

**Systel Institute Of Management And Research,
Dhule Dist:- Dhule**

List of Placement of Student

Year	Name of student who has been placed	Program graduated / PG from	Year of graduation / PG	Name of the employer with contact details	Pay package at appointment (In INR per annum)
2022-2023	Rupali Chandrakant Chaudhari	Systel Institute Of Management and Research, Dhule	2023	MIT Art , Design And Technology University Pune	3,00,000
2022-2023	Shweta Jagdishsing Girase	Systel Institute Of Management and Research, Dhule	2023	TCS company 8459139258	1,32,000
2022-2023	Nivrutti Madhukar Jadhav	Systel Institute Of Management and Research, Dhule	2023	Aarohi company 9633280713	3,00,000
2022-2023	Ketki Devdatta Kanetkar	Systel Institute Of Management and Research, Dhule	2023	Systel IMR 9422792685	1,56,000
2022-2023	Prathamesh Ravindra Ahire	Systel Institute Of Management and Research, Dhule	2023	Datamatics Global services Ltd.	
2021-2022	Megha Sanjay Sonawane	Systel Institute Of Management and Research, Dhule	2022	ICICI Bank	2,18,340
2021-2022	Kalyani Sunil Patil	Systel Institute Of Management and Research, Dhule	2022	Satara SIT Solution Company Pune	2,40,000
2019-2020	Mitesh Prashant Hire	Systel Institute Of Management and Research, Dhule	2020	Pranav Associates	1,29,792
2019-2020	Mayur Rajendra Jagdale	Systel Institute Of Management and Research, Dhule	2020	ICICI Lombard ,	2,25,000




Director
SYSTEL INSTITUTE OF
MANAGEMENT & RESEARCH
 DHULE

List of Students Placed Along With Placement Details

MIT Art, Design and Technology University,
PUNE, INDIA



OFFER LETTER

Date: 04/08/2023

To,
Ms. Rupali Chandrakant Chaudhari
Pune, Maharashtra

Subject: Offer letter for the post of 'Sports Coordinator' at MIT School of Holistic Development of MIT Art, Design and Technology University, Loni kalbhor, Pune.

With reference to the advertisement and your application for the above post, and on the basis of subsequent interview and selection committee recommendations, the management of **MIT Art, Design and Technology University**, is pleased to offer you the position of **Sports Coordinator** at **MIT School of Holistic Development of MIT Art, Design and Technology University**.

The terms and conditions of the employment are as mentioned hereunder:

1. You will be governed by the service rules of **MIT Art, Design and Technology University** as including revisions in such rules as may be affected from time to time.
2. You will be paid a Gross Salary of **Rs. 25,000/- Per Month**.
3. Your appointment is for the period of one year from the date of joining, extension of your appointment may be considered based on your performance and academic requirement of the institute.
4. Your employment with **MIT Art, Design and Technology University** will commence from 21/08/2023. You should join duties on **21/08/2023**, if not this offer will stand cancelled and withdrawn unless the same is confirmed by you in writing / return mail by 18th August 2023 on receipt of this offer. Please confirm your date of joining, we would be glad if you can join us as early as possible.
5. This Offer is conditional and subject to the fulfillment of the following points mentioned hereunder:
 - a) Submission of documents listed in attached 'Annexure - II'. Any discrepancy found in the facts mentioned in your **Curriculum Vitae**, or in any of the documents provided by you, either now or during any stage of your service, university may result in the termination of service.
 - b) Copy of your Resignation and acceptance from Current Employer (You are required to produce the release letter on or before joining **MIT ADT University**).
 - c) On receipt of these documents, you will be issued a detailed appointment letter within 10 working days from your date of joining.

Kindly return the duplicate copy of this offer letter duly signed as a token of your acceptance and its terms and conditions.

Yours Sincerely,

HR Department
MIT ADT University

Annexure –II

List of Documents to Be Submitted to MIT Art, Design and Technology University (3 attested photocopy) at the time of joining.

1. **Educational Proofs:** SSC, HSC, Graduation, Post-Graduation Certificates
2. Any other Educational Certificate (If applicable).
3. **Address Proof:** Copy of your Passport (If a passport holder) / Driving License / Light & Telephone bill.
4. **Date of Birth Proof:** Birth Certificate / Copy of your Passport (If a passport holder) / Driving License.
5. **Copy of Adhaar Card (3 copies)**
6. **Copy of your PAN Card (3 copies)**
7. Colour Passport Size Photographs-1
8. Marriage Certificate (If Married)
9. Two references with their name, address for communication, emails, phone no, mobile number, etc., (preferably from the last employment), for reference checking at our end.
10. **Employment Proofs:** Copy of your Resignation and Acceptance from Current Employer
11. Relieving Letter or Service Certificates of all prior Employment(s)
12. Form 16 (last financial year)
13. *Last 3 Months Salary Drawn Pay slips. (Mandatory).*
14. Medical certificate by General physician.

Recipient's Signature:



Offer: BUSINESS PROCESS SERVICES
Ref: TCSL/DT20234384603/Pune/BPS/BTN
Date: 12/08/2023

Ms. Shweta Jagdishsing Girase
Suray
Maharana Pratap Chouk
Rajputwada
Dondaicha-425408
Maharashtra
Tel# 91-8459139258

Dear Ms. Shweta Jagdishsing Girase,

Sub: Letter of Offer and Terms of Traineeship

Thank you for exploring training opportunities with **Tata Consultancy Services Limited(TCSL)**. You have successfully completed our initial selection process and we are pleased to make you an offer as "Trainee BPS" for a period of 12 months. During this period you will be paid a stipend of Rs. **11,660/-** per month. You will be engaged as a Trainee / Apprentice under the model / certified Standing Orders (as the case may be) applicable to you.

Kindly confirm your acceptance of this traineeship by proposing your date of joining and signing Annexure 1. If not accepted within 7 days of receipt, this offer is liable to lapse at the discretion of the Company. You may handover your acceptance letter to the HR Officer/ Induction Officer at any of our offices.

After you accept this letter of traineeship and clear the medical check-up, and background check you will be given a letter of appointment as a trainee indicating the details of your joining date and initial place of posting after completing joining formalities as per company policy.

TCS decision of releasing the Offer of Traineeship and allowing you to join the organization before completion of your final Graduation examination which has been uncertainly delayed owing to COVID-19 Pandemic, shall not be construed as a waiver of the condition specified in the Terms of Traineeship under clause 'Pre-requisites of Traineeship'. The status of your Graduation completion will be reviewed periodically. The Management reserves the right to revoke this Offer of Traineeship if it is later established that you could not successfully complete your Graduation without any pending arrears/backlogs.

