

 ATMIYA UNIVERSITY	NAAC – Cycle – 1 AISHE: U-0967	
	Criterion 5	SS & P
	KI 5.2	DVV 5.2.1

5.2.1	<i>Percentage of placement of outgoing students during the last five years</i>
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DVV Clarification – 5.2.1

Appointment orders of 100 students for the year 2023-24



Registrar
Atmiya University, Rajkot-Gujarat-India
Atmiya University
Rajkot



Coordinator,

Placement
Atmiya University, Rajkot





APL/HRM/ALEMBIC RESEARCH CENTER/22164/2023- 24

March 16, 2024

Ms. Noopur Cholera
B-404, Aasopalav Laxuria
Appartment, Jivaji Park Nana Mava Road
Rajkot GUJARAT

Dear Ms. Cholera,

This is with reference to your application and subsequent to the discussion you had with us. We take pleasure in informing you that you have been selected for the position of Trainee - ADL - API in Alembic Research Center - Vadodara based at Alembic Research Center on the following terms and conditions:-

1. This appointment is subject to your successfully clearing the M. SC. qualification and subject to submission of a true copy of all final marksheets/degree certificates signifying successful completion.
2. You will undergo training for a period of 6 months from the date of joining. The company however, shall have the right to extend or curtail the said period of 6 months subject to your performance. You will continue as a trainee unless your status is changed to a probationer, through written communication.
3. Your compensation details are as per the attached Annexure - A.
4. During the period of your training the relationship shall be that of a master and a student. You shall, therefore, be not considered as a regular employee of the company and shall not become entitled to the benefits or allowances which may become due to our regular employees.
5. The company will have the sole discretion of setting out your training program and for the purpose, you may be required to be posted from one shift to another or from one department to another, if the company is of the opinion that it is necessary for the purpose of your training.
6. The training may comprise of classroom sessions and on-the-job training in nominated departments of the company, and may include the assignment or independent work.
7. The company will review your training progress at regular intervals; for that purpose you may be given some trade tests, if desired.

Page 1 of 3

ALEMBIC PHARMACEUTICALS LIMITED

REGD. OFFICE : ALEMBIC ROAD, VADODARA - 390 003, INDIA • TEL : +91 265 2280550 • FAX : +91 265 2282837
Website : www.alembicpharmaceuticals.com • E-mail : alembic@alembic.co.in • CIN : L24230GJ2010PLC061123 • PAN No. : AAICA5591M

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Rajkot**

Placement
Atmiya University, Rajkot





8. You must show satisfactory periodical progress during the training period to avoid extension of training period or even termination. Your suitability for absorption will be determined on the basis of your evaluation of your performance and company's need, you may be absorbed in the company. The decision of the company regarding your suitability for absorption shall be final.
9. During this training period, your services will be liable to be terminated upon giving 1 month notice or 1 month basic salary in lieu of notice period, by either party.
10. During the period of training, you shall make every sincere endeavor to exert yourself to the best of your ability. You shall follow and give effects to all orders, instructions and guidance given to you by your superiors and shall abide by the organizational code of conduct.
11. During the period of your training with the company, you will devote your whole time and attention to your training and will not engage yourself directly or indirectly in any service, trade, profession, business or occupation.
12. The company will not be liable to pay any damage or compensation to you on account of any injury sustained or disability suffered during your training period.
13. In the event of your causing any damage to company property in the course of your training program or of your losing or spoiling any tools or accessories given under your care or charge willfully or out of negligence, then in all such cases the company reserves its right to deduct from your stipend such amount/s as it deems appropriate.
14. During the period of your training, you shall comply with and abide by all rules and regulations as are in force on the date of your being taken up as a trainee and to all such other rules and regulations made or orders given thereafter.
15. Your placement in appropriate function and posting to any of the company's offices or divisions will be at discretion of the company.
16. In the event of your being indulging in any acts or commission constituting misconduct, including unwelcome physical contact and advances and / or a demand or request for sexual favour and /or sexually colored remarks/jokes, and /or showing pornography and / or any other physical, verbal or non-verbal conduct of a sexual nature, which will tantamount to an act of moral turpitude, you shall be dealt with appropriately.
17. Please note that this engagement is offered on the basis of information furnished by you.
 - (a) If at any time it is revealed that traineeship has been obtained by furnishing false/misleading insufficient information or withholding material information, the company will be free to terminate your training/service at any time without notice.
 - (b) In respect of any other matter related to your service not covered above, you shall be governed by the rules of the company as in force from time to time.

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18. On the question of interpretation of any of the terms and condition, the decision of the company shall be final and binding on you.

Your presence is solicited as per following schedule for completing joining process:-

Date: June 3, 2024

Time: 09:30 AM

Venue: 3rd Floor, Human Resources, Corporate Office, Alembic Road, Vadodara 390003

Documents required at the time of Joining : 3 set photocopies of the following testimonials (self attested) and the originals for verifications.

- ✓ Certificates and Marksheets in support of your educational qualification (SSC, HSC, Graduation, Post-Graduation, Diploma/ITI).
- ✓ Proof of birthdate (School leaving certificate / Birth Certificate / Passport).
- ✓ Eight Colour passport size photographs.
- ✓ Medical Examination Form duly completed and signed by a Medical Practitioner (not less than an M.B.B.S.) certifying your medical fitness. You will be reimbursed expenses incurred in this regard maximum upto Rs. 800/- on submission of actual bills. This offer is subject to your being found medically fit.
- ✓ Copy of PAN card and Adhar Card (Compulsory).
- ✓ KYC Documents (Passport/ Driving license/ Election Card/ Ration Card/ ESIC Card).
- ✓ Covid Vaccination Certificate.

For Alembic Pharmaceuticals Ltd,

Himanshu Jani

Head-Talent Acquisition

If the above terms and conditions are acceptable to you, please sign and return a copy of this letter signifying your acceptance.

You may please get in touch with Mr. Kishan Patel on (0265)3007095 / 9586189787 or e.mail to kishan.rpatel@alembic.co.in in case of any query or help.

I accept the appointment on terms and conditions stated above and will join on June 3, 2024

Date: March 19, 2024
Place: Rajkot

Name and Signature

(Cholesta Noopur H.)

Page 3 of 3

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Coordinator,





APL/HRM/ALEMBIC RESEARCH CENTER/22164/2023- 24

ANNEXURE - A (Compensation Details)

Name : Ms. Noopur Cholera

Position Offered : Trainee- ADL - API

Location : Alembic Research Center

Division : Alembic Research Center - Vadodara

Sr. No.	Salary Head	Per month (Rs.)	Per annum (Rs.)
1	Basic	12870	
2	Company contribution on P.F.	1544	
3	H. R. A.	5116	
4	Advance Against Bonus	2574	
5	Gratuity		7429
6	Hospitalization Premium		2324
Grand Total		22104	9753
Annual CTC / Gross Pay		2,75,001	
Rupees Two Lac Seventy Five Thousand One Only.			

Date: March 16, 2024

- > Hospitalization Insurance premium mentioned above is for self , spouse and dependent children which will be remitted by the company.
- > Gratuity will be payable as per the applicable payment of Gratuity Act and employee will be eligible for Gratuity only after rendering 5 years of continuous service in organisation.

[Handwritten Signature]

[Handwritten Signature]

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[Handwritten Signature]

[Handwritten Signature]
Coordinator,





OFFER LETTER

17th April '24

Dear Shyamkumar Ladani,

A. Firstly, a personal welcome

We are delighted to offer you the opportunity to join us on this adventure @o2h Group. We were impressed with your track record, enthusiasm, authenticity, and energy, and we look forward to working with you to drive forward our o2h vision of seeding new ideas. We are pleased to offer you the position of **Research Associate – Trainee** which will be in FY 24-25 also contributing to the performance of your team we will also welcome your contribution to the on-going evolution of our culture.

B. Outlook

We @o2h have dreams and a passion of seeding new ideas in life science and tech. The twin mission of having an 'in-our bones' desire to ideate, fund, incubate and execute on the ideas of tomorrow that impact human and planetary health, gives our work clear direction, purpose and meaning. The passion, skill and quiet hard work of the team is absolutely inspiring. It's not hard to see all corners of the team continuing to give everything they can.

We have to have the desire to be the best in the world in each of our core segments of discovery, technology, ventures and incubation to ensure our independent survival. We are continuing to learn how to symbiotically combine/integrate the platform foundational capabilities across an east-west model that support all our business units in order to carve out a truly unique position in the market that others will find hard to copy.

So much of what we want to create and deliver upon is grounded upon a culture which shapes our organisational reflexes and is founded on simple human values such as passing credit to others, listening and operating with empathy, decentralisation, admitting mistakes, and leaving our ego at the door. As our numbers cross 700 it's imperative that a decentralised lightning speed zig zag model of ideas, insights and decisions cuts its way through the organisation to reach the front line as quickly as possible. An emphasis towards signalling a direction with a detailed masterplan, decentralisation and peer review.

On a world level, although the pandemic related turbulence is now firmly behind us it has been replaced with a wave of geopolitical shocks. Rising interest rates to combat inflation have had an impact on risk funding into biotechs on which we depend on for custom. The number of biotechs going bust was at a high level throughout most of last year but the good news is this is slowing down and a more stable environment for biotech investment is expected. We are seeing the seeds of recovery in the biotech funding market allied to recovery in the NASDAQ biotech index.

The key recent change is however the response of Congress in the USA citing security concerns regarding the activities of Wuxi. The USA biopharma is a major user of Wuxi services and they are a phenomenal competitor however we can see that biotechs and big pharma are keen to ensure a more diversified approach between India and China in what is more often called the China+1 strategy. It is however notable that some companies are exiting China altogether and we should see an upswing in activity into Q1 if we are quick enough to capture the opportunities and we are in the right place at the right time. The BD field force is expanding as are the BD operations and marketing functions. Many of our senior managers will be expected to tilt and pivot towards being in the field more in order to drive shape and drive new business opportunities, building face to face relationships are truly important in our business.

