saloni Bhatt	B.A hons in Japanese	676,600	Hyderabad	8-Jun-20	Joined
Japanese	M	Dehradun	Mansi Rawat	B.A hons in Japanese	676,600	Bangalore	3-Aug-20	Joined

Regards

Namitha Chavva

**3<sup>rd</sup> September 2020**

**Ms. Nidhi Kumar  
F-1, Type 4, Tower 6, INA Market,  
East Kidwai Nagar, South West Delhi  
New Delhi- 110023**

**Subject: Confirmation of Appointment**

Dear Nidhi Kumar,

**Congratulations!**

With reference to the Contract letter dated 13<sup>th</sup> July 2020, your contract is hereby confirmed based on the probation appraisal done on completion of probation and the discussion held with you. However, please improve your leadership skill which is suggested by your reporting officer.

Your contract will be governed by the H.R Manual applicable from time to time. All other terms and conditions will remain same.

As a token of your acceptance, please return the duplicate copy of this letter duly signed.

Best wishes for a great time with SEEDS Technical Services!

Sincerely,

For and on behalf of SEEDS Technical Services!

**Varghese  
Antony**

Digitally signed by Varghese Antony  
DN: cn=Varghese Antony, o=SEEDS,  
ou=Operations,  
email=varghese@seedstechnicalservices.com, c=US  
Date: 2021.09.03 13:07:26 +05'30'

**(Varghese Antony)  
Chief Operating Officer**





**WADIA INSTITUTE OF HIMALAYAN GEOLOGY**  
(An Autonomous Institution of Deptt. of Science & Technology, Govt. of India)  
33, GENERAL MAHADEO SINGH ROAD,  
DEHRADUN 248001

**By Speed Post/E-mail**

Dated : 15.12.2020

No. : Recruit/Glaciological Research/WIHG/2020-21/Estt./1136

**MEMORANDUM**

On the basis of interview held on 02<sup>nd</sup> December, 2020 at Wadia Institute of Himalayan Geology, Dehradun through online/virtual mode and on the recommendations of the Selection Committee the Director, WIHG is pleased to offer **Dr. Akshaya Verma, S/o Shri AVM Arvind Verma** for the post of Scientist on contractual basis for Glaciological Research at WIHG as per the terms and conditions as given below :

This offer of appointment is subject to the outcome of the Writ petition number 228 of 2020 pending before the Honorable High Court of Uttarakhand at Nainital.

1. You will be paid a remuneration of ₹ 60,000/- plus admissible H.R.A. per month. He will not be entitled to any other allowances, bonus, LTC etc. and/or retirement benefits as are admissible to regular employees of the Wadia Institute of Himalayan Geology. Similarly, during the tenure of this engagement or on its expiry, no right will accrue to him to claim the same or similar benefits, perks, facilities as admissible to regular employees of the Institute.
2. That the engagement is for a purely temporary nature of work and is purely on contractual basis for a **period of one year**. Thus, the contractual engagement cannot be claimed by you as a matter of right for regularized of the service. In case, your services or conduct are found to be unsatisfactory, the contractual appointment can be terminated at any time without giving any notice.
3. That he will discharge his contractual obligations diligently and keep his work up to date as allotted to him from time to time.
4. That during the subsistence of his contract, his services will be governed by the office orders, rules and regulations of the Institute passed from time to time.
5. In case he, after joining the post resigns from the Institute on selection for outside employment or otherwise, he must give atleast one month notice or one month remuneration in lieu thereof to the Director, WIHG before being relieved. No relaxation will be given in this condition in any circumstances.
6. The appointment will be further subject to the production of the following documents:
  - a) Certificate of educational qualifications with attested copies thereof.
  - b) Statement of qualification experience etc. in prescribed form (form enclosed).
  - c) Medical fitness certificate from the Medical Officer of a Government Hospital or equivalent rank.
  - d) No Dues certificate from WIHG on account of completion of your previous tenure at WIHG.

If any declaration or information furnished by you is found to be false or if you are found to have willfully suppressed any material information, you will be liable to be removed from service and such other action may be taken against you as the Government may deem fit.

If the above terms and conditions of contractual appointment are acceptable, you should communicate the acceptance of the same by returning a copy of this offer of appointment duly signed to the undersigned along with enclosed documents duly filled/completed and report for duty in this Institute on or before 14.01.2021.

*Pankaj Kumar*  
15/12/2020  
REGISTRAR

To

✓ Dr. Akshaya Verma,  
S/o Shir AVM Arvind Verma,  
B2-703, Pacific Golf Estate,  
Kulhan Mansingh,  
Shahastradhara Road,  
Dehradun - 248006

Encl. as above:

I hereby accept all the terms and conditions of the appointment referred to above

Signature of Appointee



No. 2-27/F.Stat/ICFRE/2020  
 Division of Forestry Statistics  
**INDIAN COUNCIL OF FORESTRY RESEARCH & EDUCATION**  
*(An Autonomous body under the Ministry of Environment & Forests, GOI)*  
 New Forest, Dehradun (Uttarakhand) – 248006

Dated: 14/9/2020

To

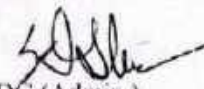
Dr Monika Rawat  
 Khasra No 1006  
 Sewla Kalan  
 PO: Mohabbewala, Dehradun

Madam,

You have been selected for an award of fellowship of Research Associate – 1 of ₹ 47,000 + HRA only per month, based on your performance in interview held on September 9, 2020; for the project "Ecosystem Functioning and Services of Himalaya Temperate Forest under Anthropogenic Change: A Plant Functional Trait based Evaluation" subject to the following terms and conditions:

1. You will be governed by ICFRE rules for JRF/SRF/RA.
2. If you are employed or holding a fellowship, you will have to resign from that post and produce a certificate from your present employer before joining ICFRE.
3. The tenure of this assignment will be initially for a period of one year only from the date of joining or completion of the project whichever is earlier and may be extended as per ICFRE rules. Your performance would be evaluated after three months for continuation of RA-I.
4. Your term may be curtailed at any time prior to one year without assigning any reason.
5. In case of restriction in the project work due to COVID, you may be sent on leave without pay without assigning any reason till the resumption of the project.
6. You will have to deposit an amount of ₹. 5,000/- (₹ five thousand only) as security, which would be refundable at the time of termination of your engagement under the project.
7. You will have to conduct the field tours as per requirement of the project.
8. You will produce original educational certificates, including a certificate of age and submit one set of self attested copies and two passport size photographs of the same at the time of joining.
9. The engagement does not give any explicit or implicit assurance or guarantee for subsequent employment in ICFRE HQ or any of its institutes.
10. No TA/DA is admissible for joining.
11. Your service for the project would be governed by the NHMS (National Himalayan Mission Studies) rules and may change as per NMHS order.
12. Your services may be terminated at any time if the work and conduct is not found satisfactory.
13. You will carry out all research/field work in the Division of Forestry Statistics of ICFRE under the supervision of PI Dr Rajiv Pandey, Head & Scientist –E in the above mentioned project.

If you are willing to accept the award on the above conditions you should report to the Head, Division of Forestry Statistics latest by September 30, 2020; failing which the offer for the award shall be treated as cancelled.

  
 DDG (Admin.)  
 ICFRE,  
 Dehradun

Received  
 Rawat  
 14/09/20

102 Copy  
2019-2020  
and end of 2019

30<sup>th</sup> July 2019

To,

Ms. Swati Agnihotri,  
203, Colossal Apartments,  
6 Way Lane, Jopling Road,  
Lucknow, UP – 226001.

No. 16, V.O.C., Main Road,  
Kodambakkam,  
Chennai – 600 024.

Tel: (91-44) 2480 7000  
(91-44) 4228 7000  
E-mail: india@wvi.org

### CONSULTANCY AGREEMENT

BETWEEN: **World Vision India**, 16 V.O.C. Main Road, Kodambakkam, Chennai – 600 024

AND

MS. SWATI AGNIHOTRI hereinafter referred to as **Independent Consultant** residing at 203, Colossal Apartments, 6 Way Lane, Jopling Road, Lucknow, UP – 226001.

#### 1. Services

WV India has engaged the Independent Consultant as **Project Coordinator – WASH Up!** to assist the Manager - WinS – WASH Up! Program, Lucknow PMO, UP.

The Independent Consultant will be based in Lucknow.

#### 2. Period

Independent Consultant will provide his services from **30<sup>th</sup> July 2019 to 29<sup>th</sup> July 2020**.

#### 3. Payment for Services and Expenses -

The consultant will raise a fixed monthly invoice of Rs.51,000/- (inclusive tax) as applicable for the services rendered.

- i. World Vision India shall provide required equipment, materials and/or supplies necessary to the Independent Consultant to perform the services under this Agreement.
- ii. World Vision India shall reimburse expenses incurred towards travel and other reasonable expenses during the performance of services, provided that such expenses have been approved by World Vision India and are supported by receipts or other appropriate documentation.

*Swati Agnihotri*  
30/07/19



#### **4. Taxes & Insurances**

- i. The consultant shall be solely responsible for the payment of all taxes, duties, fees and charges as may be levied under the applicable laws for payments made by World Vision India to the consultant under this agreement. By signing this agreement, the consultant agrees to comply with all provisions relating to Goods and Service Tax. The payment made to the consultant under this agreement shall be subject to the prevailing Income Tax laws and as amended from time to time.
- ii. Any loss incurred by World Vision India on account of non-compliance of applicable tax laws, including but not limited to Goods and Service Tax, by the consultant shall be duly indemnified by the consultant to World Vision India.
- iii. It is agreed by the parties hereby that the Independent Consultant shall be solely responsible for his required insurance coverage (medical, accident, travel, life, etc.) during the tenure of providing his services to World Vision India. World Vision India shall not be responsible nor liable for any loss or damage direct or indirect caused to the Independent consultant during the performance of services.
- iv. Independent status clause purposes whatsoever nor shall Independent Consultant represent himself to be our agent, employee or partner of World Vision India. Independent Consultant shall be solely responsible for fulfilling his legal requirements arising out of the performance of services and shall not make any claim for payment from World Vision India for fulfillment of the same.
- v. The Independent Consultant will raise an invoice every month for his payment and the payment shall be made within 10 days of receipt of the invoice.

#### **5. Reporting**

The Independent consultant shall report to the **Manager - WinS** during the period of consultancy.

#### **6. Confidentiality and access to information**

- i. Independent Consultant agrees not to discuss the performance of services under this Agreement with any third party without World Vision India's written consent. Independent Consultant agrees to hold in confidence for the benefit of World Vision India any confidential information which may be disclosed to the Independent Consultant or to which Independent Consultant may have access, as a result of this Agreement, including the results of Independent Consultant's services hereunder.
- ii. Independent Consultant agrees that all materials, reports, information, documentation, or other work-related documents generated by Independent Consultant in the performance of services under this Agreement are the property of World Vision India and hereby assigns all rights, title and interest in and to such items to WV India.

*Aquino*  
30/07/19

**7. Adherence to World Vision Child Protection Standards, Code of Conduct and/or Policies**

- i. Independent Consultant agrees to adhere to the World Vision Child Protection Standards, Code of Conduct and/or Policies in respect to any interaction with children and others while representing as Consultant of WV India that consultant encounters during the course and scope of services under this Agreement.
- iii. Independent Consultant agrees and accepts that failure to adhere to these child protection measures as a lifestyle behavior during the consultancy will be regarded as a breach of this Agreement and WV India shall have the right to terminate this Agreement forthwith without any further liability resulting from such termination. The Consultant shall be paid for all services satisfactorily performed and accomplished up to the date of termination as determined by World Vision India, in such an event.

**8. Conflict of Interest**

Independent Consultant shall not solicit any favour, financial or otherwise from an employee or partner of World Vision either directly or indirectly through some persons nor shall the Independent Consultant favour his close relative or family member for performing any task that requires outsourcing during the period of Consultancy.

Independent Consultant shall not publish any document or any communication in writing to the press or public that has the effect of adverse criticism of any policy or action of World Vision India or that may be capable of embarrassing the relation between World Vision India and Persons, Institutions, Government with whom World Vision has official dealings.

**9. Scope of work:**

The Independent Consultant shall observe such hours of work and holidays, as may be prescribed by the project at which the consultant is placed. (As detailed in the Annexure).

**10. Leave:**

The consultancy services be provided on all working days during this consultancy period (excluding Saturdays, Sundays, national holidays, WV holidays and 3 days All Purpose Earned Leave).

**11. Termination**

This agreement may be terminated by either parties to the agreement by giving one month notice or one month consultancy fee in lieu thereof, without assigning any reasons. Breach of any of the terms and conditions of this agreement shall result in termination of this agreement.

**12. Jurisdiction**


In the event of any disputes, the courts at Chennai shall have the exclusive jurisdiction.

*Squithani*  
30/07/19  
3



IN AGREEMENT WHEREOF, the parties hereto have duly executed this Agreement on the date mentioned hereunder;

**WORLD VISION INDIA**

  
Signature

Director - People and Culture

Date: 30/7/19

**CONSULTANT**

  
Signature

Independent Consultant

Date: 30/07/19





Ashok Khanduri  
108827649

30-Aug-2021

Dear Ashok,

Congratulations! Effective 27-Sep-2021, your services will be transferred to Amazon Development Centre (India) Private Limited, your team will be 4351-Moderation Atmtn RelevSys-VAR in Bangalore and your business title will be Sr.Content Reviewer, France, level 3. And, your reporting manager will be Anindita Deb. All other employment terms and conditions will remain same as per original appointment letter.

There will be no change in compensation with this transfer. Your salary will be payable in accordance with our Company's standard payroll practice and subject to applicable withholding taxes. Your Base Pay is inclusive of both the employer's and the employee's provident fund contributions. Your Base Pay will be reviewed in accordance with internal performance review systems, details of which are set out in Amazon India's Policies and Procedures. All other compensation will remain unchanged.

If in the event that visa approval or other non-controllable delays (as determined by Amazon in its discretion) result in your internal transfer occurring in Amazon's next compensation year (on or after April 1), your compensation set out in this offer letter may be modified to reflect the adjusted position in that new compensation year in line with Amazon's usual local compensation model and review processes. Any such modification will be confirmed to you in writing.

#### **Confidential Information**

During your employment, you will have access to highly confidential information of Amazon India. Even the work done by you for Amazon India is highly confidential. This role change may require you to execute a Confidentiality, Non-competition and Invention Assignment Agreement for protection of such confidential information. In such case, your role change would be subject to and conditional upon you signing and returning the Confidentiality, Non-competition and Invention Assignment Agreement to Amazon India and complying with the terms thereof, at all times.



## Relocation

For detailed information about your relocation benefits, please review the related documents. If your employment from our Company terminates for any reason before you have completed twelve months of active employment from 27-Sep-2021, you will be responsible for reimbursing our Company for any relocation expenses paid to you or incurred by the Company on your behalf, on a prorated basis.

We are confident in your ability to take on new challenges and we look forward to your continued contributions to the company's success.

Thanks again for your efforts. Please contact your manager or your HR Business Partner with any questions.

For Amazon Development Centre (India) Private Limited



K V S Surendra Raju  
Senior Manager, Employee Services

ACCEPTANCE

I agree to and accept this transfer and the terms set forth above.



# Lioncrest

TEACHER DRIVEN REMOTE LEARNING

NE Layout, Seethammadhara, Visakhapatnam 530013

## Offer Letter

16 June, 2021

Deepika Rawat,  
85/13-1 Neshvilla Road,  
Chukkuwala, 248001,  
Dehraddun, India

Dear Deepika Rawat,

With reference to your application and the subsequent discussions that we had, we are pleased to offer you a position with us as a part time French teacher.

The following are the terms and conditions:

- 1) Your total compensation will be **Rs 15,000** (fifteen thousand rupees) per month CTC. All the tax liabilities on the entire compensation, at present or in the future, shall be borne by you within the CTC.
- 2) You agree to work 18 hours per week and work a standard workweek at Lioncrest Learning which is Monday through Saturday. The 18 hours will be scheduled based on the needs of Lioncrest Learning and the administrator will notify you of those hours.
- 3) You will be on probation for a period of three months of your joining the School. Your confirmation is subject to our evaluation of your performance.
- 4) Your role, duties and responsibilities will be assigned to you from time to time by your assigned supervisor(s) as authorized by the Organization.
- 5) This contract period for this agreement starts on June 16, 2021 and ends on April 30, 2022. Based on your performance your contract could be renewed after completion of the first year.
- 6) You are required to maintain a quiet and professional workspace in which to do your work and to decorate for online classes and to conform to Lioncrest remote teacher policy. Lioncrest Learning will also purchase on your behalf proper lighting to ensure a quality remote experience which will be deducted from your first paycheck. We expect the cost to be approximately 2,000 rupees.
- 7) You will be required to maintain fast primary and secondary internet connections that meet Lioncrest Learnings policy.

*Continues on the next page*



8) When you report for your first day you will need to present your document such as:

- Joining Report
- Your resignation and relieving letter from your previous employer
- Proof of Address,
- PAN Card / Aadhaar card copies.
- Your original qualification certificates.
- Your experience certificates, if any
- Three passport size Photograph - 3.

If these terms are acceptable to you, kindly sign and return the duplicate of this letter in acknowledgement.

**We congratulate you and wish you a long and successful career with us!**

**JOSHUA KOMANAPALLI**  
**CEO**

---

I agree & accept employment on the terms and conditions mentioned in the letter. I shall be reporting to work on 16th of June, 2021. Our administrator will contact you to arrange your first day of work.

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



www.slokainternational.com

CBSE Aff. No. 3630245

Ref :

Date :

## **APPOINTMENT ORDER**

To

**ADITI HIRNWAL**

Dear Sir/Madam,

With reference to your application and subsequent interview with us, we are pleased to appoint you as **FRENCH TEACHER ,IGCSE** at **SLOKA INTERNATIONAL SCHOOL, ORR**, Near RTA Office, Manneguda, Turkayamjal, Hyderabad-501510, and Telangana.

### **This offer is governed by the following Terms and Conditions:**

1. Date of joining is on or before 12.09.2021.
2. You are required to submit all your original Certificates at the time of joining.
3. You will be paid a consolidated gross salary of **Rs.25000/-**  
in words **Twenty five Thousand only** month and shared accommodation.
4. You have to execute a minimum of one academic year Service Agreement with Sloka International School, as you will be on probation for one year. Increment will be granted after successful completion of this probation period.
5. All income tax obligations arising out of your salary have to be borne by you.
6. You are expected to perform the duties assigned to you with due care, trust and to the best of your knowledge and ability.
7. You are expected to be punctual to school and follow the stipulated school timings with reverence.
8. You are entitled for a maximum of twelve casual leaves in the academic (maximum of one leave per month) for which you are required to get sanctioned by the Principal with prior permission.
9. If for any reason, approval is given by the Principal to take more than one casual leave in a month, you will not be entitled for salary for the days of absence, as they all are considered as loss of pay.
10. If you fail to report for work on the date stipulated by the management, we have the right to deduct two (2) days salary for each day absent. If you are absent or avail a leave on a day preceding or following a holiday, it will be considered as loss of pay for the days absent.





**Shefali Pandey**

Dear Shefali Pandey,

Quantivo, LLC., is pleased to offer you a position as **Freelance Content Writer** (details of services are mentioned in Annexure A) on a contractual basis, for a fixed period of **six months**, until the completion of the project, or unless terminated in accordance with the terms of this Letter, either of which is earlier, provided you commence your assignment on or before **March 1, 2022**. Your last assignment will end on or before **September 1, 2022**. Your contract will be on the following terms and conditions, to undertake the work and fulfill the duties as required by your manager as appropriate from time to time.

1. It is clearly understood and agreed that your contract is purely temporary and for the aforesaid fixed period, on the expiry of which, your appointment and the contract between us will cease and come to an end automatically, without any necessity of our giving you any notice and without any liability on our part to pay you any other compensation or other amounts whatsoever.
2. You will have no right or lien as an employee, this agreement is purely contractual as a consultant and the company will not be obliged in any manner or on any account to offer you any regular or permanent employment in such job or position or any other in the company, even if there is any vacancy.
3. Your contract may be subject to you being certified to be medically fit by a registered medical practitioner authorized by the company.
4. During your contract and agreement period hereto, you will be entitled to a consolidated lump sum fee of **Rs. 25,000/Month (1 Month, 8 Hours/Day) / 20 articles**, net of TDS at current applicable rates and are entitled to no other amounts or perquisites, etc. whatsoever. Since you will not be an employee of the company, you will not be covered or be entitled to any of the company's benefit plans. Your remuneration is a matter purely between yourself and the Company and you shall maintain all information regarding your fees as personal and confidential.
6. This appointment is made on the basis of and relying upon the veracity of the particulars and personal data submitted by you to the Company and will be deemed to be void ab initio in the event of any such particulars or data being false or incorrect. You shall inform the company of any changes in such particulars of data within three days of such change.
7. This Agreement may be terminated at any time by either party upon providing **2 weeks** advance notice in writing.

**Shefali**





**Quantivo, LLC**

355 S. Grand Ave Suite 2450 - PMB# 996  
Los Angeles, CA 90071

8. Your work, during the period of your contract period, shall be of a level of performance acceptable to the Company. In the event your performance is not of an acceptable level, you shall be provided with an Improvement Plan with which you must complete to the Company's satisfaction. In the event the level of performance does not improve to meet an acceptable level, the Company's immediate termination of your contract without any notice of compensation.

9. All information pertaining to the business, affairs, operations and employees of the Company shall be deemed to be secret and confidential and shall be maintained as such by you and your appointment pursuant hereto will be subject to your executing with the Company on your accepting this offer of temporary appointment, a format agreement with regard to the maintenance of such secrecy and confidentiality and with regard to intellectual property rights etc. You will also keep us duly informed of any confidentiality agreement entered into by you and with any previous employers or any others and keep us indemnified and harmless against any breach thereof by you and any consequences of any such breach.

10. You will abide by all the applicable Rules and Regulations of the Company, including the personal conduct guidelines to the Company, in force from time to time, which you are deemed to have read, understood and agreed to. The Company will have the right to vary or modify the same or all or any of the terms and conditions of your contract agreement at any time, which will be binding on you, in the former case upon such variation or modification being made, and in the latter case on our giving you notice of such variation or modification.

11. The aforesaid and any other notice to be given to you shall be deemed to have been duly and properly given if delivered to you personally or sent by registered post at your address in India as notified by you and recorded by the Company.

12. Notwithstanding anything herein contained, in the event of any breach by you of any of the terms and conditions herein contained or of any of Rules and Regulations of the Company, we will have the right to terminate your contract without any notice or compensation whatsoever.

13. Please sign on all the pages of the duplicate copy of this letter in token of your acceptance of the terms and conditions herein contained and return it so as to reach us before **March 12, 2022**, failing which, this offer of contract will stand automatically withdrawn.

**Shefali**

CONFIDENTIAL 2 of 4



**Quantivo, LLC**

355 S. Grand Ave Suite 2450 - PMB# 996  
Los Angeles, CA 90071

For **Quantivo, LLC**.

**Cindy Tran**  
**CEO**

I have read and understood the contents of this letter and accept your offer of contract consulting as a  
**Freelance Content Writer** on the terms and conditions contained herein, which I  
agree to strictly abide by.

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

Name: Shefali

Date : 10 March, 2022



CONFIDENTIAL 3 of 4



**Quantivo, LLC**

355 S. Grand Ave Suite 2450 - PMB# 996  
Los Angeles, CA 90071

#### Annexure A

Forming part of the contract agreement for Freelance Consultant services with Quantivo, LLC

Nature of Work	
1	Following the provided guidelines, research topics and write clear and concise essays in French.
2	Ensure that you meet the daily targets as set by the Company.
3	Ensure all tracking sheets and reports are updated.
4	Fill in the daily log to track your progress.

CONFIDENTIAL 4 of 4

Shefali





Ref.: GEHU/011/Adm/16/APPT/2021-22/63

November 12, 2021

Mr. Avjit Chamoli

**Subject: Offer of Appointment in Graphic Era Hill University, Dehradun Campus**

1. The Department in Graphic Era Hill University Dehradun is pleased to offer you position of 'Visiting Faculty' in Allied Science (Physics) Department. The University offers you honorarium of Rs. 400/- per hour of class.

(a) Date of Joining: 12 Nov, 2021.

2. Please note that you will be invited as Visiting Faculty and will not be treated as an employee of the University neither as regular nor on contract basis. You will not be eligible for any claim whatsoever, applicable to the employees of the University. However, it is customary to offer token honorarium to our invited Visiting Faculty for their contribution to Academic Programme.
3. If you accept and agree to provide your help by contributing in our Academic Programme as invited Visiting Faculty, please inform the HOD of Allied Science (Physics) Department. The HOD will coordinate conducting of Lectures, Tutorials and Practical after mutual consultation with you on weekly basis. Any issue in this matter will be resolved with mutual discussion as and when required.
4. We thank you very much in anticipation for your acceptance for providing your invaluable contribution to our Academic Programme.

Registrar

Copy to: Finance Officer  
HR Department

Ref.No. ZO:DDN:HR:2021-22/ 610

Appt. No.103

दिनांक Date 17.09.2021

नियुक्ति पत्र APPOINTMENT LETTER

**Mr./Ms. PRAKHAR GARG**  
**Address-80 E, TILAK ROAD**  
**DEHRADUN**  
**UTTARAKHAND**

**Roll No.2951003521**

महोदय/महोदया Dear Sir/Madam,

विषय: आई बी पी एस सामान्य भर्ती प्रक्रिया PO/MT-X

बैंक में कनिष्ठ प्रबंधन श्रेणी/वेतनमान- I में सामान्य बैंकिंग अधिकारी  
के पद हेतु आपका चयन

**Re: IBPS Common Recruitment Process PO/MT-X**  
**Your selection for the post of General Banking Officer**  
**in Junior Management Grade/Scale -I**  
=====

कृपया उपर्युक्त मामले में बैंक के उस पत्र का संदर्भ लें जिसमें नियुक्ति के लिए नियम और शर्तें शामिल हैं, जिसे आपने विश्विजन स्वीकार किया है। तदनुसार, हमें आपको सूचित करते हुए प्रसन्नता है कि आपको मूल वेतन Rs.36,000/- प्रतिमाह पर बैंक ऑफ इंडिया अधिकारी सेवा विनियम, 1979 के समुचित प्रावधानों में संशोधनों के अधीन और उक्त विनियमों के अधीन देय भत्तों के साथ कनिष्ठ प्रबंधन श्रेणी/वेतनमान-I में सामान्य बैंकिंग अधिकारी के रूप में बैंक में नियुक्त किया जाता है। बैंक की सेवा में आपकी नियुक्ति एवं स्थायीकरण पुलिस प्राधिकारियों द्वारा आपके चरित्र और पूर्ववृत्तों के बारे में संतोषजनक रिपोर्ट के अध्यधीन रहेगा। तदुपरांत, यदि पुलिस की रिपोर्ट प्रतिकूल पाई जाती है तो आपकी सेवा बिना सूचना के समाप्त की जा सकती है। अनुरोध है कि आप निम्नलिखित पते पर इस पत्र की प्राप्ति के 15 दिनों के अंदर रिपोर्ट करें:-

Please refer to the Bank's letter containing Terms and Conditions for Appointment, duly accepted by you, in the captioned matter. Accordingly, we have pleasure in advising that you are appointed in the Bank as General Banking Officer in Junior Management Grade / Scale I on Basic Pay of Rs.36,000/- p.m., subject to amendments of appropriate provisions in the Bank of India Officers' Service Regulations, 1979 plus admissible allowances under the said regulations. Your appointment and confirmation in the Bank's service is subject to satisfactory report regarding your character and antecedents from the Police Authorities. Subsequently, if the Police Report turns out to be adverse, your services





are liable to be terminated without notice. You are requested to report within 15 days of the receipt of this letter to:-

**आंचलिक प्रबंधक**

**बैंक ऑफ इंडिया**

**देहरादून अंचल**

**सेंट जूड क्रॉसिंग, शिमला बाई पास रोड**

**सेवला कलां, देहरादून**

**उत्तराखंड-248171**

**The Zonal Manager,**

**Bank of India,**

**Dehradun Zone,**

**St. Jude's Crossing, Shimla By-Pass Road**

**Sevla Kalan, Dehradun**

**Uttarakhand-248171**

2. आपकी नियुक्ति देहरादून अंचल में आपके ड्यूटी पर रिपोर्ट करने से प्रभावी होगी। हम यह अपेक्षा करते हैं कि आप ड्यूटी पर जल्द से जल्द, लेकिन किसी भी दशा में उक्त पत्र की प्राप्ति से 15 दिनों के अंतर्गत, रिपोर्ट करें। अगर आप निर्धारित समय के अंतर्गत ड्यूटी पर रिपोर्ट नहीं कर सकते तो आपको हमसे अनुमोदन प्राप्त करना चाहिए।

Your appointment will be effective subject to your reporting for duty at Dehradun Zone. We would expect you to report for duty as early as possible, but not in any case later than 15 days of the receipt of this letter. You must seek our approval in case you are not in a position to report for duty by the specified time.

3. आप 2 वर्ष की अवधि के लिए परीक्षा पर रहेंगे। परीक्षा अवधि में यदि आपका कार्य, प्रगति, आचरण, निष्पादन तथा उपस्थिति संतोषजनक पाई जाती है और यदि सक्षम प्राधिकारी की राय में आपको परीक्षा के दौरान प्रदान किया गया प्रशिक्षण आपने संतोषजनक रूप से पूर्ण किया है और आपके लिए लागू की गई मातृभाषा को छोड़कर, अन्य किसी भाषा की परीक्षा को, यदि कोई है उत्तीर्ण कर लिया है और पूर्व नियोजक से रिपोर्ट, यदि कोई है, सभी संबंध में संतोषजनक रूप में प्राप्त हो जाती है तो बैंक की सेवा में आपकी स्थायी नियुक्ति करने पर विचार किया जाएगा। यदि सक्षम प्राधिकारी की राय में उपर्युक्तानुसार एक या दोनों प्रशिक्षण आपने संतोषजनक रूप से पूर्ण नहीं किए हैं अथवा यदि उपर्युक्त संदर्भित परीक्षा आपने पास नहीं की है और/अथवा आपका कार्य निष्पादन और/अथवा उपस्थिति संतोषजनक नहीं है अथवा आपने निर्धारित सीमा से अधिक छुट्टी ली है तो बैंक के नियमानुसार आपकी परीक्षा अवधि बढ़ाई जा सकती है।

You will be on probation for a period of 2 years. If your work, progress, conduct, performance and attendance during the probationary period are found satisfactory and if in the opinion of the Competent Authority you have satisfactorily completed the training which may be imparted to you during the probation and have passed test if any, in a language other than your mother tongue, which may be administered to you and if the reports received from the previous employers, if any, are satisfactory in all respects, you will be considered for confirmation in the service of the Bank. If in the opinion of the Competent Authority you have not satisfactorily completed either or both the trainings referred to above or if you have not passed the test referred to above and/or if your performance and/or attendance is not satisfactory or if you have availed leave in excess of prescribed limit, period of your probation may be extended as per Bank's rule.

4. बैंक की नीति के अनुसार, बैंक में नियुक्ति पर आपको बैंक द्वारा प्रदत्त अनिवार्य प्रशिक्षण प्राप्त करना होगा जिसके पश्चात आपकी परीक्षा (प्रोबेशन) अवधि की पूर्ति से पहले स्थायीकरण (कन्फर्मेशन) परीक्षा होगी। आपके प्रशिक्षण के दौरान निरंतर मूल्यांकन/परीक्षाएं होंगी और प्रत्येक मूल्यांकन/परीक्षा





उत्तीर्ण करने हेतु आपको न्यूनतम 50% अंक प्राप्त करने होंगे और समग्र मूल्यांकन परीक्षा में उत्तीर्ण होने के लिए 60% अंक प्राप्त करने होंगे। सभी मूल्यांकन परीक्षाओं और कन्फर्मेशन परीक्षा में उत्तीर्ण होने पर ही आप स्थायीकरण (कन्फर्मेशन) के लिए पात्र होंगे।

As per policy of the Bank, upon appointment in the Bank, you have to undergo compulsory training programme as offered by the Bank followed by confirmation test before the end of your probation. There will be a continuous assessment programme /test during your training and the pass marks shall be 50% for each assessment/test and 60% for overall assessment test. You will be eligible for confirmation only after passing in all the assessment tests and confirmation test.

5. अधिकारी संवर्ग में आपका स्थायीकरण परीक्षा अवधि में संतोषजनक प्रगति प्रदर्शित करने और बैंक द्वारा अपेक्षित मानक स्तर प्राप्त करने के अधीन होगा, ऐसा न होने पर बैंक नियुक्ति को निरस्त करने का निर्णय ले सकती है अथवा आपको और अवसर व समय देकर वांछित स्तर प्राप्त करने के लिए परीक्षा अवधि बढ़ा सकती है।

Your confirmation in Officers cadre will be subject to your making satisfactory progress during the probationary period and attaining the standard required by the Bank, failing this, the Bank may decide to terminate the appointment or choose to extend the probationary period to give you further opportunity and time to attain the required standard.

6. फिर भी, बैंक की सेवा में आपका स्थायीकरण (अ) पुलिस प्राधिकारियों से (ब) वर्तमान एवं पूर्व नियोक्ताओं से तथा (स) निर्देशियों से आपके चरित्र तथा पूर्ववृत्त विषयक संतोषजनक रिपोर्ट प्राप्त करने के अधीन होगा। यदि बाद में प्राप्त उपरनिर्दिष्ट रिपोर्ट में से कोई भी रिपोर्ट आपके विरुद्ध होती है तो आपकी सेवाएं समाप्त की जा सकती हैं।

Your confirmation in the Bank's service will be subject to satisfactory report regarding your character and antecedents from (a) the Police Authorities (b) Present and Previous employers and (c) Referees. If any of the said Reports received afterwards, turns out to be adverse, your services are liable to be terminated.

7. बैंक सेवा में आपका स्थायीकरण परीक्षा अवधि में बैंक द्वारा आयोजित किए जाने वाले स्थायीकरण/मूल्यांकन परीक्षा में संतोषजनक निष्पादन पर आधारित होगा। अगर आप स्थायीकरण / मूल्यांकन परीक्षा को उत्तीर्ण करने में विफल होते हैं तो इसे असंतोषजनक निष्पादन माना जाएगा जिसके परिणामस्वरूप आपकी परीक्षा अवधि को एक समय में कम से कम छः माह के लिए बढ़ाया जा सकता है तथा इससे अधिक अवधि यदि कोई बढ़ानी हो, एक वर्ष से अधिक नहीं बढ़ेगी। स्थायीकरण की तारीख, ऐसे बढ़े हुए परीक्षा समय को पूर्ण करने की तारीख होगी बशर्ते कि उसने स्थायीकरण / मूल्यांकन परीक्षा को सफलतापूर्वक उत्तीर्ण कर लिया हो। आगे, यदि अधिकारी ऐसी परीक्षा को उत्तीर्ण करने में विफल रहता है तो यह माना जाएगा कि वह स्थायीकरण के लिए अयोग्य है, जिसके परिणामस्वरूप उसकी सेवाओं को समाप्त किया जा सकता है।

Your confirmation in the bank's service shall be subject to satisfactory performance in the evaluation/confirmation test to be conducted by the Bank during the probation period. If you fail to qualify in the evaluation/ confirmation test, it will be treated as unsatisfactory performance resulting in extension of probation period for minimum six months at a time and further extension if any, will not exceed one year. The date of confirmation will be date of completion of such extended period of probation provided he/she successfully qualifies in





evaluation/confirmation test. Further, in case an officer fails to pass such test, he/she shall be treated as not fit for confirmation, in turn resulting in termination from service.

8. आपकी परीक्षा अवधि के दौरान, बढ़ाई गई अवधि सहित, यदि कोई है, यदि सक्षम प्राधिकारी की राय यह बनती है कि आप स्थायीकरण हेतु योग्य नहीं हैं, तो आपको एक महीने का नोटिस देकर अथवा उसके एवज में एक महीने की परिलब्धियों का भुगतान करके बैंक अपने विवेकानुसार बिना कोई कारण दिए आपकी सेवा समाप्त कर सकता है। यदि परीक्षा अवधि के दौरान, बढ़ाई गई अवधि सहित, यदि कोई है, आप बैंक की सेवा छोड़ना चाहते हैं तो आप लिखित रूप से बैंक को तीन महीने की नोटिस देंगे।

बैंक सेवा में स्थायी होने पर भी आपकी सेवा तीन महीने की नोटिस देकर अथवा उसके एवज में तीन महीनों की परिलब्धियों का भुगतान करके समाप्त की जा सकती है। यदि आपके स्थायीकरण के पश्चात आप बैंक की सेवा छोड़ना चाहते हैं तो आप बैंक को तीन महीने की नोटिस लिखित रूप से देंगे।

During the period of your probation including the period of extension, if any, if the Competent Authority is of the opinion that you are not fit for confirmation, your services are liable to be terminated at the sole discretion of the Bank without any reason being assigned, by one month's notice or payment of one month's emoluments in lieu thereof. **If you are desirous of leaving the services of the Bank during the period of probation including the period of extension, if any, you shall give 3 months' notice in writing to the Bank.**

Even on confirmation in the service of the Bank, your services are liable to be terminated by 3 months' notice or on payment of 3 months' emoluments in lieu thereof. If you are desirous of leaving the services of the Bank after your confirmation, you shall give 3 months' notice in writing to the Bank.

9. आपसे यह अपेक्षित है कि आप ऐसी परीक्षा अवधि के दौरान निष्ठापूर्वक और निरंतर अपनी झूटी करें, सिवाय उन दिनों के, जब आप मंजूर छुट्टी पर हों। यदि आप अपनी परीक्षा की अवधि के दौरान, बिना पूर्व अनुमति के, अप्राधिकृत रूप से झूटी से अनुपस्थित रहते हैं, तो बैंक को, बैंक ऑफ़ इंडिया अधिकारी अनुशासन एवं विनियमन (अपील, 1976 के अनुरूप आपके विरुद्ध उचित कार्रवाई करने का अधिकार होगा, जिसमें अनुशासनिक कार्रवाई शामिल है।

You are required to attend to your duties diligently and continuously during such period of probation except for the days you are on sanctioned leave. In case you remain absent from duties unauthorisedly without prior permission during the period of your probation, the Bank reserves the right to initiate appropriate action, including Disciplinary Action as per Bank of India Officer Employees' (Discipline & Appeal) Regulations, 1976.

10. आपको एक क्रेश प्रोग्राम में प्रशिक्षण दिया जाएगा। इस विषय में आवश्यक दिशानिर्देश आपको आंचलिक प्रबंधक/संबंधित विभाग द्वारा दिए जाएंगे। समय-समय पर बैंक द्वारा तय की गई शाखाओं/विभागों में आपकी तैनाती की जाएगी।





You will be put on a 'Crash Programme' for training. The necessary directions in this regard will be given to you by the Zonal Manager / concerned department. You will be posted to any of our Branches / Departments as may be decided by the Bank from time to time.

11. यदि कम्प्यूटर कार्यों में आपको दक्षता नहीं है और कार्यालय स्वचालीकरण के साधारणतः प्रयोग में आने वाले पैकेज जैसे एम एस ऑफिस का आपको कार्यसाधक ज्ञान नहीं है तो बैंक की सेवा ग्रहण करने से 6 माह के अंदर आपको अपने खर्चों पर समुचित पाठ्यक्रम में शामिल होकर उक्त दक्षता प्राप्त करनी होगी। आप यह सुनिश्चित करेंगे कि उक्त आरंभिक प्रशिक्षण पाठ्यक्रम आपके कार्यालयीन समय के बाद होगा और इससे बैंक के प्रति आपके दायित्व प्रभावित नहीं होंगे।

In case you do not have proficiency in computer skills, and working knowledge of commonly used application packages in office automation such as MS OFFICE, you will be required to acquire the said skills by undergoing a suitable course at your cost within a period of 6 months from the date of your joining the Bank's services. You will ensure that the said foundation course is pursued after office hours and it will not affect your duties in the Bank.

12. आपकी परिवीक्षाधीन सेवा और एक अधिकारी के बतौर आपकी सेवा के दौरान आप प्रचलित अथवा बैंक के अधिकारियों की सेवा के लिए समय-समय पर बनाए गए नियमों से नियंत्रित होंगे।

During your probationary service and your service as an Officer (after confirmation) you will be governed by the rules in vogue or framed from time to time for service of Officers in the Bank.

13. संघ की राजभाषा नीति {संविधान का अनुच्छेद 343 से 351} के अनुपालन में, तथा राजभाषा अधिनियम 1963, राजभाषा नियम 1976 और उनके अंतर्गत समय समय पर जारी किए गए निदेशों के अनुसार आपसे राजभाषा हिंदी में कार्य करना अपेक्षित होगा। इसके साथ ही, आपको निर्धारित प्रपत्र पर यह घोषणा देनी होगी कि आपको हिंदी में कार्यसाधक ज्ञान या प्रवीणता प्राप्त है। यदि आपको हिंदी का ज्ञान नहीं है तो आपको नियमानुसार हिंदी का कार्यसाधक ज्ञान प्राप्त करना होगा।

In compliance to the Official Language Policy of the Union {Article 343 to 351 of the Constitution}, and the Official Language Act 1963, Official Language Rules, 1976 and the directions issued under them from time to time, you are required to do official work in Hindi. In addition, you will have to submit undertaking on stipulated proforma stating that you have working knowledge or proficiency in Hindi. Otherwise, as per rules you have to acquire working knowledge of Hindi.

14. आपकी नियुक्ति की एक शर्त यह है कि आप किसी भी समय या समय-समय पर बैंक के विवेक पर और सेवा की आवश्यकताओं के मद्देनजर भारत में या भारत के बाहर जहाँ बैंक की शाखाएं/कार्यालय हैं अथवा हो सकते हैं, तैनात किए जा सकते हैं। ऐसे स्थानांतरण पर आपको देय यात्रा भत्ता आदि, लागू नियमों से नियंत्रित होगा।

One of the terms of your appointment is that you may at any time and from time to time, at the Bank's discretion and according to the exigencies of the service, be posted at any place in India or outside India where the Bank has or may hereafter have offices/branches. On such transfer, travelling allowance, etc. payable to you will be governed by the rules as may be applicable.





15. ड्यूटी पर रिपोर्ट करने के दिन या उससे पहले आपको बैंक के पास ' 1,00,000/- की सुरक्षा जमा राशि जमा करनी होगी। आप बैंक में कार्यग्रहण करते समय उपर्युक्त सुरक्षा जमा राशि की संपूर्ण रकम (' 1,00,000/-) जमा कर सकते हैं। इसके विकल्प में आप प्रारंभ में ' 10,000/- जमा कर सकते हैं और शेष ' 90,000/- की राशि '10,000/- प्रति माह की नौ मासिक किश्तों में जमा कर सकते हैं। बैंक में तीन वर्षों की संतोषजनक सेवा पूरी हो जाने के बाद यह जमा राशि आपको लौटा दी जाएगी। यदि आप इन तीन वर्षों की अवधि पूर्ण होने से पहले ही किसी कारणों से इस्तीफा देते हैं तो आपकी उक्त जमाराशि जब्त कर ली जाएगी। यदि पुष्टि पत्र जारी करने से पहले किसी कारणवश आपकी सेवाओं को समाप्त किया जाता है तो भी उक्त जमाराशि जब्त कर ली जाएगी।

You should lodge with the Bank, Security Deposit of Rs.1,00,000/- on or before the date you are required to report for duty. You may deposit the entire amount (Rs.1,00,000/-) of aforesaid security deposit at the time of joining the Bank. Alternatively you may deposit Rs.10,000/- initially and remaining amount of Rs.90,000/- in NINE monthly instalments of Rs.10,000/- each. This deposit will be refunded to you on completion of three years' of satisfactory service in the Bank. If, however, you resign for any reasons whatsoever before the completion of this period of three years, the deposit shall be forfeited. The security deposit shall also be forfeited in case your services are terminated for any reasons before issuance of confirmation letter.

16. आपकी नियुक्ति आंचलिक प्रबंधक, देहरादून अंचल, जहाँ आपकी तैनाती की गई है, को निम्नलिखित मूल दस्तावेज प्रदान करने के अधीन होगी -

- क) संबंधित पद के लिए निर्धारित शैक्षणिक योग्यता, अनुभव एवं आयु से संबंधित प्रमाण पत्र।
- ख) यदि आप पहले से सेवारत हों तो आपके वर्तमान नियोक्ता द्वारा दिया गया बिना शर्त विमुक्ति प्रमाणपत्र।
- ग) नवीनतम तारीख के तीन चरित्र प्रमाणपत्र जिनमें से एक (यदि संभव हो) आपके अंतिम कॉलेज/यूनिवर्सिटी के प्राचार्य/विभागाध्यक्ष/वर्तमान नियोक्ता से हो और शेष दो चरित्र प्रमाणपत्र उन राजपत्रित अधिकारियों अथवा बैंक अधिकारियों से हों जो आपके संबंधी न हों, यदि पहले प्रस्तुत न किए गए हों तो।
- घ) आपके एसएससी, मैट्रिक्युलेशन, डिग्री परीक्षा, कम्प्यूटर कोर्स आदि के सभी प्रमाणपत्र/अंकपत्र।
- ङ.) आपके नवीनतम पासपोर्ट आकार के फोटो की छः प्रतियां तथा परिचय पत्र।
- च) केन्द्र सरकार के फॉर्मेट में जाति प्रमाण पत्र/ आर्थिक रूप से कमजोर वर्ग (ई.डब्ल्यू.एस) प्रमाण पत्र, यदि लागू हो।

यदि आप (नियुक्ति प्रमाणपत्र के अलावा) प्रमाणपत्र/अंक पत्र अपनी नियुक्ति से पूर्व मूल रूप में प्रस्तुत करने में असमर्थ हों तो हालांकि आपको बैंक के विवेकाधिकार पर कार्यभार ग्रहण करने की अनुमति दी जा सकती है, फिर भी बैंक में आपको अपनी नियुक्ति की तारीख के छह माह के अंदर ये प्रस्तुत करने होंगे, ऐसा न करने पर आपको बिना सूचना दिए आपकी सेवाएं समाप्त की जा सकेंगी। कृपया नोट करें कि, बैंक में सेवारम्भ करने से पहले वर्तमान नियोक्ता, यदि कोई हो, से बिना-शर्त सेवामुक्ति प्रमाण पत्र प्रस्तुत करना ज़रूरी है।

Your appointment is further subject to your producing the following original documents to **The Zonal Manager, Dehradun Zone** to which you are posted:





- (a) Proof of having the eligibility regarding qualification, experience and age.
- (b) Clean discharge certificate from your present employer, in case you are already employed;
- (c) Three Character Certificates of **latest date**, out of which one (preferably) from Principal / Head of the Department of the College / University last attended / present Employer and the remaining two character certificates from Gazetted Officers or Bank Officers, not related to you, in case these have not already been produced;
- (d) All your certificates/mark sheets pertaining to SSC / Matriculation, Degree Examination, computer course, etc;
- (e) Six copies of your recent Passport size Photographs and Identity Proof.
- (f) Caste Certificate/EWS Certificate, if applicable, in Central Government format.

In case you are unable to produce the originals of your Certificates/Mark-sheets before your appointment, although you may be permitted to join duty at the Bank's discretion, you will be required to produce them to the Bank within a period of six months from the date of your joining, failing which your services will be liable to be terminated without notice. Please note that Clean Discharge Certificate from present employer, if any, is a must before you join Bank's duties.

17. आपकी सेवाएं समुचित नोटिस देकर समाप्त की जा सकती हैं, यदि यह प्रकट होता है कि किसी भी समय आपकी नियुक्ति के बाद बैंक को दी गई आपकी सूचनाएं और नियुक्ति प्राप्त करने हेतु दिए गए आपके आवेदन में प्रस्तुत व्योरे अथवा उसके संबंध में जानकारी भौतिक रूप से गलत अथवा झूठी है अथवा बैंक द्वारा मांगी गई अथवा अन्यथा कोई जानकारी आपने छुपाई है। यदि कभी भी यह पता चलता है कि बैंक में नियुक्ति पाने के लिए आपने कोई अनुचित तरीका अपनाया है, तो भी आपकी सेवाओं को समाप्त किया जा सकता है।

Your services are liable to be terminated with appropriate notice if it is revealed, at any time after your appointment, that the information given and the particulars furnished by you to the Bank in the application for securing appointment or in connection therewith are materially incorrect or false or any particulars, called for by the Bank or otherwise, are suppressed by you. It shall also be terminated if at any time it is revealed that you have resorted to unfair means for gaining employment in the Bank.

18. यदि आप निर्धारित तारीख तक ड्यूटी पर रिपोर्ट नहीं करते हैं अथवा यदि हमें इस पत्र की प्राप्ति से 15 दिनों के भीतर आपसे कार्यग्रहण समय बढ़ाने का अनुरोध प्राप्त नहीं होता है तो यह समझा जाएगा कि आपने बैंक की सेवा ग्रहण करने के हमारे प्रस्ताव को ठुकरा दिया है और आपको उसके बाद कार्यग्रहण करने की अनुमति नहीं होगी।

If you do not report for duty by the stipulated period, or if we do not hear from you within the course of next 15 days from the date of receipt of this letter requesting for extension of time for joining, it would be deemed that you have declined to accept an offer to join the services of the Bank and you will not be permitted to join thereafter.

19. जबकि आप बैंक ऑफ़ इंडिया (अधिकारी) सेवा विनियम 1979 (जो समय-समय पर संशोधित है) के अनुसार वेतन, भत्तों और अन्य अनुलाभों के पात्र होंगे, अनुलाभ और अन्य सुविधाएं जो अधिकारी सेवा विनियमों के अंतर्गत नहीं आती हैं आप पर उस आधार पर लागू होंगी जो बैंक समय-समय पर तय करे।





While you shall be eligible for the pay, allowances and other perquisites as per the Bank of India (Officers') Service Regulations, 1979, as modified from time to time, perquisites and other facilities which are not within the purview of Officers' Service Regulations may be applied to you on such basis as may be decided by the Bank from time to time.

20. कृपया नोट करें कि आपका यथाशीघ्र ड्यूटी पर कार्यभार ग्रहण करना आपको सेवा में वरिष्ठता का लाभ देगा।

Please note that your earliest reporting for duty will benefit you for your seniority.

21. अजा/अजजा/पिछड़ी जाति / आर्थिक रूप से कमजोर वर्ग (ई.डब्ल्यू.एस) के उम्मीदवारों के बारे में नियुक्ति अस्थाई है और जाति/जजा/वर्ग / आय एवं परिसम्पत्ति के प्रमाणपत्र सत्यापन के अधीन है तथा यदि उचित माध्यम से सत्यापन के बाद यह प्रकट होता है कि अजा/अजजा/ पिछड़ी जाति/(ई.डब्ल्यू.एस) का दावा, जो भी मामला हो, झूठा है, बिना कोई कारण बताए आपकी सेवा समाप्त कर दी जाएगी और बिना इस पूर्वधारणा के, झूठा प्रमाणपत्र प्रस्तुत करने के लिए भारतीय दंड संहिता के प्रावधानों के अनुसार समुचित कार्रवाई की जा सकती है।

In case of SC/ST/OBC/EWS candidates the appointment is provisional and is subject to Caste/Tribe/Class certificate / Income & Asset Certificate being verified and if the verification through the proper channels reveals the claim to belong to SC/ST/OBC/EWS, as the case may be is false, your service will be terminated forthwith without assigning any further reasons and without prejudice to such further action as may be taken under provisions of the Indian Penal Code for production of false certificate.

22. आप "परिभाषित अंशदायी पेंशन योजना" जो 01.04.2010 को या उसके बाद बैंक की सेवाग्रहण करने वाले कर्मचारियों / अधिकारियों के लिए शुरू की गई है, के योग्य हैं। आपके लिए कोई अलग से अंशदायी भविष्य निधि का प्रावधान नहीं है।

You will be eligible for "the Defined Contributory Pension Scheme" introduced for workmen/officers joining the services of Bank on or after 01.04.2010. There shall be no separate contributory Provident Fund in your case.

23. यह नियुक्ति पत्र आपको बैंक के महाप्रबंधक (एचआर) की ओर से अधोहस्ताक्षरी द्वारा विधिवत अनुमोदित बैंक की नीति के अनुसार जारी किया जा रहा है।

This letter of appointment is being issued to you by the undersigned on behalf of the General Manager (HR) of the Bank as per the policy of the Bank, duly approved.

24. आपकी पावती और यहां जो कुछ लिखा गया है उसकी सहमति के रूप में, इस पत्र की जेरोक्स प्रतिलिपि अपने हस्ताक्षर के साथ अपने कार्यग्रहण करने की तारीख सूचित करते हुए हमें लौटाइए।





In token of your acknowledgement and agreement to what has been set out herein, please return a xerox copy of this letter duly signed by you indicating the date on which you will be reporting for duty.

शुभ कामनाओं के साथ,  
With Best Wishes,



भवदीय Yours faithfully,

(Jai Narain)

आंचलिक प्रबंधक / Zonal Manager

मैंने इस नियुक्ति पत्र दिनांक 17.09.2021 को पढ़ा है और यहां उल्लिखित सभी शर्तों व उपबंधों से सहमत हूँ। मैं 15 दिनों के अंदर दिनांक \_\_\_\_\_ को कार्यग्रहण करूँगा/करूँगी।

I have read this Appointment Letter dated 17.09.2021 and agree to all the terms and conditions stated herein. I shall be reporting for duty within 15 days on \_\_\_\_\_.

(हस्ताक्षर Signature)

स्थान Place :

दिनांक Date :

Name :

Roll No. :

Process :

**Note :** Please handover Xerox copy of this Appointment Letter duly signed by you to the Zonal Manager of the Zone, where you are posted.



## Reg: Your selection as Management trainee in JMG Scale-I under IBPS CRP X

1 message

HRD Recruitment <recruitmenttho@pnb.co.in>

Mon, Aug 30, 2021 at 2:01 PM

To: bhawnadhapola1998@gmail.com <bhawnadhapola1998@gmail.com>



2951004172

DATE: 30.08.2021

MR./MS. BHAWNA DHAPOLA

S/D/O MR. LALIT SINGH

DEV NAGAR DHAPOLI ,

BAGESHWAR

UTTARAKHAND - 263631

Dear Candidate,

We are Pleased to inform you that you have been selected as **Management Trainee in JMG Scale- I** in our Bank. The detailed schedule for joining will be updated at our website in due course and you are requested to check the same.

Please make note of the below mentioned points as you prepare to join at ours:

- Your appointment is subject to meeting of the eligibility criteria as prescribed under IBPS CRP X notification for the post of PO/MT dated 04.08.2020 & 11.11.2020 and Bank guidelines.
- The appointment letter is being dispatched to your correspondence address. Please find attached to the mail the **ANNEXURE** to your appointment letter which provides detailed information regarding the joining formalities that needs to be completed at the joining time.
- Kindly bring your appointment letter in original on the day of joining at ours. In case of non-receipt of the appointment letter till the date of joining, you are requested to bring a copy of this e-mail along with the other required documents.
- You may view/download the **joining formalities proforma** by following the below mentioned navigation:

**<https://www.pnbIndia.in> à RecruitmentsàJoining Formalities while joining bank**

- An **indemnity bond** is to be submitted as part of the joining formalities **with Rs. 200000.00 (Rupees Two Lakhs only) as the amount and a bond period of 3 years**. The format for the same can be downloaded from our website. The Indemnity Bond is to be executed on the Non-Judicial Stamp paper as per the stamp duty applicable in the State in which it is being executed and each page of the bond is to be duly signed by the candidate along with surety (surety signature proof need to be submitted) in the presence of two witnesses and must be notarized.
- Kindly ensure that the acknowledgement letter date being mentioned in the indemnity bond **must be** later than the date of your appointment letter and **prior to** your date of joining.
- Please note that if it is found at any later stage that you do not conform to eligibility norms, your candidature will be summarily rejected. Further in case it is noticed that you have furnished any incorrect, false information or suppressed any material facts(s), your candidature will stand cancelled. If any of these shortcomings is/are detected even after appointment, your services are liable to be terminated
- **You are requested to arrange all the forms as per the attached CHECK LIST so as to facilitate smooth joining process.**

**NOTE:** Please do not respond with "I accept" message on our mail ID regarding the acceptance of offer letter. The acknowledgement form (available on website) is to be directly submitted to the respective office of joining.

Regards,

Chief  
Manager

Recruitment Section



PNB's Offering.

*"AVAIL OUR SECURE INTERNET BANKING FACILITY FOR 24\*7 ACCESS TO YOUR PNB ACCOUNT"*

For Details :

Contact:Toll Free No. 1800-180-2222/1800-103-2222 & TolleD No. 0120-2490000

Visit: [www.pnbindia.in](http://www.pnbindia.in)

For Credit Card, please call Credit Card Call Centre No. 18001802345 (Toll Free) and 0120-4616200 (TolleD No.) and visit: [pnbcards.in](http://pnbcards.in)

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Ref:P&IR/D.DUN/APPT/2020

Date: 04.10.2021

Sh/Ms. Geetanjali Joshi,  
Kamal Vihar, Banjarawala  
Dehradun

Dear Sir/Madam,

Re: Your appointment as Assistant

1. We are pleased to inform you that on the basis of your application in response to our recruitment notification dated 17/09/2019, you have been considered eligible to be appointed as **Assistant** on probation in the scale of Rs. 23465-1375(1)-24840-1500(2)-27840-1690(5)-36290-1960(2)-40210-2390(3)-47380-2480(2)-52340-2645(5)-65565 at the Office of the Corporation. Your initial Basic Pay will be Rs. 26340/- Per month only (inclusive of two graduation increments). You will be covered under Defined Contribution Pension Scheme of the Corporation.
2. Over and above the Basic Pay mentioned in para 1 above, you will be paid such allowance as may be applicable to the employees of the Corporation from time to time.
3. Your appointment shall be governed by the Life Insurance Corporation of India (Staff) Regulations, 1960, the rules framed by the Central Government under Section 48 of the L.I.C. Act 1956, the rules of the Corporation and such instructions and/or orders that may be issued to you orally or in writing from time to time.
4. You will be required to perform the jobs of Assistant, Cashier, Single Window Operator, Customer Service Executive, etc. as and when required by the Office.
5. You will be on probation for a period of 6 months from the date of your joining. You will be required to undergo training for 3 months, consisting of 2 weeks theoretical training at Dehradun Divisional Office and 2½ months practical training at the **Rishikesh, Branch Office**.
6. During the period of probation, which may be extended by another 6 months, you are liable to be discharged without notice as per Rule 14 (4) of the LIC of India (Staff) Regulations, 1960.
7. Please note that your normal Retirement Age shall be 60 years.
8. On the basis of the documentary evidence produced by you indicating your subcaste, you are treated as a candidate belonging to —(SC/ST/OBC/EWS). You are required to inform the Appointing Authority about the change, if any, immediately after any change in your caste status as stated above. Your above appointment is provisional and subject to community certificate being verified through proper channels. On verification, if it is revealed anytime that your claim that you belong to — is false, your services will be terminated forthwith without assigning any further reasons and without prejudice to such further action as may be taken under the provisions of Indian Penal Code for production of false certificates.
9. Your confirmation in the services of the Corporation will be subject to satisfactory performance during the period of probation as stated above.

Continued-----2



मण्डल कार्यालय : "जीवन प्रकाश" हरिद्वार रोड, पो. बा. नं. 07, देहरादून-248001

दूरभाष कार्या : 0135-2668429, 2668856, 2668849, 2668648, 2668231, फैक्स : 2668897 ई-मेल : sdm.dehradun@licindia.com

Divisional Office, "Jeevan Prakash", Haridwar Road, P.B. No. 7, Dehra Dun-248 001.

Tel. Office : 0135-2668429, 2668856, 2668849, 2668648, 2668231, Fax : 2668897, E-mail : sdm.dehradun@licindia.com



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10. Your daily working hours excluding lunch interval will be 7 hours on all working days. Subject to this limit your actual working hours will be prescribed by the office from time to time.
11. If more than one shift is working, you will be liable to be transferred from one shift to another.
12. Please note that you will be entitled to travelling allowances as per rules, for your journey from the place of theoretical training to the Branch where you are posted for practical training. In case theoretical training is given after your initial appointment but while on probation you will be entitled to travelling expenses as per rules for your to and fro journey from the office in which you are undergoing practical training to the place of training. However, no daily allowance will be paid to you for your stay at the place of training during the training period.
13. You will not be entitled to any travelling allowance for taking up your duties at the place where are now being posted.
14. You are liable to be transferred anywhere in India where the Corporation has its offices.
15. You will not be allowed to undertake any part-time studies unless sanctioned in writing by the authority competent to give such permission. Any prosecution of the part-time studies, if permitted, shall always be subject to office exigencies and no claim for leave for preparation shall be made on the ground that such part-time studies were undertaken by you on or prior to your joining the Corporation or that permission was given for the same by the authority competent to do so.
16. Corporation follows a Zero tolerance policy in relation to frauds (Anti Fraud Policy) and mandates utmost integrity and good personal conduct by its employees to safeguard its interests including interest of Policyholders. Any indulgence into said activity may result in Removal/Dismissal of the employee from the services of the Corporation as per provisions of Staff Regulations, 1960.
17. On your joining the Corporation as an Assistant, you are required to be a member of the Corporation's Group Insurance Scheme 2004 for Class III employees and New Group Insurance Scheme. On confirmation, you are required to be a member of the reimbursement of Hospitalization Expenses Scheme (otherwise known as Group Mediclaim Scheme, 1988) introduced for the benefit of employees.
18. If the terms herein above offered are acceptable to you, you are required to report to duty at the **Rishikesh** Office of the Corporation mentioned in para 1 above on or before **06.10.2021**.

Date: 04.10.2021

Place: Dehradun

Yours faithfully,

Sr. Divisional Manager

मण्डल कार्यालय : "जीवन प्रकाश" हरिद्वार रोड, पो० बा० नं० 07, देहरादून-248001

दूरभाष कार्या : 0135-2668429, 2668856, 2668849, 2668648, 2668231, फैक्स : 2668897 ई-मेल : [sdm.dehradun@licindia.com](mailto:sdm.dehradun@licindia.com)

Divisional Office, "Jeevan Prakash", Haridwar Road, P.B. No. 7, Dehra Dun-248 001.

Tel. Office : 0135-2668429, 2668856, 2668849, 2668648, 2668231, Fax : 2668897, E-mail : [sdm.dehradun@licindia.com](mailto:sdm.dehradun@licindia.com)



## **OFFER CUM APPOINTMENT LETTER**

Ayush Balodi  
G-16 Hathibarkala Survey Estate Dehradun Uttarakhand  
Dehradun  
248001  
IN

Dear Ayush,

On behalf of **Amazon Development Centre (India) Private Limited**, a company incorporated under the laws of India, having its registered office at # 26/1, Brigade Gateway, World Trade Centre, 10th Floor, Dr. Rajkumar Road, Malleshwaram (W) Bangalore - 560 055. Karnataka India (hereinafter the "Company" or "Amazon India"), we are very pleased to issue this Offer cum Appointment Letter for the position of **SPRO Investigator - French** at **Bangalore**, India.

Your employment with the Company will be subject to your acceptance of this Offer cum Appointment Letter and the terms and conditions set forth hereinbelow. If you wish to accept employment with the Company, please convey your acceptance in the manner provided for by the Company. The offer of employment contained in this Offer cum Appointment Letter will expire if you have not accepted the same on or before **10 business days**.

Upon your acceptance of the offer herein, this Offer cum Appointment Letter shall form the employment contract that is a valid and binding agreement of employment between Amazon India and you, and you shall be bound by the terms and conditions stipulated herein below.

### **1. Date of Commencement**

Your employment with Amazon India will commence on **30-Aug-2021**.

### **2. Probation**

You shall be on probation for a period of 3 months ("Probation Period") from the date of joining. Your performance will be reviewed and evaluated at regular intervals during the Probation Period. Depending on the outcome of such evaluation/s, the Company may, at its sole discretion, either (a) if your performance is found satisfactory, confirm your appointment; or (b) if your performance is found to be unsatisfactory, extend, in writing, the Probation Period by a further period of 3 more months or terminate your employment with Amazon India with





immediate effect and without any advance or prior notice, and with no further liabilities to Amazon India, except for payment of remuneration up to the date of termination of employment.

### 3. Duties

- 3.1 You will be employed in the position of **SPRO Investigator - French**. Your manager will advise you about your job responsibilities after your joining with us. You will be expected to do your job to the best of your ability at all times as per the job responsibilities advised by your manager at the time of joining or as amended from time to time, as well as such other tasks as may be required by Amazon India.
- 3.2 You will be required to comply with Amazon India's rules, regulations and policies from time to time in force, including, without limitation, those policies set out in Amazon India's Policies and Procedures, as communicated to you. Amazon India reserves the right to change Amazon India's Policies and Procedures from time to time at its sole discretion and you shall be bound by the same.
- 3.3 You acknowledge that during the course of your employment, as the business of Amazon India changes, it may be necessary to rotate you in other departments / units. Amazon India therefore reserves the right to change your role and responsibilities from time to time at its sole discretion and without assigning any reason, it being understood that you will not be assigned responsibilities which you cannot reasonably perform.
- 3.4 Unless specified in writing, you shall not be authorised to enter into any contractual obligations on behalf of Amazon India or its affiliates including creating a lien (statutory or other), security interest, mortgage, pledge, assignment, encumbrance, chattel or conditional sale or other title retention agreement or any other financial obligations or otherwise on behalf of Amazon India or its affiliates.

### 4. Hours of Work

The normal business hours of the office, at which you work, will apply to you and these will be advised on commencement of employment and when there is a change. You may be required to work in shifts for different work hours or workdays during the week depending on the business or team that you may be working for. You will be advised by your manager or department about such requirements at the time of joining and from time to time during the course of your employment, as appropriate. Certain business teams also operate on 24x7 basis and hence, may have rotational shifts or related requirements for their respective team members. Please refer to Amazon India's Policies and Procedures for further details.



## 5. Place of Work

Your initial place of work will be at Amazon India's facility in Bangalore. However, you should be aware that the Company and/or its affiliates have offices throughout the world and because of the nature of your duties, the Company has the right to transfer you from one place to another or from one section to another or from one unit to any other unit of the Company, its parent company or to any of its sister concerns, which are either existing or may be set up in future. The decision of the Company in this regard shall be final and binding on you. As you are joining during the period of the Covid-19 Pandemic, you may be permitted to work from a location of your choice in India with the prior approval of your manager under the condition that you are willing to get back to the location mentioned above as and when required by Amazon.

## 6. Remuneration

- 6.1 Your Annual Base Pay will be Rs.**584,300** per annum made payable in arrears in accordance with Amazon India's standard payroll practice and subject to all lawful deductions of income tax, provident fund contribution (if any), insurances or otherwise. Your Base Pay is inclusive of both the employer's and the employee's provident fund contributions. Your Base Pay will be reviewed in accordance with internal performance review systems, details of which are set out in Amazon India's Policies and Procedures. If your hire date is on or before the first Monday in October of the current year, you will be eligible for a performance assessment and salary adjustment in the next calendar year. Ordinarily, this process occurs in the month of April each year.
- 6.2 Amazon India has the right to deduct from your pay/salary any sums which you may owe Amazon India, including without limitation, any over-payments or loans made to you by Amazon India or any demand raised by any judicial or quasi-judicial authority for your acts or omissions and / or losses suffered by Amazon India as a result of your negligence or breach of the terms contained in this Offer cum Appointment Letter/Amazon India's Policies, or your failure to return Amazon India's property.

## 7. Contribution to Employees' Provident Fund

Amazon India will contribute to Employees' Provident Fund (EPF) as and when required by the Employees' Provident Funds and Miscellaneous Provision Act, 1952 read with the Employees' Provident Funds Scheme, 1952, and as further described in Amazon India's Policies and Procedures.





The Employees' Provident Fund Organization ('EPFO'), the statutory body established under Employees' Provident Funds and Miscellaneous Provisions Act, 1952, requires linking of the employee's Aadhaar details with their respective Universal Account Number ('UAN'). For this purpose and to enable Amazon India to make the EPF contributions, Amazon India will collect a copy of your e-aadhar, which needs to be uploaded by you on Amazon HRS tool prior to commencement of your employment with Amazon India. Foreign Nationals / Overseas Citizens of India shall be required to provide a copy of the first and last page of their valid passport for this purpose.

You acknowledge and provide your consent to Amazon India to use your aadhaar/e-aadhaar or passport (as the case may be) during the tenure of your employment with Amazon India for the purpose of any other requirement under a Government scheme or benefit that may mandate production of such documents as per the applicable law(s) and/or for Amazon India's compliance with its obligations under applicable law(s).

## **8. Leave**

Amazon India will grant you leave as provided in Amazon India's Policies and Procedures. All leave scheduling and organisation will be arranged to ensure smooth business operation; your manager's approval is required prior to your scheduling or changing any leave.

## **9. Confidential Information and Confidentiality Obligations**

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

- (1) the identity of, contractual terms with, and any information relating to, the Company's business partners, customers, services clients, sellers, agents, employees, contractors, investors, joint ventures, vendors, or suppliers and the terms on which the Company does business with each such entity, or generally;
- (2) computer code (including source code and object code) or software developed, modified, or used by the Company;
- (3) data of any sort compiled by the Company, including, but not limited to, data relating to products and services, advertising and marketing, and existing or prospective customers, clients, vendors, or business partners;
- (4) algorithms, procedures or techniques, or the essential ideas and principles underlying such algorithms, procedures or techniques, developed by, or whose workings are otherwise known to, the Company (but excluding any public

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

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

domain algorithms, procedures, or techniques), whether or not such algorithms, procedures or techniques are embodied in a computer program, including, but not limited to, techniques for identifying prospective customers, communicating effectively with prospective or current customers, reducing operating costs, or increasing system reliability;

- (5) the fact that the Company uses, has used, or has evaluated for potential use any particular database, source of data, algorithm, procedure or technique, or the essential ideas and principles underlying such algorithm, procedure or technique, developed or supplied by a party other than the Company (including any algorithms, procedures or techniques in the public domain), whether or not such algorithms, procedures or techniques are embodied in a computer program;
- (6) pricing or marketing strategies developed, investigated, acquired (from a third party or otherwise), evaluated, modified, tested or employed by the Company, or any information related to, or that might reasonably be expected to lead to, the development of such strategies;
- (7) information about the Company's future plans, including, but not limited to, plans for expanding into new products, geographical areas, market segments, or services;
- (8) any information that would typically be included in the Company's financial statements, including, but not limited to, the amount of the Company's assets, liabilities, net worth, revenues, expenses, or net income;
- (9) the following information which shall hereinafter be referred to as the "Disclosure Information":
  - (a) any and all algorithms, procedures or techniques related to the Company's business activities or to your work with the Company, and the essential ideas and principles underlying such algorithms, procedures or techniques, conceived, originated, adapted, discovered, developed, acquired by the Company (from a third party or otherwise), evaluated, tested, or applied by you during the course of your employment with the Company, whether or not such algorithms, procedures or techniques are embodied in a computer program;
  - (b) any and all pricing or marketing strategies, the essential ideas and principles on which such strategies are based, and any information that might reasonably be expected to lead to the development of such





strategies, conceived, originated, adapted, discovered, developed, acquired by the Company (from a third party or otherwise), evaluated, tested, or applied by you during the course of your employment with the Company;

- (c) information relating to any and all products and services, and the essential ideas and principles underlying any and all products and services, conceived, originated, adapted, discovered, developed, acquired by the Company (from a third party or otherwise), evaluated, tested, or applied by you during the course of your employment with the Company, whether or not such products or services are marketed, sold, or provided by the Company; and
  - (d) any other ideas or information conceived, originated, adapted, discovered, developed, acquired by the Company (from a third party or otherwise), evaluated, tested, or applied by you during the course of your employment with the Company, if the idea or information could reasonably be expected to prove useful or valuable to the Company;
- (10) any other information gained in the course of your employment with the Company that could reasonably be expected to prove deleterious to the Company if disclosed to third parties, including without limitation, any information that could reasonably be expected to aid a competitor or potential competitor of the Company in competing more effectively with the Company;
  - (11) any information received by the Company from third parties, whether or not under obligation of confidentiality;
  - (12) any information derived from any of the above, including any intellectual property rights attached thereto; and
  - (13) any copies of the above mentioned information.

## 9.2 Confidentiality Obligations:

- (1) You acknowledge that you have acquired and/or will acquire Confidential Information during the course of, or incident to, your employment with the Company, and that the ability of the Company to continue in business could be seriously jeopardized if such Confidential Information were to be used by you or by other persons or firms to compete with the Company. Accordingly, you agree

that you shall not, directly or indirectly, at any time, during the term of your employment with the Company or at any time thereafter, and without regard to when or for what reason, if any, such employment shall terminate, use or cause to be used any Confidential Information in connection with any activity or business except the business of the Company, and shall not disclose or cause to be disclosed any Confidential Information to any individual, partnership, corporation, or other entity unless such disclosure has been specifically authorized in writing by the Company, or except as may be required by any applicable law or by order of a court of competent jurisdiction, or any regulatory or governmental body. Further, you agree that you will give the Company prompt notice of any such order/direction of a court/ regulatory or governmental body so that the Company may seek relief by way of a protective order or other appropriate remedy, and further will provide any assistance which the Company may reasonably require in order to secure such order or such remedy (with your expenses reasonably incurred in providing such assistance to be reimbursed by the Company). In the event such protective order or other remedy is not obtained, you shall furnish only that portion of the Confidential Information which is legally required by the governmental entity or regulatory authority; and will use reasonable efforts to obtain confidential treatment for any Confidential Information so disclosed.

- (2) During the course of your employment with the Company and at the date of termination thereof (hereinafter the "Date of Termination"), you shall promptly disclose and deliver over to the Company, without additional compensation, in writing, or in such form and manner as the Company may reasonably require, the Disclosure Information defined in Section 9.1(9) hereinabove, to the extent that such disclosure could reasonably be expected to be of interest to the Company.
- (3) Nothing in this Offer cum Appointment Letter shall be deemed to dilute or waive any rights related to the protection of trade secrets that the Company may have under common law or any applicable statutes.

## **10. Intellectual Property Rights**

- 10.1 All patents, copyrights, trade secrets, trade/commercial names, proprietary rights, logos, slogans and all other intellectual property rights developed by or for the Company by any person, including but not limited to intellectual property rights relating to any and/or all of the Confidential Information, ("Intellectual Property Rights") shall be owned by the Company. For good and valuable consideration the receipt and sufficiency of which is hereby acknowledged, you hereby agree to irrevocably, perpetually and unconditionally



sell, assign, transfer and convey to the Company and its successors your entire right, title and interest in the Confidential Information and/or Intellectual Property Rights and any improvements thereto throughout the world, including, without limitation:

- (1) all patents, copyrights, trade secrets, trade/commercial names, logos, other proprietary rights and all other intellectual property rights in the Confidential Information and all rights to secure registrations, renewals and extensions of the same;
- (2) all rights to make, have made, use, practice, import, export and otherwise fully exploit the Confidential Information and any and all improvements that the Employee or Company may hereafter make or develop;
- (3) all rights to file and prosecute applications for patent, copyright and all other intellectual property protection covering the Confidential Information and improvements thereon, and the processes and designs embodied therein, in India, the United States and in every other country and jurisdiction throughout the world;
- (4) all rights under any patent, copyright and all other intellectual property which may be issued on the Confidential Information or the improvements thereon, and any processes and designs therein, and all rights to enjoy the same; and
- (5) all documents, notes, notebooks, drawings, schematics, prototypes, magnetically encoded media, electronically stored information, or other materials related to the Confidential Information.

10.2 During the period of your employment with the Company and as may be reasonably necessary subsequent to your employment, you agree to cooperate with the Company as may be necessary to obtain patent, copyright and all other intellectual property protection for the Intellectual Property Rights and improvements thereto throughout the world and agree to do such further acts and execute and deliver to the Company such instruments as may be required to perfect, register or enforce the Company's ownership of the rights assigned, transferred or conveyed. If such cooperation is required after the Date of Termination, the Company shall compensate you at a reasonable rate for the time and related expenses actually spent by you at the Company's request. If you fail or refuse to execute any such instruments, you hereby appoint the Company as your attorney-in-fact to act on your behalf and to execute such instruments. This appointment shall be irrevocable and deemed to be a power coupled with an interest.

10.3 For the purposes of the assignment, transfer or conveyance referred to hereinabove, you acknowledge and covenant that your employment with the Company and the benefits





received thereunder shall be treated as good and valuable consideration and that you are not entitled to any further consideration in any form or manner whatsoever in relation thereto.

- 10.4 Notwithstanding any other provision hereof to the contrary, this Offer cum Appointment Letter does not obligate you to assign or offer to assign to the Company any of your rights in an invention for which no equipment, supplies, facilities, Intellectual Property Rights, Confidential Information or trade secret information of the Company was used and which was developed entirely on your own time, unless (a) the invention relates (i) directly to the business of the Company, or (ii) to the Company's actual or demonstrably anticipated research or development, or (b) the invention results from or is related to, any work performed by you for the Company.

10.5 No Grant of Rights.

You agree that all rights, title and interest in the Intellectual Property Rights and Confidential Information shall be owned exclusively by the Company. Nothing herein contained shall be construed as a grant by implication, estoppel or otherwise, of a license of any kind by either you to the Company, or by the Company to you, for example, to make, have made, use or sell any product using the Intellectual Property Rights, Confidential Information, or as a license under any patent, patent application, utility model, copyright, mask work right, or any other intellectual property right.

**11. Non-Solicitation**

- 11.1 During your employment with the Company and for a period of 12 months from the date of termination thereof, you shall not solicit or cause or authorize, directly or indirectly, to be solicited for any competitive business, for or on behalf of any person or customer, or otherwise take any action that might divert the business or patronage of any customer from the Company, or otherwise damage or alienate the relationship between the Company and any customer, vendor or supplier; and
- 11.2 During your employment with the Company and for a period of 12 months thereafter, you shall not solicit or attempt to influence any person employed or engaged by the Company (whether as an employee, consultant, advisor or in any other manner) to terminate or otherwise cease such employment or engagement with the Company or become the employee of, or directly or indirectly offer services in any form or manner to, yourself or any person or entity which is a competitor of the Company.