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TCSL/DT20234384603

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TATA CONSULTANCY SERVICES

Tata Consultancy Services Limited
Sahyadri Park, Plot No. 23, RGIP Phase III, Hinjawadi - Mean, Pune - 411 057
Tel: 91 20 6794 0000 Fax: 91 20 6794 0122 E-mail: tcs.pune@tcs.com, Website: <http://www.tcs.com>
Registered Office 9th Floor, Narmal Building, Nariman Point, Mumbai 400 021
Corporate Identification No. (CIN): L22210MH1995PLC004781



OTHER BENEFITS

1. Health Insurance Scheme

TCSL brings the benefit of health insurance cover to you and your dependents under the company's Health Insurance Scheme (HIS).

Entitlement - Under this scheme, you and your enrolled dependents will be entitled for Rs. 5, 00,000/- as a family cover under the default HIS plan towards hospitalization expenses.

Premium rates and contribution will be applicable as per the TCS Health Insurance Policy and the amendment made therein from time to time. You have the flexibility to choose a plan which is higher than the default HIS plan during the permitted window, by paying the applicable additional premium plus taxes.

*Note: The above Health Insurance Scheme is subject to revision. The policy changes if any, in future, will prevail. For further details, please refer to the policy document.

2. Professional Memberships:

You will be eligible for reimbursement of expenses towards professional membership as per **TCSL** 's policy.

3. Social Security - Employees' State Insurance:

The company will contribute 3.25% of your stipend or such amount as determined by law towards ESI contribution till you remain covered under Employee's State Insurance Act, 1948.

4. Compensation Benefits under ESI Act / Employees' Compensation Act:

If you are covered under Employees State Insurance Act (ESI Act), you are entitled to claim the benefits in the event of accidental injury resulting into death or disablement arising out of and in the course of employment, from Employees' State Insurance Corporation.

If you are out of the purview of ESI Act, you will be eligible for compensation benefit in the event of disablement arising out of and in the course of employment as per applicable Company policy. In the event of death arising out of and in the course of employment, your beneficiary will be eligible for compensation as per the Company's policy. For more details on this, refer TCS India policy - Afterlife Benefits and TCS India policy - Health Insurance after joining the organization.

* Inclusion or exclusion of an employee under 'Employee State Insurance Corporation' is as defined as per the ESIC Act

5. Night Shift Stipend:

Trainees assigned to night shifts for training would be eligible for a Night Shift Stipend of Rs. 200/- per shift as per the company policy.

6. Process Specific Stipend:

Based on your allocation, to a process and on account of the process complexity involved, you may be eligible for additional process specific stipend, as defined by the Company.

TERMS OF TRAINEESHIP

1. Traineeship Pre-requisites

Your appointment as a Trainee / Apprentice under the model / certified Standing Order will be subject to successful completion of your graduation examination without any pending arrears / back logs during the entire course duration.



It is clearly understood, agreed and made abundantly clear that in case you do not successfully clear your graduation your traineeship with **TCSL** will be discontinued without any notice or notice pay

It is mandatory to declare the gaps / arrears / back log, if any, during your academics and work experience. The management reserves the right to withdraw/ revoke the offer of traineeship at any time at its sole discretion in case of any discrepancy or false information is found in the details submitted by you.

2. Traineeship Period:

During the period of your training of 12 months, you may be required to undergo classroom and on the job training. During this period, you may be appraised to evaluate your performance and if your performance is found to be satisfactory, you may be absorbed / appointed in the regular employment of the Company at its sole discretion.

It is hereby specifically clarified that the Company is under no obligation whatsoever to absorb / appoint you on regular basis upon successful completion of your training period of 12 months. You shall not be deemed to have been absorbed / appointed in the regular employment of the company, unless & until you receive a written communication in this regard from the Company.

If your performance is found unsatisfactory, **TCSL** may terminate your traineeship forthwith by giving you 30 calendar days' notice in writing or payment of stipend for 30 calendar days in lieu thereof.

If you remain on unauthorized absence for a consecutive period of 3 days during the training programme without authorisation or intimation, a presumption shall arise that you have abandoned your traineeship and the company shall be entitled to disqualify and disentitle you forthwith for any further training and your name is liable to be automatically stand discontinued from the list of ILP trainees without any further intimation / separate communication to you.

3. Hours of Training:

You may be required to undergo training in shifts and / or in extended training hours as permitted by law.

4. Leave:

You will be entitled for leaves as per the company's policy.

5. Transport:

TCS BPS provides company transport facility within a pre-defined radius for each location as defined in the company transport policy. TCS employees living beyond these boundaries would be required to make their own arrangements and the routes are predetermined and not permitted to be varied under any circumstances. The company will make appropriate provisions for those working in night shift as permitted by law/ policy.

6. Alternative Occupation / Traineeship:

During the period of your traineeship at **TCSL**, you are not permitted to undertake any other traineeship, employment, business, assume any public or private office, honorary or remunerative, without the prior written permission of the company.

7. Confidentiality, Data and Intellectual Property Protection:

As part of the joining formalities, you are required to sign a Confidentiality, Data and IP Protection Terms, which aims to protect the intellectual property rights and business information of **TCSL** and its clients. The detailed Confidentiality, Data and IP Protection related terms and conditions are set out in Annexure 2

8. Work in SBWS mode:

TCS' Secure Borderless Workspaces (SBWS) is a transformative operating model framework that allows seamless deployment of virtual workspaces in a secure manner that enables flexible working options aligned to its business objectives. You may be required to work either from TCS offices/TCS Client offices or from home



(remote working) as per the requirements of the project or group you are assigned to work with and as communicated to you by the Unit HR or your supervisor. You are required to abide by the Policy and / or Guidelines issued by TCS from time to time while operating within this framework. For more details, please refer the Policy / Guideline document on Remote Working.

It is essential that you understand the applicable Policy and / or the Guidelines of such flexible working and ensure adherence to TCS Security Policies/Protocols and Confidentiality obligations at all times.

9. TATA Code of Conduct:

You are required to sign the TATA Code of Conduct and follow the same in your day to day conduct as a trainee of TCSL .

10. Notice Period:

You will have to give at least 30 calendar days' prior notice in writing before discontinuing your traineeship with the Company. The Company may discontinue your traineeship by giving you 30 calendar days' notice in writing or payment of stipend for 30 days in lieu thereof.

11. Medical Test:

You are required to undergo a pre-Traineeship medical check-up and obtain a fitness certificate from the registered medical practitioner/Doctor. This is a pre-condition for Traineeship. Please collect the medical check-up authorization letter from the company HR executive, at the time of submitting your written acceptance of this offer. To verify your identification, we request you to carry a photograph and a photo identification document issued by government like passport, PAN card, Election Card, Driving License etc. If you are a campus recruit, you may produce your current educational institute's photo identification card in the absence of government photo identification document.

Retention of reasonable medical fitness is also a condition of Traineeship. The company also reserves the right to get yourself examined by a doctor at any time during your Traineeship and further employment(if absorbed in Regular Employment) to ascertain your medical fitness. The opinion of the doctor appointed by the company shall be final and binding on both parties. Your failure, refusal or inability to appear for such medical examination will result in the determination of your Traineeship or Employment as the case may be without any notice or notice pay in lieu of notice.