We shall need to continue to remain very watchful on market conditions and fast track our diversification efforts so that we can hunt for new risk mitigating and higher margin revenue streams. However, as ever, we should not forget that new opportunities and new horizons can emerge from these disruptions that we should be alive to. A key focus will be in widening entry points for Integrated Drug Discovery, demonstrating our technical thought leadership with poster presentations on novel assays backed up by in-house reference studies and quickly building exposure in new modalities such as the fast growing ADC market. HTS and compound management capabilities will be a continuing area of focus.

Registrar
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Atmiya University
Rajkot

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Ahmedabad 382213. Email: info@o2h.com

Coordinator,

Placement
Atmiya University, Rajkot





We have intensified our investment in capital expenditure particularly in new lab capacity and our people which will in turn require a rapid transition to revenues against targets and the parallel control of our costs. The FACS, Flipper and SPR showcases how much better equipped we are in biology as compared to the previous year. We continue to significantly strengthen our senior team with exciting new hires from the market including the development of a BD team in the USA and India. We continue to trust young fresh talent and it has been really pleasing to see the emergence of many young talents across the group, and develop them in our culture with a streamlined OCA targets and TNI training model. The retention rate was very high last year and we have had feedback and recognition that o2h does things a little differently when it comes to the development of its people.

Our flagship seed stage knowledge-based EIS and SEIS funds operating under the umbrella of o2h ventures have made several investments during the year in companies and many of the existing portfolio companies have closed important funding rounds in difficult market conditions. The performance and reputation of the portfolio has continued to drive interest in the funds despite highly challenging market conditions. The recent chaitime pitch sessions were well received and showcased the strength of the portfolio. We are now seeking investment for a USD 100m to support larger scale investments into Series A and explore ideas on how to expand our footprint to be able to invest in the hotbed of innovation in the US. Although this will take time to come together the intention and process is now firmly underway. We continue to look for opportunities where AI meets life science as well as early-stage novel biology platforms leading to exciting new small molecule and cellbased therapeutics including frontier areas such as gene editing and RNA biology. There is now increasing focus on preferring companies that can show a clear commercialisation strategy.

o2h discovery continues to drive forward and we were the winner of the best CRO in the OBN awards. We have also bettered the high bar in terms of the quality of customer feedback received. There was a drop in revenue last year for the first time in our history and although the market conditions were particularly tough, and it was also noted to be tough for our key competitors, however we should have a mindset of beating the market and not merely following it. At the discovery workshop in March a number of themes were highlighted on how we can unblock a path to faster growth and there are a number of lessons we must quickly learn. A key milestone was the addition of several more chemistry labs in the Shirish Research Campus and we were very pleased to launch the first biology lab there and we expect to see the scale-up lab come to life in the next few weeks. We have purchased a 3rd NMR, have some of the robotics in working order and continue to build upon peptide synthesis, ADC, and Impurity synthesis capabilities.

We are now just in the third year of our Cambridge based biology labs creating whole new avenues of opportunity integrating east-west biology capability as well as opening up integrated drug discovery opportunities. We have submitted our first grant application and are working on collaborative research projects in Ribotacs. We have also made progress in terms of diversifying our capabilities to include LNPs, a PROTACs toolbox, as well continuing to push forward on fragment-based drug discovery, APIs and begin execution in our non-GMP scale-up facilities. The kickstarter campaign has played an important role in highlighting our positioning as being the partner of choice for seeding new ideas and we successfully launched this program in Italy, Australia and the USA. We shall accelerate the development of a world-wide business development team to deepen our penetration in the some of the established and unexplored discovery markets to help drive the utilisation of the new capacity we have created. It was notable that we have made excellent progress in terms of gaining an important foothold in the Australian market.

Last year o2h tech has made breakthrough progress, just two years after pivoting from visibly (a product company) to a services company and there was a significant increase in revenues and performance last year. This very young team is moving forward with fresh purpose, energy and vigour and getting results. The Gen-AI projects are helping us reshape our image of ourselves and we are well positioned to catch a fresh wave of new projects and interesting opportunities. The ELN and inventory module is now in UAT opening up new digitisation angles for o2h discovery. Other product ideas being explored for viability are the Cambridge Stock Exchange project.

o2h co-work labs was launched just three years ago and we are creating our own buzzing community of innovators. We launched the world's first influencer biotech bootcamp which was followed by the tech biotech bootcamp, techbio meetups, lunches with other incubators (AIM squad), biotech bikers and the inaugural feel-the buzz Cambridge Wide Open Day. The events help us to give back and contribute to the community, but it also generates goodwill and facetime contact opportunities with potentially new ideas, collaborators, customers and investors. The Mill SciTech Park will also

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Coordinator,



strengthen the bonds between our team in the UK and India ensuring a more vibrant two-way flow of people, skills and experiences across our two energy epicentres.

We have visualised a home for o2h in the form of two iconic state-of-the-art research parks bridging India and the UK, and creating one of the most exciting innovation cultures and communities from around the world. With that in mind, we were delighted to continue the development of the Shirish Research Campus and we were also able to prepare an outline of our designs and plans for Hauxton Meadows. We also have reached a breakthrough in the forward path for the renovation of Mill site with support from the council for an enabling development proposal which has taken almost 5 years to secure their agreement on. We also hope to take further steps to create a more robust bridge to the USA and flesh out plans for a small discovery/incubator in the USA over the next 1-3 years.

The reason for staying independent is that we are deeply motivated to build a distinctive business in terms of what we do, how we do it and the impact that we want to have. If we were the same as everyone else and did not believe in what we were doing then there would not be much point to o2h. All of what we endeavour to do comes from our culture and is the true IP and differentiator of o2h. We were able to recently bring the o2h teams together at the collaborative innovation conference, and the team day. We continue to plant trees as a community activity and this year we will hit our target to have planted 100,000 trees as a key plank of our CSR strategy. We are grateful to our current team for all you do. We are also thankful to our alumni who have done so much to help us build o2h and writing these notes it's always a time to remember those colleagues who are no longer with us. We hope to keep adding to what we are doing and stay as curious, as hungry and as passionate as ever to see what an adventurous approach to the collaboration and cross-fertilisation of ideas and skills will lead us to in terms of new innovations.

- Prashant Shah

C. Salary

The conventional package shall be made up of 2 components, C1. Cost to company and C2. Performance bonus. The annual performance cycle runs from Apr to Mar and your salary will next be evaluated in March 2025.

C1. Cost to Company

The package could total (C1.) INR 2.75 Lakhs (CTC) + (C2.) INR 0.25 Lakhs (PB, subject to performance) = INR 3.00 Lakhs.

The performance bonus element shall make up 8.33% of the salary and is paid at the financial year end. o2h Group consists of multiple business units meaning that employees get to choose from different slabs that offers savings in tax.

Salary components	Monthly (INR)	Yearly (INR)
Basic Salary	11,459	1,37,505
Other Allowances	11,459	1,37,505
PB (C2.*)		24,990
CTC	22,918	3,00,000
PF Employer	1375	16,500
PF Employee	1375	16,500
P.Tax	200	2,400
Net salary/On hand salary	19,968	

C2. Performance Bonus (PB)

The performance bonus element shall make up 8.33% of the salary which is subject to performance is payable at the end of the financial year in March on a pro-rata basis. An overall, 'Excel', 'Above Expectation', or 'Succeeds' performance rating will result in the performance bonus being paid in full. An overall 'Needs Improvement' or 'Needs Significant Improvement' means that the bonus will be discretionary and may not be paid in full, and in such a case the performance bonus will be payable according to an assessment of the Directors in consultation with the team and other parties and collaborators with whom you have worked with. No other bonus at Diwali time will be payable.

D. Training, Targets & Career Development

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"Sharmista Research Campus", Plot-35, Panchratna Industrial Estate, Near IBP Laxminarayan Petrol Pump Sarkhej- Bavla Road, Changodar, Ahmedabad 382213. Email: info@o2h.com

Prashant Shah
Coordinator,





D1. Training & Career Matrix

Enshrined in our values are the speed of learning at all levels of the organisation to help us compete in the market. We will prepare an OTNI (Open Training Needs Identified) schedule within the first three months of the financial year or a 24 week training plan if you are a new joiner within the first month of your joining to help your on-going development needs including the need to adapt to our industry. All team members are required to complete a minimum of 10 training activities during a financial year and it shall be open to colleagues in the cloud to suggest trainings for you. We will also provide you with a career matrix which will map your skill development during the forward journey of your time in o2h.

D2. OCA

We have a target based system across a range of measures which will assist in defining your contribution areas in o2h group (OCA), similar to the key result areas (KRA) you may have seen elsewhere. The targets will be agreed within the first three months of the financial year or the first month if you are a new joiner. The OCA targets and the weighting shall be mutually agreed and the score shall be out of 100. You will first have an opportunity to score yourself against the targets which shall be followed by an objective assessment provided by the primary reviewer, which is peer reviewed. We will carry out a review process towards the end of the financial year including a 1-2-1 discussion with your review team. Any suggestions or areas for your development highlighted in your OCA or review or from other sources may be included in your TNI.

E. Benefits & Working Conditions

E1. Group Health Insurance

We have made provisions for you to be covered under the benefit of o2h's GHI (Group Health Insurance) policy with sum insured amount of **INR 4 Lakhs for self, spouse and 2 children which is over and above your CTC**. If you wish to enroll your parents under this policy then the respective premium amount of your parents will be deducted from your salary as per the policy. We have also arranged at preferential **optional term insurance plan** that has been negotiated by the company at preferential rates.

E2. Gratuity

Gratuity will be provided as per government norms which and is paid in **addition to your CTC** for the successful continuous completion of 5 years employment. The terms & conditions of your employment are same as mentioned in your "Appointment Letter & Employment Agreement Contract". The same shall be binding upon you.

E3. Leaves & Transportation

The leave policy includes 7 sick leaves, 7 casual leaves, and 21 privilege leaves which are all applied pro-rata. o2h group also provides a transportation facility to team members at no extra charge for specified locations.

E4. Working Hours / Shift Timings

You would be required to work in shifts. On occasions, you would be required to work in First Shift (7:00 am to 3:00 pm) or General shift (09:00 am to 06:15 pm) or Special Adjusted General shift (11:00 am to 08:00 pm) or Second Shift (03:00 pm to 11:00 pm) or Night Shift (11:00 pm to 7:00 am) as per the business needs at any of the o2h site.