**12. Employee Data Protection**

- 12.1 You authorise Amazon India to collect, process and transfer all personal employee-related information obtained by Amazon India for the purpose of proactively managing the employment relationship.
- 12.2 You further authorise the transfer to, and storage of, your personal information in the worldwide employee database currently located in Seattle, Washington, U.S.A. (or such other location as Amazon India determines from time to time). Human Resources and selected management throughout the Amazon group worldwide will be authorised to access this database.

### **13. Exclusivity of Services**

During your employment, you will be required to devote your full time, attention and abilities to your job duties during working hours, and to act in the best interests of Amazon India at all times. You shall not, without the written consent of Amazon India, be in any way directly or indirectly engaged or concerned in any other business or undertaking .

### **14. Termination of Employment**

- 14.1 Your employment may be terminated by either party by giving one month's written notice (exclusive of any leaves availed during the said period) or payment of one month salary in lieu of such notice period to the other party. Amazon India holds the right to accept or deny payment in lieu of the said one month notice.
- 14.2 Amazon India reserves the right to terminate your employment forthwith "for cause" without advance notice and without payment of severance, in the event you:
- (i) have been found guilty of any misconduct or indiscipline after due enquiry by Amazon India;
  - (ii) have violated or are in breach of any of the terms of this Offer cum Appointment Letter or Amazon India's Policies and Procedures;
  - (iii) have been grossly negligent, or have neglected your duties, or have underperformed your duties, or have performed your duties in a manner unacceptable to Amazon India;
  - (iv) have suppressed any information or submitted false information with the view to obtain employment in Amazon India;
  - (v) are convicted for any offence under any law for the time being in force in any jurisdiction;
  - (vi) commit any act detrimental to the interest of Amazon India;
  - (vii) abstain from work for seven consecutive days without informing Amazon India;

- 14.3 On the termination of your employment for any reason whatsoever, you will return to Amazon India, without delay, all assets belonging to Amazon India, correspondence, records, specifications, models, notes, formulations, lists, papers, reports and other documents and all copies thereof and other property belonging to Amazon India or relating to its business affairs or dealing, including any Confidential Information and Intellectual Property Rights, which are in your possession or under your control. At Amazon India's option, you agree to provide a written certification of your compliance with this Section. Further, you agree to sign a termination certificate in accordance with Amazon India's Policies and Procedures, which will reaffirm your compliance of your post-termination obligations, including return of Amazon India's property/properties and releasing Amazon India from all claims, liabilities and obligations. Where Amazon has made any excess payment to you as part of your relieving formalities, whether or not such excess payment is termed "Full and Final Settlement", you shall be obligated and liable to repay such excess amount forthwith upon being notified by Amazon.

## **15. Gratuity**

Gratuity will be paid as and when required by the Payment of Gratuity Act, 1972 and as further described in Amazon India's Policies and Procedures.

## **16. Employee Benefits**

You will be eligible to receive employee benefits as may be provided by Amazon India in Amazon India's Policies and Procedures. These are subject to change with or without prior notice for both existing and prospective employees. Revised policy will supersede any previous policy which would have been applicable and would have been communicated as part of offer letter.

## **17. New Hire Background Investigation**

- 17.1 It is Amazon India's policy to investigate all its new hires. Your employment is conditional upon the information contained in your application form and/or curriculum vitae being true and accurate, including (but not limited to) your educational and professional qualifications, the documents furnished by you being genuine, and upon reference checks to be conducted by Amazon India being successfully completed.
- 17.2 You authorise Amazon India to conduct such searches with government or enforcement authorities as are necessary to enable it to verify that you do not hold any criminal convictions.
- 17.3 In case you are waiting for the results of your examinations and you are hired prior to the same, your continued employment with Amazon India will be subject to passing the said





examination and completing the course, failing which Amazon India reserves the right to take action including termination of your employment without notice.

- 17.4 In case your exams have been postponed due to Covid 19 situation, your continued employment will be contingent to your appearing for the exam and passing the same within a period of 6 months from the date of joining. Amazon India reserves the right to take action including termination of your employment without notice in case of failure to produce proof of passing within the said period.

## **18. Foreign Nationals**

- 18.1 In case you are not an Indian national and, under any law, are required to obtain applicable visa / work permit / authorisation or permission from appropriate government authorities to work in India, you are required to ensure all such permissions are obtained before commencement of employment with Amazon India.
- 18.2 You are also required to ensure all future correspondence and permissions for continued stay and employment in the country as per the governing law are complied with at all times. If required, Amazon shall be at liberty to demand copies / originals of such permission.
- 18.3 It is made clear that possessing valid work permit / authorisation at all times of your employment is an inherent requirement of your employment with Amazon India. Any time after the execution of this Offer cum Appointment Letter, if it is found that you do not have required work permit / visa, Amazon India shall terminate your employment, without notice, with immediate effect, without any liability towards you.

## **19. Representations and Warranties**

You hereby represent and warrant to the Company that:

- 19.1 the information furnished by you for the purpose of your employment with the Company is true and correct to the best of your information, knowledge and belief;
- 19.2 you shall not, during the course of your employment with the Company, use or disclose any document/s that in any way constitutes confidential, proprietary for trade secret information of a third party (including a former employer), except pursuant to written authorization by such third party to do so;

- 19.3 you are not in unauthorized possession or control of any document/s that in any way constitutes confidential, proprietary or trade secret information of a third party (including a former employer);
- 19.4 during the course of your employment with the Company, you will not violate any non-solicitation or similar agreements or obligations that you have with any third party; and
- 19.5 there are no other agreements executed by you with third parties that conflict with the terms and conditions of your employment with Amazon India or that restrict your ability to execute this Offer cum Appointment Letter;
- 19.6 You recognize that the restrictions set forth in this Offer cum Appointment Letter may limit your future flexibility in many ways. You expressly acknowledge that (i) the limitations specified herein are fair and reasonable in view of the nature of the business in which the Company is engaged, your position with the Company, and your access to Confidential Information / Intellectual Property Rights, (ii) you are voluntarily entering into this Offer cum Appointment Letter, and (iii) in spite of the restraints imposed herein, you will be able to engage in other lawful professions, trades or businesses after termination of your employment with the Company. You recognize that your compensation is adequate consideration and acknowledge that you will not be subject to undue hardship or inconvenience by reason of your agreeing to the provisions contained herein.

## **20. Other Particulars**

- 20.1 You confirm that there are no other agreements executed by you with third parties that conflict with the terms and conditions of your employment with Amazon India or that restrict your ability to execute this Offer cum Appointment Letter
- 20.2 You hereby represent and warrant that the information furnished by you for the purpose of your employment with the Company is true and correct to the best of your information, knowledge and belief.

## **21. Notices**

All notices issued by you to the Company or by the Company to you shall be sent either by registered post, courier through a recognised courier service provider or by email transmission which shall be deemed to have been received the next working day provided the notice is also sent by registered post the next working day after email transmission.

## **22. Waiver**



Failure of the Company to insist upon strict adherence of any term of this Offer cum Appointment Letter on any occasion/s shall not be considered a waiver thereof or deprive the Company of the right thereafter to insist upon strict adherence to that term or any other term of this Offer cum Appointment Letter.

**23. Severability**

The holding of any provision of this Offer cum Appointment Letter to be illegal, invalid, or unenforceable by a court of competent jurisdiction shall not affect any other provision hereof, which shall remain in full force and effect.

**24. Assignment**

Except as otherwise provided in this Section, this Offer cum Appointment Letter shall inure to the benefit of, and be binding upon you and your heirs, representatives, successors and assigns. Neither this Offer cum Appointment Letter nor any right or interest hereunder shall be assignable by you or your legal heirs, beneficiaries or legal representatives without the Company's prior written consent. This Offer cum Appointment Letter shall be assignable by the Company to a subsidiary or affiliate of the Company; or to any corporation, partnership, or other entity that may be organized by the Company, as a separate business unit in connection with the business activities of the Company; or to any corporation, partnership, or other entity resulting from the reorganization, merger or consolidation of the Company with any other corporation, partnership or other entity, or any corporation, partnership, or other entity to or with which all or any portion of the Company's business or assets may be sold, exchanged or transferred.

**25. Employer – Employee Relationship**

The relationship between the Company and you hereunder shall be solely that of an employer and employee and no modification of responsibility or compensation made hereinafter shall be construed so as to constitute the relationship of partners or joint ventures or so as to as to construe you as an independent contractor of the Company.

**26. Liability for Breach**

You acknowledge and accept that your breach of any of the terms contained in this Offer cum Appointment Letter or in Amazon India's Policies and Procedures, may cause the Company irreparable harm for which there is no adequate remedy at law, and therefore, the Company shall be entitled to the issuance by a court of competent jurisdiction of an order of injunction, restraining order, or other equitable relief in favor of itself, without the necessity of posting a bond, restraining you from committing or continuing to commit any such violation. Exercise or





waiver by the Company of its rights to obtain an injunction, restraining order, or other equitable relief hereunder shall not be deemed a waiver of any right to assert any other remedy the Company may have at law or in equity. In any legal action or other proceeding by the Company against you in connection with this Offer cum Appointment Letter (e.g., for recovery of damages or other relief), the Company will be entitled to recover its reasonable attorneys' fees and other costs incurred.

**27. Authorization to Notify New Employer**

You hereby grant consent to the Company to notify any of your new employer/s about your rights and obligations under this Offer cum Appointment Letter.

**28. Governing Law and Jurisdiction**

Your employment, and any disputes which may arise under, out of, or in connection with your employment, shall be governed by and construed in accordance with the laws of India; and the Courts having territorial jurisdiction over the registered office of the Company shall alone have exclusive jurisdiction to try and entertain such disputes to the exclusion of any other Courts situated elsewhere.

**29. Agreement/Modifications**

The terms described in this Offer cum Appointment Letter and Amazon India's Policies and Procedures will cumulatively constitute the terms of your employment, and shall supersede any previous discussions, offers or agreements relating to your employment, or to the subject matter hereof. Any additions to, deletions of, or modifications of these terms are valid and effective only if the same are carried out in writing and signed by you and an officer of Amazon India.

**30. Headings**

The Section headings appearing in this Offer cum Appointment Letter are used for convenience of reference only and shall not be considered a part of this Offer cum Appointment Letter or in any way modify, amend or affect the meaning of any of its provisions.

**31. Survival**

Your obligations under Sections 9, 10, 12, 14, 22, 23, 24, 26, 27, 28 and this Section 31 hereof shall survive the termination of this Offer Cum Appointment Letter and of your employment with the Company.





You undertake to be bound by any rules and regulations enforced by Amazon India from time to time in relation to the conduct, discipline, medical leave and holidays or on any matters relating to service conditions which will be deemed as rules, regulations and order as a part of these terms of employment.

For and on behalf of Amazon Development Centre (India) Private Limited

#### **AUTHORIZATION**

By

Signed by: ANBALAGAN SUGUNARAMAN  
Date: 2021.08.12 21:17:01 +05:30  
Location: India

#### **ACCEPTANCE**

I acknowledge receipt of this Offer cum Appointment Letter and, after reading and understanding the same, I accept Amazon India's offer of employment on the terms set out in this Offer cum Appointment Letter.





Ref No: BPS/APP/2021-22/041/1

Date: 22.03.2022

To  
Mr. Aranya Bhoumik,  
17, Udaypur First Lane, Belghoria,  
Kolkata- 700049, West Bengal, India

**Letter of Appointment**

Dear Sir,

We are pleased to inform that on the basis of your application and subsequent interview, it has been decided to appoint you as **Assistant Teacher** in our School on the following terms and conditions as mentioned below.

1. You are requested to join on 28<sup>th</sup> March, 2022.
2. You will be abided by the Service Rules and Regulations of the School, which may change from time to time.
3. You will be on probation for a period of one year, subject to extension at the discretion of the Management of the Institute. Your confirmation to the service will be considered subject to your obtaining TGT/B.ED./PGT Degree and satisfactory performance.
4. Your gross emoluments will be [REDACTED] per month during the period of probation and subject to statutory deduction.
5. In all matters concerning your employment, you will be reporting to the Principal. However, the Principal may delegate his/her authority and duties from time to time to another senior staff member. You may be required to report to the Principal's delegate.
6. In addition to, face to face teaching, you will have other duties, including for example playground and bus line duties, sports duties, attending school camps and excursions (including overnight excursions), open days, parent/teacher nights and staff meetings, administration and assembly duties, participation in extracurricular programme, professional development activities & all other activities related to our school.

Taking part in School community activities will involve you in the application of discipline, participation in the School's programme for spiritual and pastoral care and various other duties. Some of the duties may need to be performed at times outside of your normal classroom teaching hours, including during non term time, on weekends or public holidays.

7. You must:

- a) devote the whole of your time during your hours of work for the School to your duties to the School;
- b) serve the School with honesty, integrity, and dignity with students, parents, colleagues and superiors.
- c) Members of staff should clearly understand that the free periods allotted during the day are given for the purpose of preparation and correction of School work only.
- d) No Member of the staff is permitted to leave the School premises without the permission of the Principal.
- e) **ABSENCE FROM SCHOOL:** In event of a Member of Staff being unable to attend School, it is necessary that the information regarding her/his absence reach the Principal, not later than 8 am on the days concerned. This information may be over the telephone, but must be confirmed on the day of rejoining by filling up an official leave application form.
- f) **Not to engage** in any other employment/**private tuition of our school students** or business without the prior approval of the Principal.
- g) You have to plan daily learning programme, monitor and assess the development of the children in their care and discuss their progress with Principal.

8. This agreement may be terminated by either side giving one month's notice in writing or one month's salary in lieu thereof, without assigning any reason whatsoever.

**However, your resignation and consequent release will not be considered during semester period.**

9. Any change in your local and home address should immediately be conveyed to the School office.
10. No members of staff are permitted to either to use the telephone/mobile during school hours, unless the matter is most urgent and has received the permission of the Principal.
11. You shall keep your compensation confidential from other employees of the organization. Your salary is unique in the sense that it matches your academics/skill sets. It should not be compared with your colleagues or friends outside. Salary details of all the employees are kept confidential. Any violation on this account can lead to disciplinary action.

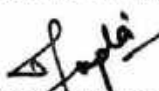


12. Members of staff are not permitted in any circumstances to administer any form of corporal punishment as per the policy of Right to Education, Ministry of Education of our country.
13. Members of staff are not permitted to accept any kind of gift from the children and no subscription is permitted to be raised in the School unless it has the sanction of the Principal.
14. You are requested to submit to the undersigned the following documents at the time of your joining the **BBIT Public School**:
- (i) Self Attested photo copies of all certificates pertaining to your age, qualification, experience etc.
  - (ii) Two copies of your recent stamp size colour photographs.
  - (iii) Medical certificate of fitness from a hospital established or maintained by the Government or local authority.
  - (iv) Two certificates from educationists or any other respectable members of Society, not related to the candidate, certifying the character and conduct to the satisfaction of the school authorities

The duplicate copy of this letter may please be signed and submitted to the undersigned to confirm your acceptance of the offer as well as the specified terms and conditions.

Thanking you & look forward to your joining this School for long, successful and a prosperous association with us.

Yours faithfully

  
Mrs. Visha Gupta  
Executive Director  
BBIT Public School

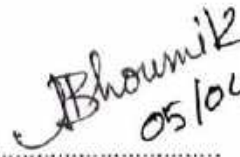


To  
The Executive Director,  
BBIT Public School

Madam,

I accept the offer.

Place: Kolkata  
Date: 05/04/22  
Cell No. 9804882407

Signature:   
05/04/22





Ref.: GEHU/011/Adm/16/APPT/2021-22/63

November 12, 2021

Mr. Avjit Chamoli

**Subject: Offer of Appointment in Graphic Era Hill University, Dehradun Campus**

1. The Department in Graphic Era Hill University Dehradun is pleased to offer you position of 'Visiting Faculty' in Allied Science (Physics) Department. The University offers you honorarium of Rs. 400/- per hour of class.

(a) Date of Joining: 12 Nov, 2021.

2. Please note that you will be invited as Visiting Faculty and will not be treated as an employee of the University neither as regular nor on contract basis. You will not be eligible for any claim whatsoever, applicable to the employees of the University. However, it is customary to offer token honorarium to our invited Visiting Faculty for their contribution to Academic Programme.
3. If you accept and agree to provide your help by contributing in our Academic Programme as invited Visiting Faculty, please inform the HOD of Allied Science (Physics) Department. The HOD will coordinate conducting of Lectures, Tutorials and Practical after mutual consultation with you on weekly basis. Any issue in this matter will be resolved with mutual discussion as and when required.
4. We thank you very much in anticipation for your acceptance for providing your invaluable contribution to our Academic Programme.

Registrar

Copy to: Finance Officer  
HR Department



PERFACT ENVIROSOLUTIONS PVT LTD

**Appointment Letter**

Date: 1<sup>st</sup> October 2021

**Hari Prasad Gupta**

Durjanpur, Tarabganj,

Gonda, U.P-271309

9838771994

Dear Hari Prasad,

With reference to your application & subsequent round of interview you had with us, we are pleased to appoint you for the position of **Executive-EIA** Band "E" in our organisation.

Your Joining date will be effective from 04<sup>th</sup> October 2021 as per the following terms and conditions.

1. You will be required to work from Lucknow office.
2. You will be entitled to a CTC of 27,000/- per month.
3. You shall be on Probationary Period for six months. However, this period can be cut short or extended based on the performance and at the discretion of the management.
4. You agree to comply with Terms and Conditions of Appointment.

Kindly confirm your acceptance of the appointment by signing and returning to us a duplicate copy of the letter.

We Congratulate you and wish you a successful career with us.

Best Regards,


**For Perfect Enviro Solutions Pvt. Ltd.**

-----Contd.-----



**SERVICE TERMS AND CONDITIONS FORMING PART OF APPOINTMENT**

**1. Place of Posting and Assignment**

The employee is liable to be transferred to any part of India or any place of business of the company whether existing or acquired later in any part of India at any time. The employee is also liable to be deputed to work in and/or assigned work of our sister concerns and / or subsidiaries or any other company as per the arrangement and/or agreement which the company has and/or may have such other companies without any extra payment.

**2. Transfer**

The company has the discretion to transfer the employee to any of the subsidiary company is or not in the existence at the time of commencement of this employment and whether or not such transfer involves a change in working hours.

**3. Notice Period After Confirmation**

- a) After confirmation the employee is required to serve a notice period of 30 working days or Basic salary in lieu of the notice period.
- b) Any leave adjustment would not be permitted against notice period.

**4. Touring**

The employee is liable to travel as required by the company from time to time.

**5. Whole Time Service**

During the period of employment, the employee shall not secure any other Post or work part time. While in the service of the company, the employee shall devote the whole of his time to the business of the company to his best of his ability and shall not directly or indirectly be connected with, concern, employed or engaged in any other business or activities whatsoever, save with the written permission from the company and shall not accept any emoluments, commission or any honoraria of whatsoever from any other party.

**6. Supervision**





The employee shall work under the supervision and control of such persons as may be decided by the company from time to time. The employee shall diligently and faithfully carry out the instructions given from time to time either orally or in writing by his superiors and/or persons under whom he is placed to the best interests of the company

## **7. Hours of Work**

The employee shall work as per the Time Management Policy.

## **8. Confidentiality**

During the course of his employment shall keep confidentially the information of the company which may be known to him by any means and shall use at only in a duly authorized manner.

## **9. Maintenance of Equipment**

The employee will be liable to maintain all the equipment provided to him in order to execute his official responsibilities in proper working condition. The employee is prohibited from using this equipment which will either execute or abet unlawful activities specified under Indian penal code.

## **10. Retirement**

The employee shall retire on his reaching the age of 58 or either if found medically unfit for the job assigned to him at the sole discretion of the company. The age or date of birth already given by the employee in his application shall be treated as binding and final. The company may at its sole discretion extend the term of employment beyond the age of retirement on such terms as specifically decided and agreed.

## **11. Service Conditions**

In all other service matters the employee will be governed by company's rules and practices relating to other members of the employee's category in general in so far as they are not inconsistent with any provision of this instrument.

## **12. Termination on Misconduct, Breach of any Service Conditions, Refusal etc.**

If the employee shall at any time be guilty of misconduct, commit any breach of service conditions or refuse wilfully or neglect to perform to the satisfaction of the company any of the duties developing upon him or commit any other act of misconduct, the company may at once, without any previous notice terminate the service of the employee.



**भारतीय प्रौद्योगिकी संस्थान कानपुर**  
**Indian Institute of Technology Kanpur**  
**अधिष्ठाता अनुसंधान एवं विकास कार्यालय**  
**DEAN OF RESEARCH & DEVELOPMENT (DORD) OFFICE**

No. RD/IITK/Estt./2021/2745

Date: 03<sup>rd</sup> Sept 2021

To,  
 Mr. Sandeep Madhwal  
 C/o Prof. Sachchidanand Tripathi  
 Department of NAF  
 IIT Kanpur

**Subject: Offer of appointment for the post of Project Post-Doctoral Fellow**

With reference to your application against the Advertisement referred below and subsequent test/personal interview held on 14<sup>th</sup> Aug 2021, I am pleased to inform you that the competent authority on the recommendations of the designated selection committee has approved your appointment under project mode as per the following terms and conditions:

1	Advertisement Date	29 <sup>th</sup> July 2021
2	Project Number	
3	Project Investigator	Prof. Sachchidanand Tripathi Department: NAF
4	Designation & Period of Appointment	<b>Project Post-Doctoral Fellow</b> The appointment will be purely on temporary and contractual basis for a period upto from the date of joining.
5	Salary	Salary at the time of joining: per month (Consolidated).
6	Termination of Contract by Either Party	The appointing authority shall have the power to terminate your contractual appointment at any time without assigning any reasons, whatsoever by giving a notice of one month or any other shorter duration. The contract may be terminated at any time by either party by giving one month's notice in writing to the other party.
7	Leave Entitlement	i) Total eight Casual leave during a calendar year (on pro-rata basis). ii) Annual Leave of 2 ½ days per month on completion of the month. (30 days in a year). The un-availed annual leave shall not be carried forward to the next year. The encashment of balance of un-availed annual leave shall not be applicable. iii) Medical Leave without pay for maximum 30 days on production of valid medical certificate. If medical leave (without pay) exceeds 30 days at a time, such period of absence shall be treated as discontinuation of service.

**Contact: +91-512-259**

Project Management Cell	7178	Salary & Fellowship Management Cell	6576
Establishments Cell	7120	Purchases & Bills Management Cell	7392
Corporate Communications Cell	7374	Accounting & Cheque Cell	7564
Publication Cell	6406	Advances Management Cell	7343

**To Whom So Ever It May Concern**

Please find below the list of students who got selected from Doon University in the placement drive conducted on 28<sup>th</sup> July 2021. They were offered Rs.3,60,000 CTC.

LBF Travels placements for 2020- 2021.

S.no	Name	Department	Contact No.	Status
1	Tanjul Panwar	Sales	9368393642	Active
2	Milli Negi	Sales	9520288558	Active
3	Priya Chaudhary	Sales	7060228194	Active
4	Shivam Pandey	Sales	9634993226	Active
5	Jagreti Panwar	Sales	7409056937	Left
6	Shristi Sood	Sales	7818028291	Active
7	Sonali Thapliyal	Sales	8126159621	Active
8	Shivani Kumari	Sales	8619584971	Active
9	Amber Dhulia	Web Chat	9999606897	Active
10	Rishabh Kumar	Web Chat	7895706070	Active
11	Abhishek Thalwal	HR	8650034986	Active

For and on the behalf of Mondee Tech Private Limited

Sincerely

HR Team





**INFOSTRIDE TECHNOLOGIES PVT. LTD.**

Operational and registered office: Plot E-40, Industrial Area, Phase-VIII (ELTOP Area), Sector-72, Mohali, 160071

Ref. No: HRD/IFSPL/OL/2021/092

Date: 27-Jul-2021

**Offer Letter**

To ,

**Amrita**

**Address:** Nehrugram, 6 No. PUL,  
Dehradun, G.P., Uttarakhand - 248001

**E-mail ID:** amritabisht28@gmail.com

**Contact No.:** 9871580868

**Dear Amrita,**

With reference to your application and subsequent interview you had with the representatives of **Infostride Technologies Pvt. Ltd.** we are pleased to extend an offer of employment, for the position of **"Design Engineer – Grade I"** wherein we hope you will enjoy your role and make a significant contribution to the company's success.

Your scheduled date of joining will be **02-Aug-2021** which can be made earlier depending on your confirmation or may be extended by the company. Kindly report at 05:30 PM IST. Should for any reason the first date of employment needs to be altered, it may be done so upon written agreement by the company. Valuing time, this offer will remain open only for two (2) calendar days following the date of issuance, following which it will expire and no longer be available to accept.

This offer is contingent to the following:

- Your acceptance of the offer and sending your resignation letter within the prescribed time frame above.
- The successful completion of all background and reference checks.
- Completion of Hiring Paperwork, including the signing of Non-Disclosure Agreement, Employee Handbook, Equal Opportunity and Electronic Usage Agreements.
- This offer of employment is made to you in good faith based on the information provided by you during the interview process. If any part of the material information provided by you is found to be inconsistent, false or misinterpretation, **Infostride Technologies Pvt. Ltd.** has the right to terminate this employment with no notice or compensation in lieu of notice.



## INFOSTRIDE TECHNOLOGIES PVT. LTD.

**Operational and registered office:** Plot E-40, Industrial Area, Phase-VIII (ELTOP Area), Sector-72, Mohali, 160071

Your employment with **Infostride Technologies Pvt. Ltd.** is subject to terms and conditions as specified in offer letter. It also means that your job duties, title, responsibilities, reporting level, compensation and benefits, as well as the company's personnel and other policies and procedures, may be changed at any time, with or without advance notice in the sole discretion of the Company. This at-will nature of your employment with the Company shall remain unchanged during your tenure as **Infostride Technologies Pvt. Ltd.** employee and can only be changed by an individualized express written agreement to the contrary that is signed by you and by the chief operating officer of the company.

Described below are the terms and condition of your employment with **Infostride Technologies Pvt. Ltd.**

**Position:** **Infostride Technologies Pvt. Ltd.** Is offering you regular full-time employment in the position of **"Design Engineer – Grade I"** This is a full-time position. While you are employed at this company, you will not get engage in any other employment, consulting or other business activity (Whether full- time or part- time) that would create a conflict of interest with the Company.

As a **"Design Engineer – Grade I"** the Employee is requiring performing the following duties and undertake the following responsibilities in a professional manner:

- Meeting the service delivery norms as per the client and company standards.
- Other duties may arise from time to time and may be assigned to the employee.

**Registered Office Location:** Plot E-40, Industrial Area, Phase-VIII (ELTOP Area), Sector-72, Mohali.

**Your work location:** Mohali

**Shift Time:** 08:00PM to 05:00AM (PST)

### **Cash Compensation:**

**Base Salary:** Your detailed compensation structure (Annexure- A) is attached with the offer letter for your review. You will be paid your salary on monthly basis in accordance with the company's current payroll policies and practices.

**Probation:** You will be initially on probation for a period of **3 Months** from the date of your joining which may further be extended upto **6 months** subject to your performance during probation time frame.

**Exit Terms:** During your employment with **Infostride Technologies Pvt. Ltd.** Your service can be discontinued by you or the company by giving 90 day's written notice or 90 day's gross salary in lieu of the notice, if you a confirmed employee. While on probation you will be required to serve 30 day's written notice.



## **INFOSTRIDE TECHNOLOGIES PVT. LTD.**

**Operational and registered office: Plot E-40, Industrial Area, Phase-VIII (ELTOP Area), Sector-72, Mohali, 160071**

**Compliances with Company Policies:** As an employee of **Infostride Technologies Pvt. Ltd.**, you will be expected to comply with the company's personnel and other policies including, but not limited to the company's policy requiring your ongoing compliance with the NDA and the company's policies prohibiting discrimination and unlawful harassment, conflicts of interest and violation of any applicable laws in the course or performing your job duties and responsibilities.

**Offer Acceptance:**

If you accept this offer, and the conditions of this offer are satisfied, this letter with the Non-Disclosure, Equal Opportunity and Electronic Usage Agreements, shall constitute the complete agreement between you and Infostride Technologies Pvt. Ltd, with respect to the terms and conditions of your employment. Any representations promise or agreements, whether written or oral, that are not expressly written in this letter or are contrary to or conflict with this letter, which may have been made to you by any person, are expressly replaced by this letter. The terms and conditions of your employment pursuant to this letter may not be changed except as otherwise expressly specified in this letter or in the NDA.





## INFOSTRIDE TECHNOLOGIES PVT. LTD.

Operational and registered office: Plot E-40, Industrial Area, Phase-VIII (ELTOP Area), Sector-72, Mohali, 160071

### Annexure – A Compensation Structure:

Name	Amrita	
Designation	Design Engineer – Grade I	
Compensation Details (All component in INR)		
Component Category	Monthly	Annually
1) Fixed Components:		
Basic Salary	12500	150000
House Rent Allowances	6250	75000
Conveyance Allowances	1600	19200
Software Allowance	2790	33480
Night Shift Allowances	1860	22320
GROSS SALARY	25,000	3,00,000
2) Deductions:		
Punjab Development Tax	200	2400
Employee LWF Contribution	5.00	60
Employee PF Contribution	1500	18000
3) Retirals:		
Employer LWF Contribution	20.00	240
Employer PF Contribution	1625	19500
4) Direct:		
Health Insurance	460	5520
Food Allowance	1600	19200
Cab Allowance	1400	16800
COST TO COMPANY (INR)	28,400	3,40,800

#### Note:

- TDS, Professional Tax & EPF will be deducted from your salary as per Indian Govt. Rules, if applicable.
- Gratuity will be applicable to employee as per the Indian Govt. Rules.
- Food Allowance is benefit applicable only for employees working PST/EST Shift on premises and not to be claimed.

For Infostride Technologies Pvt. Ltd.

\_\_\_\_\_  
Authorized Signatory

Accepted & Signed

\_\_\_\_\_  
Amrita



## INFOSTRIDE TECHNOLOGIES PVT. LTD.

Operational and registered office: Plot E-40, Industrial Area, Phase-VIII (ELTOP Area), Sector-72, Mohali, 160071

### Annexure – B

Kindly produce the following documents in original with one set of self-attested Photostat copy of each document at the time of joining and one set of scanned copy of documents, the documents can be emailed at [hr@infostride.com](mailto:hr@infostride.com)

The documents shall be completed within 7 days from the date of your joining with the company.

1. Updated Resume
2. All Educational Certificates with detailed mark sheet & Degree:
  - 10th
  - 12th
  - Graduation (Mark sheet of each & every semester + degree)
  - Post-Graduation (Mark sheet of each & every semester + degree)
  - Others
3. PAN Card (2 Copies) **(Mandatory)**
4. Aadhar card (2 Copies) **(Mandatory)**
5. Residence Proof (Driving license/passport/Voter card/ BSNL, Electricity Bill) (2 Copies)
6. Experience Certificates for all previous employer & current employer.
7. Last three-month salary slip + Last three months bank statement (Both Compulsory)
8. Relieving Letter from Your last employer
9. Resignation Letter copy send to your last Employer
10. Passport size coloured Photographs.
11. Medical fitness certificate from qualified (MBBS) doctor *(If married female employee then you need to produce Pregnancy Test Report also).*

If the foregoing is acceptable to you, we will be delighted to welcome you to the Infostride Technologies Pvt. Ltd. Team.

Please revert as confirmation of acceptance as this offer is contingent upon your acceptance within two calendar days/within 2 calendar days from the date of issuance of this offer.

If you have any questions regarding the contents of this letter, employment with Infostride Technologies Pvt. Ltd. or the enclosed materials, please revert over the offer letter.

For Infostride Technologies Pvt. Ltd.

Accepted & Signed by:

---

Authorized Signatory

---

Amrita

F.No.: M-91011/1/2021-NWM/2371-2374  
Government of India  
Ministry of Jal Shakti  
Department of Water Resources, RD & GR  
(National Water Mission)  
\*\*\*

Block 3, 2<sup>nd</sup> Floor, CGO Complex,  
Lodhi Road, New Delhi, the 8<sup>th</sup> June, 2022.

To

Ms. Anvita Pandey,  
House no. 166, Phase 1,  
Vasant Vihar, Dehradun-248006  
Email Id: [anvitapandey90@gmail.com](mailto:anvitapandey90@gmail.com)  
Mobile: 7579044711

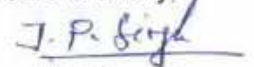
Madam,

Subject: Offer of engagement as a Consultant in National Water Mission: Reg.

With reference to your application for engagement as a Consultant- Environmental Sciences in the National Water Mission, I am directed to say that this Department proposes to engage you on contract basis for a period of 01 (one) year from the date of your joining.

2. The main terms and conditions of your appointment as Consultant will be as under:
  - The period of engagement will be for a period of 01 (one) year from the date of your joining or until further orders, whichever is earlier. The Headquarters will be at New Delhi.
  - During the period of engagement, a consolidated fee of Rs. 1,15,000/- per month (No DA, HRA, Conveyance or any other allowance/relief) shall be admissible.
  - TA/DA for official journeys, if any will be as admissible to the Central Government employees drawing pay in Level 11 of 7<sup>th</sup> CPC.
  - You shall be eligible for 08 days leave in a calendar year on pro-rata basis.
  - Where any doubt arises as to the interpretation of the terms and conditions etc, the decision of the Department of Water Resources, RD & GR will be final.
3. Other terms and conditions of your appointment shall be as stipulated in the Department's guidelines dated: 28.04.2022 and extant instructions of the Govt. Of India in this regard.
4. It may be noted that this offer of engagement is strictly provisional and subject to production of original certificates/ documents in support of educational qualifications & work experience and verification of antecedents.
5. If the above terms and conditions are acceptable to you, you are requested to report within one month of issue of this letter to the undersigned. In case nothing is heard from you within the stipulated time, it will be presumed that you are no longer interested in the offer and the same shall stand cancelled forthwith.

Yours faithfully,

  
(J.P. Singh)

Deputy Secretary to the Govt. of India  
Tel. No. : 011-24368984  
E-Mail: [jp.singh22@nic.in](mailto:jp.singh22@nic.in)

Copy to:

1. AS&MD, National Water Mission, D/o WR, RD & GR
2. Adviser (C&M), National Water Mission.
3. Adviser (Tech), National Water Mission.



**ATG Group  
Brewery House  
High Street  
Winchester  
SO21 1RG**

**07/02/2022**

Dear Pooja,

We would like to confirm the offer to you by ATG Group of an appointment as an Environmental Scientist and to confirm the principal terms of our discussions.

You will be employed remotely; this will include working at home along with visiting sites with which ATG Group have contracts. A normal working week will be 5 days per week between Monday and Friday with the hours of work being between 9am and 5pm.

Your commencing salary will be £[REDACTED] gross per annum payable monthly in arrears by bank transfer.

You are also entitled to join the company pension scheme with Creative Pension Trust. With auto-enrolment, you will contribute 5% of your pensionable earnings each pay period and ATG Services (Ireland) Ltd will also pay in 3% of your pensionable earnings each period. This will total 8% of your pensionable earnings each pay period.

You will be entitled to 28 days paid annual leave each year, these years run from 1<sup>st</sup> January until 31<sup>st</sup> December and so they will be calculated pro-rata based on your start date with us. All employees are required to reserve 5 days to cover the Christmas period as we close our offices over Christmas and New Year, in 2022 this will be 26<sup>th</sup> December until 30<sup>th</sup> December 2022.

On starting and going forward you will report to myself (Rob Jones), Duncan Sanders and liaise closely with Ciaran O'Neill regarding operational matters. Full details of the post's terms and conditions of employment will be given to you in a Written Statement of Terms and Conditions of Employment within two months of you starting work.

If you have any queries on the contents of this letter, the pending Written Statement of Terms and Conditions of Employment or the pre-employment checks, please do not hesitate to contact myself or Richard Grundle (richard.grundle@atg-group.co.uk).

This is a permanent full-time post. There will be a trial period of three months which will have to be completed satisfactorily.

This job offer is made subject to satisfactory results from necessary pre-employment checks. Please read the attached Right to Work checklist and provide the appropriate ID documents upon starting employment with us.

If you have any questions concerning the terms of our offer, please let us know as soon as possible and we will do all we can to ensure they are answered.

We look forward to your reply and hope to be able to welcome you to the Company.

Yours sincerely

Rob Jones

Operations Manager



# ATG group

Environmental and Waste Solutions

Brewery House, High Street  
Twyford, Winchester, SO21 1RGT:  
+44 (0) 23 8017 6182  
info@atg-group.co.uk  
www.atg-group.co.uk

I accept the employment terms set out in this Offer Letter and the enclosed Terms and Conditions of Employment.

Signed: Pooja  
Pooja (Feb 9, 2022 09:24 GMT) .....

Name: Pooja Panwar

Date: Feb 9, 2022



Registered in England 07545238  
ATG Group is the trading name of ATG Services (England) Ltd  
Directors: Dr M McKinney, J McKinney, P Finch, D Sanders &  
R Sanders








# Pooja Panwar - Offer Letter

Final Audit Report

2022-02-09

Created:	2022-02-09
By:	Richard Grundle (richard.grundle@atg-group.co.uk)
Status:	Signed
Transaction ID:	[REDACTED]

## "Pooja Panwar - Offer Letter" History

-  Document created by Richard Grundle (richard.grundle@atg-group.co.uk)  
2022-02-09 - 9:05:36 AM GMT - IP address: 217.33.99.51
-  Document emailed to Pooja (ppanwar1@outlook.com) for signature  
2022-02-09 - 9:06:38 AM GMT
-  Email viewed by Pooja (ppanwar1@outlook.com)  
2022-02-09 - 9:17:01 AM GMT - IP address: 165.225.198.95
-  Document e-signed by Pooja (ppanwar1@outlook.com)  
Signature Date: 2022-02-09 - 9:24:49 AM GMT - Time Source: server - IP address: 165.225.198.95
-  Agreement completed.  
2022-02-09 - 9:24:49 AM GMT



15-a institutional area, r.k. puram, sector IV, new delhi - 110022, india  
tel.: (91-11) 26174272, telefax (91-11) 26174572

Date: 6<sup>th</sup> June 2022

Name: Poonam Pradhan  
Address: Vijay Pur, Hathibarkala,  
Naya Gaon Anarwala,  
Dehradun, Uttarakhand- 248003

#### Offer Letter

Dear Poonam Pradhan,

This is with reference to your application and subsequent test/Interview, we are pleased to offer you a contract as **"Lead- Resource Mobilisation and Partnership"** on the following terms and conditions:

#### Terms and Conditions

- a) **Place of posting:** You will be posted at SEEDS Delhi Head Office, address - 15-A, Institutional Area, Sector IV, R.K. Puram, New Delhi, Delhi 110022
- b) **Date of Joining:** You are expected to join by 6<sup>th</sup> July 2022. Please give a confirmation on the date of joining by return e-mail.
- c) **Reporting Officer:** You will be reporting to Mr. Sidarth Sharma, his e- mail id is [ssharma@seedsindia.org](mailto:ssharma@seedsindia.org) and contact number is 9136001392
- d) **Remuneration:** Your CTO (Cost to The Organization) per month will be 75,000 INR as per the salary structure attached.
- e) **Duties and Responsibilities:** You agree to perform all the duties, responsibilities, and obligations efficiently and to the best of your ability as per the JD (Job Description) attached.
- f) **Working Hours:** The normal working hours are from 9:30- 6:00 with a lunch break of half an hour from 1. p.m. to 1.30 p.m. No employee is required to work beyond 48 hours per week.
- g) **Notice period:** During the probation period, it is one day and after confirmation of your contract it is one month from either side
- h) **Medical fitness:** You are required to submit medical fitness certificate from a certified MBBS Doctor on the day of joining.

j) **Documentation:** Please submit the following documents on the day of the joining:

1. Documents in support of your educational, professional qualification, experience, date of birth, and other testimonials in original together with copies thereof.
2. Three copies of your recent passport-size photographs.
3. Relieving letter and salary certificate from your last employer in case you are/were employed.
4. Copy of Aadhar/Passport/Voter ID/Driving license/any other document for photo identity and PAN Card.

If you agree to the above terms and conditions, please send your acknowledgment to Ms. Kajal Tomar- HR Specialist via email to [kajal@seedsindia.org](mailto:kajal@seedsindia.org)

*B. malik*  
**Bittu Malik**  
Chief Finance Officer



**Acknowledgment**

I agree to the terms and conditions, and I shall join SEEDS on 6<sup>th</sup> July 2022

Name:

POONAM PRADHAN

Signature:

*P. Pradhan*

Date:

07.06.2022



## SERVICE ORDER( PSYCHOLOGICAL COUNSELOR)

- 1 I am pleased to inform you that your services has been outsourced for providing 'Psychological Counselor' services at SMC AF Stn Sarsawa (Name of unit)
- 2 You are to report for the said appointment on 23 Apr 2021 failing which this order is liable to be cancellation.
- 3 The frequency of your visit will be Twenty days in a month on the days fixed by SMO. The visiting hours will be 03 hrs. However, number of visits for the said service may be changed at the discretion of SMO/ as per Stn requirement
- 4 The rates mentioned in terms and conditions will be re-imbursed to you after every month, after due approval of competent authority. In case of any delay in payment due to unforeseen reasons, no penalty/late payment will be admissible.
- 5 Please return a copy of Consent Form for providing specialist services duly signed to this office for having accepted this service order within 10 days of receipt of this order, otherwise the order will be revoked unilaterally.

Date: 23 Apr 2021

  
(Ananya Chatterjee)  
(Senior Medical Officer)  
Med Ctr  
Sarsawa



# TULA'S DEHRADUN INSTITUTE

• Approved by AICTE, Ministry of HRD, Govt. of India • ISO 9001:2015

Affiliated to: • Uttarakhand Technical University • Sri Dev Suman University • Uttarakhand Board of Technical Education

Ref. Tula's / Registrar / Appointment/1121/17

Date: 12.11.2021

Mr. Anikesh Sharma  
Chaupal Distt.  
Shimla, HP

Sir / Ma'am,

### Appointment as Assistant Professor at Tula's Institute

This letter confirms your appointment on the post of Assistant Professor at Tula's Institute and outlines the terms of the Appointment.

1. The Appointment will be subject to the Institute Rules & Regulations and HR Policy. You are expected to maintain a high standard of personal behavior befitting your position.
2. You are placed in the gross salary of Rs 28,350/- (Pay Band of 15,600-39100/- with AGP 6000/- plus other allowances as applicable).
3. Your confirmation and association with the Institute will be subject to your conduct, feedback and on your overall performance during this period.
4. During your service in this institute, you may come across such information, which may be confidential in nature. You will not divulge this to any body, whosoever, during or after your service in this Institute. You will not be allowed to leave the Institute during mid - session.
5. The Appointment is subject to ratification of your original certificates and testimonials by the University/Management/Institute or any other governing body.
6. Based on your performance you will be given annual increments.
7. Notwithstanding the other provisions of this letter the appointment may be terminated at any time by the Institute in accordance with the terms and conditions stipulated in Institute's HR Policy. Upon such termination or resignation for any reason, you shall not be entitled to any damages for loss of office and no salary or other claim will be payable to you in respect of any unexpired period of the term of the appointment.

We hope to have a long, happy and fruitful association with you.

  
Director



#### Mission:

- Promote intellectual and skilled human capital generating employment and entrepreneurship.
- Be educational centre of excellence of multi ethnicity and diversity.
- Establish as technology driven teaching learning institution.
- Provide world class platform for research and innovation.
- Inculcate social, environmental, heritage values.

#### Vision

- To emerge as an academic centre producing world class professionals promoting innovation and research.



Dhoolkol, P.O. Selagol, Chakrata Road  
Dehradun - 248011 (U.K India)



[www.tulas.edu.in](http://www.tulas.edu.in)



0135-2699300  
0135-2699309

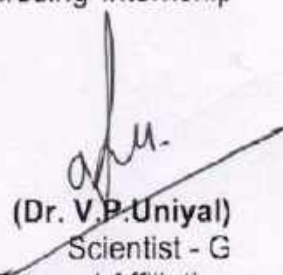
No. INTERNSHIP/WII/2022

Date : 05.04.2022

**OFFICE ORDER**

With the approval of the Competent Authority, Ms. Upasna Thakur is hereby affiliated with the Institute for pursuing Internship Programme under the mentorship of Dr. V.P.Uniyal, Scientist – G from 04.04.2022 to 03.10.2022. During the period of affiliation, she will be paid consolidated amount of Rs. 10,000/- per month from “Impact of Forest Fire on Biodiversity in selected Forest Divisions of Garhwal Region, Uttarakhand” Project and will be governed by the rules and regulations for the external candidates seeking affiliation with the Institute for pursuing Internship Programme.



  
(Dr. V.P.Uniyal)  
Scientist - G

Nodal Officer, External Affiliation

**Ms. Upasna Thakur**  
Project Intern  
Email - upasnathakur801@gmail.com  
Mobile - 7018160004

**Dr. V. P. UNIYAL**  
Scientist - G  
Wildlife Institute of India  
Chandrabani, Dehradun-248001

**Distribution :**

1. PS to Director, WII - for DWII's kind information.
2. PA to Dean, FWS - for Dean, FWS's kind information.
3. Concerned Supervisor - Dr. V.P.Uniyal, Scientist - G, WII.
4. Deputy Registrar.
5. Finance Officer.
6. Librarian
7. System Manager.





## INSTRUMENTS R&D ESTABLISHMENT

GOVT. OF INDIA, MINISTRY OF DEFENCE  
DEFENCE R & D ORGANISATION  
RAIPUR ROAD, DEHRADUN - 248 008

Phones : 0135-2787004 to 2787007 Fax : 0091-135 2787161 & 2787128

### CERTIFICATE OF STUDENT'S PRACTICAL TRAINING

1. Name of Student & Class : AYUSHI PANDWAL  
MA 2018-20 Year, PSYCHOLOGY
2. Name of Institute : DOON UNIVERSITY  
DEHRADUN
3. Date of Commencement of Training : 26-11-2021
4. Date of Completion of Training : 24-12-2021
5. Brief Details of Training (Nature of Training /Project Taken up, if any):

**"STUDY OF HUMAN CAPITAL DEVELOPMENT AND  
INNOVATION CULTURE AT IRDE DRDO"**

6. Overall Performance of Student during Training:

☒ Outstanding

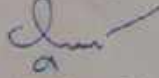
☐ Very Good

☐ Good

☐ Average

Dated: 27-12-2021



  
(Vaibhav Gupta)  
Technical Officer 'B'  
for Director

**To Whomsoever It May Concern:**

This is to certify that Ms. Ayushi Pandwal has been a part of Wellness Hub India Private Limited as a Consultant Psychologist from 8th October 2020 to date.

She has been providing online video and phone counselling services and has been instrumental in ensuring the delivery of quality therapy services.

We are glad to have her onboard and she has been an asset to Wellness Hub during this period of association.



**Signature**

M. Rakshita Chowdary

Director

No 6-15-47, 2<sup>nd</sup> floor  
Lane opp SBI Bank  
East Point Colony,  
Visakhapatnam-530017

CIN: U93000TG2016PTC102861  
Email: support@wellnesshub.co.in  
Ph.No: +91 76600 95666

3<sup>rd</sup> Floor, Uma  
Rajeshwari Plaza,  
KPHB Phase 9,  
Hyderabad 500072



<b>UDYAM REGISTRATION NUMBER</b>	<b>UDYAM-UK-05-0025930</b>																							
<b>NAME OF ENTERPRISE</b>	<b>RACHAIYITA BUSINESS SOLUTIONS</b>																							
<b>TYPE OF ENTERPRISE *</b>	<b>MICRO ( Based on FY 2019-20 )</b>																							
<b>MAJOR ACTIVITY</b>	<b>SERVICES (Trading)</b>																							
<b>SOCIAL CATEGORY OF ENTREPRENEUR</b>	<b>GENERAL</b>																							
<b>NAME OF UNIT(S)</b>	<table border="1"> <tr> <th>S.No.</th> <th colspan="3">Name of Unit(s)</th> </tr> <tr> <td>1</td> <td colspan="3">RACHAIYITA BUSINESS SOLUTIONS</td> </tr> </table>				S.No.	Name of Unit(s)			1	RACHAIYITA BUSINESS SOLUTIONS														
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State	UTTARAKHAND	District	DEHRADUN , Pin 248002																					
Mobile	9360436375	Email:	0204jyotisingh@gmail.com																					
<b>DATE OF INCORPORATION / REGISTRATION OF ENTERPRISE</b>	<b>30/05/2022</b>																							
<b>DATE OF COMMENCEMENT OF PRODUCTION/BUSINESS</b>	<b>30/05/2022</b>																							
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<b>DATE OF UDYAM REGISTRATION</b>	<b>01/06/2022</b>																							

\* In case of graduation (upward/reverse) of status of an enterprise, the benefit of the Government Schemes will be availed as per the provisions of Notification No. S.O. 2119(E) dated 26.06.2020 issued by the M/o MSME.

Disclaimer: This is computer generated statement, no signature required. Printed from <https://udyamregistration.gov.in> & Date of printing:- 15/06/2022

For any assistance, you may contact:

1. District Industries Centre: DIC DEHRADUN ( UTTARAKHAND )



2. MSME-DI:



HALDWANI ( UTTARAKHAND )

Visit : [www.msme.gov.in](http://www.msme.gov.in) ; [www.dcmsme.gov.in](http://www.dcmsme.gov.in) ; [www.champions.gov.in](http://www.champions.gov.in)



Follow us @minmsme & @msmechampions



 <div style="text-align: center;"> <b>भारत सरकार</b>  <b>Government of India</b>  <b>सूक्ष्म, लघु एवं मध्यम उद्यम मंत्रालय</b>  <b>Ministry of Micro, Small and Medium Enterprises</b> </div>		
<b>Udyam Registration Number : UDYAM-UK-05-0025930</b>		

Type of Enterprise	MICRO	Major Activity	Services (Trading)
Type of Organisation	Proprietary	Name of Enterprise	RACHAIYITA BUSINESS SOLUTIONS
Owner Name	KUMARI JYOTI SINGH	PAN	NQIPS6612D
Do you have GSTIN	Yes	Mobile No.	9360436375
Email Id	0204jyotisingh@gamil.com	Social Category	General
Gender	Female	Specially Abled(DIVYANG)	No
Date of Incorporation	30/05/2022	Date of Commencement of Production/Business	30/05/2022

**Bank Details**

Bank Name	IFS Code	Bank Account Number
STATE BANK OF INDIA	SBIN0014504	39888912780

**Employment Details**

Male	Female	Other	Total
0	1	0	1

**Investment in Plant and Machinery OR Equipment (in Rs.)**

S.No.	Financial Year	Enterprise Type	Written Down Value (WDV)	Exclusion of cost of Pollution Control, Research & Development and Industrial Safety Devices	Net Investment in Plant and Machinery OR Equipment[(A)-(B)]	Total Turnover (A)	Export Turnover (B)	Net Turnover [(A)-(B)]	Is ITR Filled?	ITR Type
1	2019-20	Micro	0.00	0.00	0.00	0.00	0.00	0.00	No	NA

**Unit(s) Details**

SN	Unit Name	Flat	Building	Village/Town	Block	Road	City	Pin	State	District
1	RACHAIYITA BUSINESS SOLUTIONS	,	,	Bada Bharuwala	Clement Town	Near Ansari Atta chakki	Dehradun	248002	UTTARAKHAND	DEHRADUN

**Official address of Enterprise**

Flat/Door/Block No.	,	Name of Premises/ Building	,
Village/Town	Bada Bharuwala	Block	Clement Town
Road/Street/Lane	Near Ansari Atta chakki	City	Dehradun
State	UTTARAKHAND	District	DEHRADUN , Pin : 248002
Mobile	9360436375	Email:	0204jyotisingh@gamil.com

**National Industry Classification Code(S)**

SNo.	Nic 2 Digit	Nic 4 Digit	Nic 5 Digit	Activity
1	62 - Computer programming, consultancy and related activities	6201 - Computer programming activities	62013 - Providing software support and maintenance to the clients	Services
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3	63 - Information service activities	6399 - Other information service activities	63999 - Other information service activities n.e.c.	Services

n.e.c.

Are you interested to get registered on Government e-Market (GeM) Portal	Yes
Are you interested to get registered on TReDS Portals(one or more)	No
District Industries Centre	DIC DEHRADUN ( UTTARAKHAND )
MSME-DI	HALDWANI ( UTTARAKHAND )
Date of Udyam Registration	01/06/2022
Date of Printing	15/06/2022





### School of Design

## Successful Self-Starting Entrepreneurs from School of Design

- Nitaksha Chauhan of the batch of 2015 has founded Taksha Design studio, working on interior projects in Dehradun & Rishikesh, specialising in 3D models.
- Sneha Negi, Abhinav Bahuguna and Divya Rawat from the batch of 2015 have co-founded Door Designs, an interior turnkey project studio that works all over Uttarakhand.
- Talhayar Khan from the batch of 2015 has been doing projects in Exhibition design for Government of Uttarakhand and various NGOs.
- Aditya Verma from the batch of 2016 is a film maker, working for organizations in Madhya Pradesh. His films have won many national and international recognitions.
- Soham Sudi from the batch of 2017 has set up a Board Game Design firm called Loop. Loop is a board game that uses different therapeutic activities to calm your mind and help filter your thoughts. An Eco-friendly game. Everything that goes into Loop has been created by either up-cycled material or eco-friendly material.
- Pooja Saklani from the batch of 2017 has set up Mori™ startup in Srinagar on Uttarakhand related design artefacts and souvenirs. She has an online store that sells designed goods and souvenirs all over the world.

*Dhriti Dhaundiyal*

Dhriti Dhaundiyal  
HoD I/C School of Design

Doon University  
School of Design  
Doon University

**WILDLIFE INSTITUTE OF INDIA  
CHANDRABANI, DEHRADUN**

WII/SAH-NRCD/2020-Recruitment(Part File)

Dated 20.07.2021

**OFFICE ORDER**

**Subject:** Contractual appointment of Project Associate-I (Fish) on contract basis under NRCD- WII Project "Assessment of the Ecological Status of Select Indian Rivers for Conservation Planning" reg.

**Ref:** WII/SAH-NRCD/2020-Recruitment (Part File) dated 29.06.2021

In compliance to Office Order No. WII/SAH-NRCD/2020-Recruitment (Part File) dated 29.06.2021 Ms. Renu Kumari, has joined the contractual position on 07.07.2021 (forenoon) of Project Associate-I (Fish) in the NRCD-WII Project "Assessment of the Ecological Status of Select Indian Rivers for Conservation Planning" at Wildlife Institute of India Dehradun on a monthly consolidated emolument of Rs.32,000/- (Rupees Thirty two thousand only) consolidated per month for a period of one year i.e. from 07.07.2021 to 06.07.2022. The other terms and conditions will remain same as order no. WII/SAH-NRCD/2020-Recruitment (Part File) dated 29.06.2021

  
(Dr. Monali Sen, IFS)  
Registrar

कुल सचिव / Registrar  
भारतीय वन्यजीव संस्थान  
WILDLIFE INSTITUTE OF INDIA  
देहरादून / Dehradun

**To:**

Ms. Renu Kumari  
Aamwaala tarla, teacher colony, natapani  
Dehradun-248001  
E-mail: [renugusain24@gmail.com](mailto:renugusain24@gmail.com)  
Contact no. 6398075757

**Copy to:**

1. PI of the project
2. Finance Officer
3. Guard File

WILDLIFE INSTITUTE OF INDIA  
CHANDRABANI, DEHRADUN

File No. WII/ADM/2018-19/87(Part II)

Dated: 23 May 2022

OFFICE ORDER

**Sub: Offer for the position of Assistant Training Coordinator in the Project entitled "Planning and Management for Aquatic Species Conservation and Maintenance of ecosystem Services in the Ganga River Basin for a Clean Ganga"- reg.**

With the approval of Competent Authority, Ms. Neha Negi is hereby offered the position of Assistant Training Coordinator (Capacity Building) on contract basis in the Project entitled "Planning and Management for Aquatic Species Conservation and Maintenance of Ecosystem Services in the Ganga River Basin for a Clean Ganga" for a period of one year on a consolidated emolument of Rs. 32,000/- (Rupees thirty two thousand only) per month from the date of joining the project.

The terms and conditions of the above contractual engagement are enclosed herewith. In case the enclosed terms and conditions is acceptable to her, she is required to send her acceptance within one week and also join the Institute within a period of one month; failing which the offer will be treated as cancelled and will stand withdrawn automatically.



Dr. Ruchi Badola  
(Scientist-G & Registrar)

To,

Ms. Neha Negi  
Address- Karbari, Shimla bypass road,  
Dehradun, Uttarakhand  
Email- negineha0412@gmail.com  
Mobile- 7895772501

**Copy to:**

- (i) PI of the Project
- (ii) Finance Officer
- (iii) Librarian
- (iv) System Manager
- (v) Guard File



(Kindly get this printed on an A-4 size sheet or just complete the details in hand and sign)

Uttarakhand Pollution Control Board

FORM - A

Letter of Acceptance

Diary No. 7432

Date: 09/3/22

From,

Mr. Prashant Pandey  
Shivani Vihar  
Sooch University Road,  
Kedarpuram, Dehradun - 248001

To,

The Member Secretary,  
Central Pollution Control Board,  
Parivesh Bhawan, East Arjun Nagar,  
Delhi - 110032

**Sub: Acceptance: Position of Consultant 'A' under NCAP in CPCB**

Ref: CPCB letter No. 1/1158/2022

Sir,

With reference to your letter of offer for the position of Consultant 'A' under NCAP, I am pleased to indicate my willingness to accept the same. I hereby confirm my unconditional acceptance to the terms and conditions stipulated in the letter of offer and its annexure(s).

I further confirm that these terms and conditions have been read and fully understood by myself.

I intend to join CPCB latest by 09/ March/ 2022

Please find enclosed a complete set of letter of offer and its Annexures duly signed on each page in token of my acceptance to the same.

CEO (T)	CEO (A)	SE-Env/ Wt/ H&MP
CEO (Admin)	SO	
Nodal-Env	Nodal-Admin	
Nodal-Legal	Nodal-Other	

Date: 09/ March/ 2022  
Place: Dehradun, Uttarakhand

Encl: Letter of offer and Annexures- 7 pages

For information to

S/S  
9/3/22

Sh. Rajesh

M.S. Sin



# Gautam Buddha University

Greater Noida, G.B. Nagar, Uttar Pradesh

GBU-029/Admn./Estt.Cell./25/2021-104

Dated: 06 September, 2021

To

**Dr. Prachi Nautiyal**

Mukund Sadan, Lane, No 5, Shiv Kunj, Kedarpur,  
Mothorowala, Dehradun Uttarkhand - 248001-

**Subject: Regarding invitation as Faculty on Contract.**

With reference to your application against Advt. No.GBU/Admn./2021/02, and subsequent to your appearance before the Selection Committee on 02-09-2021, you are hereby selected to work as Faculty on contract in the **School of Vocational Studies and Applied Sciences Department of Environmental Sciences** on consolidated honorarium of **Rs. 40,000/- (Forty Thousand only)** per month with the following terms and conditions:

1. You shall be engaged for the academic session 2021-22 only. Your services will automatically be terminated in the afternoon of 31<sup>st</sup> May, 2022, or till a suitable candidate selected by duly constituted selection committee is not available; whichever is earlier.
2. You will be performing all the duties as assigned by the competent authority.
3. The accommodation may be provided, if available, in the University campus on the terms & conditions laid down by the University from time to time.
4. You will be entitled for 05 days per semester casual leave only during service tenure and not eligible to any other kind of leave.
5. You shall be paid a consolidated monthly honorarium as agreed above after the recommendations by the concerned Head of the Department and Dean of the School.
6. You will be allowed to bring any type of project by Government funding agency, and required resources to be facilitated on the terms & conditions laid down by the University from time to time.
7. Your selection is purely temporary and it shall not confer any rights except given as above.
8. You will not be permitted to leave the assignment of "Faculty on Contract" in the middle of the semester. In case if necessity arises, you will have to inform the concerned Dean and Head of the Department at least a minimum of 15 days in advance, failing which the University may take action as deemed fit.
9. Your services can be terminated at anytime during the period without any prior notice by the competent authority.
10. No TA/DA will be paid to you for joining the duties.
11. You will be required to be present physically in the University on all the working days for teaching-learning except the duration of lockdown as per rules of the Government of India and /or the Government of Uttar Pradesh/University.

Your written acceptance of this offer, as per terms and conditions mentioned above, should reach the concerned Department within 03 days by signing on the duplicate copy of this letter (enclosed).

  
Registrar

**Copy to:-**

1. Staff to the office of Hon'ble Vice-Chancellor for kind information of Hon'ble Vice-Chancellor.
2. I/C Finance Officer for necessary action.
3. Concerned School Dean and Head of the Department for information & necessary action.
4. Concerned file.

  
Registrar



15-a institutional area, r.k. puram, sector IV, new delhi - 110022, india  
tel.: (91-11) 26174272, telefax (91-11) 26174572

Date: 6<sup>th</sup> June 2022

Name: Poonam Pradhan  
Address: Vijay Pur, Hathibarkala,  
Naya Gaon Anarwala,  
Dehradun, Uttarakhand- 248003

#### Offer Letter

Dear Poonam Pradhan,

This is with reference to your application and subsequent test/Interview, we are pleased to offer you a contract as **"Lead- Resource Mobilisation and Partnership"** on the following terms and conditions:

#### Terms and Conditions

- a) **Place of posting:** You will be posted at SEEDS Delhi Head Office, address - 15-A, Institutional Area, Sector IV, R.K. Puram, New Delhi, Delhi 110022
- b) **Date of Joining:** You are expected to join by 6<sup>th</sup> July 2022. Please give a confirmation on the date of joining by return e-mail.
- c) **Reporting Officer:** You will be reporting to Mr. Sidarth Sharma, his e- mail id is [ssharma@seedsindia.org](mailto:ssharma@seedsindia.org) and contact number is 9136001392
- d) **Remuneration:** Your CTO (Cost to The Organization) per month will be 75,000 INR as per the salary structure attached.
- e) **Duties and Responsibilities:** You agree to perform all the duties, responsibilities, and obligations efficiently and to the best of your ability as per the JD (Job Description) attached.
- f) **Working Hours:** The normal working hours are from 9:30- 6:00 with a lunch break of half an hour from 1. p.m. to 1.30 p.m. No employee is required to work beyond 48 hours per week.
- g) **Notice period:** During the probation period, it is one day and after confirmation of your contract it is one month from either side
- h) **Medical fitness:** You are required to submit medical fitness certificate from a certified MBBS Doctor on the day of joining.



j) **Documentation:** Please submit the following documents on the day of the joining:

1. Documents in support of your educational, professional qualification, experience, date of birth, and other testimonials in original together with copies thereof.
2. Three copies of your recent passport-size photographs.
3. Relieving letter and salary certificate from your last employer in case you are/were employed.
4. Copy of Aadhar/Passport/Voter ID/Driving license/any other document for photo identity and PAN Card.

If you agree to the above terms and conditions, please send your acknowledgment to Ms. Kajal Tomar- HR Specialist via email to [kajal@seedsindia.org](mailto:kajal@seedsindia.org)

*B. malik*  
**Bittu Malik**  
Chief Finance Officer



**Acknowledgment**

I agree to the terms and conditions, and I shall join SEEDS on 6<sup>th</sup> July 2022

Name:

POONAM PRADHAN

Signature:

*P. Pradhan*

Date:

07.06.2022



# TULA'S DEHRADUN INSTITUTE

• Approved by AICTE, Ministry of HRD, Govt. of India • ISO 9001:2015

Affiliated to: • Uttarakhand Technical University • Sri Dev Suman University • Uttarakhand Board of Technical Education

Ref. Tula's / Registrar / Appointment/1121/17

Date: 12.11.2021

Mr. Anikesh Sharma  
Chaupal Distt.  
Shimla, HP

Sir / Ma'am,

### Appointment as Assistant Professor at Tula's Institute

This letter confirms your appointment on the post of Assistant Professor at Tula's Institute and outlines the terms of the Appointment.

1. The Appointment will be subject to the Institute Rules & Regulations and HR Policy. You are expected to maintain a high standard of personal behavior befitting your position.
2. You are placed in the gross salary of Rs 28,350/- (Pay Band of 15,600-39100/- with AGP 6000/- plus other allowances as applicable).
3. Your confirmation and association with the Institute will be subject to your conduct, feedback and on your overall performance during this period.
4. During your service in this institute, you may come across such information, which may be confidential in nature. You will not divulge this to any body, whosoever, during or after your service in this Institute. You will not be allowed to leave the Institute during mid - session.
5. The Appointment is subject to ratification of your original certificates and testimonials by the University/Management/Institute or any other governing body.
6. Based on your performance you will be given annual increments.
7. Notwithstanding the other provisions of this letter the appointment may be terminated at any time by the Institute in accordance with the terms and conditions stipulated in Institute's HR Policy. Upon such termination or resignation for any reason, you shall not be entitled to any damages for loss of office and no salary or other claim will be payable to you in respect of any unexpired period of the term of the appointment.

We hope to have a long, happy and fruitful association with you.

  
Director



#### Mission:

- Promote intellectual and skilled human capital generating employment and entrepreneurship.
- Be educational centre of excellence of multi ethnicity and diversity.
- Establish as technology driven teaching learning institution.
- Provide world class platform for research and innovation.
- Inculcate social, environmental, heritage values.

#### Vision

- To emerge as an academic centre producing world class professionals promoting innovation and research.



Dhoolkol, P.O. Selagol, Chakrata Road  
Dehradun - 248011 (U.K India)



[www.tulas.edu.in](http://www.tulas.edu.in)



0135-2699300  
0135-2699309



**Uttarakhand State Council for Science & Technology (UCOST)**  
Department of Science & Technology (Govt. of Uttarakhand)  
Vigyan Dham, Jhajra, via Premnagar, Dehradun-248007 [UK]  
(Tel: 91-9412051556, 57; Website: www.ucost.in)

No. UCS&T/Recruitment/2021/30.04.21

Dated: 04.02.2022

**ORDER**

On the basis of recommendation of duly constituted selection committee for the online interview held on 06.01.2022, the following candidate is hereby appointed for the post of "Project Associate" under the project entitled, "Establishment of Scheduled Caste (SC)/Scheduled Tribe (ST) at Uttarakhand State Council for Science & Technology (UCOST), Dehradun" funded by Dept. of Science & Technology (DST), GoI.

S.No.	Name & Address of the Candidate	Designation & Place of Posting	Fellowship in Rupees
1.	Mr. Gaurav Chamoli H No - J59 Jyoti Vihar, Dharampur, Dehradun	Project Associate (UCOST)	Rs 31,000/- + 16% HRA P.M.

**Terms & Conditions of Appointment**

1. This appointment is on purely temporary basis till the 31.03.2023. No claim or entitlement for regular appointment or any other benefit will be admissible on the basis of this appointment.
2. The Candidate has to join the duties upto **15.02.2022 (15<sup>th</sup> February, 2022)**. If he/she fails, it shall be deemed that he/she is not willing to accept the offer.
3. The candidate should be submitted progress report every month to the PI and Co-PI's.
4. The candidate will ensure to perform the duties and work assigned to him/her within time and shall be bound to follow the legitimate orders and instructions of the superiors.
5. The candidate will have to remain punctual, duty-bound and well-mannered/behaved during the course of appointment.
6. Director General, UCOST may terminate the services of the candidate at any time without assigning any reason.

(S.D. Bijalwan)  
Administrative Officer  
For DG

**Copy for information and necessary action to:-**

1. Accounts Section
2. Office Copy

(S.D. Bijalwan)  
Administrative Officer  
For DG



**3<sup>rd</sup> September 2020**

**Ms. Nidhi Kumar  
F-1, Type 4, Tower 6, INA Market,  
East Kidwai Nagar, South West Delhi  
New Delhi- 110023**

**Subject: Confirmation of Appointment**

Dear Nidhi Kumar,

**Congratulations!**

With reference to the Contract letter dated 13<sup>th</sup> July 2020, your contract is hereby confirmed based on the probation appraisal done on completion of probation and the discussion held with you. However, please improve your leadership skill which is suggested by your reporting officer.

Your contract will be governed by the H.R Manual applicable from time to time. All other terms and conditions will remain same.

As a token of your acceptance, please return the duplicate copy of this letter duly signed.

Best wishes for a great time with SEEDS Technical Services!

Sincerely,

For and on behalf of SEEDS Technical Services!

**Varghese  
Antony**

Digitally signed by Varghese Antony  
DN: cn=Varghese Antony, o=SEEDS,  
ou=Operations,  
email=varghese@seedstechnicalservices.com, c=US  
Date: 2021.09.03 13:07:26 +05'30'

**(Varghese Antony)  
Chief Operating Officer**

Szeged, 20.07.2022

APPLICATION ID: 798410

FAMILY NAME: Chandola

FIRST NAME: Dinesh

DATE & PLACE OF BIRTH: India, Bageshwar, Uttarakhand, India, 1993-01-20

CITIZEN OF: India

PASSPORT NUMBER/ID NUMBER: R7562076

ADDRESS: 28 VPO- Farsali walli 263679 India

Dear Dinesh Chandola,

We are pleased to inform you that on the basis of your entrance examination results and in accordance with § 41 of Government decree 423/2012 (XII. 29.) you have been admitted to the full time degree programme [PhD] Doctoral School of Environmental Sciences of the University of Szeged.

You are expected to start your first year studies in the first semester of the Academic Year 2022/2023.

In order to establish a student status and obtain the right to start your studies, you have to participate in the mandatory Academic Registration. In accordance with Act CCIV of 2011 On Higher Education (39.§ (7)) your admission will be considered invalid if you miss your academic registration.

For the Academic Registration (Enrolment Process) you are asked to take the original hard copies or the certified copies of the following application documents with you and present them on the Central Academic Registration (further mentioned Academic Registration):

- Undergraduate/Graduate degree,
- Valid Passport (non-EU citizen) or Identification Card (EU citizen)
- Proof of your language proficiency
- visa
- General Medical Certificate not older than 6 months

IMPORTANT NOTICE: If you fail to fulfil the above requirements, you will not be able to enrol to the upcoming academic year. Please also note that the University has the right to withdraw the admission offer if it is determined that you have provided false or misleading information during the application procedure.

Schedule:

Fall semester starting date: September 05, 2022 (Monday)

Your health insurance is going to be provided by the Hungarian Government and you are also entitled to receive a supplementary Health Insurance: Generali Studium

Your accommodation is provided in SZTE Öthalmi Diáklakások (Öthalmi Student Hostel), 6728 Szeged, Budapesti út. 7.

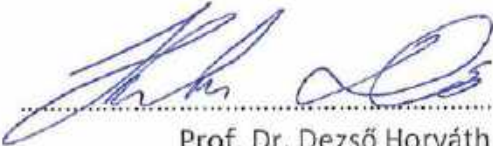
In accordance with Act CCIV of 2011 On Higher Education (57-58.§) legal remedy against the present decision can be submitted in writing to the University of Szeged within fifteen days of its receipt or its acknowledgement.

We believe that the University of Szeged not only offers an excellent educational experience, but also promotes individual growth and development. Our very best wishes to you for a successful collegiate experience, and we sincerely hope you will be joining us in the fall.

Sincerely yours,

Prof. Dezső Horváth

Dean of the Faculty of Science and Informatics



Prof. Dr. Dezső Horváth  
Dean







**WADIA INSTITUTE OF HIMALAYAN GEOLOGY**  
(An Autonomous Institution of Deptt. of Science & Technology, Govt. of India)  
33, GENERAL MAHADEO SINGH ROAD,  
DEHRADUN 248001

**By Speed Post/E-mail**

Dated : 15.12.2020

No. : Recruit/Glaciological Research/WIHG/2020-21/Estt./1136

**MEMORANDUM**

On the basis of interview held on 02<sup>nd</sup> December, 2020 at Wadia Institute of Himalayan Geology, Dehradun through online/virtual mode and on the recommendations of the Selection Committee the Director, WIHG is pleased to offer **Dr. Akshaya Verma, S/o Shri AVM Arvind Verma** for the post of Scientist on contractual basis for Glaciological Research at WIHG as per the terms and conditions as given below :

This offer of appointment is subject to the outcome of the Writ petition number 228 of 2020 pending before the Honorable High Court of Uttarakhand at Nainital.

1. You will be paid a remuneration of ₹ 60,000/- plus admissible H.R.A. per month. He will not be entitled to any other allowances, bonus, LTC etc. and/or retirement benefits as are admissible to regular employees of the Wadia Institute of Himalayan Geology. Similarly, during the tenure of this engagement or on its expiry, no right will accrue to him to claim the same or similar benefits, perks, facilities as admissible to regular employees of the Institute.
2. That the engagement is for a purely temporary nature of work and is purely on contractual basis for a **period of one year**. Thus, the contractual engagement cannot be claimed by you as a matter of right for regularized of the service. In case, your services or conduct are found to be unsatisfactory, the contractual appointment can be terminated at any time without giving any notice.
3. That he will discharge his contractual obligations diligently and keep his work up to date as allotted to him from time to time.
4. That during the subsistence of his contract, his services will be governed by the office orders, rules and regulations of the Institute passed from time to time.
5. In case he, after joining the post resigns from the Institute on selection for outside employment or otherwise, he must give atleast one month notice or one month remuneration in lieu thereof to the Director, WIHG before being relieved. No relaxation will be given in this condition in any circumstances.
6. The appointment will be further subject to the production of the following documents:
  - a) Certificate of educational qualifications with attested copies thereof.
  - b) Statement of qualification experience etc. in prescribed form (form enclosed).
  - c) Medical fitness certificate from the Medical Officer of a Government Hospital or equivalent rank.
  - d) No Dues certificate from WIHG on account of completion of your previous tenure at WIHG.

If any declaration or information furnished by you is found to be false or if you are found to have willfully suppressed any material information, you will be liable to be removed from service and such other action may be taken against you as the Government may deem fit.

If the above terms and conditions of contractual appointment are acceptable, you should communicate the acceptance of the same by returning a copy of this offer of appointment duly signed to the undersigned along with enclosed documents duly filled/completed and report for duty in this Institute on or before 14.01.2021.

  
15/12/2020  
REGISTRAR

To

✓ Dr. Akshaya Verma,  
S/o Shir AVM Arvind Verma,  
B2-703, Pacific Golf Estate,  
Kulhan Mansingh,  
Shahastradhara Road,  
Dehradun - 248006

Encl. as above:

I hereby accept all the terms and conditions of the appointment referred to above

Signature of Appointee





# SHRI RAMSWAROOP MEMORIAL UNIVERSITY

Established by UP State Govt. ACT 1 of 2012  
Lucknow-Deva Road, Uttar Pradesh

PRIVATE AND CONFIDENTIAL

SRMU/HR/Appointment Letter/2019-20/

23<sup>rd</sup> July 2019

**Ms. Sandhya Maurya**

Village - Adober, Post- Chauhaniya  
Raebareli

## SUBJECT: APPOINTMENT LETTER

Dear **Ms. Sandhya**,

Please refer to our discussion in the matter of opportunities in Shri Ramswaroop Memorial University; we are pleased to offer you an appointment as "**Assistant Professor**" [Faculty of Civil Engineering] as per the following terms and conditions:

1. You will be paid Rs. 38,880/- (Thirty Eight thousand Eight Eighty) [per month as CTC. (Salary breakup is attached)].
2. Your appointment takes effect from 23<sup>rd</sup> July 2019
3. You will be on probation for a period of 12 months from the date of joining. The University may, at its discretion, decide to extend or reduce the period of probation. Till the time you are intimated in writing regarding your confirmation, you shall continue to be on probation. Expiry of one year period after your joining does not mean your confirmation or completion of the probation period.
4. Your services are liable to be terminated without any notice or salary in lieu thereof for your act(s) of serious indiscipline, inefficiency in performance of duties, misconduct, loss of confidence, disloyalty or commission of an act involving moral turpitude.
5. In the event of resignation, the University may, at its discretion, relieve prior to completion of the stipulated notice period, without any pay.
6. You shall lose the lien on employment if you absent yourself without sanction of leave or remain absent for a period of 15 (fifteen) working days or more beyond the period of leave originally granted and in such cases, you shall be considered as having voluntarily terminated your employment without giving any notice.
7. Your continuance in service with the University is subject to your remaining physically and mentally fit.
8. You will retire from the services of the University on attaining the age of 60 years, or earlier if found unfit. As per certificates submitted by you and recorded by us, your date of birth is 10<sup>th</sup> July 1989

 2



DST CENTRE FOR POLICY RESEARCH



INDIAN INSTITUTE OF SCIENCE

## DST-Centre for Policy Research

Indian Institute of Science, Bengaluru 560 012

☎ 2293 3415 | ✉ [coordinator.cpr@iisc.ac.in](mailto:coordinator.cpr@iisc.ac.in)

Prof. T.A. Abinandanan  
Coordinator, DST-CPR, IISc.

### TO WHOMSOEVER IT MAY CONCERN

Dr. Rashmi Verma Joined on 16<sup>th</sup> of April 2020, as a DST STI Senior Policy Fellow, at the DST Centre for Policy Research, Indian Institute of Science, Bangalore, (Employee ID: 80006205). She is placed at the Department of Science and Technology, New Delhi, under the mentorship of Dr. Akhilesh Gupta. Her initial appointment is for two years with the possibility of renewal for another year. The monthly fellowship will be Rs.98,000/- (97800+Professional Tax 200) and she is also eligible for an annual contingency grant of Rs.2,00,000/-.