Your Traineeship or further Employment (if absorbed in Regular Employment) is liable to be discontinued / terminated on account of your continued ill health or if you are found to be medically unfit for the job as may be certified by the company's doctor.

12. Background Check:

Your traineeship will be subject to a background check in line with the Company's background check policy. A specially appointed agency will conduct internal and external background checks. Normally, such checks are completed within one month of joining. If the background checks are unfavorable or at a variance with your own declarations, your traineeship will be discontinued without any notice.

13. Submission of Documents:

At the time of your joining traineeship, photocopy of the following documents should be submitted. Please carry the original copies for verification.

- Standard X and XII Mark sheets equivalent
- Degree certificate and mark sheets for all semesters
- Postgraduate degree certificate and mark sheets for all semesters (if you are a Post-graduate)
- Birth Certificate / Proof of Age
- Passport
- 6 photographs - passport size
- An affidavit / notarised undertaking that there is no criminal offence registered/pending against you.



Your original documents will be returned to you after verification.

14. Initial Learning Programme (ILP)

On joining TCSL as Trainee, you will be given the benefit of formal & on the job training ("Initial Learning Programme") at the location, as identified, for such a period as TCSL may decide. The said training programme forms a critical part of your traineeship and is an ongoing process. TCSL continues to make investment on training and development of its trainees. This will be of immense value to you and a large part of ownership and commitment has to come from you.

As TCSL progresses with these initiatives, monitoring performance will be an ongoing process and a formal evaluation will be carried out during the training. We would request that the training be taken very seriously to enable you to add maximum value to your professional and personal growth.

15. Letter of Appointment

You will be issued a letter of appointment on your joining and after completing joining formalities as per TCSL policy

16. Personal Data Processing:

Your personal data collected and developed during recruitment process will be processed in accordance with the TCS Data Privacy Policy. The personal data referred therein are details related to contact, family, education, personal identifiers issued by government, social profile, background references, previous employment and experience, medical history, skillset, proficiency and certifications, job profile and your career aspirations.

It will be processed for various organizational purposes such as recruitment, onboarding, background check, project assignment, performance management, job rotation, career development including at leadership level, diversity and inclusion initiatives, global mobility, wellness program, statutory and legal requirements and specific organizational initiatives in force during your tenure in TCS.

After you join TCS, there would be more sets of Personal Information (PI) attributes processed for various legitimate purposes. All of it will be processed with compliance to applicable laws and the TCS Data Privacy Policy. In some scenarios of your PI processing, you will be provided with appropriate notice and/or explicit consent might be obtained from time to time.

For the purposes mentioned above, your required PI may be shared with specific vendor organizations who provide services to TCS, e.g. background check, health insurance, counselling, travel, transport and visa, payroll services, associate engagement activities, and financial and taxation services.

As TCS is a global company, your PI may be shared with entities outside India, limited for the purposes mentioned above and/or in this offer letter.

In case of overseas deputation, available privacy rights would be governed as per regulatory provisions and / or TCS policies/notice provided applicable at your overseas location.

17. Terms and conditions:

The above terms and conditions of traineeship are specific to your traineeship period in India.

18. Rules and Regulations of the Company:

Your traineeship will be governed by the policies, rules, regulations, practices, processes and procedures of the Company as applicable to you and the changes therein from time to time.

19. Compliance to all clauses:

You will be required to fulfill all the terms and conditions mentioned in this letter of offer of traineeship. Any failure to fulfill any term and /or condition and/or failure to clear any test successfully would entitle TCSL in withdrawing this letter of traineeship at its sole discretion.



Withdrawal of Offer

If you fail to accept the offer from TCSL within 7 days, it will be construed that you are not interested in the Traineeship and this offer will be automatically withdrawn. Post acceptance of TCSL offer letter if you fail to join on the date provided in the TCSL joining letter, the offer will stand automatically terminated at the sole discretion of TCSL .

We look forward to having you in our global team.

Yours Sincerely,

For Tata Consultancy Services Limited.

Girish V. Nandimath
Global Head, Talent Acquisition & Academic Interface



[Click Here](#) or use a QR code scanner from your mobile to validate the offer letter

Encl: Annexure 1: Acceptance
Annexure 2: Confidentiality, Data and Intellectual Property Protection Terms



ANNEXURE 1

For the candidate to complete:

This is to confirm that I have received the letter of offer and Terms of Traineeship ref No **TCSL/DT20234384603/Pune/BPS/BTN** on _____ (MMM/DD/YYYY).
I hereby accept this Offer and intend to join traineeship on: _____

Signature: _____

Name: _____

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TATA CONSULTANCY SERVICES

Tata Consultancy Services Limited
Sahyadri Park, Plot No. 23, RGIP Phase III, Hinjawadi - Mean, Pune - 411 057
Tel: 91 20 6794 0000 Fax: 91 20 6794 0122 E-mail: tcs.pune@tcs.com, Website: <http://www.tcs.com>
Registered Office 9th Floor, Narmal Building, Nariman Point, Mumbai 400 021
Corporate Identification No. (CIN): L22210MH1995PLC004781



Annexure 2

Confidentiality, Data and Intellectual Property Protection Terms

1. Confidential Information

"Confidential Information" shall mean all Inventions and Know-how, information and material of TCS and its subsidiaries as applicable (Collectively termed as TCS) (including for avoidance of doubt any Confidential Information of its Clients) that comes into the possession or know of the Associate and shall include the following:

(a) Any and all information processing programs, software, properties, items, information, data, material or any nature whatsoever or any parts thereof, additions thereto and materials related thereto, produced or created at any time by TCS or the Associate in the course of or in connection with or arising out of the Associate's association with TCS. Program/Software shall mean source code and/or machine instructions wherever resident and on whatever media and all related documentation and software,

(b) All other information and material of TCS relating to design, method of construction, manufacture, operation, specifications, use and services of the TCS equipment and components, including, but not limited to, engineering and laboratory notebooks, reports, process data, test data, performance data, inventions, trade secrets, systems, software, object codes, source codes, copyrighted matters, methods, drawings, computations, calculations, computer programs, narrations, flow charts and all documentation therefore and all copies thereof (including for avoidance of doubt any such material belonging to the Clients of TCS)

(c) Corporate strategies and other confidential and proprietary material and information, which could cause competitive harm to TCS if disclosed,

(d) Customer and prospective customer lists, and

(e) All other information and material, which may be created, developed, conceived, gathered or collected or obtained by the Associate in the course of or arising out of the association with TCS or while in or in connection with or for the purposes of his/her association with TCS or any of the operations and entrusted by TCS to the Associate.

2. Associate's Obligations

Associate agrees to treat the Confidential Information as strictly confidential and a trade secret of TCS. Associate agrees not to use, or cause to be used, or disclose or divulge or part with either directly or indirectly any Confidential Information for the benefit of or to any third parties except for or on behalf of or as directed or authorized by TCS or to a person having a valid contract with TCS. Upon termination of employment, the Associate agrees to surrender to TCS all Confidential Information that he or she may then possess or have under his or her control.