F. Closing Comments & Special Notes

It is worth stating that any appointment, review and development process is never perfect, so we request your understanding that we work through this process with our best endeavours and diligence to assess various market, company and individual factors. We would like to kindly ask you to not discuss or disclose your compensation package with anybody other than your reporting manager or HR. Please appreciate that your compensation package is unique to you and sharing with other colleagues can result in disharmony.

The issue of any pay is subject to the performance of the individual, project, business and market conditions. The Board of Directors may amend the plan during the financial year in relation to major changes in the business environment and reserve the right to define budgets, targets and performance accordingly. The compensation plan is continually reviewed and, if necessary, may be modified and therefore, the Board of Directors shall make appropriate judgments regarding the implementation and administration of this plan. In all matters of pay or bonuses the discretion of the Board of Directors

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Atmiya University
Rajkot

Coordinator,

Placement
Atmiya University, Rajkot





**ATMIYA
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**NAAC – Cycle – 1
AISHE: U-0967**

Criterion 5

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is final and reserve the right to change policy without notice. All other terms and conditions of your employment stipulated in your appointment letter or subsequent modifications thereof remain unchanged and will be governed by company's HR policies prevalent at the time.

This package, we believe, reflects our confidence in you as an individual and recognises your potential contribution to the success of o2h group. We very much look forward to start working with you at the earliest. If you have any questions, please do not hesitate to contact us anytime for further details.

NOTE – Your date of joining will be in FY 24-25, we will confirm the final date of joining a month prior.

Regards,

Riya Lilani
Human Resource

Registered Address: o2h Discovery Pvt. Ltd.
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Placement
Atmiya University, Rajkot





**ATMIYA
UNIVERSITY**

NAAC – Cycle – 1
AISHE: U-0967

Criterion 5

SS & P

KI 5.2

DVV 5.2.1



Ref No : ZYDUS/BUTECHSERV/I2IBRIDGE/2023/ATMIYA2
Date : 13/07/23

Dear, Nikita Tank

Institute to Industry (I2I) is a flagship cadre building programme of the organization designed to cater futuristic supervisory and leadership needs of the organization.

We are pleased to intimate you that you have been found suitable for our flagship programme - **Institute to Industry (I2I) Cadre Batch of _____**

Subsequent to your successful completion of Trainings scheduled under INSPIRE Module, we will be Offering you position of **Trainee Officer** based at any of our Manufacturing Unit.

Offer details: -

1. You are required to attend 'INSPIRE' module during the final year of your studies for this you will be required to visit our Ahmedabad Facility for training purpose.
2. The 'INSPIRE' modules which will be conducted for a Week's time period on time-to-time basis intimation for which you will receive in advance.
3. You have to maintain minimum 80% physical Attendance in all such modules.
4. You must score 60% and above in your regular academic course.
5. Your offer is subject to Medical Fitness as ascertained by registered medical practitioner duly appointed /agreed by Zydus.
6. Zydus will bear all the incidental Cost during the programme i.e., Travel to Ahmedabad (ceiling of 3rd AC rail fare), the same will be re-imbursed subject to producing documentary evidence.
7. For students not living in and around Ahmedabad, Zydus shall arrange all Lodging and Boarding requirements at Ahmedabad.
8. Upon accepting the Offer, in case you wish to drop out from any stage from the INSPIRE Module, then all cost incurred will have to be borne by you on actual basis.
9. There will be a service agreement of Rs 2,00,000/- for a period of 3 years from your Joining as a **Trainee Officer**.
10. You can be placed at any manufacturing facility within India.
11. Any information furnished to the company should be true and to the best of your knowledge, if the same is found to be incorrect or willfully suppressed it will be construed as a breach of integrity and can lead to immediate withdrawal of the Offer or discontinuation of services.

You are requested to send us duplicate copy duly signed by you as acceptance of this INSPIRE - Offer letter.

Welcome to Zydus! We look forward to a long and mutually rewarding relationship.

With best wishes,

Senior Manager - Human Resource

I accept the offer and will comply to the conditions.

Dated: _____

Nikita Tank

Candidate Name

Registrar
Atmiya University, Rajkot-Gujarat-India
**Atmiya University
Rajkot**

Coordinator,
Placement
Atmiya University, Rajkot





**ATMIYA
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INTAS PHARMACEUTICALS LTD

Corporate House : Near Sola Bridge, S.G. Highway, Thaltej, Ahmedabad - 380054. Gujarat. INDIA.
Ph.No. : 079-39837000, Website : www.intaspharma.com, CIN - U24231GJ1985PLC007866

IPL/OFFER/20121010/2024
June 14,2024

Mr. PARTHKUMAR VORA
DWARDKESH PARK
STREET NO 3
NEAR SOPAN HEIGHTS
RAJKOT-360004
GUJARAT

Dear Mr. PARTHKUMAR VORA,

With reference to your application and the interview you had with us, the management is pleased to offer you the position of a **BE TRAINEE** in **ALERON** Division of our organisation on the following terms.

1. The training will commence on your joining our organisation.
2. You will be working as a trainee for period of Six months from your date of joining and training can be extended as per Management Discretion. During the training period, Management reserves the right to terminate your traineeship without any prior notice or without any compensation as well as without assigning any reason whatsoever.
3. During the training period as BE trainee You will be paid remuneration and allowances as per company's rules.
4. You are required to participate in classroom training as and when arranged by the company for BE Trainees.
5. You will have to successfully complete the field training at **RAJKOT** Head Quarter or at any location assigned by the the organisation. During the field training, you will be paid Daily Allowance as applicable to BE Trainee at the assigned Location.
6. The formal letter of Traineeship will be issued to you later subject to your submission of all mandatory documents/ testimonials at the time of joining and receipt of satisfactory references about you.
7. Upon confirmation you will be taken in the regular service of the company as BE, and placed in appropriate grade applicable to BE and will entitled to other allowances in accordance with the rules of the company.
8. You are requested to sign the duplicate copy of this offer letter and report to **RITESH JAMNADAS LATHIYA -RBM-AHMEDABAD POOL (MOB.-9724969295)** If you fail to submit the joining report endorsed by the assigned person within 10 days of receipt of the offer letter, this offer shall be deemed withdrawn.

We are extremely happy to welcome you in our organisation and we have firm confidence that you will give forth nothing but the best and you will justify the faith that the management has reposed in you.

Your faithfully,
for INTAS PHARMACEUTICALS LTD.

Mangesh Ghatage
General Manager - HRD (Field)

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AISHE: U-0967

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Endorsement : I accept and confirm the above arrangement.

Signature :

Place :

Date :

21/6/24

NOTE: You are required to submit the following documents at the time of joining the organisation.

1. One set of photocopies of the following certificates:

- A) School leaving certificate indicating date of birth.
 - B) Qualifying examination - degree certificate/mark sheets ((SSC, HSC, Graduation, Post - Graduation, etc).
 - C) Previous work experience certificates (if applicable).
 - D) Any other relevant documents supporting your skills & achievements.
 - E) PAN Card copy with your signature.
 - F) Address proof (Driving license/Election card/Aadhaar card/Passport /Electricity or Landline Telephone bill).
2. If employed, relieving letter/ acceptance of resignation from the current employer.
 3. If employed, last 3 months salary slips & latest increment letter from the current employer.
 4. 2 passport size latest color Photographs.

If you fail to submit the above required documents, we shall not be able to issue the appointment letter.

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Page 13 of 315



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NAAC – Cycle – 1
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Name :Mr. PARTHKUMAR VORA

Salary Structure	
Component	Amount
BASIC	10300
HRA	4120
ADDL. ALLOWANCE	4344
FFR INTERNET COMM. ALLOW.	800
KIT ALLOWANCE	600
VEHICLE MAINTENANCE	400
MOBILE ALLOWANCE	700
MEDICLAIM	1250
BONUS	2000
P.F.	1236
Total P.M.	25750
Gross Salary p.a.	309000
Monthly Salary	
BASIC + HRA + ADDL. ALLOWANCE + FFR INTERNET COMM. ALLOW. + KIT ALLOWANCE + VEHICLE MAINTENANCE + MOBILE ALLOWANCE	21264
Less : PF + PTAX	1436
Net Monthly Take Home Through Pay Slip (Subject to IT Deduction)	19828
Yearly Reimbursement	
Mediclaim (Paid annually agaisnt Premium paid)	15000
Bonus (Yearly Payment)	24000

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Date: 18 Sep 2024

Ref: RIL/81664227/30307853/180924/1611

Dear Shubham Khimabhai Barad,

Letter of Appointment

With reference to written tests / interview you had with Reliance Group of Companies, we are delighted to appoint you in the position "Field Exec Trainee" in Group, based upon following terms and conditions.

Documentation

This appointment letter consists of the below mentioned attachments:

- A compensation term sheet
- Components of Compensation
- Terms and conditions
- Other applicable paperwork based upon your specific needs

You are required to read these before you commence your employment

01. Place of Posting

Your initial place of posting will be at the place of your training. During your training period, you may be posted / transferred / to any of the offices / projects / divisions / departments / units of the company existing or to be set up at any location in India or abroad without any additional remuneration. Your services are also liable to be transferred to any of the group companies.

You will report for training on or before **03-Oct-24** failing which this letter of appointment shall automatically stand withdrawn and cancelled.

02. Mandatory Criteria:

- i. Score eligibility:
Your appointment is subject to your securing minimum CGPA of 6.0 / 60% & above marks over 8 semesters, wherever applicable.
- ii. Pre-employment Medical Check:
Pre-employment Medical Check clearance from RIL certified doctor. System generated information will be received for initiating the same on acceptance of this appointment letter.

03. Confirmation:

You will be under training for a period of one year from the date of joining the Company. During training you will be undergoing various assessments at the end of which there will be a final assessment. Your confirmation on permanent rolls of the company solely depends on the discretion of the management and the same is not a matter of right in any manner whatsoever.