  
(T. A. Abinandanan)

Co-ordinator  
DST - Centre for Policy Research  
Indian Institute of Science  
Bangalore - 560 012



भारतीय वन्यजीव संस्थान  
Wildlife Institute of India  
Chandrabani, Dehradun

No.: WII/RES/PERS/ Himani Singh Khati (598)

Dated: 07.01.2021

### **OFFICE MEMORANDUM**

**Sub.: Award of research fellowship as Junior Project Fellow in the externally funded research project titled "Forest Dynamics Research in the Long-Term Ecological Observatories (LTEO) programme" at Wildlife Institute of India (WII) – reg.**

1. **Ms. Himani Singh Khati** is hereby awarded the fellowship as Junior Project Fellow in the externally funded research project titled "**Forest Dynamics Research in the Long-Term Ecological Observatories (LTEO) programme**" based on her selection in the online written test and thereafter interview(s) conducted at WII, Dehradun 8<sup>th</sup> December 2020. She has joined the project for a period of **One year** from **05.01.2021** to **04.01.2022**. The award of fellowship is subject to the relevant Rules & Regulations of the Institute. During the term of engagement, she will be paid the fellowship of **Rs. 25,000/- (Rupees Twenty five thousand only)** per month plus HRA as admissible. The researcher shall be provided hostel accommodation, if available and those residing in accommodation provided by the institute will not be eligible for drawing House Rent Allowance (HRA). If the hostel accommodation is not availed, HRA shall be paid to the researcher as per the rules of the Institute. She will NOT be entitled to any other allowances viz., Bonus, DA, CCA, HCA, LTC and/or retirement benefits as are admissible to regular employee of the Institute.
2. She will be working under the supervision of Dr. B.S. Adhikari, Scientist-G.
3. The terms & conditions for the awarded fellowship of the Institute are attached herewith.

(Dr. Bitapi C. Sinha)  
Research Coordinator

Encl: As above.

To,

**Ms. Himani Singh Khati**  
Ganga Vihar, Near Rainbow Academy, Gaujajali Bichali,  
Haldwani-263139 (Uttarakhand)  
Email – himanikhati.hk11@gmail.com

#### **Distribution:**

1. PS to Director, WII for D/WII's kind Information.
2. Dean, FWS for Dean, FWS's kind information.
3. PI(s) of the project – Dr. B.S. Adhikari, Scientist G
4. Deputy Registrar.
5. Finance Officer - with the request to release the fellowship accordingly.
6. Librarian.
7. Systems Manager.
8. Hostel Warden.
9. Personal File.
10. Project File.



ऑयल एण्ड नेचुरल गैस कॉर्पोरेशन लिमिटेड  
निगमित स्थापना, तेल भवन, देहरादून-248003  
OIL AND NATURAL GAS CORPORATION LTD.  
Corporate Establishment, Tel Bhawan, Dehradun-248003

Sudershan Kumar  
Sr.HR Executive  
Corporate Establishment.

No.DDN/CE/PRO/Advt.4/2021(R&P)

Date: 13.04.2022

Dear Shri Akshaya Jeena

Please accept our congratulations for successfully completing the selection process of Oil and Natural Gas Corporation Ltd. It is my pleasure to extend the following offer of employment to you on behalf of ONGC and welcome you to one of the Nation's biggest and most Profitable Maharatna Public Sector Undertakings.

2. ONGC's vision is to be a global leader in integrated energy business through sustainable growth, knowledge excellence and exemplary governance practices. We can assure you of a great, challenging and rewarding experience by being part of this leading E&P Company of the World. As an ONGCian, you shall have the opportunity to serve as India's Energy Soldier and contribute directly to the Nation's energy Security needs and touch the life of every Indian in a positive way.

3. We are pleased to offer you the position of Public Relations Officer which carries pay scale of ₹ 60,000-180,000/-. In addition, you will be entitled to draw DA and other allowances, as per company rules.

4. The terms and conditions of your appointment are annexed to this letter as Annexure-1 and we trust that the same would be acceptable to you. We request you to communicate in writing your acceptance of the same to the undersigned within 10 days by 23.04.2022, through return mail and thereafter report to Incharge HR-ER, ONGC, Eastern Offshore Asset, 11nd Floor-South Block, Subhadra Arcade, Bhanugudi Junction, Kakinada-533003, for further assignment of duties.

5. At the time of joining, you will need to submit all your original Qualification documents which include your complete testimonials and necessary Caste Certificate (If applicable), NOC, if employed in PSU/Government etc. alongwith photocopies of the same. Submission of necessary documents confirming that you have acquired 60% marks in the qualifying examination is mandatory.

6. Further, the appointment is subject to the Production of Certificate of physical fitness from the Medical Officer of ONGC Clinic/Hospital, as mentioned in the Annexure-1. In this context, a copy of instructions containing the relevant medical standards of ONGC, laying down the physical requirement, is being sent by email.

7. It is advisable to have valid PAN card, Aadhaar card and a Bank account at the time of joining, to facilitate payment of Pay and Allowances/statutory benefits in ONGC.

8. Please join the position offered to you within 21 days from the date of receipt of this offer and intimate to Joining Mentor -Shri D. Malik, GM (HR), Mob. No. 8332997422, Email : malik\_daltri@ongc.co.in, so that necessary arrangements can be made for your initial stay and joining formalities. For any other query or help, please feel free to speak to your Joining Mentor or the undersigned. Your posting will be at ONGC, Kakinada.

9. We eagerly look forward to you becoming part of this great Organisation and hearing from you soon.

Yours sincerely,

  
(Sudershan Kumar)

Shri Akshaya Jeena  
H No. 31 Village Sariyatal, Jeolikote,  
Nainital, 263127,  
Uttarakhand

Email: kumar\_sudershan@ongc.co.in

पंजीकृत कार्यालय : दीनदयाल उरजा भवन, 5-नेल्सन मंडेला मार्ग, वसंत कुंज, नई दिल्ली - 110070 (भारत)  
Registered Office : Deendayal Urja Bhawan 5, Nelson Mandela Marg, Vasant Kunj, New Delhi - 110070 (India)  
Web Site : www.ongcindia.com

CIN No: L74899DL1993G01054155







ऑयल एंड नेचुरल गैस कॉर्पोरेशन लिमिटेड  
निगमित स्थापना, तेल भवन, देहरादून-248003  
OIL AND NATURAL GAS CORPORATION LTD.  
Corporate Establishment, Tel Bhawan, Dehradun-248003

Sudershan Kumar  
Sr.HR Executive  
Corporate Establishment.

No.DDN/CE/PRO/Advt.4/2021(R&P)

Date: 13.04.2022

Dear Shri Mrityunjay Pandey

Please accept our congratulations for successfully completing the selection process of Oil and Natural Gas Corporation Ltd. It is my pleasure to extend the following offer of employment to you on behalf of ONGC and welcome you to one of the Nation's biggest and most Profitable Maharatna Public Sector Undertakings.

2. ONGC's vision is to be a global leader in integrated energy business through sustainable growth, knowledge excellence and exemplary governance practices. We can assure you of a great, challenging and rewarding experience by being part of this leading E&P Company of the World. As an ONGCian, you shall have the opportunity to serve as India's Energy Soldier and contribute directly to the Nation's energy Security needs and touch the life of every Indian in a positive way.

3. We are pleased to offer you the position of Public Relations Officer which carries pay scale of ₹ 60,000-180,000/-. In addition, you will be entitled to draw DA and other allowances, as per company rules.

4. The terms and conditions of your appointment are annexed to this letter as Annexure-1 and we trust that the same would be acceptable to you. We request you to communicate in writing your acceptance of the same to the undersigned within 10 days by 23.04.2022, through return mail and thereafter report to Incharge HR-ER, ONGC, Cauvery Basin, Thalamuthu Natarajan Bldg., (CMDA Tower-I), No. 1 Gandhirlwin Road, Egmore, Chennai-600 008, for further assignment of duties.

5. At the time of joining, you will need to submit all your original Qualification documents which include your complete testimonials and necessary Caste Certificate (if applicable), NOC, if employed in PSU/Government etc. alongwith photocopies of the same. Submission of necessary documents confirming that you have acquired 60% marks in the qualifying examination is mandatory.

6. Further, the appointment is subject to the Production of Certificate of physical fitness from the Medical Officer of ONGC Clinic/Hospital, as mentioned in the Annexure-1. In this context, a copy of instructions containing the relevant medical standards of ONGC, laying down the physical requirement, is being sent by email.

7. It is advisable to have valid PAN card, Aadhaar card and a Bank account at the time of joining, to facilitate payment of Pay and Allowances/statutory benefits in ONGC.

8. Please join the position offered to you within 21 days from the date of receipt of this offer and intimate to Joining Mentor -Shri G.K. Rao, GM (HR), Mob.: 9435743909, Email : rao\_gk@ongc.co.in, so that necessary arrangements can be made for your initial stay and joining formalities. For any other query or help, please feel free to speak to your Joining Mentor or the undersigned. Your posting will be at ONGC, Chennai.

9. We eagerly look forward to you becoming part of this great Organisation and hearing from you soon.

Yours sincerely,

(Sudershan Kumar)

Shri Mrityunjay Pandey  
660/7/K- 005A, Phoolbagh Colony,  
Gudamba Thana, Kursi Road,  
Lucknow, 226026,  
Uttar Pradesh

Email: kumar\_sudarshan@ongc.co.in



ऑयल एण्ड नेचुरल गैस कॉर्पोरेशन लिमिटेड  
निगमित स्थापना, तेल भवन, देहरादून-248003  
**OIL AND NATURAL GAS CORPORATION LTD.**  
Corporate Establishment, Tel Bhawan, Dehradun-248003

Sudershan Kumar  
Sr.HR Executive  
Corporate Establishment.

No.DDN/CE/PRO/Advt.4/2021(R&P)

Date: 13.04.2022

Dear Shri Udit Nautiyal

Please accept our congratulations for successfully completing the selection process of Oil and Natural Gas Corporation Ltd. It is my pleasure to extend the following offer of employment to you on behalf of ONGC and welcome you to one of the Nation's biggest and most Profitable Maharatna Public Sector Undertakings.

- ONGC's vision is to be a global leader in integrated energy business through sustainable growth, knowledge excellence and exemplary governance practices. We can assure you of a great, challenging and rewarding experience by being part of this leading E&P Company of the World. As an ONGCian, you shall have the opportunity to serve as India's Energy Soldier and contribute directly to the Nation's energy Security needs and touch the life of every Indian in a positive way.
- We are pleased to offer you the position of **Public Relations Officer** which carries pay scale of ₹ 60,000-180,000/-. In addition, you will be entitled to draw DA and other allowances, as per company rules.
- The terms and conditions of your appointment are annexed to this letter as **Annexure-1** and we trust that the same would be acceptable to you. We request you to communicate in writing your acceptance of the same to the undersigned within 10 days by 23.04.2022, through return mail and thereafter report to **Incharge HR-ER, ONGC, Rajahmundry Asset, Godavari Bhavan, Base Complex, East Godavari District, Rajahmundry-533 106 (A.P.)**, for further assignment of duties.
- At the time of joining, you will need to submit all your original Qualification documents which include your complete testimonials and necessary Caste Certificate (if applicable), NOC, if employed in PSU/Government etc. alongwith photocopies of the same. Submission of necessary documents confirming that you have acquired 60% marks in the qualifying examination is mandatory.
- Further, the appointment is subject to the Production of Certificate of physical fitness from the Medical Officer of ONGC Clinic/Hospital, as mentioned in the **Annexure-1**. In this context, a copy of instructions containing the relevant medical standards of ONGC, laying down the physical requirement, is being sent by email.
- It is advisable to have valid **PAN card, Aadhaar card and a Bank account** at the time of joining, to facilitate payment of Pay and Allowances/statutory benefits in ONGC.
- Please join the position offered to you within 21 days from the date of receipt of this offer and intimate to Joining Mentor -**Shri Rabindra Kumar Nayak, DGM (HR), Mob. No. 9490168222, Email: nayak\_rk@ongc.co.in**, so that necessary arrangements can be made for your initial stay and joining formalities. For any other query or help, please feel free to speak to your Joining Mentor or the undersigned. Your posting will be at **ONGC, Rajahmundry**.
- We eagerly look forward to you becoming part of this great Organisation and hearing from you soon.

Yours sincerely,

(Sudershan Kumar)

Shri Udit Nautiyal  
92 Sayyed Mohalla,  
Chakrata Road,  
Dehradun-248001,  
**Uttarakhand**

Email: kumar\_sudarshan@ongc.co.in



# CONTRACT AGREEMENT FOR SPECIFIC MEDICAL SERVICES

## TERMS AND CONDITIONS

- 1 The period of outsourcing shall be valid for the current FY from the date of appointment to 31 Mar 2022. Period of outsourcing is not extendable on any grounds. Period may be extended if higher authority desires.
- 2 The outsourced specialist agrees to undertake the job at SMC, AF Station Sarsawa and will not have any claim or right for his/her continuity in service or automatic extension of the term of engagement.
- 3 **Payment terms:** Contingent bill duly supported by pre-receipted bill submitted by the Medical Officer shall be forwarded to Senior Accounts Officer (SAO) through Adjutant by the SMO for payment action under LCH (Locally Controlled Heads) 786/05. The payment shall be made by cheque / Bank transfer based on total number of visit at the end of each month as per the following rates:

Sl No.	Category of Specialist	Total Number of visit/month	Proposed cost per visit	Maximum per month	Maximum per annum
01	Psychological Counselor	20	Rs 1500/-	Rs 30,000/-	Rs 3,60,000/-
- 4 During the validity of the contract, you will be at liberty to terminate the contract for any reason by giving minimum 30 days notice to the appointing authority. The contract can also be terminated by the CFA (Competent Financial Authority) at any time during the period of services by giving 30 days notice without assigning any reasons whatsoever.
- 5 You will be entitled to fixed salary of as per Para 3 with no other allowances for at least 20 visits per month. A TDS of 10% will be deducted from fixed salary of **Psychological Counselor**.
- 6 The frequency of the visit by the **Psychological Counselor** shall be **Twenty** days in a month for 03 hrs (time) respectively. Sunday and National holidays will be treated as off days. The **Psychological Counselor** shall seek prior approval from SMO for any absence/changes in the scheduled visit. **The number of visits may be increased / decreased as per the Station requirement.**
- 7 No travelling allowances (TA) or daily allowances (DA) shall be admissible during the period of outsourcing. **Psychological Counselor** shall make his/her own arrangement for conveyance and no service transport will be provided for the purpose. Temporary security pass shall be issued by the Security Section for entering into camp.
- 8 The **Psychological Counselor** is expected to behave in a very sober and descent manner with the staff, patients, attendants and all ranks of the personnel. In case of any circumstances arising of any dispute/incident, the matter will be adjudicated by the Air Officer Commanding.
- 9 Appointment is purely on contract basis for specified period only.
- 10 You can be called to give advice/lecture on the matters related to your subject for gathering of air warriors/civilians and their families on a short notice.

(Applicant Name & Address)

Vibhuti Kaushal  
111 Mahendra Vihar  
Chaudhata Road  
Dehradun

  
(Ananya Chatterjee)  
Sqn Ldr  
Senior Medical Officer  
Air Force Station Sarsawa  
For and on Behalf of President of India

Date: 23 Apr 2021

Date: 23 Apr 2021





Ref.: GEHU/011/Adm/16/APPT/2021-22/63

November 12, 2021

Mr. Avjit Chamoli

**Subject: Offer of Appointment in Graphic Era Hill University, Dehradun Campus**

1. The Department in Graphic Era Hill University Dehradun is pleased to offer you position of 'Visiting Faculty' in Allied Science (Physics) Department. The University offers you honorarium of Rs. 400/- per hour of class.

(a) Date of Joining: 12 Nov, 2021.

2. Please note that you will be invited as Visiting Faculty and will not be treated as an employee of the University neither as regular nor on contract basis. You will not be eligible for any claim whatsoever, applicable to the employees of the University. However, it is customary to offer token honorarium to our invited Visiting Faculty for their contribution to Academic Programme.
3. If you accept and agree to provide your help by contributing in our Academic Programme as invited Visiting Faculty, please inform the HOD of Allied Science (Physics) Department. The HOD will coordinate conducting of Lectures, Tutorials and Practical after mutual consultation with you on weekly basis. Any issue in this matter will be resolved with mutual discussion as and when required.
4. We thank you very much in anticipation for your acceptance for providing your invaluable contribution to our Academic Programme.

Registrar

Copy to: Finance Officer  
HR Department



www.slokainternational.com

CBSE Aff. No. 3630245

Ref :

Date :

## **APPOINTMENT ORDER**

To

**ADITI HIRNWAL**

Dear Sir/Madam,

With reference to your application and subsequent interview with us, we are pleased to appoint you as **FRENCH TEACHER ,IGCSE** at **SLOKA INTERNATIONAL SCHOOL, ORR**, Near RTA Office, Manneguda, Turkayamjal, Hyderabad-501510, and Telangana.

### **This offer is governed by the following Terms and Conditions:**

1. Date of joining is on or before 12.09.2021.
2. You are required to submit all your original Certificates at the time of joining.
3. You will be paid a consolidated gross salary of **Rs.25000/-**  
in words **Twenty five Thousand only** month and shared accommodation.
4. You have to execute a minimum of one academic year Service Agreement with Sloka International School, as you will be on probation for one year. Increment will be granted after successful completion of this probation period.
5. All income tax obligations arising out of your salary have to be borne by you.
6. You are expected to perform the duties assigned to you with due care, trust and to the best of your knowledge and ability.
7. You are expected to be punctual to school and follow the stipulated school timings with reverence.
8. You are entitled for a maximum of twelve casual leaves in the academic (maximum of one leave per month) for which you are required to get sanctioned by the Principal with prior permission.
9. If for any reason, approval is given by the Principal to take more than one casual leave in a month, you will not be entitled for salary for the days of absence, as they all are considered as loss of pay.
10. If you fail to report for work on the date stipulated by the management, we have the right to deduct two (2) days salary for each day absent. If you are absent or avail a leave on a day preceding or following a holiday, it will be considered as loss of pay for the days absent.



WWW.SLOKAINTERNATIONALSCHOOL.COM  
2021/07/14/2022

For

Date

## ADMISSION FORM

To

**SLOKA INTERNATIONAL**

Dear Sir/Madam,

We request a fee application and admission form for the following school to be filled out by you as **PRINCIPAL TEACHER** of **SLOKA INTERNATIONAL SCHOOL**, for the year 2021-2022. The school is located at **Sloka International, Gurgaon, Haryana, India**.

This offer is governed by the following Terms and Conditions:

1. The fee application form is valid for **10 days**.
2. The fee application form is valid for **10 days** from the date of submission.
3. The fee application form is valid for **10 days** from the date of submission.
4. The fee application form is valid for **10 days** from the date of submission.
5. The fee application form is valid for **10 days** from the date of submission.
6. The fee application form is valid for **10 days** from the date of submission.
7. The fee application form is valid for **10 days** from the date of submission.
8. The fee application form is valid for **10 days** from the date of submission.
9. The fee application form is valid for **10 days** from the date of submission.
10. The fee application form is valid for **10 days** from the date of submission.

**SLOKA INTERNATIONAL SCHOOL**

For **SLOKA INTERNATIONAL SCHOOL**, Gurgaon, Haryana, India. Please contact the school for more information.





27 April 2022

**PRIVATE & CONFIDENTIAL**

To whom it may concern,

**Re: Kamal Negi**

**Address: Raipur road ladpur, Police colony, Dehradun, 248001**

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

**Kamal Negi** is employed as a **SPRO Investigator - French** and commenced employment with Amazon on **25 April 2022**.

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

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

Kind Regards,

A handwritten signature in blue ink, appearing to read "Soumya V", with a stylized flourish at the end.

Soumya V  
ERC Delivery Hub Leader, Employee Services



12 March 2022

**PRIVATE & CONFIDENTIAL**

To whom it may concern,

**Re: Devanshi Kukreti**

**Address: 61, prempur mafi kaulagarh Dehradun, DEHRADUN, 248001**

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

**Devanshi Kukreti** is employed as a **Catalog Associate FR** and commenced employment with Amazon on **14 March 2022**.

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

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

Kind Regards,

A handwritten signature in blue ink, appearing to read "Soumya V", with a stylized flourish at the end.

Soumya V  
ERC Delivery Hub Leader, Employee Services

# Revolut

April 22, 2022

**Shivam Sharma**  
**Ladpur, Dehradun**  
**India**

Dear **Shivam Sharma**,

Following our recent discussions, Revolut is delighted to formally offer you the position of **Payments Specialist** in **India - Remote** reporting into **Vaidas Anusevicius (Team Leader)**.

You will be employed by **India - Globalisation Partners ("Revolut")**.

This offer below is conditional on you passing a standard employee background check and you signing our standard contract of employment. Further details will be sent once we have received your acceptance. Here are the key terms in your job offer:

## **Place of work**

Your role will be **home-based**.

## **CTC**

**5,66,087 INR** per annum, paid directly into your bank account on a monthly basis after deduction of the relevant withholdings.

## **Working Hours**

The weekly working time is 40 hours; working days are Monday to Friday. Due to the nature of the position and depending on business requirements, we may require you to work in alternate shifts and schedules for duty which may include working on nights/ weekends or public holidays.

Working schedules and payments are prepared in accordance with The Labour Code of India.





### **Performance bonus**

- You may be eligible for additional equity awards based on performance once you have passed your probation at Revolut. This will be decided based on performance targets set by your direct line manager after you join.
- Please note that bonus awards for regulated employees, material risks takers or identified staff are subject to applicable financial services regulations including fixed and variable compensation limits, deferrals and malus and clawbacks requirements.

### **Holidays and Extra Benefits**

We are planning to offer a range of competitive HR benefits including:

- 21 days privilege leave + 10 PH
- 14 casual/sick leave days
- Free Revolut Metal Plan
- Health Insurance
- Latest technology to do your impactful work with

This offer of employment is valid for acceptance no later than **April 25, 2022**.

Based on your notice period with your current employer and our pre-employment background screening checks, which may take 10 to 15 days, we anticipate that your start date with Revolut would be on or before **May 2, 2022** unless otherwise agreed.

We are excited to have you on-board.

-If you have any questions, please let us know.

Best,

Revolut Talent team

**Acceptance of Conditional Offer of Employment**

# Revolut

By accepting this offer of employment, you confirm to Revolut that:

- 1) The offer is conditional upon you passing our standard employment and compliance background check (which based on your role *may* include education, right to work, employment history, regulatory approval, criminal and credit checks in line with applicable laws and regulatory requirements) and that Revolut may withdraw or terminate your offer of employment in the event of an unsatisfactory report.
- 2) You have the legal right to work for Revolut in the location of hire and will provide supporting documentation of your eligibility to work to Human Resources prior to your Start Date .
- 3) You are not, and have not been, the subject of any investigation with any governmental or regulatory authority, or any self-regulatory organisation in your current or previous employment. If you are performing a regulated role, your appointment will be subject to the unconditional approval of any relevant authorities.
- 4) You are not subject to any legal obligations that would restrict you from directly or indirectly competing with your current or any prior employer, soliciting employees to leave the employ of such employers, or soliciting any clients or customers of such employers. To the extent you are subject to such obligations, you have complied and will comply with them.
- 5) The performance of your duties at Revolut does not and will not breach any legal obligations not to disclose or to use confidential or proprietary information belonging to any other employer or entity. If you are subject to such obligations, you will not disclose, use or induce Revolut or the Group Company to use any such confidential or proprietary information.
- 6) If you have notice obligation with your current employer, you will not commence employment with Revolut until the end of such notice period.

I accept the key terms of employment and benefits set out in this offer letter and any applicable side letter. SIGNED

DocuSigned by: **ESIG\_CANDIDATE\_SIGNATURE**  
D1867B32561642B...

**Shivam Sharma**  
**Ladpur, Dehradun**  
**April 22, 2022**

**Shivam Sharma**



## Residential Address Verification

### Ladpur, Dehradun

I hereby verify that the information provided herein above is true and correct to the best of my knowledge and belief and nothing has been falsely stated or concealed therein.

I acknowledge that the terms and conditions of my employment will be subject to the prevailing laws and regulations in the four states; **Maharashtra, Delhi, Karnataka, and Haryana.**

I understand that if the said information as given by me is proved to be false, then I will have to be responsible as per any provision of the applicable law for the time being in force as well as the benefit availed of by me or the benefit accrued to me shall be summarily cancelled.

DocuSigned by:  
**SIGNED**  
**ESIGNATURE SIGNATURE**  
D1867B32561642B...  
**April 22, 2022**





**OFFER CUM APPOINTMENT LETTER**

Archana Panwar  
Joshiyara, Uttarakashi 249193 Uttarakhand, Joshiyara  
Uttarkashi  
249193  
IN

Dear Archana,

On behalf of **Amazon Development Centre (India) Private Limited**, a company incorporated under the laws of India, having its registered office at # 26/1, Brigade Gateway, World Trade Centre, 10th Floor, Dr. Rajkumar Road, Malleshwaram (W) Bangalore - 560 055. Karnataka India (hereinafter the "Company" or "Amazon India"), we are very pleased to issue this Offer cum Appointment Letter for the position of **SPS Associate-FR (Level 3)** at **Bangalore, India**.

Your employment with the Company will be subject to your acceptance of this Offer cum Appointment Letter and the terms and conditions set forth hereinbelow. If you wish to accept employment with the Company, please convey your acceptance in the manner provided for by the Company. The offer of employment contained in this Offer cum Appointment Letter will expire if you have not accepted the same on or before **10 business days**.

Upon your acceptance of the offer herein, this Offer cum Appointment Letter shall form the employment contract that is a valid and binding agreement of employment between Amazon India and you, and you shall be bound by the terms and conditions stipulated herein below.

**1. Date of Commencement**

Your employment with Amazon India will commence on **06-Jun-2022**.

**2. Probation**

You shall be on probation for a period of 3 months ("Probation Period") from the date of joining. Your performance will be reviewed and evaluated at regular intervals during the Probation Period. Depending on the outcome of such evaluation/s, the Company may, at its sole discretion, either (a) if your performance is found satisfactory, confirm your appointment; or (b) if your performance is found to be unsatisfactory, extend, in writing, the Probation Period by a

I

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

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





## **OFFER CUM APPOINTMENT LETTER**

Megha Rawat  
Rajeev gram, Dhalwala , Rishikesh, Doon University, mothrowala , Dehradun  
Dehradun  
248001  
IN

Dear Megha,

On behalf of **Amazon Development Centre (India) Private Limited**, a company incorporated under the laws of India, having its registered office at # 26/1, Brigade Gateway, World Trade Centre, 10th Floor, Dr. Rajkumar Road, Malleshwaram (W) Bangalore - 560 055. Karnataka India (hereinafter the "Company" or "Amazon India"), we are very pleased to issue this Offer cum Appointment Letter for the position of **RCO Investigation Spclst-FR** at **Hyderabad**, India.

Your employment with the Company will be subject to your acceptance of this Offer cum Appointment Letter and the terms and conditions set forth hereinbelow. If you wish to accept employment with the Company, please convey your acceptance in the manner provided for by the Company. The offer of employment contained in this Offer cum Appointment Letter will expire if you have not accepted the same on or before **10 business days**.

Upon your acceptance of the offer herein, this Offer cum Appointment Letter shall form the employment contract that is a valid and binding agreement of employment between Amazon India and you, and you shall be bound by the terms and conditions stipulated herein below.

### **1. Date of Commencement**

Your employment with Amazon India will commence on **07-Mar-2022**.

### **2. Probation**

You shall be on probation for a period of 3 months ("Probation Period") from the date of joining. Your performance will be reviewed and evaluated at regular intervals during the Probation Period. Depending on the outcome of such evaluation/s, the Company may, at its sole discretion, either (a) if your performance is found satisfactory, confirm your appointment; or (b) if your performance is found to be unsatisfactory, extend, in writing, the Probation Period by a



further period of 3 more months or terminate your employment with Amazon India with immediate effect and without any advance or prior notice, and with no further liabilities to Amazon India, except for payment of remuneration up to the date of termination of employment.

### **3. Duties**

- 3.1 You will be employed in the position of **RCO Investigation Spclst-FR**. Your manager will advise you about your job responsibilities after your joining with us. You will be expected to do your job to the best of your ability at all times as per the job responsibilities advised by your manager at the time of joining or as amended from time to time, as well as such other tasks as may be required by Amazon India.
- 3.2 You will be required to comply with Amazon India's rules, regulations and policies from time to time in force, including, without limitation, those policies set out in Amazon India's Policies and Procedures, as communicated to you. Amazon India reserves the right to change Amazon India's Policies and Procedures from time to time at its sole discretion and you shall be bound by the same.
- 3.3 You acknowledge that during the course of your employment, as the business of Amazon India changes, it may be necessary to rotate you in other departments / units. Amazon India therefore reserves the right to change your role and responsibilities from time to time at its sole discretion and without assigning any reason, it being understood that you will not be assigned responsibilities which you cannot reasonably perform.
- 3.4 Unless specified in writing, you shall not be authorised to enter into any contractual obligations on behalf of Amazon India or its affiliates including creating a lien (statutory or other), security interest, mortgage, pledge, assignment, encumbrance, chattel or conditional sale or other title retention agreement or any other financial obligations or otherwise on behalf of Amazon India or its affiliates.

### **4. Hours of Work**

The normal business hours of the office, at which you work, will apply to you and these will be advised on commencement of employment and when there is a change. You may be required to work in shifts for different work hours or workdays during the week depending on the business or team that you may be working for. You will be advised by your manager or department about such requirements at the time of joining and from time to time during the course of your employment, as appropriate. Certain business teams also operate on 24x7 basis and hence, may have rotational shifts or related





requirements for their respective team members. Please refer to Amazon India's Policies and Procedures for further details.

## **5. Place of Work**

Your initial place of work will be at Amazon India's facility in Hyderabad. However, you should be aware that the Company and/or its affiliates have offices throughout the world and because of the nature of your duties, the Company has the right to transfer you from one place to another or from one section to another or from one unit to any other unit of the Company, its parent company or to any of its sister concerns, which are either existing or may be set up in future. The decision of the Company in this regard shall be final and binding on you. As you are joining during the period of the Covid-19 Pandemic, you may be permitted to work from a location of your choice in India with the prior approval of your manager under the condition that you are willing to get back to the location mentioned above as and when required by Amazon.

## **6. Remuneration**

- 6.1 Your Annual Base Pay will be **Rs.584,300** per annum made payable in arrears in accordance with Amazon India's standard payroll practice and subject to all lawful deductions of income tax, provident fund contribution (if any), insurances or otherwise. Your Base Pay is inclusive of both the employer's and the employee's provident fund contributions. Your Base Pay will be reviewed in accordance with internal performance review systems, details of which are set out in Amazon India's Policies and Procedures. If your hire date is on or before the first Monday in October of the current year, you will be eligible for a performance assessment and salary adjustment in the next calendar year. Ordinarily, this process occurs in the month of April each year.
- 6.2 Amazon India has the right to deduct from your pay/salary any sums which you may owe Amazon India, including without limitation, any over-payments or loans made to you by Amazon India or any demand raised by any judicial or quasi-judicial authority for your acts or omissions and / or losses suffered by Amazon India as a result of your negligence or breach of the terms contained in this Offer cum Appointment Letter/Amazon India's Policies, or your failure to return Amazon India's property.

## **7. Contribution to Employees' Provident Fund**

Amazon India will contribute to Employees' Provident Fund (EPF) as and when required by the Employees' Provident Funds and Miscellaneous Provision Act, 1952 read with the Employees'

Provident Funds Scheme, 1952, and as further described in Amazon India's Policies and Procedures.

The Employees' Provident Fund Organization ('EPFO'), the statutory body established under Employees' Provident Funds and Miscellaneous Provisions Act, 1952, requires linking of the employee's Aadhaar details with their respective Universal Account Number ('UAN'). For this purpose and to enable Amazon India to make the EPF contributions, Amazon India will collect a copy of your e-aadhaar, which needs to be uploaded by you on Amazon HRS tool prior to commencement of your employment with Amazon India. Foreign Nationals / Overseas Citizens of India shall be required to provide a copy of the first and last page of their valid passport for this purpose.

You acknowledge and provide your consent to Amazon India to use your aadhaar/e-aadhaar or passport (as the case may be) during the tenure of your employment with Amazon India for the purpose of any other requirement under a Government scheme or benefit that may mandate production of such documents as per the applicable law(s) and/or for Amazon India's compliance with its obligations under applicable law(s).

## **8. Leave**

Amazon India will grant you leave as provided in Amazon India's Policies and Procedures. All leave scheduling and organisation will be arranged to ensure smooth business operation; your manager's approval is required prior to your scheduling or changing any leave.

## **9. Confidential Information and Confidentiality Obligations**

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

- (1) the identity of, contractual terms with, and any information relating to, the Company's business partners, customers, services clients, sellers, agents, employees, contractors, investors, joint ventures, vendors, or suppliers and the terms on which the Company does business with each such entity, or generally;
- (2) computer code (including source code and object code) or software developed, modified, or used by the Company;
- (3) data of any sort compiled by the Company, including, but not limited to, data relating to products and services, advertising and marketing, and existing or prospective customers, clients, vendors, or business partners;



- (4) algorithms, procedures or techniques, or the essential ideas and principles underlying such algorithms, procedures or techniques, developed by, or whose workings are otherwise known to, the Company (but excluding any public domain algorithms, procedures, or techniques), whether or not such algorithms, procedures or techniques are embodied in a computer program, including, but not limited to, techniques for identifying prospective customers, communicating effectively with prospective or current customers, reducing operating costs, or increasing system reliability;
- (5) the fact that the Company uses, has used, or has evaluated for potential use any particular database, source of data, algorithm, procedure or technique, or the essential ideas and principles underlying such algorithm, procedure or technique, developed or supplied by a party other than the Company (including any algorithms, procedures or techniques in the public domain), whether or not such algorithms, procedures or techniques are embodied in a computer program;
- (6) pricing or marketing strategies developed, investigated, acquired (from a third party or otherwise), evaluated, modified, tested or employed by the Company, or any information related to, or that might reasonably be expected to lead to, the development of such strategies;
- (7) information about the Company's future plans, including, but not limited to, plans for expanding into new products, geographical areas, market segments, or services;
- (8) any information that would typically be included in the Company's financial statements, including, but not limited to, the amount of the Company's assets, liabilities, net worth, revenues, expenses, or net income;
- (9) the following information which shall hereinafter be referred to as the "Disclosure Information":
  - (a) any and all algorithms, procedures or techniques related to the Company's business activities or to your work with the Company, and the essential ideas and principles underlying such algorithms, procedures or techniques, conceived, originated, adapted, discovered, developed, acquired by the Company (from a third party or otherwise), evaluated, tested, or applied by you during the course of your employment with the Company, whether or not such algorithms, procedures or techniques are embodied in a computer program;



- (b) any and all pricing or marketing strategies, the essential ideas and principles on which such strategies are based, and any information that might reasonably be expected to lead to the development of such strategies, conceived, originated, adapted, discovered, developed, acquired by the Company (from a third party or otherwise), evaluated, tested, or applied by you during the course of your employment with the Company;
  - (c) information relating to any and all products and services, and the essential ideas and principles underlying any and all products and services, conceived, originated, adapted, discovered, developed, acquired by the Company (from a third party or otherwise), evaluated, tested, or applied by you during the course of your employment with the Company, whether or not such products or services are marketed, sold, or provided by the Company; and
  - (d) any other ideas or information conceived, originated, adapted, discovered, developed, acquired by the Company (from a third party or otherwise), evaluated, tested, or applied by you during the course of your employment with the Company, if the idea or information could reasonably be expected to prove useful or valuable to the Company;
- (10) any other information gained in the course of your employment with the Company that could reasonably be expected to prove deleterious to the Company if disclosed to third parties, including without limitation, any information that could reasonably be expected to aid a competitor or potential competitor of the Company in competing more effectively with the Company;
  - (11) any information received by the Company from third parties, whether or not under obligation of confidentiality;
  - (12) any information derived from any of the above, including any intellectual property rights attached thereto; and
  - (13) any copies of the above mentioned information.

## 9.2 Confidentiality Obligations:

- (1) You acknowledge that you have acquired and/or will acquire Confidential Information during the course of, or incident to, your employment with the Company, and that the ability of the Company to continue in business could be seriously jeopardized if such Confidential Information were to be used by you or by other persons or firms to compete with the Company. Accordingly, you agree that you shall not, directly or indirectly, at any time, during the term of your employment with the Company or at any time thereafter, and without regard to when or for what reason, if any, such employment shall terminate, use or cause to be used any Confidential Information in connection with any activity or business except the business of the Company, and shall not disclose or cause to be disclosed any Confidential Information to any individual, partnership, corporation, or other entity unless such disclosure has been specifically authorized in writing by the Company, or except as may be required by any applicable law or by order of a court of competent jurisdiction, or any regulatory or governmental body. Further, you agree that you will give the Company prompt notice of any such order/direction of a court/ regulatory or governmental body so that the Company may seek relief by way of a protective order or other appropriate remedy, and further will provide any assistance which the Company may reasonably require in order to secure such order or such remedy (with your expenses reasonably incurred in providing such assistance to be reimbursed by the Company). In the event such protective order or other remedy is not obtained, you shall furnish only that portion of the Confidential Information which is legally required by the governmental entity or regulatory authority; and will use reasonable efforts to obtain confidential treatment for any Confidential Information so disclosed.
- (2) During the course of your employment with the Company and at the date of termination thereof (hereinafter the "Date of Termination"), you shall promptly disclose and deliver over to the Company, without additional compensation, in writing, or in such form and manner as the Company may reasonably require, the Disclosure Information defined in Section 9.1(9) hereinabove, to the extent that such disclosure could reasonably be expected to be of interest to the Company.
- (3) Nothing in this Offer cum Appointment Letter shall be deemed to dilute or waive any rights related to the protection of trade secrets that the Company may have under common law or any applicable statutes.

## 10. Intellectual Property Rights



- 10.1 All patents, copyrights, trade secrets, trade/commercial names, proprietary rights, logos, slogans and all other intellectual property rights developed by or for the Company by any person, including but not limited to intellectual property rights relating to any and/or all of the Confidential Information, ("Intellectual Property Rights") shall be owned by the Company. For good and valuable consideration the receipt and sufficiency of which is hereby acknowledged, you hereby agree to irrevocably, perpetually and unconditionally sell, assign, transfer and convey to the Company and its successors your entire right, title and interest in the Confidential Information and/or Intellectual Property Rights and any improvements thereto throughout the world, including, without limitation:
- (1) all patents, copyrights, trade secrets, trade/commercial names, logos, other proprietary rights and all other intellectual property rights in the Confidential Information and all rights to secure registrations, renewals and extensions of the same;
  - (2) all rights to make, have made, use, practice, import, export and otherwise fully exploit the Confidential Information and any and all improvements that the Employee or Company may hereafter make or develop;
  - (3) all rights to file and prosecute applications for patent, copyright and all other intellectual property protection covering the Confidential Information and improvements thereon, and the processes and designs embodied therein, in India, the United States and in every other country and jurisdiction throughout the world;
  - (4) all rights under any patent, copyright and all other intellectual property which may be issued on the Confidential Information or the improvements thereon, and any processes and designs therein, and all rights to enjoy the same; and
  - (5) all documents, notes, notebooks, drawings, schematics, prototypes, magnetically encoded media, electronically stored information, or other materials related to the Confidential Information.
- 10.2 During the period of your employment with the Company and as may be reasonably necessary subsequent to your employment, you agree to cooperate with the Company as may be necessary to obtain patent, copyright and all other intellectual property protection for the Intellectual Property Rights and improvements thereto throughout the world and agree to do such further acts and execute and deliver to the Company such instruments as may be required to perfect, register or enforce the Company's ownership of the rights assigned, transferred or conveyed. If such cooperation is required after the Date of Termination, the Company shall compensate you at a reasonable rate for the time and



related expenses actually spent by you at the Company's request. If you fail or refuse to execute any such instruments, you hereby appoint the Company as your attorney-in-fact to act on your behalf and to execute such instruments. This appointment shall be irrevocable and deemed to be a power coupled with an interest.

- 10.3 For the purposes of the assignment, transfer or conveyance referred to hereinabove, you acknowledge and covenant that your employment with the Company and the benefits received thereunder shall be treated as good and valuable consideration and that you are not entitled to any further consideration in any form or manner whatsoever in relation thereto.
- 10.4 Notwithstanding any other provision hereof to the contrary, this Offer cum Appointment Letter does not obligate you to assign or offer to assign to the Company any of your rights in an invention for which no equipment, supplies, facilities, Intellectual Property Rights, Confidential Information or trade secret information of the Company was used and which was developed entirely on your own time, unless (a) the invention relates (i) directly to the business of the Company, or (ii) to the Company's actual or demonstrably anticipated research or development, or (b) the invention results from or is related to, any work performed by you for the Company.

10.5 No Grant of Rights.

You agree that all rights, title and interest in the Intellectual Property Rights and Confidential Information shall be owned exclusively by the Company. Nothing herein contained shall be construed as a grant by implication, estoppel or otherwise, of a license of any kind by either you to the Company, or by the Company to you, for example, to make, have made, use or sell any product using the Intellectual Property Rights, Confidential Information, or as a license under any patent, patent application, utility model, copyright, mask work right, or any other intellectual property right.

**11. Non-Solicitation**

- 11.1 During your employment with the Company and for a period of 12 months from the date of termination thereof, you shall not solicit or cause or authorize, directly or indirectly, to be solicited for any competitive business, for or on behalf of any person or customer, or otherwise take any action that might divert the business or patronage of any customer from the Company, or otherwise damage or alienate the relationship between the Company and any customer, vendor or supplier; and
- 11.2 During your employment with the Company and for a period of 12 months thereafter, you shall not solicit or attempt to influence any person employed or engaged by the Company

9

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

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

(whether as an employee, consultant, advisor or in any other manner) to terminate or otherwise cease such employment or engagement with the Company or become the employee of, or directly or indirectly offer services in any form or manner to, yourself or any person or entity which is a competitor of the Company.

## **12. Employee Data Protection**

- 12.1 You authorise Amazon India to collect, process and transfer all personal employee-related information obtained by Amazon India for the purpose of proactively managing the employment relationship.
- 12.2 You further authorise the transfer to, and storage of, your personal information in the worldwide employee database currently located in Seattle, Washington, U.S.A. (or such other location as Amazon India determines from time to time). Human Resources and selected management throughout the Amazon group worldwide will be authorised to access this database.

## **13. Exclusivity of Services**

During your employment, you will be required to devote your full time, attention and abilities to your job duties during working hours, and to act in the best interests of Amazon India at all times. You shall not, without the written consent of Amazon India, be in any way directly or indirectly engaged or concerned in any other business or undertaking .

## **14. Termination of Employment**

- 14.1 Your employment may be terminated by either party by giving one month's written notice (exclusive of any leaves availed during the said period) or payment of one month salary in lieu of such notice period to the other party. Amazon India holds the right to accept or deny payment in lieu of the said one month notice.
- 14.2 Amazon India reserves the right to terminate your employment forthwith "for cause" without advance notice and without payment of severance, in the event you:
- (i) have been found guilty of any misconduct or indiscipline after due enquiry by Amazon India;
  - (ii) have violated or are in breach of any of the terms of this Offer cum Appointment Letter or Amazon India's Policies and Procedures;



- (iii) have been grossly negligent, or have neglected your duties, or have underperformed your duties, or have performed your duties in a manner unacceptable to Amazon India;
- (iv) have suppressed any information or submitted false information with the view to obtain employment in Amazon India;
- (v) are convicted for any offence under any law for the time being in force in any jurisdiction;
- (vi) commit any act detrimental to the interest of Amazon India;
- (vii) abstain from work for seven consecutive days without informing Amazon India;

**14.3** On the termination of your employment for any reason whatsoever, you will return to Amazon India, without delay, all assets belonging to Amazon India, correspondence, records, specifications, models, notes, formulations, lists, papers, reports and other documents and all copies thereof and other property belonging to Amazon India or relating to its business affairs or dealing, including any Confidential Information and Intellectual Property Rights, which are in your possession or under your control. At Amazon India's option, you agree to provide a written certification of your compliance with this Section. Further, you agree to sign a termination certificate in accordance with Amazon India's Policies and Procedures, which will reaffirm your compliance of your post-termination obligations, including return of Amazon India's property/properties and releasing Amazon India from all claims, liabilities and obligations. Where Amazon has made any excess payment to you as part of your relieving formalities, whether or not such excess payment is termed "Full and Final Settlement", you shall be obligated and liable to repay such excess amount forthwith upon being notified by Amazon.

**15. Gratuity**

Gratuity will be paid as and when required by the Payment of Gratuity Act, 1972 and as further described in Amazon India's Policies and Procedures.

**16. Employee Benefits**

You will be eligible to receive employee benefits as may be provided by Amazon India in Amazon India's Policies and Procedures. These are subject to change with or without prior notice for both existing and prospective employees. Revised policy will supersede any previous policy which would have been applicable and would have been communicated as part of offer letter.

**17. New Hire Background Investigation**



- 17.1 It is Amazon India's policy to investigate all its new hires. Your employment is conditional upon the information contained in your application form and/or curriculum vitae being true and accurate, including (but not limited to) your educational and professional qualifications, the documents furnished by you being genuine, and upon reference checks to be conducted by Amazon India being successfully completed.
- 17.2 You authorise Amazon India to conduct such searches with government or enforcement authorities as are necessary to enable it to verify that you do not hold any criminal convictions.
- 17.3 In case you are waiting for the results of your examinations and you are hired prior to the same, your continued employment with Amazon India will be subject to passing the said examination and completing the course, failing which Amazon India reserves the right to take action including termination of your employment without notice.
- 17.4 In case your exams have been postponed due to Covid 19 situation, your continued employment will be contingent to your appearing for the exam and passing the same within a period of 6 months from the date of joining. Amazon India reserves the right to take action including termination of your employment without notice in case of failure to produce proof of passing within the said period.

**18. Foreign Nationals**

- 18.1 In case you are not an Indian national and, under any law, are required to obtain applicable visa / work permit / authorisation or permission from appropriate government authorities to work in India, you are required to ensure all such permissions are obtained before commencement of employment with Amazon India.
- 18.2 You are also required to ensure all future correspondence and permissions for continued stay and employment in the country as per the governing law are complied with at all times. If required, Amazon shall be at liberty to demand copies / originals of such permission.
- 18.3 It is made clear that possessing valid work permit / authorisation at all times of your employment is an inherent requirement of your employment with Amazon India. Any time after the execution of this Offer cum Appointment Letter, if it is found that you do not have required work permit / visa, Amazon India shall terminate your employment, without notice, with immediate effect, without any liability towards you.

**19. Representations and Warranties**

You hereby represent and warrant to the Company that:

- 19.1 the information furnished by you for the purpose of your employment with the Company is true and correct to the best of your information, knowledge and belief;
- 19.2 you shall not, during the course of your employment with the Company, use or disclose any document/s that in any way constitutes confidential, proprietary for trade secret information of a third party (including a former employer), except pursuant to written authorization by such third party to do so;
- 19.3 you are not in unauthorized possession or control of any document/s that in any way constitutes confidential, proprietary of trade secret information of a third party (including a former employer);
- 19.4 during the course of your employment with the Company, you will not violate any non-solicitation or similar agreements or obligations that you have with any third party; and
- 19.5 there are no other agreements executed by you with third parties that conflict with the terms and conditions of your employment with Amazon India or that restrict your ability to execute this Offer cum Appointment Letter;
- 19.6 You recognize that the restrictions set forth in this Offer cum Appointment Letter may limit your future flexibility in many ways. You expressly acknowledge that (i) the limitations specified herein are fair and reasonable in view of the nature of the business in which the Company is engaged, your position with the Company, and your access to Confidential Information / Intellectual Property Rights, (ii) you are voluntarily entering into this Offer cum Appointment Letter, and (iii) in spite of the restraints imposed herein, you will be able to engage in other lawful professions, trades or businesses after termination of your employment with the Company. You recognize that your compensation is adequate consideration and acknowledge that you will not be subject to undue hardship or inconvenience by reason of your agreeing to the provisions contained herein.

**20. Other Particulars**

- 20.1 You confirm that there are no other agreements executed by you with third parties that conflict with the terms and conditions of your employment with Amazon India or that restrict your ability to execute this Offer cum Appointment Letter



20.2 You hereby represent and warrant that the information furnished by you for the purpose of your employment with the Company is true and correct to the best of your information, knowledge and belief.

**21. Notices**

All notices issued by you to the Company or by the Company to you shall be sent either by registered post, courier through a recognised courier service provider or by email transmission which shall be deemed to have been received the next working day provided the notice is also sent by registered post the next working day after email transmission.

**22. Waiver**

Failure of the Company to insist upon strict adherence of any term of this Offer cum Appointment Letter on any occasion/s shall not be considered a waiver thereof or deprive the Company of the right thereafter to insist upon strict adherence to that term or any other term of this Offer cum Appointment Letter.

**23. Severability**

The holding of any provision of this Offer cum Appointment Letter to be illegal, invalid, or unenforceable by a court of competent jurisdiction shall not affect any other provision hereof, which shall remain in full force and effect.

**24. Assignment**

Except as otherwise provided in this Section, this Offer cum Appointment Letter shall inure to the benefit of, and be binding upon you and your heirs, representatives, successors and assigns. Neither this Offer cum Appointment Letter nor any right or interest hereunder shall be assignable by you or your legal heirs, beneficiaries or legal representatives without the Company's prior written consent. This Offer cum Appointment Letter shall be assignable by the Company to a subsidiary or affiliate of the Company; or to any corporation, partnership, or other entity that may be organized by the Company, as a separate business unit in connection with the business activities of the Company; or to any corporation, partnership, or other entity resulting from the reorganization, merger or consolidation of the Company with any other corporation, partnership or other entity, or any corporation, partnership, or other entity to or with which all or any portion of the Company's business or assets may be sold, exchanged or transferred.



**25. Employer – Employee Relationship**

The relationship between the Company and you hereunder shall be solely that of an employer and employee and no modification of responsibility or compensation made hereinafter shall be construed so as to constitute the relationship of partners or joint ventures or so as to as to construe you as an independent contractor of the Company.

**26. Liability for Breach**

You acknowledge and accept that your breach of any of the terms contained in this Offer cum Appointment Letter or in Amazon India's Policies and Procedures, may cause the Company irreparable harm for which there is no adequate remedy at law, and therefore, the Company shall be entitled to the issuance by a court of competent jurisdiction of an order of injunction, restraining order, or other equitable relief in favor of itself, without the necessity of posting a bond, restraining you from committing or continuing to commit any such violation. Exercise or waiver by the Company of its rights to obtain an injunction, restraining order, or other equitable relief hereunder shall not be deemed a waiver of any right to assert any other remedy the Company may have at law or in equity. In any legal action or other proceeding by the Company against you in connection with this Offer cum Appointment Letter (e.g., for recovery of damages or other relief), the Company will be entitled to recover its reasonable attorneys' fees and other costs incurred.

**27. Authorization to Notify New Employer**

You hereby grant consent to the Company to notify any of your new employer/s about your rights and obligations under this Offer cum Appointment Letter.

**28. Governing Law and Jurisdiction**

Your employment, and any disputes which may arise under, out of, or in connection with your employment, shall be governed by and construed in accordance with the laws of India; and the Courts having territorial jurisdiction over the registered office of the Company shall alone have exclusive jurisdiction to try and entertain such disputes to the exclusion of any other Courts situated elsewhere.

**29. Agreement/Modifications**

The terms described in this Offer cum Appointment Letter and Amazon India's Policies and Procedures will cumulatively constitute the terms of your employment, and shall supersede any previous discussions, offers or agreements relating to your employment, or to the subject



matter hereof. Any additions to, deletions of, or modifications of these terms are valid and effective only if the same are carried out in writing and signed by you and an officer of Amazon India.

**30. Headings**

The Section headings appearing in this Offer cum Appointment Letter are used for convenience of reference only and shall not be considered a part of this Offer cum Appointment Letter or in any way modify, amend or affect the meaning of any of its provisions.

**31. Survival**

Your obligations under Sections 9, 10, 12, 14, 22, 23, 24, 26, 27, 28 and this Section 31 hereof shall survive the termination of this Offer Cum Appointment Letter and of your employment with the Company.



You undertake to be bound by any rules and regulations enforced by Amazon India from time to time in relation to the conduct, discipline, medical leave and holidays or on any matters relating to service conditions which will be deemed as rules, regulations and order as a part of these terms of employment.

For and on behalf of Amazon Development Centre (India) Private Limited

#### **AUTHORIZATION**

By

Signed by: Himanshu Ojha  
Date: 2022.01.13 15:59:50 +05:30  
Location: India

#### **ACCEPTANCE**

I acknowledge receipt of this Offer cum Appointment Letter and, after reading and understanding the same, I accept Amazon India's offer of employment on the terms set out in this Offer cum Appointment Letter.



Ref: 895900/2041145/Permt

Date: 14th March, 2022

Diksha Shahi  
Haripur Navada, Nawada  
Haripur Nawada, Dehradun, Uttarakhand-248005  
Phone No: 9760529262

**Subject - Offer Of Appointment**

Dear **Diksha Shahi**,

It is our pleasure to welcome you to Tech Mahindra Limited.

1. With reference to our discussions, we are pleased to offer you appointment in our Organization as **Associate Language Specialist** on **U1** band, operating out of our **Noida** office.
2. Your "Annual Total Cash Compensation" will be **Rs. 625000 (Rupees Six Lakhs Twenty Five Thousand Only)**. Please refer **Annexure-A** for details on the compensation and statutory deductions.
3. Your remuneration package is strictly confidential between you and here after, referred as The Company and should not be discussed with anyone nor divulged to anyone in any manner whatsoever.
4. Your employment with us will be governed by terms and conditions as specified in **Annexure-B**.
5. You are required to join on **14th March, 2022** at the below mentioned location. The Offer stands withdrawn thereafter, unless the date is extended and communicated to you in writing.
6. On the date of joining, you are requested to report to **Sweta Nautiyal at 12:00 PM** to complete the joining formalities at **Tech Mahindra Limited, Tower C, Tech Boulevard, Sector-127, Noida - 201315**. At the time of joining, you are expected to carry originals of the documents as per **Annexure – D** and submit the copies of the same to the HR Team.
7. Please note that this Offer is subject to your being given a clear background check either at the time of reporting/joining or thereafter depending upon our receipt of the background check report from the agency.
8. Kindly acknowledge acceptance of this Offer of Appointment by signing and returning the 'acceptance copy' to **Sweta Nautiyal** latest by **14th March, 2022**.

9. For any clarification / further Information on-

- Employment terms and conditions, please get in touch with **Offers Team** (E-Mail: **PS00551100@TechMahindra.com**)

**For Tech Mahindra Limited**



**Mukul Sah**  
**Group Function Head (Support) – Human Resource**

**Encl:** **Annexure-A** (Salary Structure), **Annexure-B** (Important / Indicative Terms & Conditions of Employment), **Annexure-C** (Medical Self declaration), **Annexure-D** (Check List of Documents), **Annexure-E** (Confidentiality Agreement), **Annexure F** – Intellectual property Assignment, **Annexure-G** – General Covenant, **Annexure H** -(Code of Conduct and Ethics).

**Accepted**

Date:

Signature of Candidate:

### **Annexure - A**

NAME	Diksha Shahi
TITLE	Associate Language Specialist
BAND	U1
LOCATION	Noida
<b>COMPONENTS</b>	<b>Per Annum</b> (All figures in Indian Rupees)
BASIC (@35% OF TOTAL FIXED PAY)	191644
HRA (@70% OF BASIC)	134151
BONUS / STATUTORY BONUS	16800
EMPLOYER'S CONTRIBUTION TO PROVIDENT FUND (@12% OF BASIC PAY)	22997
EMPLOYER'S CONTRIBUTION TO ESI (3.25% OF TOTAL SAL COMPONENTS)	0
PERSONAL PAY	181963
<b>TOTAL FIXED PAY..... (A)</b>	<b>547555</b>
<b>TOTAL VARIABLE PAY (TVP)..... (B)</b>	<b>60839</b>
<b>ADDITIONAL BENEFITS..... (C)</b>	<b>16605</b>
GRATUITY	9218
INSURANCE PREMIUMS (towards GTLI, GMIP AND GPAI)	7387
<b>TOTAL COST TO COMPANY..... (D) = (A) + (B) + (C)</b>	<b>625000</b>
Additional Benefits : In addition to the above, you will also be eligible for the below-mentioned benefits -	
i) * Performance Incentive would be payable to you on your Go Live date as per company Policy.	
<b>ii) Insurance</b>	
<b>a) Group Term Life Insurance Coverage:</b> You would be covered under the existing Group Term Life Insurance scheme of the company applicable to the employees in your respective grades as per the company policy and the same will be paid to the respective nominated beneficiary on the unfortunate death of the employee.	
<b>b) Hospitalisation coverage:</b> You would also be enrolled under the existing Medical Insurance scheme of the company with a cover of Rs. 3 lakhs (floating cover) applicable to Self , Spouse, 2 children & 2 parents. Cost of coverage of parents (if opted for) will be borne by you. If enrollment of parents is not opted for, the applicable cover (for self only OR self +spouse+up to 2 children) will be Rs. 2 lakhs.	
<b>c) Group Personal Accident Insurance (GPAI) coverage:</b> You would be enrolled under the Company's GPAI scheme with a cover of upto Rs. 5 lakhs payable in case of permanent disablement arising out of any unfortunate event of an accident.	



**iii) \*Payment of Bonus :** The provisions of Payment of Bonus Act, 1965, as amended from time to time are currently applicable to you.

**v) Company Transport:**

- In the event of your availing Company provided transport to commute to and from office, deduction will happen from your salary as per applicable policy.

**Notes:**

a) The Performance Incentive will not be payable if you have resigned and are serving notice period or are not on the company rolls on the date of disbursement.

b) Performance Incentive would be subject to Tax deduction as per Income Tax Act.

c) The Company reserves the right to amend, modify, rescind / reinstate the above mentioned schemes partly or completely at any point of time.

**With Best Wishes,  
For Tech Mahindra Ltd.**

**Accepted by :**



**Mukul Sah  
Group Function Head (Support) – Human Resource**

**Location :**

**Date :**

## **Annexure – B**

### **1) Employment Agreement**

#### **a) Code of Conduct**

During the period of your employment, you will work honestly, faithfully, diligently and efficiently for the growth of The Company.

#### **b) Secrecy**

You are expected to maintain utmost secrecy with regard to the affairs of The Company and shall keep confidential any information, whether written or oral, which relates to internal controls, computer or data processing programs, algorithms, electronic data processing applications, routines, subroutines, techniques or systems, or information concerning the business or financial affairs and methods of operation or proposed methods of operation, accounts, transactions, proposed transactions, security procedures, trade secrets, know-how, or inventions of Tech Mahindra Limited. or its Affiliate, or any client, agent, contractor or vendor. You shall not disclose the identities and other related information of any of its clients.

Breach of this provision shall be treated as a gross violation of the terms herein and your services are liable to be terminated.

**c) Employee data** – By accepting this Offer and furnishing your personal data to the Company, You are according your irrevocable consent to Company to possess, deal with or handle Your sensitive personal data either by itself or through any third party agency during the term of your employment with the Company subject however to the terms of the Privacy Policy of the Company. You are aware that your personal data is confidential in nature and Company shall process the same in the course of its business, in terms of its privacy policy with due and reasonable care.

#### **d) Conflict of Interest**

Your position with The Company calls for whole time employment and you will devote yourself exclusively to the business of The Company. You will not take up any other work for remuneration (part time or otherwise) or work on advisory capacity or be interested directly or indirectly (except as shareholder or debenture holder) in any other trade or business, during your employment with The Company, without written permission from The Company. Contravention of this will lead to termination of your services from The Company without any notice, with or without any liability on the part of The Company for payment of any compensation in lieu of such notice as per the procedure mentioned in Section 3.

#### **e) Non-Solicitation / Non-Compete**

You acknowledge that you have signed Covenant against Disclosure and Covenant Not to Compete/Non-Solicitation ("Covenant"), which is incorporated into this Agreement by reference and is made a part of this Agreement and that it constitutes an integral part of the terms of your employment. In the Covenant, you have

agreed that for a period of twelve months following termination of your employment for any reason whatsoever you also confirm and agree that these restrictions are reasonable and are legitimately required to protect the business interest of the Tech Mahindra Ltd.

- (i) You will not solicit business and/or sell services/products or build business relationship with customers, you were directly or indirectly involved with, during your tenure in Tech Mahindra Ltd
- (ii) You will not interfere with its business relations, including but not limited to soliciting or providing services to any of Tech Mahindra's clients (except as directed by Tech Mahindra Ltd), directly or indirectly.
- (iii) You will not be employed by a client of Tech Mahindra Ltd for which you performed services while employed by Tech Mahindra.
- (iv) You will not solicit or induce Tech Mahindra Ltd associates to join a client or to compete with Tech Mahindra Ltd.
- (v) You undertake not to solicit or induce or endeavor to solicit or induce any consultant, supplier or service provider to cease to deal with the Company and shall not interfere in any way with any relationship between a consultant, a supplier or a service provider and the Company.

**f) Exclusivity of Services, Publications, Gifts/Anti-bribery**

You shall devote all work efforts exclusively to The Company and the furtherance of its interests. Any engagement in additional activities for remuneration or any direct or indirect participation in other enterprises of any kind requires the prior written consent of The Company. The Company's consent shall not be required for ordinary acquisitions of shares or other participation for investment purposes. Membership in the board of directors or supervisory board of other enterprises shall be subject to The Company's prior written consent. Any publications and lectures by you on topics relating to The Company's business or interests shall be subject to The Company's prior written consent.

You agree, to not accept or demand loans, rewards or other benefits, or promises thereof, from The Company's clients or other persons with whom the Associate has official or business contacts in the context of the Associate's activities for The Company, without The Company's prior written consent.

You hereby covenant and undertake that you will:

- Not engage in any actions that are, or could be seen to be, bribery of foreign public officials as described in the OECD Convention on Combating Bribery of Foreign Public Officials in International Business Transactions, the Foreign Corrupt Practices Act of the United States of America (the "FCPA"), the Anti-Terrorism, Crime and Security Act 2001 and Bribery Act, 2010 of the United Kingdom of Great Britain and Northern Ireland; and
- Comply with all United Kingdom, United States, German and other Applicable Law prohibiting bribery and in doing so will provide nothing of value to any government official.



- Not directly or indirectly offer or have offered or give or given or agree or agreed to give or given to any person any gift, success fee, rebate or consideration of any kind whatsoever including speed or facilitation money or indulge in any activity as an inducement or reward for influencing or carrying out any act and specifically in relation to any business opportunity or a customer including for the purposes of collection or for showing any favour or disfavour to any person or persons in relation to such performance.
- You hereby agree not to involve in receiving any gift/bribery during your tenure with the Company. You shall abide and follow the Company's anti-bribery policy which is hereby incorporated for reference. This Company policy shall be amended from time to time.

**g) Confidentiality / Non-Disclosure**

- a) You must return to The Company, upon request, and in any event, upon termination of your employment, all documents and tangible items which belong to The Company or which refer to any confidential information and which are in your possession or under your control.
- b) You must, if requested by The Company, delete all confidential information from any reusable material and destroy all other documents and tangible items which contain or refer to any confidential information and which are in your possession or under your control.
- c) All software, systems, ideas, concepts, designs, documentation or any other material produced by you, during the period of your assignment to the Tech Mahindra will either be Intellectual Property of the Tech Mahindra or that of its customers. You will not have any rights to such material as described above.

You shall execute / sign the Confidentiality Agreement as and when required by Tech Mahindra Limited or the Client.

**h) Non-Disparagement Obligations**

You covenant and agree that, during the term of your employment and anytime thereafter, neither you nor any of your legal heirs or any person acting on your/their behalf, will in any way publicly disparage, bring into disrepute, defame, libel, slander or otherwise criticize the Company, its subsidiaries, affiliates, successors, assigns, officers, directors (including any former directors/ officers of the Company or its subsidiaries), employees, shareholders, agents, attorneys or representatives, or any of their clients, customers, partners, other service providers, or any of their products or services, in any manner that would damage the business or reputation of the Company or any of its clients, customers, partners, other service providers. Any violation of this section shall necessitate an investigation and appropriate disciplinary action including termination from the services and/ or appropriate legal action.

## 2. Assignments/Transfer/Deputation

Though you have been engaged for a specific position, The Company reserves the right to send you on training/deputation/secondment/transfer/assignments to sister companies, associate companies, clients' locations or third parties whether in India or abroad. In such case, the terms and conditions of service applicable to the new assignment will govern you.

You shall, only at the request of The Company, enter into a direct agreement or undertaking with any customer to whom you may be assigned/seconded/deputed accepting restrictions as such customer may reasonably require for the protection of its legitimate interests.

## 3. Termination of Employment

- (a) Either party can terminate this employment by serving a notice of **60** days on the other. The Company may at its absolute discretion make a payment representing salary (basic) in lieu of notice of termination. However, for cause like misconduct, gross negligence, willful insubordination or disobedience, misbehavior or non-performance, Tech Mahindra Limited. may terminate your services with immediate notice. The Company shall have the right to place you under suspension on subsistence allowance and benefits as applicable pending any investigation into potential dishonesty, gross misconduct, misappropriation, gross negligence, fraud or other circumstances, which expressly provides for termination of your employment which if proved, would entitle The Company to dismiss your services summarily.
- (b) In the event of your serving on The Company a notice of termination of employment by submitting a resignation letter, your release will be governed by the relevant policies in force at that point in time, subject to satisfactory handing over of your duties, responsibilities, Company documents, Company assets, etc. to the relevant parties.
- (c) In case of Associates who are governed by any other service agreement(s) for serving a minimum stipulated period, the associate will need to mandatorily fulfill requirements of **Clause 3(a)** along with applicable exit policy clauses under stipulated service period agreed to and provided therein.
- (d) Unauthorized absence or absence without permission from duty for a continuous period of 7 working days would make you lose your lien on employment. In such case your employment shall automatically come to an end without any notice of termination.
- (e) You will be governed by The Company's laid down Code of Conduct and if there is any breach of the same or non-performance of contractual obligation or the terms and conditions laid down in this agreement, your service could be terminated as per the procedure mentioned in **Clause 3(a)** herein above. The Company further reserves the right to invoke other legal remedies as it deems fit to protect its legitimate interests.
- (f) Reference check will be made from your previous employers and other references as may be deemed appropriate. In case there is any adverse report against you which may be detrimental to the interests of The Company or if the information furnished by you is not true, The Company reserves the right to

terminate your services as per the procedure mentioned in **Clause 3(a)** herein above on the grounds of misrepresentation of facts.

- (g) In addition to The Company's right to carry the above verifications, you shall fill in and sign the Criminal Disclosure Declaration Form. In the event you have been accused, charged and/or convicted for any criminal offence, at any time whether prior or subsequent to your joining The Company, you shall make full disclosure of the same and furnish all necessary documents in support thereof. In the event you have been accused, charged and/or convicted for any criminal offence, your joining shall be subject to specific written confirmation from The Company. The Company at its sole discretion reserves the right to terminate your employment as mentioned in **Clause 3(a)** or take appropriate disciplinary action against you or revoke this Offer Letter. In the event of suppression of any facts, The Company shall be entitled to take such other action at any time as it may deem fit.
- (h) The Company reserves the right to carry out banned/ illegal drugs/narcotic substance screening tests on you at any point of time during your tenure. You understand and acknowledge that this is a requirement and you have no objections whatsoever if such checks, banned/ illegal drugs/narcotic substance screening tests and verifications are carried out by The Company or a third party agency engaged by The Company. Arising out of such verification or check or otherwise, if it is detected that the information furnished by you in your application is mis-stated or is unstated or document submitted by you are not correct or banned/ illegal drugs/narcotic substance screening tests, results are positive, The Company shall, at its sole discretion be entitled to fore with terminate your employment as per the procedure mentioned in **Clause 3(a)** herein above and/or revoke your appointment with The Company, without further reference in the matter.

#### 4. **Statement of Facts**

- (a) It must be specifically understood that this offer is made based on your proficiency on Technical/Professional skills you have declared to possess as per the application, and on the ability to handle any assignment/job independently anywhere in India or overseas. In case, at a later date, any of your statements/particulars furnished are found to be false or misleading, or your performance is not up to the mark or falls short of the minimum standards set by The Company, The Company shall have the right to terminate your services forthwith without giving any notice, notwithstanding any other terms and conditions stipulated herein.
- (b) You confirm and represent that there exists no personal circumstances which are likely to affect your liability to discharge your obligations in the course of your employment. You further undertake to notify, your line manager and HR Manager immediately of any material change in personal circumstances that may have impact on the status of your employment including, but not limited to, criminal convictions and/or cases pending, health issues, right to work in the country where work is to be performed etc.

#### 5. **Company Policies**

You are required to comply with all the policies of the Company including but not limited to the Code of Ethical Business Conduct, the Policy on Prevention of Sexual Harassment and such other policies, as communicated to the associates of Tech Mahindra from time to time. In case of any violation or failure to comply with such Company



Policy/policies, the Employee shall be subjected to the disciplinary action as per company policy. These policies are available on Tech Mahindra's intranet. You are requested to visit the site at frequent intervals to get all updates / changes. By signing a copy of this letter, you are consenting that you will visit the intranet site and get familiar with Tech Mahindra's policies. Tech Mahindra reserves the right to interpret, change, suspend or terminate any of its benefits, policy plans or programs in accordance with its needs from time to time.

## **6. Personal Indebtedness**

Tech Mahindra Limited shall not be responsible for personal indebtedness or other liabilities incurred by you, during/prior to your employment with Tech Mahindra Limited. You understand and accept that you shall have no authority to pledge the credit of Tech Mahindra Limited to any person or entity without Tech Mahindra Limited's prior written authorization.

## **7. Restraints**

### **Access to Information**

Information is available on need to know basis for specified groups. The network file server is segregated to allow individual sectors for projects and units. Access to these are authorized through access privileges approved by unit Mentors or Project Mentors.

### **Authorization**

Only those authorized by a specific power of attorney may sign legal documents, representing The Company.

### **Smoking**

We owe and assure a smoke free environment for our Associates. Barring some areas, the entire office premises including conference rooms, lobbies, is declared as "No-Smoking Zone".

### **Passwords**

Access to our network, development environment and MS-Exchange is through individual's password. For security reasons it is essential to maintain confidentiality of the same.

### **Unauthorized Software**

You shall not install, download, copy and duplicate any unauthorized or unlicensed software, programs, games, attachments on to your computer systems.

### **Security**

Security is an important aspect of our communication and office infrastructure. We have security personnel deployed on all the floors who take care of the security. Those of you who wish to work late or early hours are requested to produce their identity cards to the Security personnel on demand. If there is a need to take some of

the equipment's/infrastructure out of the office premises for any reason the associate shall obtain the gate pass from the security staff after the authorization from your mentor.

The communication security is maintained by controlling physical access to computer systems, disabling all workstation floppy disk drives, and a Company-wide awareness about the need for protection of intellectual property and sensitive customer information. For some projects, The Company uses sophisticated data encryption devices. Your work table and storage space is lockable. Please ensure they are locked when unattended. Duplicate keys are maintained with Security. One can take a duplicate key after signing for it for one's own or team member's table or storage.

**(a) Destroying Papers & Material**

Any official communication, which is confidential in nature, shall be destroyed through paper shredder after the purpose is served.

**(b) Use of Company Resources**

(i) You shall use The Company's resources only for official purposes as per the applicable Company policy.

(ii) The Company shall have the right to access the files, folders and data stored in the official laptop provided to you by the Company and to keep track on individual users activity and logs stored in the official laptop. Further the Company may also monitor the emails and email traffic in your official mail id provided by the Company as measure to ensure compliance with Company's policies and network security. You also authorize the Company representative to access all the data and information stored under your mail id during and after employment with the Company and this access is provided under the applicable data privacy laws. You also expressly waive any other rights as may be available under the applicable Data Privacy laws against the Company for providing such access.

(iii) You shall access only those web sites, which are relevant to your work at hand.

(iv) You shall not use any company resource for hacking or other unethical / illegal activities.

(v) You shall not circulate or distribute offensive/pornographic material through e-mail or in any other manner.

**8. Overseas Service Agreement**

As The Company will be spending substantial amount of time and money for your deputation /secondment abroad, you may be required to sign a deputation agreement with The Company and may also be required to execute a Surety Bond on such terms, as The Company may deem appropriate. (This agreement will consist, inter alia, of issues like (i) your commitment to complete the project (ii) your returning to India after completion of the project and serving The Company for a stipulated period).

## 9. Intellectual Property Rights

You agree to disclose any invention, development, process, plan, design, formula, specification, program or other matter of work whatsoever (collectively "the Inventions") created, developed or discovered by you, either alone or in concert, in the course of your employment and the same shall be the absolute property of The Company. Any Intellectual Property Rights and rights to inventions arising out of your activities hereunder, or if ownership rights cannot be transferred under applicable law, any exploitation rights relating thereto, shall be transferred to The Company in accordance with applicable law. You shall, as and when requested by The Company (at Company's cost and expense), assist The Company in perfecting the Intellectual Property Rights in any manner The Company deems fit. You shall execute/sign the Intellectual Property Rights Assignment document as and when required by Tech Mahindra Limited or the Client.

## 10. Jurisdiction

Even though The Company may depute you overseas for on-site work or to any other location in India, the jurisdiction concerning any dispute arising out of your employment will be in the courts in **Mumbai** only.

## 11. Retirement

Your services with the Company will come to an end immediately upon your attaining the age of retirement as per the then prevailing policy of the Company. For the purpose of determining this, the age recorded with The Company shall be considered as final and conclusive.

Termination of employment may also be initiated earlier by either party by serving prior written notice on the other, as per the notice period stipulated in this letter.

## 12. General

The above terms and conditions including those in Annexure - A (Salary break up) are based on Company policies, procedures and other rules currently applicable in India as well as Overseas and are subject to amendments and adjustments from time to time. In all services matters, including those not specifically covered here such as Traveling, Leave, Working Hours, Retirement, Code of Conduct, etc. you will be governed by the rules of The Company as shall be in force from time to time.

13. You shall be present in the office during normal working hours as specified in the policies or during hours expressly designated for you in writing. Depending on organizational requirement or project contingencies your working hours / work days may be modified/ altered from time to time. The Company does not encourage overtime work and accordingly does not have a policy for payment of overtime.

14. You shall provide details regarding the utilization of your time by entering the same into Tech Mahindra Limited's electronic timesheet system on a daily basis. In case you are attached to any project where the



client may have requirement of recording specific time-efforts, you shall comply with such requirement also, in addition to Tech Mahindra Limited's timesheet system.

15. This offer is purely based on the information / documents provided by you and by accepting the offer, you specifically authorize The Company or any external agency through Tech Mahindra Limited to verify your educational, employment antecedents, your conduct and any other background checks prior to your joining The Company or thereafter. You shall extend your co-operation (if asked for) during such verification without any protest or demur.

---

This is to certify that I have gone through and understood all the terms and conditions mentioned in Annexure – B and I hereby accept and agree to abide by them. I am also required to fill the EMPLOYMENT VERIFICATION FORM, complete in all respects and bring it along with all the other documents / testimonials as required (Annexure D) at the time of joining.

**Name in full** :

**Signature** :

**Address** :

**Date** :

**Place** :

### Annexure- C - Medical Declaration

MEDICAL DECLARATION FORM			
Applicant ID <i>(To be filled by HR)</i>		Associate ID <i>(To be filled by HR)</i>	
First Name:		Last Name:	
Gender: Male / Female		Date of birth (DD/MM/YYYY)	
		Blood Group	

#### Candidate's Medical History:

Candidate's Medical Details	Yes	No	Please provide the details
Do you have any defect or problem of vision?			
Can you readily distinguish between the pigmentary colors?			
Do you suffer from a degree of deafness which would prevent your hearing of normal conversation?			
Do you have any physical deformity / handicap?			
Do you have any congenital disorder / abnormality?			
Have you ever been diagnosed to have any Psychiatric ailment including Depression, Anxiety Neurosis, Phobic Disorders, Schizophrenia, Manic Depressive Psychosis or any other Psychiatric illness?			
Have you ever been diagnosed with an alcohol or drug abuse problem? If yes, are you on treatment for the same?			
Have you ever been disqualified on medical grounds from any previous employment opportunity?			

Have you ever been suffering from any Medical condition that may require you to take Medical Leave over the next 12 months?			
Have you had any form of critical illness or operation in the last two years?			
Have you ever been diagnosed to have Cancer, Tumor, Cyst or any similar type of growth?			

**Have you ever suffered/are you suffering from any of the following? (Please tick whichever applicable)**

	Heart Attack		Diabetes
	High Blood Pressure		Stroke
	Night Blindness		Valve Disorders
	Asthma		Slipped disc
Any other major disease/illness that you may be willing to disclose			



**Candidate's Declaration:**

I declare that, to the best of my knowledge, the answers to the questions in this form are correct and that I am not suffering from any disease/illness that I have not revealed.

**Signature:****Name:****Date:**

(DD/MM/YY)

## **Annexure – D – Checklist of the Documents**

At the time of joining, you are requested to bring the following documents in **original(For Verification only)**, along with 1 copy of each.

- (a) Certificates' supporting your educational qualifications along with marks sheets
- Xth Certificate & mark sheets
  - XIIth Certificate & mark sheets
  - Degree Certificate & Semester/year-wise mark sheets
  - Master's Certificate & Semester/year-wise mark sheets
  - Diploma/PG Diploma Certificate & Transcripts
  - Any other Certificate with supporting documents – if any
- (b) Your relieving letter from your present organization
- (c) Service Certificate from the last employer as well as all previous employers.
- (d) Acceptance copy of Tech Mahindra Limited's offer of appointment duly signed.
- (e) Two passport-sized color photographs with white background.
- (f) Valid Passport  
*Please submit copy of the valid Passport (inclusive of all blank pages). In case you have applied for it, please submit the proof of Passport Office submission ticket. Upon receipt of Passport from Passport Office, please submit the documents to HR.*
- (g) PAN Card and Proof of PAN Number  
*You MUST carry and provide your PAN Card copy. Please note that it is mandatory to provide the PAN number for processing of your payroll and no payments on account of salaries can be made without a PAN Number. If applied for please submit a copy of the acknowledgement as issued by the Income Tax authorities.*
- (h) Aadhaar Card  
*You MUST carry and provide your Aadhaar Card copy. Please note that it is mandatory to provide your Aadhaar card number for processing KYC in EPFO portal. If applied for, please submit a copy of the acknowledgement as issued by the authorities.*

Your offer has been made based on the information furnished by you. However, if there is a discrepancy in the copies of the documents/certificates given by you as a proof in support of the above, The Company reserves the right to revoke the offer.