3. Intellectual Property Rights

Associate agrees and confirms that all intellectual property rights in the Confidential Information shall at all times vest in and remain with or belong to TCS and Associate shall have no right title or claim of any nature whatsoever in the Confidential Information. Associate shall promptly disclose to an authorized officer of TCS all inventions, ideas, innovations, discoveries, improvements, suggestions, or reports and enhancements made, created, developed, conceived or devised by him or her arising out of his or her engagement with TCS, including in the course of provision of services to the Clients of TCS and Associate hereby agrees and confirms that all such intellectual property rights shall at all times vest in and remain vested in TCS and agrees to transfer and assign to TCS any interests Associate may have in such intellectual property rights including any interest in and to any domestic or foreign patent rights, trademarks, trade names copyrights and trade secret rights therein and any renewals thereof. On request of TCS, Associate shall execute from time to time, during or after the termination of his or her employment, such further instruments, including without limitations, applications for letters of patent, trademarks, trade names and copyrights or assignments thereof, as may be deemed necessary or desirable by



TCS to perfect the title of TCS in the intellectual property rights and to effectuate the provisions hereof. All expenses of filing or prosecuting any application for patents, trademarks, trade names, or copyrights shall be borne solely by TCS, but Associate shall co-ordinate in filing and / or prosecuting any such applications. Associate hereby expressly waives any "artist's rights" or "moral rights", which Associate might otherwise have in such intellectual property rights.

4. Prior knowledge

Associate acknowledges that prior to his or her appointment by TCS, he or she had no knowledge of the Confidential Information of TCS and that such Confidential Information is of a confidential and secret character and is vital to the continued success of TCS's business. Associate further acknowledges that he or she is associated with TCS in a capacity in which he or she will become acquainted with all or part of such Confidential Information. In order to safeguard the legitimate interests of TCS in such Confidential Information, it is necessary for TCS to protect such Confidential Information by holding it secret and confidential.

5. Use of third party material

Associate expressly agrees that Associate shall not in the course of his or her association with TCS and while working on the premises or facilities of TCS or its Clients or in connection with the development of any intellectual property rights or work for or on behalf of TCS;

a) use any third party material or intellectual property rights except those intellectual property rights provided by TCS or expressly authorised by TCS or without having proper authorisation or license or approval of the respective owner of such intellectual property rights.

b) Participate in any activity for creation (including conception, design, development, testing, implementation, support or marketing) of any Intellectual Property for or on behalf of TCS or its affiliates if Associate has been exposed, directly or indirectly, to any Third Party IP which is in the same subject area (such as research area, technology or application area) as, or which is same or similar to, the Intellectual Property or any portion thereof, to be so created, unless;

i) Associate has expressly declared to TCS in a prescribed form whether such exposure was owing to publically available information or under and subject to any agreement; AND

ii) TCS has expressly confirmed to the Associate that TCS has proper authorization or license or approval of the respective owner of such Third Party IP to use the same in Intellectual Property or portion thereof to be created and authorized in writing Associate's participation in such activity.

c) knowingly access, make reference to or use any Third Party IP (except as permitted under Section 5(a), directly or indirectly, during the period of association with the creation (conception, design, development, testing, implementation, support or marketing) of TCS Intellectual Property or portion thereof, which is in the same subject area of TCS Intellectual Property or which is same or similar to such TCS Intellectual Property or portion thereof being created. In case, Associate access or is exposed to any such Third Party IP during such association, Associate shall promptly bring it to the notice of TCS IP asset owner or TCS project manager in writing and immediately cease to participate in any such activity

6. Security policies and Guidelines.

6.1 Associate agrees to abide by and be bound by any and all policies, documents, guidelines and processes including IP, Information Security and Confidentiality of TCS in force from time to time whether expressly endorsed or not.

6.2 Associate acknowledge and agree that in the course of, and as a result of his/her engagement with TCS, Associate will have access to, obtain or come across personal data or information of other TCS Associates or Clients, including without limitation, sensitive personal data or information (collectively "Personal Data and Information") within the meaning of the applicable Indian Law and Rules or any other applicable Law, directive or regulation anywhere in the world. In respect of any such Personal Data and Information accessed, obtained,



acquired or processed by Associate for and on behalf of TCS, its affiliates or Clients, Associate undertake that he/she will:

(a) process the Personal Data and Information only on behalf of TCS, its Affiliates or Clients, as the case may be, and only on and in accordance with instructions received from the data controller from time to time;

(b) abide by such technical and organizational measures necessary to prevent the accidental or unlawful destruction or accidental loss, alteration, un-authorized disclosure or access to the Personal Data and Information;

(c) promptly (and in any event within 24 hours of awareness) bring to notice of TCS or its Affiliates, as the case may be, of any actual or suspected incident of unauthorized or accidental disclosure of, or access to, the Personal Data and Information or other breach of this section (a "Security Breach");

(d) promptly provide TCS with all information in Associate's notice, possession or control concerning any Security Breach and not make any public announcement regarding a Security Breach without TCS's prior written consent;

(e) not do, or omit to do, anything, which would cause TCS or any of its employees, officers or agents to be in breach of its obligations under any privacy or data protection policy, regulation or legislation;

(f) upon expiry or termination of Associate's engagement with TCS, return all copies of the Personal Data and Information to TCS in Associate's possession or control; and

(g) promptly bring to TCS notice of any request received from a data subject to have access to his/her Personal Data and Information or of any other communication relating to the access, use or processing of any Personal Data and Information (including any notice from the regulatory body) and fully co-operate and assist TCS in relation to any such request or communication.

6.3 Associate expressly consent that TCS and/or its affiliates may collect, use, transfer, retain or otherwise process Associate's Personal Data and Information in connection with his/her engagement with TCS, in accordance with the then / current TCS policies and procedures and applicable privacy and data protection legislation. TCS may use third party services or sub-contractors to collect or otherwise process Associate's Personal Data and Information for which TCS shall remain responsible for such third party services provider or sub-contractor's compliance with TCS's obligations hereunder.

7. Working in SBWS Framework:

Associate may be required to work in TCS offices or its Client's premises or from home (remote working) as per the directions of supervisor and / or the provisions of the applicable policy.

Associate understands that working in this hybrid environment may have higher confidentiality and information security risks. Associate acknowledges that when working remotely the Associate:

a) Will work only in a private, secured work area in compliance with the guidelines issued and amended from time to time.

b) Will comply with and work in a manner consistent with TCS Data Privacy and Security Policies/Protocols.

c) Will bring to the notice of HR of the Unit to any circumstances that prevent Associate from working in a manner consistent with TCS data privacy and security policies/ protocols.

d) Will inform the HR of the Unit if the Associate shares a home with any family member or an individual who is employed by a competitor of TCS or TCS client the Associate is assigned to, or if any other circumstances at home exist which implicates the TCS Code of Conduct Conflict of Interest provision.



e) Will ensure utmost care and adhere to Confidentiality, IP Protection / Non-Disclosure obligations.

f) Will be using the Company allotted laptop or similar authorized computing device (together called "official asset") only to connect to TCS network/customer network through authorized means (or the Customer provided laptop to access the customer network if so, mandated by the Customer).

g) Will not allow anybody to share the official asset being used.