Management reserves the right to terminate your training either during the training period or on completion of the same without assigning any reasons whatsoever.

(This letter is computer generated and does not necessarily require a signature)

Date: 18 Sep 2024

Page 1 of 3

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Page 15 of 315



**ATMIYA
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**NAAC – Cycle – 1
AISHE: U-0967**

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We would also like to draw your particular attention to our Values and Behaviours. We have six values that express our shared understanding of what we believe, how we aim to behave and what we aspire to be as an organisation. Our values are about delivering customer value, having an ownership mind-set, showing respect and integrity, pursuing excellence and being one team.

Next Steps

This is system generated appointment letter based on the offer letter received. Please confirm your acceptance of this appointment letter by clicking 'Accept' button online. This letter of appointment shall automatically stand withdrawn in case we do not receive your acknowledgement online within ten days from receipt of this letter.

This offer of employment is subject to you providing all of the information and documentation requested BEFORE you commence employment with us. All information / documentation submitted by you will be considered as submitted on your own freewill and consent.

This appointment is confidential and you must not discuss this or disclose any documentation related to it with anyone other than your immediate family. Any disclosure of the details of this offer to a third party other than your immediate family may result in withdrawal of the offer.

We reserve the right to withdraw our offer of employment/terminate your employment with us without assigning any reason whatsoever thereof, or delay your start date if you do not provide the required information and documentation within the required timelines or if during this process you intentionally leave out any information or provide any information which is inaccurate or untrue.

In case of any dispute regarding interpretation of any word or clause of this letter, the decision of the management shall be final and binding.

We look forward to your joining our team for a long, successful and pleasant association.

Sincerely yours,
Reliance Industries Ltd.

Authorized Signatory

(This letter is computer generated and does not necessarily require a signature)

Date: 18 Sep 2024

Page 2 of 3

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Page 16 of 315



**ATMIYA
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**NAAC – Cycle – 1
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DVV 5.2.1



ANNEXURE A

1.1 Annual Compensation Summary

ANNEXURE 1.1 - A		
Name: Shubham Khimabhai Barad		
Compensation Breakup	Monthly (INR)	Annual (INR)
Basic Pay	13,192	1,58,303
House Rent Allowance	8,750	1,05,000
Residual Choice Pay	0	0
Insurance		
Group Personal Accident Insurance Premium (GPA)	43	516
Group Term Life Insurance Premium (GTLI)	226	2,714
Medical Insurance Premium* (Self, Spouse, 3 Dependent Children & Dependent Parents)	4,738	56,856
SUB TOTAL - I	26,949	3,23,389
Employer's Contribution to Provident Fund: PF (12% of Basic Pay)	1,583	18,996
Gratuity (4.81% of Basic Pay)	635	7,614
SUB TOTAL - II	2,218	26,611
TOTAL- FIXED PAY [I + II]	29,167	3,50,000

Residual Choice Pay can be distributed among the following Tax Friendly elements - HRA, LTA, Conveyance Allowance, Office Wear Allowance, Children Education Allowance, Food & Beverage Coupons, Gift Vouchers and Fuel & maintenance Expenses. Remaining amount will be paid as "Residual Choice Pay", as applicable.

Date: 18 Sep 2024

Page 3 of 3

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Page 17 of 315



1.2 Tax Status of compensation elements

Below table shows all of the Total Pay components and their taxability status.

S.No.	Total Pay Components	Taxability Status (as per prevailing norms)
I	Base Salary	
a.	Basic Salary	Taxable
b.	Provident Fund Contribution (PF)	Please refer Annexure B
c.	Gratuity	Please refer Annexure B
II	Choice Pay	
a.	Medical Reimbursement	Taxable
b.	Food Coupon	Tax exempt subject to conditions
c.	Gift Coupon	Tax exempt subject to conditions
d.	Leave Travel Allowance (LTA)	Tax exempt subject to conditions
e.	Office Wear Allowance (OWA)	Tax exempt subject to conditions (only applicable to locations having a 'Uniform Policy')
f.	Children's Education Allowance (CEA)	Tax exempt subject to conditions
g.	Children's Hostel Allowance (CHA)	Tax exempt subject to conditions
h.	Internet and Broadband Connection Reimbursement	Tax exempt subject to conditions
i.	Vehicle	
1.	Company Leased Vehicle Scheme	Tax exempt (up to the value of EMI)
2.	Fuel and Vehicle Maintenance Reimbursement	Tax exempt (Taxable Perquisite Notional Value)
3.	Conveyance Allowance	Taxable
j.	Housing	
1.	House Rent Allowance (HRA)	Tax exempt subject to conditions
2.	Company Accommodation (where it is provided)	Taxable Perquisite
k.	Insurance	
1.	Group Personal Accident Insurance Premium (GPA)	Tax exempt
2.	Group Term Life Insurance Premium (GTLI)	Tax exempt
3.	Medical Insurance Premium	Tax exempt
l.	Residual Choice Pay	Taxable
III.	Annual Cash Bonus (ACB) / Performance Linked Incentive (PLI) / Variable Performance Linked Incentive (VPLI)	Taxable, If Applicable

Date: 18 Sep 2024

Page 4 of 19

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Please Note:-

- The income tax calculation is provisional and is based on the current income tax rules (**Rules**). Any change in the Rules may impact the income tax projections.
- You shall bear and pay the tax liabilities, if any, applicable in relation to all the perquisites or benefits provided to you in accordance with the provisions of this Agreement. Please note that all the details set out above are indicative and subject to change with change in Indian tax policies and rules.
- Employee shall be solely responsible for the payment of any and all taxes on salary / income, employee benefits and personal income. You are advised to get updated information in relation to the income tax calculation on your salary from independent external advisors
- Fixed Pay elements like fuel and maintenance reimbursement, office wear allowance, medical reimbursement, LTA will be reimbursed at actuals based on the bills submitted and in case the reimbursement amount falls short of the amount chosen, the balance will be paid as taxable allowance.

Date: 18 Sep 2024

Page 5 of 19

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Page 19 of 315



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Annexure B

Components of Total Pay

The Company follows a Total Pay structure that reflects the total cost of an employee to the Company this includes all direct and indirect payments including all benefits, perquisites, subsidies, and Annual Cash Bonus (ACB) / Performance Linked Incentive (PLI). This structure is being followed so as to provide flexibility to the employees in structuring their compensation package. The components within each category of payments are discretionary and these components may be changed by the Company from time to time without notice.

The main components under the Total Pay structure are as follows:

I. Components of Compensation

1. Base Salary: This is first part of the total pay, which may include Basic Salary, PF and Gratuity

a. **Basic Salary:** This is the base pay component of the fixed pay and is the reference salary for provident fund and gratuity contribution.

b. Provident Fund (PF):

The contributions payable by the Employer under the scheme shall be at the rate specified under the Employees' Provident Funds and Miscellaneous Provisions Act, 1952 (PF Act). The current rate of contribution is 12% of PF Salary. Employee also contributes an equal amount from employee's monthly salary, as per PF Act. Both of these are remitted on a monthly basis to the Company's PF Trust / RPFC.

Out of the Employer's contribution, a portion (presently 8.33% of PF Salary subject to a maximum of INR 1250) is deposited into the Employees' Pension Scheme. The part of the company's contribution deposited under Employees' Pension Scheme to RPFC is to provide employees with pension on retirement or after completion of a specified period of service. TDS recovery from PF settlement will be as per the relevant provision of the Income Tax Act, 1961.

Benefits associated with Employees' Provident Fund and Employees' Pension Scheme will be as per the prevailing rules and regulations outlined in the Employees' Provident Funds and Miscellaneous Provisions Act, 1952. Employees are advised to refer to EPFO site (<http://www.epfindia.com/>) for detailed rules, procedures and any other updates.

Please note that the contribution amounts, limits, withdrawals and other rules applicable to the PF and pension are subject to applicable Indian laws in force from time to time. Employee is bound to adhere to all changes in the applicable law. Any implications on contribution, accumulation and withdrawal conditions outlined in the Employees' Provident Fund and Employees' Pension Scheme is to be borne by the employee. To understand implications associated with any such change in relevant laws or the Employees' Provident Fund and Employees' Pension Scheme, employees are recommended to solicit independent external advice.

c. Gratuity

Employer's contribution to the Company's Gratuity Fund will be as specified under 'The Payment of Gratuity Act, 1972'. Currently, the Employer's contribution to the Company's Gratuity fund is @ 4.81% of Basic Salary. Gratuity shall be payable to an employee on completion / end of their employment with the Company provided employee has rendered continuous service for a minimum period of 4 years and 240 days. However, eligibility for contribution to the Gratuity Trust / Fund commences from the first day of employment and in the event of separation prior to such 4 years and 240 days, the same will be paid as ex-gratia, except in case of separation due to disciplinary grounds.

Date: 18 Sep 2024

Page 6 of 19

Reliance Corporate Park Thane - Belapur Road, Ghansoli, Navi Mumbai - 400 701, India.
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Gratuity is calculated as follows:

(Last Drawn Salary / 26 Days) x 15 days x Number of completed years of service (In the case of death, the minimum service requirement does not apply)

For every completed year of service or part thereof in excess of 6 months, the employer will pay the employee gratuity at the rate of 15 days wages based on the rate of wages last drawn by such employee. Income Tax on the gratuity payment will be applicable as per Income Tax Rules. In the event an employee fails to complete 4 years and 240 days of continuous service, ex-gratia will be paid up to the amount of gratuity accumulated and will be subject to prevailing Income Tax Rules.

Maximum Amount of Gratuity which will be exempt from Income Tax will be as per 'The Payment of Gratuity Act, 1972'.

Date: 18 Sep 2024

Page 7 of 19

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Page 21 of 315



2. Choice Pay :

This is second part of the total pay. Subject to eligibility and availability of amount mentioned under various components in Annexure A, an employee may opt for all the allowances or combination of them

a. Medical Reimbursement

Employee may opt for medical reimbursement for expenses incurred by the employee to meet health related expenditure, such as medicines, doctor's fees etc. of the employee and employee's family members. Medical expenses up to a maximum of INR 15,000 per annum will be reimbursed at actuals against production of bills.