## **Annexure E - Confidentiality Agreement**

I understand that during my employment with Tech Mahindra Limited., I will have access to information for its customers, suppliers, vendors and licensors, any or all of which are referred to in this agreement "Tech Mahindra Limited. I also understand that this information, whether technical or non-technical is commercially valuable. It is referred to in this agreement as "confidential information".

A few examples of confidential information are given below. However these examples do not list all of the types of confidential information which I may develop or to which I may have access:

- 1) Information of a business nature such as marketing, underwriting, associate customer and claimant data, sales, and list of customers, including future developments and planning concerning them.
- 2) Computers /software programs and associated documentation and material which are propriety to Tech Mahindra Limited or which Tech Mahindra Limited. is under an obligation to prevent this disclosure.
- 3) Information from Tech Mahindra Limited's vendor and supplier which is confidential, propriety or copyrighted.
- 4) I hereby agree that :
  - The confidential information shall remain the sole and exclusive propriety of Tech Mahindra Limited and I shall regard it as confidential and secret information.
  - The confidential information is the property considered to be the trade secrets of Tech Mahindra Limited because it involves processes and compilation of information which are secret, confidential, and not generally known to the public and which are the products of expenditure of time, effort, money, and /or creative skills of Tech Mahindra Limited.
  - The use of confidential information is furnished to me during my employment on a confidential and secret basis for a sole and exclusive use and pursuing my employment duties at Tech Mahindra Limited.
  - I will not, during and after my employment at Tech Mahindra Limited., publish, disclosed, or otherwise divulge the confidential information to any person not specifically authorized by Tech Mahindra Limited. to receive such information.
  - I will not copy and confidential information for any purpose except with the express consent of the Tech Mahindra Limited. Officials or the expressed written authorization of the third party owner.
  - Upon termination of my employment with Tech Mahindra Limited., or at any other time at Tech Mahindra Limited. request, I agree to return promptly to Tech Mahindra Limited., all confidential information, including but not limited to all manuals, letters, notes, notebooks, reports, formulae, computer programs and associated documentation and material, memoranda, customer list and all other materials and all copies of them relating in any way to Tech Mahindra Limited which in any way were obtained by me during my employment at Tech Mahindra Limited .which are in my possession or under my control. I further agree that I will not make or retain any copies of the above mentioned information and will so represent to Tech Mahindra Limited. upon termination of my employment.



- This confidentiality agreement will continue to be in effect after the termination of my employment with Tech Mahindra Limited.
- IF any provision of this agreement is declared invalid or unenforceable with respect to a particular occurrence or circumstance or otherwise, that will not affect the validity, enforceability, or applicability of any other provision of this agreement.

Name:

Signature:

Date :

## **Annexure - F - Intellectual Property Assignment**

Associate Name:

Associate ID:

Date:

In consideration of my employment with Tech Mahindra Limited and in view of the confidential nature of employment by reason of which I will obtain and have obtained special knowledge of Tech Mahindra Limited and business, its necessities and plans and the information of its customer, I hereby agree as follows:

### **(a) Intellectual Property Assignment**

I hereby assign, to Tech Mahindra Limited or its successor, designees or assigns, any and all rights in any design, invention, discovery, or other intellectual property (including without limitation, right to apply for and obtain a patent) which I may create, develop or assist in creating or developing during my employment which design, inventions, discovery and other intellectual property relate to services provided/ to be provided or products or systems manufactured or developed or licensed or sold by Tech Mahindra Limited whenever made by me and for any work made and/or created or cause to made and/or created in the course of my employment whether on the customer project or otherwise.

Tech Mahindra Limited shall be the first owner of the copyrights therein and for work made and/or created or cause to made and/or created in the course of my employment. If by virtue of any law or any judgment, Tech Mahindra Limited is not the first owner, then I hereby assign, exclusively and irrevocably, the same, wholly and generally, forever throughout the world, without any obligation of payment of royalty or any other sum of money or benefit(s), the whole of the copyright(s) in all such work(s) and further waive all my moral rights wholly in favour of Tech Mahindra Limited I also agree to sign on demand, whether during the employment or any time thereafter, any papers and do any acts which may be deemed necessary or desirable by Tech Mahindra Limited to secure to Tech Mahindra Limited., its successors, designees, or assign, any right relating to such design, invention, discovery, copyright or intellectual property and improvement including patents in India or any other foreign country.

### **(b) Restrictions after Termination**

I further agree upon termination of my employment to surrender to Tech Mahindra Limited all software programs, data (whether in hard copy form or in electronic form), notebooks, designs, drawings, blueprints, writings, manuals, price books, any business or market information, business and technical brochures, service models and techniques and other documents and materials (including all copies) then in my possession or control, which relate in any way to the business, research, development, sales, sales promotions, marketing or customer's information or other activities of Tech Mahindra Limited The obligations stated under this Agreement shall survive the termination or discontinuation of my employment with Tech Mahindra Limited.

WITNESSED

ACCEPTED

\_\_\_\_\_

\_\_\_\_\_

## **Annexure – G**

### **Agreement – General Covenant Against Disclosure and Covenant Not to Compete / Non- Solicitation**

In consideration of my employment "Tech Mahindra Limited", and in consideration of the wages or salary to be paid to me, and regardless of the duration of my employment, I enter into the following agreements:

1. I agree to perform competently, diligently, reliably, and to the best of my ability all duties required of me from time to time by Tech Mahindra Limited I shall not directly or indirectly, either as an associate, employer, consultant, agent, principal, partner, stockholder, corporate officer, director or in any other individual or representative capacity, engage or participate in any business that is in competition in any manner whatsoever with the business of Tech Mahindra Limited during the term of my employment with Tech Mahindra Limited either within or outside of business hours.

2. I acknowledge and agree that I am bound by all of the terms and conditions of my Service Agreement in addition to the terms and conditions of this agreement.

3. **Actions Required on Termination:** Upon termination of my employment at Tech Mahindra Limited whether voluntary or involuntary (or at any other time upon the request of Tech Mahindra Limited.), I shall return to Tech Mahindra Limited all of its property of which I have had custody, including all handbooks, manuals, notebooks, supplies, credit cards, keys, disks, tapes, records, statistics, data and Confidential Information (defined herein) for which I have acquired by virtue of my employment, regardless of form or media.

4. **Covenant Against Disclosure:** I understand that it may be desirable and necessary for Tech Mahindra Limited or any of its suppliers, licensors, licensees or customers to disclose to me information which may include, by way of illustration and not by way of limitation, technical information, designs, drawings, processes, systems, procedures, formulae, test data, improvements, price lists, financial data, code books, invoices, financial statements and other financial information, computer programs, disks, printouts, sketches, customer and prospect contacts, customer and prospect lists, names, addresses or any other compilation of information written or unwritten (both individually and collectively referred to herein as "Confidential Information") during the course of my employment.

Because I will have access to and become familiar with such Confidential Information, I hereby agree to accept and retain such Confidential Information in confidence and agree, at all times during or after the termination of my employment, not to, directly or indirectly, disclose, reveal, use, copyright or patent such Confidential Information, without the prior written consent of an authorized officer Tech Mahindra Limited I also agree to keep the contractual relationships of Tech Mahindra Limited with its suppliers, licensors, licensees, customers, contractors, and subcontractors confidential, including the



names, addresses, or special requirements of Tech Mahindra Limited's customers. This Section 4 is intended to apply to all materials, which I may compile, as well as to all materials furnished to me by anyone else in connection with my employment.

a. Because it may not be clear to Associate which information is Confidential Information, in order to minimize the possibility of inadvertent disclosure, Associate agrees to consult with Tech Mahindra Limited before making any disclosure of information covered by this Agreement.

b. Associate may disclose information if such disclosure is directly pursuant to a valid and existing order of a court, or a governmental body or agency, within India; provided, however, that prior to such disclosure, the Associate (i) notifies Tech Mahindra Limited in writing of the prospective order, or proceeding giving rise to such order, and (ii) Tech Mahindra Limited has had the opportunity to prevent or limit such disclosure.

c. In the event of a breach or threatened breach of this Section 4 by Associate, Tech Mahindra Limited shall be entitled, in addition to all other remedies otherwise available to Tech Mahindra Limited to and Associate hereby consents to the issuance thereof forthwith in any court of competent jurisdiction without proof of specific damages. Associate waives any requirement for a bond in connection with any temporary or pendente lite injunctive relief.

d. In the event that Tech Mahindra Limited shall enforce any part of this Agreement through legal proceedings and obtains any judgment or order in such proceedings, Associate agrees to pay to Tech Mahindra Limited any costs and attorneys' fees reasonably incurred by Tech Mahindra Limited in connection with obtaining such judgment or order.

If any court should hold any part of the covenants set forth herein to be unreasonable, or otherwise unenforceable, the parties expressly agree that the covenants set forth herein shall be enforced to the extent that would otherwise be deemed reasonable or enforceable. In the event of any breach by Associate, the Non-Compete Period shall be extended on a per diem basis for the period that Associate is in breach.

**5. Ownership of Work Product:** Tech Mahindra Limited shall be the sole owner of all of my work product. For this purpose, "work product" means all inventions, improvements, discoveries, documentation, programming and technology (including all associated intellectual property rights) that I may create (alone or with others, at work or elsewhere, during or after the normal workday) relating to the work I do, the business of Tech Mahindra Limited or any research or development conducted by Tech Mahindra Limited I agree to assign, disclose and deliver to Tech Mahindra Limited as Tech Mahindra Limited's property, all right and evidence I may have or acquire with respect to any and all work product, and I agree to take such further actions and sign such further instruments as Tech Mahindra Limited may request from time to time to protect and defend its ownership of any and all work product. I understand that disclosure of my suggestions and ideas is encouraged.

**6. Partial Restriction on Post-Termination Competition:** Background. Tech Mahindra Limited expects to invest considerable time, effort and capital in enhancing the value and desirability of my skills. Both this investment and my compensation reflect Tech Mahindra Limited's expectation of receiving a considerable return from the exclusive use of my services and know-how in the future, free from any danger that Tech Mahindra Limited's customers or competitors may attempt to cause me to leave Tech Mahindra Limited and wrongfully gain the benefit of Tech Mahindra Limited's investment. The partial restraint set forth in this Section 6 does not, and cannot, provide complete protection for Tech Mahindra Limited's investment, development efforts, product, strategy, proprietary and Confidential Information, but Tech Mahindra Limited believes that in combination with the other provisions of this Agreement, it is the most fair and reasonable measure to protect Tech Mahindra Limited's interest, giving due regard to both my interests and the interests of Tech Mahindra Limited.

**7. Covenant Not To Compete.** I hereby covenant and agree as a part of and ancillary to this Agreement that for the 12 months period following the termination of my employment with Tech Mahindra Limited (irrespective of the reason for or such termination),

(a) I will not solicit, or attempt to solicit, or cause any third party to solicit, directly or indirectly, any customer of Tech Mahindra Limited for the purpose of selling or licensing products or services that are then competitive with the products and services that are then available to that customer from Tech Mahindra Limited provided, however, that this restriction shall apply only to customers of Tech Mahindra Limited with whom I actually have material contact (meaning direct interaction, such as through sales calls, presentations or other business dealings) in the course of performing my employment duties for Tech Mahindra Limited within the two year period preceding the date my employment with Tech Mahindra Limited ends. It is understood that this restriction is necessary to avoid possible compromise of Confidential Information and business interest.

(b) I will not (1) seek or obtain employment of any kind by any means, directly or indirectly, as either associate, agent or consultant, with any customer of Tech Mahindra Limited's for which I am providing services on behalf of Tech Mahindra Limited that are competitive with the products and services available to the client from Tech Mahindra Limited provided however, that this restriction shall apply only to employment to perform the same or substantially similar services that I am performing for the client as a Tech Mahindra Limited associate; or (2) induce or solicit any associate of Tech Mahindra Limited to seek or obtain such employment with a customer of Tech Mahindra Limited This restriction applies to my acceptance of any employment by a customer through general advertising or third party recruitment;

I accept and agree that the above covenants (a) and (b) are reasonable restrictions imposed with an objective to protect Tech Mahindra Limited's legitimate business interests and proprietary and confidential information. Given the compensation and benefits provided to me, I agree that the restriction as to time and scope contained herein are reasonable and necessary to protect Tech Mahindra Limited's business

interests and proprietary information. I have sufficient skills to find alternative, commensurate employment that would not violate the terms of this undertaking. I acknowledge that adherence to this undertaking shall not deprive me of the ability to earn a living or support my dependents.

**8. Compliance Not Contingent Upon Additional Consideration:** I understand and acknowledge that the wages, compensation,, benefits training and experience that Tech Mahindra Limited. provides to me shall be full and sufficient consideration for the promises contained in this Agreement. I have not been promised, and shall not claim, any additional or special payment or compliance with the covenants and agreements herein.

**9. Damages and Remedies:** I acknowledge and agree that if violate this Agreement, Tech Mahindra Limited may take legal action against me as follows: (1) Tech Mahindra Limited. may take legal action in the court specified below in Paragraph 14 for the liquidated damages specified in Paragraph 6 above and (2) a violation of this Agreement is likely to cause severe and irreparable Cause injury to the business, good will, client relations and proprietary information of Tech Mahindra Limited., an injury that is not adequately compensable by money damages alone. Accordingly, in the event of a breach (or threatened or attempted breach) of this Agreement, Tech Mahindra Limited. shall, in addition to any other rights and remedies, be entitled to immediate, appropriate injunctive relief, or a decree of specific performance of this Agreement, without the necessity of showing any irreparable injury or special damages, in any court of competent jurisdiction.

**10. Severability:** Each paragraph and provision of this Agreement is severable from the contract and if one provision is declared invalid, the remaining provisions shall nevertheless remain in full force and effect. Further, the invalid provision or part shall remain enforceable to the extent permitted by law.

**11. Entire Agreement:** This Agreement reflects the full and complete agreement between myself and Tech Mahindra Limited. on the subjects covered herein and supersedes and replaces all prior negotiations or agreements, whether written or oral. This Agreement shall only be modified, altered or replaced by a subsequent writing, signed by myself and an authorized officer of Tech Mahindra Limited.

**12. Binding Effect:** This Agreement shall inure to the benefit of, and be binding upon, my heirs, executors, administrators and personal representatives as well as the subsidiaries and affiliates of Tech Mahindra Limited. (Together with their successors and assigns).

**13. Choice of Law:** This Agreement will be governed and controlled in all respects by the laws of India.

**14. Choice of Forum:** The parties submit to the jurisdiction and venue of India with respect to any action arising, directly or indirectly, out of this Agreement or the performance or breach of this Agreement. The parties stipulate that the venues referenced in this Agreement are convenient.



In the event of any violation of the terms of this clause, I agree that I shall be liable to Tech Mahindra Limited. For liquidated damages in the amount of the gross salary earned by me during the preceding one year from the date of such breach. I acknowledge and agree that said amount constitutes liquidated damages and not a penalty, and that the amount is a reasonable and fair estimate of the actual damages that Tech Mahindra Limited. Would incur upon such breach.

Following the expiration of the one year period described herein, I shall continue to be obligated under the Covenant Against Disclosure in Section 4 so long as such Confidential Information remains proprietary or protectable as confidential or trade secret information.

Executed this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

Signature

\_\_\_\_\_  
Name of Candidate

For and on Behalf Of  
**Tech Mahindra Limited**



**Mukul Sah**  
**Group Function Head (Support) – Human Resource**

## Annexure – H

PROOF OF ACCEPTANCE OF  
Code of Ethical Business Conduct (CEBC)  
And  
Statement of Policies and Procedures for Preventing Insider Trading

To  
Tech Mahindra Ltd.  
Date of Joining: \_\_\_\_\_  
Dear Sir/Madam,

I \_\_\_\_\_ Associate Id No \_\_\_\_\_

(Associate) of Tech Mahindra Ltd, do hereby state to have read and accepted that Tech Mahindra Code of Ethical Business Conduct (CEBC) and Statement of policies and Procedures for Preventing Insider Trading. In Company website ([www.techmahindra.com](http://www.techmahindra.com) >> Investors >> Overview),

I have read and fully understood the above stated code of conduct and Ethics for directors and Associates and Statement of Policies and Procedures for preventing Insider Trading and shall abide by the policies, procedures and Principles contained therein.

I understand that any misinterpretation and /or false understanding given herein may attract penalties as laid down under the policy.

Authorized Signatory (HR) Signature of the Associate  
Name:

## Employment details- Ashwani Sharma

### Appointment letter from the Employer



## Employer's detail-

Name of the employer - Amazon

Contact detail of employer- [www.amazon.in](http://www.amazon.in)

Manager Name- Vaibhav Gosar

Pay Package at Appointment- 6,33,000rs/ only

- Six Lakhs Thirty Three Thousand only



## APPOINTMENT ORDER

To

**DEEKSHA**

Dear Sir/Madam,

With reference to your application and subsequent interview with us, we are pleased to appoint you as **French Teacher, Secondary** at **SLOKA INTERNATIONAL SCHOOL**, ORR, Near RTA Office, Manneguda, Turkayamjal, Hyderabad-501510, and Telangana.

### **This offer is governed by the following Terms and Conditions:**

1. Date of joining is on or before **17.01.2022**.
2. You are required to submit all your original Certificates at the time of joining.
3. You will be paid a consolidated gross salary of **Rs.25, 000 /-**  
in words **Twenty Five Thousand** per month, and shared accommodation.
4. You have to execute a minimum of one academic year Service Agreement with Sloka International School, as you will be on probation for one year. Increment will be granted after successful completion of this probation period.
5. All income tax obligations arising out of your salary have to be borne by you.
6. You are expected to perform the duties assigned to you with due care, trust and to the best of your knowledge and ability.
7. You are expected to be punctual to school and follow the stipulated school timings with reverence.
8. You are entitled for a maximum of twelve casual leaves in the academic (maximum of one leave per month) for which you are required to get sanctioned by the Principal with prior permission.
9. If for any reason, approval is given by the Principal to take more than one casual leave in a month, you will not be entitled for salary for the days of absence, as they all are considered as loss of pay.
10. If you fail to report for work on the date stipulated by the management, we have the right to deduct two (2) days salary for each day absent. If you are absent or avail a leave on a day preceding or following a holiday, it will be considered as loss of pay for the days absent.

Strictly Confidential & Personal

Ref No. : **HR/ L/ 199**

Date : **March 02, 2022**

**Ms. SOMYA SUNDRIYAL  
21/1034 NEAR SHERWOOD ACADEMY SECTOR 21 INDIRA NAGAR LUCKNOW  
INDIRA NAGAR  
UTTAR PRADESH 226016  
India**

**NIIT Limited**  
Infocity, A-24, Sector-34  
Gurugram 122 001, Haryana, India  
Tel: +91 (124) 4916500  
Fax: +91 (124) 4916503  
Email: [india@niit.com](mailto:india@niit.com)

Registered Office:  
Plot No. 85, Sector 32,  
Institutional Area,  
Gurugram 122 001,  
(Haryana) India  
Tel: +91 (124) 4293000  
Fax: +91 (124) 4293333

CIN: L74899DL1981PLC015865

**Dear Ms. SOMYA SUNDRIYAL**

**SUB: APPOINTMENT LETTER**

With reference to your application and the interview you had with us, we have pleasure in offering you employment in NIIT Limited on the terms and conditions listed below and in the following pages.

<b>Base Unit</b>	<b>:</b>	<b>NIIT</b>
<b>Posted Unit</b>	<b>:</b>	<b>NIIT</b>
<b>Business</b>	<b>:</b>	<b>CORPORATE LEARNING GROUP</b>
<b>IBU</b>	<b>:</b>	<b>LSE-LEARNING DELIVERY &amp; OPERATIONS</b>
<b>Designation</b>	<b>:</b>	<b>LANGUAGE EXPERT II</b>
<b>Place of Posting</b>	<b>:</b>	<b>Gurgaon</b>
<b>Basic Salary</b>	<b>:</b>	<b>Rs. 25000 p.m.</b>
<b>Benefit Plan</b>	<b>:</b>	<b>Q</b>

You will be entitled to benefits as per Company policies in force from time to time.

You are required to report to the Human Resources Organisation on March 2, 2022 failing which this offer will stand automatically withdrawn.

Please return the duplicate copy of this letter and all the following pages duly signed confirming your acceptance.

We look forward to your joining our team for a long and successful association.

With best wishes,

**For NIIT Limited**



**RADHAKRISHNAN K V  
SENIOR VICE PRESIDENT-CORP. HR SERVICES**



**OFFER CUM APPOINTMENT LETTER**

Sarika Negi  
Kedarpuram, Mothrowala  
Dehradun  
248001  
IN

Dear Sarika,

On behalf of **Amazon Development Centre (India) Private Limited**, a company incorporated under the laws of India, having its registered office at # 26/1, Brigade Gateway, World Trade Centre, 10th Floor, Dr. Rajkumar Road, Malleshwaram (W) Bangalore - 560 055. Karnataka India (hereinafter the "Company" or "Amazon India"), we are very pleased to issue this Offer cum Appointment Letter for the position of **Catalog Associate FR** at **Chennai**, India.

Your employment with the Company will be subject to your acceptance of this Offer cum Appointment Letter and the terms and conditions set forth hereinbelow. If you wish to accept employment with the Company, please convey your acceptance in the manner provided for by the Company. The offer of employment contained in this Offer cum Appointment Letter will expire if you have not accepted the same on or before **10 business days**.

Upon your acceptance of the offer herein, this Offer cum Appointment Letter shall form the employment contract that is a valid and binding agreement of employment between Amazon India and you, and you shall be bound by the terms and conditions stipulated herein below.

**1. Date of Commencement**

Your employment with Amazon India will commence on **18-Apr-2022**.

**2. Probation**

You shall be on probation for a period of 3 months ("Probation Period") from the date of joining. Your performance will be reviewed and evaluated at regular intervals during the Probation Period. Depending on the outcome of such evaluation/s, the Company may, at its sole discretion, either (a) if your performance is found satisfactory, confirm your appointment; or (b) if your performance is found to be unsatisfactory, extend, in writing, the Probation Period by a

1

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

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



**OFFER CUM APPOINTMENT LETTER**

Nishtha Ghildiyal  
Ashirvaad enclave Sangharsh Vihar Mothrowala Dehradun  
Dehradun  
248001  
IN

Dear Nishtha,

On behalf of **Amazon Development Centre (India) Private Limited**, a company incorporated under the laws of India, having its registered office at # 26/1, Brigade Gateway, World Trade Centre, 10th Floor, Dr. Rajkumar Road, Malleshwaram (W) Bangalore - 560 055. Karnataka India (hereinafter the "Company" or "Amazon India"), we are very pleased to issue this Offer cum Appointment Letter for the position of **SPS Associate-French** at **Bangalore**, India.

Your employment with the Company will be subject to your acceptance of this Offer cum Appointment Letter and the terms and conditions set forth hereinbelow. If you wish to accept employment with the Company, please convey your acceptance in the manner provided for by the Company. The offer of employment contained in this Offer cum Appointment Letter will expire if you have not accepted the same on or before **10 business days**.

Upon your acceptance of the offer herein, this Offer cum Appointment Letter shall form the employment contract that is a valid and binding agreement of employment between Amazon India and you, and you shall be bound by the terms and conditions stipulated herein below.

**1. Date of Commencement**

Your employment with Amazon India will commence on **10-Jan-2022**.

**2. Probation**

You shall be on probation for a period of 3 months ("Probation Period") from the date of joining. Your performance will be reviewed and evaluated at regular intervals during the Probation Period. Depending on the outcome of such evaluation/s, the Company may, at its sole discretion, either (a) if your performance is found satisfactory, confirm your appointment; or (b) if your performance is found to be unsatisfactory, extend, in writing, the Probation Period by a



## **OFFER CUM APPOINTMENT LETTER**

Varun Kumar Thapa  
160/11 neelkanth vihar, Chaudhury bihari lal marg  
Dehradun  
248001  
IN

Dear Varun Kumar,

On behalf of **Amazon Development Centre (India) Private Limited**, a company incorporated under the laws of India, having its registered office at # 26/1, Brigade Gateway, World Trade Centre, 10th Floor, Dr. Rajkumar Road, Malleshwaram (W) Bangalore - 560 055. Karnataka India (hereinafter the "Company" or "Amazon India"), we are very pleased to issue this Offer cum Appointment Letter for the position **SPS Associate - French** for Virtual Location-INDCp(TG,IN), India.

Your employment with the Company will be subject to your acceptance of this Offer cum Appointment Letter and the terms and conditions set forth herein below. If you wish to accept employment with the Company, please convey your acceptance in the manner provided for by the Company. The offer of employment contained in this Offer cum Appointment Letter will expire if you have not accepted the same on or before **5 business days**.

Upon your acceptance of the offer herein, this Offer cum Appointment Letter shall form the employment contract that is a valid and binding agreement of employment between Amazon India and you, and you shall be bound by the terms and conditions stipulated herein below.

### **1. Date of Commencement**

Your employment with Amazon India will commence on **01-Aug-2022**.

### **2. Probation**

You shall be on probation for a period of 3 months ("Probation Period") from the date of joining. Your performance will be reviewed and evaluated at regular intervals during the Probation Period. Depending on the outcome of such evaluation/s, the Company may, at its sole discretion, either (a) if your performance is found satisfactory, confirm your appointment; or (b) if your performance is found to be

1

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

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



27 April 2022

**PRIVATE & CONFIDENTIAL**

To whom it may concern,

**Re: Kamal Negi**

**Address: Raipur road ladpur, Police colony, Dehradun, 248001**

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

**Kamal Negi** is employed as a **SPRO Investigator - French** and commenced employment with Amazon on **25 April 2022**.

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

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

Kind Regards,

A handwritten signature in blue ink, appearing to read "Soumya V", with a stylized flourish at the end.

Soumya V  
ERC Delivery Hub Leader, Employee Services





12 March 2022

**PRIVATE & CONFIDENTIAL**

To whom it may concern,

**Re: Devanshi Kukreti**

**Address: 61, prempur mafi kaulagarh Dehradun, DEHRADUN, 248001**

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

**Devanshi Kukreti** is employed as a **Catalog Associate FR** and commenced employment with Amazon on **14 March 2022**.

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

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

Kind Regards,

A handwritten signature in blue ink, appearing to read "Soumya V", with a stylized flourish at the end.

Soumya V  
ERC Delivery Hub Leader, Employee Services



April 22, 2022

**Shivam Sharma**  
**Ladpur, Dehradun**  
**India**

Dear **Shivam Sharma**,

Following our recent discussions, Revolut is delighted to formally offer you the position of **Payments Specialist** in **India - Remote** reporting into **Vaidas Anusevicius (Team Leader)**.

You will be employed by **India - Globalisation Partners ("Revolut")**.

This offer below is conditional on you passing a standard employee background check and you signing our standard contract of employment. Further details will be sent once we have received your acceptance. Here are the key terms in your job offer:

#### **Place of work**

Your role will be **home-based**.

#### **CTC**

**5,66,087 INR** per annum, paid directly into your bank account on a monthly basis after deduction of the relevant withholdings.

#### **Working Hours**

The weekly working time is 40 hours; working days are Monday to Friday. Due to the nature of the position and depending on business requirements, we may require you to work in alternate shifts and schedules for duty which may include working on nights/ weekends or public holidays.

Working schedules and payments are prepared in accordance with The Labour Code of India.



### **Performance bonus**

- You may be eligible for additional equity awards based on performance once you have passed your probation at Revolut. This will be decided based on performance targets set by your direct line manager after you join.
- Please note that bonus awards for regulated employees, material risks takers or identified staff are subject to applicable financial services regulations including fixed and variable compensation limits, deferrals and malus and clawbacks requirements.

### **Holidays and Extra Benefits**

We are planning to offer a range of competitive HR benefits including:

- 21 days privilege leave + 10 PH
- 14 casual/sick leave days
- Free Revolut Metal Plan
- Health Insurance
- Latest technology to do your impactful work with

This offer of employment is valid for acceptance no later than **April 25, 2022**.

Based on your notice period with your current employer and our pre-employment background screening checks, which may take 10 to 15 days, we anticipate that your start date with Revolut would be on or before **May 2, 2022** unless otherwise agreed.

We are excited to have you on-board.

-If you have any questions, please let us know.

Best,

Revolut Talent team

**Acceptance of Conditional Offer of Employment**



# Revolut

By accepting this offer of employment, you confirm to Revolut that:

- 1) The offer is conditional upon you passing our standard employment and compliance background check (which based on your role *may* include education, right to work, employment history, regulatory approval, criminal and credit checks in line with applicable laws and regulatory requirements) and that Revolut may withdraw or terminate your offer of employment in the event of an unsatisfactory report.
- 2) You have the legal right to work for Revolut in the location of hire and will provide supporting documentation of your eligibility to work to Human Resources prior to your Start Date .
- 3) You are not, and have not been, the subject of any investigation with any governmental or regulatory authority, or any self-regulatory organisation in your current or previous employment. If you are performing a regulated role, your appointment will be subject to the unconditional approval of any relevant authorities.
- 4) You are not subject to any legal obligations that would restrict you from directly or indirectly competing with your current or any prior employer, soliciting employees to leave the employ of such employers, or soliciting any clients or customers of such employers. To the extent you are subject to such obligations, you have complied and will comply with them.
- 5) The performance of your duties at Revolut does not and will not breach any legal obligations not to disclose or to use confidential or proprietary information belonging to any other employer or entity. If you are subject to such obligations, you will not disclose, use or induce Revolut or the Group Company to use any such confidential or proprietary information.
- 6) If you have notice obligation with your current employer, you will not commence employment with Revolut until the end of such notice period.

I accept the key terms of employment and benefits set out in this offer letter and any applicable side letter. SIGNED

DocuSigned by: **ESIG\_CANDIDATE\_SIGNATURE**  
D1867B32561642B...

**Shivam Sharma**  
**Ladpur, Dehradun**  
**April 22, 2022**

**Shivam Sharma**



## Residential Address Verification

### Ladpur, Dehradun

I hereby verify that the information provided herein above is true and correct to the best of my knowledge and belief and nothing has been falsely stated or concealed therein.

I acknowledge that the terms and conditions of my employment will be subject to the prevailing laws and regulations in the four states; **Maharashtra, Delhi, Karnataka, and Haryana.**

I understand that if the said information as given by me is proved to be false, then I will have to be responsible as per any provision of the applicable law for the time being in force as well as the benefit availed of by me or the benefit accrued to me shall be summarily cancelled.

DocuSigned by:  
**SIGNED**  
**ESIGNATURE SIGNATURE**  
D1867B32561642B...  
**April 22, 2022**



23 April 2021

**PRIVATE & CONFIDENTIAL**

To whom it may concern,

**Re: Sumit Panwar**

**Address: Upper rajeev nagar, near sharda public school, House no.91 block-A street-3, Dehradun, 248001**

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

**Sumit Panwar** is employed as a **SPRO Investigator - French** and commenced employment with Amazon on **24 June 2019**.

The above information is given in the strictest confidence and with no liability accepted by the company or any of our employees. This information should not be divulged to any third party without first seeking permission from the respective Amazon entity.

On behalf of

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

Kind Regards,

A handwritten signature in blue ink, appearing to read "Soumya V", with a stylized flourish at the end.

Soumya V  
ERC Delivery Hub Leader, Employee Services



15<sup>th</sup> Feb, 2019

 Ms. Anjali Chawla  
 Visiting Faculty

**SUB: APPOINTMENT AS VISITING FACULTY BBA, LL.B. (Hons.) Corporate Laws 2017**

Dear Mam,

As you are aware, University of Petroleum & Energy Studies (UPES), Asia's first and only Energy & Core Sector University runs graduate/post graduate and Doctoral programs across its five schools namely-School of Engineering; School of Business, School of Law, School of Design and School of Computer Science.

We are grateful to you for having agreed to teach our student's as visiting faculty and share your expertise with our students of:

Program	Semester	Course Code	Subject	Hrs.	Honorarium@ Rs.1667 (Per Lecture)	Course Coordinator	E-mail Id
BBA, LL.B. (Hons.) Corporate Laws 2017	SEMESTER IV, Batch-I& II	CLNL 2006	French	24	40000	Mr. Anil Vishwakarma	<a href="mailto:avishwakarma@ddn.upes.ac.in">avishwakarma@ddn.upes.ac.in</a>  9810007445

You will be coordinating with Course Co-coordinators as mentioned in the Table for fixing up your class dates and timings.

Kindly note that UPES will pay an honorarium of Rs. 40,000/- (Forty Thousand in words) towards course delivery. You will be provided local University conveyance for the semester. This will be all inclusive i.e. Teaching and evaluation in terms of internal Assessment, Mid Term and End Term evaluation. You would be required to set the question papers, provide model answers and evaluate answer scripts. You are also requested to maintain an attendance record electronically/manually for the entire class room Lectures from Jan- May, 2019.

You are requested to provide us your PAN number to facilitate us in processing the honorarium which will be paid after the successful completion of the assignment in full in all respects.

Thanking you once again for your co-operation. Looking forward for having a very fruitful association with you.

Regards,


**Dr. Tabrez Ahmad**  
 Dean & Professor  
 School of Law



Ms. Anjali Chawla  
Visiting Faculty

SUB: APPOINTMENT AS VISITING FACULTY BBA, LL.B. (Hons.), TAXATION LAWS 2017

Dear Mam,

As you are aware, University of Petroleum & Energy Studies (UPES), Asia's first and only Energy & Core Sector University runs graduate/post graduate and Doctoral programs across its five schools namely-School of Engineering, School of Business, School of Law, School of Design and School of Computer Science.

We are grateful to you for having agreed to teach our student's as visiting faculty and share your expertise with our students of:


Program	Semester	Course Code	Subject	Hrs.	Honorarium@ Rs.1667 (Per Lecture)	Course Coordinator	E-mail Id
B.COM, LL.B. (Hons.) Taxation Laws 2017	SEMESTER IV, Batch-I& II	CLNL 2006	French	24	40000	Mr. Gaurav Mittal	gaurav.mittal@ddn.upes.ac.in 9012955259

You will be coordinating with Course Co-ordinators as mentioned in the Table for fixing up your class dates and timings.

Kindly note that UPES will pay an honorarium of Rs. 40,000/- (Forty Thousand in words) towards course delivery. You will be provided local University conveyance for the semester. This will be all inclusive i.e. Teaching and evaluation in terms of internal Assessment, Mid Term and End Term evaluation. You would be required to set the question papers, provide model answers and evaluate answer scripts. You are also requested to maintain an attendance record electronically/manually for the entire class room Lectures from Jan-May, 2019.

You are requested to provide us your PAN number to facilitate us in processing the honorarium which will be paid after the successful completion of the assignment in full in all respects.

Thanking you once again for your co-operation. Looking forward for having a very fruitful association with you.

Regards,  
  
Dr. Tabrez Ahmad  
Dean & Professor  
School of Law

CORPORATE OFFICE: 210, 2<sup>nd</sup> Floor,  
Okhla Industrial Estate, Phase III,  
New Delhi - 110 020, India.  
T: +91 11 41730151-53, 46022691/5  
F: +91 11 41730154

ENERGY ACRES: Bidholi Via  
Prem Nagar, Dehradun - 248 007  
(Uttarakhand), India.  
T: +91 135 2770137, 2776053/54/91, 2776201  
F: +91 135 2776090/95

KNOWLEDGE ACRES: Kandoli Via  
Prem Nagar, Dehradun - 248 007  
(Uttarakhand), India.  
T: +91 8171979021/2/5, 7060111775  
F: +91 8171979021/2/5, 7060111775

upes.ac.in



**SUB: APPOINTMENT AS VISITING FACULTY BA, LL.B. (HONS.) ENERGY LAWS 2017**

Dear Mam,

As you are aware, University of Petroleum & Energy Studies (UPES), Asia's first and only Energy & Core Sector University runs graduate/post graduate and Doctoral programs across its five schools namely-School of Engineering, School of Business, School of Law, School of Design and School of Computer Science.

We are grateful to you for having agreed to teach our student's as visiting faculty and share your expertise with our students of:

Program	Semester	Course Code	Subject	Hrs.	Honorarium@Rs.1667 (Per Lecture)	Course Coordinator	E-mail Id
BA, LL.B. (HONS.) ENERGY LAWS 2017	SEMESTER IV, Batch-I & II	CLNL 2006	French	24	40000	Ms. Bharti Nair Khan	bhartinair.khan@ddn.upes.ac.in
							9149096275

You will be coordinating with Course Co-coordinators as mentioned in the Table for fixing up your class dates and timings.

Kindly note that UPES will pay an honorarium of Rs. 40,000/- (Forty Thousand in words) towards course delivery. You will be provided local University conveyance for the semester. This will be all inclusive i.e. Teaching and evaluation in terms of internal Assessment, Mid Term and End Term evaluation. You would be required to set the question papers, provide model answers and evaluate answer scripts. You are also requested to maintain an attendance record electronically/manually for the entire class room Lectures from Jan-May, 2019.

You are requested to provide us your PAN number to facilitate us in processing the honorarium which will be paid after the successful completion of the assignment in full in all respects.

Thanking you once again for your co-operation. Looking forward for having a very fruitful association with you.

*(Signature)*

Regards,

Dr. Tabrez Ahmad  
Dean & Professor  
School of Law

**CORPORATE OFFICE:** 210, 2nd Floor,  
Okhla Industrial Estate, Phase III,  
New Delhi - 110 020, India.  
T: +91 11 41730151-53, 46022691/5  
F: +91 11 41730154

**ENERGY ACRES:** Bidholi Via  
Prem Nagar, Dehradun - 248 007  
T: +91 135 2770137, 2776053/54/91, 2776201  
F: +91 135 2776090/95

**KNOWLEDGE ACRES:** Kandoli Via  
Prem Nagar, Dehradun - 248 007  
(Uttarakhand), India  
T: +91 8171979021/2/3, 706011775



Ms. Anjali Chawla  
Visiting Faculty

**SUB: APPOINTMENT AS VISITING FACULTY B.TECH.(CSE), LL.B. (Hons.) specialization in Cyber Laws / IPR 2017**

Dear Mam,

As you are aware, University of Petroleum & Energy Studies (UPES), Asia's first and only Energy & Core Sector University runs graduate/post graduate and Doctoral programs across its five schools namely-School of Engineering, School of Business, School of Law, School of Design and School of Computer Science.

We are grateful to you for having agreed to teach our student's as visiting faculty and share your expertise with our students of:

Program	Semester	Course Code	Subject	Hrs.	Honorarium@ Rs.1250 (Per Lecture)	Course Coordinator	E-mail Id
B.TECH.(CSE), LL.B. (Hons.) specialization in Cyber Laws / IPR 2017	Semester IV	CLNL 2006	French	24	30000	Mr. Krishna Deo Singh Chauhan	7060069519 kchauhan@ddn.upes.ac.in

You will be coordinating with Course Co-coordinators as mentioned in the Table for fixing up your class dates and timings.

Kindly note that UPES will pay an honorarium of Rs. 30,000/- (in words) towards course delivery. You will be provided local University conveyance for the semester. This will be all inclusive i.e. Teaching and evaluation in terms of internal Assessment, Mid Term and End Term evaluation. You would be required to set the question papers, provide model answers and evaluate answer scripts. You are also requested to maintain an attendance record electronically/annually for the entire class room Lectures from Jan- May, 2019.

You are requested to provide us your PAN number to facilitate us in processing the honorarium which will be paid after the successful completion of the assignment in full in all respects.

Thanking you once again for your co-operation. Looking forward for having a very fruitful association with you.

Regards,



Dr. Tabrez Ahmad  
Dean & Professor  
School of Law

15<sup>th</sup> Feb, 2019

**CORPORATE OFFICE:** 210, 2<sup>nd</sup> Floor,  
Okhla Industrial Estate, Phase III,  
New Delhi - 110 020, India  
T: +91 11 41730151-53, 46022691/5  
F: +91 11 41730154

**ENERGY ACRES:** Bidholl Via  
Prem Nagar, Dehradun - 248 007  
(Uttarakhand), India  
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F: +91 135 2776090/95

**KNOWLEDGE ACRES:** Kandoli Via  
Prem Nagar, Dehradun - 248 007  
(Uttarakhand), India  
T: +91 8177979021/2/5, 706011775

upes.ac.in



15<sup>th</sup> Feb, 2019

Ms. Anjali Chawla  
Visiting Faculty

**SUB: APPOINTMENT AS VISITING FACULTY BBA, LL.B. (Hons.) Banking, Insurance and Finance / International Trade and Investment Law 2017**

Dear Mam,

As you are aware, University of Petroleum & Energy Studies (UPES), Asia's first and only Energy & Core Sector University runs graduate/post graduate and Doctoral programs across its five schools namely-School of Engineering, School of Business, School of Law, School of Design and School of Computer Science.

We are grateful to you for having agreed to teach our student's as visiting faculty and share your expertise with our students of:

Program	Semester	Course Code	Subject	Hrs.	Honorarium@ Rs.1250 (Per Lecture)	Course Coordinator	E-mail Id
BBA, LL.B. (Hons.) Banking, Insurance and Finance / International Trade and Investment Law 2017	SEMESTER IV	CLNL 2006	French	24	30000	Mr. Prashar Ganguly	pganguly@ddn.upes.ac.in 7003782465

You will be coordinating with Course Co-coordinators as mentioned in the Table for fixing up your class dates and timings.

Kindly note that UPES will pay an honorarium of Rs. 30,000/- (in words) towards course delivery. You will be provided local University conveyance for the semester. This will be all inclusive i.e. Teaching and evaluation in terms of internal Assessment, Mid Term and End Term evaluation. You would be required to set the question papers, provide model answers and evaluate answer scripts. You are also requested to maintain an attendance record electronically/manually for the entire class room Lectures from Jan-May, 2019.

You are requested to provide us your PAN number to facilitate us in processing the honorarium which will be paid after the successful completion of the assignment in full in all respects.

Thanking you once again for your co-operation. Looking forward for having a very fruitful association with you.

Regards,

Dr. Tabrez Ahmad  
Dean & Professor  
School of Law

**CORPORATE OFFICE:** 210, 2<sup>nd</sup> Floor,  
Okhla Industrial Estate, Phase III,  
New Delhi - 110 020, India  
T: +91 11 41730151-53, 46022691/5  
F: +91 11 41730154

**ENERGY ACRES:** Bidholl Via  
Prem Nagar, Dehradun - 248 007  
T: +91 135 2770137, 2776053/54/91, 2776201  
F: +91 135 2776090/95  
(Uttarakhand), India

**KNOWLEDGE ACRES:** Kandoli Via  
Prem Nagar, Dehradun - 248 007  
T: +91 8171979021/2/3, 706011775  
(Uttarakhand), India

upes.ac.in





## **OFFER CUM APPOINTMENT LETTER**

Sonali Bahuguna  
101, plot no.14,, Suraj Vihar, Dwarka,  
New Delhi,  
110078  
IND

Dear Sonali,

On behalf of **Amazon Development Centre (India) Private Limited**, a company incorporated under the laws of India, having its registered office at # 26/1, Brigade Gateway, World Trade Centre, 10th Floor, Dr. Rajkumar Road, Malleshwaram (W) Bangalore - 560 055. Karnataka India (hereinafter the "Company" or "Amazon India"), we are very pleased to issue this Offer cum Appointment Letter for the position of **SPRO Investigator - French** at **Hyderabad**, India.

Your employment with the Company will be subject to your acceptance of this Offer cum Appointment Letter and the terms and conditions set forth hereinbelow. If you wish to accept employment with the Company, please convey your acceptance in the manner provided for by the Company. The offer of employment contained in this Offer cum Appointment Letter will expire if you have not accepted the same on or before **10 business days**.

Upon your acceptance of the offer herein, this Offer cum Appointment Letter shall form the employment contract that is a valid and binding agreement of employment between Amazon India and you, and you shall be bound by the terms and conditions stipulated herein below.

### **1. Date of Commencement**

Your employment with Amazon India will commence on **03-Aug-2020**.

### **2. Probation**

You shall be on probation for a period of 3 months ("Probation Period") from the date of joining. Your performance will be reviewed and evaluated at regular intervals during the Probation Period. Depending on the outcome of such evaluation/s, the Company may, at its sole discretion, either (a) if your performance is found satisfactory, confirm your appointment; or (b) if your performance is found to be unsatisfactory, extend, in writing, the Probation Period by a further period of 3 more months or terminate your employment with Amazon India with



immediate effect and without any advance or prior notice, and with no further liabilities to Amazon India, except for payment of remuneration up to the date of termination of employment.

### **3. Duties**

- 3.1 You will be employed in the position of **SPRO Investigator - French**. Your manager will advise you about your job responsibilities after your joining with us. You will be expected to do your job to the best of your ability at all times as per the job responsibilities advised by your manager at the time of joining or as amended from time to time, as well as such other tasks as may be required by Amazon India.
- 3.2 You will be required to comply with Amazon India's rules, regulations and policies from time to time in force, including, without limitation, those policies set out in Amazon India's Policies and Procedures, as communicated to you. Amazon India reserves the right to change Amazon India's Policies and Procedures from time to time at its sole discretion and you shall be bound by the same.
- 3.3 You acknowledge that during the course of your employment, as the business of Amazon India changes, it may be necessary to rotate you in other departments / units. Amazon India therefore reserves the right to change your role and responsibilities from time to time at its sole discretion and without assigning any reason, it being understood that you will not be assigned responsibilities which you cannot reasonably perform.
- 3.4 Unless specified in writing, you shall not be authorised to enter into any contractual obligations on behalf of Amazon India or its affiliates including creating a lien (statutory or other), security interest, mortgage, pledge, assignment, encumbrance, chattel or conditional sale or other title retention agreement or any other financial obligations or otherwise on behalf of Amazon India or its affiliates.

### **4. Hours of Work**

The normal business hours of the office, at which you work, will apply to you and these will be advised on commencement of employment and when there is a change. You may be required to work in shifts for different work hours or workdays during the week depending on the business or team that you may be working for. You will be advised by your manager or department about such requirements at the time of joining and from time to time during the course of your employment, as appropriate. Certain business teams also operate on 24x7 basis and hence, may have rotational shifts or related requirements for their respective team members. Please refer to Amazon India's Policies and Procedures for further details.

**5. Place of Work**

Your initial place of work will be at Amazon India's facility in Hyderabad. However, you should be aware that the Company and/or its affiliates have offices throughout the world and because of the nature of your duties, the Company has the right to transfer you from one place to another or from one section to another or from one unit to any other unit of the Company, its parent company or to any of its sister concerns, which are either existing or may be set up in future. The decision of the Company in this regard shall be final and binding on you.

**6. Remuneration**

- 6.1 Your Annual Base Pay will be Rs. **584,300** per annum made payable in arrears in accordance with Amazon India's standard payroll practice and subject to all lawful deductions of income tax, provident fund contribution (if any), insurances or otherwise. Your Base Pay is inclusive of both the employer's and the employee's provident fund contributions. Your Base Pay will be reviewed in accordance with internal performance review systems, details of which are set out in Amazon India's Policies and Procedures. If your hire date is on or before the first Monday in October of the current year, you will be eligible for a performance assessment and salary adjustment in the next calendar year. Ordinarily, this process occurs in the month of April each year.
- 6.2 Amazon India has the right to deduct from your pay/salary any sums which you may owe Amazon India, including without limitation, any over-payments or loans made to you by Amazon India or any demand raised by any judicial or quasi-judicial authority for your acts or omissions and / or losses suffered by Amazon India as a result of your negligence or breach of the terms contained in this Offer cum Appointment Letter/Amazon India's Policies, or your failure to return Amazon India's property.

**7. Provident Fund**

Amazon India will contribute to a Provident Fund as and when required by the Employees' Provident Fund and Miscellaneous Provision Act, 1952, and as further described in Amazon India's Policies and Procedures.

**8. Leave**

Amazon India will grant you leave as provided in Amazon India's Policies and Procedures. All leave scheduling and organisation will be arranged to ensure smooth business operation; your manager's approval is required prior to your scheduling or changing any leave.



## 9. Confidential Information and Confidentiality Obligations

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

- (1) the identity of, contractual terms with, and any information relating to, the Company's business partners, customers, services clients, sellers, agents, employees, contractors, investors, joint ventures, vendors, or suppliers and the terms on which the Company does business with each such entity, or generally;
- (2) computer code (including source code and object code) or software developed, modified, or used by the Company;
- (3) data of any sort compiled by the Company, including, but not limited to, data relating to products and services, advertising and marketing, and existing or prospective customers, clients, vendors, or business partners;
- (4) algorithms, procedures or techniques, or the essential ideas and principles underlying such algorithms, procedures or techniques, developed by, or whose workings are otherwise known to, the Company (but excluding any public domain algorithms, procedures, or techniques), whether or not such algorithms, procedures or techniques are embodied in a computer program, including, but not limited to, techniques for identifying prospective customers, communicating effectively with prospective or current customers, reducing operating costs, or increasing system reliability;
- (5) the fact that the Company uses, has used, or has evaluated for potential use any particular database, source of data, algorithm, procedure or technique, or the essential ideas and principles underlying such algorithm, procedure or technique, developed or supplied by a party other than the Company (including any algorithms, procedures or techniques in the public domain), whether or not such algorithms, procedures or techniques are embodied in a computer program;
- (6) pricing or marketing strategies developed, investigated, acquired (from a third party or otherwise), evaluated, modified, tested or employed by the Company, or any information related to, or that might reasonably be expected to lead to, the development of such strategies;



- (7) information about the Company's future plans, including, but not limited to, plans for expanding into new products, geographical areas, market segments, or services;
- (8) any information that would typically be included in the Company's financial statements, including, but not limited to, the amount of the Company's assets, liabilities, net worth, revenues, expenses, or net income;
- (9) the following information which shall hereinafter be referred to as the "Disclosure Information":
  - (a) any and all algorithms, procedures or techniques related to the Company's business activities or to your work with the Company, and the essential ideas and principles underlying such algorithms, procedures or techniques, conceived, originated, adapted, discovered, developed, acquired by the Company (from a third party or otherwise), evaluated, tested, or applied by you during the course of your employment with the Company, whether or not such algorithms, procedures or techniques are embodied in a computer program;
  - (b) any and all pricing or marketing strategies, the essential ideas and principles on which such strategies are based, and any information that might reasonably be expected to lead to the development of such strategies, conceived, originated, adapted, discovered, developed, acquired by the Company (from a third party or otherwise), evaluated, tested, or applied by you during the course of your employment with the Company;
  - (c) information relating to any and all products and services, and the essential ideas and principles underlying any and all products and services, conceived, originated, adapted, discovered, developed, acquired by the Company (from a third party or otherwise), evaluated, tested, or applied by you during the course of your employment with the Company, whether or not such products or services are marketed, sold, or provided by the Company; and
  - (d) any other ideas or information conceived, originated, adapted, discovered, developed, acquired by the Company (from a third party or otherwise), evaluated, tested, or applied by you during the course of your employment with the Company, if the idea or information could reasonably be expected to prove useful or valuable to the Company;

- (10) any other information gained in the course of your employment with the Company that could reasonably be expected to prove deleterious to the Company if disclosed to third parties, including without limitation, any information that could reasonably be expected to aid a competitor or potential competitor of the Company in competing more effectively with the Company;
- (11) any information received by the Company from third parties, whether or not under obligation of confidentiality;
- (12) any information derived from any of the above, including any intellectual property rights attached thereto; and
- (13) any copies of the above mentioned information.

9.2 Confidentiality Obligations:

- (1) You acknowledge that you have acquired and/or will acquire Confidential Information during the course of, or incident to, your employment with the Company, and that the ability of the Company to continue in business could be seriously jeopardized if such Confidential Information were to be used by you or by other persons or firms to compete with the Company. Accordingly, you agree that you shall not, directly or indirectly, at any time, during the term of your employment with the Company or at any time thereafter, and without regard to when or for what reason, if any, such employment shall terminate, use or cause to be used any Confidential Information in connection with any activity or business except the business of the Company, and shall not disclose or cause to be disclosed any Confidential Information to any individual, partnership, corporation, or other entity unless such disclosure has been specifically authorized in writing by the Company, or except as may be required by any applicable law or by order of a court of competent jurisdiction, or any regulatory or governmental body. Further, you agree that you will give the Company prompt notice of any such order/direction of a court/ regulatory or governmental body so that the Company may seek relief by way of a protective order or other appropriate remedy, and further will provide any assistance which the Company may reasonably require in order to secure such order or such remedy (with your expenses reasonably incurred in providing such assistance to be reimbursed by the Company). In the event such protective order or other remedy is not obtained, you shall furnish only that portion of the Confidential Information which is legally required by the governmental entity or



regulatory authority; and will use reasonable efforts to obtain confidential treatment for any Confidential Information so disclosed.

- (2) During the course of your employment with the Company and at the date of termination thereof (hereinafter the "Date of Termination"), you shall promptly disclose and deliver over to the Company, without additional compensation, in writing, or in such form and manner as the Company may reasonably require, the Disclosure Information defined in Section 9.1(9) hereinabove, to the extent that such disclosure could reasonably be expected to be of interest to the Company.
- (3) Nothing in this Offer cum Appointment Letter shall be deemed to dilute or waive any rights related to the protection of trade secrets that the Company may have under common law or any applicable statutes.

## **10. Intellectual Property Rights**

10.1 All patents, copyrights, trade secrets, trade/commercial names, proprietary rights, logos, slogans and all other intellectual property rights developed by or for the Company by any person, including but not limited to intellectual property rights relating to any and/or all of the Confidential Information, ("Intellectual Property Rights") shall be owned by the Company. For good and valuable consideration the receipt and sufficiency of which is hereby acknowledged, you hereby agree to irrevocably, perpetually and unconditionally sell, assign, transfer and convey to the Company and its successors your entire right, title and interest in the Confidential Information and/or Intellectual Property Rights and any improvements thereto throughout the world, including, without limitation:

- (1) all patents, copyrights, trade secrets, trade/commercial names, logos, other proprietary rights and all other intellectual property rights in the Confidential Information and all rights to secure registrations, renewals and extensions of the same;
- (2) all rights to make, have made, use, practice, import, export and otherwise fully exploit the Confidential Information and any and all improvements that the Employee or Company may hereafter make or develop;
- (3) all rights to file and prosecute applications for patent, copyright and all other intellectual property protection covering the Confidential Information and improvements thereon, and the processes and designs embodied therein, in India, the United States and in every other country and jurisdiction throughout the world;



- (4) all rights under any patent, copyright and all other intellectual property which may be issued on the Confidential Information or the improvements thereon, and any processes and designs therein, and all rights to enjoy the same; and
- (5) all documents, notes, notebooks, drawings, schematics, prototypes, magnetically encoded media, electronically stored information, or other materials related to the Confidential Information.

10.2 During the period of your employment with the Company and as may be reasonably necessary subsequent to your employment, you agree to cooperate with the Company as may be necessary to obtain patent, copyright and all other intellectual property protection for the Intellectual Property Rights and improvements thereto throughout the world and agree to do such further acts and execute and deliver to the Company such instruments as may be required to perfect, register or enforce the Company's ownership of the rights assigned, transferred or conveyed. If such cooperation is required after the Date of Termination, the Company shall compensate you at a reasonable rate for the time and related expenses actually spent by you at the Company's request. If you fail or refuse to execute any such instruments, you hereby appoint the Company as your attorney-in-fact to act on your behalf and to execute such instruments. This appointment shall be irrevocable and deemed to be a power coupled with an interest.

10.3 For the purposes of the assignment, transfer or conveyance referred to hereinabove, you acknowledge and covenant that your employment with the Company and the benefits received thereunder shall be treated as good and valuable consideration and that you are not entitled to any further consideration in any form or manner whatsoever in relation thereto.

10.4 Notwithstanding any other provision hereof to the contrary, this Offer cum Appointment Letter does not obligate you to assign or offer to assign to the Company any of your rights in an invention for which no equipment, supplies, facilities, Intellectual Property Rights, Confidential Information or trade secret information of the Company was used and which was developed entirely on your own time, unless (a) the invention relates (i) directly to the business of the Company, or (ii) to the Company's actual or demonstrably anticipated research or development, or (b) the invention results from or is related to, any work performed by you for the Company.

10.5 No Grant of Rights.

You agree that all rights, title and interest in the Intellectual Property Rights and Confidential Information shall be owned exclusively by the Company. Nothing herein contained shall be construed as a grant by implication, estoppel or otherwise, of a license of any kind by either you to the Company, or by the Company to you, for example, to

make, have made, use or sell any product using the Intellectual Property Rights, Confidential Information, or as a license under any patent, patent application, utility model, copyright, mask work right, or any other intellectual property right.

**11. Non-Solicitation**

- 11.1 During your employment with the Company and for a period of 12 months from the date of termination thereof, you shall not solicit or cause or authorize, directly or indirectly, to be solicited for any competitive business, for or on behalf of any person or customer, or otherwise take any action that might divert the business or patronage of any customer from the Company, or otherwise damage or alienate the relationship between the Company and any customer, vendor or supplier; and
- 11.2 During your employment with the Company and for a period of 12 months thereafter, you shall not solicit or attempt to influence any person employed or engaged by the Company (whether as an employee, consultant, advisor or in any other manner) to terminate or otherwise cease such employment or engagement with the Company or become the employee of, or directly or indirectly offer services in any form or manner to, yourself or any person or entity which is a competitor of the Company.

**12. Employee Data Protection**

- 12.1 You authorise Amazon India to collect, process and transfer all personal employee-related information obtained by Amazon India for the purpose of proactively managing the employment relationship.
- 12.2 You further authorise the transfer to, and storage of, your personal information in the worldwide employee database currently located in Seattle, Washington, U.S.A. (or such other location as Amazon India determines from time to time). Human Resources and selected management throughout the Amazon group worldwide will be authorised to access this database.

**13. Exclusivity of Services**

During your employment, you will be required to devote your full time, attention and abilities to your job duties during working hours, and to act in the best interests of Amazon India at all times. You shall not, without the written consent of Amazon India, be in any way directly or indirectly engaged or concerned in any other business or undertaking .

**14. Termination of Employment**



- 14.1 Your employment may be terminated by either party by giving one month's written notice (exclusive of any leaves availed during the said period) or payment of one month salary in lieu of such notice period to the other party. Amazon India holds the right to accept or deny payment in lieu of the said one month notice.
- 14.2 Amazon India reserves the right to terminate your employment forthwith "for cause" without advance notice and without payment of severance, in the event you:
- (i) have been found guilty of any misconduct or indiscipline after due enquiry by Amazon India;
  - (ii) have violated or are in breach of any of the terms of this Offer cum Appointment Letter or Amazon India's Policies and Procedures;
  - (iii) have been grossly negligent, or have neglected your duties, or have underperformed your duties, or have performed your duties in a manner unacceptable to Amazon India;
  - (iv) have suppressed any information or submitted false information with the view to obtain employment in Amazon India;
  - (v) are convicted for any offence under any law for the time being in force in any jurisdiction;
  - (vi) commit any act detrimental to the interest of Amazon India;
  - (vii) abstain from work for seven consecutive days without informing Amazon India;
- 14.3 On the termination of your employment for any reason whatsoever, you will return to Amazon India, without delay, all assets belonging to Amazon India, correspondence, records, specifications, models, notes, formulations, lists, papers, reports and other documents and all copies thereof and other property belonging to Amazon India or relating to its business affairs or dealing, including any Confidential Information and Intellectual Property Rights, which are in your possession or under your control. At Amazon India's option, you agree to provide a written certification of your compliance with this Section. Further, you agree to sign a termination certificate in accordance with Amazon India's Policies and Procedures, which will reaffirm your compliance of your post-termination obligations, including return of Amazon India's property/properties and releasing Amazon India from all claims, liabilities and obligations. Where Amazon has made any excess payment to you as part of your relieving formalities, whether or not such excess payment is termed "Full and Final Settlement", you shall be obligated and liable to repay such excess amount forthwith upon being notified by Amazon.

## **15. Gratuity**

Gratuity will be paid as and when required by the Payment of Gratuity Act, 1972 and as further described in Amazon India's Policies and Procedures.



**16. Employee Benefits**

You will be eligible to receive employee benefits as may be provided by Amazon India in Amazon India's Policies and Procedures. These are subject to change with or without prior notice for both existing and prospective employees. Revised policy will supersede any previous policy which would have been applicable and would have been communicated as part of offer letter.

**17. New Hire Background Investigation**

- 17.1 It is Amazon India's policy to investigate all its new hires. Your employment is conditional upon the information contained in your application form and/or curriculum vitae being true and accurate, including (but not limited to) your educational and professional qualifications, the documents furnished by you being genuine, and upon reference checks to be conducted by Amazon India being successfully completed.
- 17.2 You authorise Amazon India to conduct such searches with government or enforcement authorities as are necessary to enable it to verify that you do not hold any criminal convictions.
- 17.3 In case you are hired from campus and results for your examination are still awaited, your continued employment with Amazon India will be subject to passing the said examination and completing the course, failing which Amazon reserves the right to take action including termination of your employment without notice.

**18. Foreign Nationals**

- 18.1 In case you are not an Indian national and, under any law, are required to obtain applicable visa / work permit / authorisation or permission from appropriate government authorities to work in India, you are required to ensure all such permissions are obtained before commencement of employment with Amazon India.
- 18.2 You are also required to ensure all future correspondence and permissions for continued stay and employment in the country as per the governing law are complied with at all times. If required, Amazon shall be at liberty to demand copies / originals of such permission.
- 18.3 It is made clear that possessing valid work permit / authorisation at all times of your employment is an inherent requirement of your employment with Amazon India. Any time after the execution of this Offer cum Appointment Letter, if it is found that you do not have required work permit / visa, Amazon India shall terminate your employment, without notice, with immediate effect, without any liability towards you.

**19. Representations and Warranties**

You hereby represent and warrant to the Company that:

- 19.1 the information furnished by you for the purpose of your employment with the Company is true and correct to the best of your information, knowledge and belief;
- 19.2 you shall not, during the course of your employment with the Company, use or disclose any document/s that in any way constitutes confidential, proprietary for trade secret information of a third party (including a former employer), except pursuant to written authorization by such third party to do so;
- 19.3 you are not in unauthorized possession or control of any document/s that in any way constitutes confidential, proprietary of trade secret information of a third party (including a former employer);
- 19.4 during the course of your employment with the Company, you will not violate any non-solicitation or similar agreements or obligations that you have with any third party; and
- 19.5 there are no other agreements executed by you with third parties that conflict with the terms and conditions of your employment with Amazon India or that restrict your ability to execute this Offer cum Appointment Letter;
- 19.6 You recognize that the restrictions set forth in this Offer cum Appointment Letter may limit your future flexibility in many ways. You expressly acknowledge that (i) the limitations specified herein are fair and reasonable in view of the nature of the business in which the Company is engaged, your position with the Company, and your access to Confidential Information / Intellectual Property Rights, (ii) you are voluntarily entering into this Offer cum Appointment Letter, and (iii) in spite of the restraints imposed herein, you will be able to engage in other lawful professions, trades or businesses after termination of your employment with the Company. You recognize that your compensation is adequate consideration and acknowledge that you will not be subject to undue hardship or inconvenience by reason of your agreeing to the provisions contained herein.

**20. Other Particulars**

- 20.1 You confirm that there are no other agreements executed by you with third parties that conflict with the terms and conditions of your employment with Amazon India or that restrict your ability to execute this Offer cum Appointment Letter



20.2 You hereby represent and warrant that the information furnished by you for the purpose of your employment with the Company is true and correct to the best of your information, knowledge and belief.

**21. Notices**

All notices issued by you to the Company or by the Company to you shall be sent either by registered post, courier through a recognised courier service provider or by email transmission which shall be deemed to have been received the next working day provided the notice is also sent by registered post the next working day after email transmission.

**22. Waiver**

Failure of the Company to insist upon strict adherence of any term of this Offer cum Appointment Letter on any occasion/s shall not be considered a waiver thereof or deprive the Company of the right thereafter to insist upon strict adherence to that term or any other term of this Offer cum Appointment Letter.

**23. Severability**

The holding of any provision of this Offer cum Appointment Letter to be illegal, invalid, or unenforceable by a court of competent jurisdiction shall not affect any other provision hereof, which shall remain in full force and effect.

**24. Assignment**

Except as otherwise provided in this Section, this Offer cum Appointment Letter shall inure to the benefit of, and be binding upon you and your heirs, representatives, successors and assigns. Neither this Offer cum Appointment Letter nor any right or interest hereunder shall be assignable by you or your legal heirs, beneficiaries or legal representatives without the Company's prior written consent. This Offer cum Appointment Letter shall be assignable by the Company to a subsidiary or affiliate of the Company; or to any corporation, partnership, or other entity that may be organized by the Company, as a separate business unit in connection with the business activities of the Company; or to any corporation, partnership, or other entity resulting from the reorganization, merger or consolidation of the Company with any other corporation, partnership or other entity, or any corporation, partnership, or other entity to or with which all or any portion of the Company's business or assets may be sold, exchanged or transferred.

**25. Employer – Employee Relationship**



The relationship between the Company and you hereunder shall be solely that of an employer and employee and no modification of responsibility or compensation made hereinafter shall be construed so as to constitute the relationship of partners or joint ventures or so as to construe you as an independent contractor of the Company.

**26. Liability for Breach**

You acknowledge and accept that your breach of any of the terms contained in this Offer cum Appointment Letter or in Amazon India's Policies and Procedures, may cause the Company irreparable harm for which there is no adequate remedy at law, and therefore, the Company shall be entitled to the issuance by a court of competent jurisdiction of an order of injunction, restraining order, or other equitable relief in favor of itself, without the necessity of posting a bond, restraining you from committing or continuing to commit any such violation. Exercise or waiver by the Company of its rights to obtain an injunction, restraining order, or other equitable relief hereunder shall not be deemed a waiver of any right to assert any other remedy the Company may have at law or in equity. In any legal action or other proceeding by the Company against you in connection with this Offer cum Appointment Letter (e.g., for recovery of damages or other relief), the Company will be entitled to recover its reasonable attorneys' fees and other costs incurred.

**27. Authorization to Notify New Employer**

You hereby grant consent to the Company to notify any of your new employer/s about your rights and obligations under this Offer cum Appointment Letter.

**28. Governing Law and Jurisdiction**

Your employment, and any disputes which may arise under, out of, or in connection with your employment, shall be governed by and construed in accordance with the laws of India; and the Courts having territorial jurisdiction over the registered office of the Company shall alone have exclusive jurisdiction to try and entertain such disputes to the exclusion of any other Courts situated elsewhere.

**29. Agreement/Modifications**

The terms described in this Offer cum Appointment Letter and Amazon India's Policies and Procedures will cumulatively constitute the terms of your employment, and shall supersede any previous discussions, offers or agreements relating to your employment, or to the subject matter hereof. Any additions to, deletions of, or modifications of these terms are valid and effective only if the same are carried out in writing and signed by you and an officer of Amazon India.

**30. Headings**

The Section headings appearing in this Offer cum Appointment Letter are used for convenience of reference only and shall not be considered a part of this Offer cum Appointment Letter or in any way modify, amend or affect the meaning of any of its provisions.

**31. Survival**

Your obligations under Sections 9, 10, 12, 14, 22, 23, 24, 26, 27, 28 and this Section 31 hereof shall survive the termination of this Offer Cum Appointment Letter and of your employment with the Company.



You undertake to be bound by any rules and regulations enforced by Amazon India from time to time in relation to the conduct, discipline, medical leave and holidays or on any matters relating to service conditions which will be deemed as rules, regulations and order as a part of these terms of employment.

For and on behalf of Amazon Development Centre (India) Private Limited

#### **AUTHORIZATION**

By

Signed by: M V RAVI KUMAR  
Date: 2020.06.05 20:10:28 +05:30  
Location: India

#### **ACCEPTANCE**

I acknowledge receipt of this Offer cum Appointment Letter and, after reading and understanding the same, I accept Amazon India's offer of employment on the terms set out in this Offer cum Appointment Letter.





Ashok Khanduri  
108827649

30-Aug-2021

Dear Ashok,

Congratulations! Effective 27-Sep-2021, your services will be transferred to Amazon Development Centre (India) Private Limited, your team will be 4351-Moderation Atmtn RelevSys-VAR in Bangalore and your business title will be Sr.Content Reviewer, France, level 3. And, your reporting manager will be Anindita Deb. All other employment terms and conditions will remain same as per original appointment letter.

There will be no change in compensation with this transfer. Your salary will be payable in accordance with our Company's standard payroll practice and subject to applicable withholding taxes. Your Base Pay is inclusive of both the employer's and the employee's provident fund contributions. Your Base Pay will be reviewed in accordance with internal performance review systems, details of which are set out in Amazon India's Policies and Procedures. All other compensation will remain unchanged.

If in the event that visa approval or other non-controllable delays (as determined by Amazon in its discretion) result in your internal transfer occurring in Amazon's next compensation year (on or after April 1), your compensation set out in this offer letter may be modified to reflect the adjusted position in that new compensation year in line with Amazon's usual local compensation model and review processes. Any such modification will be confirmed to you in writing.

#### **Confidential Information**

During your employment, you will have access to highly confidential information of Amazon India. Even the work done by you for Amazon India is highly confidential. This role change may require you to execute a Confidentiality, Non-competition and Invention Assignment Agreement for protection of such confidential information. In such case, your role change would be subject to and conditional upon you signing and returning the Confidentiality, Non-competition and Invention Assignment Agreement to Amazon India and complying with the terms thereof, at all times.



## Relocation

For detailed information about your relocation benefits, please review the related documents. If your employment from our Company terminates for any reason before you have completed twelve months of active employment from 27-Sep-2021, you will be responsible for reimbursing our Company for any relocation expenses paid to you or incurred by the Company on your behalf, on a prorated basis.

We are confident in your ability to take on new challenges and we look forward to your continued contributions to the company's success.

Thanks again for your efforts. Please contact your manager or your HR Business Partner with any questions.

For Amazon Development Centre (India) Private Limited



K V S Surendra Raju  
Senior Manager, Employee Services

ACCEPTANCE

I agree to and accept this transfer and the terms set forth above.



# Lioncrest

TEACHER DRIVEN REMOTE LEARNING

NE Layout, Seethammadhara, Visakhapatnam 530013

## Offer Letter

16 June, 2021

Deepika Rawat,  
85/13-1 Neshvilla Road,  
Chukkuwala, 248001,  
Dehraddun, India

Dear Deepika Rawat,

With reference to your application and the subsequent discussions that we had, we are pleased to offer you a position with us as a part time French teacher.

The following are the terms and conditions:

- 1) Your total compensation will be **Rs 15,000** (fifteen thousand rupees) per month CTC. All the tax liabilities on the entire compensation, at present or in the future, shall be borne by you within the CTC.
- 2) You agree to work 18 hours per week and work a standard workweek at Lioncrest Learning which is Monday through Saturday. The 18 hours will be scheduled based on the needs of Lioncrest Learning and the administrator will notify you of those hours.
- 3) You will be on probation for a period of three months of your joining the School. Your confirmation is subject to our evaluation of your performance.
- 4) Your role, duties and responsibilities will be assigned to you from time to time by your assigned supervisor(s) as authorized by the Organization.
- 5) This contract period for this agreement starts on June 16, 2021 and ends on April 30, 2022. Based on your performance your contract could be renewed after completion of the first year.
- 6) You are required to maintain a quiet and professional workspace in which to do your work and to decorate for online classes and to conform to Lioncrest remote teacher policy. Lioncrest Learning will also purchase on your behalf proper lighting to ensure a quality remote experience which will be deducted from your first paycheck. We expect the cost to be approximately 2,000 rupees.
- 7) You will be required to maintain fast primary and secondary internet connections that meet Lioncrest Learnings policy.

*Continues on the next page*



8) When you report for your first day you will need to present your document such as:

- Joining Report
- Your resignation and relieving letter from your previous employer
- Proof of Address,
- PAN Card / Aadhaar card copies.
- Your original qualification certificates.
- Your experience certificates, if any
- Three passport size Photograph - 3.

If these terms are acceptable to you, kindly sign and return the duplicate of this letter in acknowledgement.

**We congratulate you and wish you a long and successful career with us!**

**JOSHUA KOMANAPALLI**  
**CEO**

---

I agree & accept employment on the terms and conditions mentioned in the letter. I shall be reporting to work on 16th of June, 2021. Our administrator will contact you to arrange your first day of work.

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



## **OFFER CUM APPOINTMENT LETTER**

Deepak Thapliyal  
Bhatta Toll Chowkie, PO Barloganj  
Mussoorie  
248179  
IN

Dear Deepak,

On behalf of **Amazon Development Centre (India) Private Limited**, a company incorporated under the laws of India, having its registered office at # 26/1, Brigade Gateway, World Trade Centre, 10th Floor, Dr. Rajkumar Road, Malleshwaram (W) Bangalore - 560 055. Karnataka India (hereinafter the "Company" or "Amazon India"), we are very pleased to issue this Offer cum Appointment Letter for the position of **TRMS Investigator - French** at **Hyderabad**, India.

Your employment with the Company will be subject to your acceptance of this Offer cum Appointment Letter and the terms and conditions set forth hereinbelow. If you wish to accept employment with the Company, please convey your acceptance in the manner provided for by the Company. The offer of employment contained in this Offer cum Appointment Letter will expire if you have not accepted the same on or before **10 business days**.

Upon your acceptance of the offer herein, this Offer cum Appointment Letter shall form the employment contract that is a valid and binding agreement of employment between Amazon India and you, and you shall be bound by the terms and conditions stipulated herein below.

### **1. Date of Commencement**

Your employment with Amazon India will commence on **14-Dec-2020**.

### **2. Probation**

You shall be on probation for a period of 3 months ("Probation Period") from the date of joining. Your performance will be reviewed and evaluated at regular intervals during the Probation Period. Depending on the outcome of such evaluation/s, the Company may, at its sole discretion, either (a) if your performance is found satisfactory, confirm your appointment; or (b) if your performance is found to be unsatisfactory, extend, in writing, the Probation Period by a further period of 3 more months or terminate your employment with Amazon India with

1

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

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



## **OFFER CUM APPOINTMENT LETTER**

Ayush Balodi  
G-16 Hathibarkala Survey Estate Dehradun Uttarakhand  
Dehradun  
248001  
IN

Dear Ayush,

On behalf of **Amazon Development Centre (India) Private Limited**, a company incorporated under the laws of India, having its registered office at # 26/1, Brigade Gateway, World Trade Centre, 10th Floor, Dr. Rajkumar Road, Malleshwaram (W) Bangalore - 560 055. Karnataka India (hereinafter the "Company" or "Amazon India"), we are very pleased to issue this Offer cum Appointment Letter for the position of **SPRO Investigator - French** at **Bangalore**, India.

Your employment with the Company will be subject to your acceptance of this Offer cum Appointment Letter and the terms and conditions set forth hereinbelow. If you wish to accept employment with the Company, please convey your acceptance in the manner provided for by the Company. The offer of employment contained in this Offer cum Appointment Letter will expire if you have not accepted the same on or before **10 business days**.

Upon your acceptance of the offer herein, this Offer cum Appointment Letter shall form the employment contract that is a valid and binding agreement of employment between Amazon India and you, and you shall be bound by the terms and conditions stipulated herein below.

### **1. Date of Commencement**

Your employment with Amazon India will commence on **30-Aug-2021**.

### **2. Probation**

You shall be on probation for a period of 3 months ("Probation Period") from the date of joining. Your performance will be reviewed and evaluated at regular intervals during the Probation Period. Depending on the outcome of such evaluation/s, the Company may, at its sole discretion, either (a) if your performance is found satisfactory, confirm your appointment; or (b) if your performance is found to be unsatisfactory, extend, in writing, the Probation Period by a further period of 3 more months or terminate your employment with Amazon India with





immediate effect and without any advance or prior notice, and with no further liabilities to Amazon India, except for payment of remuneration up to the date of termination of employment.

### 3. Duties

- 3.1 You will be employed in the position of **SPRO Investigator - French**. Your manager will advise you about your job responsibilities after your joining with us. You will be expected to do your job to the best of your ability at all times as per the job responsibilities advised by your manager at the time of joining or as amended from time to time, as well as such other tasks as may be required by Amazon India.
- 3.2 You will be required to comply with Amazon India's rules, regulations and policies from time to time in force, including, without limitation, those policies set out in Amazon India's Policies and Procedures, as communicated to you. Amazon India reserves the right to change Amazon India's Policies and Procedures from time to time at its sole discretion and you shall be bound by the same.
- 3.3 You acknowledge that during the course of your employment, as the business of Amazon India changes, it may be necessary to rotate you in other departments / units. Amazon India therefore reserves the right to change your role and responsibilities from time to time at its sole discretion and without assigning any reason, it being understood that you will not be assigned responsibilities which you cannot reasonably perform.
- 3.4 Unless specified in writing, you shall not be authorised to enter into any contractual obligations on behalf of Amazon India or its affiliates including creating a lien (statutory or other), security interest, mortgage, pledge, assignment, encumbrance, chattel or conditional sale or other title retention agreement or any other financial obligations or otherwise on behalf of Amazon India or its affiliates.

### 4. Hours of Work

The normal business hours of the office, at which you work, will apply to you and these will be advised on commencement of employment and when there is a change. You may be required to work in shifts for different work hours or workdays during the week depending on the business or team that you may be working for. You will be advised by your manager or department about such requirements at the time of joining and from time to time during the course of your employment, as appropriate. Certain business teams also operate on 24x7 basis and hence, may have rotational shifts or related requirements for their respective team members. Please refer to Amazon India's Policies and Procedures for further details.