8. Restriction on Associate's Rights

Associate agrees that he or she shall not make, have made, replicate, reproduce, use, sell, incorporate or otherwise exploit, for his or her own use or for any other purpose, any of the Confidential Information including intellectual properties of TCS that is or may be revealed to him or her by TCS or which may in the course of his or her employment with TCS come into his or her possession or knowledge unless specifically authorized to do so in writing by TCS.

9. No License

TCS and Associate agree that no license under any patent or copyright now existing or hereafter obtained by TCS is granted, agreed to be granted, or implied by the terms of this Agreement, or by the disclosure to Associate of the Confidential Information.

10. Equitable Rights

Associate acknowledges that any Confidential Information that comes into the possession and / or knowledge of Associate is of a unique, highly confidential and proprietary nature. It is further acknowledged by Associate that the disclosure, distribution, dissemination and / or release by Associate of the Confidential Information without the prior written consent of TCS or any breach of the Confidentiality, Data and IP Protection Terms by Associate will cause TCS to suffer severe, immediate and irreparable damage and that upon any such breach or any threat thereof, TCS shall without prejudice to any other remedies available to it, be entitled to appropriate equitable relief including the relief of specific performance and injunctive relief, in addition to whatever remedies it might have at law.

11. General

(a) The provisions hereof shall be interpreted, determined and enforced in accordance with the laws of India.

(b) In the event of any dispute or disagreement over the interpretation of any of the terms herein contained or any claim or liability of any party, the same shall be referred to a person to be nominated by TCS, whose decision shall be final and binding upon the parties hereto. Subject to the above, the arbitration shall be governed by the Arbitration and Conciliation Act, 1996 or any modifications or re-enactment thereof. Associate confirms that the fact that the arbitrator shall be a nominee of TCS shall not be a ground for objecting to such arbitration or challenging the decision of the arbitrator. The venue of arbitration shall be Mumbai. Subject to the above arbitration clause, the Parties agreed to the binding jurisdiction of the Courts at Mumbai under the laws of India.

(c) If any provision hereof shall be found by a judicial tribunal to be contrary to governing law, it shall be deemed null and void without annulling or rendering invalid the remainder of the Agreement and if the invalid portion is such that the remainder cannot be sustained without it, the Parties herein shall find a suitable replacement to the invalid portion that shall be legally valid.

(d) This Confidentiality, Data and IP Protection Terms along with other documents executed by Associate or referenced in any such documents constitutes the entire understanding between the parties and supersedes all prior agreements and understandings pertaining to the subject matter thereof. No delay or omission of either Party in exercising or enforcing any of their rights or remedies hereunder shall constitute a waiver thereof.

(e) This Confidentiality, Data and IP Protection Terms may not be amended except in writing signed by authorized



representatives of both parties.

(f) The obligations of Associate in terms of this Confidentiality, Data and IP Protection Terms shall continue during the term of or in the course of the employment of the Associate with TCS and shall continue thereafter in perpetuity.

Please complete and return these documents to the TCSL HR executive, within 7 days of receiving this offer.

This is to confirm that I have received the Letter of Offer on _____.

I hereby accept this Offer and intend to join service on _____.

Name:

Address:

Signature:

Date:



Date: 5/22/2023

PRE PLACEMENT OFFER

Nivrutti Madhukar Jadhav

Dear Nivrutti Madhukar Jadhav,

With reference to your enrolment with AIMS, subsequent assessment with us, we are pleased to offer you the in our Organization.

This letter is a Provisional Pre Placement Offer. Upon successfully completion of the Course you would be given Appointment Letter of the Organization through our Strategically Headhunting Bidding Process, prior to which your Competency Assessment would be re-conducted.

Your Minimum Remuneration would be Rs. 25000/- per month

Along with the Monthly pay you would also be entitled for Performance Pay, Additional Facility like ESIC, Insurance Coverage, Retrial Benefits and Gratuity.

Warm Regards,

HR Department

+91 902 148 7839

info@aimspune.co.in

www.aimspune.co.in

Address: Sr. No 51/2A, Navle Icon 3rd floor Office No. 301, Opp NavleBridge, Mumbai,
Bangalore Highway, Narhe, Pune, Maharashtra 411041



Govt. Approved & Affiliated to KBC North Maharashtra University, Jalgaon

Systel Technical Education Society's

Systel Institute of Management & Research

Trust Act No. F/4005/Dhule Dtd. 28-07-98
Regd. No. MH/4048/DHL Dtd. 20-12-96

"Systel House", 7, Kshire Colony, W.B.Road, Deopur, Dhule .Ph: 02562-226085
Mob. No.: 9422792685, Email:- systel_imr@yahoo.co.in website: www.systelonline.org

Ref. – SIMR/ 1003 /2023

Director: Dr. Hansraj M. Patil

Date - 15 / 06 /2023

(Ph.D,MBA,MCA,MCM,M.Sc.)

ORDER

To,
Miss Ketaki D. Kanetkar
10 Meera Apartment,
Datta Mandir, Deopur Dhule

With respect to your application the Systel Technical Education Society's Systel Institute of Management & Research, Dhule. It to appoint you as Lecturer (Clock Hour Basis) in Computer & Management faculty (on non-grant basis) in the Systel Institute of Management & Research, Dhule with effect from the date 15-06-2023

The Systel Technical Education Society's Systel Institute of Management & Research, Dhule. Reserves the right to the terminate his/ her service with if he / she is found lacking in his/ her duties.


DIRECTOR
SYSTEL INSTITUTE OF
MANAGEMENT & RESEARCH
DEOPUR, DHULE-424902.

USTAX
Selected

Corporate HRD

Phone job fair Datamatics

Date: 07/09/2022

Dear Bratish

This has reference to our offer letter dated 14/09/23

In order to complete the joining formalities, you are requested to contact Corporate HRD: -

Datamatics Global Services Ltd.
Suyojit Datamatics Knowledge Center,
Mumbai Naka, Nashik Mumbai High Way, Nashik 422 002
Land Mark :- Mumbai Naka Circle.