This component is taxable.

b. Food Coupons

Employee may opt for Sodexo / Accor Pass Meal Vouchers. These are food coupons that can be exchanged for food and beverages at all approved affiliated establishments across India.

However, once purchased, these coupons cannot be redeemed for cash.

c. Gift Coupons

Employee may opt for gift coupons. Company provides Sodexo / Accor Pass Gift Vouchers that can be used to buy daily necessities at over 6000 affiliated establishments across India.

However, once purchased, these coupons cannot be redeemed for cash.

Up to INR 5,000 per annum is tax exempt.

d. Leave Travel Allowance (LTA)

Employee may opt for LTA. It refers to reimbursement by Company of actual expenses incurred only on travel by employee along with their dependents to any place within India. Expenses such as hotel accommodation, sightseeing, food etc. are not eligible to be reimbursed as LTA or for tax exemption. The following qualifying criteria are to be met for claiming LTA:

1. Employee must necessarily take 5 days of continuous Privilege Leave.
2. The family for this purpose includes spouse, unmarried dependent children (maximum of two only), parents and dependent brothers and sisters.
3. No advance is given towards LTA. It must be claimed as a reimbursement against actual bills and travel documents.

Entitlement: Employee has to decide on the quantum of LTA (could be up to 2 months' basic salary) that employee wishes to avail as part of employee's choice pay component. This choice has to be made by employee initially at the time of joining and thereafter at the beginning of each financial year. A mid-year change in the quantum of LTA is not permissible.

As per current Income Tax rules, tax exemption for LTA is allowed twice in a block of 4 calendar years. Tax authorities have defined the current 4 year block as being from 1 January 2022 - 31 December 2026.

The quantum of exemption is subject to following maximum limits depending on the mode of transport used or available:-

1. Journey by air: Economy class air fare of national carrier by shortest route or the actual amount spent, whichever is lesser
2. Journey by rail: AC first class fare by shortest route or the actual amount spent, whichever is lesser
3. Place of origin and place of destination connected by rail but journey performed by other mode of transport: AC first class fare by shortest route or the actual amount spent, whichever is lesser
4. Place of origin and place of destination not connected by rail (partially or fully) and not connected by other recognized public transport system: AC first class fare by the shortest route or the actual amount spent, whichever is lesser

Date: 18 Sep 2024

Page 8 of 19

Reliance Corporate Park Thane - Belapur Road, Ghansoli, Navi Mumbai - 400 701, India.
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e. Office Wear Allowance (OWA)

Only employees' working at locations where a 'Uniform Policy' is in place may opt for OWA.

OWA is an allowance provided to employees to meet expenditures incurred by employee towards purchase of uniform to be worn at the workplace.

INR 24,000 per annum is tax exempt.

f. Children's Education Allowance (CEA)

Employee may opt for CEA to meet education expenses of their children.

INR 100 per month per child subject to a maximum of two children is tax exempt

g. Children's Hostel Allowance (CHA)

Employee may opt for CHA to meet hostel expenses of their children.

INR 300 per month per child subject to a maximum of two children, is tax exempt

h. Internet & Broadband Connection Reimbursement

Employee may opt for Internet & Broadband Connection, it should be registered under employee's name.

INR 15,000 per annum is tax exempt.

i. Vehicle

1. Company Leased Vehicle Scheme (CLV)

As part of the compensation structure the company offers an option of availing a vehicle under the prevailing company vehicle policy, subject to eligibility. The major features of the scheme are as follows:

Parameter	Four Wheeler
Scheme Details	Company Leased Vehicle (CLV)
EMI Calculation Base	Vehicle Invoice Value (Final on-road price, excluding taxes)
EMI Limit	Grade 'H' and above - upto 100% of Residual Choice Pay Grade 'I' and below - upto 50% of Residual Choice Pay
Interest rate	Please reach out to your HR business partner to get the recent interest rate.
Vehicle Cost Limit	NA
Tenure	2 to 4 Years (Upto 48 Instalments)
Insurance Coverage Options	1.Comprehensive 2.Bumper to Bumper (Zero depreciation)

Mandatory debits towards Vehicle Insurance would be applicable to those opting this scheme.

The company vehicle policy provides more details regarding the vehicle scheme.

Date: 18 Sep 2024

Page 9 of 19

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2. Fuel and Vehicle Maintenance Reimbursements

All employees covered by the Company Vehicle Scheme are eligible for fuel and vehicle maintenance reimbursements. Employees using self-owned vehicles are also eligible for such reimbursement.

The limits for Fuel & Vehicle Maintenance for Own Vehicles and Vehicles under Company Vehicle Scheme are as under:

Level	4 Wheeler	2 Wheeler
All Grades	INR 2,40,000 p.a.	INR 48,000 p.a.

In case an employee is using a self-owned vehicle, employee needs to maintain a vehicle usage log in the system (ESS). Tax exemption will be available upto the limits set out above, subject to submission of supporting documents.

3. Conveyance Allowance

To be opted by an employee to meet the expenditure incurred for the purpose of commuting between place of employee's residence and place of employee's duty. However, this option may be availed only if the employee is not opting for fuel and maintenance reimbursement.

This component is taxable.

j. Housing

1. House Rent Allowance (HRA)

House Rent Allowance is paid in respect of expenses incurred on rented accommodation.

As per Section 10(13A) and Rule 2A of the Income Tax Act and Rules respectively, the lesser of the following is exempt from tax-

1. An amount equal to 50% of the salary, where the residential house is situated at Mumbai, Kolkata, Delhi or Chennai and an amount equal to 40% of salary where the residential house is situated at any other place;
2. House rent allowance received by the employee in respect of the period during which the rental accommodation is occupied by the employee during the previous year
3. The excess of rent paid over 10% of salary

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2. Company provided Accommodation

In case the employee is opting for an accommodation provided by the company, the basis of valuation will be as under-

Population of City as per 2001 census where Accommodation is provided	Where the Accommodation is owned by the Employer	Where the Accommodation is taken on lease or rent by the Employer
Exceeding 25 lakhs	15% of Salary in respect of the period during which the accommodation is occupied by the Employee	1. 15% of Salary; or
Exceeding 10 lakhs but not exceeding 25 lakhs	10% of the Salary in respect of period during which the accommodation is occupied by the Employee	2. Lease rent (paid or payable) by the Employer,
Any other	7.5% of the Salary in respect of period during which the accommodation is occupied by the Employee	whichever is less

k. Insurance

i. Group Personal Accident Insurance (GPA)

All Employees are mandatorily insured under the Group Personal Accident Insurance.

The insured amount and corresponding premium [mandatory debit] are as follows.

Fixed Pay (per annum)	Sum Insured	Mandatory Debit (per annum)
Up to INR 10,00,000	INR 25 Lakhs	INR 516/-
INR 10,00,001 to INR 15,00,000	INR 37.50 Lakhs	INR 774/-
INR 15,00,001 and above	INR 50 lakhs	INR 1033/-

Benefit Clauses:

1. Death: 100% of sum insured
2. Permanent Total Disablement: 100% of sum insured
3. Permanent Partial Disablement varies from 1% to 75% of sum insured as per insurance policy
4. Temporary Total Disablement weekly benefit upto 1% of Capital Sum Insured or INR 5000 whichever is less for a maximum period of 104 weeks

Date: 18 Sep 2024

Page 11 of 19

Reliance Corporate Park Thane - Belapur Road, Ghansoli, Navi Mumbai - 400 701, India.
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ii. Group Term Life Insurance (GTLI)

All employees are mandatorily insured under Group Term Life Insurance. The insured amount and corresponding premium [mandatory debit] are as follows:

Fixed Pay (Base Pay + Choice Pay) per annum	Sum Assured	Mandatory Debit (per annum)
Up to INR 10,00,000	INR 25 Lakhs	INR 2,714
INR 10,00,001 to INR 15,00,000	INR 37.50 Lakhs	INR 4,071
INR 15,00,001 to INR 20,00,000	INR 50 Lakhs	INR 5,428
INR 20,00,001 to INR 30,00,000	INR 75 Lakhs	INR 8,142
INR 30,00,001 to INR 50,00,000	INR 1.25 Crore	INR 13,570
INR 50,00,001 to INR 70,00,000	INR 1.75 Crore	INR 18,998
INR 70,00,001 to INR 90,00,000	INR 2.25 Crore	INR 24,426
INR 90,00,001 to INR 1,10,00,000	INR 2.75 Crore	INR 29,854
INR 1,10,00,001 and above	INR 3.00 Crore	INR 32,568

Benefit Clause:

Total sum assured is payable to the employee's nominee upon death of the employee. However, nothing is payable on survival.

iii. Medical Coverage

The Company endeavors to ensure that financial support is available to all employees to meet their medical needs and those of their dependent family members. All employees are mandatorily covered under this scheme. The coverage and mandatory debits in respect of the same are as follows-

Level	Family Definition	Benefits of Mandatory Coverage
B to F: Company's Management Medical Scheme	Self, Spouse, 3 dependent children (up to 25 years)	Floater Mediclaim Policy of INR 5 Lakhs, Plus Additional floater Mediclaim policy of Domiciliary reimbursement at actuals (as per INR 5 Lakhs or 7 Lakhs or 10 Lakhs the Management Medical Scheme)
	Dependent parents	Floater Mediclaim coverage of INR 5 Lakhs irrespective of the number of members covered, Plus Additional floater Mediclaim policy of INR 5 Lakhs or 7 Lakhs or 10 Lakhs
		<ol style="list-style-type: none"> Hospitalization room category up to Deluxe Single AC Room Dental treatment reimbursement up to INR 15,000 per family p.a. (cosmetics not covered) Full time Retainers shall be covered as per commitment / joining terms For non-allopathy (e.g. Homeopathy, Ayurveda, Unani or other Medical practitioner) treatment, the medical practitioner should be registered as per the guidelines of Indian Medical Association

Date: 18 Sep 2024

Page 12 of 19

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Phone : +91-22-4477 0000 Fax : +91-22-4471 0111

Register Office : Maker Chambers IV, 3rd Floor, 222, Nariman Point, Mumbai - 400 021, India. CIN - L17110MH1973PLC019786