## 5. Place of Work

Your initial place of work will be at Amazon India's facility in Bangalore. However, you should be aware that the Company and/or its affiliates have offices throughout the world and because of the nature of your duties, the Company has the right to transfer you from one place to another or from one section to another or from one unit to any other unit of the Company, its parent company or to any of its sister concerns, which are either existing or may be set up in future. The decision of the Company in this regard shall be final and binding on you. As you are joining during the period of the Covid-19 Pandemic, you may be permitted to work from a location of your choice in India with the prior approval of your manager under the condition that you are willing to get back to the location mentioned above as and when required by Amazon.

## 6. Remuneration

- 6.1 Your Annual Base Pay will be Rs.**584,300** per annum made payable in arrears in accordance with Amazon India's standard payroll practice and subject to all lawful deductions of income tax, provident fund contribution (if any), insurances or otherwise. Your Base Pay is inclusive of both the employer's and the employee's provident fund contributions. Your Base Pay will be reviewed in accordance with internal performance review systems, details of which are set out in Amazon India's Policies and Procedures. If your hire date is on or before the first Monday in October of the current year, you will be eligible for a performance assessment and salary adjustment in the next calendar year. Ordinarily, this process occurs in the month of April each year.
- 6.2 Amazon India has the right to deduct from your pay/salary any sums which you may owe Amazon India, including without limitation, any over-payments or loans made to you by Amazon India or any demand raised by any judicial or quasi-judicial authority for your acts or omissions and / or losses suffered by Amazon India as a result of your negligence or breach of the terms contained in this Offer cum Appointment Letter/Amazon India's Policies, or your failure to return Amazon India's property.

## 7. Contribution to Employees' Provident Fund

Amazon India will contribute to Employees' Provident Fund (EPF) as and when required by the Employees' Provident Funds and Miscellaneous Provision Act, 1952 read with the Employees' Provident Funds Scheme, 1952, and as further described in Amazon India's Policies and Procedures.



The Employees' Provident Fund Organization ('EPFO'), the statutory body established under Employees' Provident Funds and Miscellaneous Provisions Act, 1952, requires linking of the employee's Aadhaar details with their respective Universal Account Number ('UAN'). For this purpose and to enable Amazon India to make the EPF contributions, Amazon India will collect a copy of your e-aadhar, which needs to be uploaded by you on Amazon HRS tool prior to commencement of your employment with Amazon India. Foreign Nationals / Overseas Citizens of India shall be required to provide a copy of the first and last page of their valid passport for this purpose.

You acknowledge and provide your consent to Amazon India to use your aadhaar/e-aadhaar or passport (as the case may be) during the tenure of your employment with Amazon India for the purpose of any other requirement under a Government scheme or benefit that may mandate production of such documents as per the applicable law(s) and/or for Amazon India's compliance with its obligations under applicable law(s).

## **8. Leave**

Amazon India will grant you leave as provided in Amazon India's Policies and Procedures. All leave scheduling and organisation will be arranged to ensure smooth business operation; your manager's approval is required prior to your scheduling or changing any leave.

## **9. Confidential Information and Confidentiality Obligations**

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

- (1) the identity of, contractual terms with, and any information relating to, the Company's business partners, customers, services clients, sellers, agents, employees, contractors, investors, joint ventures, vendors, or suppliers and the terms on which the Company does business with each such entity, or generally;
- (2) computer code (including source code and object code) or software developed, modified, or used by the Company;
- (3) data of any sort compiled by the Company, including, but not limited to, data relating to products and services, advertising and marketing, and existing or prospective customers, clients, vendors, or business partners;
- (4) algorithms, procedures or techniques, or the essential ideas and principles underlying such algorithms, procedures or techniques, developed by, or whose workings are otherwise known to, the Company (but excluding any public

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

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



domain algorithms, procedures, or techniques), whether or not such algorithms, procedures or techniques are embodied in a computer program, including, but not limited to, techniques for identifying prospective customers, communicating effectively with prospective or current customers, reducing operating costs, or increasing system reliability;

- (5) the fact that the Company uses, has used, or has evaluated for potential use any particular database, source of data, algorithm, procedure or technique, or the essential ideas and principles underlying such algorithm, procedure or technique, developed or supplied by a party other than the Company (including any algorithms, procedures or techniques in the public domain), whether or not such algorithms, procedures or techniques are embodied in a computer program;
- (6) pricing or marketing strategies developed, investigated, acquired (from a third party or otherwise), evaluated, modified, tested or employed by the Company, or any information related to, or that might reasonably be expected to lead to, the development of such strategies;
- (7) information about the Company's future plans, including, but not limited to, plans for expanding into new products, geographical areas, market segments, or services;
- (8) any information that would typically be included in the Company's financial statements, including, but not limited to, the amount of the Company's assets, liabilities, net worth, revenues, expenses, or net income;
- (9) the following information which shall hereinafter be referred to as the "Disclosure Information":
  - (a) any and all algorithms, procedures or techniques related to the Company's business activities or to your work with the Company, and the essential ideas and principles underlying such algorithms, procedures or techniques, conceived, originated, adapted, discovered, developed, acquired by the Company (from a third party or otherwise), evaluated, tested, or applied by you during the course of your employment with the Company, whether or not such algorithms, procedures or techniques are embodied in a computer program;
  - (b) any and all pricing or marketing strategies, the essential ideas and principles on which such strategies are based, and any information that might reasonably be expected to lead to the development of such



strategies, conceived, originated, adapted, discovered, developed, acquired by the Company (from a third party or otherwise), evaluated, tested, or applied by you during the course of your employment with the Company;

- (c) information relating to any and all products and services, and the essential ideas and principles underlying any and all products and services, conceived, originated, adapted, discovered, developed, acquired by the Company (from a third party or otherwise), evaluated, tested, or applied by you during the course of your employment with the Company, whether or not such products or services are marketed, sold, or provided by the Company; and
  - (d) any other ideas or information conceived, originated, adapted, discovered, developed, acquired by the Company (from a third party or otherwise), evaluated, tested, or applied by you during the course of your employment with the Company, if the idea or information could reasonably be expected to prove useful or valuable to the Company;
- (10) any other information gained in the course of your employment with the Company that could reasonably be expected to prove deleterious to the Company if disclosed to third parties, including without limitation, any information that could reasonably be expected to aid a competitor or potential competitor of the Company in competing more effectively with the Company;
  - (11) any information received by the Company from third parties, whether or not under obligation of confidentiality;
  - (12) any information derived from any of the above, including any intellectual property rights attached thereto; and
  - (13) any copies of the above mentioned information.

## 9.2 Confidentiality Obligations:

- (1) You acknowledge that you have acquired and/or will acquire Confidential Information during the course of, or incident to, your employment with the Company, and that the ability of the Company to continue in business could be seriously jeopardized if such Confidential Information were to be used by you or by other persons or firms to compete with the Company. Accordingly, you agree

that you shall not, directly or indirectly, at any time, during the term of your employment with the Company or at any time thereafter, and without regard to when or for what reason, if any, such employment shall terminate, use or cause to be used any Confidential Information in connection with any activity or business except the business of the Company, and shall not disclose or cause to be disclosed any Confidential Information to any individual, partnership, corporation, or other entity unless such disclosure has been specifically authorized in writing by the Company, or except as may be required by any applicable law or by order of a court of competent jurisdiction, or any regulatory or governmental body. Further, you agree that you will give the Company prompt notice of any such order/direction of a court/ regulatory or governmental body so that the Company may seek relief by way of a protective order or other appropriate remedy, and further will provide any assistance which the Company may reasonably require in order to secure such order or such remedy (with your expenses reasonably incurred in providing such assistance to be reimbursed by the Company). In the event such protective order or other remedy is not obtained, you shall furnish only that portion of the Confidential Information which is legally required by the governmental entity or regulatory authority; and will use reasonable efforts to obtain confidential treatment for any Confidential Information so disclosed.

- (2) During the course of your employment with the Company and at the date of termination thereof (hereinafter the “Date of Termination”), you shall promptly disclose and deliver over to the Company, without additional compensation, in writing, or in such form and manner as the Company may reasonably require, the Disclosure Information defined in Section 9.1(9) hereinabove, to the extent that such disclosure could reasonably be expected to be of interest to the Company.
- (3) Nothing in this Offer cum Appointment Letter shall be deemed to dilute or waive any rights related to the protection of trade secrets that the Company may have under common law or any applicable statutes.

## 10. Intellectual Property Rights

- 10.1 All patents, copyrights, trade secrets, trade/commercial names, proprietary rights, logos, slogans and all other intellectual property rights developed by or for the Company by any person, including but not limited to intellectual property rights relating to any and/or all of the Confidential Information, (“Intellectual Property Rights”) shall be owned by the Company. For good and valuable consideration the receipt and sufficiency of which is hereby acknowledged, you hereby agree to irrevocably, perpetually and unconditionally





sell, assign, transfer and convey to the Company and its successors your entire right, title and interest in the Confidential Information and/or Intellectual Property Rights and any improvements thereto throughout the world, including, without limitation:

- (1) all patents, copyrights, trade secrets, trade/commercial names, logos, other proprietary rights and all other intellectual property rights in the Confidential Information and all rights to secure registrations, renewals and extensions of the same;
- (2) all rights to make, have made, use, practice, import, export and otherwise fully exploit the Confidential Information and any and all improvements that the Employee or Company may hereafter make or develop;
- (3) all rights to file and prosecute applications for patent, copyright and all other intellectual property protection covering the Confidential Information and improvements thereon, and the processes and designs embodied therein, in India, the United States and in every other country and jurisdiction throughout the world;
- (4) all rights under any patent, copyright and all other intellectual property which may be issued on the Confidential Information or the improvements thereon, and any processes and designs therein, and all rights to enjoy the same; and
- (5) all documents, notes, notebooks, drawings, schematics, prototypes, magnetically encoded media, electronically stored information, or other materials related to the Confidential Information.

10.2 During the period of your employment with the Company and as may be reasonably necessary subsequent to your employment, you agree to cooperate with the Company as may be necessary to obtain patent, copyright and all other intellectual property protection for the Intellectual Property Rights and improvements thereto throughout the world and agree to do such further acts and execute and deliver to the Company such instruments as may be required to perfect, register or enforce the Company's ownership of the rights assigned, transferred or conveyed. If such cooperation is required after the Date of Termination, the Company shall compensate you at a reasonable rate for the time and related expenses actually spent by you at the Company's request. If you fail or refuse to execute any such instruments, you hereby appoint the Company as your attorney-in-fact to act on your behalf and to execute such instruments. This appointment shall be irrevocable and deemed to be a power coupled with an interest.

10.3 For the purposes of the assignment, transfer or conveyance referred to hereinabove, you acknowledge and covenant that your employment with the Company and the benefits



received thereunder shall be treated as good and valuable consideration and that you are not entitled to any further consideration in any form or manner whatsoever in relation thereto.

- 10.4 Notwithstanding any other provision hereof to the contrary, this Offer cum Appointment Letter does not obligate you to assign or offer to assign to the Company any of your rights in an invention for which no equipment, supplies, facilities, Intellectual Property Rights, Confidential Information or trade secret information of the Company was used and which was developed entirely on your own time, unless (a) the invention relates (i) directly to the business of the Company, or (ii) to the Company's actual or demonstrably anticipated research or development, or (b) the invention results from or is related to, any work performed by you for the Company.

10.5 No Grant of Rights.

You agree that all rights, title and interest in the Intellectual Property Rights and Confidential Information shall be owned exclusively by the Company. Nothing herein contained shall be construed as a grant by implication, estoppel or otherwise, of a license of any kind by either you to the Company, or by the Company to you, for example, to make, have made, use or sell any product using the Intellectual Property Rights, Confidential Information, or as a license under any patent, patent application, utility model, copyright, mask work right, or any other intellectual property right.

**11. Non-Solicitation**

- 11.1 During your employment with the Company and for a period of 12 months from the date of termination thereof, you shall not solicit or cause or authorize, directly or indirectly, to be solicited for any competitive business, for or on behalf of any person or customer, or otherwise take any action that might divert the business or patronage of any customer from the Company, or otherwise damage or alienate the relationship between the Company and any customer, vendor or supplier; and
- 11.2 During your employment with the Company and for a period of 12 months thereafter, you shall not solicit or attempt to influence any person employed or engaged by the Company (whether as an employee, consultant, advisor or in any other manner) to terminate or otherwise cease such employment or engagement with the Company or become the employee of, or directly or indirectly offer services in any form or manner to, yourself or any person or entity which is a competitor of the Company.

**12. Employee Data Protection**

- 12.1 You authorise Amazon India to collect, process and transfer all personal employee-related information obtained by Amazon India for the purpose of proactively managing the employment relationship.
- 12.2 You further authorise the transfer to, and storage of, your personal information in the worldwide employee database currently located in Seattle, Washington, U.S.A. (or such other location as Amazon India determines from time to time). Human Resources and selected management throughout the Amazon group worldwide will be authorised to access this database.

### **13. Exclusivity of Services**

During your employment, you will be required to devote your full time, attention and abilities to your job duties during working hours, and to act in the best interests of Amazon India at all times. You shall not, without the written consent of Amazon India, be in any way directly or indirectly engaged or concerned in any other business or undertaking .

### **14. Termination of Employment**

- 14.1 Your employment may be terminated by either party by giving one month's written notice (exclusive of any leaves availed during the said period) or payment of one month salary in lieu of such notice period to the other party. Amazon India holds the right to accept or deny payment in lieu of the said one month notice.
- 14.2 Amazon India reserves the right to terminate your employment forthwith "for cause" without advance notice and without payment of severance, in the event you:
- (i) have been found guilty of any misconduct or indiscipline after due enquiry by Amazon India;
  - (ii) have violated or are in breach of any of the terms of this Offer cum Appointment Letter or Amazon India's Policies and Procedures;
  - (iii) have been grossly negligent, or have neglected your duties, or have underperformed your duties, or have performed your duties in a manner unacceptable to Amazon India;
  - (iv) have suppressed any information or submitted false information with the view to obtain employment in Amazon India;
  - (v) are convicted for any offence under any law for the time being in force in any jurisdiction;
  - (vi) commit any act detrimental to the interest of Amazon India;
  - (vii) abstain from work for seven consecutive days without informing Amazon India;



- 14.3 On the termination of your employment for any reason whatsoever, you will return to Amazon India, without delay, all assets belonging to Amazon India, correspondence, records, specifications, models, notes, formulations, lists, papers, reports and other documents and all copies thereof and other property belonging to Amazon India or relating to its business affairs or dealing, including any Confidential Information and Intellectual Property Rights, which are in your possession or under your control. At Amazon India's option, you agree to provide a written certification of your compliance with this Section. Further, you agree to sign a termination certificate in accordance with Amazon India's Policies and Procedures, which will reaffirm your compliance of your post-termination obligations, including return of Amazon India's property/properties and releasing Amazon India from all claims, liabilities and obligations. Where Amazon has made any excess payment to you as part of your relieving formalities, whether or not such excess payment is termed "Full and Final Settlement", you shall be obligated and liable to repay such excess amount forthwith upon being notified by Amazon.

## **15. Gratuity**

Gratuity will be paid as and when required by the Payment of Gratuity Act, 1972 and as further described in Amazon India's Policies and Procedures.

## **16. Employee Benefits**

You will be eligible to receive employee benefits as may be provided by Amazon India in Amazon India's Policies and Procedures. These are subject to change with or without prior notice for both existing and prospective employees. Revised policy will supersede any previous policy which would have been applicable and would have been communicated as part of offer letter.

## **17. New Hire Background Investigation**

- 17.1 It is Amazon India's policy to investigate all its new hires. Your employment is conditional upon the information contained in your application form and/or curriculum vitae being true and accurate, including (but not limited to) your educational and professional qualifications, the documents furnished by you being genuine, and upon reference checks to be conducted by Amazon India being successfully completed.
- 17.2 You authorise Amazon India to conduct such searches with government or enforcement authorities as are necessary to enable it to verify that you do not hold any criminal convictions.
- 17.3 In case you are waiting for the results of your examinations and you are hired prior to the same, your continued employment with Amazon India will be subject to passing the said



examination and completing the course, failing which Amazon India reserves the right to take action including termination of your employment without notice.

- 17.4 In case your exams have been postponed due to Covid 19 situation, your continued employment will be contingent to your appearing for the exam and passing the same within a period of 6 months from the date of joining. Amazon India reserves the right to take action including termination of your employment without notice in case of failure to produce proof of passing within the said period.

## **18. Foreign Nationals**

- 18.1 In case you are not an Indian national and, under any law, are required to obtain applicable visa / work permit / authorisation or permission from appropriate government authorities to work in India, you are required to ensure all such permissions are obtained before commencement of employment with Amazon India.
- 18.2 You are also required to ensure all future correspondence and permissions for continued stay and employment in the country as per the governing law are complied with at all times. If required, Amazon shall be at liberty to demand copies / originals of such permission.
- 18.3 It is made clear that possessing valid work permit / authorisation at all times of your employment is an inherent requirement of your employment with Amazon India. Any time after the execution of this Offer cum Appointment Letter, if it is found that you do not have required work permit / visa, Amazon India shall terminate your employment, without notice, with immediate effect, without any liability towards you.

## **19. Representations and Warranties**

You hereby represent and warrant to the Company that:

- 19.1 the information furnished by you for the purpose of your employment with the Company is true and correct to the best of your information, knowledge and belief;
- 19.2 you shall not, during the course of your employment with the Company, use or disclose any document/s that in any way constitutes confidential, proprietary for trade secret information of a third party (including a former employer), except pursuant to written authorization by such third party to do so;

- 19.3 you are not in unauthorized possession or control of any document/s that in any way constitutes confidential, proprietary or trade secret information of a third party (including a former employer);
- 19.4 during the course of your employment with the Company, you will not violate any non-solicitation or similar agreements or obligations that you have with any third party; and
- 19.5 there are no other agreements executed by you with third parties that conflict with the terms and conditions of your employment with Amazon India or that restrict your ability to execute this Offer cum Appointment Letter;
- 19.6 You recognize that the restrictions set forth in this Offer cum Appointment Letter may limit your future flexibility in many ways. You expressly acknowledge that (i) the limitations specified herein are fair and reasonable in view of the nature of the business in which the Company is engaged, your position with the Company, and your access to Confidential Information / Intellectual Property Rights, (ii) you are voluntarily entering into this Offer cum Appointment Letter, and (iii) in spite of the restraints imposed herein, you will be able to engage in other lawful professions, trades or businesses after termination of your employment with the Company. You recognize that your compensation is adequate consideration and acknowledge that you will not be subject to undue hardship or inconvenience by reason of your agreeing to the provisions contained herein.

## **20. Other Particulars**

- 20.1 You confirm that there are no other agreements executed by you with third parties that conflict with the terms and conditions of your employment with Amazon India or that restrict your ability to execute this Offer cum Appointment Letter
- 20.2 You hereby represent and warrant that the information furnished by you for the purpose of your employment with the Company is true and correct to the best of your information, knowledge and belief.

## **21. Notices**

All notices issued by you to the Company or by the Company to you shall be sent either by registered post, courier through a recognised courier service provider or by email transmission which shall be deemed to have been received the next working day provided the notice is also sent by registered post the next working day after email transmission.

## **22. Waiver**





Failure of the Company to insist upon strict adherence of any term of this Offer cum Appointment Letter on any occasion/s shall not be considered a waiver thereof or deprive the Company of the right thereafter to insist upon strict adherence to that term or any other term of this Offer cum Appointment Letter.

**23. Severability**

The holding of any provision of this Offer cum Appointment Letter to be illegal, invalid, or unenforceable by a court of competent jurisdiction shall not affect any other provision hereof, which shall remain in full force and effect.

**24. Assignment**

Except as otherwise provided in this Section, this Offer cum Appointment Letter shall inure to the benefit of, and be binding upon you and your heirs, representatives, successors and assigns. Neither this Offer cum Appointment Letter nor any right or interest hereunder shall be assignable by you or your legal heirs, beneficiaries or legal representatives without the Company's prior written consent. This Offer cum Appointment Letter shall be assignable by the Company to a subsidiary or affiliate of the Company; or to any corporation, partnership, or other entity that may be organized by the Company, as a separate business unit in connection with the business activities of the Company; or to any corporation, partnership, or other entity resulting from the reorganization, merger or consolidation of the Company with any other corporation, partnership or other entity, or any corporation, partnership, or other entity to or with which all or any portion of the Company's business or assets may be sold, exchanged or transferred.

**25. Employer – Employee Relationship**

The relationship between the Company and you hereunder shall be solely that of an employer and employee and no modification of responsibility or compensation made hereinafter shall be construed so as to constitute the relationship of partners or joint ventures or so as to as to construe you as an independent contractor of the Company.

**26. Liability for Breach**

You acknowledge and accept that your breach of any of the terms contained in this Offer cum Appointment Letter or in Amazon India's Policies and Procedures, may cause the Company irreparable harm for which there is no adequate remedy at law, and therefore, the Company shall be entitled to the issuance by a court of competent jurisdiction of an order of injunction, restraining order, or other equitable relief in favor of itself, without the necessity of posting a bond, restraining you from committing or continuing to commit any such violation. Exercise or



waiver by the Company of its rights to obtain an injunction, restraining order, or other equitable relief hereunder shall not be deemed a waiver of any right to assert any other remedy the Company may have at law or in equity. In any legal action or other proceeding by the Company against you in connection with this Offer cum Appointment Letter (e.g., for recovery of damages or other relief), the Company will be entitled to recover its reasonable attorneys' fees and other costs incurred.

**27. Authorization to Notify New Employer**

You hereby grant consent to the Company to notify any of your new employer/s about your rights and obligations under this Offer cum Appointment Letter.

**28. Governing Law and Jurisdiction**

Your employment, and any disputes which may arise under, out of, or in connection with your employment, shall be governed by and construed in accordance with the laws of India; and the Courts having territorial jurisdiction over the registered office of the Company shall alone have exclusive jurisdiction to try and entertain such disputes to the exclusion of any other Courts situated elsewhere.

**29. Agreement/Modifications**

The terms described in this Offer cum Appointment Letter and Amazon India's Policies and Procedures will cumulatively constitute the terms of your employment, and shall supersede any previous discussions, offers or agreements relating to your employment, or to the subject matter hereof. Any additions to, deletions of, or modifications of these terms are valid and effective only if the same are carried out in writing and signed by you and an officer of Amazon India.

**30. Headings**

The Section headings appearing in this Offer cum Appointment Letter are used for convenience of reference only and shall not be considered a part of this Offer cum Appointment Letter or in any way modify, amend or affect the meaning of any of its provisions.

**31. Survival**

Your obligations under Sections 9, 10, 12, 14, 22, 23, 24, 26, 27, 28 and this Section 31 hereof shall survive the termination of this Offer Cum Appointment Letter and of your employment with the Company.







You undertake to be bound by any rules and regulations enforced by Amazon India from time to time in relation to the conduct, discipline, medical leave and holidays or on any matters relating to service conditions which will be deemed as rules, regulations and order as a part of these terms of employment.

For and on behalf of Amazon Development Centre (India) Private Limited

#### **AUTHORIZATION**

By

Signed by: ANBALAGAN SUGUNARAMAN  
Date: 2021.08.12 21:17:01 +05:30  
Location: India

#### **ACCEPTANCE**

I acknowledge receipt of this Offer cum Appointment Letter and, after reading and understanding the same, I accept Amazon India's offer of employment on the terms set out in this Offer cum Appointment Letter.



**OFFER CUM APPOINTMENT LETTER**

Archana Panwar  
Joshiyara, Uttarakashi 249193 Uttarakhand, Joshiyara  
Uttarkashi  
249193  
IN

Dear Archana,

On behalf of **Amazon Development Centre (India) Private Limited**, a company incorporated under the laws of India, having its registered office at # 26/1, Brigade Gateway, World Trade Centre, 10th Floor, Dr. Rajkumar Road, Malleshwaram (W) Bangalore - 560 055. Karnataka India (hereinafter the "Company" or "Amazon India"), we are very pleased to issue this Offer cum Appointment Letter for the position of **SPS Associate-FR (Level 3)** at **Bangalore, India**.

Your employment with the Company will be subject to your acceptance of this Offer cum Appointment Letter and the terms and conditions set forth hereinbelow. If you wish to accept employment with the Company, please convey your acceptance in the manner provided for by the Company. The offer of employment contained in this Offer cum Appointment Letter will expire if you have not accepted the same on or before **10 business days**.

Upon your acceptance of the offer herein, this Offer cum Appointment Letter shall form the employment contract that is a valid and binding agreement of employment between Amazon India and you, and you shall be bound by the terms and conditions stipulated herein below.

**1. Date of Commencement**

Your employment with Amazon India will commence on **06-Jun-2022**.

**2. Probation**

You shall be on probation for a period of 3 months ("Probation Period") from the date of joining. Your performance will be reviewed and evaluated at regular intervals during the Probation Period. Depending on the outcome of such evaluation/s, the Company may, at its sole discretion, either (a) if your performance is found satisfactory, confirm your appointment; or (b) if your performance is found to be unsatisfactory, extend, in writing, the Probation Period by a

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

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





## **OFFER CUM APPOINTMENT LETTER**

Megha Rawat  
Rajeev gram, Dhalwala , Rishikesh, Doon University, mothrowala , Dehradun  
Dehradun  
248001  
IN

Dear Megha,

On behalf of **Amazon Development Centre (India) Private Limited**, a company incorporated under the laws of India, having its registered office at # 26/1, Brigade Gateway, World Trade Centre, 10th Floor, Dr. Rajkumar Road, Malleshwaram (W) Bangalore - 560 055. Karnataka India (hereinafter the "Company" or "Amazon India"), we are very pleased to issue this Offer cum Appointment Letter for the position of **RCO Investigation Spclst-FR** at **Hyderabad**, India.

Your employment with the Company will be subject to your acceptance of this Offer cum Appointment Letter and the terms and conditions set forth hereinbelow. If you wish to accept employment with the Company, please convey your acceptance in the manner provided for by the Company. The offer of employment contained in this Offer cum Appointment Letter will expire if you have not accepted the same on or before **10 business days**.

Upon your acceptance of the offer herein, this Offer cum Appointment Letter shall form the employment contract that is a valid and binding agreement of employment between Amazon India and you, and you shall be bound by the terms and conditions stipulated herein below.

### **1. Date of Commencement**

Your employment with Amazon India will commence on **07-Mar-2022**.

### **2. Probation**

You shall be on probation for a period of 3 months ("Probation Period") from the date of joining. Your performance will be reviewed and evaluated at regular intervals during the Probation Period. Depending on the outcome of such evaluation/s, the Company may, at its sole discretion, either (a) if your performance is found satisfactory, confirm your appointment; or (b) if your performance is found to be unsatisfactory, extend, in writing, the Probation Period by a



further period of 3 more months or terminate your employment with Amazon India with immediate effect and without any advance or prior notice, and with no further liabilities to Amazon India, except for payment of remuneration up to the date of termination of employment.

### **3. Duties**

- 3.1 You will be employed in the position of **RCO Investigation Spclst-FR**. Your manager will advise you about your job responsibilities after your joining with us. You will be expected to do your job to the best of your ability at all times as per the job responsibilities advised by your manager at the time of joining or as amended from time to time, as well as such other tasks as may be required by Amazon India.
- 3.2 You will be required to comply with Amazon India's rules, regulations and policies from time to time in force, including, without limitation, those policies set out in Amazon India's Policies and Procedures, as communicated to you. Amazon India reserves the right to change Amazon India's Policies and Procedures from time to time at its sole discretion and you shall be bound by the same.
- 3.3 You acknowledge that during the course of your employment, as the business of Amazon India changes, it may be necessary to rotate you in other departments / units. Amazon India therefore reserves the right to change your role and responsibilities from time to time at its sole discretion and without assigning any reason, it being understood that you will not be assigned responsibilities which you cannot reasonably perform.
- 3.4 Unless specified in writing, you shall not be authorised to enter into any contractual obligations on behalf of Amazon India or its affiliates including creating a lien (statutory or other), security interest, mortgage, pledge, assignment, encumbrance, chattel or conditional sale or other title retention agreement or any other financial obligations or otherwise on behalf of Amazon India or its affiliates.

### **4. Hours of Work**

The normal business hours of the office, at which you work, will apply to you and these will be advised on commencement of employment and when there is a change. You may be required to work in shifts for different work hours or workdays during the week depending on the business or team that you may be working for. You will be advised by your manager or department about such requirements at the time of joining and from time to time during the course of your employment, as appropriate. Certain business teams also operate on 24x7 basis and hence, may have rotational shifts or related



requirements for their respective team members. Please refer to Amazon India's Policies and Procedures for further details.

## **5. Place of Work**

Your initial place of work will be at Amazon India's facility in Hyderabad. However, you should be aware that the Company and/or its affiliates have offices throughout the world and because of the nature of your duties, the Company has the right to transfer you from one place to another or from one section to another or from one unit to any other unit of the Company, its parent company or to any of its sister concerns, which are either existing or may be set up in future. The decision of the Company in this regard shall be final and binding on you. As you are joining during the period of the Covid-19 Pandemic, you may be permitted to work from a location of your choice in India with the prior approval of your manager under the condition that you are willing to get back to the location mentioned above as and when required by Amazon.

## **6. Remuneration**

- 6.1 Your Annual Base Pay will be **Rs.584,300** per annum made payable in arrears in accordance with Amazon India's standard payroll practice and subject to all lawful deductions of income tax, provident fund contribution (if any), insurances or otherwise. Your Base Pay is inclusive of both the employer's and the employee's provident fund contributions. Your Base Pay will be reviewed in accordance with internal performance review systems, details of which are set out in Amazon India's Policies and Procedures. If your hire date is on or before the first Monday in October of the current year, you will be eligible for a performance assessment and salary adjustment in the next calendar year. Ordinarily, this process occurs in the month of April each year.
- 6.2 Amazon India has the right to deduct from your pay/salary any sums which you may owe Amazon India, including without limitation, any over-payments or loans made to you by Amazon India or any demand raised by any judicial or quasi-judicial authority for your acts or omissions and / or losses suffered by Amazon India as a result of your negligence or breach of the terms contained in this Offer cum Appointment Letter/Amazon India's Policies, or your failure to return Amazon India's property.

## **7. Contribution to Employees' Provident Fund**

Amazon India will contribute to Employees' Provident Fund (EPF) as and when required by the Employees' Provident Funds and Miscellaneous Provision Act, 1952 read with the Employees'



Provident Funds Scheme, 1952, and as further described in Amazon India's Policies and Procedures.

The Employees' Provident Fund Organization ('EPFO'), the statutory body established under Employees' Provident Funds and Miscellaneous Provisions Act, 1952, requires linking of the employee's Aadhaar details with their respective Universal Account Number ('UAN'). For this purpose and to enable Amazon India to make the EPF contributions, Amazon India will collect a copy of your e-aadhaar, which needs to be uploaded by you on Amazon HRS tool prior to commencement of your employment with Amazon India. Foreign Nationals / Overseas Citizens of India shall be required to provide a copy of the first and last page of their valid passport for this purpose.

You acknowledge and provide your consent to Amazon India to use your aadhaar/e-aadhaar or passport (as the case may be) during the tenure of your employment with Amazon India for the purpose of any other requirement under a Government scheme or benefit that may mandate production of such documents as per the applicable law(s) and/or for Amazon India's compliance with its obligations under applicable law(s).

## **8. Leave**

Amazon India will grant you leave as provided in Amazon India's Policies and Procedures. All leave scheduling and organisation will be arranged to ensure smooth business operation; your manager's approval is required prior to your scheduling or changing any leave.

## **9. Confidential Information and Confidentiality Obligations**

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

- (1) the identity of, contractual terms with, and any information relating to, the Company's business partners, customers, services clients, sellers, agents, employees, contractors, investors, joint ventures, vendors, or suppliers and the terms on which the Company does business with each such entity, or generally;
- (2) computer code (including source code and object code) or software developed, modified, or used by the Company;
- (3) data of any sort compiled by the Company, including, but not limited to, data relating to products and services, advertising and marketing, and existing or prospective customers, clients, vendors, or business partners;

4

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

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



- (4) algorithms, procedures or techniques, or the essential ideas and principles underlying such algorithms, procedures or techniques, developed by, or whose workings are otherwise known to, the Company (but excluding any public domain algorithms, procedures, or techniques), whether or not such algorithms, procedures or techniques are embodied in a computer program, including, but not limited to, techniques for identifying prospective customers, communicating effectively with prospective or current customers, reducing operating costs, or increasing system reliability;
- (5) the fact that the Company uses, has used, or has evaluated for potential use any particular database, source of data, algorithm, procedure or technique, or the essential ideas and principles underlying such algorithm, procedure or technique, developed or supplied by a party other than the Company (including any algorithms, procedures or techniques in the public domain), whether or not such algorithms, procedures or techniques are embodied in a computer program;
- (6) pricing or marketing strategies developed, investigated, acquired (from a third party or otherwise), evaluated, modified, tested or employed by the Company, or any information related to, or that might reasonably be expected to lead to, the development of such strategies;
- (7) information about the Company's future plans, including, but not limited to, plans for expanding into new products, geographical areas, market segments, or services;
- (8) any information that would typically be included in the Company's financial statements, including, but not limited to, the amount of the Company's assets, liabilities, net worth, revenues, expenses, or net income;
- (9) the following information which shall hereinafter be referred to as the "Disclosure Information":
  - (a) any and all algorithms, procedures or techniques related to the Company's business activities or to your work with the Company, and the essential ideas and principles underlying such algorithms, procedures or techniques, conceived, originated, adapted, discovered, developed, acquired by the Company (from a third party or otherwise), evaluated, tested, or applied by you during the course of your employment with the Company, whether or not such algorithms, procedures or techniques are embodied in a computer program;

- (b) any and all pricing or marketing strategies, the essential ideas and principles on which such strategies are based, and any information that might reasonably be expected to lead to the development of such strategies, conceived, originated, adapted, discovered, developed, acquired by the Company (from a third party or otherwise), evaluated, tested, or applied by you during the course of your employment with the Company;
  - (c) information relating to any and all products and services, and the essential ideas and principles underlying any and all products and services, conceived, originated, adapted, discovered, developed, acquired by the Company (from a third party or otherwise), evaluated, tested, or applied by you during the course of your employment with the Company, whether or not such products or services are marketed, sold, or provided by the Company; and
  - (d) any other ideas or information conceived, originated, adapted, discovered, developed, acquired by the Company (from a third party or otherwise), evaluated, tested, or applied by you during the course of your employment with the Company, if the idea or information could reasonably be expected to prove useful or valuable to the Company;
- (10) any other information gained in the course of your employment with the Company that could reasonably be expected to prove deleterious to the Company if disclosed to third parties, including without limitation, any information that could reasonably be expected to aid a competitor or potential competitor of the Company in competing more effectively with the Company;
  - (11) any information received by the Company from third parties, whether or not under obligation of confidentiality;
  - (12) any information derived from any of the above, including any intellectual property rights attached thereto; and
  - (13) any copies of the above mentioned information.

## 9.2 Confidentiality Obligations:



- (1) You acknowledge that you have acquired and/or will acquire Confidential Information during the course of, or incident to, your employment with the Company, and that the ability of the Company to continue in business could be seriously jeopardized if such Confidential Information were to be used by you or by other persons or firms to compete with the Company. Accordingly, you agree that you shall not, directly or indirectly, at any time, during the term of your employment with the Company or at any time thereafter, and without regard to when or for what reason, if any, such employment shall terminate, use or cause to be used any Confidential Information in connection with any activity or business except the business of the Company, and shall not disclose or cause to be disclosed any Confidential Information to any individual, partnership, corporation, or other entity unless such disclosure has been specifically authorized in writing by the Company, or except as may be required by any applicable law or by order of a court of competent jurisdiction, or any regulatory or governmental body. Further, you agree that you will give the Company prompt notice of any such order/direction of a court/ regulatory or governmental body so that the Company may seek relief by way of a protective order or other appropriate remedy, and further will provide any assistance which the Company may reasonably require in order to secure such order or such remedy (with your expenses reasonably incurred in providing such assistance to be reimbursed by the Company). In the event such protective order or other remedy is not obtained, you shall furnish only that portion of the Confidential Information which is legally required by the governmental entity or regulatory authority; and will use reasonable efforts to obtain confidential treatment for any Confidential Information so disclosed.
- (2) During the course of your employment with the Company and at the date of termination thereof (hereinafter the "Date of Termination"), you shall promptly disclose and deliver over to the Company, without additional compensation, in writing, or in such form and manner as the Company may reasonably require, the Disclosure Information defined in Section 9.1(9) hereinabove, to the extent that such disclosure could reasonably be expected to be of interest to the Company.
- (3) Nothing in this Offer cum Appointment Letter shall be deemed to dilute or waive any rights related to the protection of trade secrets that the Company may have under common law or any applicable statutes.

## 10. Intellectual Property Rights



- 10.1 All patents, copyrights, trade secrets, trade/commercial names, proprietary rights, logos, slogans and all other intellectual property rights developed by or for the Company by any person, including but not limited to intellectual property rights relating to any and/or all of the Confidential Information, ("Intellectual Property Rights") shall be owned by the Company. For good and valuable consideration the receipt and sufficiency of which is hereby acknowledged, you hereby agree to irrevocably, perpetually and unconditionally sell, assign, transfer and convey to the Company and its successors your entire right, title and interest in the Confidential Information and/or Intellectual Property Rights and any improvements thereto throughout the world, including, without limitation:
- (1) all patents, copyrights, trade secrets, trade/commercial names, logos, other proprietary rights and all other intellectual property rights in the Confidential Information and all rights to secure registrations, renewals and extensions of the same;
  - (2) all rights to make, have made, use, practice, import, export and otherwise fully exploit the Confidential Information and any and all improvements that the Employee or Company may hereafter make or develop;
  - (3) all rights to file and prosecute applications for patent, copyright and all other intellectual property protection covering the Confidential Information and improvements thereon, and the processes and designs embodied therein, in India, the United States and in every other country and jurisdiction throughout the world;
  - (4) all rights under any patent, copyright and all other intellectual property which may be issued on the Confidential Information or the improvements thereon, and any processes and designs therein, and all rights to enjoy the same; and
  - (5) all documents, notes, notebooks, drawings, schematics, prototypes, magnetically encoded media, electronically stored information, or other materials related to the Confidential Information.
- 10.2 During the period of your employment with the Company and as may be reasonably necessary subsequent to your employment, you agree to cooperate with the Company as may be necessary to obtain patent, copyright and all other intellectual property protection for the Intellectual Property Rights and improvements thereto throughout the world and agree to do such further acts and execute and deliver to the Company such instruments as may be required to perfect, register or enforce the Company's ownership of the rights assigned, transferred or conveyed. If such cooperation is required after the Date of Termination, the Company shall compensate you at a reasonable rate for the time and

related expenses actually spent by you at the Company's request. If you fail or refuse to execute any such instruments, you hereby appoint the Company as your attorney-in-fact to act on your behalf and to execute such instruments. This appointment shall be irrevocable and deemed to be a power coupled with an interest.

- 10.3 For the purposes of the assignment, transfer or conveyance referred to hereinabove, you acknowledge and covenant that your employment with the Company and the benefits received thereunder shall be treated as good and valuable consideration and that you are not entitled to any further consideration in any form or manner whatsoever in relation thereto.
- 10.4 Notwithstanding any other provision hereof to the contrary, this Offer cum Appointment Letter does not obligate you to assign or offer to assign to the Company any of your rights in an invention for which no equipment, supplies, facilities, Intellectual Property Rights, Confidential Information or trade secret information of the Company was used and which was developed entirely on your own time, unless (a) the invention relates (i) directly to the business of the Company, or (ii) to the Company's actual or demonstrably anticipated research or development, or (b) the invention results from or is related to, any work performed by you for the Company.

10.5 No Grant of Rights.

You agree that all rights, title and interest in the Intellectual Property Rights and Confidential Information shall be owned exclusively by the Company. Nothing herein contained shall be construed as a grant by implication, estoppel or otherwise, of a license of any kind by either you to the Company, or by the Company to you, for example, to make, have made, use or sell any product using the Intellectual Property Rights, Confidential Information, or as a license under any patent, patent application, utility model, copyright, mask work right, or any other intellectual property right.

**11. Non-Solicitation**

- 11.1 During your employment with the Company and for a period of 12 months from the date of termination thereof, you shall not solicit or cause or authorize, directly or indirectly, to be solicited for any competitive business, for or on behalf of any person or customer, or otherwise take any action that might divert the business or patronage of any customer from the Company, or otherwise damage or alienate the relationship between the Company and any customer, vendor or supplier; and
- 11.2 During your employment with the Company and for a period of 12 months thereafter, you shall not solicit or attempt to influence any person employed or engaged by the Company



(whether as an employee, consultant, advisor or in any other manner) to terminate or otherwise cease such employment or engagement with the Company or become the employee of, or directly or indirectly offer services in any form or manner to, yourself or any person or entity which is a competitor of the Company.

**12. Employee Data Protection**

- 12.1 You authorise Amazon India to collect, process and transfer all personal employee-related information obtained by Amazon India for the purpose of proactively managing the employment relationship.
- 12.2 You further authorise the transfer to, and storage of, your personal information in the worldwide employee database currently located in Seattle, Washington, U.S.A. (or such other location as Amazon India determines from time to time). Human Resources and selected management throughout the Amazon group worldwide will be authorised to access this database.

**13. Exclusivity of Services**

During your employment, you will be required to devote your full time, attention and abilities to your job duties during working hours, and to act in the best interests of Amazon India at all times. You shall not, without the written consent of Amazon India, be in any way directly or indirectly engaged or concerned in any other business or undertaking .

**14. Termination of Employment**

- 14.1 Your employment may be terminated by either party by giving one month's written notice (exclusive of any leaves availed during the said period) or payment of one month salary in lieu of such notice period to the other party. Amazon India holds the right to accept or deny payment in lieu of the said one month notice.
- 14.2 Amazon India reserves the right to terminate your employment forthwith "for cause" without advance notice and without payment of severance, in the event you:
- (i) have been found guilty of any misconduct or indiscipline after due enquiry by Amazon India;
  - (ii) have violated or are in breach of any of the terms of this Offer cum Appointment Letter or Amazon India's Policies and Procedures;



- (iii) have been grossly negligent, or have neglected your duties, or have underperformed your duties, or have performed your duties in a manner unacceptable to Amazon India;
- (iv) have suppressed any information or submitted false information with the view to obtain employment in Amazon India;
- (v) are convicted for any offence under any law for the time being in force in any jurisdiction;
- (vi) commit any act detrimental to the interest of Amazon India;
- (vii) abstain from work for seven consecutive days without informing Amazon India;

**14.3** On the termination of your employment for any reason whatsoever, you will return to Amazon India, without delay, all assets belonging to Amazon India, correspondence, records, specifications, models, notes, formulations, lists, papers, reports and other documents and all copies thereof and other property belonging to Amazon India or relating to its business affairs or dealing, including any Confidential Information and Intellectual Property Rights, which are in your possession or under your control. At Amazon India's option, you agree to provide a written certification of your compliance with this Section. Further, you agree to sign a termination certificate in accordance with Amazon India's Policies and Procedures, which will reaffirm your compliance of your post-termination obligations, including return of Amazon India's property/properties and releasing Amazon India from all claims, liabilities and obligations. Where Amazon has made any excess payment to you as part of your relieving formalities, whether or not such excess payment is termed "Full and Final Settlement", you shall be obligated and liable to repay such excess amount forthwith upon being notified by Amazon.

**15. Gratuity**

Gratuity will be paid as and when required by the Payment of Gratuity Act, 1972 and as further described in Amazon India's Policies and Procedures.

**16. Employee Benefits**

You will be eligible to receive employee benefits as may be provided by Amazon India in Amazon India's Policies and Procedures. These are subject to change with or without prior notice for both existing and prospective employees. Revised policy will supersede any previous policy which would have been applicable and would have been communicated as part of offer letter.

**17. New Hire Background Investigation**

- 17.1 It is Amazon India's policy to investigate all its new hires. Your employment is conditional upon the information contained in your application form and/or curriculum vitae being true and accurate, including (but not limited to) your educational and professional qualifications, the documents furnished by you being genuine, and upon reference checks to be conducted by Amazon India being successfully completed.
- 17.2 You authorise Amazon India to conduct such searches with government or enforcement authorities as are necessary to enable it to verify that you do not hold any criminal convictions.
- 17.3 In case you are waiting for the results of your examinations and you are hired prior to the same, your continued employment with Amazon India will be subject to passing the said examination and completing the course, failing which Amazon India reserves the right to take action including termination of your employment without notice.
- 17.4 In case your exams have been postponed due to Covid 19 situation, your continued employment will be contingent to your appearing for the exam and passing the same within a period of 6 months from the date of joining. Amazon India reserves the right to take action including termination of your employment without notice in case of failure to produce proof of passing within the said period.

## **18. Foreign Nationals**

- 18.1 In case you are not an Indian national and, under any law, are required to obtain applicable visa / work permit / authorisation or permission from appropriate government authorities to work in India, you are required to ensure all such permissions are obtained before commencement of employment with Amazon India.
- 18.2 You are also required to ensure all future correspondence and permissions for continued stay and employment in the country as per the governing law are complied with at all times. If required, Amazon shall be at liberty to demand copies / originals of such permission.
- 18.3 It is made clear that possessing valid work permit / authorisation at all times of your employment is an inherent requirement of your employment with Amazon India. Any time after the execution of this Offer cum Appointment Letter, if it is found that you do not have required work permit / visa, Amazon India shall terminate your employment, without notice, with immediate effect, without any liability towards you.



**19. Representations and Warranties**

You hereby represent and warrant to the Company that:

- 19.1 the information furnished by you for the purpose of your employment with the Company is true and correct to the best of your information, knowledge and belief;
- 19.2 you shall not, during the course of your employment with the Company, use or disclose any document/s that in any way constitutes confidential, proprietary for trade secret information of a third party (including a former employer), except pursuant to written authorization by such third party to do so;
- 19.3 you are not in unauthorized possession or control of any document/s that in any way constitutes confidential, proprietary of trade secret information of a third party (including a former employer);
- 19.4 during the course of your employment with the Company, you will not violate any non-solicitation or similar agreements or obligations that you have with any third party; and
- 19.5 there are no other agreements executed by you with third parties that conflict with the terms and conditions of your employment with Amazon India or that restrict your ability to execute this Offer cum Appointment Letter;
- 19.6 You recognize that the restrictions set forth in this Offer cum Appointment Letter may limit your future flexibility in many ways. You expressly acknowledge that (i) the limitations specified herein are fair and reasonable in view of the nature of the business in which the Company is engaged, your position with the Company, and your access to Confidential Information / Intellectual Property Rights, (ii) you are voluntarily entering into this Offer cum Appointment Letter, and (iii) in spite of the restraints imposed herein, you will be able to engage in other lawful professions, trades or businesses after termination of your employment with the Company. You recognize that your compensation is adequate consideration and acknowledge that you will not be subject to undue hardship or inconvenience by reason of your agreeing to the provisions contained herein.

**20. Other Particulars**

- 20.1 You confirm that there are no other agreements executed by you with third parties that conflict with the terms and conditions of your employment with Amazon India or that restrict your ability to execute this Offer cum Appointment Letter



20.2 You hereby represent and warrant that the information furnished by you for the purpose of your employment with the Company is true and correct to the best of your information, knowledge and belief.

**21. Notices**

All notices issued by you to the Company or by the Company to you shall be sent either by registered post, courier through a recognised courier service provider or by email transmission which shall be deemed to have been received the next working day provided the notice is also sent by registered post the next working day after email transmission.

**22. Waiver**

Failure of the Company to insist upon strict adherence of any term of this Offer cum Appointment Letter on any occasion/s shall not be considered a waiver thereof or deprive the Company of the right thereafter to insist upon strict adherence to that term or any other term of this Offer cum Appointment Letter.

**23. Severability**

The holding of any provision of this Offer cum Appointment Letter to be illegal, invalid, or unenforceable by a court of competent jurisdiction shall not affect any other provision hereof, which shall remain in full force and effect.

**24. Assignment**

Except as otherwise provided in this Section, this Offer cum Appointment Letter shall inure to the benefit of, and be binding upon you and your heirs, representatives, successors and assigns. Neither this Offer cum Appointment Letter nor any right or interest hereunder shall be assignable by you or your legal heirs, beneficiaries or legal representatives without the Company's prior written consent. This Offer cum Appointment Letter shall be assignable by the Company to a subsidiary or affiliate of the Company; or to any corporation, partnership, or other entity that may be organized by the Company, as a separate business unit in connection with the business activities of the Company; or to any corporation, partnership, or other entity resulting from the reorganization, merger or consolidation of the Company with any other corporation, partnership or other entity, or any corporation, partnership, or other entity to or with which all or any portion of the Company's business or assets may be sold, exchanged or transferred.

**25. Employer – Employee Relationship**

The relationship between the Company and you hereunder shall be solely that of an employer and employee and no modification of responsibility or compensation made hereinafter shall be construed so as to constitute the relationship of partners or joint ventures or so as to as to construe you as an independent contractor of the Company.

**26. Liability for Breach**

You acknowledge and accept that your breach of any of the terms contained in this Offer cum Appointment Letter or in Amazon India's Policies and Procedures, may cause the Company irreparable harm for which there is no adequate remedy at law, and therefore, the Company shall be entitled to the issuance by a court of competent jurisdiction of an order of injunction, restraining order, or other equitable relief in favor of itself, without the necessity of posting a bond, restraining you from committing or continuing to commit any such violation. Exercise or waiver by the Company of its rights to obtain an injunction, restraining order, or other equitable relief hereunder shall not be deemed a waiver of any right to assert any other remedy the Company may have at law or in equity. In any legal action or other proceeding by the Company against you in connection with this Offer cum Appointment Letter (e.g., for recovery of damages or other relief), the Company will be entitled to recover its reasonable attorneys' fees and other costs incurred.

**27. Authorization to Notify New Employer**

You hereby grant consent to the Company to notify any of your new employer/s about your rights and obligations under this Offer cum Appointment Letter.

**28. Governing Law and Jurisdiction**

Your employment, and any disputes which may arise under, out of, or in connection with your employment, shall be governed by and construed in accordance with the laws of India; and the Courts having territorial jurisdiction over the registered office of the Company shall alone have exclusive jurisdiction to try and entertain such disputes to the exclusion of any other Courts situated elsewhere.

**29. Agreement/Modifications**

The terms described in this Offer cum Appointment Letter and Amazon India's Policies and Procedures will cumulatively constitute the terms of your employment, and shall supersede any previous discussions, offers or agreements relating to your employment, or to the subject

matter hereof. Any additions to, deletions of, or modifications of these terms are valid and effective only if the same are carried out in writing and signed by you and an officer of Amazon India.

**30. Headings**

The Section headings appearing in this Offer cum Appointment Letter are used for convenience of reference only and shall not be considered a part of this Offer cum Appointment Letter or in any way modify, amend or affect the meaning of any of its provisions.

**31. Survival**

Your obligations under Sections 9, 10, 12, 14, 22, 23, 24, 26, 27, 28 and this Section 31 hereof shall survive the termination of this Offer Cum Appointment Letter and of your employment with the Company.





You undertake to be bound by any rules and regulations enforced by Amazon India from time to time in relation to the conduct, discipline, medical leave and holidays or on any matters relating to service conditions which will be deemed as rules, regulations and order as a part of these terms of employment.

For and on behalf of Amazon Development Centre (India) Private Limited

#### **AUTHORIZATION**

By

Signed by: Himanshu Ojha  
Date: 2022.01.13 15:59:50 +05:30  
Location: India

#### **ACCEPTANCE**

I acknowledge receipt of this Offer cum Appointment Letter and, after reading and understanding the same, I accept Amazon India's offer of employment on the terms set out in this Offer cum Appointment Letter.



www.slokainternational.com

CBSE Aff. No. 3630245

Ref :

Date :

## **APPOINTMENT ORDER**

To

**ADITI HIRNWAL**

Dear Sir/Madam,

With reference to your application and subsequent interview with us, we are pleased to appoint you as **FRENCH TEACHER ,IGCSE** at **SLOKA INTERNATIONAL SCHOOL, ORR**, Near RTA Office, Manneguda, Turkayamjal, Hyderabad-501510, and Telangana.

### **This offer is governed by the following Terms and Conditions:**

1. Date of joining is on or before 12.09.2021.
2. You are required to submit all your original Certificates at the time of joining.
3. You will be paid a consolidated gross salary of **Rs.25000/-**  
in words **Twenty five Thousand only** month and shared accommodation.
4. You have to execute a minimum of one academic year Service Agreement with Sloka International School, as you will be on probation for one year. Increment will be granted after successful completion of this probation period.
5. All income tax obligations arising out of your salary have to be borne by you.
6. You are expected to perform the duties assigned to you with due care, trust and to the best of your knowledge and ability.
7. You are expected to be punctual to school and follow the stipulated school timings with reverence.
8. You are entitled for a maximum of twelve casual leaves in the academic (maximum of one leave per month) for which you are required to get sanctioned by the Principal with prior permission.
9. If for any reason, approval is given by the Principal to take more than one casual leave in a month, you will not be entitled for salary for the days of absence, as they all are considered as loss of pay.
10. If you fail to report for work on the date stipulated by the management, we have the right to deduct two (2) days salary for each day absent. If you are absent or avail a leave on a day preceding or following a holiday, it will be considered as loss of pay for the days absent.





Ref: 895900/2041145/Permt

Date: 14th March, 2022

Diksha Shahi  
Haripur Navada, Nawada  
Haripur Nawada, Dehradun, Uttarakhand-248005  
Phone No: 9760529262

**Subject - Offer Of Appointment**

Dear **Diksha Shahi**,

It is our pleasure to welcome you to Tech Mahindra Limited.

1. With reference to our discussions, we are pleased to offer you appointment in our Organization as **Associate Language Specialist** on **U1** band, operating out of our **Noida** office.
2. Your "Annual Total Cash Compensation" will be **Rs. 625000 (Rupees Six Lakhs Twenty Five Thousand Only)**. Please refer **Annexure-A** for details on the compensation and statutory deductions.
3. Your remuneration package is strictly confidential between you and here after, referred as The Company and should not be discussed with anyone nor divulged to anyone in any manner whatsoever.
4. Your employment with us will be governed by terms and conditions as specified in **Annexure-B**.
5. You are required to join on **14th March, 2022** at the below mentioned location. The Offer stands withdrawn thereafter, unless the date is extended and communicated to you in writing.
6. On the date of joining, you are requested to report to **Sweta Nautiyal at 12:00 PM** to complete the joining formalities at **Tech Mahindra Limited, Tower C, Tech Boulevard, Sector-127, Noida - 201315**. At the time of joining, you are expected to carry originals of the documents as per **Annexure – D** and submit the copies of the same to the HR Team.
7. Please note that this Offer is subject to your being given a clear background check either at the time of reporting/joining or thereafter depending upon our receipt of the background check report from the agency.
8. Kindly acknowledge acceptance of this Offer of Appointment by signing and returning the 'acceptance copy' to **Sweta Nautiyal** latest by **14th March, 2022**.

9. For any clarification / further Information on-

- Employment terms and conditions, please get in touch with **Offers Team** (E-Mail: **PS00551100@TechMahindra.com**)

**For Tech Mahindra Limited**



**Mukul Sah**  
**Group Function Head (Support) – Human Resource**

**Encl:** **Annexure-A** (Salary Structure), **Annexure-B** (Important / Indicative Terms & Conditions of Employment), **Annexure-C** (Medical Self declaration), **Annexure-D** (Check List of Documents), **Annexure-E** (Confidentiality Agreement), **Annexure F** – Intellectual property Assignment, **Annexure-G** – General Covenant, **Annexure H** -(Code of Conduct and Ethics).

**Accepted**

Date:

Signature of Candidate:

### Annexure - A

NAME	Diksha Shahi
TITLE	Associate Language Specialist
BAND	U1
LOCATION	Noida
<b>COMPONENTS</b>	<b>Per Annum</b> (All figures in Indian Rupees)
BASIC (@35% OF TOTAL FIXED PAY)	191644
HRA (@70% OF BASIC)	134151
BONUS / STATUTORY BONUS	16800
EMPLOYER'S CONTRIBUTION TO PROVIDENT FUND (@12% OF BASIC PAY)	22997
EMPLOYER'S CONTRIBUTION TO ESI (3.25% OF TOTAL SAL COMPONENTS)	0
PERSONAL PAY	181963
<b>TOTAL FIXED PAY..... (A)</b>	<b>547555</b>
<b>TOTAL VARIABLE PAY (TVP)..... (B)</b>	<b>60839</b>
<b>ADDITIONAL BENEFITS..... (C)</b>	<b>16605</b>
GRATUITY	9218
INSURANCE PREMIUMS (towards GTLI, GMIP AND GPAI)	7387
<b>TOTAL COST TO COMPANY..... (D) = (A) + (B) + (C)</b>	<b>625000</b>
Additional Benefits : In addition to the above, you will also be eligible for the below-mentioned benefits -	
i) * Performance Incentive would be payable to you on your Go Live date as per company Policy.	
<b>ii) Insurance</b>	
<b>a) Group Term Life Insurance Coverage:</b> You would be covered under the existing Group Term Life Insurance scheme of the company applicable to the employees in your respective grades as per the company policy and the same will be paid to the respective nominated beneficiary on the unfortunate death of the employee.	
<b>b) Hospitalisation coverage:</b> You would also be enrolled under the existing Medical Insurance scheme of the company with a cover of Rs. 3 lakhs (floating cover) applicable to Self , Spouse, 2 children & 2 parents. Cost of coverage of parents (if opted for) will be borne by you. If enrollment of parents is not opted for, the applicable cover (for self only OR self +spouse+up to 2 children) will be Rs. 2 lakhs.	
<b>c) Group Personal Accident Insurance (GPAI) coverage:</b> You would be enrolled under the Company's GPAI scheme with a cover of upto Rs. 5 lakhs payable in case of permanent disablement arising out of any unfortunate event of an accident.	



**iii) \*Payment of Bonus :** The provisions of Payment of Bonus Act, 1965, as amended from time to time are currently applicable to you.

**v) Company Transport:**

- In the event of your availing Company provided transport to commute to and from office, deduction will happen from your salary as per applicable policy.

**Notes:**

a) The Performance Incentive will not be payable if you have resigned and are serving notice period or are not on the company rolls on the date of disbursement.

b) Performance Incentive would be subject to Tax deduction as per Income Tax Act.

c) The Company reserves the right to amend, modify, rescind / reinstate the above mentioned schemes partly or completely at any point of time.

**With Best Wishes,  
For Tech Mahindra Ltd.**

**Accepted by :**



**Mukul Sah  
Group Function Head (Support) – Human Resource**

**Location :**

**Date :**

## **Annexure – B**

### **1) Employment Agreement**

#### **a) Code of Conduct**

During the period of your employment, you will work honestly, faithfully, diligently and efficiently for the growth of The Company.

#### **b) Secrecy**

You are expected to maintain utmost secrecy with regard to the affairs of The Company and shall keep confidential any information, whether written or oral, which relates to internal controls, computer or data processing programs, algorithms, electronic data processing applications, routines, subroutines, techniques or systems, or information concerning the business or financial affairs and methods of operation or proposed methods of operation, accounts, transactions, proposed transactions, security procedures, trade secrets, know-how, or inventions of Tech Mahindra Limited. or its Affiliate, or any client, agent, contractor or vendor. You shall not disclose the identities and other related information of any of its clients.

Breach of this provision shall be treated as a gross violation of the terms herein and your services are liable to be terminated.

**c) Employee data** – By accepting this Offer and furnishing your personal data to the Company, You are according your irrevocable consent to Company to possess, deal with or handle Your sensitive personal data either by itself or through any third party agency during the term of your employment with the Company subject however to the terms of the Privacy Policy of the Company. You are aware that your personal data is confidential in nature and Company shall process the same in the course of its business, in terms of its privacy policy with due and reasonable care.

#### **d) Conflict of Interest**

Your position with The Company calls for whole time employment and you will devote yourself exclusively to the business of The Company. You will not take up any other work for remuneration (part time or otherwise) or work on advisory capacity or be interested directly or indirectly (except as shareholder or debenture holder) in any other trade or business, during your employment with The Company, without written permission from The Company. Contravention of this will lead to termination of your services from The Company without any notice, with or without any liability on the part of The Company for payment of any compensation in lieu of such notice as per the procedure mentioned in Section 3.

#### **e) Non-Solicitation / Non-Compete**

You acknowledge that you have signed Covenant against Disclosure and Covenant Not to Compete/Non-Solicitation ("Covenant"), which is incorporated into this Agreement by reference and is made a part of this Agreement and that it constitutes an integral part of the terms of your employment. In the Covenant, you have

agreed that for a period of twelve months following termination of your employment for any reason whatsoever you also confirm and agree that these restrictions are reasonable and are legitimately required to protect the business interest of the Tech Mahindra Ltd.

- (i) You will not solicit business and/or sell services/products or build business relationship with customers, you were directly or indirectly involved with, during your tenure in Tech Mahindra Ltd
- (ii) You will not interfere with its business relations, including but not limited to soliciting or providing services to any of Tech Mahindra's clients (except as directed by Tech Mahindra Ltd), directly or indirectly.
- (iii) You will not be employed by a client of Tech Mahindra Ltd for which you performed services while employed by Tech Mahindra.
- (iv) You will not solicit or induce Tech Mahindra Ltd associates to join a client or to compete with Tech Mahindra Ltd.
- (v) You undertake not to solicit or induce or endeavor to solicit or induce any consultant, supplier or service provider to cease to deal with the Company and shall not interfere in any way with any relationship between a consultant, a supplier or a service provider and the Company.

**f) Exclusivity of Services, Publications, Gifts/Anti-bribery**

You shall devote all work efforts exclusively to The Company and the furtherance of its interests. Any engagement in additional activities for remuneration or any direct or indirect participation in other enterprises of any kind requires the prior written consent of The Company. The Company's consent shall not be required for ordinary acquisitions of shares or other participation for investment purposes. Membership in the board of directors or supervisory board of other enterprises shall be subject to The Company's prior written consent. Any publications and lectures by you on topics relating to The Company's business or interests shall be subject to The Company's prior written consent.

You agree, to not accept or demand loans, rewards or other benefits, or promises thereof, from The Company's clients or other persons with whom the Associate has official or business contacts in the context of the Associate's activities for The Company, without The Company's prior written consent.

You hereby covenant and undertake that you will:

- Not engage in any actions that are, or could be seen to be, bribery of foreign public officials as described in the OECD Convention on Combating Bribery of Foreign Public Officials in International Business Transactions, the Foreign Corrupt Practices Act of the United States of America (the "FCPA"), the Anti-Terrorism, Crime and Security Act 2001 and Bribery Act, 2010 of the United Kingdom of Great Britain and Northern Ireland; and
- Comply with all United Kingdom, United States, German and other Applicable Law prohibiting bribery and in doing so will provide nothing of value to any government official.



- Not directly or indirectly offer or have offered or give or given or agree or agreed to give or given to any person any gift, success fee, rebate or consideration of any kind whatsoever including speed or facilitation money or indulge in any activity as an inducement or reward for influencing or carrying out any act and specifically in relation to any business opportunity or a customer including for the purposes of collection or for showing any favour or disfavour to any person or persons in relation to such performance.
- You hereby agree not to involve in receiving any gift/bribery during your tenure with the Company. You shall abide and follow the Company's anti-bribery policy which is hereby incorporated for reference. This Company policy shall be amended from time to time.

**g) Confidentiality / Non-Disclosure**

- a) You must return to The Company, upon request, and in any event, upon termination of your employment, all documents and tangible items which belong to The Company or which refer to any confidential information and which are in your possession or under your control.
- b) You must, if requested by The Company, delete all confidential information from any reusable material and destroy all other documents and tangible items which contain or refer to any confidential information and which are in your possession or under your control.
- c) All software, systems, ideas, concepts, designs, documentation or any other material produced by you, during the period of your assignment to the Tech Mahindra will either be Intellectual Property of the Tech Mahindra or that of its customers. You will not have any rights to such material as described above.

You shall execute / sign the Confidentiality Agreement as and when required by Tech Mahindra Limited or the Client.

**h) Non-Disparagement Obligations**

You covenant and agree that, during the term of your employment and anytime thereafter, neither you nor any of your legal heirs or any person acting on your/their behalf, will in any way publicly disparage, bring into disrepute, defame, libel, slander or otherwise criticize the Company, its subsidiaries, affiliates, successors, assigns, officers, directors (including any former directors/ officers of the Company or its subsidiaries), employees, shareholders, agents, attorneys or representatives, or any of their clients, customers, partners, other service providers, or any of their products or services, in any manner that would damage the business or reputation of the Company or any of its clients, customers, partners, other service providers. Any violation of this section shall necessitate an investigation and appropriate disciplinary action including termination from the services and/ or appropriate legal action.

## 2. Assignments/Transfer/Deputation

Though you have been engaged for a specific position, The Company reserves the right to send you on training/deputation/secondment/transfer/assignments to sister companies, associate companies, clients' locations or third parties whether in India or abroad. In such case, the terms and conditions of service applicable to the new assignment will govern you.

You shall, only at the request of The Company, enter into a direct agreement or undertaking with any customer to whom you may be assigned/seconded/deputed accepting restrictions as such customer may reasonably require for the protection of its legitimate interests.

## 3. Termination of Employment

- (a) Either party can terminate this employment by serving a notice of **60** days on the other. The Company may at its absolute discretion make a payment representing salary (basic) in lieu of notice of termination. However, for cause like misconduct, gross negligence, willful insubordination or disobedience, misbehavior or non-performance, Tech Mahindra Limited. may terminate your services with immediate notice. The Company shall have the right to place you under suspension on subsistence allowance and benefits as applicable pending any investigation into potential dishonesty, gross misconduct, misappropriation, gross negligence, fraud or other circumstances, which expressly provides for termination of your employment which if proved, would entitle The Company to dismiss your services summarily.
- (b) In the event of your serving on The Company a notice of termination of employment by submitting a resignation letter, your release will be governed by the relevant policies in force at that point in time, subject to satisfactory handing over of your duties, responsibilities, Company documents, Company assets, etc. to the relevant parties.
- (c) In case of Associates who are governed by any other service agreement(s) for serving a minimum stipulated period, the associate will need to mandatorily fulfill requirements of **Clause 3(a)** along with applicable exit policy clauses under stipulated service period agreed to and provided therein.
- (d) Unauthorized absence or absence without permission from duty for a continuous period of 7 working days would make you lose your lien on employment. In such case your employment shall automatically come to an end without any notice of termination.
- (e) You will be governed by The Company's laid down Code of Conduct and if there is any breach of the same or non-performance of contractual obligation or the terms and conditions laid down in this agreement, your service could be terminated as per the procedure mentioned in **Clause 3(a)** herein above. The Company further reserves the right to invoke other legal remedies as it deems fit to protect its legitimate interests.
- (f) Reference check will be made from your previous employers and other references as may be deemed appropriate. In case there is any adverse report against you which may be detrimental to the interests of The Company or if the information furnished by you is not true, The Company reserves the right to

terminate your services as per the procedure mentioned in **Clause 3(a)** herein above on the grounds of misrepresentation of facts.

- (g) In addition to The Company's right to carry the above verifications, you shall fill in and sign the Criminal Disclosure Declaration Form. In the event you have been accused, charged and/or convicted for any criminal offence, at any time whether prior or subsequent to your joining The Company, you shall make full disclosure of the same and furnish all necessary documents in support thereof. In the event you have been accused, charged and/or convicted for any criminal offence, your joining shall be subject to specific written confirmation from The Company. The Company at its sole discretion reserves the right to terminate your employment as mentioned in **Clause 3(a)** or take appropriate disciplinary action against you or revoke this Offer Letter. In the event of suppression of any facts, The Company shall be entitled to take such other action at any time as it may deem fit.
- (h) The Company reserves the right to carry out banned/ illegal drugs/narcotic substance screening tests on you at any point of time during your tenure. You understand and acknowledge that this is a requirement and you have no objections whatsoever if such checks, banned/ illegal drugs/narcotic substance screening tests and verifications are carried out by The Company or a third party agency engaged by The Company. Arising out of such verification or check or otherwise, if it is detected that the information furnished by you in your application is mis-stated or is unstated or document submitted by you are not correct or banned/ illegal drugs/narcotic substance screening tests, results are positive, The Company shall, at its sole discretion be entitled to fore with terminate your employment as per the procedure mentioned in **Clause 3(a)** herein above and/or revoke your appointment with The Company, without further reference in the matter.

#### 4. **Statement of Facts**

- (a) It must be specifically understood that this offer is made based on your proficiency on Technical/Professional skills you have declared to possess as per the application, and on the ability to handle any assignment/job independently anywhere in India or overseas. In case, at a later date, any of your statements/particulars furnished are found to be false or misleading, or your performance is not up to the mark or falls short of the minimum standards set by The Company, The Company shall have the right to terminate your services forthwith without giving any notice, notwithstanding any other terms and conditions stipulated herein.
- (b) You confirm and represent that there exists no personal circumstances which are likely to affect your liability to discharge your obligations in the course of your employment. You further undertake to notify, your line manager and HR Manager immediately of any material change in personal circumstances that may have impact on the status of your employment including, but not limited to, criminal convictions and/or cases pending, health issues, right to work in the country where work is to be performed etc.

#### 5. **Company Policies**

You are required to comply with all the policies of the Company including but not limited to the Code of Ethical Business Conduct, the Policy on Prevention of Sexual Harassment and such other policies, as communicated to the associates of Tech Mahindra from time to time. In case of any violation or failure to comply with such Company



Policy/policies, the Employee shall be subjected to the disciplinary action as per company policy. These policies are available on Tech Mahindra's intranet. You are requested to visit the site at frequent intervals to get all updates / changes. By signing a copy of this letter, you are consenting that you will visit the intranet site and get familiar with Tech Mahindra's policies. Tech Mahindra reserves the right to interpret, change, suspend or terminate any of its benefits, policy plans or programs in accordance with its needs from time to time.

## **6. Personal Indebtedness**

Tech Mahindra Limited shall not be responsible for personal indebtedness or other liabilities incurred by you, during/prior to your employment with Tech Mahindra Limited. You understand and accept that you shall have no authority to pledge the credit of Tech Mahindra Limited to any person or entity without Tech Mahindra Limited's prior written authorization.

## **7. Restraints**

### **Access to Information**

Information is available on need to know basis for specified groups. The network file server is segregated to allow individual sectors for projects and units. Access to these are authorized through access privileges approved by unit Mentors or Project Mentors.

### **Authorization**

Only those authorized by a specific power of attorney may sign legal documents, representing The Company.

### **Smoking**

We owe and assure a smoke free environment for our Associates. Barring some areas, the entire office premises including conference rooms, lobbies, is declared as "No-Smoking Zone".

### **Passwords**

Access to our network, development environment and MS-Exchange is through individual's password. For security reasons it is essential to maintain confidentiality of the same.

### **Unauthorized Software**

You shall not install, download, copy and duplicate any unauthorized or unlicensed software, programs, games, attachments on to your computer systems.

### **Security**

Security is an important aspect of our communication and office infrastructure. We have security personnel deployed on all the floors who take care of the security. Those of you who wish to work late or early hours are requested to produce their identity cards to the Security personnel on demand. If there is a need to take some of

the equipment's/infrastructure out of the office premises for any reason the associate shall obtain the gate pass from the security staff after the authorization from your mentor.

The communication security is maintained by controlling physical access to computer systems, disabling all workstation floppy disk drives, and a Company-wide awareness about the need for protection of intellectual property and sensitive customer information. For some projects, The Company uses sophisticated data encryption devices. Your work table and storage space is lockable. Please ensure they are locked when unattended. Duplicate keys are maintained with Security. One can take a duplicate key after signing for it for one's own or team member's table or storage.

**(a) Destroying Papers & Material**

Any official communication, which is confidential in nature, shall be destroyed through paper shredder after the purpose is served.

**(b) Use of Company Resources**

(i) You shall use The Company's resources only for official purposes as per the applicable Company policy.

(ii) The Company shall have the right to access the files, folders and data stored in the official laptop provided to you by the Company and to keep track on individual users activity and logs stored in the official laptop. Further the Company may also monitor the emails and email traffic in your official mail id provided by the Company as measure to ensure compliance with Company's policies and network security. You also authorize the Company representative to access all the data and information stored under your mail id during and after employment with the Company and this access is provided under the applicable data privacy laws. You also expressly waive any other rights as may be available under the applicable Data Privacy laws against the Company for providing such access.

(iii) You shall access only those web sites, which are relevant to your work at hand.

(iv) You shall not use any company resource for hacking or other unethical / illegal activities.

(v) You shall not circulate or distribute offensive/pornographic material through e-mail or in any other manner.

**8. Overseas Service Agreement**

As The Company will be spending substantial amount of time and money for your deputation /secondment abroad, you may be required to sign a deputation agreement with The Company and may also be required to execute a Surety Bond on such terms, as The Company may deem appropriate. (This agreement will consist, inter alia, of issues like (i) your commitment to complete the project (ii) your returning to India after completion of the project and serving The Company for a stipulated period).

## 9. Intellectual Property Rights

You agree to disclose any invention, development, process, plan, design, formula, specification, program or other matter of work whatsoever (collectively "the Inventions") created, developed or discovered by you, either alone or in concert, in the course of your employment and the same shall be the absolute property of The Company. Any Intellectual Property Rights and rights to inventions arising out of your activities hereunder, or if ownership rights cannot be transferred under applicable law, any exploitation rights relating thereto, shall be transferred to The Company in accordance with applicable law. You shall, as and when requested by The Company (at Company's cost and expense), assist The Company in perfecting the Intellectual Property Rights in any manner The Company deems fit. You shall execute/sign the Intellectual Property Rights Assignment document as and when required by Tech Mahindra Limited or the Client.

## 10. Jurisdiction

Even though The Company may depute you overseas for on-site work or to any other location in India, the jurisdiction concerning any dispute arising out of your employment will be in the courts in **Mumbai** only.

## 11. Retirement

Your services with the Company will come to an end immediately upon your attaining the age of retirement as per the then prevailing policy of the Company. For the purpose of determining this, the age recorded with The Company shall be considered as final and conclusive.

Termination of employment may also be initiated earlier by either party by serving prior written notice on the other, as per the notice period stipulated in this letter.

## 12. General

The above terms and conditions including those in Annexure - A (Salary break up) are based on Company policies, procedures and other rules currently applicable in India as well as Overseas and are subject to amendments and adjustments from time to time. In all services matters, including those not specifically covered here such as Traveling, Leave, Working Hours, Retirement, Code of Conduct, etc. you will be governed by the rules of The Company as shall be in force from time to time.

13. You shall be present in the office during normal working hours as specified in the policies or during hours expressly designated for you in writing. Depending on organizational requirement or project contingencies your working hours / work days may be modified/ altered from time to time. The Company does not encourage overtime work and accordingly does not have a policy for payment of overtime.

14. You shall provide details regarding the utilization of your time by entering the same into Tech Mahindra Limited's electronic timesheet system on a daily basis. In case you are attached to any project where the



client may have requirement of recording specific time-efforts, you shall comply with such requirement also, in addition to Tech Mahindra Limited's timesheet system.

15. This offer is purely based on the information / documents provided by you and by accepting the offer, you specifically authorize The Company or any external agency through Tech Mahindra Limited to verify your educational, employment antecedents, your conduct and any other background checks prior to your joining The Company or thereafter. You shall extend your co-operation (if asked for) during such verification without any protest or demur.

---

This is to certify that I have gone through and understood all the terms and conditions mentioned in Annexure – B and I hereby accept and agree to abide by them. I am also required to fill the EMPLOYMENT VERIFICATION FORM, complete in all respects and bring it along with all the other documents / testimonials as required (Annexure D) at the time of joining.

**Name in full** :

**Signature** :

**Address** :

**Date** :

**Place** :

### Annexure- C - Medical Declaration

MEDICAL DECLARATION FORM			
Applicant ID <i>(To be filled by HR)</i>		Associate ID <i>(To be filled by HR)</i>	
First Name:		Last Name:	
Gender: Male / Female		Date of birth (DD/MM/YYYY)	
		Blood Group	

#### Candidate's Medical History:

Candidate's Medical Details	Yes	No	Please provide the details
Do you have any defect or problem of vision?			
Can you readily distinguish between the pigmentary colors?			
Do you suffer from a degree of deafness which would prevent your hearing of normal conversation?			
Do you have any physical deformity / handicap?			
Do you have any congenital disorder / abnormality?			
Have you ever been diagnosed to have any Psychiatric ailment including Depression, Anxiety Neurosis, Phobic Disorders, Schizophrenia, Manic Depressive Psychosis or any other Psychiatric illness?			
Have you ever been diagnosed with an alcohol or drug abuse problem? If yes, are you on treatment for the same?			
Have you ever been disqualified on medical grounds from any previous employment opportunity?			

Have you ever been suffering from any Medical condition that may require you to take Medical Leave over the next 12 months?			
Have you had any form of critical illness or operation in the last two years?			
Have you ever been diagnosed to have Cancer, Tumor, Cyst or any similar type of growth?			

**Have you ever suffered/are you suffering from any of the following? (Please tick whichever applicable)**

	Heart Attack		Diabetes
	High Blood Pressure		Stroke
	Night Blindness		Valve Disorders
	Asthma		Slipped disc
Any other major disease/illness that you may be willing to disclose			



**Candidate's Declaration:**

I declare that, to the best of my knowledge, the answers to the questions in this form are correct and that I am not suffering from any disease/illness that I have not revealed.

**Signature:****Name:****Date:**

(DD/MM/YY)

## **Annexure – D – Checklist of the Documents**

At the time of joining, you are requested to bring the following documents in **original(For Verification only)**, along with 1 copy of each.