You are requested to report at 9:30 am on your day of joining. :- 14/09/2023

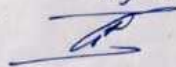
Please note that these documents are **Mandatory** for completing your joining formalities if you have not submitted earlier to Recruitment Team, please carry a Xerox set of required documents:

1. Copies of all Mark Sheets and Passing Certificates from SSC till Graduation/ Post Graduation including FY & SY mark sheet.
2. 2 photocopies of AADHAR Card & PAN Card (Mandatory)
3. Certificate showing proof of age. (School leaving / Birth Certificate).
4. Passport size-colored photographs – 3 Copies.
5. Experience / Relieving certificates from all previous employers (If Applicable).
6. Copies of all Certificates from different Institutions. (TALLY / MSCIT / Typing, etc.).
7. Copy of Pay Slip/ Proof of last Salary Drawn (If Applicable) ...
8. Copy of Ration Card/ Election Card/ Driving License.

NOTE: Kindly send all the scanned documents on goku.lokhande@datamatics.com pawar.pooja@datamatics.com below 200 KB (Mandatory)

If in case any queries call on 0253-610-2010 / 2006 / 2267 (Refer your Friends)

Thanking you,
Datamatics Global Services Ltd.
Recruitment Team.
Nashik.

Tejas




PRIVATE AND CONFIDENTIAL

Reference No. - 1384464691

Applicant ID - 5506264

23-Mar-2023

MEGHA SONAWANE

Dear MEGHA,

This is further to our communication inviting you to participate in the Probationary Officer Programme at ICICI Manipal Academy.

On your successful completion of the said classroom training we are pleased to make you this offer for Two months Internship and Six months On-the-Job-Training at ICICI Bank as the next legs of Probationary Officer Programme. On successful completion of the final Eight months On-the-Job-Training you will join ICICI Bank.

You will be placed in Branch Banking Dept at NAVI MUMBAI - SANPADA_BR. Your Internship would take place at NAVI MUMBAI - SANPADA_BR. The details of remuneration and benefits are given in Annexure.

The following detailed terms and conditions shall govern your Internship and on-the-job training period and your employment with ICICI Bank:

Commencement/Term:

- You shall be required to join ICICI Bank on 21-Mar-2023 initially as Probationary Officer for Internship.
- You shall be required to complete Internship and On-the-Job Training for a period of two and Six months respectively, immediately on joining.
- On successful completion of your eight months training, you will be placed in the grade of Deputy Manager (Band I) in ICICI Bank.
- In the event of not being able to successfully complete the On-the-Job Training as per the assessment of ICICI Bank, this offer of appointment shall be withdrawn and revoked without any further communication, on expiry of period. In the position of Deputy Manager (Band I), you shall be placed on probation for a period of one year or such extended period as may be decided by the Bank at its discretion based upon your performance during the probation period.

ICICI Bank Limited
ICICI Bank Towers
Bandra-Kurla Complex
Mumbai 400 051, India.

Tel.: (91-22) 2653 1414
Fax: (91-22) 2653 1122
Website www.icicibank.com
CIN.: L65190GJ1994PLC021012

Regd. Office : ICICI Bank Tower
Near Chakli Circle,
Old Padra Road,
Vadodara 390 007, India.

Reference No. - 1384464691
MEGHA SONAWANE

- On satisfactory completion of your probation period, including that of extended period, if any, you will be confirmed in the services of the Bank in writing.

Other Terms and Conditions of Service:

- **Professional Ethics & Confidentiality:** While you are in the services of the Bank, you are not permitted to carry on any business or profession or enter, for any part of your time, in any capacity, the services of, or be employed by or engaged with any other firm, company or person. You will devote your whole time and attention to your office work to promote the interest of the Bank. You will not divulge details like your compensation structure (CTC), performance rating, performance bonus amount, increment, etc. and will not divulge to any person or utilize any of the Bank's secrets or other related information (which you may possess by reason of your association with the Bank) with any external agencies, press etc. outside the Bank. Any act in breach of this term would entail initiation of appropriate action as deemed fit by the Bank.
- **IT Security Practice & Procedures:** While you are in the services of the Bank, you will adhere to the IT Security Practice & Procedures as prescribed by ICICI Bank. Any instance/s of violation or any attempted violation of the aforesaid IT Security Practices and Procedures on your part shall result in disciplinary action.
- **Notice Period:** In case you decide to leave the Bank's services during probation period or after confirmation, you will be required to give thirty days' notice. The Bank in its sole discretion can decide to waive off/reduce the notice period depending upon the exigencies. In such case, you would be required to pay to the Bank the gross salary for the notice period so reduced/waived off.
After confirmation, your services would be liable to be terminated by the Bank, by giving thirty days' notice or on payment of thirty days' gross salary in lieu of the notice period.
- **Transfer:** The Bank shall have the right to transfer/depute you to any of its offices or ICICI group companies in India or abroad.
- **Joining Competitor:** In the event of termination of your services by the Bank or your resignation from the services of the Bank, you shall not join any Banking or Financial Services Company for a period of six months from the date of your r e s i g n a t i o n / t e r m i n a t i o n .

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Reference No. - 1384464691
MEGHA SONAWANE

- **Repayment / Recovery of Education Loan: Please note the following four points are applicable for the students who have availed the ICICI Bank Education Loan**
 - Please refer to Annexure B table 1 of the Invitation letter issued to you on joining the Probationary Officers Programme. As per the said clause for pursuing the Training Programme, you were required to pay Rs. 2,55,500 to Manipal Universal Learning Private Limited, which was provided by ICICI Bank as education loan ("Loan", the term which also includes any interest or other charges payable as stated therein) at 14.30% Floating interest per annum. The repayment of the Loan was to start on your completion of the Classroom Training and on-the-job Internship, upon your joining the services of ICICI Bank. No EMIs or interest was recovered during the training period. The EMIs for repayment of the Loan are spread over a period of 60 months to ensure that there is minimal impact on your monthly earnings. However, the interest on the loan accrued during the training and on-the-job Internship period of 12 months of moratorium period (repayment holiday) are to be recovered over the entire repayment tenure of 60 EMI (accrued interest will be divided equally)
 - Accordingly, please note that the EMI for repayment of the said loan amount of Rs. 2,55,500 along with applicable interest of 14.30% Floating per annum shall be recovered from the month after your successful completion of on-the-job Internship till the completion of 60 months of services in the Bank.
 - In the event of your cessation of service of ICICI Bank/Group Company/Subsidiary, for any reason whatsoever, you have may foreclose the loan at 14.30% Floating).
 - Charges for late payment of Rs 500 + taxes per cheque/EMI bounce and a penal interest @24% per annum i.e. @ 2% per month on the overdue instalment/s will be levied
- Please note that during the course of your services with the Bank or in the event of cessation of your services in future, due to any reason whatsoever, you shall, for a period of six months from the date of such cessation, directly or indirectly, either on your own accord or on behalf of or in conjunction with any other person/s, firm or company refrain/desist from canvassing or soliciting or attempting to or inducing any employee(s)/business associate(s) to leave their current employment with the Bank/Group Companies/Business Partners to join the services of your new employer/firm/company or any other competitor of the Bank/Group Companies/Business Partners. Any act in contravention of the above provision shall entail initiation of appropriate action as deemed fit by the Bank.