N. Singh
Coordinator,

Registrar
Atmiya University, Rajkot-Gujarat-India
Atmiya University
Rajkot

Placement
Atmiya University, Rajkot





Reliance Industries Limited

G to Below: Group Mediclaim Policy	Family of 7 members - Self, spouse, 3 dependent children (up to 25 years), 2 dependent parents	Floater Mediclaim coverage of INR 5 Lakhs irrespective of the number of members covered, Plus Additional floater Mediclaim policy of INR 5 Lakhs or 7 Lakhs or 10 Lakhs
	1. Hospital Room Category - Eligibility of up to Non- Deluxe Single AC Room 2. Sub limit of Maternity benefit (for first three children) up to INR 50,000 3. Sub limit for OPD basis treatment for Dental INR 1,500 (excluding the cost of dentures, bridges, crowns, scaling, filling, cleaning, polishing and cosmetic dentistry) 4. Sub limit for OPD basis treatment for Eye INR 500 (excluding cost of contact Lens, spectacles and cosmetic treatments)	

Medical Insurance Debits:

GHP w.e.f. 1st January 2024	
Grade	Details
F & Above grades :	<ul style="list-style-type: none"> • INR 40,620 per annum per person for self and spouse • INR 20,984 per annum per child (upto 25 years) • INR 16,616 per annum for Additional Medical floater cover of INR 5 Lakhs • INR 22,260 per annum for Additional Medical floater cover of INR 7 Lakhs • INR 30,353 per annum for Additional Medical floater cover of INR 10 Lakhs for self, spouse and child covered under mandatory policy • INR 40,240 per annum for dependent parents • INR 16,616 per annum for Additional Medical floater cover of INR 5 Lakhs • INR 22,260 per annum for Additional Medical floater cover of INR 7 Lakhs • INR 30,353 per annum for Additional Medical floater cover of INR 10 Lakhs for parents
G & Below grades :	<ul style="list-style-type: none"> • INR 40,240 per annum per family unit of 7 members • INR 16,616 per annum for Additional Medical floater cover of INR 5 Lakhs • INR 22,260 per annum for Additional Medical floater cover of INR 7 Lakhs • INR 30,353 per annum for Additional Medical floater cover of INR 10 Lakhs

I. Residual Choice Pay

The balance un-utilized amount is paid under the salary head as "Residual Choice Pay" and is subject to tax. Please note that you are required to make a declaration within 7 days of joining the Company and at the beginning of each financial year and thereafter from time to time within the timelines notified by the company, regarding the amounts to be claimed under each expense mentioned above. You are required to submit the bills and other supporting documents on or by 15th January for each financial year.

Neeraj
Coordinator,





Reliance
Industries Limited

Annexure C

Terms and Conditions

01. MEDICAL FITNESS & VERIFICATION OF PARTICULARS:

Your appointment is subject to:

- i. Medical Fitness: Your being declared medically fit by a Medical Officer or by a Doctor specified by the Company .
- ii. Verification of Particulars: In case the particulars mentioned in your application or the representations or warranties or any other information provided by you are found to be false, inaccurate or unsatisfactory, your services would be liable for termination at any time without any notice or any compensation in lieu thereof.

02. REPRESENTATIONS AND WARRANTIES:

The Company's agreement to continue to employ you and the compensation and benefits payable to you are in consideration of the terms, covenants, and conditions stated in the offer of employment including this Annexure C, and you represent, warrant and covenant to the Company that:

- i. You are under no contractual or other restriction or obligation which is inconsistent with the terms or conditions contained herein, the performance of your duties hereunder, or the other rights of the Company hereunder;
- ii. You are under no physical or mental disability that may hinder the performance of your duties / obligations contained herein;
- iii. You shall not raise any issue as to the reasonableness of the terms, covenants, or conditions contained herein in any proceeding to enforce these terms, covenants and/or conditions;
- iv. You have full right and authority to execute this contract and that you are not bound by any contract or arrangement, including any employment contract, bond or covenant not to compete, that is inconsistent herewith
- v. These terms, covenants, and/or conditions shall survive the termination of your employment with the Company.

You acknowledge that the terms, covenants, and conditions set forth herein are essential for the Company's protection and are not unreasonable and that the Company has relied on these representations, warranties, and covenants provided by you.

Date: 18 Sep 2024

Page 14 of 19

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Atmiya University, Rajkot





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03. DUTIES AND RESPONSIBILITIES:

- i. **Exclusivity:** You agree to perform your duties, responsibilities and obligations efficiently and to the best of your ability exclusively for the Company. You agree that you will devote all of your working time, attention and best efforts in performing your duties, responsibilities and obligations throughout the term of employment. You also agree that you will not engage in any other employment or business activities during the terms hereof. You agree that all of your activities as an employee of the Company shall be in conformity with all the policies, rules, regulations and directions of the Company, as applicable from time to time.
- ii. **Non Solicitation:** You will not, during the term of your employment or at any time thereafter, without the prior written consent of the Company, directly or indirectly, solicit for employment, or employ or otherwise contract for the services of, any person who is employed or engaged (either as an employee or consultant) by the Company or any of its affiliates or associated companies or directly or indirectly induce any such employee to leave their employment.

This covenant shall survive the termination of your employment with the Company.

- iii. **Other Interests:** You shall not seek membership of any local or public bodies without first obtaining written permission from the Company.
- iv. **Controlling Interest:** You agree that, so long as you are employed by the Company, you will not own, directly or indirectly, any controlling or substantial shareholding or other beneficial interest in any business enterprise or entity which is engaged in, or is in competition with, any business engaged in by the Company or any of its affiliates or associated companies. Notwithstanding the foregoing, you may own, directly or indirectly, up to 5% of the outstanding securities of any business or entity whose securities are traded on any national stock exchanges or in the over-the-counter market.
- v. **Work hours:** Your working hours at your place of posting shall be as per the rules and regulations of the Company, as specified from time to time. However, you may be required to work additional hours, from time to time, to carry out your duties and responsibilities effectively.
- vi. **Confidentiality and Non-disclosure:** You shall keep confidential and not disclose to any person or entity any information received or that comes to your knowledge during the course of your employment including in relation to the Company, its affiliates, associated companies, and third parties, in relation to any of our or their businesses or operations, particulars or details of manufacturing processes, technical know-how, security arrangements, analysis, compilations, forecasts, studies, summaries, notes, ideas(whether patentable or not), schematics, trade secrets, technology, customer lists (potential or actual) and other customer-related information, supplier information, sales statistics, pricing information, market intelligence, marketing and other business model/strategies, administrative organizational matters and any other information important for the Company. This shall include information in relation to third parties received by the Company in relation to any transaction being contemplated by the Company. Your obligation to maintain confidentiality of such information shall continue notwithstanding expiry or termination of your employment with the Company.

Third party Confidential obligations & prevention of IP contamination: You shall not use or disclose to the Company any confidential information of any third party received by you in your personal capacity from such a third party under an obligation of confidentiality, or knowingly induce use of such information in the business of the Company. Your employment/engagement with the Company shall not violate any obligation of confidentiality or non-solicitation of employment/assignment with any other party and that in case you are made aware of any such change in circumstances, you will inform the Company immediately of such change in the circumstances. You shall refrain from using/applying information/data in your current employment which qualifies as third party intellectual property to avoid any potential scenario of Intellectual Property contamination.

Date: 18 Sep 2024

Page 15 of 19

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Coordinator,
Placement
Atmiya University, Rajkot





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vii. **Proprietary Rights:** You will disclose to the Company forthwith any discovery, invention, process or improvement made or discovered by you while in the service of the Company or thereafter, and all the rights, title, interest in such discovery, invention, process or improvement shall automatically belong absolutely to the Company and be the sole, absolute and exclusive property of the Company immediately upon discovery, invention or creation of process or improvement, whether or not delivered to the Company. If and when required to do so by the Company, you shall at the Company's expense, take out or apply for letter's patent, licenses or other rights, privileges or protection as may be directed by the Company in respect of any such discovery, invention, process or improvement so that the benefit thereof shall accrue to the Company and you will execute and deliver all such deeds and documents, including in particular instruments of assignment and do all such acts and things as may be required by the Company for assigning, transferring or otherwise vesting all rights, title and interest in the same and all benefits arising in respect thereof in favor of the Company or its nominee.

You will assign (and you hereby do assign) in perpetuity to the Company or its nominee all of your rights to all such new ideas (including all inventions), and to applications for patent or copyrights in all countries, if any, and execute such documents and take such lawful action as may be reasonably required to assign such new ideas to the Company or its nominee.

You will execute and deliver promptly to the Company (without charge to you but at the expense of the Company) such written instruments and cooperate and do such other acts as the Company in its sole discretion deems necessary or desirable to assign and transfer title in such new ideas to the Company and / or its nominee and to assist the Company in preserving the property right in such new ideas (including against forfeiture, abandonment, or loss) and to vest the entire right and title and interest therein exclusively in the Company and / or its nominee.

viii. **Safe-keeping of Company's property:** You will be responsible for safe keeping of and returning in good order and condition all properties of the Company, its affiliates and associated companies which may be in your possession, custody, care or charge or being used by you. In case of loss of any such property, the Company will be entitled to assess the value of the loss / damages caused to it and recover the same from you and to take such other action as it deems proper in the event of your failure to account for such material or property to its satisfaction.

ix. **Return of the Company's Property and records:** Upon termination of your employment, you shall forthwith hand over any letter of authority or power of attorney issued in your favour and any property or material of the Company or any of its affiliates or associated companies in your possession at the time of cessation of your employment with the Company. You shall also return to the Company all documents, files, records, keys, and other property of the Company in your possession regardless of the media on which such items are stored, and you shall not retain any copies or duplicates thereof.

x. **Authorizations for activities:** You will not enter into any commitments or dealings on behalf of the Company for which you have not been expressly authorised nor will you alter or be a party to any alteration of any principle or policy of the Company or exceed the authority or discretion vested in you without the previous written consent of the Company. You will avoid any issue which may result in a conflict between your personal interests and the interests of the Company in dealing with suppliers, customers and all other organizations or individuals doing or seeking to do business with the Company.

xi. **Non-disparagement:** You agree that you shall act with the highest standards of propriety and professionalism and shall not criticize, ridicule or make any statement which disparages or is derogatory of the Company, any of its affiliate or associated companies or any other employee or business associate of the Company or any of its affiliates or associated companies in any public or non-public communication with any customer, client or member of the investment community or media or in any communication whatsoever.

xii. **Confidential nature of terms of employment:** You agree that, save and except as may be required by applicable law, (with the prior consent of the Company), you shall not disclose the terms of your employment to any person.