- (a) Certificates' supporting your educational qualifications along with marks sheets
- Xth Certificate & mark sheets
  - XIIth Certificate & mark sheets
  - Degree Certificate & Semester/year-wise mark sheets
  - Master's Certificate & Semester/year-wise mark sheets
  - Diploma/PG Diploma Certificate & Transcripts
  - Any other Certificate with supporting documents – if any
- (b) Your relieving letter from your present organization
- (c) Service Certificate from the last employer as well as all previous employers.
- (d) Acceptance copy of Tech Mahindra Limited's offer of appointment duly signed.
- (e) Two passport-sized color photographs with white background.
- (f) Valid Passport  
*Please submit copy of the valid Passport (inclusive of all blank pages). In case you have applied for it, please submit the proof of Passport Office submission ticket. Upon receipt of Passport from Passport Office, please submit the documents to HR.*
- (g) PAN Card and Proof of PAN Number  
*You MUST carry and provide your PAN Card copy. Please note that it is mandatory to provide the PAN number for processing of your payroll and no payments on account of salaries can be made without a PAN Number. If applied for please submit a copy of the acknowledgement as issued by the Income Tax authorities.*
- (h) Aadhaar Card  
*You MUST carry and provide your Aadhaar Card copy. Please note that it is mandatory to provide your Aadhaar card number for processing KYC in EPFO portal. If applied for, please submit a copy of the acknowledgement as issued by the authorities.*

Your offer has been made based on the information furnished by you. However, if there is a discrepancy in the copies of the documents/certificates given by you as a proof in support of the above, The Company reserves the right to revoke the offer.

## **Annexure E - Confidentiality Agreement**

I understand that during my employment with Tech Mahindra Limited., I will have access to information for its customers, suppliers, vendors and licensors, any or all of which are referred to in this agreement "Tech Mahindra Limited. I also understand that this information, whether technical or non-technical is commercially valuable. It is referred to in this agreement as "confidential information".

A few examples of confidential information are given below. However these examples do not list all of the types of confidential information which I may develop or to which I may have access:

- 1) Information of a business nature such as marketing, underwriting, associate customer and claimant data, sales, and list of customers, including future developments and planning concerning them.
- 2) Computers /software programs and associated documentation and material which are propriety to Tech Mahindra Limited or which Tech Mahindra Limited. is under an obligation to prevent this disclosure.
- 3) Information from Tech Mahindra Limited's vendor and supplier which is confidential, propriety or copyrighted.
- 4) I hereby agree that :
  - The confidential information shall remain the sole and exclusive propriety of Tech Mahindra Limited and I shall regard it as confidential and secret information.
  - The confidential information is the property considered to be the trade secrets of Tech Mahindra Limited because it involves processes and compilation of information which are secret, confidential, and not generally known to the public and which are the products of expenditure of time, effort, money, and /or creative skills of Tech Mahindra Limited.
  - The use of confidential information is furnished to me during my employment on a confidential and secret basis for a sole and exclusive use and pursuing my employment duties at Tech Mahindra Limited.
  - I will not, during and after my employment at Tech Mahindra Limited., publish, disclosed, or otherwise divulge the confidential information to any person not specifically authorized by Tech Mahindra Limited. to receive such information.
  - I will not copy and confidential information for any purpose except with the express consent of the Tech Mahindra Limited. Officials or the expressed written authorization of the third party owner.
  - Upon termination of my employment with Tech Mahindra Limited., or at any other time at Tech Mahindra Limited. request, I agree to return promptly to Tech Mahindra Limited., all confidential information, including but not limited to all manuals, letters, notes, notebooks, reports, formulae, computer programs and associated documentation and material, memoranda, customer list and all other materials and all copies of them relating in any way to Tech Mahindra Limited which in any way were obtained by me during my employment at Tech Mahindra Limited .which are in my possession or under my control. I further agree that I will not make or retain any copies of the above mentioned information and will so represent to Tech Mahindra Limited. upon termination of my employment.



- This confidentiality agreement will continue to be in effect after the termination of my employment with Tech Mahindra Limited.
- IF any provision of this agreement is declared invalid or unenforceable with respect to a particular occurrence or circumstance or otherwise, that will not affect the validity, enforceability, or applicability of any other provision of this agreement.

Name:

Signature:

Date :

## **Annexure - F - Intellectual Property Assignment**

Associate Name:

Associate ID:

Date:

In consideration of my employment with Tech Mahindra Limited and in view of the confidential nature of employment by reason of which I will obtain and have obtained special knowledge of Tech Mahindra Limited and business, its necessities and plans and the information of its customer, I hereby agree as follows:

### **(a) Intellectual Property Assignment**

I hereby assign, to Tech Mahindra Limited or its successor, designees or assigns, any and all rights in any design, invention, discovery, or other intellectual property (including without limitation, right to apply for and obtain a patent) which I may create, develop or assist in creating of developing during my employment which design, inventions, discovery and other intellectual property relate to services provided/ to be provided or products or systems manufactured or developed or licensed or sold by Tech Mahindra Limited whenever made by me and for any work made and/or created or cause to made and/or created in the course of my employment whether on the customer project or otherwise.

Tech Mahindra Limited shall be the first owner of the copyrights therein and for work made and/or created or cause to made and/or created in the course of my employment. If by virtue of any law or any judgment, Tech Mahindra Limited is not the first owner, then I hereby assign, exclusively and irrevocably, the same, wholly and generally, forever throughout the world, without any obligation of payment of royalty or any other sum of money or benefit(s), the whole of the copyright(s) in all such work(s) and further waive all my moral rights wholly in favour of Tech Mahindra Limited I also agree to sign on demand, whether during the employment or any time thereafter, any papers and do any acts which may be deemed necessary or desirable by Tech Mahindra Limited to secure to Tech Mahindra Limited., its successors, designees, or assign, any right relating to such design, invention, discovery, copyright or intellectual property and improvement including patents in India or any other foreign country.

### **(b) Restrictions after Termination**

I further agree upon termination of my employment to surrender to Tech Mahindra Limited all software programs, data (whether in hard copy form or in electronic form), notebooks, designs, drawings, blueprints, writings, manuals, price books, any business or market information, business and technical brochures, service models and techniques and other documents and materials (including all copies) then in my possession or control, which relate in any way to the business, research, development, sales, sales promotions, marketing or customer's information or other activities of Tech Mahindra Limited The obligations stated under this Agreement shall survive the termination or discontinuation of my employment with Tech Mahindra Limited.

WITNESSED

ACCEPTED

\_\_\_\_\_

\_\_\_\_\_

## **Annexure – G**

### **Agreement – General Covenant Against Disclosure and Covenant Not to Compete / Non- Solicitation**

In consideration of my employment "Tech Mahindra Limited", and in consideration of the wages or salary to be paid to me, and regardless of the duration of my employment, I enter into the following agreements:

1. I agree to perform competently, diligently, reliably, and to the best of my ability all duties required of me from time to time by Tech Mahindra Limited I shall not directly or indirectly, either as an associate, employer, consultant, agent, principal, partner, stockholder, corporate officer, director or in any other individual or representative capacity, engage or participate in any business that is in competition in any manner whatsoever with the business of Tech Mahindra Limited during the term of my employment with Tech Mahindra Limited either within or outside of business hours.

2. I acknowledge and agree that I am bound by all of the terms and conditions of my Service Agreement in addition to the terms and conditions of this agreement.

3. **Actions Required on Termination:** Upon termination of my employment at Tech Mahindra Limited whether voluntary or involuntary (or at any other time upon the request of Tech Mahindra Limited.), I shall return to Tech Mahindra Limited all of its property of which I have had custody, including all handbooks, manuals, notebooks, supplies, credit cards, keys, disks, tapes, records, statistics, data and Confidential Information (defined herein) for which I have acquired by virtue of my employment, regardless of form or media.

4. **Covenant Against Disclosure:** I understand that it may be desirable and necessary for Tech Mahindra Limited or any of its suppliers, licensors, licensees or customers to disclose to me information which may include, by way of illustration and not by way of limitation, technical information, designs, drawings, processes, systems, procedures, formulae, test data, improvements, price lists, financial data, code books, invoices, financial statements and other financial information, computer programs, disks, printouts, sketches, customer and prospect contacts, customer and prospect lists, names, addresses or any other compilation of information written or unwritten (both individually and collectively referred to herein as "Confidential Information") during the course of my employment.

Because I will have access to and become familiar with such Confidential Information, I hereby agree to accept and retain such Confidential Information in confidence and agree, at all times during or after the termination of my employment, not to, directly or indirectly, disclose, reveal, use, copyright or patent such Confidential Information, without the prior written consent of an authorized officer Tech Mahindra Limited I also agree to keep the contractual relationships of Tech Mahindra Limited with its suppliers, licensors, licensees, customers, contractors, and subcontractors confidential, including the



names, addresses, or special requirements of Tech Mahindra Limited's customers. This Section 4 is intended to apply to all materials, which I may compile, as well as to all materials furnished to me by anyone else in connection with my employment.

a. Because it may not be clear to Associate which information is Confidential Information, in order to minimize the possibility of inadvertent disclosure, Associate agrees to consult with Tech Mahindra Limited before making any disclosure of information covered by this Agreement.

b. Associate may disclose information if such disclosure is directly pursuant to a valid and existing order of a court, or a governmental body or agency, within India; provided, however, that prior to such disclosure, the Associate (i) notifies Tech Mahindra Limited in writing of the prospective order, or proceeding giving rise to such order, and (ii) Tech Mahindra Limited has had the opportunity to prevent or limit such disclosure.

c. In the event of a breach or threatened breach of this Section 4 by Associate, Tech Mahindra Limited shall be entitled, in addition to all other remedies otherwise available to Tech Mahindra Limited to and Associate hereby consents to the issuance thereof forthwith in any court of competent jurisdiction without proof of specific damages. Associate waives any requirement for a bond in connection with any temporary or pendente lite injunctive relief.

d. In the event that Tech Mahindra Limited shall enforce any part of this Agreement through legal proceedings and obtains any judgment or order in such proceedings, Associate agrees to pay to Tech Mahindra Limited any costs and attorneys' fees reasonably incurred by Tech Mahindra Limited in connection with obtaining such judgment or order.

If any court should hold any part of the covenants set forth herein to be unreasonable, or otherwise unenforceable, the parties expressly agree that the covenants set forth herein shall be enforced to the extent that would otherwise be deemed reasonable or enforceable. In the event of any breach by Associate, the Non-Compete Period shall be extended on a per diem basis for the period that Associate is in breach.

**5. Ownership of Work Product:** Tech Mahindra Limited shall be the sole owner of all of my work product. For this purpose, "work product" means all inventions, improvements, discoveries, documentation, programming and technology (including all associated intellectual property rights) that I may create (alone or with others, at work or elsewhere, during or after the normal workday) relating to the work I do, the business of Tech Mahindra Limited or any research or development conducted by Tech Mahindra Limited I agree to assign, disclose and deliver to Tech Mahindra Limited as Tech Mahindra Limited's property, all right and evidence I may have or acquire with respect to any and all work product, and I agree to take such further actions and sign such further instruments as Tech Mahindra Limited may request from time to time to protect and defend its ownership of any and all work product. I understand that disclosure of my suggestions and ideas is encouraged.

**6. Partial Restriction on Post-Termination Competition:** Background. Tech Mahindra Limited expects to invest considerable time, effort and capital in enhancing the value and desirability of my skills. Both this investment and my compensation reflect Tech Mahindra Limited's expectation of receiving a considerable return from the exclusive use of my services and know-how in the future, free from any danger that Tech Mahindra Limited's customers or competitors may attempt to cause me to leave Tech Mahindra Limited and wrongfully gain the benefit of Tech Mahindra Limited's investment. The partial restraint set forth in this Section 6 does not, and cannot, provide complete protection for Tech Mahindra Limited's investment, development efforts, product, strategy, proprietary and Confidential Information, but Tech Mahindra Limited believes that in combination with the other provisions of this Agreement, it is the most fair and reasonable measure to protect Tech Mahindra Limited's interest, giving due regard to both my interests and the interests of Tech Mahindra Limited.

**7. Covenant Not To Compete.** I hereby covenant and agree as a part of and ancillary to this Agreement that for the 12 months period following the termination of my employment with Tech Mahindra Limited (irrespective of the reason for or such termination),

(a) I will not solicit, or attempt to solicit, or cause any third party to solicit, directly or indirectly, any customer of Tech Mahindra Limited for the purpose of selling or licensing products or services that are then competitive with the products and services that are then available to that customer from Tech Mahindra Limited provided, however, that this restriction shall apply only to customers of Tech Mahindra Limited with whom I actually have material contact (meaning direct interaction, such as through sales calls, presentations or other business dealings) in the course of performing my employment duties for Tech Mahindra Limited within the two year period preceding the date my employment with Tech Mahindra Limited ends. It is understood that this restriction is necessary to avoid possible compromise of Confidential Information and business interest.

(b) I will not (1) seek or obtain employment of any kind by any means, directly or indirectly, as either associate, agent or consultant, with any customer of Tech Mahindra Limited's for which I am providing services on behalf of Tech Mahindra Limited that are competitive with the products and services available to the client from Tech Mahindra Limited provided however, that this restriction shall apply only to employment to perform the same or substantially similar services that I am performing for the client as a Tech Mahindra Limited associate; or (2) induce or solicit any associate of Tech Mahindra Limited to seek or obtain such employment with a customer of Tech Mahindra Limited This restriction applies to my acceptance of any employment by a customer through general advertising or third party recruitment;

I accept and agree that the above covenants (a) and (b) are reasonable restrictions imposed with an objective to protect Tech Mahindra Limited's legitimate business interests and proprietary and confidential information. Given the compensation and benefits provided to me, I agree that the restriction as to time and scope contained herein are reasonable and necessary to protect Tech Mahindra Limited's business

interests and proprietary information. I have sufficient skills to find alternative, commensurate employment that would not violate the terms of this undertaking. I acknowledge that adherence to this undertaking shall not deprive me of the ability to earn a living or support my dependents.

**8. Compliance Not Contingent Upon Additional Consideration:** I understand and acknowledge that the wages, compensation,, benefits training and experience that Tech Mahindra Limited. provides to me shall be full and sufficient consideration for the promises contained in this Agreement. I have not been promised, and shall not claim, any additional or special payment or compliance with the covenants and agreements herein.

**9. Damages and Remedies:** I acknowledge and agree that if violate this Agreement, Tech Mahindra Limited may take legal action against me as follows: (1) Tech Mahindra Limited. may take legal action in the court specified below in Paragraph 14 for the liquidated damages specified in Paragraph 6 above and (2) a violation of this Agreement is likely to cause severe and irreparable Cause injury to the business, good will, client relations and proprietary information of Tech Mahindra Limited., an injury that is not adequately compensable by money damages alone. Accordingly, in the event of a breach (or threatened or attempted breach) of this Agreement, Tech Mahindra Limited. shall, in addition to any other rights and remedies, be entitled to immediate, appropriate injunctive relief, or a decree of specific performance of this Agreement, without the necessity of showing any irreparable injury or special damages, in any court of competent jurisdiction.

**10. Severability:** Each paragraph and provision of this Agreement is severable from the contract and if one provision is declared invalid, the remaining provisions shall nevertheless remain in full force and effect. Further, the invalid provision or part shall remain enforceable to the extent permitted by law.

**11. Entire Agreement:** This Agreement reflects the full and complete agreement between myself and Tech Mahindra Limited. on the subjects covered herein and supersedes and replaces all prior negotiations or agreements, whether written or oral. This Agreement shall only be modified, altered or replaced by a subsequent writing, signed by myself and an authorized officer of Tech Mahindra Limited.

**12. Binding Effect:** This Agreement shall inure to the benefit of, and be binding upon, my heirs, executors, administrators and personal representatives as well as the subsidiaries and affiliates of Tech Mahindra Limited. (Together with their successors and assigns).

**13. Choice of Law:** This Agreement will be governed and controlled in all respects by the laws of India.

**14. Choice of Forum:** The parties submit to the jurisdiction and venue of India with respect to any action arising, directly or indirectly, out of this Agreement or the performance or breach of this Agreement. The parties stipulate that the venues referenced in this Agreement are convenient.



In the event of any violation of the terms of this clause, I agree that I shall be liable to Tech Mahindra Limited. For liquidated damages in the amount of the gross salary earned by me during the preceding one year from the date of such breach. I acknowledge and agree that said amount constitutes liquidated damages and not a penalty, and that the amount is a reasonable and fair estimate of the actual damages that Tech Mahindra Limited. Would incur upon such breach.

Following the expiration of the one year period described herein, I shall continue to be obligated under the Covenant Against Disclosure in Section 4 so long as such Confidential Information remains proprietary or protectable as confidential or trade secret information.

Executed this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

Signature

\_\_\_\_\_  
Name of Candidate

For and on Behalf Of  
**Tech Mahindra Limited**



**Mukul Sah**  
**Group Function Head (Support) – Human Resource**

## Annexure – H

PROOF OF ACCEPTANCE OF  
Code of Ethical Business Conduct (CEBC)  
And  
Statement of Policies and Procedures for Preventing Insider Trading

To  
Tech Mahindra Ltd.  
Date of Joining: \_\_\_\_\_  
Dear Sir/Madam,

I \_\_\_\_\_ Associate Id No \_\_\_\_\_

(Associate) of Tech Mahindra Ltd, do hereby state to have read and accepted that Tech Mahindra Code of Ethical Business Conduct (CEBC) and Statement of policies and Procedures for Preventing Insider Trading. In Company website ([www.techmahindra.com](http://www.techmahindra.com) >> Investors >> Overview), I have read and fully understood the above stated code of conduct and Ethics for directors and Associates and Statement of Policies and Procedures for preventing Insider Trading and shall abide by the policies, procedures and Principles contained therein.  
I understand that any misinterpretation and /or false understanding given herein may attract penalties as laid down under the policy.

Authorized Signatory (HR) Signature of the Associate  
Name:

Ref.No. ZO:DDN:HR:2021-22/ 610

Appt. No.103

दिनांक Date 17.09.2021

नियुक्ति पत्र APPOINTMENT LETTER

**Mr./Ms. PRAKHAR GARG**  
**Address-80 E, TILAK ROAD**  
**DEHRADUN**  
**UTTARAKHAND**

**Roll No.2951003521**

महोदय/महोदया Dear Sir/Madam,

विषय: आई बी पी एस सामान्य भर्ती प्रक्रिया PO/MT-X

बैंक में कनिष्ठ प्रबंधन श्रेणी/वेतनमान- I में सामान्य बैंकिंग अधिकारी  
के पद हेतु आपका चयन

**Re: IBPS Common Recruitment Process PO/MT-X**  
**Your selection for the post of General Banking Officer**  
**in Junior Management Grade/Scale -I**  
=====

कृपया उपर्युक्त मामले में बैंक के उस पत्र का संदर्भ लें जिसमें नियुक्ति के लिए नियम और शर्तें शामिल हैं, जिसे आपने विश्विजन स्वीकार किया है। तदनुसार, हमें आपको सूचित करते हुए प्रसन्नता है कि आपको मूल वेतन Rs.36,000/- प्रतिमाह पर बैंक ऑफ इंडिया अधिकारी सेवा विनियम, 1979 के समुचित प्रावधानों में संशोधनों के अधीन और उक्त विनियमों के अधीन देय भत्तों के साथ कनिष्ठ प्रबंधन श्रेणी/वेतनमान-I में सामान्य बैंकिंग अधिकारी के रूप में बैंक में नियुक्त किया जाता है। बैंक की सेवा में आपकी नियुक्ति एवं स्थायीकरण पुलिस प्राधिकारियों द्वारा आपके चरित्र और पूर्ववृत्तों के बारे में संतोषजनक रिपोर्ट के अध्यधीन रहेगा। तदुपरांत, यदि पुलिस की रिपोर्ट प्रतिकूल पाई जाती है तो आपकी सेवा बिना सूचना के समाप्त की जा सकती है। अनुरोध है कि आप निम्नलिखित पते पर इस पत्र की प्राप्ति के 15 दिनों के अंदर रिपोर्ट करें:-

Please refer to the Bank's letter containing Terms and Conditions for Appointment, duly accepted by you, in the captioned matter. Accordingly, we have pleasure in advising that you are appointed in the Bank as General Banking Officer in Junior Management Grade / Scale I on Basic Pay of Rs.36,000/- p.m., subject to amendments of appropriate provisions in the Bank of India Officers' Service Regulations, 1979 plus admissible allowances under the said regulations. Your appointment and confirmation in the Bank's service is subject to satisfactory report regarding your character and antecedents from the Police Authorities. Subsequently, if the Police Report turns out to be adverse, your services





are liable to be terminated without notice. You are requested to report within 15 days of the receipt of this letter to:-

**आंचलिक प्रबंधक**

**बैंक ऑफ इंडिया**

**देहरादून अंचल**

**सेंट जूड क्रॉसिंग, शिमला बाई पास रोड**

**सेवला कलां, देहरादून**

**उत्तराखंड-248171**

**The Zonal Manager,**

**Bank of India,**

**Dehradun Zone,**

**St. Jude's Crossing, Shimla By-Pass Road**

**Sevla Kalan, Dehradun**

**Uttarakhand-248171**

2. आपकी नियुक्ति देहरादून अंचल में आपके ड्यूटी पर रिपोर्ट करने से प्रभावी होगी। हम यह अपेक्षा करते हैं कि आप ड्यूटी पर जल्द से जल्द, लेकिन किसी भी दशा में उक्त पत्र की प्राप्ति से 15 दिनों के अंतर्गत, रिपोर्ट करें। अगर आप निर्धारित समय के अंतर्गत ड्यूटी पर रिपोर्ट नहीं कर सकते तो आपको हमसे अनुमोदन प्राप्त करना चाहिए।

Your appointment will be effective subject to your reporting for duty at Dehradun Zone. We would expect you to report for duty as early as possible, but not in any case later than 15 days of the receipt of this letter. You must seek our approval in case you are not in a position to report for duty by the specified time.

3. आप 2 वर्ष की अवधि के लिए परीक्षा पर रहेंगे। परीक्षा अवधि में यदि आपका कार्य, प्रगति, आचरण, निष्पादन तथा उपस्थिति संतोषजनक पाई जाती है और यदि सक्षम प्राधिकारी की राय में आपको परीक्षा के दौरान प्रदान किया गया प्रशिक्षण आपने संतोषजनक रूप से पूर्ण किया है और आपके लिए लागू की गई मातृभाषा को छोड़कर, अन्य किसी भाषा की परीक्षा को, यदि कोई है उत्तीर्ण कर लिया है और पूर्व नियोजक से रिपोर्ट, यदि कोई है, सभी संबंध में संतोषजनक रूप में प्राप्त हो जाती है तो बैंक की सेवा में आपकी स्थायी नियुक्ति करने पर विचार किया जाएगा। यदि सक्षम प्राधिकारी की राय में उपर्युक्तानुसार एक या दोनों प्रशिक्षण आपने संतोषजनक रूप से पूर्ण नहीं किए हैं अथवा यदि उपर्युक्त संदर्भित परीक्षा आपने पास नहीं की है और/अथवा आपका कार्य निष्पादन और/अथवा उपस्थिति संतोषजनक नहीं है अथवा आपने निर्धारित सीमा से अधिक छुट्टी ली है तो बैंक के नियमानुसार आपकी परीक्षा अवधि बढ़ाई जा सकती है।

You will be on probation for a period of 2 years. If your work, progress, conduct, performance and attendance during the probationary period are found satisfactory and if in the opinion of the Competent Authority you have satisfactorily completed the training which may be imparted to you during the probation and have passed test if any, in a language other than your mother tongue, which may be administered to you and if the reports received from the previous employers, if any, are satisfactory in all respects, you will be considered for confirmation in the service of the Bank. If in the opinion of the Competent Authority you have not satisfactorily completed either or both the trainings referred to above or if you have not passed the test referred to above and/or if your performance and/or attendance is not satisfactory or if you have availed leave in excess of prescribed limit, period of your probation may be extended as per Bank's rule.

4. बैंक की नीति के अनुसार, बैंक में नियुक्ति पर आपको बैंक द्वारा प्रदत्त अनिवार्य प्रशिक्षण प्राप्त करना होगा जिसके पश्चात आपकी परीक्षा (प्रोबेशन) अवधि की पूर्ति से पहले स्थायीकरण (कन्फर्मेशन) परीक्षा होगी। आपके प्रशिक्षण के दौरान निरंतर मूल्यांकन/परीक्षाएं होंगी और प्रत्येक मूल्यांकन/परीक्षा





उत्तीर्ण करने हेतु आपको न्यूनतम 50% अंक प्राप्त करने होंगे और समग्र मूल्यांकन परीक्षा में उत्तीर्ण होने के लिए 60% अंक प्राप्त करने होंगे। सभी मूल्यांकन परीक्षाओं और कन्फर्मेशन परीक्षा में उत्तीर्ण होने पर ही आप स्थायीकरण (कन्फर्मेशन) के लिए पात्र होंगे।

As per policy of the Bank, upon appointment in the Bank, you have to undergo compulsory training programme as offered by the Bank followed by confirmation test before the end of your probation. There will be a continuous assessment programme /test during your training and the pass marks shall be 50% for each assessment/test and 60% for overall assessment test. You will be eligible for confirmation only after passing in all the assessment tests and confirmation test.

5. अधिकारी संवर्ग में आपका स्थायीकरण परीक्षा अवधि में संतोषजनक प्रगति प्रदर्शित करने और बैंक द्वारा अपेक्षित मानक स्तर प्राप्त करने के अधीन होगा, ऐसा न होने पर बैंक नियुक्ति को निरस्त करने का निर्णय ले सकती है अथवा आपको और अवसर व समय देकर वांछित स्तर प्राप्त करने के लिए परीक्षा अवधि बढ़ा सकती है।

Your confirmation in Officers cadre will be subject to your making satisfactory progress during the probationary period and attaining the standard required by the Bank, failing this, the Bank may decide to terminate the appointment or choose to extend the probationary period to give you further opportunity and time to attain the required standard.

6. फिर भी, बैंक की सेवा में आपका स्थायीकरण (अ) पुलिस प्राधिकारियों से (ब) वर्तमान एवं पूर्व नियोक्ताओं से तथा (स) निर्देशियों से आपके चरित्र तथा पूर्ववृत्त विषयक संतोषजनक रिपोर्ट प्राप्त करने के अधीन होगा। यदि बाद में प्राप्त उपरनिर्दिष्ट रिपोर्ट में से कोई भी रिपोर्ट आपके विरुद्ध होती है तो आपकी सेवाएं समाप्त की जा सकती हैं।

Your confirmation in the Bank's service will be subject to satisfactory report regarding your character and antecedents from (a) the Police Authorities (b) Present and Previous employers and (c) Referees. If any of the said Reports received afterwards, turns out to be adverse, your services are liable to be terminated.

7. बैंक सेवा में आपका स्थायीकरण परीक्षा अवधि में बैंक द्वारा आयोजित किए जाने वाले स्थायीकरण/मूल्यांकन परीक्षा में संतोषजनक निष्पादन पर आधारित होगा। अगर आप स्थायीकरण / मूल्यांकन परीक्षा को उत्तीर्ण करने में विफल होते हैं तो इसे असंतोषजनक निष्पादन माना जाएगा जिसके परिणामस्वरूप आपकी परीक्षा अवधि को एक समय में कम से कम छः माह के लिए बढ़ाया जा सकता है तथा इससे अधिक अवधि यदि कोई बढ़ानी हो, एक वर्ष से अधिक नहीं बढ़ेगी। स्थायीकरण की तारीख, ऐसे बढ़े हुए परीक्षा समय को पूर्ण करने की तारीख होगी बशर्ते कि उसने स्थायीकरण / मूल्यांकन परीक्षा को सफलतापूर्वक उत्तीर्ण कर लिया हो। आगे, यदि अधिकारी ऐसी परीक्षा को उत्तीर्ण करने में विफल रहता है तो यह माना जाएगा कि वह स्थायीकरण के लिए अयोग्य है, जिसके परिणामस्वरूप उसकी सेवाओं को समाप्त किया जा सकता है।

Your confirmation in the bank's service shall be subject to satisfactory performance in the evaluation/confirmation test to be conducted by the Bank during the probation period. If you fail to qualify in the evaluation/ confirmation test, it will be treated as unsatisfactory performance resulting in extension of probation period for minimum six months at a time and further extension if any, will not exceed one year. The date of confirmation will be date of completion of such extended period of probation provided he/she successfully qualifies in





evaluation/confirmation test. Further, in case an officer fails to pass such test, he/she shall be treated as not fit for confirmation, in turn resulting in termination from service.

8. आपकी परीक्षा अवधि के दौरान, बढ़ाई गई अवधि सहित, यदि कोई है, यदि सक्षम प्राधिकारी की राय यह बनती है कि आप स्थायीकरण हेतु योग्य नहीं हैं, तो आपको एक महीने का नोटिस देकर अथवा उसके एवज में एक महीने की परिलब्धियों का भुगतान करके बैंक अपने विवेकानुसार बिना कोई कारण दिए आपकी सेवा समाप्त कर सकता है। यदि परीक्षा अवधि के दौरान, बढ़ाई गई अवधि सहित, यदि कोई है, आप बैंक की सेवा छोड़ना चाहते हैं तो आप लिखित रूप से बैंक को तीन महीने की नोटिस देंगे।

बैंक सेवा में स्थायी होने पर भी आपकी सेवा तीन महीने की नोटिस देकर अथवा उसके एवज में तीन महीनों की परिलब्धियों का भुगतान करके समाप्त की जा सकती है। यदि आपके स्थायीकरण के पश्चात आप बैंक की सेवा छोड़ना चाहते हैं तो आप बैंक को तीन महीने की नोटिस लिखित रूप से देंगे।

During the period of your probation including the period of extension, if any, if the Competent Authority is of the opinion that you are not fit for confirmation, your services are liable to be terminated at the sole discretion of the Bank without any reason being assigned, by one month's notice or payment of one month's emoluments in lieu thereof. **If you are desirous of leaving the services of the Bank during the period of probation including the period of extension, if any, you shall give 3 months' notice in writing to the Bank.**

Even on confirmation in the service of the Bank, your services are liable to be terminated by 3 months' notice or on payment of 3 months' emoluments in lieu thereof. If you are desirous of leaving the services of the Bank after your confirmation, you shall give 3 months' notice in writing to the Bank.

9. आपसे यह अपेक्षित है कि आप ऐसी परीक्षा अवधि के दौरान निष्ठापूर्वक और निरंतर अपनी झूटी करें, सिवाय उन दिनों के, जब आप मंजूर छुट्टी पर हों। यदि आप अपनी परीक्षा की अवधि के दौरान, बिना पूर्व अनुमति के, अप्राधिकृत रूप से झूटी से अनुपस्थित रहते हैं, तो बैंक को, बैंक ऑफ़ इंडिया अधिकारी अनुशासन एवं विनियमन (अपील, 1976 के अनुरूप आपके विरुद्ध उचित कार्रवाई करने का अधिकार होगा, जिसमें अनुशासनिक कार्रवाई शामिल है।

You are required to attend to your duties diligently and continuously during such period of probation except for the days you are on sanctioned leave. In case you remain absent from duties unauthorisedly without prior permission during the period of your probation, the Bank reserves the right to initiate appropriate action, including Disciplinary Action as per Bank of India Officer Employees' (Discipline & Appeal) Regulations, 1976.

10. आपको एक क्रेश प्रोग्राम में प्रशिक्षण दिया जाएगा। इस विषय में आवश्यक दिशानिर्देश आपको आंचलिक प्रबंधक/संबंधित विभाग द्वारा दिए जाएंगे। समय-समय पर बैंक द्वारा तय की गई शाखाओं/विभागों में आपकी तैनाती की जाएगी।





You will be put on a 'Crash Programme' for training. The necessary directions in this regard will be given to you by the Zonal Manager / concerned department. You will be posted to any of our Branches / Departments as may be decided by the Bank from time to time.

11. यदि कम्प्यूटर कार्यों में आपको दक्षता नहीं है और कार्यालय स्वचालीकरण के साधारणतः प्रयोग में आने वाले पैकेज जैसे एम एस ऑफिस का आपको कार्यसाधक ज्ञान नहीं है तो बैंक की सेवा ग्रहण करने से 6 माह के अंदर आपको अपने खर्चे पर समुचित पाठ्यक्रम में शामिल होकर उक्त दक्षता प्राप्त करनी होगी। आप यह सुनिश्चित करेंगे कि उक्त आरंभिक प्रशिक्षण पाठ्यक्रम आपके कार्यालयीन समय के बाद होगा और इससे बैंक के प्रति आपके दायित्व प्रभावित नहीं होंगे।

In case you do not have proficiency in computer skills, and working knowledge of commonly used application packages in office automation such as MS OFFICE, you will be required to acquire the said skills by undergoing a suitable course at your cost within a period of 6 months from the date of your joining the Bank's services. You will ensure that the said foundation course is pursued after office hours and it will not affect your duties in the Bank.

12. आपकी परिवीक्षाधीन सेवा और एक अधिकारी के बतौर आपकी सेवा के दौरान आप प्रचलित अथवा बैंक के अधिकारियों की सेवा के लिए समय-समय पर बनाए गए नियमों से नियंत्रित होंगे।

During your probationary service and your service as an Officer (after confirmation) you will be governed by the rules in vogue or framed from time to time for service of Officers in the Bank.

13. संघ की राजभाषा नीति {संविधान का अनुच्छेद 343 से 351} के अनुपालन में, तथा राजभाषा अधिनियम 1963, राजभाषा नियम 1976 और उनके अंतर्गत समय समय पर जारी किए गए निदेशों के अनुसार आपसे राजभाषा हिंदी में कार्य करना अपेक्षित होगा। इसके साथ ही, आपको निर्धारित प्रपत्र पर यह घोषणा देनी होगी कि आपको हिंदी में कार्यसाधक ज्ञान या प्रवीणता प्राप्त है। यदि आपको हिंदी का ज्ञान नहीं है तो आपको नियमानुसार हिंदी का कार्यसाधक ज्ञान प्राप्त करना होगा।

In compliance to the Official Language Policy of the Union {Article 343 to 351 of the Constitution}, and the Official Language Act 1963, Official Language Rules, 1976 and the directions issued under them from time to time, you are required to do official work in Hindi. In addition, you will have to submit undertaking on stipulated proforma stating that you have working knowledge or proficiency in Hindi. Otherwise, as per rules you have to acquire working knowledge of Hindi.

14. आपकी नियुक्ति की एक शर्त यह है कि आप किसी भी समय या समय-समय पर बैंक के विवेक पर और सेवा की आवश्यकताओं के मद्देनजर भारत में या भारत के बाहर जहाँ बैंक की शाखाएं/कार्यालय हैं अथवा हो सकते हैं, तैनात किए जा सकते हैं। ऐसे स्थानांतरण पर आपको देय यात्रा भत्ता आदि, लागू नियमों से नियंत्रित होगा।

One of the terms of your appointment is that you may at any time and from time to time, at the Bank's discretion and according to the exigencies of the service, be posted at any place in India or outside India where the Bank has or may hereafter have offices/branches. On such transfer, travelling allowance, etc. payable to you will be governed by the rules as may be applicable.





15. ड्यूटी पर रिपोर्ट करने के दिन या उससे पहले आपको बैंक के पास ' 1,00,000/- की सुरक्षा जमा राशि जमा करनी होगी। आप बैंक में कार्यग्रहण करते समय उपर्युक्त सुरक्षा जमा राशि की संपूर्ण रकम (' 1,00,000/-) जमा कर सकते हैं। इसके विकल्प में आप प्रारंभ में ' 10,000/- जमा कर सकते हैं और शेष ' 90,000/- की राशि '10,000/- प्रति माह की नौ मासिक किश्तों में जमा कर सकते हैं। बैंक में तीन वर्षों की संतोषजनक सेवा पूरी हो जाने के बाद यह जमा राशि आपको लौटा दी जाएगी। यदि आप इन तीन वर्षों की अवधि पूर्ण होने से पहले ही किसी कारणों से इस्तीफा देते हैं तो आपकी उक्त जमाराशि जब्त कर ली जाएगी। यदि पुष्टि पत्र जारी करने से पहले किसी कारणवश आपकी सेवाओं को समाप्त किया जाता है तो भी उक्त जमाराशि जब्त कर ली जाएगी।

You should lodge with the Bank, Security Deposit of Rs.1,00,000/- on or before the date you are required to report for duty. You may deposit the entire amount (Rs.1,00,000/-) of aforesaid security deposit at the time of joining the Bank. Alternatively you may deposit Rs.10,000/- initially and remaining amount of Rs.90,000/- in NINE monthly instalments of Rs.10,000/- each. This deposit will be refunded to you on completion of three years' of satisfactory service in the Bank. If, however, you resign for any reasons whatsoever before the completion of this period of three years, the deposit shall be forfeited. The security deposit shall also be forfeited in case your services are terminated for any reasons before issuance of confirmation letter.

16. आपकी नियुक्ति आंचलिक प्रबंधक, देहरादून अंचल, जहाँ आपकी तैनाती की गई है, को निम्नलिखित मूल दस्तावेज प्रदान करने के अधीन होगी -

- क) संबंधित पद के लिए निर्धारित शैक्षणिक योग्यता, अनुभव एवं आयु से संबंधित प्रमाण पत्र।
- ख) यदि आप पहले से सेवारत हों तो आपके वर्तमान नियोक्ता द्वारा दिया गया बिना शर्त विमुक्ति प्रमाणपत्र।
- ग) नवीनतम तारीख के तीन चरित्र प्रमाणपत्र जिनमें से एक (यदि संभव हो) आपके अंतिम कॉलेज/यूनिवर्सिटी के प्राचार्य/विभागाध्यक्ष/वर्तमान नियोक्ता से हो और शेष दो चरित्र प्रमाणपत्र उन राजपत्रित अधिकारियों अथवा बैंक अधिकारियों से हों जो आपके संबंधी न हों, यदि पहले प्रस्तुत न किए गए हों तो।
- घ) आपके एसएससी, मैट्रिक्युलेशन, डिग्री परीक्षा, कम्प्यूटर कोर्स आदि के सभी प्रमाणपत्र/अंकपत्र।
- ङ.) आपके नवीनतम पासपोर्ट आकार के फोटो की छः प्रतियां तथा परिचय पत्र।
- च) केन्द्र सरकार के फॉर्मेट में जाति प्रमाण पत्र/ आर्थिक रूप से कमजोर वर्ग (ई.डब्ल्यू.एस) प्रमाण पत्र, यदि लागू हो।

यदि आप (नियुक्ति प्रमाणपत्र के अलावा) प्रमाणपत्र/अंक पत्र अपनी नियुक्ति से पूर्व मूल रूप में प्रस्तुत करने में असमर्थ हों तो हालांकि आपको बैंक के विवेकाधिकार पर कार्यभार ग्रहण करने की अनुमति दी जा सकती है, फिर भी बैंक में आपको अपनी नियुक्ति की तारीख के छह माह के अंदर ये प्रस्तुत करने होंगे, ऐसा न करने पर आपको बिना सूचना दिए आपकी सेवाएं समाप्त की जा सकेंगी। कृपया नोट करें कि, बैंक में सेवारम्भ करने से पहले वर्तमान नियोक्ता, यदि कोई हो, से बिना-शर्त सेवामुक्ति प्रमाण पत्र प्रस्तुत करना ज़रूरी है।

Your appointment is further subject to your producing the following original documents to **The Zonal Manager, Dehradun Zone** to which you are posted:





- (a) Proof of having the eligibility regarding qualification, experience and age.
- (b) Clean discharge certificate from your present employer, in case you are already employed;
- (c) Three Character Certificates of **latest date**, out of which one (preferably) from Principal / Head of the Department of the College / University last attended / present Employer and the remaining two character certificates from Gazetted Officers or Bank Officers, not related to you, in case these have not already been produced;
- (d) All your certificates/mark sheets pertaining to SSC / Matriculation, Degree Examination, computer course, etc;
- (e) Six copies of your recent Passport size Photographs and Identity Proof.
- (f) Caste Certificate/EWS Certificate, if applicable, in Central Government format.

In case you are unable to produce the originals of your Certificates/Mark-sheets before your appointment, although you may be permitted to join duty at the Bank's discretion, you will be required to produce them to the Bank within a period of six months from the date of your joining, failing which your services will be liable to be terminated without notice. Please note that Clean Discharge Certificate from present employer, if any, is a must before you join Bank's duties.

17. आपकी सेवाएं समुचित नोटिस देकर समाप्त की जा सकती हैं, यदि यह प्रकट होता है कि किसी भी समय आपकी नियुक्ति के बाद बैंक को दी गई आपकी सूचनाएं और नियुक्ति प्राप्त करने हेतु दिए गए आपके आवेदन में प्रस्तुत व्योरे अथवा उसके संबंध में जानकारी भौतिक रूप से गलत अथवा झूठी है अथवा बैंक द्वारा मांगी गई अथवा अन्यथा कोई जानकारी आपने छुपाई है। यदि कभी भी यह पता चलता है कि बैंक में नियुक्ति पाने के लिए आपने कोई अनुचित तरीका अपनाया है, तो भी आपकी सेवाओं को समाप्त किया जा सकता है।

Your services are liable to be terminated with appropriate notice if it is revealed, at any time after your appointment, that the information given and the particulars furnished by you to the Bank in the application for securing appointment or in connection therewith are materially incorrect or false or any particulars, called for by the Bank or otherwise, are suppressed by you. It shall also be terminated if at any time it is revealed that you have resorted to unfair means for gaining employment in the Bank.

18. यदि आप निर्धारित तारीख तक ड्यूटी पर रिपोर्ट नहीं करते हैं अथवा यदि हमें इस पत्र की प्राप्ति से 15 दिनों के भीतर आपसे कार्यग्रहण समय बढ़ाने का अनुरोध प्राप्त नहीं होता है तो यह समझा जाएगा कि आपने बैंक की सेवा ग्रहण करने के हमारे प्रस्ताव को ठुकरा दिया है और आपको उसके बाद कार्यग्रहण करने की अनुमति नहीं होगी।

If you do not report for duty by the stipulated period, or if we do not hear from you within the course of next 15 days from the date of receipt of this letter requesting for extension of time for joining, it would be deemed that you have declined to accept an offer to join the services of the Bank and you will not be permitted to join thereafter.

19. जबकि आप बैंक ऑफ़ इंडिया (अधिकारी) सेवा विनियम 1979 (जो समय-समय पर संशोधित है) के अनुसार वेतन, भत्तों और अन्य अनुलाभों के पात्र होंगे, अनुलाभ और अन्य सुविधाएं जो अधिकारी सेवा विनियमों के अंतर्गत नहीं आती हैं आप पर उस आधार पर लागू होंगी जो बैंक समय-समय पर तय करे।





While you shall be eligible for the pay, allowances and other perquisites as per the Bank of India (Officers') Service Regulations, 1979, as modified from time to time, perquisites and other facilities which are not within the purview of Officers' Service Regulations may be applied to you on such basis as may be decided by the Bank from time to time.

20. कृपया नोट करें कि आपका यथाशीघ्र ड्यूटी पर कार्यभार ग्रहण करना आपको सेवा में वरिष्ठता का लाभ देगा।

Please note that your earliest reporting for duty will benefit you for your seniority.

21. अजा/अजजा/पिछड़ी जाति / आर्थिक रूप से कमजोर वर्ग (ई.डब्ल्यू.एस) के उम्मीदवारों के बारे में नियुक्ति अस्थाई है और जाति/जजा/वर्ग / आय एवं परिसम्पत्ति के प्रमाणपत्र सत्यापन के अधीन है तथा यदि उचित माध्यम से सत्यापन के बाद यह प्रकट होता है कि अजा/अजजा/ पिछड़ी जाति/(ई.डब्ल्यू.एस) का दावा, जो भी मामला हो, झूठा है, बिना कोई कारण बताए आपकी सेवा समाप्त कर दी जाएगी और बिना इस पूर्वधारणा के, झूठा प्रमाणपत्र प्रस्तुत करने के लिए भारतीय दंड संहिता के प्रावधानों के अनुसार समुचित कार्रवाई की जा सकती है।

In case of SC/ST/OBC/EWS candidates the appointment is provisional and is subject to Caste/Tribe/Class certificate / Income & Asset Certificate being verified and if the verification through the proper channels reveals the claim to belong to SC/ST/OBC/EWS, as the case may be is false, your service will be terminated forthwith without assigning any further reasons and without prejudice to such further action as may be taken under provisions of the Indian Penal Code for production of false certificate.

22. आप "परिभाषित अंशदायी पेंशन योजना" जो 01.04.2010 को या उसके बाद बैंक की सेवाग्रहण करने वाले कर्मचारियों / अधिकारियों के लिए शुरू की गई है, के योग्य हैं। आपके लिए कोई अलग से अंशदायी भविष्य निधि का प्रावधान नहीं है।

You will be eligible for "the Defined Contributory Pension Scheme" introduced for workmen/officers joining the services of Bank on or after 01.04.2010. There shall be no separate contributory Provident Fund in your case.

23. यह नियुक्ति पत्र आपको बैंक के महाप्रबंधक (एचआर) की ओर से अधोहस्ताक्षरी द्वारा विधिवत अनुमोदित बैंक की नीति के अनुसार जारी किया जा रहा है।

This letter of appointment is being issued to you by the undersigned on behalf of the General Manager (HR) of the Bank as per the policy of the Bank, duly approved.

24. आपकी पावती और यहां जो कुछ लिखा गया है उसकी सहमति के रूप में, इस पत्र की जेरोक्स प्रतिलिपि अपने हस्ताक्षर के साथ अपने कार्यग्रहण करने की तारीख सूचित करते हुए हमें लौटाइए।



In token of your acknowledgement and agreement to what has been set out herein, please return a xerox copy of this letter duly signed by you indicating the date on which you will be reporting for duty.

शुभ कामनाओं के साथ,  
With Best Wishes,



भवदीय Yours faithfully,

(Jai Narain)

आंचलिक प्रबंधक / Zonal Manager

मैंने इस नियुक्ति पत्र दिनांक 17.09.2021 को पढ़ा है और यहां उल्लिखित सभी शर्तों व उपबंधों से सहमत हूँ। मैं 15 दिनों के अंदर दिनांक \_\_\_\_\_ को कार्यग्रहण करूँगा/करूँगी।

I have read this Appointment Letter dated 17.09.2021 and agree to all the terms and conditions stated herein. I shall be reporting for duty within 15 days on \_\_\_\_\_.

(हस्ताक्षर Signature)

स्थान Place :

Name :

दिनांक Date :

Roll No. :

Process :

**Note :** Please handover Xerox copy of this Appointment Letter duly signed by you to the Zonal Manager of the Zone, where you are posted.





# उत्तराखण्ड ग्रामीण बैंक

(प्रायोजक भारतीय स्टेट बैंक)

UTTARAKHAND GRAMIN BANK

(Sponsored By State Bank of India)

Head Office, 18-New Road, Dehradun Phone: 0135-2710660, 2710661 Fax -0135-2710662

UGB/HO/2021-22/PER/1224

दि 11.01.2022

Roll No:2743002120

MS. TANYA SHARMA

D/o MR. JEEVAN LAL SHARMA

SG NIKUNJ SAHASTRADHARA ROAD -Distt: DEHRADUN

UTTARAKHAND 248001

महोदय,

## उत्तराखण्ड ग्रामीण बैंक में कार्यालय सहायक (बहुउद्देशीय) पद पर नियुक्ति हेतु ऑफर लेटर

हम सहर्ष आपको सूचित करते हैं कि हमारे बैंक द्वारा कार्यालय सहायक (बहुउद्देशीय) पद पर नियुक्ति हेतु विज्ञापित रिक्तियों के सापेक्ष आपके आवेदन एवं तदनन्तर आई0बी0पी0एस0 द्वारा सम्पन्न लिखित परीक्षा में आपके प्राप्तांकों के आधार पर तैयार चयनित अभ्यर्थियों की सूची के अनुसार उत्तराखण्ड ग्रामीण बैंक में कार्यालय सहायक (बहुउद्देशीय) पद पर निम्नलिखित शर्तों और अनुबन्धों पर आपको नियुक्ति दिया जाना प्रस्तावित है:-

1. आपको रुपये 17,900/- से रु0 47,920/- के वेतनमान में मूलवेतन रुपये 17,900/- देय होगा, जिस पर बैंक नियमानुसार महंगाई भत्ता, मकान किराया भत्ता आदि देय होंगे।
2. आपकी सेवायें बैंक के नियंत्रणाधीन किसी भी शाखा/कार्यालय में स्थानान्तरणीय होंगी।
3. बैंक में नियुक्ति के समय आपको बैंक को रु. 50,000/- (रु. पचास हजार मात्र) राशि का बांड (दो स्पोरिटी सहित) न्यूनतम 1 वर्ष की अवधि हेतु हस्ताक्षर कर देना होगा एवं बैंक में 1 वर्ष की सेवा पूर्ण करने से पूर्व सेवा से त्यागपत्र देने की स्थिति में उक्त राशि की बैंक को भरपाई करनी होगी।
4. आप बैंक में नियुक्ति की तिथि से एक वर्ष की अवधि के लिए परीक्षा (Probation) पर होंगे।
5. उक्त परीक्षा अवधि के दौरान आपका कार्य या आचरण सन्तोषजनक न पाये जाने की स्थिति में परीक्षा की उक्त अवधि छः मास से अधिक किसी अवधि हेतु बढ़ायी जा सकती है।
6. यदि परीक्षा अवधि अथवा विस्तारित परीक्षा अवधि के दौरान नियुक्ति अधिकारी की राय में आप कार्यालय सहायक पद पर पुष्टि (Confirmation) हेतु उपयुक्त नहीं पाये जाते हैं तो ऐसी स्थिति में एक माह का नोटिस अथवा उसके बदले एक माह का वेतन एवं भत्तों का भुगतान करने के पश्चात् आपकी सेवायें समाप्त कर दी जायेंगी।
7. कृपया यह नोट करें कि बैंक सेवा में आपका स्थायीकरण, आपके आचरण और पूर्ववृत्त के संबंध में पुलिस प्राधिकारियों से सन्तोषजनक रिपोर्ट प्राप्त होने पर ही किया जायेगा। यदि परीक्षा की अवधि के दौरान पुलिस जांच पूरी नहीं होती है तो बैंक की सेवा में आपका स्थायीकरण, इस शर्त के साथ किया जायेगा कि यदि पुलिस सत्यापन रिपोर्ट असन्तोषजनक पाई गई तो आपकी सेवाएं समाप्त कर दी जायेंगी।
8. स्थायी हो जाने पर आप समय-समय पर भारत सरकार व प्रायोजक बैंक द्वारा जारी निर्देशों के अनुसार यथा लागू वेतन तथा भत्ते लेने के हकदार होंगे तथा अन्य मामलों में उत्तराखण्ड ग्रामीण बैंक (अधिकारी और कर्मचारी) सेवा विनियम 2012, जिसकी एक प्रति आपको संलग्न कर दी जा रही है, के उपबन्धों द्वारा शासित होंगे।
9. आप अपने धर्म परिवर्तन के बारे में अपने नियुक्ति प्राधिकारी को ऐसे परिवर्तन के तत्काल बाद सूचना देंगे।
10. हम इस बात को दोहराते हैं कि आपके द्वारा की गई घोषणा/बैंक को प्रस्तुत किये गये प्रमाण पत्र बाद में गलत/असत्य पाए जाने पर अथवा यह पाये जाने पर कि आप द्वारा परीक्षा में अनुचित साधनों/तरीकों का प्रयोग किया गया है, बैंक द्वारा आपके विरुद्ध अनुशासनिक कार्यवाही की जायेगी जिसमें सेवा से हटाया जाना शामिल है।

तदनुसार आप द्वारा निम्नलिखित दस्तावेज/घोषणा-पत्र/प्रपत्र (जिनके प्रारूप बैंक की वेबसाइट [www.uttarakhandgraminbank.com](http://www.uttarakhandgraminbank.com) से डाउनलोड किये जा सकते हैं) प्रस्तुत किये जाने एवं सत्यापन के उपरान्त सन्तोषप्रद पाये जाने, Biometric/IRIS सत्यापन के उपरान्त तथा स्वास्थ्य परीक्षण (Medical Examination) में आपके स्वस्थ पाये जाने पर आपके द्वारा कार्यालय सहायक (बहुउद्देशीय) के पद पर बैंक द्वारा जारी नियुक्ति-पत्र के अनुसार कार्यभार ग्रहण किया जाना अनिवार्य होगा।

Head office: 18 New Road, Dehradun, 248001 e-mail: [ugb\\_per@rediffmail.com](mailto:ugb_per@rediffmail.com)

Telephone: 0135-2710660, 2710661, 2710557 Fax: 0135- 2710662

Please visit us at [www.uttarakhandgraminbank.com](http://www.uttarakhandgraminbank.com)





# उत्तराखण्ड ग्रामीण बैंक

(प्रायोजक भारतीय स्टेट बैंक)

UTTARAKHAND GRAMIN BANK

(Sponsored By State Bank of India)

Head Office, 18-New Road, Dehradun Phone: 0135-2710660, 2710661 Fax -0135-2710662

अतः आपको सलाह दी जाती है कि कोविड 19-वैश्विक महामारी के दृष्टिगत भारत सरकार, राज्य सरकार व जिला प्रशासन द्वारा जारी दिशा निर्देशों एवं कोविड 19-प्रोटोकॉल का अनुपालन सुनिश्चित करते हुए प्रमाणपत्रों के सत्यापन, Biometric/IRIS सत्यापन एवं मेडिकल हेतु निम्नलिखित प्रपत्रों एवं मूलप्रमाण-पत्रों/दस्तावेजों सहित बैंक में महाप्रबन्धक के समक्ष नियुक्ति से संबंधित पूर्ण तैयारियों के साथ दिनांक 16.02.2022 को प्रातः 10 बजे उपस्थित हों:-

1. साक्ष्यांकन फार्म (दो प्रतियों में)	2. वैवाहिक स्थिति की घोषणा
3. निष्ठा एवं गोपनीयता की घोषणा	4. अधिवास/निवास स्थान की घोषणा
5. भ्रष्टाचार निवारण अधिनियम 1958 की जानकारी	6. नियुक्ति के समय अभ्यर्थी द्वारा दिया जाने वाला घोषणा पत्र।
7. स्टाफ सम्बन्धित के बारे में सूचना	8. पिछले नियुक्ता की रिपोर्ट, NOC व पूर्व नियोजन से त्यागपत्र, अभिस्वीकृति पत्र
9. अभ्यर्थी द्वारा दिये जाने वाले दो निदेशियों (Referees) के नाम	10. दो निदेशियों से प्राप्त की जाने वाली रिपोर्ट का फार्म (दो अलग-अलग प्रतियों में)
11. देहरादून शाखा में रु. 2,000/- की नकद प्रतिभूति जमा करना	12. Declaration Form for Employees Provident fund Scheme (Form 11)
13. चरित्र प्रमाण पत्र (स्कूल एवं दो राजपत्रित अधिकारियों से)	14. 6 पासपोर्ट साइज नवीनतम फोटो
15. SC/ST/OBC/PWD श्रेणी के मामले में सक्षम प्राधिकारी द्वारा भारत सरकार द्वारा निर्धारित प्रारूप पर जारी प्रमाण-पत्र (ओबीसी वर्ग के अभ्यर्थी किन्तु कीमी लेयर के तहत आनेवाले और/यायदि केन्द्रीय सूची में उनकी जाति नहीं आती है तो वे ओबीसी आरक्षण के पात्र नहीं होंगे)	16. फोटो पहचान-पत्र (पैन कार्ड/डाइविंग लाइसेन्स/आधार/वोटर आईडी/पासपोर्ट आदि)
प्रपत्र संख्या 18 एवं 19 दस्तावेजों के सत्यापन के समय ही (हस्ताक्षरित) पूर्ण कराये जायेंगे	
18. Report of Medical Examination (भारतीय स्टेट बैंक, प्रशास. कार्यालय, देहरादून के चिकित्सक की देख रेख में उनके द्वारा प्रतिहस्ताक्षरित)	19. Indemnity Bond with Surety (रु० 100/- का स्टाम्प उत्तराखण्ड राज्य का होना अनिवार्य होगा)

इस पत्र की दूसरी प्रति आप इस पत्र में दी गयी शर्तों और निबन्धनों को स्वीकार करने की अपनी सहमति के प्रमाण स्वरूप विधिवत् हस्ताक्षर कर हमें लौटा दें।

भवदीय

महाप्रबन्धक

मैं उपर्युक्त शर्तों और निबन्धनों को स्वीकार करते हुए उत्तराखण्ड ग्रामीण बैंक में नियुक्ति प्राप्त करने हेतु अपनी सहमति देता हूँ / देती हूँ।

हस्ताक्षर

श्री/श्रीमती/कु०.....



# छदामीलाल जैन महाविद्यालय

(संकेत संख्या - 2112)

**C.L. JAIN COLLEGE**

Ph.: 05612-231446

Mob.: 7599406625

e-mail : cljaincollege@gmail.com

सन्दर्भ सं. M.C.L.J./22/2022-23

Ref. No.

फिरोजाबाद 16-08-2022

**FIROZABAD**

## नियुक्ति-पत्र

राहुल कुमार पुत्र श्री बेदपाल सिंह,  
निवासी ग्राम व पोस्ट दीवालहेडी, तहसील देवबंद,  
जिला सहारनपुर - 247554 (उ०प्र०)।  
मो० सं० 6395143219 व ई-मेल: kumarajay61538@gmail.com.  
महोदय,

श्रीमान शिक्षा निदेशक उच्च शिक्षा उ०प्र०, प्रयागराज के पत्रांक डिग्री अर्थ-1(आयोग)/273-278/2022-23 दिनांकित 14.07.2022 के क्रम में उ० प्र० उच्चतर शिक्षा सेवा आयोग (यथा संशोधित) अधिनियम, 1980 की धारा 12-2 के अंतर्गत अधियाचित पद के प्रति धारा 13(3) के प्रावधानों के अधीन आपको छदामी लाल जैन महाविद्यालय (सी०एल० जैन कालेज) फिरोजाबाद में विज्ञापन सं० 50 के अंतर्गत असिस्टेंट प्रोफेसर गणित (MATH) के पद पर कार्यभार ग्रहण करने की तिथि से एक वर्ष के परिवीक्षाकाल पर वेतनमान 15600-39100 के ग्रेड पे 6000 पर नियुक्त किया जाता है। इसके अतिरिक्त आपको राज्य सरकार द्वारा समय-समय पर मँहगाई भता व अन्य भत्ते नियमानुसार प्रति माह देय होंगे। आपकी नियुक्ति निम्नलिखित शर्तों के अधीन होगी:-

1. नियुक्ति-पत्र प्राप्त होने के उपरांत इक्कीस दिन के अंदर आपको अपना कार्यभार ग्रहण करना होगा।
2. कार्यभार ग्रहण करते समय आप अपनी समस्त अंकतालिकाओं, प्रमाण-पत्रों, जाति प्रमाण-पत्र व अन्य अभिलेखों की मूल प्रतियाँ अवलोकनार्थ प्रबन्ध समिति/प्राचार्य के समक्ष प्रस्तुत करने होंगे एवम उनकी स्व-प्रमाणित छाया प्रतियाँ महाविद्यालय कार्यालय में जमा करानी होंगी।
3. आपके द्वारा प्रस्तुत किए गए शैक्षणिक प्रमाण-पत्रों व जाति सम्बन्धी प्रमाण-पत्र के असत्य एवम कूटरचित पाए जाने पर आपकी नियुक्ति निरस्त कर दी जाएगी।
4. आपकी नियुक्ति श्रीमान शिक्षा निदेशक उच्च शिक्षा के द्वारा प्रेषित उक्त वर्णित पत्र में दी गई शर्तों के अधीन की गई है।

इस नियुक्ति-पत्र के प्राप्त होने के पश्चात निर्धारित अवधि के अन्तर्गत आप सी० एल० जैन कालेज फिरोजाबाद में प्रातः 10.00 बजे से 4.00 बजे के बीच किसी कार्यदिवस में अपना कार्यभार ग्रहण करें।

(प्रवीन कुमार भटनागर)

सचिव प्रबंध समिति

सी० एल० जैन कॉलेज, फिरोजाबाद।



Dhriti Dhaundiyal <dhritidhaundiyal@doonuniversity.ac.in>

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## Fwd: Offer Letter from Sunfox Technologies.

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**niharika mishra** <niharika.mishra26@gmail.com>  
To: dhritidhaundiyal@doonuniversity.ac.in

Sat, Apr 22, 2023 at 2:51 PM

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

From: **Vaishnavi B** <vaishnavi@sunfox.in>  
Date: Wed, 8 Dec 2021 at 6:06 PM  
Subject: Congratulations! On your Offer Letter from Sunfox Technologies.  
To: <niharika.mishra26@gmail.com>  
Cc: Animesh Shukla <animesh@sunfox.in>

Hello Niharika,

**Congratulations!** This email is to formally offer you the post of **Product Design trainee** for Sunfox Technologies. We believe that your skills and expertise will help our company to reach great heights. Your salary package will be decided at the time of your joining i.e **9th December 2021**.

Kindly go through all the documents that are required for the joining process

1. All your original academic documents are required for verification: Aadhaar Card, Pan Card, Latest mark sheet, previous Experience Letter, and 2 Passport size photos. Bring photostats of all your documents on the day of your joining.
2. Reporting Time and location: 11 am at [112, Dharampur Rd](#), Near Chillies Restaurant, Nehru Colony, Dehradun, Uttarakhand, 248001.
3. Business formals or business casual attire is mandatory.
4. As per the company policy you need to share the number of your previous HR and your parents/ guardian number.

Please feel free to reach out to me in case you have any other doubts. We welcome you to join Sunfox Technologies and wish you a successful and rewarding career with us.

Regards,



**Vaishnavi Bachheti**

Founder's office, Sunfox Technologies (P) Ltd.  
Contact: +917060399556 | Email: [vaishnavi@sunfox.in](mailto:vaishnavi@sunfox.in)  
Web: <http://sunfox.in>





# Congrats Pragati

It gives us immense pleasure to share that with effect from **Apr 2023**, you have been promoted to **Associate Staff Consultant**.

We truly value and cherish the excellence, passion, and dedication you bring in all your deliverables. Given your work ethic and skills, we know that you will continue to shine. Kudos to you on this well-deserved milestone!

**Keep growing, keep CARING!**

People Enablement Team



Dhriti Dhaundiyal <dhritidhaundiyal@doonuniversity.ac.in>

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## Fwd: Letter of Offer - Abhinav Bahuguna

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**Abhinav Bahuguna** <abhinav.bahuguna1998@gmail.com>  
To: dhritidhaundiyal@doonuniversity.ac.in

Mon, Apr 24, 2023 at 8:13 PM

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

From: [husan.kandol@spectrahospitality.com](mailto:husan.kandol@spectrahospitality.com) <[husan.kandol@spectrahospitality.com](mailto:husan.kandol@spectrahospitality.com)>

Date: Thu, May 26, 2022 at 4:33 PM

Subject: Letter of Offer - Abhinav Bahuguna

To: [abhinav.bahuguna1998@gmail.com](mailto:abhinav.bahuguna1998@gmail.com) <[abhinav.bahuguna1998@gmail.com](mailto:abhinav.bahuguna1998@gmail.com)>

Cc: [Kavita.raai@spectrahospitality.com](mailto:Kavita.raai@spectrahospitality.com) <[Kavita.raai@spectrahospitality.com](mailto:Kavita.raai@spectrahospitality.com)>, [Navneet.nagpal@spectrahospitality.com](mailto:Navneet.nagpal@spectrahospitality.com) <[Navneet.nagpal@spectrahospitality.com](mailto:Navneet.nagpal@spectrahospitality.com)>

Hi Abhinav

I am very pleased to have e-met with you and have no doubts whatsoever that in you Spectra will find the Associate it is looking for, to play a pivotal role in continuing its journey as one of the fastest growing hospitality consultancy service providers. The company provides comprehensive integrated expertise, including consultancy, development management services to local and global investors, operators and owners of hotel, resort, club etc.

On behalf of Spectra, I am excited to extend an offer to you for a full-time position of Graphic Designer within our marketing department. In this role, you will report directly to me(Chief Marketing Officer).

Designation: Graphic Designer

Responsibilities include, but are not limited to:

- Meet with clients or the art director to determine the scope of a project
- Use digital illustration, photo editing software, and layout software to create designs
- Create visual elements such as logos, original images, and illustrations to help deliver a message including, but not limited to, In-hotel Collateral and Marketing & Communication
- Design layouts, including selection of colors, images, and typefaces
- Present design concepts to clients or art directors
- Incorporate changes recommended by clients or art directors into final designs
- Review designs for errors before printing or publishing them

-

Remuneration:

A cost to company of Rs 3.6 Lacs per annum payable as follows: 30,000 a month.

Should you accept this offer letter. We would like to have your response by 26<sup>th</sup> May 2022. Your joining date should not be later than 27<sup>th</sup> May 2022 In the meantime, please feel free to contact me via email or phone at 7011914005, if you have any questions.

We are all looking forward to having you on our team.

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Thank You.

Warm Regards!

**Husan Kandol**

Chief Marketing Officer



+91 7011914005



Husan.Kandol@SpectraHospitality.com



G-35, Augusta Point, Golf Course Rd, Sector 53-54, DLF Phase-V, Gurgaon, India



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



The content of this email is confidential and intended for the recipient specified in message only. It is strictly forbidden to share any part of this message with any third party, without a written consent of the sender. If you received this message by mistake, please reply to this message and follow with its deletion, so that we can ensure such a mistake does not occur in the future.



**02-Apr-2022**

Dear **Saloni Bhatt**  
Employee ID : **108592213**

This is to confirm that you are relieved from the services of the company effective close of working hours on **19 Jan 2022**

We confirm that you have been working for **Amazon Development Centre India Pvt. Ltd., Hyderabad** from **02 Nov 2020** till **19 Jan 2022** as a Full Time Employee, and your designation at the time of leaving the organization was SPRO INVESTIGATOR - FRENCH .

With regards to the settlement of your dues please contact the HR department on queries, if any.

We would like to take this opportunity to remind you of the clauses pertaining to confidentiality agreement signed by you at the time of joining, especially emphasizing on Section 4(b) (i) and (ii) of the confidentiality agreement which is as follows:

Section 4 (b): While employed by the Company and for a period of twelve (12) months after the Date of Termination, without regard to the reason, if any, such employment shall terminate, the Employee will not, directly or indirectly, and whether or not for compensation, either on his or her own behalf or as an employee, officer, agent, consultant, director, owner, partner, joint venturer, shareholder, investor, or in any other capacity:

(i) induce or attempt to induce any employee, consultant, sales agent, supplier, customer or independent contractor of the Company to end his or her relationship with the Company, or

(ii) employ, retain as a consultant or contractor, or cause to be so employed or retained, any employee (or former employee within twelve (12) months after the date such former employee ceases to be employed by the Company), consultant, sales agent, or independent contractor of the Company;

These clauses stipulate that you will adhere to the terms & conditions specified in the clauses even after the period of employment with Amazon.

"For any future correspondence, please write to [employmentverifications@amazon.com](mailto:employmentverifications@amazon.com) or call Toll Free 1800 3000 2058"

**Signature Not Verified**

**Amazon Development Centre India Pvt. Ltd.** wish you all the best in your future endeavors.

For **Amazon Development Centre India Pvt. Ltd.**

**Samrat Dasgupta**

**Sr. PXT Expansions PM, APAC**

Digitally signed by DS  
AMAZON DEVELOPMENT  
CENTRE (INDIA) PRIVATE  
LIMITED(1)  
Date: 2022.04.02 10:25:29  
IST  
Location: Bengaluru



भारतीय वन्यजीव संस्थान  
Wildlife Institute of India

No. INTERNSHIP/WII/2022

Date : 22.07.2022

**OFFICE ORDER**

With the approval of the Competent Authority, Mr. Akarsh Aggarwal is hereby affiliated with the Institute for pursuing Internship Programme under the mentorship of Senior Professor Qamar Qureshi, Scientist – G, WII from 15.07.2022 to 14.10.2022. During the period of affiliation, he will be paid consolidated amount of Rs. 12,000/- per month from "Cheetah Project" and will be governed by the rules and regulations for the external candidates seeking affiliation with the Institute for pursuing Internship Programme.



**Mr. Akarsh Aggarwal**  
Project Intern  
Email - aggarwalakarsh98@gmail.com  
Mobile - 9568095779

(Dr. V.P. Uniyal)  
Scientist - G  
Nodal Officer, External Affiliation  
**Dr. V. P. UNIYAL**  
Scientist - G  
Wildlife Institute of India  
Chandrabani, Dehradun-248001

**Distribution :**

1. PS to Director, WII - for DWII's kind information.
2. PA to Dean, FWS - for Dean, FWS's kind information.
3. Concerned Supervisor - Sen. Prof. Qamar Qureshi, Scientist - G, WII.
4. Deputy Registrar.
5. Finance Officer.
6. Librarian
7. System Manager.



# DELHI PUBLIC SCHOOL DEHRADUN

(An Institution of M.P. Singh Foundation)  
(Under the aegis of The Delhi Public School Society, New Delhi)

Letter No. DPS/CONT./406/2019

Date: 04/11/2019

Subject: Offer of Contractual Appointment

Dear Mr Anurag Negi

This is with the reference to your application and the subsequent interview which was held with the Selection Committee of DPS Dehradun run by M.P. Singh Foundation, for the post of **PRT** in this institution. In this connection, we have the pleasure to offer you the post of **PRT French** on the consolidated salary of **Rs. 22,000/-** inclusive of Employer and Employee PF contribution subject to applicability of EPF rules & your consent. ) purely on the Contractual basis for the period from **24/11/2019** to **31/03/2020**.

1. During the period of contractual appointment, you will be working for Delhi Public School Dehradun (An Institution of M.P. Singh Foundation). Your Contractual appointment carries service liability of your service in Schools run by M.P. Singh Foundation, at the discretion of its School Management. You will be governed by the service rules of the Schools run by M.P. Singh Foundation.
2. During this tenure, the School Management shall have the right to terminate your services without assigning any reason with one month notice or one month salary in lieu of it. Being a teacher working on a responsible post you are supposed to complete the academic session. In case you intend to resign under any unavoidable circumstances, you are required to submit one month notice period in such a manner that your notice period of resignation will end with the completion of academic session; hence no resignation will be entertained between the academic session by the management.
3. If your work and conduct during the Contractual period are found to be satisfactory, The Principal may recommend your case to the Manager of the School for consideration of school selection committee and you shall appear before the school selection committee for your regular selection provided first to submit and you fulfill the other requisite conditions.
4. Your Contractual appointment and continuation in the employment during the Contractual period will always be subject to your remaining physically and mentally fit, and alert. The management may send you for medical checkup/ examination to any Doctor/ Registered Practitioner at any time during the course of the said period. The decision of the Doctor/ Doctors in this regard shall be final/ binding on you.
5. Your Contractual appointment is further subject to production of two character certificates from two different members of parliament or member of legislative assembly of State or Gazetted Officer or members of local authority not related to you or from the head of the institution last attended certifying your character and antecedents.
6. Your Contractual appointment and continuance in service is further subject to production of Degrees/Diplomas or other qualification certificates in original with attested copies thereof within a period of 15 days from the date of acceptance of this offer of Contractual appointment.
7. In case it is found that you do not possess the requisite qualifications entitling you to serve as a teacher, your services shall be dispensed with/without any further reference to you.
8. You shall also be entitled to PF subject to the applicability as per school EPF rules & your consent in written.
9. As a teacher, you shall be the whole time employee of this Institution and shall not engage yourself in any work similar in nature to that of the institution and/or in which you may for the time being engaged yourself anywhere in any work, profession or employment either honorary or otherwise during the period of your employment with us.
10. You shall devote your whole time to the duties assigned to you from time to time and shall not undertake any tuition work without the written permission of the Manager, on the recommendation of the Principal.
11. You shall not ask for or accept (except with the prior sanction of the principal) any contribution or otherwise associate yourself with the raising of any funds or make any other collection whether in cash or in kind, in pursuance of any object whatsoever, with association of teachers.









**OFFER CUM APPOINTMENT LETTER**

Udit Kamboj  
Mothrowala, Near Nagar Nigam Bhawan,  
Dehradun, Uttarakhand  
248001  
IND

Dear Udit,

On behalf of **Amazon Development Centre (India) Private Limited**, a company incorporated under the laws of India, having its registered office at # 26/1, Brigade Gateway, World Trade Centre, 10th Floor, Dr. Rajkumar Road, Malleshwaram (W) Bangalore - 560 055. Karnataka India (hereinafter the “Company” or “Amazon India”), we are very pleased to issue this Offer cum Appointment Letter for the position of **SPRO Investigator - French** at **Hyderabad**, India.

Your employment with the Company will be subject to your acceptance of this Offer cum Appointment Letter and the terms and conditions set forth hereinbelow. If you wish to accept employment with the Company, please convey your acceptance in the manner provided for by the Company. The offer of employment contained in this Offer cum Appointment Letter will expire if you have not accepted the same on or before **10 business days**.

Upon your acceptance of the offer herein, this Offer cum Appointment Letter shall form the employment contract that is a valid and binding agreement of employment between Amazon India and you, and you shall be bound by the terms and conditions stipulated herein below.

**1. Date of Commencement**

Your employment with Amazon India will commence on **03-Aug-2020**.

**2. Probation**

You shall be on probation for a period of 3 months (“Probation Period”) from the date of joining. Your performance will be reviewed and evaluated at regular intervals during the Probation Period. Depending on the outcome of such evaluation/s, the Company may, at its sole discretion, either (a) if your performance is found satisfactory, confirm your appointment; or (b) if your performance is found to be unsatisfactory, extend, in writing, the Probation Period by a further period of 3 more months or terminate your employment with Amazon India with immediate effect



and without any advance or prior notice, and with no further liabilities to Amazon India, except for payment of remuneration up to the date of termination of employment.

### **3. Duties**

- 3.1 You will be employed in the position of **SPRO Investigator - French**. Your manager will advise you about your job responsibilities after your joining with us. You will be expected to do your job to the best of your ability at all times as per the job responsibilities advised by your manager at the time of joining or as amended from time to time, as well as such other tasks as may be required by Amazon India.
- 3.2 You will be required to comply with Amazon India's rules, regulations and policies from time to time in force, including, without limitation, those policies set out in Amazon India's Policies and Procedures, as communicated to you. Amazon India reserves the right to change Amazon India's Policies and Procedures from time to time at its sole discretion and you shall be bound by the same.
- 3.3 You acknowledge that during the course of your employment, as the business of Amazon India changes, it may be necessary to rotate you in other departments / units. Amazon India therefore reserves the right to change your role and responsibilities from time to time at its sole discretion and without assigning any reason, it being understood that you will not be assigned responsibilities which you cannot reasonably perform.
- 3.4 Unless specified in writing, you shall not be authorised to enter into any contractual obligations on behalf of Amazon India or its affiliates including creating a lien (statutory or other), security interest, mortgage, pledge, assignment, encumbrance, chattel or conditional sale or other title retention agreement or any other financial obligations or otherwise on behalf of Amazon India or its affiliates.

### **4. Hours of Work**

The normal business hours of the office, at which you work, will apply to you and these will be advised on commencement of employment and when there is a change. You may be required to work in shifts for different work hours or workdays during the week depending on the business or team that you may be working for. You will be advised by your manager or department about such requirements at the time of joining and from time to time during the course of your employment, as appropriate. Certain business teams also operate on 24x7 basis and hence, may have rotational shifts or related requirements for their respective team members. Please refer to Amazon India's Policies and Procedures for further details.

### **5. Place of Work**





Your initial place of work will be at Amazon India's facility in Hyderabad. However, you should be aware that the Company and/or its affiliates have offices throughout the world and because of the nature of your duties, the Company has the right to transfer you from one place to another or from one section to another or from one unit to any other unit of the Company, its parent company or to any of its sister concerns, which are either existing or may be set up in future. The decision of the Company in this regard shall be final and binding on you.

## **6. Remuneration**

- 6.1 Your Annual Base Pay will be **Rs.584,300** per annum made payable in arrears in accordance with Amazon India's standard payroll practice and subject to all lawful deductions of income tax, provident fund contribution (if any), insurances or otherwise. Your Base Pay is inclusive of both the employer's and the employee's provident fund contributions. Your Base Pay will be reviewed in accordance with internal performance review systems, details of which are set out in Amazon India's Policies and Procedures. If your hire date is on or before the first Monday in October of the current year, you will be eligible for a performance assessment and salary adjustment in the next calendar year. Ordinarily, this process occurs in the month of April each year.
- 6.2 Amazon India has the right to deduct from your pay/salary any sums which you may owe Amazon India, including without limitation, any over-payments or loans made to you by Amazon India or any demand raised by any judicial or quasi-judicial authority for your acts or omissions and / or losses suffered by Amazon India as a result of your negligence or breach of the terms contained in this Offer cum Appointment Letter/Amazon India's Policies, or your failure to return Amazon India's property.

## **7. Provident Fund**

Amazon India will contribute to a Provident Fund as and when required by the Employees' Provident Fund and Miscellaneous Provision Act, 1952, and as further described in Amazon India's Policies and Procedures.

## **8. Leave**

Amazon India will grant you leave as provided in Amazon India's Policies and Procedures. All leave scheduling and organisation will be arranged to ensure smooth business operation; your manager's approval is required prior to your scheduling or changing any leave.