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Regd. Office : ICICI Bank Tower
Near Chakli Circle,
Old Padra Road,
Vadodara 390 007, India.

Reference No. - 1384464691
MEGHA SONAWANE

- Please note that during the course of your services with the Bank you cannot be a member of any anti-social/anti-national outfits or of any outfit which is declared as banned by the Government. Any act in breach of this term would be deemed as breach of terms of service making you liable for termination from the services of the Bank.
- Please note that while joining the services of the Bank and during the course of your services with the Bank, you would be required to notify the Bank immediately with details of any civil or criminal case(s) instituted against you in any Court of Law or any complaint/show cause notice /prosecution with/by any Police Station or by any statutory authority, as also you will notify on any outcome of such complaint like filing of Charge-sheet / Arrest / Conviction / Acquittal/Discharge. Any act in breach of this term would entail initiation of appropriate action as deemed fit by the Bank.
- The Bank expects resolution of issue/s relating to your employment, if any, within the internal framework of the Bank set up in this regard, at all times during your service period and even after cessation of service due to any reason whatsoever.
- Please note that during the course of your services with the Bank, you will not take part in any demonstration/agitation against the Bank and its official/s for or on behalf of any external bodies/political outfits- either as a member or as a sympathizer. Any act in contravention of the above would be treated as prejudicial to the interest and reputation of the Bank leading to initiation of appropriate action.
- **Termination of Employment:** Your services with the Bank are liable to be terminated:
 - Without assigning any reason and without giving any notice during probation period and after confirmation by giving thirty days' notice or on payment of thirty days' gross salary in lieu of the notice period.
 - At any time during your services with the Bank in the event of:
 - a) Any breach of the conditions mentioned in this letter on your part
 - b) Any incorrect information furnished by you such as:
 - Mismatch in your previous employment data even for a day
 - Mismatch in your previous pay slip
 - Fake qualification certificates etc; andSuppression of any material information by you.Any breach of the Rules and Regulations of the Bank as applicable/may be made applicable to you from time to time.

Reference No. - 1384464691

MEGHA SONAWANE

• General:

- Your appointment and your continuation in employment are subject to your being found medically fit by a Bank appointed doctor and reference checks.
- You will be bound by the Rules and Regulations of the Bank.
- You will keep us informed of any change in your residential address.

If you are agreeable to the above-mentioned terms and conditions, please intimate your acceptance to us by returning a copy of this letter, duly signed by you, within seven days of receipt. In case no confirmation is received within the above-mentioned period, the appointment letter shall be deemed to have been withdrawn.

Yours sincerely,
Anjay Chakravarty

Digitally signed by ANJAY KUMAR
CHAKRAVARTY

Date: 2023.03.23 20:55:09 +05:30

Reason: Offer Letter

Location: Mumbai

I have read all the terms and conditions of the offer and would like to confirm my acceptance of the same.

Signature of Applicant

ICICI Bank Limited
ICICI Bank Towers
Bandra-Kurla Complex
Mumbai 400 051, India.

Tel.: (91-22) 2653 1414
Fax: (91-22) 2653 1122
Website www.icicibank.com
CIN.: L65190GJ1994PLC021012

Regd. Office : ICICI Bank Tower
Near Chakli Circle,
Old Padra Road,
Vadodara 390 007, India.

Reference No. - 1384464691
MEGHA SONAWANE

Annexure:

Amount:

- During the period of Two months' Internship, you will be paid an amount of **Rs. 18,195** per month and during the period of Six months' on-the-job-training, you will be paid an amount of **Rs. 24,260-** per month. There will be no deduction towards the Course cost to be incurred by ICICI Bank, during on-the-job training.

Remuneration:

- On successful completion of Eight months training period you will be eligible to draw salary and allowances as Deputy Manager (Band I) as mentioned below:-
- Your Base Salary will be Rs. 1,32,000/- (Rupees One Lakh Thirty Two Thousand only) per annum.
- You will eligible for the Performance Linked Retention Pay, as per the policy of the Bank. Please note that there is no minimum guaranteed payout amount of the Performance Linked Retention Pay, and it will vary from time to time as decided by ICICI Bank. This is however, subject to applicability of the Payment of Bonus Act 1965, wherever applicable.

Supplementary Allowances:

- You will be eligible for a Supplementary Allowance of Rs. 1,46,100/- (Rupees One Lakh Forty Six Thousand and One Hundred) per annum. Supplementary allowance will include – Conveyance / Travel Allowance, Telephone Reimbursement, LTA, Medical Reimbursement, Canteen and any other allowance. All the components of Supplementary Allowance are subject to limits and rules prescribed by Income tax act and policies of the bank.
- You will be eligible for HRA of Rs. 66,000/- (Rupees Sixty Six Thousand only) per annum.
- The composition of supplementary allowance can be decided once in a year. The unexercised amount of the supplementary allowance will be paid to the employee subject to deduction of tax at source.

Superannuation Allowances:

- You will be eligible for a Superannuation Allowance of Rs. 19,800/- (Rupees Nineteen Thousand Eight Hundred only) per annum.

ICICI Bank Limited
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Reference No. - 1384464691
MEGHA SONAWANE

Benefits:

- Comprehensive Medclaim Coverage for you and your immediate family of up to Rs. 4,00,000/- (Rupees Four Lakh only) per annum. Your immediate family includes yourself, your spouse and dependent children.
- You will also be eligible for Retirement Benefits of the Bank namely Provident Fund and Gratuity, in accordance with the statutory requirements and/or, as per Bank policy.
- The salary and perquisites including Supplementary Allowance are subject to the limits and rules prescribed by the Income Tax Act / Rules and policies of the Company.
- Maternity leave benefits as defined under the Maternity Benefit (Amendment) Act, 2017 are offered to eligible women employees by the Bank. Details of all types of leaves including the Maternity leave benefits offered to employees and eligibility criteria for availing such benefits are notified by the Bank under "Employee Benefit Policies" available on the Bank's intranet which will be accessible upon joining the Bank.