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Reliance Industries Limited

xiii. **Enforceability:** You acknowledge and agree that any violation of any of your duties and responsibilities may result in irreparable damage to the Company, and, accordingly, the Company may obtain injunctive and other equitable relief for any breach or threatened breach of such duties and obligations, in addition to any other remedies available to the Company.

You agree that the restrictions and remedies contained herein are reasonable and that it is your intention that such restrictions and remedies shall be enforceable to the fullest extent permissible by law. If it shall be found by a court of competent jurisdiction that any such restriction or remedy is unenforceable but would be enforceable if some part thereof were deleted or the period or area of application reduced, then such restriction or remedy shall apply with such modification as shall be necessary to make it enforceable.

Further, you hereby agree to indemnify and keep fully and effectively indemnified and hold harmless the Company, its affiliates, associates subsidiaries, and the directors, trustees, officers, employees, agents, authorized representatives and successors of all the foregoing from and against any and all claims, suits, actions, legal or other proceedings, demands, damages, liabilities, interest, costs, expenses (including attorney fees), and losses of whatsoever kind or nature incurred or sustained by Company or any of the third party directly or indirectly arising due to breach of any of obligations mentioned in the letter of employment and/or these terms and conditions.

04. TERMINATION OF EMPLOYMENT:

i. **Employment At-Will:** You acknowledge that your employment is and shall continue to be AT-WILL. This means that you have the right to terminate your employment with the Company at any time without providing any reason in accordance with the provisions hereof. Similarly, the Company may terminate your employment with or without cause at any time and for any reason in accordance with the provisions hereof. Accordingly, this letter of employment is not to be construed or interpreted as containing any guarantee of continued employment. As such, the recitation of certain time periods in this letter is solely for the purpose of defining your compensation. It is also not to be construed or interpreted as containing any guarantee of any particular level or nature of compensation.

ii. **Superannuation:** In the normal course, you will retire from the company on attaining superannuation at the age of 58 years.

iii. **Absenteeism:** If you absent yourself without leave or remain absent beyond the period of leave originally granted or subsequently extended, you shall be considered as having voluntarily terminated your employment without giving any notice unless you:

- a. return to work within 8 days from the commencement of such absence, and
- b. give an explanation to the satisfaction of the Company regarding such absence

iv. **Medical Fitness:** The Company has the right to request you to get yourself medically examined by a certified medical practitioner specified by the Company during the tenure of your employment. In case you are found to be medically unfit to perform your duties, your employment may be terminated.

v. **Notice Period:** Notwithstanding anything contained herein, the Company, in its sole discretion, may terminate your employment without cause by giving one month notice in writing or payment of one month Basic Salary on a pro rata basis, in lieu thereof. Similarly, you may resign from the Company's employment without cause by giving one month notice in writing or by payment of one month Basic Salary on a pro rata basis, in lieu thereof. In the event of your resignation, the Company may in its sole discretion opt to accept the same and relieve you prior to the completion of the stipulated notice period of one month, without any pay in lieu of the notice period.

vi. **Termination for Misconduct:** Your services are liable to be terminated without any notice or salary in lieu thereof for fraud, misconduct, negligence or breach of any of the terms and conditions of your letter of employment which includes this Annexure C. Without prejudice to the general meaning of the term "misconduct", "misconduct" shall include any case of reasonable suspicion of misconduct, disloyalty, commission of an act involving moral turpitude, or any action of indiscipline or inefficiency.

Date: 18 Sep 2024

Page 17 of 19

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**Atmiya University
Rajkot**

Coordinator,
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Atmiya University, Rajkot





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vii. Non-compete: In the event of your separation from the Company for any reason whatsoever, you will not take up any job or assignment either full time or otherwise, either directly or indirectly, for a period of three months from the date of separation in any industry or business involved in similar/competing business as the Company or any of its affiliates or associate companies.

viii. Recovery of Payments: (If applicable) Payments made towards recovery of notice period by your previous employer and relocation expenses by us will be recovered in full in the event of your separation from the Company prior to completion of 1 year from joining the Company.

05. GENERAL:

i. Training: You may be selected and sponsored by the Company for familiarization/ training assignments with our technical collaborators or any other institutions/ organizations in India and/or abroad, based on terms and conditions stipulated at such time. You will diligently and beneficially take part in the training and such assignments in accordance with Company policies and directives.

ii. Rules, Regulations and Policies on Ethics: You will be governed by the service rules, regulations and policies including conduct, discipline and administrative orders and any such other rules or orders of the Company that may come into force from time to time. You must observe the policies that the Company publishes / notifies from time to time. These policies include requirement that you maintain the highest standards of conduct and act with the highest ethical principles.

- a. You must not do anything that may be a conflict of interest with your responsibilities as an employee.
- b. You are required to read and understand all policies applicable to you, all of which are available in the Reliance Management System ("RMS") portal. If you have any questions, now or in the future, please ask the Human Resources Department through the Query Management System in the ESS portal. You may also be required to sign and abide by the Policy on Ethics of the Company and undertake to sign such declarations that the Policy may demand from time to time.
- c. Women employees will be entitled to all the statutory benefits provided by the Company under the Maternity Benefit Act 1961, and its subsequent amendments, if any, details of which are set out in the RMS/ESS portal.

iii. Media Interaction: You will not interact with the media - electronic, print or otherwise in

- a. India or overseas, during or outside work hours, either in your own personal capacity or on behalf of the Company unless you have express and direct approval from the Company to interact with the media as a representative of the Company. Only persons duly authorized by the Company are permitted to interact with media and then only on specified subjects. Disclosure of any information other than those specifically authorized by the Company is prohibited.
- b. Disclosure of information on proceedings of meetings (board / committee / internal) and disclosure of forward-looking statements is prohibited unless such disclosure is specifically approved by the Company.
- c. You shall also not disclose non-public information selectively to any particular group as it may lead to unfair advantage / discrimination.
- d. For any outside publication of books, articles or manuscripts which relate in any manner to the Company's business, policies and processes, you are required to obtain prior written approval of the Company prior to its publication or release.
- e. Any violation of the Company's media policy, will tantamount to a breach of the terms and conditions of employment and may result in termination of the contract.

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**Atmiya University
Rajkot**

Coordinator,
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Atmiya University, Rajkot





**ATMIYA
UNIVERSITY**

**NAAC – Cycle – 1
AISHE: U-0967**

Criterion 5

SS & P

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- iv. **Jurisdiction:** The letter of employment is made at Mumbai and competent courts of Mumbai shall have jurisdiction over any dispute or difference whatsoever arising out of, under, in relation to or in connection with the letter of employment or breach hereof or in respect of any matter or thing herein contained.
- v. **Entire Agreement:** This contract and the document referred to herein contain the entire agreement and understanding of the parties with respect to the subject matter hereof and shall supersede any and all prior or contemporaneous communications, representations, or agreements between the parties, whether oral or written, regarding the subject matter of this contract.
- vi. **Age:** Your age mentioned in the Matriculation / Higher Secondary Certificate / Passport will be deemed to be the conclusive proof of your date of birth.
- vii. **Change of address:** You will intimate in writing to the Company any change of your residential address within a week of the same changing, failing which any communication sent to you on your last recorded address shall be deemed to have been duly served on you.
- viii. **Passport:** You are required to have a valid passport at all times and ensure that the same is renewed from time to time.
- ix. **Suspension:** You may be placed under suspension pending enquiry into the charges of misconduct or any other breach hereof. The salary for the suspension period will be paid to you only if you are found not guilty of any of the charges for which you are suspended and not otherwise.
- x. **Travel:** You shall make your own transport arrangements to and from the place of work.
- xi. **Documentation:** Please submit the following documents, if not submitted earlier:
 - a. Certificates in support of your educational professional qualifications, experience, date of birth and other testimonials in original together with copies thereof.
 - b. Three copies of your recent passport size photographs with blue background.
 - c. Relieving letter and salary certificate from your last employer, in case you are/were employed.
- xii. **Severability:** If any term or provision of this letter of employment shall be held to be invalid for any reason whatsoever, such invalidity shall not affect the validity, operation or enforceability of the remainder hereof. If the remainder of this letter is not materially affected by such declaration or finding and is capable of substantial performance, then that term or provision or part thereof shall to that extent be deemed not to form part of this letter of employment and such provision shall be replaced by a substitute provision that is legal and enforceable and is as nearly as possible consistent with the intentions underlying the original provision.
- xiii. **Non Waiver:** No delay or omission on the part of Company in exercising any right, power, privilege or remedy in respect of your employment terms shall neither impair such right, power, privilege or remedy, or be construed as a waiver of it, nor shall any single partial exercise of such right, power, privilege or remedy, preclude any further exercise of it or the exercise of any other right, power, privilege or remedy.

I confirm that I have read and understood the terms and conditions set out herein and unconditionally and irrevocably accept the above terms and conditions.

Employee Name: Shubham Khimabhai Barad

Signature:

Date: 18 Sep 2024

Date: 18 Sep 2024

Page 19 of 19

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Page 33 of 315



Factory :
Bhuj-Bhachau Road, State Highway No. 42,
Village - Paddhar, Taluka - Bhuj, Dist. Kutch.
Tel: +91 2832 248300



6th March, 2024
Ref No.: BKT/BHUJ/HR/2023-24

Mr. Shubham Paghadal
Visavadar,
Junagadh
Gujarat-362130.

Dear Mr. Shubham Paghadal,

Sub: Offer for the position of "Trainee Officer".

Please refer your application and subsequent Interviews you had with us.