**9. Confidential Information and Confidentiality Obligations**

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

- (1) the identity of, contractual terms with, and any information relating to, the Company's business partners, customers, services clients, sellers, agents, employees, contractors, investors, joint ventures, vendors, or suppliers and the terms on which the Company does business with each such entity, or generally;
- (2) computer code (including source code and object code) or software developed, modified, or used by the Company;
- (3) data of any sort compiled by the Company, including, but not limited to, data relating to products and services, advertising and marketing, and existing or prospective customers, clients, vendors, or business partners;
- (4) algorithms, procedures or techniques, or the essential ideas and principles underlying such algorithms, procedures or techniques, developed by, or whose workings are otherwise known to, the Company (but excluding any public domain algorithms, procedures, or techniques), whether or not such algorithms, procedures or techniques are embodied in a computer program, including, but not limited to, techniques for identifying prospective customers, communicating effectively with prospective or current customers, reducing operating costs, or increasing system reliability;
- (5) the fact that the Company uses, has used, or has evaluated for potential use any particular database, source of data, algorithm, procedure or technique, or the essential ideas and principles underlying such algorithm, procedure or technique, developed or supplied by a party other than the Company (including any algorithms, procedures or techniques in the public domain), whether or not such algorithms, procedures or techniques are embodied in a computer program;
- (6) pricing or marketing strategies developed, investigated, acquired (from a third party or otherwise), evaluated, modified, tested or employed by the Company, or any information related to, or that might reasonably be expected to lead to, the development of such strategies;
- (7) information about the Company's future plans, including, but not limited to, plans for expanding into new products, geographical areas, market segments, or services;



- (8) any information that would typically be included in the Company's financial statements, including, but not limited to, the amount of the Company's assets, liabilities, net worth, revenues, expenses, or net income;
- (9) the following information which shall hereinafter be referred to as the "Disclosure Information":
  - (a) any and all algorithms, procedures or techniques related to the Company's business activities or to your work with the Company, and the essential ideas and principles underlying such algorithms, procedures or techniques, conceived, originated, adapted, discovered, developed, acquired by the Company (from a third party or otherwise), evaluated, tested, or applied by you during the course of your employment with the Company, whether or not such algorithms, procedures or techniques are embodied in a computer program;
  - (b) any and all pricing or marketing strategies, the essential ideas and principles on which such strategies are based, and any information that might reasonably be expected to lead to the development of such strategies, conceived, originated, adapted, discovered, developed, acquired by the Company (from a third party or otherwise), evaluated, tested, or applied by you during the course of your employment with the Company;
  - (c) information relating to any and all products and services, and the essential ideas and principles underlying any and all products and services, conceived, originated, adapted, discovered, developed, acquired by the Company (from a third party or otherwise), evaluated, tested, or applied by you during the course of your employment with the Company, whether or not such products or services are marketed, sold, or provided by the Company; and
  - (d) any other ideas or information conceived, originated, adapted, discovered, developed, acquired by the Company (from a third party or otherwise), evaluated, tested, or applied by you during the course of your employment with the Company, if the idea or information could reasonably be expected to prove useful or valuable to the Company;
- (10) any other information gained in the course of your employment with the Company that could reasonably be expected to prove deleterious to the Company if disclosed to third parties, including without limitation, any information that



could reasonably be expected to aid a competitor or potential competitor of the Company in competing more effectively with the Company;

- (11) any information received by the Company from third parties, whether or not under obligation of confidentiality;
- (12) any information derived from any of the above, including any intellectual property rights attached thereto; and
- (13) any copies of the above mentioned information.

## 9.2 Confidentiality Obligations:

- (1) You acknowledge that you have acquired and/or will acquire Confidential Information during the course of, or incident to, your employment with the Company, and that the ability of the Company to continue in business could be seriously jeopardized if such Confidential Information were to be used by you or by other persons or firms to compete with the Company. Accordingly, you agree that you shall not, directly or indirectly, at any time, during the term of your employment with the Company or at any time thereafter, and without regard to when or for what reason, if any, such employment shall terminate, use or cause to be used any Confidential Information in connection with any activity or business except the business of the Company, and shall not disclose or cause to be disclosed any Confidential Information to any individual, partnership, corporation, or other entity unless such disclosure has been specifically authorized in writing by the Company, or except as may be required by any applicable law or by order of a court of competent jurisdiction, or any regulatory or governmental body. Further, you agree that you will give the Company prompt notice of any such order/direction of a court/ regulatory or governmental body so that the Company may seek relief by way of a protective order or other appropriate remedy, and further will provide any assistance which the Company may reasonably require in order to secure such order or such remedy (with your expenses reasonably incurred in providing such assistance to be reimbursed by the Company). In the event such protective order or other remedy is not obtained, you shall furnish only that portion of the Confidential Information which is legally required by the governmental entity or regulatory authority; and will use reasonable efforts to obtain confidential treatment for any Confidential Information so disclosed.

- (2) During the course of your employment with the Company and at the date of termination thereof (hereinafter the "Date of Termination"), you shall promptly disclose and deliver over to the Company, without additional compensation, in writing, or in such form and manner as the Company may reasonably require, the Disclosure Information defined in Section 9.1(9) hereinabove, to the extent that such disclosure could reasonably be expected to be of interest to the Company.
- (3) Nothing in this Offer cum Appointment Letter shall be deemed to dilute or waive any rights related to the protection of trade secrets that the Company may have under common law or any applicable statutes.

## **10. Intellectual Property Rights**

10.1 All patents, copyrights, trade secrets, trade/commercial names, proprietary rights, logos, slogans and all other intellectual property rights developed by or for the Company by any person, including but not limited to intellectual property rights relating to any and/or all of the Confidential Information, ("Intellectual Property Rights") shall be owned by the Company. For good and valuable consideration the receipt and sufficiency of which is hereby acknowledged, you hereby agree to irrevocably, perpetually and unconditionally sell, assign, transfer and convey to the Company and its successors your entire right, title and interest in the Confidential Information and/or Intellectual Property Rights and any improvements thereto throughout the world, including, without limitation:

- (1) all patents, copyrights, trade secrets, trade/commercial names, logos, other proprietary rights and all other intellectual property rights in the Confidential Information and all rights to secure registrations, renewals and extensions of the same;
- (2) all rights to make, have made, use, practice, import, export and otherwise fully exploit the Confidential Information and any and all improvements that the Employee or Company may hereafter make or develop;
- (3) all rights to file and prosecute applications for patent, copyright and all other intellectual property protection covering the Confidential Information and improvements thereon, and the processes and designs embodied therein, in India, the United States and in every other country and jurisdiction throughout the world;
- (4) all rights under any patent, copyright and all other intellectual property which may be issued on the Confidential Information or the improvements thereon, and any processes and designs therein, and all rights to enjoy the same; and



- (5) all documents, notes, notebooks, drawings, schematics, prototypes, magnetically encoded media, electronically stored information, or other materials related to the Confidential Information.
- 10.2 During the period of your employment with the Company and as may be reasonably necessary subsequent to your employment, you agree to cooperate with the Company as may be necessary to obtain patent, copyright and all other intellectual property protection for the Intellectual Property Rights and improvements thereto throughout the world and agree to do such further acts and execute and deliver to the Company such instruments as may be required to perfect, register or enforce the Company's ownership of the rights assigned, transferred or conveyed. If such cooperation is required after the Date of Termination, the Company shall compensate you at a reasonable rate for the time and related expenses actually spent by you at the Company's request. If you fail or refuse to execute any such instruments, you hereby appoint the Company as your attorney-in-fact to act on your behalf and to execute such instruments. This appointment shall be irrevocable and deemed to be a power coupled with an interest.
- 10.3 For the purposes of the assignment, transfer or conveyance referred to hereinabove, you acknowledge and covenant that your employment with the Company and the benefits received thereunder shall be treated as good and valuable consideration and that you are not entitled to any further consideration in any form or manner whatsoever in relation thereto.
- 10.4 Notwithstanding any other provision hereof to the contrary, this Offer cum Appointment Letter does not obligate you to assign or offer to assign to the Company any of your rights in an invention for which no equipment, supplies, facilities, Intellectual Property Rights, Confidential Information or trade secret information of the Company was used and which was developed entirely on your own time, unless (a) the invention relates (i) directly to the business of the Company, or (ii) to the Company's actual or demonstrably anticipated research or development, or (b) the invention results from or is related to, any work performed by you for the Company.
- 10.5 No Grant of Rights.
- You agree that all rights, title and interest in the Intellectual Property Rights and Confidential Information shall be owned exclusively by the Company. Nothing herein contained shall be construed as a grant by implication, estoppel or otherwise, of a license of any kind by either you to the Company, or by the Company to you, for example, to make, have made, use or sell any product using the Intellectual Property Rights, Confidential Information, or as a license under any patent, patent application, utility model, copyright, mask work right, or any other intellectual property right.



**11. Non-Solicitation**

- 11.1 During your employment with the Company and for a period of 12 months from the date of termination thereof, you shall not solicit or cause or authorize, directly or indirectly, to be solicited for any competitive business, for or on behalf of any person or customer, or otherwise take any action that might divert the business or patronage of any customer from the Company, or otherwise damage or alienate the relationship between the Company and any customer, vendor or supplier; and
- 11.2 During your employment with the Company and for a period of 12 months thereafter, you shall not solicit or attempt to influence any person employed or engaged by the Company (whether as an employee, consultant, advisor or in any other manner) to terminate or otherwise cease such employment or engagement with the Company or become the employee of, or directly or indirectly offer services in any form or manner to, yourself or any person or entity which is a competitor of the Company.

**12. Employee Data Protection**

- 12.1 You authorise Amazon India to collect, process and transfer all personal employee-related information obtained by Amazon India for the purpose of proactively managing the employment relationship.
- 12.2 You further authorise the transfer to, and storage of, your personal information in the worldwide employee database currently located in Seattle, Washington, U.S.A. (or such other location as Amazon India determines from time to time). Human Resources and selected management throughout the Amazon group worldwide will be authorised to access this database.

**13. Exclusivity of Services**

During your employment, you will be required to devote your full time, attention and abilities to your job duties during working hours, and to act in the best interests of Amazon India at all times. You shall not, without the written consent of Amazon India, be in any way directly or indirectly engaged or concerned in any other business or undertaking .

**14. Termination of Employment**

- 14.1 Your employment may be terminated by either party by giving one month's written notice (exclusive of any leaves availed during the said period) or payment of one month salary in lieu of such notice period to the other party. Amazon India holds the right to accept or deny payment in lieu of the said one month notice.

14.2 Amazon India reserves the right to terminate your employment forthwith “for cause” without advance notice and without payment of severance, in the event you:

- (i) have been found guilty of any misconduct or indiscipline after due enquiry by Amazon India;
- (ii) have violated or are in breach of any of the terms of this Offer cum Appointment Letter or Amazon India’s Policies and Procedures;
- (iii) have been grossly negligent, or have neglected your duties, or have underperformed your duties, or have performed your duties in a manner unacceptable to Amazon India;
- (iv) have suppressed any information or submitted false information with the view to obtain employment in Amazon India;
- (v) are convicted for any offence under any law for the time being in force in any jurisdiction;
- (vi) commit any act detrimental to the interest of Amazon India;
- (vii) abstain from work for seven consecutive days without informing Amazon India;

14.3 On the termination of your employment for any reason whatsoever, you will return to Amazon India, without delay, all assets belonging to Amazon India, correspondence, records, specifications, models, notes, formulations, lists, papers, reports and other documents and all copies thereof and other property belonging to Amazon India or relating to its business affairs or dealing, including any Confidential Information and Intellectual Property Rights, which are in your possession or under your control. At Amazon India’s option, you agree to provide a written certification of your compliance with this Section. Further, you agree to sign a termination certificate in accordance with Amazon India’s Policies and Procedures, which will reaffirm your compliance of your post-termination obligations, including return of Amazon India’s property/properties and releasing Amazon India from all claims, liabilities and obligations. Where Amazon has made any excess payment to you as part of your relieving formalities, whether or not such excess payment is termed “Full and Final Settlement”, you shall be obligated and liable to repay such excess amount forthwith upon being notified by Amazon.

## 15. **Gratuity**

Gratuity will be paid as and when required by the Payment of Gratuity Act, 1972 and as further described in Amazon India’s Policies and Procedures.

## 16. **Employee Benefits**





You will be eligible to receive employee benefits as may be provided by Amazon India in Amazon India's Policies and Procedures. These are subject to change with or without prior notice for both existing and prospective employees. Revised policy will supersede any previous policy which would have been applicable and would have been communicated as part of offer letter.

#### **17. New Hire Background Investigation**

- 17.1 It is Amazon India's policy to investigate all its new hires. Your employment is conditional upon the information contained in your application form and/or curriculum vitae being true and accurate, including (but not limited to) your educational and professional qualifications, the documents furnished by you being genuine, and upon reference checks to be conducted by Amazon India being successfully completed.
- 17.2 You authorise Amazon India to conduct such searches with government or enforcement authorities as are necessary to enable it to verify that you do not hold any criminal convictions.
- 17.3 In case you are hired from campus and results for your examination are still awaited, your continued employment with Amazon India will be subject to passing the said examination and completing the course, failing which Amazon reserves the right to take action including termination of your employment without notice.

#### **18. Foreign Nationals**

- 18.1 In case you are not an Indian national and, under any law, are required to obtain applicable visa / work permit / authorisation or permission from appropriate government authorities to work in India, you are required to ensure all such permissions are obtained before commencement of employment with Amazon India.
- 18.2 You are also required to ensure all future correspondence and permissions for continued stay and employment in the country as per the governing law are complied with at all times. If required, Amazon shall be at liberty to demand copies / originals of such permission.
- 18.3 It is made clear that possessing valid work permit / authorisation at all times of your employment is an inherent requirement of your employment with Amazon India. Any time after the execution of this Offer cum Appointment Letter, if it is found that you do not have required work permit / visa, Amazon India shall terminate your employment, without notice, with immediate effect, without any liability towards you.

#### **19. Representations and Warranties**



You hereby represent and warrant to the Company that:

- 19.1 the information furnished by you for the purpose of your employment with the Company is true and correct to the best of your information, knowledge and belief;
- 19.2 you shall not, during the course of your employment with the Company, use or disclose any document/s that in any way constitutes confidential, proprietary for trade secret information of a third party (including a former employer), except pursuant to written authorization by such third party to do so;
- 19.3 you are not in unauthorized possession or control of any document/s that in any way constitutes confidential, proprietary of trade secret information of a third party (including a former employer);
- 19.4 during the course of your employment with the Company, you will not violate any non-solicitation or similar agreements or obligations that you have with any third party; and
- 19.5 there are no other agreements executed by you with third parties that conflict with the terms and conditions of your employment with Amazon India or that restrict your ability to execute this Offer cum Appointment Letter;
- 19.6 You recognize that the restrictions set forth in this Offer cum Appointment Letter may limit your future flexibility in many ways. You expressly acknowledge that (i) the limitations specified herein are fair and reasonable in view of the nature of the business in which the Company is engaged, your position with the Company, and your access to Confidential Information / Intellectual Property Rights, (ii) you are voluntarily entering into this Offer cum Appointment Letter, and (iii) in spite of the restraints imposed herein, you will be able to engage in other lawful professions, trades or businesses after termination of your employment with the Company. You recognize that your compensation is adequate consideration and acknowledge that you will not be subject to undue hardship or inconvenience by reason of your agreeing to the provisions contained herein.

## **20. Other Particulars**

- 20.1 You confirm that there are no other agreements executed by you with third parties that conflict with the terms and conditions of your employment with Amazon India or that restrict your ability to execute this Offer cum Appointment Letter

20.2 You hereby represent and warrant that the information furnished by you for the purpose of your employment with the Company is true and correct to the best of your information, knowledge and belief.

**21. Notices**

All notices issued by you to the Company or by the Company to you shall be sent either by registered post, courier through a recognised courier service provider or by email transmission which shall be deemed to have been received the next working day provided the notice is also sent by registered post the next working day after email transmission.

**22. Waiver**

Failure of the Company to insist upon strict adherence of any term of this Offer cum Appointment Letter on any occasion/s shall not be considered a waiver thereof or deprive the Company of the right thereafter to insist upon strict adherence to that term or any other term of this Offer cum Appointment Letter.

**23. Severability**

The holding of any provision of this Offer cum Appointment Letter to be illegal, invalid, or unenforceable by a court of competent jurisdiction shall not affect any other provision hereof, which shall remain in full force and effect.

**24. Assignment**

Except as otherwise provided in this Section, this Offer cum Appointment Letter shall inure to the benefit of, and be binding upon you and your heirs, representatives, successors and assigns. Neither this Offer cum Appointment Letter nor any right or interest hereunder shall be assignable by you or your legal heirs, beneficiaries or legal representatives without the Company's prior written consent. This Offer cum Appointment Letter shall be assignable by the Company to a subsidiary or affiliate of the Company; or to any corporation, partnership, or other entity that may be organized by the Company, as a separate business unit in connection with the business activities of the Company; or to any corporation, partnership, or other entity resulting from the reorganization, merger or consolidation of the Company with any other corporation, partnership or other entity, or any corporation, partnership, or other entity to or with which all or any portion of the Company's business or assets may be sold, exchanged or transferred.

**25. Employer – Employee Relationship**



The relationship between the Company and you hereunder shall be solely that of an employer and employee and no modification of responsibility or compensation made hereinafter shall be construed so as to constitute the relationship of partners or joint ventures or so as to construe you as an independent contractor of the Company.

**26. Liability for Breach**

You acknowledge and accept that your breach of any of the terms contained in this Offer cum Appointment Letter or in Amazon India's Policies and Procedures, may cause the Company irreparable harm for which there is no adequate remedy at law, and therefore, the Company shall be entitled to the issuance by a court of competent jurisdiction of an order of injunction, restraining order, or other equitable relief in favor of itself, without the necessity of posting a bond, restraining you from committing or continuing to commit any such violation. Exercise or waiver by the Company of its rights to obtain an injunction, restraining order, or other equitable relief hereunder shall not be deemed a waiver of any right to assert any other remedy the Company may have at law or in equity. In any legal action or other proceeding by the Company against you in connection with this Offer cum Appointment Letter (e.g., for recovery of damages or other relief), the Company will be entitled to recover its reasonable attorneys' fees and other costs incurred.

**27. Authorization to Notify New Employer**

You hereby grant consent to the Company to notify any of your new employer/s about your rights and obligations under this Offer cum Appointment Letter.

**28. Governing Law and Jurisdiction**

Your employment, and any disputes which may arise under, out of, or in connection with your employment, shall be governed by and construed in accordance with the laws of India; and the Courts having territorial jurisdiction over the registered office of the Company shall alone have exclusive jurisdiction to try and entertain such disputes to the exclusion of any other Courts situated elsewhere.

**29. Agreement/Modifications**

The terms described in this Offer cum Appointment Letter and Amazon India's Policies and Procedures will cumulatively constitute the terms of your employment, and shall supersede any previous discussions, offers or agreements relating to your employment, or to the subject matter hereof. Any additions to, deletions of, or modifications of these terms are valid and effective only if the same are carried out in writing and signed by you and an officer of Amazon India.



**30. Headings**

The Section headings appearing in this Offer cum Appointment Letter are used for convenience of reference only and shall not be considered a part of this Offer cum Appointment Letter or in any way modify, amend or affect the meaning of any of its provisions.

**31. Survival**

Your obligations under Sections 9, 10, 12, 14, 22, 23, 24, 26, 27, 28 and this Section 31 hereof shall survive the termination of this Offer Cum Appointment Letter and of your employment with the Company.



You undertake to be bound by any rules and regulations enforced by Amazon India from time to time in relation to the conduct, discipline, medical leave and holidays or on any matters relating to service conditions which will be deemed as rules, regulations and order as a part of these terms of employment.

For and on behalf of Amazon Development Centre (India) Private Limited

#### **AUTHORIZATION**

By

Signed by: M V RAVI KUMAR  
Date: 2020.05.21 23:15:09 +05:30  
Location: India

#### **ACCEPTANCE**

I acknowledge receipt of this Offer cum Appointment Letter and, after reading and understanding the same, I accept Amazon India's offer of employment on the terms set out in this Offer cum Appointment Letter.





## **OFFER CUM APPOINTMENT LETTER**

Abhinav Srivastawa

Vill+post: Husepurnand, police station: basantpur, dist

IND

Dear Abhinav,

On behalf of **Amazon Development Centre (India) Private Limited**, a company incorporated under the laws of India, having its registered office at # 26/1, Brigade Gateway, World Trade Centre, 10th Floor, Dr. Rajkumar Road, Malleshwaram (W) Bangalore - 560 055. Karnataka India (hereinafter the "Company" or "Amazon India"), we are very pleased to issue this Offer cum Appointment Letter for the position of **TRMS Investigator - French** at **Hyderabad**, India.

Your employment with the Company will be subject to your acceptance of this Offer cum Appointment Letter and the terms and conditions set forth hereinbelow. If you wish to accept employment with the Company, please convey your acceptance in the manner provided for by the Company. The offer of employment contained in this Offer cum Appointment Letter will expire if you have not accepted the same on or before **10 business days**.

Upon your acceptance of the offer herein, this Offer cum Appointment Letter shall form the employment contract that is a valid and binding agreement of employment between Amazon India and you, and you shall be bound by the terms and conditions stipulated herein below.

### **1. Date of Commencement**

Your employment with Amazon India will commence on **24-Jun-2019**.

### **2. Probation**

You shall be on probation for a period of 3 months ("Probation Period") from the date of joining. Your performance will be reviewed and evaluated at regular intervals during the Probation Period. Depending on the outcome of such evaluation/s, the Company may, at its sole discretion, either (a) if your performance is found satisfactory, confirm your appointment; or (b) if your performance is found to be unsatisfactory, extend, in writing, the Probation Period by a

1

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

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



further period of 3 more months or terminate your employment with Amazon India with immediate effect and without any advance or prior notice, and with no further liabilities to Amazon India, except for payment of remuneration up to the date of termination of employment.

### **3. Duties**

- 3.1 You will be employed in the position of **TRMS Investigator - French**. Your manager will advise you about your job responsibilities after your joining with us. You will be expected to do your job to the best of your ability at all times as per the job responsibilities advised by your manager at the time of joining or as amended from time to time, as well as such other tasks as may be required by Amazon India.
- 3.2 You will be required to comply with Amazon India's rules, regulations and policies from time to time in force, including, without limitation, those policies set out in Amazon India's Policies and Procedures, as communicated to you. Amazon India reserves the right to change Amazon India's Policies and Procedures from time to time at its sole discretion and you shall be bound by the same.
- 3.3 You acknowledge that during the course of your employment, as the business of Amazon India changes, it may be necessary to rotate you in other departments / units. Amazon India therefore reserves the right to change your role and responsibilities from time to time at its sole discretion and without assigning any reason, it being understood that you will not be assigned responsibilities which you cannot reasonably perform.
- 3.4 Unless specified in writing, you shall not be authorised to enter into any contractual obligations on behalf of Amazon India or its affiliates including creating a lien (statutory or other), security interest, mortgage, pledge, assignment, encumbrance, chattel or conditional sale or other title retention agreement or any other financial obligations or otherwise on behalf of Amazon India or its affiliates.

### **4. Hours of Work**

The normal business hours of the office, at which you work, will apply to you and these will be advised on commencement of employment and when there is a change. You may be required to work in shifts for different work hours or workdays during the week depending on the business or team that you may be working for. You will be advised by your manager or department about such requirements at the time of joining and from time to time during the course of your employment, as appropriate. Certain business teams also operate on 24x7 basis and hence, may

have rotational shifts or related requirements for their respective team members. Please refer to Amazon India's Policies and Procedures for further details.

**5. Place of Work**

Your initial place of work will be at Amazon India's facility in Hyderabad. However, you should be aware that the Company and/or its affiliates have offices throughout the world and because of the nature of your duties, the Company has the right to transfer you from one place to another or from one section to another or from one unit to any other unit of the Company, its parent company or to any of its sister concerns, which are either existing or may be set up in future. The decision of the Company in this regard shall be final and binding on you.

**6. Remuneration**

- 6.1 Your Annual Base Pay will be Rs.**516,000** per annum made payable in arrears in accordance with Amazon India's standard payroll practice and subject to all lawful deductions of income tax, provident fund contribution (if any), insurances or otherwise. Your Base Pay is inclusive of both the employer's and the employee's provident fund contributions. Your Base Pay will be reviewed in accordance with internal performance review systems, details of which are set out in Amazon India's Policies and Procedures. If your hire date is on or before the first Monday in October of the current year, you will be eligible for a performance assessment and salary adjustment in the next calendar year. Ordinarily, this process occurs in the month of April each year.
- 6.2 Amazon India has the right to deduct from your pay/salary any sums which you may owe Amazon India, including without limitation, any over-payments or loans made to you by Amazon India or any demand raised by any judicial or quasi-judicial authority for your acts or omissions and / or losses suffered by Amazon India as a result of your negligence or breach of the terms contained in this Offer cum Appointment Letter/Amazon India's Policies, or your failure to return Amazon India's property.

**7. Provident Fund**

Amazon India will contribute to a Provident Fund as and when required by the Employees' Provident Fund and Miscellaneous Provision Act, 1952, and as further described in Amazon India's Policies and Procedures.



## **8. Leave**

Amazon India will grant you leave as provided in Amazon India's Policies and Procedures. All leave scheduling and organisation will be arranged to ensure smooth business operation; your manager's approval is required prior to your scheduling or changing any leave.

## **9. Confidential Information and Confidentiality Obligations**

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

- (1) the identity of, contractual terms with, and any information relating to, the Company's business partners, customers, services clients, sellers, agents, employees, contractors, investors, joint ventures, vendors, or suppliers and the terms on which the Company does business with each such entity, or generally;
- (2) computer code (including source code and object code) or software developed, modified, or used by the Company;
- (3) data of any sort compiled by the Company, including, but not limited to, data relating to products and services, advertising and marketing, and existing or prospective customers, clients, vendors, or business partners;
- (4) algorithms, procedures or techniques, or the essential ideas and principles underlying such algorithms, procedures or techniques, developed by, or whose workings are otherwise known to, the Company (but excluding any public domain algorithms, procedures, or techniques), whether or not such algorithms, procedures or techniques are embodied in a computer program, including, but not limited to, techniques for identifying prospective customers, communicating effectively with prospective or current customers, reducing operating costs, or increasing system reliability;
- (5) the fact that the Company uses, has used, or has evaluated for potential use any particular database, source of data, algorithm, procedure or technique, or the essential ideas and principles underlying such algorithm, procedure or technique, developed or supplied by a party other than the Company (including any algorithms, procedures or techniques in the public domain), whether or not such algorithms, procedures or techniques are embodied in a computer program;



- (6) pricing or marketing strategies developed, investigated, acquired (from a third party or otherwise), evaluated, modified, tested or employed by the Company, or any information related to, or that might reasonably be expected to lead to, the development of such strategies;
- (7) information about the Company's future plans, including, but not limited to, plans for expanding into new products, geographical areas, market segments, or services;
- (8) any information that would typically be included in the Company's financial statements, including, but not limited to, the amount of the Company's assets, liabilities, net worth, revenues, expenses, or net income;
- (9) the following information which shall hereinafter be referred to as the "Disclosure Information":
  - (a) any and all algorithms, procedures or techniques related to the Company's business activities or to your work with the Company, and the essential ideas and principles underlying such algorithms, procedures or techniques, conceived, originated, adapted, discovered, developed, acquired by the Company (from a third party or otherwise), evaluated, tested, or applied by you during the course of your employment with the Company, whether or not such algorithms, procedures or techniques are embodied in a computer program;
  - (b) any and all pricing or marketing strategies, the essential ideas and principles on which such strategies are based, and any information that might reasonably be expected to lead to the development of such strategies, conceived, originated, adapted, discovered, developed, acquired by the Company (from a third party or otherwise), evaluated, tested, or applied by you during the course of your employment with the Company;
  - (c) information relating to any and all products and services, and the essential ideas and principles underlying any and all products and services, conceived, originated, adapted, discovered, developed, acquired by the Company (from a third party or otherwise), evaluated, tested, or applied by you during the course of your employment with

the Company, whether or not such products or services are marketed, sold, or provided by the Company; and

- (d) any other ideas or information conceived, originated, adapted, discovered, developed, acquired by the Company (from a third party or otherwise), evaluated, tested, or applied by you during the course of your employment with the Company, if the idea or information could reasonably be expected to prove useful or valuable to the Company;
- (10) any other information gained in the course of your employment with the Company that could reasonably be expected to prove deleterious to the Company if disclosed to third parties, including without limitation, any information that could reasonably be expected to aid a competitor or potential competitor of the Company in competing more effectively with the Company;
- (11) any information received by the Company from third parties, whether or not under obligation of confidentiality;
- (12) any information derived from any of the above, including any intellectual property rights attached thereto; and
- (13) any copies of the above mentioned information.

## 9.2 Confidentiality Obligations:

- (1) You acknowledge that you have acquired and/or will acquire Confidential Information during the course of, or incident to, your employment with the Company, and that the ability of the Company to continue in business could be seriously jeopardized if such Confidential Information were to be used by you or by other persons or firms to compete with the Company. Accordingly, you agree that you shall not, directly or indirectly, at any time, during the term of your employment with the Company or at any time thereafter, and without regard to when or for what reason, if any, such employment shall terminate, use or cause to be used any Confidential Information in connection with any activity or business except the business of the Company, and shall not disclose or cause to be disclosed any Confidential Information to any individual, partnership, corporation, or other entity unless such disclosure has been specifically authorized in writing by the Company, or except as may be required by any



applicable law or by order of a court of competent jurisdiction, or any regulatory or governmental body. Further, you agree that you will give the Company prompt notice of any such order/direction of a court/ regulatory or governmental body so that the Company may seek relief by way of a protective order or other appropriate remedy, and further will provide any assistance which the Company may reasonably require in order to secure such order or such remedy (with your expenses reasonably incurred in providing such assistance to be reimbursed by the Company). In the event such protective order or other remedy is not obtained, you shall furnish only that portion of the Confidential Information which is legally required by the governmental entity or regulatory authority; and will use reasonable efforts to obtain confidential treatment for any Confidential Information so disclosed.

- (2) During the course of your employment with the Company and at the date of termination thereof (hereinafter the "Date of Termination"), you shall promptly disclose and deliver over to the Company, without additional compensation, in writing, or in such form and manner as the Company may reasonably require, the Disclosure Information defined in Section 9.1(9) hereinabove, to the extent that such disclosure could reasonably be expected to be of interest to the Company.
- (3) Nothing in this Offer cum Appointment Letter shall be deemed to dilute or waive any rights related to the protection of trade secrets that the Company may have under common law or any applicable statutes.

## **10. Intellectual Property Rights**

10.1 All patents, copyrights, trade secrets, trade/commercial names, proprietary rights, logos, slogans and all other intellectual property rights developed by or for the Company by any person, including but not limited to intellectual property rights relating to any and/or all of the Confidential Information, ("Intellectual Property Rights") shall be owned by the Company. For good and valuable consideration the receipt and sufficiency of which is hereby acknowledged, you hereby agree to irrevocably, perpetually and unconditionally sell, assign, transfer and convey to the Company and its successors your entire right, title and interest in the Confidential Information and/or Intellectual Property Rights and any improvements thereto throughout the world, including, without limitation:

- (1) all patents, copyrights, trade secrets, trade/commercial names, logos, other proprietary rights and all other intellectual property rights in the Confidential



Information and all rights to secure registrations, renewals and extensions of the same;

- (2) all rights to make, have made, use, practice, import, export and otherwise fully exploit the Confidential Information and any and all improvements that the Employee or Company may hereafter make or develop;
- (3) all rights to file and prosecute applications for patent, copyright and all other intellectual property protection covering the Confidential Information and improvements thereon, and the processes and designs embodied therein, in India, the United States and in every other country and jurisdiction throughout the world;
- (4) all rights under any patent, copyright and all other intellectual property which may be issued on the Confidential Information or the improvements thereon, and any processes and designs therein, and all rights to enjoy the same; and
- (5) all documents, notes, notebooks, drawings, schematics, prototypes, magnetically encoded media, electronically stored information, or other materials related to the Confidential Information.

10.2 During the period of your employment with the Company and as may be reasonably necessary subsequent to your employment, you agree to cooperate with the Company as may be necessary to obtain patent, copyright and all other intellectual property protection for the Intellectual Property Rights and improvements thereto throughout the world and agree to do such further acts and execute and deliver to the Company such instruments as may be required to perfect, register or enforce the Company's ownership of the rights assigned, transferred or conveyed. If such cooperation is required after the Date of Termination, the Company shall compensate you at a reasonable rate for the time and related expenses actually spent by you at the Company's request. If you fail or refuse to execute any such instruments, you hereby appoint the Company as your attorney-in-fact to act on your behalf and to execute such instruments. This appointment shall be irrevocable and deemed to be a power coupled with an interest.

10.3 For the purposes of the assignment, transfer or conveyance referred to hereinabove, you acknowledge and covenant that your employment with the Company and the benefits received thereunder shall be treated as good and valuable consideration and that you are not entitled to any further consideration in any form or manner whatsoever in relation thereto.

10.4 Notwithstanding any other provision hereof to the contrary, this Offer cum Appointment Letter does not obligate you to assign or offer to assign to the Company any of your rights in an invention for which no equipment, supplies, facilities, Intellectual Property Rights, Confidential Information or trade secret information of the Company was used and which was developed entirely on your own time, unless (a) the invention relates (i) directly to the business of the Company, or (ii) to the Company's actual or demonstrably anticipated research or development, or (b) the invention results from or is related to, any work performed by you for the Company.

10.5 No Grant of Rights.

You agree that all rights, title and interest in the Intellectual Property Rights and Confidential Information shall be owned exclusively by the Company. Nothing herein contained shall be construed as a grant by implication, estoppel or otherwise, of a license of any kind by either you to the Company, or by the Company to you, for example, to make, have made, use or sell any product using the Intellectual Property Rights, Confidential Information, or as a license under any patent, patent application, utility model, copyright, mask work right, or any other intellectual property right.

**11. Non-Solicitation**

11.1 During your employment with the Company and for a period of 12 months from the date of termination thereof, you shall not solicit or cause or authorize, directly or indirectly, to be solicited for any competitive business, for or on behalf of any person or customer, or otherwise take any action that might divert the business or patronage of any customer from the Company, or otherwise damage or alienate the relationship between the Company and any customer, vendor or supplier; and

11.2 During your employment with the Company and for a period of 12 months thereafter, you shall not solicit or attempt to influence any person employed or engaged by the Company (whether as an employee, consultant, advisor or in any other manner) to terminate or otherwise cease such employment or engagement with the Company or become the employee of, or directly or indirectly offer services in any form or manner to, yourself or any person or entity which is a competitor of the Company.

**12. Employee Data Protection**



- 12.1 You authorise Amazon India to collect, process and transfer all personal employee-related information obtained by Amazon India for the purpose of proactively managing the employment relationship.
- 12.2 You further authorise the transfer to, and storage of, your personal information in the worldwide employee database currently located in Seattle, Washington, U.S.A. (or such other location as Amazon India determines from time to time). Human Resources and selected management throughout the Amazon group worldwide will be authorised to access this database.

### **13. Exclusivity of Services**

During your employment, you will be required to devote your full time, attention and abilities to your job duties during working hours, and to act in the best interests of Amazon India at all times. You shall not, without the written consent of Amazon India, be in any way directly or indirectly engaged or concerned in any other business or undertaking .

### **14. Termination of Employment**

- 14.1 Your employment may be terminated by either party by giving one month's written notice (exclusive of any leaves availed during the said period) or payment of one month salary in lieu of such notice period to the other party. Amazon India holds the right to accept or deny payment in lieu of the said one month notice.
- 14.2 Amazon India reserves the right to terminate your employment forthwith "for cause" without advance notice and without payment of severance, in the event you:
- (i) have been found guilty of any misconduct or indiscipline after due enquiry by Amazon India;
  - (ii) have violated or are in breach of any of the terms of this Offer cum Appointment Letter or Amazon India's Policies and Procedures;
  - (iii) have been grossly negligent, or have neglected your duties, or have underperformed your duties, or have performed your duties in a manner unacceptable to Amazon India;
  - (iv) have suppressed any information or submitted false information with the view to obtain employment in Amazon India;
  - (v) are convicted for any offence under any law for the time being in force in any jurisdiction;
  - (vi) commit any act detrimental to the interest of Amazon India;



(vii) abstain from work for seven consecutive days without informing Amazon India;

- 14.3 On the termination of your employment for any reason whatsoever, you will return to Amazon India, without delay, all assets belonging to Amazon India, correspondence, records, specifications, models, notes, formulations, lists, papers, reports and other documents and all copies thereof and other property belonging to Amazon India or relating to its business affairs or dealing, including any Confidential Information and Intellectual Property Rights, which are in your possession or under your control. At Amazon India's option, you agree to provide a written certification of your compliance with this Section. Further, you agree to sign a termination certificate in accordance with Amazon India's Policies and Procedures, which will reaffirm your compliance of your post-termination obligations, including return of Amazon India's property/properties and releasing Amazon India from all claims, liabilities and obligations. Where Amazon has made any excess payment to you as part of your relieving formalities, whether or not such excess payment is termed "Full and Final Settlement", you shall be obligated and liable to repay such excess amount forthwith upon being notified by Amazon.

**15. Gratuity**

Gratuity will be paid as and when required by the Payment of Gratuity Act, 1972 and as further described in Amazon India's Policies and Procedures.

**16. Employee Benefits**

You will be eligible to receive employee benefits as may be provided by Amazon India in Amazon India's Policies and Procedures.

**17. New Hire Background Investigation**

- 17.1 It is Amazon India's policy to investigate all its new hires. Your employment is conditional upon the information contained in your application form and/or curriculum vitae being true and accurate, including (but not limited to) your educational and professional qualifications, the documents furnished by you being genuine, and upon reference checks to be conducted by Amazon India being successfully completed.
- 17.2 You authorise Amazon India to conduct such searches with government or enforcement authorities as are necessary to enable it to verify that you do not hold any criminal convictions.

- 17.3 In case you are hired from campus and results for your examination are still awaited, your continued employment with Amazon India will be subject to passing the said examination and completing the course, failing which Amazon reserves the right to take action including termination of your employment without notice.

**18. Foreign Nationals**

- 18.1 In case you are not an Indian national and, under any law, are required to obtain applicable visa / work permit / authorisation or permission from appropriate government authorities to work in India, you are required to ensure all such permissions are obtained before commencement of employment with Amazon India.
- 18.2 You are also required to ensure all future correspondence and permissions for continued stay and employment in the country as per the governing law are complied with at all times. If required, Amazon shall be at liberty to demand copies / originals of such permission.
- 18.3 It is made clear that possessing valid work permit / authorisation at all times of your employment is an inherent requirement of your employment with Amazon India. Any time after the execution of this Offer cum Appointment Letter, if it is found that you do not have required work permit / visa, Amazon India shall terminate your employment, without notice, with immediate effect, without any liability towards you.

**19. Representations and Warranties**

You hereby represent and warrant to the Company that:

- 19.1 the information furnished by you for the purpose of your employment with the Company is true and correct to the best of your information, knowledge and belief;
- 19.2 you shall not, during the course of your employment with the Company, use or disclose any document/s that in any way constitutes confidential, proprietary for trade secret information of a third party (including a former employer), except pursuant to written authorization by such third party to do so;
- 19.3 you are not in unauthorized possession or control of any document/s that in any way constitutes confidential, proprietary of trade secret information of a third party (including a former employer);



- 19.4 during the course of your employment with the Company, you will not violate any non-solicitation or similar agreements or obligations that you have with any third party; and
- 19.5 there are no other agreements executed by you with third parties that conflict with the terms and conditions of your employment with Amazon India or that restrict your ability to execute this Offer cum Appointment Letter;
- 19.6 You recognize that the restrictions set forth in this Offer cum Appointment Letter may limit your future flexibility in many ways. You expressly acknowledge that (i) the limitations specified herein are fair and reasonable in view of the nature of the business in which the Company is engaged, your position with the Company, and your access to Confidential Information / Intellectual Property Rights, (ii) you are voluntarily entering into this Offer cum Appointment Letter, and (iii) in spite of the restraints imposed herein, you will be able to engage in other lawful professions, trades or businesses after termination of your employment with the Company. You recognize that your compensation is adequate consideration and acknowledge that you will not be subject to undue hardship or inconvenience by reason of your agreeing to the provisions contained herein.

**20. Other Particulars**

- 20.1 You confirm that there are no other agreements executed by you with third parties that conflict with the terms and conditions of your employment with Amazon India or that restrict your ability to execute this Offer cum Appointment Letter
- 20.2 You hereby represent and warrant that the information furnished by you for the purpose of your employment with the Company is true and correct to the best of your information, knowledge and belief.

**21. Notices**

All notices issued by you to the Company or by the Company to you shall be sent either by registered post, courier through a recognised courier service provider or by email transmission which shall be deemed to have been received the next working day provided the notice is also sent by registered post the next working day after email transmission.

**22. Waiver**



Failure of the Company to insist upon strict adherence of any term of this Offer cum Appointment Letter on any occasion/s shall not be considered a waiver thereof or deprive the Company of the right thereafter to insist upon strict adherence to that term or any other term of this Offer cum Appointment Letter.

**23. Severability**

The holding of any provision of this Offer cum Appointment Letter to be illegal, invalid, or unenforceable by a court of competent jurisdiction shall not affect any other provision hereof, which shall remain in full force and effect.

**24. Assignment**

Except as otherwise provided in this Section, this Offer cum Appointment Letter shall inure to the benefit of, and be binding upon you and your heirs, representatives, successors and assigns. Neither this Offer cum Appointment Letter nor any right or interest hereunder shall be assignable by you or your legal heirs, beneficiaries or legal representatives without the Company's prior written consent. This Offer cum Appointment Letter shall be assignable by the Company to a subsidiary or affiliate of the Company; or to any corporation, partnership, or other entity that may be organized by the Company, as a separate business unit in connection with the business activities of the Company; or to any corporation, partnership, or other entity resulting from the reorganization, merger or consolidation of the Company with any other corporation, partnership or other entity, or any corporation, partnership, or other entity to or with which all or any portion of the Company's business or assets may be sold, exchanged or transferred.

**25. Employer – Employee Relationship**

The relationship between the Company and you hereunder shall be solely that of an employer and employee and no modification of responsibility or compensation made hereinafter shall be construed so as to constitute the relationship of partners or joint ventures or so as to as to construe you as an independent contractor of the Company.

**26. Liability for Breach**

You acknowledge and accept that your breach of any of the terms contained in this Offer cum Appointment Letter or in Amazon India's Policies and Procedures, may cause the Company irreparable harm for which there is no adequate remedy at law, and therefore, the Company shall be entitled to the issuance by a court of competent jurisdiction of an order of injunction,

restraining order, or other equitable relief in favor of itself, without the necessity of posting a bond, restraining you from committing or continuing to commit any such violation. Exercise or waiver by the Company of its rights to obtain an injunction, restraining order, or other equitable relief hereunder shall not be deemed a waiver of any right to assert any other remedy the Company may have at law or in equity. In any legal action or other proceeding by the Company against you in connection with this Offer cum Appointment Letter (e.g., for recovery of damages or other relief), the Company will be entitled to recover its reasonable attorneys' fees and other costs incurred.

**27. Authorization to Notify New Employer**

You hereby grant consent to the Company to notify any of your new employer/s about your rights and obligations under this Offer cum Appointment Letter.

**28. Governing Law and Jurisdiction**

Your employment, and any disputes which may arise under, out of, or in connection with your employment, shall be governed by and construed in accordance with the laws of India; and the Courts having territorial jurisdiction over the registered office of the Company shall alone have exclusive jurisdiction to try and entertain such disputes to the exclusion of any other Courts situated elsewhere.

**29. Agreement/Modifications**

The terms described in this Offer cum Appointment Letter and Amazon India's Policies and Procedures will cumulatively constitute the terms of your employment, and shall supersede any previous discussions, offers or agreements relating to your employment, or to the subject matter hereof. Any additions to, deletions of, or modifications of these terms are valid and effective only if the same are carried out in writing and signed by you and an officer of Amazon India.

**30. Headings**

The Section headings appearing in this Offer cum Appointment Letter are used for convenience of reference only and shall not be considered a part of this Offer cum Appointment Letter or in any way modify, amend or affect the meaning of any of its provisions.

**31. Survival**



Your obligations under Sections 9, 10, 12, 14, 22, 23, 24, 26, 27, 28 and this Section 31 hereof shall survive the termination of this Offer Cum Appointment Letter and of your employment with the Company.





You undertake to be bound by any rules and regulations enforced by Amazon India from time to time in relation to the conduct, discipline, medical leave and holidays or on any matters relating to service conditions which will be deemed as rules, regulations and order as a part of these terms of employment.

For and on behalf of Amazon Development Centre (India) Private Limited

#### **AUTHORIZATION**

By

Signed by: SALINI P

Date: 2019.05.31 13:44:25 +05:30

Location: India

#### **ACCEPTANCE**

I acknowledge receipt of this Offer cum Appointment Letter and, after reading and understanding the same, I accept Amazon India's offer of employment on the terms set out in this Offer cum Appointment Letter.





## **OFFER CUM APPOINTMENT LETTER**

Pawan Pant  
543/2, PathriyaPeerNelkanthViharDehradun,  
Uttarakhand  
248001  
IND

Dear Pawan,

On behalf of **Amazon Development Centre (India) Private Limited**, a company incorporated under the laws of India, having its registered office at # 26/1, Brigade Gateway, World Trade Centre, 10th Floor, Dr. Rajkumar Road, Malleshwaram (W) Bangalore - 560 055. Karnataka India (hereinafter the "Company" or "Amazon India"), we are very pleased to issue this Offer cum Appointment Letter for the position of **SPRO Investigator - French** at **Hyderabad**, India.

Your employment with the Company will be subject to your acceptance of this Offer cum Appointment Letter and the terms and conditions set forth hereinbelow. If you wish to accept employment with the Company, please convey your acceptance in the manner provided for by the Company. The offer of employment contained in this Offer cum Appointment Letter will expire if you have not accepted the same on or before **10 business days**.

Upon your acceptance of the offer herein, this Offer cum Appointment Letter shall form the employment contract that is a valid and binding agreement of employment between Amazon India and you, and you shall be bound by the terms and conditions stipulated herein below.

### **1. Date of Commencement**

Your employment with Amazon India will commence on **03-Aug-2020**.

### **2. Probation**

You shall be on probation for a period of 3 months ("Probation Period") from the date of joining. Your performance will be reviewed and evaluated at regular intervals during the Probation Period. Depending on the outcome of such evaluation/s, the Company may, at its sole discretion, either (a) if your performance is found satisfactory, confirm your appointment; or (b) if your performance is found to be unsatisfactory, extend, in writing, the Probation Period by a further period of 3 more months or terminate your employment with Amazon India with



immediate effect and without any advance or prior notice, and with no further liabilities to Amazon India, except for payment of remuneration up to the date of termination of employment.

### **3. Duties**

- 3.1 You will be employed in the position of **SPRO Investigator - French**. Your manager will advise you about your job responsibilities after your joining with us. You will be expected to do your job to the best of your ability at all times as per the job responsibilities advised by your manager at the time of joining or as amended from time to time, as well as such other tasks as may be required by Amazon India.
- 3.2 You will be required to comply with Amazon India's rules, regulations and policies from time to time in force, including, without limitation, those policies set out in Amazon India's Policies and Procedures, as communicated to you. Amazon India reserves the right to change Amazon India's Policies and Procedures from time to time at its sole discretion and you shall be bound by the same.
- 3.3 You acknowledge that during the course of your employment, as the business of Amazon India changes, it may be necessary to rotate you in other departments / units. Amazon India therefore reserves the right to change your role and responsibilities from time to time at its sole discretion and without assigning any reason, it being understood that you will not be assigned responsibilities which you cannot reasonably perform.
- 3.4 Unless specified in writing, you shall not be authorised to enter into any contractual obligations on behalf of Amazon India or its affiliates including creating a lien (statutory or other), security interest, mortgage, pledge, assignment, encumbrance, chattel or conditional sale or other title retention agreement or any other financial obligations or otherwise on behalf of Amazon India or its affiliates.

### **4. Hours of Work**

The normal business hours of the office, at which you work, will apply to you and these will be advised on commencement of employment and when there is a change. You may be required to work in shifts for different work hours or workdays during the week depending on the business or team that you may be working for. You will be advised by your manager or department about such requirements at the time of joining and from time to time during the course of your employment, as appropriate. Certain business teams also operate on 24x7 basis and hence, may have rotational shifts or related requirements for their respective team members. Please refer to Amazon India's Policies and Procedures for further details.



**5. Place of Work**

Your initial place of work will be at Amazon India's facility in Hyderabad. However, you should be aware that the Company and/or its affiliates have offices throughout the world and because of the nature of your duties, the Company has the right to transfer you from one place to another or from one section to another or from one unit to any other unit of the Company, its parent company or to any of its sister concerns, which are either existing or may be set up in future. The decision of the Company in this regard shall be final and binding on you.

**6. Remuneration**

- 6.1 Your Annual Base Pay will be Rs. **584,300** per annum made payable in arrears in accordance with Amazon India's standard payroll practice and subject to all lawful deductions of income tax, provident fund contribution (if any), insurances or otherwise. Your Base Pay is inclusive of both the employer's and the employee's provident fund contributions. Your Base Pay will be reviewed in accordance with internal performance review systems, details of which are set out in Amazon India's Policies and Procedures. If your hire date is on or before the first Monday in October of the current year, you will be eligible for a performance assessment and salary adjustment in the next calendar year. Ordinarily, this process occurs in the month of April each year.
- 6.2 Amazon India has the right to deduct from your pay/salary any sums which you may owe Amazon India, including without limitation, any over-payments or loans made to you by Amazon India or any demand raised by any judicial or quasi-judicial authority for your acts or omissions and / or losses suffered by Amazon India as a result of your negligence or breach of the terms contained in this Offer cum Appointment Letter/Amazon India's Policies, or your failure to return Amazon India's property.

**7. Provident Fund**

Amazon India will contribute to a Provident Fund as and when required by the Employees' Provident Fund and Miscellaneous Provision Act, 1952, and as further described in Amazon India's Policies and Procedures.

**8. Leave**

Amazon India will grant you leave as provided in Amazon India's Policies and Procedures. All leave scheduling and organisation will be arranged to ensure smooth business operation; your manager's approval is required prior to your scheduling or changing any leave.

## 9. Confidential Information and Confidentiality Obligations

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

- (1) the identity of, contractual terms with, and any information relating to, the Company's business partners, customers, services clients, sellers, agents, employees, contractors, investors, joint ventures, vendors, or suppliers and the terms on which the Company does business with each such entity, or generally;
- (2) computer code (including source code and object code) or software developed, modified, or used by the Company;
- (3) data of any sort compiled by the Company, including, but not limited to, data relating to products and services, advertising and marketing, and existing or prospective customers, clients, vendors, or business partners;
- (4) algorithms, procedures or techniques, or the essential ideas and principles underlying such algorithms, procedures or techniques, developed by, or whose workings are otherwise known to, the Company (but excluding any public domain algorithms, procedures, or techniques), whether or not such algorithms, procedures or techniques are embodied in a computer program, including, but not limited to, techniques for identifying prospective customers, communicating effectively with prospective or current customers, reducing operating costs, or increasing system reliability;
- (5) the fact that the Company uses, has used, or has evaluated for potential use any particular database, source of data, algorithm, procedure or technique, or the essential ideas and principles underlying such algorithm, procedure or technique, developed or supplied by a party other than the Company (including any algorithms, procedures or techniques in the public domain), whether or not such algorithms, procedures or techniques are embodied in a computer program;
- (6) pricing or marketing strategies developed, investigated, acquired (from a third party or otherwise), evaluated, modified, tested or employed by the Company, or any information related to, or that might reasonably be expected to lead to, the development of such strategies;



- (7) information about the Company's future plans, including, but not limited to, plans for expanding into new products, geographical areas, market segments, or services;
- (8) any information that would typically be included in the Company's financial statements, including, but not limited to, the amount of the Company's assets, liabilities, net worth, revenues, expenses, or net income;
- (9) the following information which shall hereinafter be referred to as the "Disclosure Information":
  - (a) any and all algorithms, procedures or techniques related to the Company's business activities or to your work with the Company, and the essential ideas and principles underlying such algorithms, procedures or techniques, conceived, originated, adapted, discovered, developed, acquired by the Company (from a third party or otherwise), evaluated, tested, or applied by you during the course of your employment with the Company, whether or not such algorithms, procedures or techniques are embodied in a computer program;
  - (b) any and all pricing or marketing strategies, the essential ideas and principles on which such strategies are based, and any information that might reasonably be expected to lead to the development of such strategies, conceived, originated, adapted, discovered, developed, acquired by the Company (from a third party or otherwise), evaluated, tested, or applied by you during the course of your employment with the Company;
  - (c) information relating to any and all products and services, and the essential ideas and principles underlying any and all products and services, conceived, originated, adapted, discovered, developed, acquired by the Company (from a third party or otherwise), evaluated, tested, or applied by you during the course of your employment with the Company, whether or not such products or services are marketed, sold, or provided by the Company; and
  - (d) any other ideas or information conceived, originated, adapted, discovered, developed, acquired by the Company (from a third party or otherwise), evaluated, tested, or applied by you during the course of your employment with the Company, if the idea or information could reasonably be expected to prove useful or valuable to the Company;



- (10) any other information gained in the course of your employment with the Company that could reasonably be expected to prove deleterious to the Company if disclosed to third parties, including without limitation, any information that could reasonably be expected to aid a competitor or potential competitor of the Company in competing more effectively with the Company;
- (11) any information received by the Company from third parties, whether or not under obligation of confidentiality;
- (12) any information derived from any of the above, including any intellectual property rights attached thereto; and
- (13) any copies of the above mentioned information.

9.2 Confidentiality Obligations:

- (1) You acknowledge that you have acquired and/or will acquire Confidential Information during the course of, or incident to, your employment with the Company, and that the ability of the Company to continue in business could be seriously jeopardized if such Confidential Information were to be used by you or by other persons or firms to compete with the Company. Accordingly, you agree that you shall not, directly or indirectly, at any time, during the term of your employment with the Company or at any time thereafter, and without regard to when or for what reason, if any, such employment shall terminate, use or cause to be used any Confidential Information in connection with any activity or business except the business of the Company, and shall not disclose or cause to be disclosed any Confidential Information to any individual, partnership, corporation, or other entity unless such disclosure has been specifically authorized in writing by the Company, or except as may be required by any applicable law or by order of a court of competent jurisdiction, or any regulatory or governmental body. Further, you agree that you will give the Company prompt notice of any such order/direction of a court/ regulatory or governmental body so that the Company may seek relief by way of a protective order or other appropriate remedy, and further will provide any assistance which the Company may reasonably require in order to secure such order or such remedy (with your expenses reasonably incurred in providing such assistance to be reimbursed by the Company). In the event such protective order or other remedy is not obtained, you shall furnish only that portion of the Confidential Information which is legally required by the governmental entity or

regulatory authority; and will use reasonable efforts to obtain confidential treatment for any Confidential Information so disclosed.

- (2) During the course of your employment with the Company and at the date of termination thereof (hereinafter the "Date of Termination"), you shall promptly disclose and deliver over to the Company, without additional compensation, in writing, or in such form and manner as the Company may reasonably require, the Disclosure Information defined in Section 9.1(9) hereinabove, to the extent that such disclosure could reasonably be expected to be of interest to the Company.
- (3) Nothing in this Offer cum Appointment Letter shall be deemed to dilute or waive any rights related to the protection of trade secrets that the Company may have under common law or any applicable statutes.

## **10. Intellectual Property Rights**

10.1 All patents, copyrights, trade secrets, trade/commercial names, proprietary rights, logos, slogans and all other intellectual property rights developed by or for the Company by any person, including but not limited to intellectual property rights relating to any and/or all of the Confidential Information, ("Intellectual Property Rights") shall be owned by the Company. For good and valuable consideration the receipt and sufficiency of which is hereby acknowledged, you hereby agree to irrevocably, perpetually and unconditionally sell, assign, transfer and convey to the Company and its successors your entire right, title and interest in the Confidential Information and/or Intellectual Property Rights and any improvements thereto throughout the world, including, without limitation:

- (1) all patents, copyrights, trade secrets, trade/commercial names, logos, other proprietary rights and all other intellectual property rights in the Confidential Information and all rights to secure registrations, renewals and extensions of the same;
- (2) all rights to make, have made, use, practice, import, export and otherwise fully exploit the Confidential Information and any and all improvements that the Employee or Company may hereafter make or develop;
- (3) all rights to file and prosecute applications for patent, copyright and all other intellectual property protection covering the Confidential Information and improvements thereon, and the processes and designs embodied therein, in India, the United States and in every other country and jurisdiction throughout the world;



- (4) all rights under any patent, copyright and all other intellectual property which may be issued on the Confidential Information or the improvements thereon, and any processes and designs therein, and all rights to enjoy the same; and
- (5) all documents, notes, notebooks, drawings, schematics, prototypes, magnetically encoded media, electronically stored information, or other materials related to the Confidential Information.

10.2 During the period of your employment with the Company and as may be reasonably necessary subsequent to your employment, you agree to cooperate with the Company as may be necessary to obtain patent, copyright and all other intellectual property protection for the Intellectual Property Rights and improvements thereto throughout the world and agree to do such further acts and execute and deliver to the Company such instruments as may be required to perfect, register or enforce the Company's ownership of the rights assigned, transferred or conveyed. If such cooperation is required after the Date of Termination, the Company shall compensate you at a reasonable rate for the time and related expenses actually spent by you at the Company's request. If you fail or refuse to execute any such instruments, you hereby appoint the Company as your attorney-in-fact to act on your behalf and to execute such instruments. This appointment shall be irrevocable and deemed to be a power coupled with an interest.

10.3 For the purposes of the assignment, transfer or conveyance referred to hereinabove, you acknowledge and covenant that your employment with the Company and the benefits received thereunder shall be treated as good and valuable consideration and that you are not entitled to any further consideration in any form or manner whatsoever in relation thereto.

10.4 Notwithstanding any other provision hereof to the contrary, this Offer cum Appointment Letter does not obligate you to assign or offer to assign to the Company any of your rights in an invention for which no equipment, supplies, facilities, Intellectual Property Rights, Confidential Information or trade secret information of the Company was used and which was developed entirely on your own time, unless (a) the invention relates (i) directly to the business of the Company, or (ii) to the Company's actual or demonstrably anticipated research or development, or (b) the invention results from or is related to, any work performed by you for the Company.

10.5 No Grant of Rights.

You agree that all rights, title and interest in the Intellectual Property Rights and Confidential Information shall be owned exclusively by the Company. Nothing herein contained shall be construed as a grant by implication, estoppel or otherwise, of a license of any kind by either you to the Company, or by the Company to you, for example, to



make, have made, use or sell any product using the Intellectual Property Rights, Confidential Information, or as a license under any patent, patent application, utility model, copyright, mask work right, or any other intellectual property right.

**11. Non-Solicitation**

- 11.1 During your employment with the Company and for a period of 12 months from the date of termination thereof, you shall not solicit or cause or authorize, directly or indirectly, to be solicited for any competitive business, for or on behalf of any person or customer, or otherwise take any action that might divert the business or patronage of any customer from the Company, or otherwise damage or alienate the relationship between the Company and any customer, vendor or supplier; and
- 11.2 During your employment with the Company and for a period of 12 months thereafter, you shall not solicit or attempt to influence any person employed or engaged by the Company (whether as an employee, consultant, advisor or in any other manner) to terminate or otherwise cease such employment or engagement with the Company or become the employee of, or directly or indirectly offer services in any form or manner to, yourself or any person or entity which is a competitor of the Company.

**12. Employee Data Protection**

- 12.1 You authorise Amazon India to collect, process and transfer all personal employee-related information obtained by Amazon India for the purpose of proactively managing the employment relationship.
- 12.2 You further authorise the transfer to, and storage of, your personal information in the worldwide employee database currently located in Seattle, Washington, U.S.A. (or such other location as Amazon India determines from time to time). Human Resources and selected management throughout the Amazon group worldwide will be authorised to access this database.

**13. Exclusivity of Services**

During your employment, you will be required to devote your full time, attention and abilities to your job duties during working hours, and to act in the best interests of Amazon India at all times. You shall not, without the written consent of Amazon India, be in any way directly or indirectly engaged or concerned in any other business or undertaking.

**14. Termination of Employment**

- 14.1 Your employment may be terminated by either party by giving one month's written notice (exclusive of any leaves availed during the said period) or payment of one month salary in lieu of such notice period to the other party. Amazon India holds the right to accept or deny payment in lieu of the said one month notice.
- 14.2 Amazon India reserves the right to terminate your employment forthwith "for cause" without advance notice and without payment of severance, in the event you:
- (i) have been found guilty of any misconduct or indiscipline after due enquiry by Amazon India;
  - (ii) have violated or are in breach of any of the terms of this Offer cum Appointment Letter or Amazon India's Policies and Procedures;
  - (iii) have been grossly negligent, or have neglected your duties, or have underperformed your duties, or have performed your duties in a manner unacceptable to Amazon India;
  - (iv) have suppressed any information or submitted false information with the view to obtain employment in Amazon India;
  - (v) are convicted for any offence under any law for the time being in force in any jurisdiction;
  - (vi) commit any act detrimental to the interest of Amazon India;
  - (vii) abstain from work for seven consecutive days without informing Amazon India;
- 14.3 On the termination of your employment for any reason whatsoever, you will return to Amazon India, without delay, all assets belonging to Amazon India, correspondence, records, specifications, models, notes, formulations, lists, papers, reports and other documents and all copies thereof and other property belonging to Amazon India or relating to its business affairs or dealing, including any Confidential Information and Intellectual Property Rights, which are in your possession or under your control. At Amazon India's option, you agree to provide a written certification of your compliance with this Section. Further, you agree to sign a termination certificate in accordance with Amazon India's Policies and Procedures, which will reaffirm your compliance of your post-termination obligations, including return of Amazon India's property/properties and releasing Amazon India from all claims, liabilities and obligations. Where Amazon has made any excess payment to you as part of your relieving formalities, whether or not such excess payment is termed "Full and Final Settlement", you shall be obligated and liable to repay such excess amount forthwith upon being notified by Amazon.

## **15. Gratuity**

Gratuity will be paid as and when required by the Payment of Gratuity Act, 1972 and as further described in Amazon India's Policies and Procedures.



**16. Employee Benefits**

You will be eligible to receive employee benefits as may be provided by Amazon India in Amazon India's Policies and Procedures. These are subject to change with or without prior notice for both existing and prospective employees. Revised policy will supersede any previous policy which would have been applicable and would have been communicated as part of offer letter.

**17. New Hire Background Investigation**

- 17.1 It is Amazon India's policy to investigate all its new hires. Your employment is conditional upon the information contained in your application form and/or curriculum vitae being true and accurate, including (but not limited to) your educational and professional qualifications, the documents furnished by you being genuine, and upon reference checks to be conducted by Amazon India being successfully completed.
- 17.2 You authorise Amazon India to conduct such searches with government or enforcement authorities as are necessary to enable it to verify that you do not hold any criminal convictions.
- 17.3 In case you are hired from campus and results for your examination are still awaited, your continued employment with Amazon India will be subject to passing the said examination and completing the course, failing which Amazon reserves the right to take action including termination of your employment without notice.

**18. Foreign Nationals**

- 18.1 In case you are not an Indian national and, under any law, are required to obtain applicable visa / work permit / authorisation or permission from appropriate government authorities to work in India, you are required to ensure all such permissions are obtained before commencement of employment with Amazon India.
- 18.2 You are also required to ensure all future correspondence and permissions for continued stay and employment in the country as per the governing law are complied with at all times. If required, Amazon shall be at liberty to demand copies / originals of such permission.
- 18.3 It is made clear that possessing valid work permit / authorisation at all times of your employment is an inherent requirement of your employment with Amazon India. Any time after the execution of this Offer cum Appointment Letter, if it is found that you do not have required work permit / visa, Amazon India shall terminate your employment, without notice, with immediate effect, without any liability towards you.



**19. Representations and Warranties**

You hereby represent and warrant to the Company that:

- 19.1 the information furnished by you for the purpose of your employment with the Company is true and correct to the best of your information, knowledge and belief;
- 19.2 you shall not, during the course of your employment with the Company, use or disclose any document/s that in any way constitutes confidential, proprietary for trade secret information of a third party (including a former employer), except pursuant to written authorization by such third party to do so;
- 19.3 you are not in unauthorized possession or control of any document/s that in any way constitutes confidential, proprietary of trade secret information of a third party (including a former employer);
- 19.4 during the course of your employment with the Company, you will not violate any non-solicitation or similar agreements or obligations that you have with any third party; and
- 19.5 there are no other agreements executed by you with third parties that conflict with the terms and conditions of your employment with Amazon India or that restrict your ability to execute this Offer cum Appointment Letter;
- 19.6 You recognize that the restrictions set forth in this Offer cum Appointment Letter may limit your future flexibility in many ways. You expressly acknowledge that (i) the limitations specified herein are fair and reasonable in view of the nature of the business in which the Company is engaged, your position with the Company, and your access to Confidential Information / Intellectual Property Rights, (ii) you are voluntarily entering into this Offer cum Appointment Letter, and (iii) in spite of the restraints imposed herein, you will be able to engage in other lawful professions, trades or businesses after termination of your employment with the Company. You recognize that your compensation is adequate consideration and acknowledge that you will not be subject to undue hardship or inconvenience by reason of your agreeing to the provisions contained herein.

**20. Other Particulars**

- 20.1 You confirm that there are no other agreements executed by you with third parties that conflict with the terms and conditions of your employment with Amazon India or that restrict your ability to execute this Offer cum Appointment Letter

20.2 You hereby represent and warrant that the information furnished by you for the purpose of your employment with the Company is true and correct to the best of your information, knowledge and belief.

**21. Notices**

All notices issued by you to the Company or by the Company to you shall be sent either by registered post, courier through a recognised courier service provider or by email transmission which shall be deemed to have been received the next working day provided the notice is also sent by registered post the next working day after email transmission.

**22. Waiver**

Failure of the Company to insist upon strict adherence of any term of this Offer cum Appointment Letter on any occasion/s shall not be considered a waiver thereof or deprive the Company of the right thereafter to insist upon strict adherence to that term or any other term of this Offer cum Appointment Letter.

**23. Severability**

The holding of any provision of this Offer cum Appointment Letter to be illegal, invalid, or unenforceable by a court of competent jurisdiction shall not affect any other provision hereof, which shall remain in full force and effect.

**24. Assignment**

Except as otherwise provided in this Section, this Offer cum Appointment Letter shall inure to the benefit of, and be binding upon you and your heirs, representatives, successors and assigns. Neither this Offer cum Appointment Letter nor any right or interest hereunder shall be assignable by you or your legal heirs, beneficiaries or legal representatives without the Company's prior written consent. This Offer cum Appointment Letter shall be assignable by the Company to a subsidiary or affiliate of the Company; or to any corporation, partnership, or other entity that may be organized by the Company, as a separate business unit in connection with the business activities of the Company; or to any corporation, partnership, or other entity resulting from the reorganization, merger or consolidation of the Company with any other corporation, partnership or other entity, or any corporation, partnership, or other entity to or with which all or any portion of the Company's business or assets may be sold, exchanged or transferred.

**25. Employer – Employee Relationship**



The relationship between the Company and you hereunder shall be solely that of an employer and employee and no modification of responsibility or compensation made hereinafter shall be construed so as to constitute the relationship of partners or joint ventures or so as to construe you as an independent contractor of the Company.

**26. Liability for Breach**

You acknowledge and accept that your breach of any of the terms contained in this Offer cum Appointment Letter or in Amazon India's Policies and Procedures, may cause the Company irreparable harm for which there is no adequate remedy at law, and therefore, the Company shall be entitled to the issuance by a court of competent jurisdiction of an order of injunction, restraining order, or other equitable relief in favor of itself, without the necessity of posting a bond, restraining you from committing or continuing to commit any such violation. Exercise or waiver by the Company of its rights to obtain an injunction, restraining order, or other equitable relief hereunder shall not be deemed a waiver of any right to assert any other remedy the Company may have at law or in equity. In any legal action or other proceeding by the Company against you in connection with this Offer cum Appointment Letter (e.g., for recovery of damages or other relief), the Company will be entitled to recover its reasonable attorneys' fees and other costs incurred.

**27. Authorization to Notify New Employer**

You hereby grant consent to the Company to notify any of your new employer/s about your rights and obligations under this Offer cum Appointment Letter.

**28. Governing Law and Jurisdiction**

Your employment, and any disputes which may arise under, out of, or in connection with your employment, shall be governed by and construed in accordance with the laws of India; and the Courts having territorial jurisdiction over the registered office of the Company shall alone have exclusive jurisdiction to try and entertain such disputes to the exclusion of any other Courts situated elsewhere.

**29. Agreement/Modifications**

The terms described in this Offer cum Appointment Letter and Amazon India's Policies and Procedures will cumulatively constitute the terms of your employment, and shall supersede any previous discussions, offers or agreements relating to your employment, or to the subject matter hereof. Any additions to, deletions of, or modifications of these terms are valid and effective only if the same are carried out in writing and signed by you and an officer of Amazon India.



**30. Headings**

The Section headings appearing in this Offer cum Appointment Letter are used for convenience of reference only and shall not be considered a part of this Offer cum Appointment Letter or in any way modify, amend or affect the meaning of any of its provisions.

**31. Survival**

Your obligations under Sections 9, 10, 12, 14, 22, 23, 24, 26, 27, 28 and this Section 31 hereof shall survive the termination of this Offer Cum Appointment Letter and of your employment with the Company.



You undertake to be bound by any rules and regulations enforced by Amazon India from time to time in relation to the conduct, discipline, medical leave and holidays or on any matters relating to service conditions which will be deemed as rules, regulations and order as a part of these terms of employment.

For and on behalf of Amazon Development Centre (India) Private Limited

#### **AUTHORIZATION**

By

Signed by: M V RAVI KUMAR  
Date: 2020.06.05 20:08:19 +05:30  
Location: India

#### **ACCEPTANCE**

I acknowledge receipt of this Offer cum Appointment Letter and, after reading and understanding the same, I accept Amazon India's offer of employment on the terms set out in this Offer cum Appointment Letter.







**OFFER CUM APPOINTMENT LETTER**

Om Narayan.  
3, Nauka Vihar, Behind Green wood school, Daudwala ,  
Dehradun  
IN

Dear Om,

On behalf of **Amazon Development Centre (India) Private Limited**, a company incorporated under the laws of India, having its registered office at # 26/1, Brigade Gateway, World Trade Centre, 10th Floor, Dr. Rajkumar Road, Malleshwaram (W) Bangalore - 560 055. Karnataka India (hereinafter the "Company" or "Amazon India"), we are very pleased to issue this Offer cum Appointment Letter for the position of **SPRO Investigator - French** at **Hyderabad**, India.

Your employment with the Company will be subject to your acceptance of this Offer cum Appointment Letter and the terms and conditions set forth hereinbelow. If you wish to accept employment with the Company, please convey your acceptance in the manner provided for by the Company. The offer of employment contained in this Offer cum Appointment Letter will expire if you have not accepted the same on or before **10 business days**.

Upon your acceptance of the offer herein, this Offer cum Appointment Letter shall form the employment contract that is a valid and binding agreement of employment between Amazon India and you, and you shall be bound by the terms and conditions stipulated herein below.

**1. Date of Commencement**

Your employment with Amazon India will commence on **02-Nov-2020**.

**2. Probation**

You shall be on probation for a period of 3 months ("Probation Period") from the date of joining. Your performance will be reviewed and evaluated at regular intervals during the Probation Period. Depending on the outcome of such evaluation/s, the Company may, at its sole discretion, either (a) if your performance is found satisfactory, confirm your appointment; or (b) if your performance is found to be unsatisfactory, extend, in writing, the Probation Period by a further period of 3 more months or terminate your employment with Amazon India with immediate effect





and without any advance or prior notice, and with no further liabilities to Amazon India, except for payment of remuneration up to the date of termination of employment.

### 3. Duties

- 3.1 You will be employed in the position of **SPRO Investigator - French**. Your manager will advise you about your job responsibilities after your joining with us. You will be expected to do your job to the best of your ability at all times as per the job responsibilities advised by your manager at the time of joining or as amended from time to time, as well as such other tasks as may be required by Amazon India.
- 3.2 You will be required to comply with Amazon India's rules, regulations and policies from time to time in force, including, without limitation, those policies set out in Amazon India's Policies and Procedures, as communicated to you. Amazon India reserves the right to change Amazon India's Policies and Procedures from time to time at its sole discretion and you shall be bound by the same.
- 3.3 You acknowledge that during the course of your employment, as the business of Amazon India changes, it may be necessary to rotate you in other departments / units. Amazon India therefore reserves the right to change your role and responsibilities from time to time at its sole discretion and without assigning any reason, it being understood that you will not be assigned responsibilities which you cannot reasonably perform.
- 3.4 Unless specified in writing, you shall not be authorised to enter into any contractual obligations on behalf of Amazon India or its affiliates including creating a lien (statutory or other), security interest, mortgage, pledge, assignment, encumbrance, chattel or conditional sale or other title retention agreement or any other financial obligations or otherwise on behalf of Amazon India or its affiliates.

### 4. Hours of Work

The normal business hours of the office, at which you work, will apply to you and these will be advised on commencement of employment and when there is a change. You may be required to work in shifts for different work hours or workdays during the week depending on the business or team that you may be working for. You will be advised by your manager or department about such requirements at the time of joining and from time to time during the course of your employment, as appropriate. Certain business teams also operate on 24x7 basis and hence, may have rotational shifts or related requirements for their respective team members. Please refer to Amazon India's Policies and Procedures for further details.

### 5. Place of Work

Your initial place of work will be at Amazon India's facility in Hyderabad. However, you should be aware that the Company and/or its affiliates have offices throughout the world and because of the nature of your duties, the Company has the right to transfer you from one place to another or from one section to another or from one unit to any other unit of the Company, its parent company or to any of its sister concerns, which are either existing or may be set up in future. The decision of the Company in this regard shall be final and binding on you. As you are joining during the period of the Covid-19 Pandemic, you may be permitted to work from a location of your choice in India with the prior approval of your manager under the condition that you are willing to get back to the location mentioned above as and when required by Amazon.

## **6. Remuneration**

- 6.1 Your Annual Base Pay will be Rs. **584,300** per annum made payable in arrears in accordance with Amazon India's standard payroll practice and subject to all lawful deductions of income tax, provident fund contribution (if any), insurances or otherwise. Your Base Pay is inclusive of both the employer's and the employee's provident fund contributions. Your Base Pay will be reviewed in accordance with internal performance review systems, details of which are set out in Amazon India's Policies and Procedures. If your hire date is on or before the first Monday in October of the current year, you will be eligible for a performance assessment and salary adjustment in the next calendar year. Ordinarily, this process occurs in the month of April each year.
- 6.2 Amazon India has the right to deduct from your pay/salary any sums which you may owe Amazon India, including without limitation, any over-payments or loans made to you by Amazon India or any demand raised by any judicial or quasi-judicial authority for your acts or omissions and / or losses suffered by Amazon India as a result of your negligence or breach of the terms contained in this Offer cum Appointment Letter/Amazon India's Policies, or your failure to return Amazon India's property.

## **7. Provident Fund**

Amazon India will contribute to a Provident Fund as and when required by the Employees' Provident Fund and Miscellaneous Provision Act, 1952, and as further described in Amazon India's Policies and Procedures.

## **8. Leave**



Amazon India will grant you leave as provided in Amazon India's Policies and Procedures. All leave scheduling and organisation will be arranged to ensure smooth business operation; your manager's approval is required prior to your scheduling or changing any leave.

## 9. Confidential Information and Confidentiality Obligations

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

- (1) the identity of, contractual terms with, and any information relating to, the Company's business partners, customers, services clients, sellers, agents, employees, contractors, investors, joint ventures, vendors, or suppliers and the terms on which the Company does business with each such entity, or generally;
- (2) computer code (including source code and object code) or software developed, modified, or used by the Company;
- (3) data of any sort compiled by the Company, including, but not limited to, data relating to products and services, advertising and marketing, and existing or prospective customers, clients, vendors, or business partners;
- (4) algorithms, procedures or techniques, or the essential ideas and principles underlying such algorithms, procedures or techniques, developed by, or whose workings are otherwise known to, the Company (but excluding any public domain algorithms, procedures, or techniques), whether or not such algorithms, procedures or techniques are embodied in a computer program, including, but not limited to, techniques for identifying prospective customers, communicating effectively with prospective or current customers, reducing operating costs, or increasing system reliability;
- (5) the fact that the Company uses, has used, or has evaluated for potential use any particular database, source of data, algorithm, procedure or technique, or the essential ideas and principles underlying such algorithm, procedure or technique, developed or supplied by a party other than the Company (including any algorithms, procedures or techniques in the public domain), whether or not such algorithms, procedures or techniques are embodied in a computer program;
- (6) pricing or marketing strategies developed, investigated, acquired (from a third party or otherwise), evaluated, modified, tested or employed by the Company, or any information related to, or that might reasonably be expected to lead to, the development of such strategies;

- (7) information about the Company's future plans, including, but not limited to, plans for expanding into new products, geographical areas, market segments, or services;
- (8) any information that would typically be included in the Company's financial statements, including, but not limited to, the amount of the Company's assets, liabilities, net worth, revenues, expenses, or net income;
- (9) the following information which shall hereinafter be referred to as the "Disclosure Information":
  - (a) any and all algorithms, procedures or techniques related to the Company's business activities or to your work with the Company, and the essential ideas and principles underlying such algorithms, procedures or techniques, conceived, originated, adapted, discovered, developed, acquired by the Company (from a third party or otherwise), evaluated, tested, or applied by you during the course of your employment with the Company, whether or not such algorithms, procedures or techniques are embodied in a computer program;
  - (b) any and all pricing or marketing strategies, the essential ideas and principles on which such strategies are based, and any information that might reasonably be expected to lead to the development of such strategies, conceived, originated, adapted, discovered, developed, acquired by the Company (from a third party or otherwise), evaluated, tested, or applied by you during the course of your employment with the Company;
  - (c) information relating to any and all products and services, and the essential ideas and principles underlying any and all products and services, conceived, originated, adapted, discovered, developed, acquired by the Company (from a third party or otherwise), evaluated, tested, or applied by you during the course of your employment with the Company, whether or not such products or services are marketed, sold, or provided by the Company; and
  - (d) any other ideas or information conceived, originated, adapted, discovered, developed, acquired by the Company (from a third party or otherwise), evaluated, tested, or applied by you during the course of your employment with the Company, if the idea or information could reasonably be expected to prove useful or valuable to the Company;



- (10) any other information gained in the course of your employment with the Company that could reasonably be expected to prove deleterious to the Company if disclosed to third parties, including without limitation, any information that could reasonably be expected to aid a competitor or potential competitor of the Company in competing more effectively with the Company;
- (11) any information received by the Company from third parties, whether or not under obligation of confidentiality;
- (12) any information derived from any of the above, including any intellectual property rights attached thereto; and
- (13) any copies of the above mentioned information.