Signature of Applicant

Digitally signed by ANJAY KUMAR
CHAKRAVARTY
Date: 2023.03.23 20:55:10 +05:30
Reason: Offer Letter
Location: Mumbai



Reference No. - 1384464691
MEGHA SONAWANE

Amount paid during Internship

	Probationary Officer- Internship	
	Monthly	Two Months Accumulated
Basic	6,600	13,200
HRA	3,300	6,600
Supplementary Allowance	7,305	14,610
Superannuation Allowance	990	1,980
Total	18195	36,390
PF*	1,669	3,338
Gratuity*	550	1,100
Total Fixed	20,414	40,828

*You will be eligible for Retirement Benefits of the Bank; namely Provident Fund in accordance with the statutory requirements and/or, as per Bank policy

Amount paid during On-the-Job-Training

	Probationary Officer- OJT	
	Monthly	Six Months Accumulated
Basic	8,800	52,800
HRA	4,400	26,400
Supplementary Allowance	9,740	58,440
Superannuation Allowance	1,320	7,920
Total	24,260	1,45,560
PF*	1,800	10,800
Gratuity*	7,33	4,398
Total Fixed	26,793	1,60,758

*You will be eligible for Retirement Benefits of the Bank; namely Provident Fund in accordance with the statutory requirements and/or, as per Bank policy

Date: 23-Mar-2023

Digitally signed by ANJAY KUMAR CHAKRAVARTY
Date: 2023.03.23 20:55:10 +05:30
Reason: Offer Letter
Location: Mumbai

ICICI Bank Limited
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Reference No. - 1384464691

Remuneration Details		
Name: MEGHA SONAWANE		
Position: Deputy Manager (Band I)		
Group: RETAIL BANKING GROUP		
	Deputy Manager (Band I)	
	Monthly	Annual
Basic	11,000	132,000
HRA	5,500	66,000
Supplementary Allowance*	12,175	146,100
Superannuation Allowance	1,650	19,800
Total	30,325	363,900
Retirals		
Retirals (PF, Gratuity) ***	2,716	32,592
Total Fixed	33,041	396,492
Performance Linked Retention Pay#	6,250	75,000
Total CTC	39,291	471,492
* Supplementary allowance will include Conveyance / Travel allowance, Telephone reimbursement, LTA, Medical, Canteen and any other allowance		
*** You will be eligible for Retirement Benefits of the Bank; namely Provident Fund and Gratuity, in accordance with the statutory requirements and/or, as per Bank policy		
#Please note that there is no guaranteed performance linked retention pay, subject to however provisions of the payment of Bonus Act 1965, wherever applicable		

Date: 23-Mar-2023

Digitally signed by ANJAY KUMAR CHAKRAVARTY
 Date: 2023.03.23 20:55:11 +05:30
 Reason: Offer Letter
 Location: Mumbai

ICICI Bank Limited
 ICICI Bank Towers
 Bandra-Kurla Complex
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 Old Padra Road,
 Vadodara 390 007, India.

Date: 10/10/2021

Appointment Letter

**Mrs. Kalyani Patil,
Pune**

Dear Kalyani,

With reference to your application and subsequent interview with us, we are pleased to appoint

Date of Joining : 15th Oct 2021

Salary: Your salary will be 20000/- per month.

Place/ Transfer: Your present place of work will be at **Hadapsar, Pune Branch**, but during the course of the service, you shall be liable to be posted / transferred anywhere to serve any of the Company's Projects or any other establishment in India, at the sole discretion of the Management.

Probation/ Confirmation: You will be on a Probation period for the three months.

During the probation period your services can be terminated with seven days' notice on either side and without any reasons whatsoever. If your services are found satisfactory during the probation period, you will be confirmed in the present position and thereafter your services can be terminated on one month's notice on either side.

Absence for a continuous period of seven days without prior approval of your superior, (including overstay on leave / training) would result in your losing your lien on the service and the same shall automatically come to an end without any notice or intimation.



Office No. 405, 4th Floor, Narayan Chamber Building, Bhekral Nagar,
Behind H.P. Petrol Pump, Pune Saswad Road, Hadapsar, Pune - 412308



www.satarait.com
admin@satarait.com

Leave: You will be eligible to the benefits of the Company's Leave Rules on your confirmation in the Company's Service.

During the period of your employment with the Company, you will devote full time to the work of the Company. Further, you will not take up any other employment or assignment or any office, honorary or for any consideration, in cash or in kind or otherwise, without the prior written permission of the Company.

1. You will not (except in the normal course of the Company's business) publish any article or statement, deliver any lecture or broadcast or make any communication to the press, including magazine publication relating to the Company's products or to any matter with which the Company may be concerned, unless you have previously applied to and obtained the written permission from the Company.
2. You will be required to maintain utmost secrecy in respect of Project documents, commercial offer, design documents, Project cost & Estimation, Technology, Software packages license, Company's policies, Company's patterns & Trade Mark and Company's Human assets profile.
3. You will be required to comply with all such rules and regulations as the Company may frame from time to time.
4. Any of our technical or other important information which might come into your possession during the continuance of your service with us shall not be disclosed, divulged or made public by you even thereafter.
5. If at any time in our opinion, which is final in this matter you are found non- performer or guilty of fraud, dishonest, disobedience, disorderly behavior, negligence, indiscipline, absence from duty without permission or any other conduct considered by us deterrent to our interest or of violation of one or more terms of this letter, your services may be terminated without notice and on account of reason of any of the acts or omission the company shall be entitled to recover the damages from you.
6. You will not accept any present, commission or any sort of gratification in cash or kind from any person, party or firm or Company having dealing with the company and if you are offered any, you should immediately report the same to the Management.
7. This appointment letter is being issued to you on the basis of the information and particulars furnished by you in your application, at the time of your interview and subsequent discussions. If it



transpires that you have made a false statement (or have not disclosed a material fact) resulting in your being offered this appointment, the Management may take such action as it deems fit in its sole discretion, including termination of your employment.

8. You will be responsible for safekeeping and return in good condition and order of all Company property, which may be in your use, custody or charge.

Please sign and return to the undersigned the duplicate copy of this letter signifying your acceptance.

We welcome you to The **Satara IT Solutions Pvt. Ltd.** family and look forward to a fruitful collaboration.

With best wishes,

Name: **Kalyani Patil**



Authority Signatory



13 June, 2021
Mitesh Prashnat hire
Shree nagar Wagle estate Mahavir tower thana west Near Bank of maharashtra-400603.

Subject: Appointment for post of Apprentice Trainee

Further to the interview you had with us, we are pleased to inform you that you have been selected as a Warehouse Associate/Packer - Apprentice Trainee in our Company and you will be placed in the following terms and conditions:

TRAINING

1. Your training will be at one of our client Location. However you may be transferred anywhere in India, if circumstances so necessitate to continue training on the same terms and conditions.
2. The training will be for a period of six month from the date of your joining. On completion of your training period, subject to your performance and availability of a suitable vacancy, the Company may offer your suitable position.

STIPEND

You will be paid a stipend of Rs. 10,816/- during the period of your training.

RULES AND REGULATIONS

You will be governed by the terms and conditions of the Trainee Agreement which will be issued to you on due course of trainee, and Rules as applicable to the Trainees of your category from time to time.

TRAINING PERIOD

Your training will commence from dated 13.06.2021. You are requested to confirm acceptance of our offer and inform the date of your joining.

TERMINATION OF CONTRACT

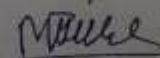
You shall strictly abide by the code of conduct as applicable at the work place and any misconduct by you will result in suitable action including termination of contract.

As a token of your having understood the terms and conditions enumerated above, you may kindly sign the duplicate copy of this order and return to us.

Your sincerely,

Mitesh Prashnat
Regional Manager

I have read the letter in full & understand it fully. By signing this letter, I accept all aforementioned terms & conditions of the contract of employment offered by Pranav Associates.



Accepted