9.2 Confidentiality Obligations:

- (1) You acknowledge that you have acquired and/or will acquire Confidential Information during the course of, or incident to, your employment with the Company, and that the ability of the Company to continue in business could be seriously jeopardized if such Confidential Information were to be used by you or by other persons or firms to compete with the Company. Accordingly, you agree that you shall not, directly or indirectly, at any time, during the term of your employment with the Company or at any time thereafter, and without regard to when or for what reason, if any, such employment shall terminate, use or cause to be used any Confidential Information in connection with any activity or business except the business of the Company, and shall not disclose or cause to be disclosed any Confidential Information to any individual, partnership, corporation, or other entity unless such disclosure has been specifically authorized in writing by the Company, or except as may be required by any applicable law or by order of a court of competent jurisdiction, or any regulatory or governmental body. Further, you agree that you will give the Company prompt notice of any such order/direction of a court/ regulatory or governmental body so that the Company may seek relief by way of a protective order or other appropriate remedy, and further will provide any assistance which the Company may reasonably require in order to secure such order or such remedy (with your expenses reasonably incurred in providing such assistance to be reimbursed by the Company). In the event such protective order or other remedy is not obtained, you shall furnish only that portion of the Confidential Information which is legally required by the governmental entity or regulatory authority; and will use



reasonable efforts to obtain confidential treatment for any Confidential Information so disclosed.

- (2) During the course of your employment with the Company and at the date of termination thereof (hereinafter the "Date of Termination"), you shall promptly disclose and deliver over to the Company, without additional compensation, in writing, or in such form and manner as the Company may reasonably require, the Disclosure Information defined in Section 9.1(9) hereinabove, to the extent that such disclosure could reasonably be expected to be of interest to the Company.
- (3) Nothing in this Offer cum Appointment Letter shall be deemed to dilute or waive any rights related to the protection of trade secrets that the Company may have under common law or any applicable statutes.

## **10. Intellectual Property Rights**

10.1 All patents, copyrights, trade secrets, trade/commercial names, proprietary rights, logos, slogans and all other intellectual property rights developed by or for the Company by any person, including but not limited to intellectual property rights relating to any and/or all of the Confidential Information, ("Intellectual Property Rights") shall be owned by the Company. For good and valuable consideration the receipt and sufficiency of which is hereby acknowledged, you hereby agree to irrevocably, perpetually and unconditionally sell, assign, transfer and convey to the Company and its successors your entire right, title and interest in the Confidential Information and/or Intellectual Property Rights and any improvements thereto throughout the world, including, without limitation:

- (1) all patents, copyrights, trade secrets, trade/commercial names, logos, other proprietary rights and all other intellectual property rights in the Confidential Information and all rights to secure registrations, renewals and extensions of the same;
- (2) all rights to make, have made, use, practice, import, export and otherwise fully exploit the Confidential Information and any and all improvements that the Employee or Company may hereafter make or develop;
- (3) all rights to file and prosecute applications for patent, copyright and all other intellectual property protection covering the Confidential Information and improvements thereon, and the processes and designs embodied therein, in India, the United States and in every other country and jurisdiction throughout the world;

- (4) all rights under any patent, copyright and all other intellectual property which may be issued on the Confidential Information or the improvements thereon, and any processes and designs therein, and all rights to enjoy the same; and
- (5) all documents, notes, notebooks, drawings, schematics, prototypes, magnetically encoded media, electronically stored information, or other materials related to the Confidential Information.

10.2 During the period of your employment with the Company and as may be reasonably necessary subsequent to your employment, you agree to cooperate with the Company as may be necessary to obtain patent, copyright and all other intellectual property protection for the Intellectual Property Rights and improvements thereto throughout the world and agree to do such further acts and execute and deliver to the Company such instruments as may be required to perfect, register or enforce the Company's ownership of the rights assigned, transferred or conveyed. If such cooperation is required after the Date of Termination, the Company shall compensate you at a reasonable rate for the time and related expenses actually spent by you at the Company's request. If you fail or refuse to execute any such instruments, you hereby appoint the Company as your attorney-in-fact to act on your behalf and to execute such instruments. This appointment shall be irrevocable and deemed to be a power coupled with an interest.

10.3 For the purposes of the assignment, transfer or conveyance referred to hereinabove, you acknowledge and covenant that your employment with the Company and the benefits received thereunder shall be treated as good and valuable consideration and that you are not entitled to any further consideration in any form or manner whatsoever in relation thereto.

10.4 Notwithstanding any other provision hereof to the contrary, this Offer cum Appointment Letter does not obligate you to assign or offer to assign to the Company any of your rights in an invention for which no equipment, supplies, facilities, Intellectual Property Rights, Confidential Information or trade secret information of the Company was used and which was developed entirely on your own time, unless (a) the invention relates (i) directly to the business of the Company, or (ii) to the Company's actual or demonstrably anticipated research or development, or (b) the invention results from or is related to, any work performed by you for the Company.

10.5 No Grant of Rights.

You agree that all rights, title and interest in the Intellectual Property Rights and Confidential Information shall be owned exclusively by the Company. Nothing herein contained shall be construed as a grant by implication, estoppel or otherwise, of a license of any kind by either you to the Company, or by the Company to you, for example, to make,



have made, use or sell any product using the Intellectual Property Rights, Confidential Information, or as a license under any patent, patent application, utility model, copyright, mask work right, or any other intellectual property right.

**11. Non-Solicitation**

- 11.1 During your employment with the Company and for a period of 12 months from the date of termination thereof, you shall not solicit or cause or authorize, directly or indirectly, to be solicited for any competitive business, for or on behalf of any person or customer, or otherwise take any action that might divert the business or patronage of any customer from the Company, or otherwise damage or alienate the relationship between the Company and any customer, vendor or supplier; and
- 11.2 During your employment with the Company and for a period of 12 months thereafter, you shall not solicit or attempt to influence any person employed or engaged by the Company (whether as an employee, consultant, advisor or in any other manner) to terminate or otherwise cease such employment or engagement with the Company or become the employee of, or directly or indirectly offer services in any form or manner to, yourself or any person or entity which is a competitor of the Company.

**12. Employee Data Protection**

- 12.1 You authorise Amazon India to collect, process and transfer all personal employee-related information obtained by Amazon India for the purpose of proactively managing the employment relationship.
- 12.2 You further authorise the transfer to, and storage of, your personal information in the worldwide employee database currently located in Seattle, Washington, U.S.A. (or such other location as Amazon India determines from time to time). Human Resources and selected management throughout the Amazon group worldwide will be authorised to access this database.

**13. Exclusivity of Services**

During your employment, you will be required to devote your full time, attention and abilities to your job duties during working hours, and to act in the best interests of Amazon India at all times. You shall not, without the written consent of Amazon India, be in any way directly or indirectly engaged or concerned in any other business or undertaking .

**14. Termination of Employment**



- 14.1 Your employment may be terminated by either party by giving one month's written notice (exclusive of any leaves availed during the said period) or payment of one month salary in lieu of such notice period to the other party. Amazon India holds the right to accept or deny payment in lieu of the said one month notice.
- 14.2 Amazon India reserves the right to terminate your employment forthwith "for cause" without advance notice and without payment of severance, in the event you:
- (i) have been found guilty of any misconduct or indiscipline after due enquiry by Amazon India;
  - (ii) have violated or are in breach of any of the terms of this Offer cum Appointment Letter or Amazon India's Policies and Procedures;
  - (iii) have been grossly negligent, or have neglected your duties, or have underperformed your duties, or have performed your duties in a manner unacceptable to Amazon India;
  - (iv) have suppressed any information or submitted false information with the view to obtain employment in Amazon India;
  - (v) are convicted for any offence under any law for the time being in force in any jurisdiction;
  - (vi) commit any act detrimental to the interest of Amazon India;
  - (vii) abstain from work for seven consecutive days without informing Amazon India;
- 14.3 On the termination of your employment for any reason whatsoever, you will return to Amazon India, without delay, all assets belonging to Amazon India, correspondence, records, specifications, models, notes, formulations, lists, papers, reports and other documents and all copies thereof and other property belonging to Amazon India or relating to its business affairs or dealing, including any Confidential Information and Intellectual Property Rights, which are in your possession or under your control. At Amazon India's option, you agree to provide a written certification of your compliance with this Section. Further, you agree to sign a termination certificate in accordance with Amazon India's Policies and Procedures, which will reaffirm your compliance of your post-termination obligations, including return of Amazon India's property/properties and releasing Amazon India from all claims, liabilities and obligations. Where Amazon has made any excess payment to you as part of your relieving formalities, whether or not such excess payment is termed "Full and Final Settlement", you shall be obligated and liable to repay such excess amount forthwith upon being notified by Amazon.

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**17. New Hire Background Investigation**

- 17.1 It is Amazon India's policy to investigate all its new hires. Your employment is conditional upon the information contained in your application form and/or curriculum vitae being true and accurate, including (but not limited to) your educational and professional qualifications, the documents furnished by you being genuine, and upon reference checks to be conducted by Amazon India being successfully completed.
- 17.2 You authorise Amazon India to conduct such searches with government or enforcement authorities as are necessary to enable it to verify that you do not hold any criminal convictions.
- 17.3 In case you are waiting for the results of your examinations and you are hired prior to the same, your continued employment with Amazon India will be subject to passing the said examination and completing the course, failing which Amazon India reserves the right to take action including termination of your employment without notice.
- 17.4 In case your exams have been postponed due to Covid 19 situation, your continued employment will be contingent to your appearing for the exam and passing the same within a period of 12 months from the date of joining. Amazon India reserves the right to take action including termination of your employment without notice in case of failure to produce proof of passing within the said period.

**18. Foreign Nationals**

- 18.1 In case you are not an Indian national and, under any law, are required to obtain applicable visa / work permit / authorisation or permission from appropriate government authorities to work in India, you are required to ensure all such permissions are obtained before commencement of employment with Amazon India.
- 18.2 You are also required to ensure all future correspondence and permissions for continued stay and employment in the country as per the governing law are complied with at all times. If required, Amazon shall be at liberty to demand copies / originals of such permission.



- 18.3 It is made clear that possessing valid work permit / authorisation at all times of your employment is an inherent requirement of your employment with Amazon India. Any time after the execution of this Offer cum Appointment Letter, if it is found that you do not have required work permit / visa, Amazon India shall terminate your employment, without notice, with immediate effect, without any liability towards you.

## **19. Representations and Warranties**

You hereby represent and warrant to the Company that:

- 19.1 the information furnished by you for the purpose of your employment with the Company is true and correct to the best of your information, knowledge and belief;
- 19.2 you shall not, during the course of your employment with the Company, use or disclose any document/s that in any way constitutes confidential, proprietary for trade secret information of a third party (including a former employer), except pursuant to written authorization by such third party to do so;
- 19.3 you are not in unauthorized possession or control of any document/s that in any way constitutes confidential, proprietary of trade secret information of a third party (including a former employer);
- 19.4 during the course of your employment with the Company, you will not violate any non-solicitation or similar agreements or obligations that you have with any third party; and
- 19.5 there are no other agreements executed by you with third parties that conflict with the terms and conditions of your employment with Amazon India or that restrict your ability to execute this Offer cum Appointment Letter;
- 19.6 You recognize that the restrictions set forth in this Offer cum Appointment Letter may limit your future flexibility in many ways. You expressly acknowledge that (i) the limitations specified herein are fair and reasonable in view of the nature of the business in which the Company is engaged, your position with the Company, and your access to Confidential Information / Intellectual Property Rights, (ii) you are voluntarily entering into this Offer cum Appointment Letter, and (iii) in spite of the restraints imposed herein, you will be able to engage in other lawful professions, trades or businesses after termination of your employment with the Company. You recognize that your compensation is adequate consideration and acknowledge that you will not be subject to undue hardship or inconvenience by reason of your agreeing to the provisions contained herein.



**20. Other Particulars**

- 20.1 You confirm that there are no other agreements executed by you with third parties that conflict with the terms and conditions of your employment with Amazon India or that restrict your ability to execute this Offer cum Appointment Letter
- 20.2 You hereby represent and warrant that the information furnished by you for the purpose of your employment with the Company is true and correct to the best of your information, knowledge and belief.

**21. Notices**

All notices issued by you to the Company or by the Company to you shall be sent either by registered post, courier through a recognised courier service provider or by email transmission which shall be deemed to have been received the next working day provided the notice is also sent by registered post the next working day after email transmission.

**22. Waiver**

Failure of the Company to insist upon strict adherence of any term of this Offer cum Appointment Letter on any occasion/s shall not be considered a waiver thereof or deprive the Company of the right thereafter to insist upon strict adherence to that term or any other term of this Offer cum Appointment Letter.

**23. Severability**

The holding of any provision of this Offer cum Appointment Letter to be illegal, invalid, or unenforceable by a court of competent jurisdiction shall not affect any other provision hereof, which shall remain in full force and effect.

**24. Assignment**

Except as otherwise provided in this Section, this Offer cum Appointment Letter shall inure to the benefit of, and be binding upon you and your heirs, representatives, successors and assigns. Neither this Offer cum Appointment Letter nor any right or interest hereunder shall be assignable by you or your legal heirs, beneficiaries or legal representatives without the Company's prior written consent. This Offer cum Appointment Letter shall be assignable by the Company to a subsidiary or affiliate of the Company; or to any corporation, partnership, or other entity that may be organized by the Company, as a separate business unit in connection with the business activities of the Company; or to any corporation, partnership, or other entity resulting from the reorganization, merger or consolidation of the Company with any other corporation, partnership

or other entity, or any corporation, partnership, or other entity to or with which all or any portion of the Company's business or assets may be sold, exchanged or transferred.

**25. Employer – Employee Relationship**

The relationship between the Company and you hereunder shall be solely that of an employer and employee and no modification of responsibility or compensation made hereinafter shall be construed so as to constitute the relationship of partners or joint ventures or so as to as to construe you as an independent contractor of the Company.

**26. Liability for Breach**

You acknowledge and accept that your breach of any of the terms contained in this Offer cum Appointment Letter or in Amazon India's Policies and Procedures, may cause the Company irreparable harm for which there is no adequate remedy at law, and therefore, the Company shall be entitled to the issuance by a court of competent jurisdiction of an order of injunction, restraining order, or other equitable relief in favor of itself, without the necessity of posting a bond, restraining you from committing or continuing to commit any such violation. Exercise or waiver by the Company of its rights to obtain an injunction, restraining order, or other equitable relief hereunder shall not be deemed a waiver of any right to assert any other remedy the Company may have at law or in equity. In any legal action or other proceeding by the Company against you in connection with this Offer cum Appointment Letter (e.g., for recovery of damages or other relief), the Company will be entitled to recover its reasonable attorneys' fees and other costs incurred.

**27. Authorization to Notify New Employer**

You hereby grant consent to the Company to notify any of your new employer/s about your rights and obligations under this Offer cum Appointment Letter.

**28. Governing Law and Jurisdiction**

Your employment, and any disputes which may arise under, out of, or in connection with your employment, shall be governed by and construed in accordance with the laws of India; and the Courts having territorial jurisdiction over the registered office of the Company shall alone have exclusive jurisdiction to try and entertain such disputes to the exclusion of any other Courts situated elsewhere.

**29. Agreement/Modifications**



The terms described in this Offer cum Appointment Letter and Amazon India's Policies and Procedures will cumulatively constitute the terms of your employment, and shall supersede any previous discussions, offers or agreements relating to your employment, or to the subject matter hereof. Any additions to, deletions of, or modifications of these terms are valid and effective only if the same are carried out in writing and signed by you and an officer of Amazon India.

**30. Headings**

The Section headings appearing in this Offer cum Appointment Letter are used for convenience of reference only and shall not be considered a part of this Offer cum Appointment Letter or in any way modify, amend or affect the meaning of any of its provisions.

**31. Survival**

Your obligations under Sections 9, 10, 12, 14, 22, 23, 24, 26, 27, 28 and this Section 31 hereof shall survive the termination of this Offer Cum Appointment Letter and of your employment with the Company.





You undertake to be bound by any rules and regulations enforced by Amazon India from time to time in relation to the conduct, discipline, medical leave and holidays or on any matters relating to service conditions which will be deemed as rules, regulations and order as a part of these terms of employment.

For and on behalf of Amazon Development Centre (India) Private Limited

#### **AUTHORIZATION**

By

Signed by: Himanshu Ojha  
Date: 2020.10.20 15:46:02 +05:30  
Location: India

#### **ACCEPTANCE**

I acknowledge receipt of this Offer cum Appointment Letter and, after reading and understanding the same, I accept Amazon India's offer of employment on the terms set out in this Offer cum Appointment Letter.



## **OFFER CUM APPOINTMENT LETTER**

Barkha Negi  
Vill-Bhainswara, P.O.-Bhainswara;  
Pauri Garhwal  
246001  
IND

Dear Barkha,

On behalf of **Amazon Development Centre (India) Private Limited**, a company incorporated under the laws of India, having its registered office at # 26/1, Brigade Gateway, World Trade Centre, 10th Floor, Dr. Rajkumar Road, Malleshwaram (W) Bangalore - 560 055. Karnataka India (hereinafter the "Company" or "Amazon India"), we are very pleased to issue this Offer cum Appointment Letter for the position of **SPRO Investigator - French** at **Hyderabad**, India.

Your employment with the Company will be subject to your acceptance of this Offer cum Appointment Letter and the terms and conditions set forth hereinbelow. If you wish to accept employment with the Company, please convey your acceptance in the manner provided for by the Company. The offer of employment contained in this Offer cum Appointment Letter will expire if you have not accepted the same on or before **10 business days**.

Upon your acceptance of the offer herein, this Offer cum Appointment Letter shall form the employment contract that is a valid and binding agreement of employment between Amazon India and you, and you shall be bound by the terms and conditions stipulated herein below.

### **1. Date of Commencement**

Your employment with Amazon India will commence on **15-Jun-2020**.

### **2. Probation**

You shall be on probation for a period of 3 months ("Probation Period") from the date of joining. Your performance will be reviewed and evaluated at regular intervals during the Probation Period. Depending on the outcome of such evaluation/s, the Company may, at its sole discretion, either (a) if your performance is found satisfactory, confirm your appointment; or (b) if your performance is found to be unsatisfactory, extend, in writing, the Probation Period by a further period of 3 more months or terminate your employment with Amazon India with



immediate effect and without any advance or prior notice, and with no further liabilities to Amazon India, except for payment of remuneration up to the date of termination of employment.

### 3. Duties

- 3.1 You will be employed in the position of **SPRO Investigator - French**. Your manager will advise you about your job responsibilities after your joining with us. You will be expected to do your job to the best of your ability at all times as per the job responsibilities advised by your manager at the time of joining or as amended from time to time, as well as such other tasks as may be required by Amazon India.
- 3.2 You will be required to comply with Amazon India's rules, regulations and policies from time to time in force, including, without limitation, those policies set out in Amazon India's Policies and Procedures, as communicated to you. Amazon India reserves the right to change Amazon India's Policies and Procedures from time to time at its sole discretion and you shall be bound by the same.
- 3.3 You acknowledge that during the course of your employment, as the business of Amazon India changes, it may be necessary to rotate you in other departments / units. Amazon India therefore reserves the right to change your role and responsibilities from time to time at its sole discretion and without assigning any reason, it being understood that you will not be assigned responsibilities which you cannot reasonably perform.
- 3.4 Unless specified in writing, you shall not be authorised to enter into any contractual obligations on behalf of Amazon India or its affiliates including creating a lien (statutory or other), security interest, mortgage, pledge, assignment, encumbrance, chattel or conditional sale or other title retention agreement or any other financial obligations or otherwise on behalf of Amazon India or its affiliates.

### 4. Hours of Work

The normal business hours of the office, at which you work, will apply to you and these will be advised on commencement of employment and when there is a change. You may be required to work in shifts for different work hours or workdays during the week depending on the business or team that you may be working for. You will be advised by your manager or department about such requirements at the time of joining and from time to time during the course of your employment, as appropriate. Certain business teams also operate on 24x7 basis and hence, may have rotational shifts or related requirements for their respective team members. Please refer to Amazon India's Policies and Procedures for further details.





## 5. Place of Work

Your initial place of work will be at Amazon India's facility in Hyderabad. However, you should be aware that the Company and/or its affiliates have offices throughout the world and because of the nature of your duties, the Company has the right to transfer you from one place to another or from one section to another or from one unit to any other unit of the Company, its parent company or to any of its sister concerns, which are either existing or may be set up in future. The decision of the Company in this regard shall be final and binding on you.

## 6. Remuneration

- 6.1 Your Annual Base Pay will be Rs.**584,300** per annum made payable in arrears in accordance with Amazon India's standard payroll practice and subject to all lawful deductions of income tax, provident fund contribution (if any), insurances or otherwise. Your Base Pay is inclusive of both the employer's and the employee's provident fund contributions. Your Base Pay will be reviewed in accordance with internal performance review systems, details of which are set out in Amazon India's Policies and Procedures. If your hire date is on or before the first Monday in October of the current year, you will be eligible for a performance assessment and salary adjustment in the next calendar year. Ordinarily, this process occurs in the month of April each year.
- 6.2 Amazon India has the right to deduct from your pay/salary any sums which you may owe Amazon India, including without limitation, any over-payments or loans made to you by Amazon India or any demand raised by any judicial or quasi-judicial authority for your acts or omissions and / or losses suffered by Amazon India as a result of your negligence or breach of the terms contained in this Offer cum Appointment Letter/Amazon India's Policies, or your failure to return Amazon India's property.

## 7. Provident Fund

Amazon India will contribute to a Provident Fund as and when required by the Employees' Provident Fund and Miscellaneous Provision Act, 1952, and as further described in Amazon India's Policies and Procedures.

## 8. Leave

Amazon India will grant you leave as provided in Amazon India's Policies and Procedures. All leave scheduling and organisation will be arranged to ensure smooth business operation; your manager's approval is required prior to your scheduling or changing any leave.

## 9. Confidential Information and Confidentiality Obligations

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

- (1) the identity of, contractual terms with, and any information relating to, the Company's business partners, customers, services clients, sellers, agents, employees, contractors, investors, joint ventures, vendors, or suppliers and the terms on which the Company does business with each such entity, or generally;
- (2) computer code (including source code and object code) or software developed, modified, or used by the Company;
- (3) data of any sort compiled by the Company, including, but not limited to, data relating to products and services, advertising and marketing, and existing or prospective customers, clients, vendors, or business partners;
- (4) algorithms, procedures or techniques, or the essential ideas and principles underlying such algorithms, procedures or techniques, developed by, or whose workings are otherwise known to, the Company (but excluding any public domain algorithms, procedures, or techniques), whether or not such algorithms, procedures or techniques are embodied in a computer program, including, but not limited to, techniques for identifying prospective customers, communicating effectively with prospective or current customers, reducing operating costs, or increasing system reliability;
- (5) the fact that the Company uses, has used, or has evaluated for potential use any particular database, source of data, algorithm, procedure or technique, or the essential ideas and principles underlying such algorithm, procedure or technique, developed or supplied by a party other than the Company (including any algorithms, procedures or techniques in the public domain), whether or not such algorithms, procedures or techniques are embodied in a computer program;
- (6) pricing or marketing strategies developed, investigated, acquired (from a third party or otherwise), evaluated, modified, tested or employed by the Company, or any information related to, or that might reasonably be expected to lead to, the development of such strategies;

- (7) information about the Company's future plans, including, but not limited to, plans for expanding into new products, geographical areas, market segments, or services;
- (8) any information that would typically be included in the Company's financial statements, including, but not limited to, the amount of the Company's assets, liabilities, net worth, revenues, expenses, or net income;
- (9) the following information which shall hereinafter be referred to as the "Disclosure Information":
  - (a) any and all algorithms, procedures or techniques related to the Company's business activities or to your work with the Company, and the essential ideas and principles underlying such algorithms, procedures or techniques, conceived, originated, adapted, discovered, developed, acquired by the Company (from a third party or otherwise), evaluated, tested, or applied by you during the course of your employment with the Company, whether or not such algorithms, procedures or techniques are embodied in a computer program;
  - (b) any and all pricing or marketing strategies, the essential ideas and principles on which such strategies are based, and any information that might reasonably be expected to lead to the development of such strategies, conceived, originated, adapted, discovered, developed, acquired by the Company (from a third party or otherwise), evaluated, tested, or applied by you during the course of your employment with the Company;
  - (c) information relating to any and all products and services, and the essential ideas and principles underlying any and all products and services, conceived, originated, adapted, discovered, developed, acquired by the Company (from a third party or otherwise), evaluated, tested, or applied by you during the course of your employment with the Company, whether or not such products or services are marketed, sold, or provided by the Company; and
  - (d) any other ideas or information conceived, originated, adapted, discovered, developed, acquired by the Company (from a third party or otherwise), evaluated, tested, or applied by you during the course of your employment with the Company, if the idea or information could reasonably be expected to prove useful or valuable to the Company;



- (10) any other information gained in the course of your employment with the Company that could reasonably be expected to prove deleterious to the Company if disclosed to third parties, including without limitation, any information that could reasonably be expected to aid a competitor or potential competitor of the Company in competing more effectively with the Company;
- (11) any information received by the Company from third parties, whether or not under obligation of confidentiality;
- (12) any information derived from any of the above, including any intellectual property rights attached thereto; and
- (13) any copies of the above mentioned information.

9.2 Confidentiality Obligations:

- (1) You acknowledge that you have acquired and/or will acquire Confidential Information during the course of, or incident to, your employment with the Company, and that the ability of the Company to continue in business could be seriously jeopardized if such Confidential Information were to be used by you or by other persons or firms to compete with the Company. Accordingly, you agree that you shall not, directly or indirectly, at any time, during the term of your employment with the Company or at any time thereafter, and without regard to when or for what reason, if any, such employment shall terminate, use or cause to be used any Confidential Information in connection with any activity or business except the business of the Company, and shall not disclose or cause to be disclosed any Confidential Information to any individual, partnership, corporation, or other entity unless such disclosure has been specifically authorized in writing by the Company, or except as may be required by any applicable law or by order of a court of competent jurisdiction, or any regulatory or governmental body. Further, you agree that you will give the Company prompt notice of any such order/direction of a court/ regulatory or governmental body so that the Company may seek relief by way of a protective order or other appropriate remedy, and further will provide any assistance which the Company may reasonably require in order to secure such order or such remedy (with your expenses reasonably incurred in providing such assistance to be reimbursed by the Company). In the event such protective order or other remedy is not obtained, you shall furnish only that portion of the Confidential Information which is legally required by the governmental entity or



regulatory authority; and will use reasonable efforts to obtain confidential treatment for any Confidential Information so disclosed.

- (2) During the course of your employment with the Company and at the date of termination thereof (hereinafter the “Date of Termination”), you shall promptly disclose and deliver over to the Company, without additional compensation, in writing, or in such form and manner as the Company may reasonably require, the Disclosure Information defined in Section 9.1(9) hereinabove, to the extent that such disclosure could reasonably be expected to be of interest to the Company.
- (3) Nothing in this Offer cum Appointment Letter shall be deemed to dilute or waive any rights related to the protection of trade secrets that the Company may have under common law or any applicable statutes.

## **10. Intellectual Property Rights**

10.1 All patents, copyrights, trade secrets, trade/commercial names, proprietary rights, logos, slogans and all other intellectual property rights developed by or for the Company by any person, including but not limited to intellectual property rights relating to any and/or all of the Confidential Information, (“Intellectual Property Rights”) shall be owned by the Company. For good and valuable consideration the receipt and sufficiency of which is hereby acknowledged, you hereby agree to irrevocably, perpetually and unconditionally sell, assign, transfer and convey to the Company and its successors your entire right, title and interest in the Confidential Information and/or Intellectual Property Rights and any improvements thereto throughout the world, including, without limitation:

- (1) all patents, copyrights, trade secrets, trade/commercial names, logos, other proprietary rights and all other intellectual property rights in the Confidential Information and all rights to secure registrations, renewals and extensions of the same;
- (2) all rights to make, have made, use, practice, import, export and otherwise fully exploit the Confidential Information and any and all improvements that the Employee or Company may hereafter make or develop;
- (3) all rights to file and prosecute applications for patent, copyright and all other intellectual property protection covering the Confidential Information and improvements thereon, and the processes and designs embodied therein, in India, the United States and in every other country and jurisdiction throughout the world;

- (4) all rights under any patent, copyright and all other intellectual property which may be issued on the Confidential Information or the improvements thereon, and any processes and designs therein, and all rights to enjoy the same; and
  - (5) all documents, notes, notebooks, drawings, schematics, prototypes, magnetically encoded media, electronically stored information, or other materials related to the Confidential Information.
- 10.2 During the period of your employment with the Company and as may be reasonably necessary subsequent to your employment, you agree to cooperate with the Company as may be necessary to obtain patent, copyright and all other intellectual property protection for the Intellectual Property Rights and improvements thereto throughout the world and agree to do such further acts and execute and deliver to the Company such instruments as may be required to perfect, register or enforce the Company's ownership of the rights assigned, transferred or conveyed. If such cooperation is required after the Date of Termination, the Company shall compensate you at a reasonable rate for the time and related expenses actually spent by you at the Company's request. If you fail or refuse to execute any such instruments, you hereby appoint the Company as your attorney-in-fact to act on your behalf and to execute such instruments. This appointment shall be irrevocable and deemed to be a power coupled with an interest.
- 10.3 For the purposes of the assignment, transfer or conveyance referred to hereinabove, you acknowledge and covenant that your employment with the Company and the benefits received thereunder shall be treated as good and valuable consideration and that you are not entitled to any further consideration in any form or manner whatsoever in relation thereto.
- 10.4 Notwithstanding any other provision hereof to the contrary, this Offer cum Appointment Letter does not obligate you to assign or offer to assign to the Company any of your rights in an invention for which no equipment, supplies, facilities, Intellectual Property Rights, Confidential Information or trade secret information of the Company was used and which was developed entirely on your own time, unless (a) the invention relates (i) directly to the business of the Company, or (ii) to the Company's actual or demonstrably anticipated research or development, or (b) the invention results from or is related to, any work performed by you for the Company.
- 10.5 No Grant of Rights.

You agree that all rights, title and interest in the Intellectual Property Rights and Confidential Information shall be owned exclusively by the Company. Nothing herein contained shall be construed as a grant by implication, estoppel or otherwise, of a license of any kind by either you to the Company, or by the Company to you, for example, to





make, have made, use or sell any product using the Intellectual Property Rights, Confidential Information, or as a license under any patent, patent application, utility model, copyright, mask work right, or any other intellectual property right.

## **11. Non-Solicitation**

- 11.1 During your employment with the Company and for a period of 12 months from the date of termination thereof, you shall not solicit or cause or authorize, directly or indirectly, to be solicited for any competitive business, for or on behalf of any person or customer, or otherwise take any action that might divert the business or patronage of any customer from the Company, or otherwise damage or alienate the relationship between the Company and any customer, vendor or supplier; and
- 11.2 During your employment with the Company and for a period of 12 months thereafter, you shall not solicit or attempt to influence any person employed or engaged by the Company (whether as an employee, consultant, advisor or in any other manner) to terminate or otherwise cease such employment or engagement with the Company or become the employee of, or directly or indirectly offer services in any form or manner to, yourself or any person or entity which is a competitor of the Company.

## **12. Employee Data Protection**

- 12.1 You authorise Amazon India to collect, process and transfer all personal employee-related information obtained by Amazon India for the purpose of proactively managing the employment relationship.
- 12.2 You further authorise the transfer to, and storage of, your personal information in the worldwide employee database currently located in Seattle, Washington, U.S.A. (or such other location as Amazon India determines from time to time). Human Resources and selected management throughout the Amazon group worldwide will be authorised to access this database.

## **13. Exclusivity of Services**

During your employment, you will be required to devote your full time, attention and abilities to your job duties during working hours, and to act in the best interests of Amazon India at all times. You shall not, without the written consent of Amazon India, be in any way directly or indirectly engaged or concerned in any other business or undertaking .

## **14. Termination of Employment**

- 14.1 Your employment may be terminated by either party by giving one month's written notice (exclusive of any leaves availed during the said period) or payment of one month salary in lieu of such notice period to the other party. Amazon India holds the right to accept or deny payment in lieu of the said one month notice.
- 14.2 Amazon India reserves the right to terminate your employment forthwith "for cause" without advance notice and without payment of severance, in the event you:
- (i) have been found guilty of any misconduct or indiscipline after due enquiry by Amazon India;
  - (ii) have violated or are in breach of any of the terms of this Offer cum Appointment Letter or Amazon India's Policies and Procedures;
  - (iii) have been grossly negligent, or have neglected your duties, or have underperformed your duties, or have performed your duties in a manner unacceptable to Amazon India;
  - (iv) have suppressed any information or submitted false information with the view to obtain employment in Amazon India;
  - (v) are convicted for any offence under any law for the time being in force in any jurisdiction;
  - (vi) commit any act detrimental to the interest of Amazon India;
  - (vii) abstain from work for seven consecutive days without informing Amazon India;
- 14.3 On the termination of your employment for any reason whatsoever, you will return to Amazon India, without delay, all assets belonging to Amazon India, correspondence, records, specifications, models, notes, formulations, lists, papers, reports and other documents and all copies thereof and other property belonging to Amazon India or relating to its business affairs or dealing, including any Confidential Information and Intellectual Property Rights, which are in your possession or under your control. At Amazon India's option, you agree to provide a written certification of your compliance with this Section. Further, you agree to sign a termination certificate in accordance with Amazon India's Policies and Procedures, which will reaffirm your compliance of your post-termination obligations, including return of Amazon India's property/properties and releasing Amazon India from all claims, liabilities and obligations. Where Amazon has made any excess payment to you as part of your relieving formalities, whether or not such excess payment is termed "Full and Final Settlement", you shall be obligated and liable to repay such excess amount forthwith upon being notified by Amazon.

## 15. Gratuity

Gratuity will be paid as and when required by the Payment of Gratuity Act, 1972 and as further described in Amazon India's Policies and Procedures.

**16. Employee Benefits**

You will be eligible to receive employee benefits as may be provided by Amazon India in Amazon India's Policies and Procedures. These are subject to change with or without prior notice for both existing and prospective employees. Revised policy will supersede any previous policy which would have been applicable and would have been communicated as part of offer letter.

**17. New Hire Background Investigation**

- 17.1 It is Amazon India's policy to investigate all its new hires. Your employment is conditional upon the information contained in your application form and/or curriculum vitae being true and accurate, including (but not limited to) your educational and professional qualifications, the documents furnished by you being genuine, and upon reference checks to be conducted by Amazon India being successfully completed.
- 17.2 You authorise Amazon India to conduct such searches with government or enforcement authorities as are necessary to enable it to verify that you do not hold any criminal convictions.
- 17.3 In case you are hired from campus and results for your examination are still awaited, your continued employment with Amazon India will be subject to passing the said examination and completing the course, failing which Amazon reserves the right to take action including termination of your employment without notice.

**18. Foreign Nationals**

- 18.1 In case you are not an Indian national and, under any law, are required to obtain applicable visa / work permit / authorisation or permission from appropriate government authorities to work in India, you are required to ensure all such permissions are obtained before commencement of employment with Amazon India.
- 18.2 You are also required to ensure all future correspondence and permissions for continued stay and employment in the country as per the governing law are complied with at all times. If required, Amazon shall be at liberty to demand copies / originals of such permission.
- 18.3 It is made clear that possessing valid work permit / authorisation at all times of your employment is an inherent requirement of your employment with Amazon India. Any time after the execution of this Offer cum Appointment Letter, if it is found that you do not have required work permit / visa, Amazon India shall terminate your employment, without notice, with immediate effect, without any liability towards you.





## **19. Representations and Warranties**

You hereby represent and warrant to the Company that:

- 19.1 the information furnished by you for the purpose of your employment with the Company is true and correct to the best of your information, knowledge and belief;
- 19.2 you shall not, during the course of your employment with the Company, use or disclose any document/s that in any way constitutes confidential, proprietary for trade secret information of a third party (including a former employer), except pursuant to written authorization by such third party to do so;
- 19.3 you are not in unauthorized possession or control of any document/s that in any way constitutes confidential, proprietary of trade secret information of a third party (including a former employer);
- 19.4 during the course of your employment with the Company, you will not violate any non-solicitation or similar agreements or obligations that you have with any third party; and
- 19.5 there are no other agreements executed by you with third parties that conflict with the terms and conditions of your employment with Amazon India or that restrict your ability to execute this Offer cum Appointment Letter;
- 19.6 You recognize that the restrictions set forth in this Offer cum Appointment Letter may limit your future flexibility in many ways. You expressly acknowledge that (i) the limitations specified herein are fair and reasonable in view of the nature of the business in which the Company is engaged, your position with the Company, and your access to Confidential Information / Intellectual Property Rights, (ii) you are voluntarily entering into this Offer cum Appointment Letter, and (iii) in spite of the restraints imposed herein, you will be able to engage in other lawful professions, trades or businesses after termination of your employment with the Company. You recognize that your compensation is adequate consideration and acknowledge that you will not be subject to undue hardship or inconvenience by reason of your agreeing to the provisions contained herein.

## **20. Other Particulars**

- 20.1 You confirm that there are no other agreements executed by you with third parties that conflict with the terms and conditions of your employment with Amazon India or that restrict your ability to execute this Offer cum Appointment Letter



20.2 You hereby represent and warrant that the information furnished by you for the purpose of your employment with the Company is true and correct to the best of your information, knowledge and belief.

## **21. Notices**

All notices issued by you to the Company or by the Company to you shall be sent either by registered post, courier through a recognised courier service provider or by email transmission which shall be deemed to have been received the next working day provided the notice is also sent by registered post the next working day after email transmission.

## **22. Waiver**

Failure of the Company to insist upon strict adherence of any term of this Offer cum Appointment Letter on any occasion/s shall not be considered a waiver thereof or deprive the Company of the right thereafter to insist upon strict adherence to that term or any other term of this Offer cum Appointment Letter.

## **23. Severability**

The holding of any provision of this Offer cum Appointment Letter to be illegal, invalid, or unenforceable by a court of competent jurisdiction shall not affect any other provision hereof, which shall remain in full force and effect.

## **24. Assignment**

Except as otherwise provided in this Section, this Offer cum Appointment Letter shall inure to the benefit of, and be binding upon you and your heirs, representatives, successors and assigns. Neither this Offer cum Appointment Letter nor any right or interest hereunder shall be assignable by you or your legal heirs, beneficiaries or legal representatives without the Company's prior written consent. This Offer cum Appointment Letter shall be assignable by the Company to a subsidiary or affiliate of the Company; or to any corporation, partnership, or other entity that may be organized by the Company, as a separate business unit in connection with the business activities of the Company; or to any corporation, partnership, or other entity resulting from the reorganization, merger or consolidation of the Company with any other corporation, partnership or other entity, or any corporation, partnership, or other entity to or with which all or any portion of the Company's business or assets may be sold, exchanged or transferred.

## **25. Employer – Employee Relationship**



The relationship between the Company and you hereunder shall be solely that of an employer and employee and no modification of responsibility or compensation made hereinafter shall be construed so as to constitute the relationship of partners or joint ventures or so as to construe you as an independent contractor of the Company.

**26. Liability for Breach**

You acknowledge and accept that your breach of any of the terms contained in this Offer cum Appointment Letter or in Amazon India's Policies and Procedures, may cause the Company irreparable harm for which there is no adequate remedy at law, and therefore, the Company shall be entitled to the issuance by a court of competent jurisdiction of an order of injunction, restraining order, or other equitable relief in favor of itself, without the necessity of posting a bond, restraining you from committing or continuing to commit any such violation. Exercise or waiver by the Company of its rights to obtain an injunction, restraining order, or other equitable relief hereunder shall not be deemed a waiver of any right to assert any other remedy the Company may have at law or in equity. In any legal action or other proceeding by the Company against you in connection with this Offer cum Appointment Letter (e.g., for recovery of damages or other relief), the Company will be entitled to recover its reasonable attorneys' fees and other costs incurred.

**27. Authorization to Notify New Employer**

You hereby grant consent to the Company to notify any of your new employer/s about your rights and obligations under this Offer cum Appointment Letter.

**28. Governing Law and Jurisdiction**

Your employment, and any disputes which may arise under, out of, or in connection with your employment, shall be governed by and construed in accordance with the laws of India; and the Courts having territorial jurisdiction over the registered office of the Company shall alone have exclusive jurisdiction to try and entertain such disputes to the exclusion of any other Courts situated elsewhere.

**29. Agreement/Modifications**

The terms described in this Offer cum Appointment Letter and Amazon India's Policies and Procedures will cumulatively constitute the terms of your employment, and shall supersede any previous discussions, offers or agreements relating to your employment, or to the subject matter hereof. Any additions to, deletions of, or modifications of these terms are valid and effective only if the same are carried out in writing and signed by you and an officer of Amazon India.





**30. Headings**

The Section headings appearing in this Offer cum Appointment Letter are used for convenience of reference only and shall not be considered a part of this Offer cum Appointment Letter or in any way modify, amend or affect the meaning of any of its provisions.

**31. Survival**

Your obligations under Sections 9, 10, 12, 14, 22, 23, 24, 26, 27, 28 and this Section 31 hereof shall survive the termination of this Offer Cum Appointment Letter and of your employment with the Company.



You undertake to be bound by any rules and regulations enforced by Amazon India from time to time in relation to the conduct, discipline, medical leave and holidays or on any matters relating to service conditions which will be deemed as rules, regulations and order as a part of these terms of employment.

For and on behalf of Amazon Development Centre (India) Private Limited

#### **AUTHORIZATION**

By

Signed by: M V RAVI KUMAR  
Date: 2020.04.18 00:37:39 +05:30  
Location: India

#### **ACCEPTANCE**

I acknowledge receipt of this Offer cum Appointment Letter and, after reading and understanding the same, I accept Amazon India's offer of employment on the terms set out in this Offer cum Appointment Letter.



05 September 2019

**PRIVATE & CONFIDENTIAL**

To whom it may concern,

**Re: Ayush Saw**

**Address: Shiv Mandir road, jharla , Dhanbad near bachu tailor, Jharla, 828111**

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

**Ayush Saw** is employed as a **TRMS Investigator - Chinese** and commenced employment with Amazon on **09 September 2019**.

The above information is given in the strictest confidence and with no liability accepted by the company or any of our employees. This information should not be divulged to any third party without first seeking permission from the respective Amazon entity.

On behalf of

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

Kind Regards,

A handwritten signature in black ink that reads "A Basu". The signature is stylized with a large 'A' and a cursive 'Basu'.

Arijit Basu

Sr. Manager, HR Operations – HR Services





Doon University, Dehradun

Office of the Registrar

No. **504** / 194/R-DU/2022 Dated- 01 August 2022

Dr. Achlesh Daverey

Coordinator

School of Biological Science

Doon University, Dehradun

**Subject: Engagement of Guest/Part-time faculty.**

Sir,

Based on the recommendations of the Selection Committee constituted by the competent authority, the University would like to engage following Guest/Part-time faculty on per lecture basis i.e. Rs. 1000/- per lecture ceiling upto Rs. 35000/- per month in the School of Biological Science for a period upto 30<sup>th</sup> June 2023 or the appointment of regular faculty, whichever is earlier:

School/Department	Number of guest faculty	Name of persons on merit basis recommended by the committee
Biological Science	02	1 Dr. Vivekanand Bahuguna
		2 Dr. Bhopen S. Singh

**Terms and Conditions:**

1. Guest/Part-time faculty are required to be present in the School/Department for at least 5 hours between 10:00AM to 05:00PM on all the working days. However, Head/In-charge Head may assign classes beyond this period as per the teaching requirement.
2. Upon completion of their work engagement with the University, experience certificate may be issued if they produce a document showing its demand by some institution/university where it is required to be submitted.

3. The engagement is purely temporary which may be terminated any time without giving any notice.
4. Engaged Guest/Part-time faculty may not become member of any union or party.

This issues with the approval of the competent authority.

(Dr. M. S. Mandrawal)  
Registrar

Copy to:

1. P. A. to V. C. for kind information of Hon'ble Vice Chancellor.
2. Finance Controller.
3. Assistant Registrar Account/Administration.

(Dr. M. S. Mandrawal)  
Registrar

राष्ट्रीय समुद्र विज्ञान संस्थान  
NATIONAL INSTITUTE OF OCEANOGRAPHY  
( वैज्ञानिक और औद्योगिक अनुसंधान परिषद )  
( COUNCIL OF SCIENTIFIC AND INDUSTRIAL RESEARCH )  
दोना पावला गोवा  
DONA PAULA GOA

सं/No :10/4061/18-HRM

दिनांक/ Date:05/07/2019

कार्यालय ज्ञापन / OFFICE MEMORANDUM

विषय: COD, NIO, Goa., एनआईओ, गोवा में परियोजना GAP3256 तहत JRF [DST] के रूप में ज्वाइनिंग रिपोर्ट.

Sub: Joining Report as JRF [DST] under the Project GAP3256 in COD, NIO, Goa..

इस कार्यालय के दिनांक 19-12-2017 के पत्र संख्या DST/INSPIRE/03/2017/002511 Dt 19/12/2017 and DST/INSPIRE Fellowship/ [IF180280] dt 8/02/2019 के निम्नो और शर्तों को स्वीकार करते हुए, Ms. Chayanika Rathore, में परियोजना GAP3256 तहत JRF [DST] के रूप में दिनांक 08/02/2019 FN में रु. 31000/- की मासिक वृत्ति की शर्तों के अनुसार शामिल होने की तारीख से 2 years की अवधि के लिए.

Having accepted the terms and conditions of this Office letter No. DST/INSPIRE/03/2017/002511 Dated 19/12/2017 and DST/INSPIRE Fellowship/ [IF180280] dt 8/02/2019, Ms. Chayanika Rathore has joined as JRF [DST] under the Project - GAP3256 in COD, NIO, Goa on 8/2/2019 (FN) on a monthly stipend of Rs.31000/-p.m. plus HRA (If applicable) as per Gol rules and the tenure initially for a period of 2 years from the date of joining.

उनकी कर्मचारी कोड संख्या 84075 है।

Her Temporary employee code No. is : 84075.

Project No:GAP3256

  
अनुभाग अधिकारी/SECTION OFFICER

सेवा में: Ms. Chayanika Rathore, JRF [DST]

To :Ms. Chayanika Rathore, JRF[DST]

द्वारा: परियोजना प्रमुख :Dr.Mahua Saha, वैज्ञानिक, एनआईओ, गोवा,

Thro : Project Leader Dr. Mahua Saha, Sc. COD, NIO, Goa

प्रतिलिपि/Copy to :

- 1) लेखा अनुभाग / Accounts section
- 2) बिल अनुभाग / Bills section
- 3) सुरक्षा सहा. / Security Asst.
- 4) कार्यालय प्रति/O/c

<b>Name</b>	Anchal Rana
<b>Date of Joining (Amazon)</b>	SPRO Investigator - FR , BLR
<b>Designation on Joining</b>	<b>28-Mar-22</b>
<b>Citizenship</b>	<b>INDIA</b>
<b>Current Compensation &amp; Benefit Summary</b>	
	Annual (in INR)
<b>Gross Salary</b>	<b>584,300</b>

Please make changes in the cells highlighted as yellow only. Other cells (greyed out) will auto populate

Gross Salary Break-Up		
Pay Component	Select	Annual (INR)
Basic	50%	292,150
House Rent Allowance	50%	146,075
Employer contribution to PF	12%	35,058

## 2: Flexible Components - can be allocated as per your individual tax planning needs

Self-education		-
Children education allowance	N	-
Children hostel allowance	N	-
National Pension System (NPS) Contribution	0%	-
Self-Owned Vehicle Expenses	N	-

## 3: Residual post selection of flexi components:

Leave Travel Assistance		60,865
Medical Allowance		15,000
Conveyance Allowance	Self-owned Vehicle Expenses option should be set to N	19,200
Meal Allowance		15,952
Flexi Allowance		-
<b>Gross Salary</b>		<b>584,300</b>

### Note :

Detailed Overview will be given during Day 1 Orientation

Sign on Bonus is paid out on Monthly basis

RSU Vesting Cycle: Y1-5%; Y2-15%; Y3 & Y4-40% (vested half-yearly)



the values.

Monthly (INR)
24,346
12,173
2,922
-
-
-
-
-
5,072
1,250
1,600
1,329
-
48,692

## Guidelines

50% of Gross Salary

50% of Basic

Fixed PF option can be availed only if minimum annual PF>INR 21600

Upto INR 350,000 per annum payable on claim

INR 1,200 per child per annum for up to 2 children

INR 3,600 per child per annum for up to 2 children

Up to 10% of Basic; minimum should be 1% of Basic

Car <= 1600 CC - INR 32,400 per annum, >1600 CC - INR 39,600 per annum; 2 wheeler - INR 19,200 per annum, Driver - INR 10,800

Maximum value (INR): 2.5 months' Basic Pay per annum

Maximum value (INR): 15,000 per annum

Maximum Value (INR): 19,200 per annum; the employee is eligible for Conveyance Allowance only if he/she does not choose Self Owned Vehicle expenses

Maximum Value (INR): 24,000 per annum

Remaining

SGL/HR/2021-22  
27th January, 2022

To,  
**Ms. Disha Chauhan**  
Nanpaara House, Landour Bazar,  
P.O. Mussorie Range,  
Deharadun, Uttarakhand - 248179  
[M] +918755111773

**Employment Offer Letter**

Dear **Disha**,

Congratulations! Further to your application for employment with Scanpoint Geomatics Limited (SGL), and the subsequent selection process, we are delighted to offer you the position of **Jr. GIS Analyst – GIS Solutions in Grade 11.**

Your Fix Salary including all benefits will be ₹ [REDACTED]  
The location of your initial reporting and training will be held at Ahmedabad, India. The date of your joining would be on or before **15th February, 2022.**

You are requested to share required documents and references for verification. On your joining, you are expected to enter in to an agreement, which details the scope, terms and conditions of your employment and necessary training to be with Scanpoint Geomatics Limited.

Kindly, confirm your acceptance and joining date of this offer through e-mail. If not accepted within 3 days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

We welcome you to Scanpoint Geomatics Limited. We wish you a long, rewarding and fulfilling career and look forward to your joining with us.

Yours Sincerely,



**Rajesh Jesani | Sr. Executive Manager – Human Resources**  
**Scanpoint Geomatics Limited**

DR (E & HR) / AR (90) (636)

**BIRLA INSTITUTE OF TECHNOLOGY**  
**MESRA RANCHI - 835 215**

**JOINING REPORT FOR INSTITUTE RESEARCH FELLOWSHIP**

To,  
The Registrar  
Birla Institute of Technology  
Mesra, Ranchi-835215

Sir,

With reference to memo No. Ref No. 60/Estt/Ph.D./JRF/2021/422 dated 4/3/21  
I am reporting myself as Ph.D. Scholar with Institute Research Fellowship in the Department of  
Civil & Environmental Engg today on 1/3/21 in the Forenoon/afternoon at  
9:20 a.m./p.m.

I have accepted the amount of Rs. 25000 /- (Rupees: Twenty five thousand per  
month) which I know is not negotiable.

I agree and accept to be and remain bound by the terms and conditions of the above memo of the  
Birla Institute of Technology Mesra relating to my service/work as amended from time to time.

Yours faithfully,

Station: Mesra Ranchi

Signature:

Cravina Chakravarti  
PHD/KEE/20052/20  
(Full name in block letters)

**My permanent home particulars:**

Samirani marriage Lawn  
Kharwar Chandi Ambikapur  
Sengpur (Ct) 997001

**Local Address**

Tanzania Hostel, 19  
DIT Mesra, Ranchi (Jh)  
835215

Mobile No. 9608399827

Enclosure: (i) Photocopy of memo  
(ii) Self attested photocopy of Passbook of U.O Bank

Forwarded

Bhakesh  
17/3/2021  
Guide/Principal Investigator

18/03/21  
Head of the Department

18.03.2021  
BB  
AR (90)  
19/03/21  
DR (B & HR) / AR (60)



**BIRLA INSTITUTE OF TECHNOLOGY**  
**MESRA RANCHI - 835215**

Ref No. GO/Estb/Ph.D/IRF/2020-21/ 4707

Date: 04<sup>th</sup> March 2021

**MEMO**

1. As per list of Dean (AAC) dated 25<sup>th</sup> February 2021 for Institute Research Fellowship, the following students of Ph.D Programme (Session: SP 2021) have been awarded the Institute Research Fellowship (IRF) as per details given below:

**DEPARTMENT – BIOENGINEERING**

Sl No.	Roll No.	Candidate Name	FT/PT	Amount (IRF)
1.	PHD/BE/10051/20	ANUSHKA AGRAWAL	FT-IRF	Rs.25,000/- per month
2.	PHD/BE/10053/20	ANURADHA	FT-IRF	Rs.25,000/- per month
3.	PHD/BE/10056/20	KANISHKA KUNAL	FT-IRF	Rs.25,000/- per month
4.	PHD/BE/10057/20	AAKANSHA SINGH	FT-IRF	Rs.25,000/- per month

**DEPARTMENT – CHEMICAL ENGINEERING**

Sl No.	Roll No.	Candidate Name	FT/PT	Amount (IRF)
1.	PHD/CHE/10051/20	PALLAVI KUMARI	FT-IRF	Rs.25,000/- per month

**DEPARTMENT – CHEMISTRY**

Sl No.	Roll No.	Candidate Name	FT/PT	Amount (IRF)
1.	PHD/AC/10051/20	ANINDITA MUKHERJEE	FT-IRF	Rs.25,000/- per month

**DEPARTMENT – CIVIL & ENVIRONMENTAL ENGINEERING**

Sl No.	Roll No.	Candidate Name	FT/PT	Amount (IRF)
1.	PHD/CEE/10051/20	AAROHI KUMAR MUNSHI	FT-IRF	Rs.25,000/- per month
✓ 2.	PHD/CEE/10052/20	GARIMA CHATURVEDI	FT-IRF	Rs.25,000/- per month
3.	PHD/CEE/10053/20	DIPANSHU SNEHI	FT-IRF	Rs.25,000/- per month
4.	PHD/CEE/10054/20	MOHD ABU BAKR	FT-IRF	Rs.25,000/- per month

**DEPARTMENT – COMPUTER SCIENCE & ENGINEERING**

Sl No.	Roll No.	Candidate Name	FT/PT	Amount (IRF)
1.	PHD/CS/10051/20	SRISHTI RAJ	FT-IRF	Rs.25,000/- per month
2.	PHD/CS/10053/20	BIKRAM KAR	FT-IRF	Rs.25,000/- per month

**DEPARTMENT – ELECTRICAL AND ELECTRONICS ENGINEERING**

Sl No.	Roll No.	Candidate Name	FT/PT	Amount (IRF)
1.	PHD/EE/10051/20	PRIYA DUBEY	FT-IRF	Rs.25,000/- per month
2.	PHD/EE/10053/20	RAJDIP DEBNATH	FT-IRF	Rs.25,000/- per month
3.	PHD/EE/10054/20	PARUL PRIYA	FT-IRF	Rs.25,000/- per month
4.	PHD/EE/10055/20	PRIYARANJAN KUMAR	FT-IRF	Rs.25,000/- per month

**OBERAİ EDUCATIONAL TRUST**

2-A, Race Course Road, Dehra Dun - 248 001  
Mobile: 98370-21114, 98370-09876  
OFFER LETTER

PAN: AAAT04503E

Mr. Shivam Panwar  
Hd. 42, Lane No. 11,  
Indraprastha,  
Uppernathanpur,  
Joggiwala,  
Dehradun.

1<sup>st</sup> May, 2018.

Dear Mr. Shivam Panwar,

With reference to your application for employment with The Oberai School of Integrated Studies and your subsequent interview, we are pleased to offer you an appointment at The OASIS, Dehradun, as Teacher. You will be on probation for a period of one year from the date of joining. You will be expected to be involved in other responsibilities that will be conveyed to you from time to time. You will receive a monthly gross salary of Rs. 27,000/-.

We hope to provide you with a challenging and rewarding career, ensuring a high level of job satisfaction and ample opportunities for career development. Please revert along with the joining date, as an acceptance of the offer of appointment. A formal letter of appointment will be issued after you complete joining formalities.

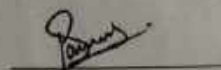
Your appointment will be w.e.f. 4th June, 2018. You are expected to report at The OASIS, Sports City, New Raipur - Thano Airport Expressway, Raipur, Dehradun - 248 008.

Kindly bring along the following self-attested photocopies:

- Proof of Date of Birth
- Educational and Professional Qualification Certificates
- Internship Reports/ Copies of Testimonials/ Experience Certificates
- Passport Size Photographs-6
- Proof of residence and copy of PAN CARD and Aadhaar Card
- Last employer - Salary slip (if applicable)
- Relieving letter from your present/last employer

With regards,

  
Headmaster

  
(Candidate)

  
Director



Vivek Kumar

Empl ID: 107465470

Phone Tool Name: Vivek Kumar

## Employee Data

Supervisor: S.Mohan K 110907419

Cost Center: 2516 Status: Active

Product Line: Unspecified Employee Class: Regular Full Time

Location: Virtual Location-INDCrp(UP,IN) (4Y72)

Company: ADCI - Uttar Pradesh (N0) Std Hours: 40.00

Hire Date: 08/03/2020

Service Yrs: 2 Months: 8

Birthday Month: 1 Day: 22

## Job Title History

Find | View All | 1 of 1 | First | Last

Effective Date	Organizational Relationship	Job Code Title
08/03/2020	EMP	Translation Associate II

## Base Pay History

Find | View All | 1 of 3 | First | Last



Change Date	Change Reason	New Pay Amt	Change Pct
04/01/2022	Focal Review	Rs768,800.00	24.907
04/01/2021	Focal Review	Rs615,500.00	5.340
08/03/2020	New Hire	Rs584,300.00	0.000

## Other Pay History

Find | View All | 1 of 5 | First | Last

Issue Date	Type of Pay	Amount
09/17/2022	Employee Referral Bonus	Rs12,000.00
04/08/2022	Employee Referral Bonus	Rs12,000.00
02/11/2022	Employee Referral Bonus	Rs12,000.00
10/29/2021	Employee Referral Bonus	Rs8,000.00
01/01/2021	Supplemental Bonus	Rs6,300.00
08/08/2020	Relocation Bonus	Rs75,000.00



←    

Greetings from  
Oracle\_Oracle India Private  
Limited, IDC - IRC4139627 \_  
Sharma, Komal ➤ Inbox



Onboarding H... 20/11/2019  
to me ^



From Onboarding HR Helpdesk •  
onboarding-hrhelpdesk\_in@oracle.com  
To swtlotus1994@gmail.com  
Date 20 Nov 2019, 11:35 am  
 Standard encryption (TLS).  
[See security details](#)

**" Confidential & Restricted Information"**

Hi Sharma, Komal,

Congratulations and Welcome to Oracle. We are delighted that you have decided to pursue your career with us. We are a global market leader in cloud solutions, and the world's #1 enterprise database, serving 400,000 plus customers across a wide variety of industries around 145 countries

## **LETTER OF INTENT**

Dear **Mr Kartik**,

**Date: 01 March 2021**

This is with reference to your application and subsequent interview for the post of a French Teacher , in this organization. We had many qualified candidates, but you seemed to be the best fit for our growing organization.

I am pleased to inform you that you have been appointed as a French Teacher in this Organization. You will receive the salary of Rs. 30,000 p.m. along with perks as discussed. (accommodation)

You will be kept on probation for one year which may be extended to one more year and will be confirmed on this post on successful completion of the probation period. During the probation period your quality of work, attitude towards the duties allotted and feedback from parents will be closely monitored.

We expect you to rise above the call of duty when required by the organization for the development of our students. You are expected to complete one term or else the institution reserves the right to take suitable action.

Please intimate your acceptance of this offer within 02 days of the date of issue of this letter. You must join the organization by **08.03.21**.

Yours Sincerely,  
Head-HR (Recruitment)  
G.D. Goenka Public School,  
Jhajjar

## Offer Letter

Neha Bisht

#Doon University Campus

Dehradun

Dear Neha,

In reference to your application and the subsequent discussions, we are pleased to offer you to join "LBF Travel India Private Limited" (Herein after referred to as "LBF") on below agreed terms with an anticipated joining date of **17<sup>th</sup> June, 2019**.

1. **Position:** You are being appointed as "**Executive –Spanish Sales**"
2. You will be based at **Mohali office**.
3. Your appointment is subject to your being medically fit at all times.
4. **Compensation and Benefits:** Company shall provide you a monthly salary as discussed with you at the time of Interview. You shall be receiving "Appointment letter" after your joining. Income Tax or any other statutory deductions will be done at source. You will be entitled to benefits as per Company policies in force from time to time.

You shall be receiving the "Appointment Letter" after your joining. Income Tax or any other statutory deductions will be done at source. You will receive a performance based variable incentive that will be discretionary & based strictly on performance. You will be eligible for leave and other such benefits in accordance with the Company's rules and regulations. The perquisites applicable to your grade are subject to alteration and amendment, and you will be entitled to the same as per the rules of the company.

**You are required to Submit the following documents at the time of your joining: -**

- ✓ Attested copies of All Qualification certificate from High school.
- ✓ Attested copies of professional degree (if any).
- ✓ Relieving certificate/ copy of resignation letter from previous employer.
- ✓ Last drawn salary slip/salary certificate from previous employer.
- ✓ 5 passport size latest photographs.
- ✓ 3 Photocopy of PAN Card.
- ✓ 3 Photocopy of Address proof.
- ✓ 2 Photocopy of Aadhar Card

Please sign the duplicate copy of this letter as a token of your acceptance. We welcome you to our family and trust your association with us would be a long and meaningful one.

For LBF Travel India (P) Ltd.

Authorized Signatory

**Received & Accepted**

**Name: Neha Bisht**

**Date: 13<sup>th</sup> March, 2019**





सीएसआईआर-भारतीय पेट्रोलियम संस्थान  
वैज्ञानिक तथा औद्योगिक अनुसंधान परिषद्  
हरिद्वार रोड, मोहकमपुर,  
देहरादून- 248 005, उत्तराखण्ड, भारत  
CSIR-Indian Institute Of Petroleum  
(Council of Scientific & Industrial Research)  
Haridwar Road, Mohkampur  
Dehradun - 248 005, Uttarakhand India



### ईमेल/रजिस्टर्ड पोस्ट

स. R&A/Project Staff/2022-कार्मिक

दिनांक 18 जुलाई, 2022

Mr. Rajnish Solanki  
S/o Mr. R.S. Solanki  
Nathuawala, Near Bhartu Chowk,  
Balawala Road, Dehradun,  
Uttarakhand-248008  
Mobile No.- 8006542640


विषय: "DEPOLUP waste plastic depolymerization and upcycling" Project No. HCP-0046 हेतु  
"प्रोजेक्ट एसोसिएट-1" के रूप में आबन्ध प्रस्ताव

महोदय,

इस संस्थान के विज्ञापन सं०. 01/2022 के प्रत्युत्तर में दिनांक 16 जून 2022 के प्रवेश साक्षात्कार के संदर्भ में एतद्वारा आपको सूचित किया जाता है कि संलग्न शर्तों एवं निबंधन के अनुसार निदेशक, भारतीय पेट्रोलियम संस्थान, देहरादून ने आपको कार्यभार ग्रहण करने की तारीख से 1 वर्ष अथवा उपरोक्त उल्लेखित परियोजना की अवधि तक, जो भी पहले हो, के लिए प्रतिमाह रु. 25,000/- (रु. पच्चीस हजार मात्र) के समेकित पारिश्रमिक (consolidated remuneration) पर "प्रोजेक्ट एसोसिएट-1" के रूप में कार्य करने का प्रस्ताव दिया है जोकि विशुद्ध रूप से अस्थायी एवं प्रोजेक्ट की अवधि तक (co-terminus with the project) के लिए है।

आपका चयन अनंतिम है तथा आपका आबन्धन संबंधित स्कीनिंग कमेटी द्वारा निर्धारित पात्रता मानदंड को पूरा करने तथा आपकी शैक्षिक योग्यता, अनुभव, जन्म-तिथि, एवं जाति (यदि आवश्यक हो) के मूल प्रमाणपत्रों के सत्यापन के आधार पर होगा।

यदि संलग्न शर्तों एवं निबंधन के आधार पर आप इस प्रस्ताव को स्वीकार करने के इच्छुक हैं तो कृपया अधोहस्ताक्षरी को अपनी स्वीकृति की सूचना तत्काल भेजें और तत्पश्चात दिनांक 28 जुलाई, 2022 अथवा पहले ड्यूटी के लिए रिपोर्ट करें, ऐसा न करने पर आपको आगे कोई और सूचना दिए बिना इस प्रस्ताव को रद्द माना जाएगा।

भवदीया,  
  
(पूणिमा अरोड़ा)  
प्रशासनिक अधिकारी

संलग्नक:-

1. "प्रोजेक्ट एसोसिएट-1" के रूप में आबन्ध प्रस्ताव की शर्तें एवं निबंधन (परिशिष्ट-1)
2. "प्रोजेक्ट एसोसिएट-1" के रूप में नियुक्ति प्रस्ताव की शर्तें एवं निबंधन की स्वीकृति (परिशिष्ट-2)
3. अभ्यर्थी द्वारा वचनबंध (परिशिष्ट-3), 4. सक्षम प्राधिकारी द्वारा जारी चरित्र प्रमाण-पत्र (परिशिष्ट-4),
5. चिकित्सा प्रमाण पत्र (परिशिष्ट-5), 6. रु.10 मूल्य के गैर न्यायिक स्टैप पेपर पर गोपनीयता और अप्रकटीकरण समझौता निष्पादित किया जाना होगा

**Project Associate-I के आबंध प्रस्ताव विषयक निबंधन एवं शर्तें****(Terms and Conditions for the position of Project Associate-I)**

1. यह प्रस्ताव भारतीय पेट्रोलियम संस्थान/सी एस आई आर में अस्थायी आबंध (engagement) है। यह परियोजना के प्रायोजक(sponsor) की ओर से प्लेसमेंट है। अतः यह सी. एस. आई. आर. की किसी प्रयोगशाला/संस्थान में अथवा अभिनिर्धारित अनियत कामगारों (identified casual workers) के लिए लागू किसी अन्य योजना के अंतर्गत सी.एस.आई.आर. में किसी पद के विरुद्ध नियमितीकरण/आमेलन (regularization/absorption) हेतु आपके मामले पर विचार किए जाने के लिए आपको किसी प्रकार का अत्यक्त अथवा व्यक्त अधिकार प्रदान नहीं करेगा चाहे यह आबंध वर्ष में 240/206 दिनों से अधिक हो क्यों न हो।
2. **Project Associate-I** के रूप में आपका आबंध कार्यभार ग्रहण करने की तारीख से छः माह/एक वर्ष की अवधि हेतु बाह्य वित्तपोषित परियोजना (externally funded project) के लिए है तथा वर्तमान परियोजना के समाप्त होने या परियोजना में आपके द्वारा निष्पादित किए जा रहे कार्य के रहने तथा निदेशक, भारतीय पेट्रोलियम संस्थान द्वारा आपकी नियुक्ति को विशेष रूप से बढ़ाए जाने, जो भी पहले हो, तक के लिए है। किसी भी परिस्थिति में **Project Associate-I** के रूप में आपका कार्यकाल पांच वर्ष से अधिक नहीं होगा। पांच वर्षों की यह कुल अवधि एक परियोजना पर और/या (भारतीय पेट्रोलियम संस्थान) में विभिन्न परियोजनाओं पर या सी.एस.आई.आर. की किसी अन्य प्रयोगशाला/संस्थान में **Project Associate-I** अथवा समकक्ष पद पर आपके द्वारा व्यतीत कुल अवधि के अनुसार आकलित की जाएगी।
3. समेकित स्टाइपेंड: **Project Associate-I** स्तर के लिए रू. 25000/- (रू. पच्चीस हजार मात्र) तथा नियमों के तहत HRA का भुगतान किया जाएगा।
4. इयूटी हेतु रिपोर्ट करने के लिए कोई यात्रा भत्ता देय नहीं होगा।
5. आपको निदेशक, भारतीय पेट्रोलियम संस्थान की पूर्वानुमति लिए बिना अपनी नियुक्ति को समाप्त करने की अनुमति नहीं दी जाएगी। यदि आप अपना कार्यकाल समाप्त होने से पहले इस नियुक्ति को समाप्त करना चाहते हैं तो आपको इस नियुक्ति को जारी न रखने का विशिष्ट कारण बताते हुए एक माह पूर्व नोटिस देना होगा अथवा नोटिस अवधि के बदले में एक माह की वृत्तिका राशि (स्टाइपेंड) जमा करानी होगी। आपको एक माह की समेकित राशि देकर इस परियोजना कार्य से बिना कोई कारण बताए हटाया जा सकता है और किसी भी परिस्थितियों में आपको सी.एस.आई.आर. पर कोई दावा करने का अधिकार नहीं होगा।
6. भारतीय पेट्रोलियम संस्थान में आबंध के दौरान भारतीय पेट्रोलियम संस्थान के कार्य से संबंधित किसी भी सूचना का आप किसी पार्टी या व्यक्ति को प्रकट (disclose) नहीं करेंगे।
7. आपकी नियुक्ति इस शर्त पर होगी कि कार्यभार ग्रहण करने पर आप अपने खर्च पर निम्नलिखित दस्तावेज प्रस्तुत करेंगे:-
  - संलग्न फार्म में सक्षम प्राधिकारी द्वारा जारी सेवा हेतु स्वास्थ्य तथा शारीरिक स्वस्थता चिकित्सा प्रमाण पत्र (medical certificate)
  - आपकी जन्म की तारीख, शैक्षिक अर्हताओं तथा अनुभव इत्यादि के समर्थन में मूल दस्तावेजों प्रमाण पत्र।
  - संलग्न फार्म में किसी राजपत्रित अधिकारी द्वारा जारी चरित्र प्रमाण -पत्र।
  - रू.10 मूल्य के गैर न्यायिक स्टाम्प पेपर (non-judicial stamp paper) पर 'गोपनीयता और अप्रकटीकरण समझौता' (confidentiality and non-disclosure agreement) निष्पादित किया जाना होगा।
8. निदेशक, भारतीय पेट्रोलियम संस्थान, जिनका निर्णय इस संबंध से जुड़ी दोनों पार्टियों के लिए अंतिम एवं मान्य होगा, ऐसे किसी भी मामले, जिसका इसमें विशेष रूप से उल्लेख नहीं है, के बारे में निर्णय लेंगे।







# SHRI RAMSWAROOP MEMORIAL UNIVERSITY

Established by UP State Govt. Act 1 of 2012  
Lucknow-Deva Road, Uttar Pradesh

PRIVATE AND CONFIDENTIAL

SRMU/HR/Appointment Letter/2019-20/

23<sup>rd</sup> July 2019

**Ms. Sandhya Maurya**

Village - Adober, Post- Chauhaniya  
Raebareli

## SUBJECT: APPOINTMENT LETTER

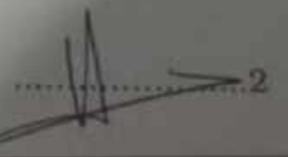
Dear **Ms. Sandhya**,

Please refer to our discussion in the matter of opportunities in Shri Ramswaroop Memorial University; we are pleased to offer you an appointment as "**Assistant Professor**" [Faculty of Civil Engineering] as per the following terms and conditions:

1. You will be paid Rs. 38,880/- (Thirty Eight thousand Eight Eighty) [per month as CTC. (Salary breakup is attached).
2. Your appointment takes effect from 23<sup>rd</sup> July 2019.
3. You will be on probation for a period of 12 months from the date of joining. The University may, at its discretion, decide to extend or reduce the period of probation. Till the time you are intimated in writing regarding your confirmation, you shall continue to be on probation. Expiry of one year period after your joining does not mean your confirmation or completion of the probation period.
4. Your services are liable to be terminated without any notice or salary in lieu thereof for your act(s) of serious indiscipline, inefficiency in performance of duties, misconduct, loss of confidence, disloyalty or commission of an act involving moral turpitude.
5. In the event of resignation, the University may, at its discretion, relieve prior to completion of the stipulated notice period, without any pay.
6. You shall lose the lien on employment if you absent yourself without sanction of leave or remain absent for a period of 15 (fifteen) working days or more beyond the period of leave originally granted and in such cases, you shall be considered as having voluntarily terminated your employment without giving any notice.

Your continuance in service with the University is subject to your remaining physically and mentally fit.

You will retire from the services of the University on attaining the age of 60 years, or earlier if found unfit. As per certificates submitted by you and recorded by us, your date of birth is 10<sup>th</sup> July 1989

 2





# दून विश्वविद्यालय DOON UNIVERSITY

मोथरोवाला रोड, केदारपुर, पो.ओ. अजबपुर,  
देहरादून-248001 (उत्तराखण्ड) भारत

Mothrowala Road, Kedarpur, P.O. Ajabpur,  
Dehradun - 248001 (Uttarakhand) INDIA

Dr. Vijay Shridhar

Assistant Professor

SENR / P / PBHCZO / A 3  
No...../DU/20

Dated :  
07.05.2022

## OFFER OF APPOINTMENT

To  
Ms Shakuntala  
VPO-Karabari Grant  
Shimla by pass road  
Dehradun

Dear Ms Shakuntala

1. This is with reference to your application and subsequent interview held on 20<sup>th</sup> April 2022 at Doon University for temporary position of Junior Research Fellow (JRF) under PBHCZO project. Based on the duly approved Selection Committee's Recommendations, I am pleased to offer you the post (purely temporary) of Project Fellow (JRF) @ Rs. 31000/- p.m. fixed +HRA in the Ministry of Earth Science sponsored project titled "PBHCZO" w.e.f. 09<sup>th</sup> May 2022. The duration of project fellow is co terminus with project and continuous satisfactory performance in PBHCZO project.
2. You will draw the fellowship and other benefits as per the guidelines of the sponsoring agency and shall be governed by the rules and regulation of the University.
3. Your position in the project can be terminated at any time if your performance/progress/conduct, etc. is not found satisfactory.
4. You are requested to join immediately.

Dr. Vijay Shridhar

Assistant Professor SENR



डा बीआरअम्बेडकरराष्ट्रीय प्रौद्योगिकीसंस्थान, जालन्धर  
Dr B R AMBEDKAR NATIONAL INSTITUTE OF TECHNOLOGY, JALANDHAR

ऊर्जा एवं पर्यावरण केन्द्र  
Centre for Energy and Environment

संदर्भ संख्या / Ref No. NITJ/CEE/.....

दिनांक / Dated .....

**Endorsement from the Research Supervisor and Head of the Organization of NIT Jalandhar**

It is certified that the applicant Ms. Shreya Gupta daughter of Sh. Ganesh Parasad Nayak is pursuing the doctoral program since 28/01/2023 in Dr B R Ambedkar National Institute of Technology Jalandhar Under supervision of Dr M K Jha Professor HAG and Joint Faculty Centre for Energy and Environment

*M K Jha*  
8/2/2023

(Dr Mithilesh Kumar Jha)

**Signature of Research Supervisor**

Dr. M K Jha  
Professor  
Department of Chemical Engineering  
Dr. B R Ambedkar National Institute of Technology  
Jalandhar - 144 011 Punjab India

Seal

Place

Jalandhar

Date

8/2/2023

*[Signature]*  
08/2/2023  
Assistant Registrar (Academic)  
Dr. B R Ambedkar  
National Institute of Technology  
Jalandhar - 144011  
Signature of Director/ Registrar/ Vice-Chancellor of the Institute or University.

Seal:

Place :- JALANDHAR

Date :- 16 - 02 - 2023

**Amazon\_New Hire Orientation Invitation Email**

2 messages

**Amazon India Recruitments** <hrs-india-recruiting@amazon.com>

To: "shubhangigusain81997@gmail.com" <shubhangigusain81997@gmail.com>

Thu, Jun 7, 2018 at 11:41 AM



**Welcome  
to your Day 1**

Hi Shubhangi Gusain

Welcome to Amazon! We are excited to have you onboard. In this email, you will find



## Offer Letter

Sonia Kandpal,

#Doon University Campus

Dehradun

Dear Sonia,

In reference to your application and the subsequent discussions, we are pleased to offer you to join "LBF Travel India Private Limited" (Herein after referred to as "LBF") on below agreed terms with an anticipated joining date of **17<sup>th</sup> June, 2019**.

1. **Position:** You are being appointed as **"Executive –Spanish Sales"**
2. You will be based at **Mohall office**.
3. Your appointment is subject to your being medically fit at all times.
4. **Compensation and Benefits:** Company shall provide you a monthly salary as discussed with you at the time of interview. You shall be receiving "Appointment letter" after your joining. Income Tax or any other statutory deductions will be done at source. You will be entitled to benefits as per Company policies in force from time to time.

You shall be receiving the "Appointment Letter" after your joining. Income Tax or any other statutory deductions will be done at source. You will receive a performance based variable incentive that will be discretionary & based strictly on performance. You will be eligible for leave and other such benefits in accordance with the Company's rules and regulations. The perquisites applicable to your grade are subject to alteration and amendment, and you will be entitled to the same as per the rules of the company.

**You are required to Submit the following documents at the time of your joining: -**

- ✓ Attested copies of All Qualification certificate from High school.
- ✓ Attested copies of professional degree (if any).
- ✓ Relieving certificate/ copy of resignation letter from previous employer.
- ✓ Last drawn salary slip/salary certificate from previous employer.
- ✓ 5 passport size latest photographs.
- ✓ 3 Photocopy of PAN Card.
- ✓ 3 Photocopy of Address proof.
- ✓ 2 Photocopy of Aadhar Card

Please sign the duplicate copy of this letter as a token of your acceptance. We welcome you to our family and trust your association with us would be a long and meaningful one.

For LBF Travel India (P) Ltd.

Authorized Signatory

Received & Accepted

Name: Sonia Kandpal

Date: 13<sup>th</sup> March, 2019