We are pleased to offer you the position of "Trainee Officer" in our organization at Bhuj Plant, Gujarat on the terms and conditions mutually agreed at the time of interview.

1. Your training shall commence from the date of your joining us, which should take place on or before the 01st August, 2024.
2. You shall undergo one-year training. On successful completion of training you shall be placed in regular cadre of the company as Officer.
3. You are advised to bring the following documents (Photocopies) at the time of joining. Please also bring original documents for verification.
 - a. 8 Passport size recent colour photographs.
 - b. SSC, Degree/Diploma certificate and final year mark sheet.
 - c. School Leaving or any other age proof certificate.
 - d. Relieving and experience certificate from the all previous employer if applicable
 - e. Xerox of Pay Slip of the last Salary Drawn & Salary Structure of CTC
 - f. Certificate in support of any additional skill/qualification you have acquired.
 - g. Medical Certificates i.e. Blood Report – CBC with Blood Group, Urine Report, ECG report, X-ray of the chest Report, Eye Sight Check – Routine and for Colour Blindness
 - h. Photo Identity Proof (PAN card & Aadhar Card (Mandatory), Driving License, Election Card, & Passport).
 - i. Any other document which you may feel necessary to be submitted.
 - j. Bank Detail - Passbook / Cheque Book / Account Statement

PG

Balkrishna Industries Ltd.
CIN No.: L99999MH1961PLC012185
Corporate Office : BKT House, C/15, Trade World, Kamala Mill Compound, Senapati Bapat Marg, Lower Parel, Mumbai - 400 013, India.
Tel.: +91 22 6666 3800 Fax: +22 6666 309899 www.bkt-tires.com
Registered Office : B-66, Waluj Industrial Area, Waluj, Aurangabad 431 136.



Factory :
Bhuj-Bhachau Road, State Highway No. 42,
Village - Paddhar, Taluka - Bhuj, Dist. Kutch.
Tel: +91 2832 248300

:2:



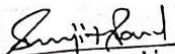
4. As explained and agreed by you during the interview process – though the company does not have a policy of Service Bond, we expect you to serve the Company for a minimum period of 3 years.
5. A detailed letter of Training will be issued to you subsequent to the submission of the above documents at the time of joining.
6. Please sign and return the duplicate copy of this letter as token of your acceptance of the offer. You must also intimate us your residential address and mobile number for any further communication between us.

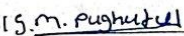
We welcome you to the organization and look forward to a long and successful career with us.

Thanking you.

Yours faithfully,

For, Balkrishna Industries Ltd.


Surjit Palu
AGM – Human Resources

[]

I accept the terms

Balkrishna Industries Ltd.
CIN No.: L99999MH1961PLC012185
Corporate Office : BKT House, C/15, Trade World, Kamala Mill Compound, Senapati Bapat Marg, Lower Parel, Mumbai - 400 013, India.
Tel.: +91 22 6666 3800 Fax: +22 6666 309899 www.bkt-tires.com
Registered Office : B-66, Waluj Industrial Area, Waluj, Aurangabad 431 136.


Coordinator,





Office No. 705-706, North Tower,
Twin star complex, Nana Maya Circle,
150ft Ring Road, Rajkot - 360005
Gujarat, India Ph 0281 2990206
website: www.reputeinfosystems.com

Date 08 Aug 2023

Dear Harvi Pamnani,

Welcome to Repute Infosystems.

We are pleased to offer you employment for the position of **Junior Support Engineer** with Repute Infosystems. We are eager to have you as part of our team. We foresee your potential skills as a valuable contribution to our company. Your appointment as **Junior Support Engineer** will commence on **01-Sep-2023**

Your annual CTC will be around 206000/- (Two Lac Six thousand only)

Your signing this offer letter confirms your acceptance of the terms and conditions and that you would be joining Repute Infosystems on the given date.

We are looking forward to work with you.

Sincerely

Ankur Chotai,
(CEO)

Repute Infosystems

Accepted By: Harvi Pamnani



Date: 28 July, 2023.

Sub: Offer Letter

Dear Miss. Jenisha Mayani ,

Further to your interview, we are pleased to offer you the position of **Web developer** in our organization.

Please refer to the attached Annexure-1 for your salary structure and an explanation of its components.

On joining, you will be subject to the employee policies and practices of KOOPS Technologies LLP. A summary of the present policies is included as Annexure-2 to this offer letter for your reference. Also refer Annexure-3 for the list of documents to be submitted at the time of your joining.

Reporting Address

KOOPS Technologies LLP.
8 Archana Park, Opp. Balaji Hanuman
Nr. Dholakiya School, University Road,
Rajkot, India.

Operational Location

KOOPS Technologies LLP.
8 Archana Park, Opp. Balaji Hanuman
Nr. Dholakiya School, University Road,
Rajkot, India.

KOOPS Technologies LLP holds the right to defer or cancel this offer at any time before or after your joining in case any information furnished by you is found incorrect or misleading.

We look forward to your joining KOOPS Technologies LLP at the earliest and wish you a successful career with us.

With best wishes,
KOOPS Technologies LLP
Name : Amit Santoki
Designation : Partner



+91 90996 22202



8- Archana Park, Opp. Balaji Hanuman
Nr. Dholakiya School, University Road,
Rajkot-360005, Gujarat (INDIA).



hello@koops.in

Coordinator,



ANNEXURE-1
SALARY BREAK-UP

Name: Jenisha Mayani
Designation: Web Developer
Date of Joining: 1 January, 2024
Department: Web Development
Location: Rajkot, Gujarat, India

Stipend : 5,000 INR (For 1 Jan, 2024 to 30 June 2024)

CTC : 3,00,000 INR (Starts at 1 July 2024)

Note : Leave bonus would be above salary as per company's policy.

Increment Policy:

Your performance shall be assessed at regular time intervals and you shall be eligible for salary revision based on your performance and your capability as well as company's performance. Your designation may change at the discretion of the Company.

Your Increment Period: 1 year from the day your full salary starts. First increment date will be (1 Feb 2025)

Jenisha



+91 90996 22202



8- Archana Park, Opp.Balaji Hanuman
Nr. Dholakiya School, University Road,
Rajkot-360005, Gujarat (INDIA).



hello@koops.in

[Signature]

Registrar
Atmiya University, Rajkot-Gujarat-India
Atmiya University
Rajkot

[Signature]
Coordinator,

Placement
Atmiya University, Rajkot

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**ATMIYA
UNIVERSITY**

NAAC – Cycle – 1
AISHE: U-0967

Criterion 5

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KI 5.2

DVV 5.2.1

RKIT
SOFTWARE PVT. LTD.

Date: 20/07/2023

To,

Name: Dimple Mithiya
Place: Rajkot
Mobile No. 96248 63508

Subject: Offer Letter

Dear Dimple Mithiya,

With reference to your application seeking an opportunity for the post of Full Stack Developer in our organization and subsequent interview, we are pleased to offer you the post of Full Stack Developer. You are requested to join us on 1st January 2024.

Your Yearly Cost to the company (YCTC) Salary would be 6,50,000/- INR, which will affect you after the completion of your apprenticeship, and you must sign a detailed appointment letter that shall be given to you at the time of joining.

We warmly welcome you to Miracle Family and hope it would be the beginning of a long and mutually beneficial association.

Kindly acknowledge the Letter with acceptance of this Offer.

Dimple Mithiya



For

RKIT Software Pvt. Ltd.



MIRACLE® RKIT Software Pvt Ltd
R K House, 4/11 - Bhaktinagar Station Plot, Rajkot 360 002. INDIA
© : (0281) 6161400 ✉ : sales@rkitsoftware.com 🌐 : www.rkitsoftware.com

Registrar
Atmiya University, Rajkot-Gujarat-India
Atmiya University
Rajkot

Coordinator,
Placement
Atmiya University, Rajkot





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To,
Mr. Ankit Thakar
Mob no- 9712294349
Rajkot

Date - 19.04.2024

Subject: Offer Letter

With reference to your application and subsequent interview, we are pleased to offer you employment in our organization. We will intimate you before 15 days of joining. The date of joining will be Latest by 01st June, 2024 and to inform us final joining date within a week.

For, EPP SECURITIES PRIVATE LIMITED.

EPP Securities Pvt. Ltd.

888h
Director

[AUTHORISED SIGNATORY]
Siddharth Sumanbhai Shah

I ACCEPT the said Offer Letter and Terms & Conditions, as above.

NAME : Thakar Ankit J. SIGNATURE : *Ankit*

PLACE: Rajkot DATE : 19/04/2024

EPP Securities Pvt. Ltd.

SEBI : INZ000301733 | NSE : 90240 | CIN : U67100GJ2021PTC121647 | GST : 24AAGCE4016K1ZT

1202-1203 - R.K. Prime, Besides Silver Heights, Nana Mava Circle, 150 Feet Ring Road, Rajkot- 360005

+91 9099072530 office@epp.co.in www.eppsecurities.com

[Signature]

Registrar
Atmiya University, Rajkot-Gujarat-India
**Atmiya University
Rajkot**

[Signature]
Coordinator,

Placement
Atmiya University, Rajkot



Page 40 of 315



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We are an
ISO 9001:2015
TÜVRheinland' certified company



OUR SERVICES

INVESTMENT SERVICES

- ! Mutual Funds
 - ! PMS | AIF
 - ! Unlisted Shares
 - ! Foreign Equity | Bonds
 - ! FDs | Precious Metals
- Mo.: +91 73835 30919 /
+91 93773 35959

Dated: 13/04/2024

TO WHOM SO EVER IT MAY CONCERN

**INSURANCE SERVICES
ASHUTOSH INSURANCE BROKERS LLP**

- ! Insurance for your Life, Health, Assets & Liabilities
 - ! Retirement Planning
 - ! Investment through Life Insurance
- Mo.: +91 70438 93388 /
+91 92278 96918

This is to certify that Mr. Parth Rathod has been on 7 days' trial In Insurance Services Division of our company. His period of trial was 4th April 2024 and from 8th April 2024 to 12th April, 2024.

He has successfully completed his trial period and selected In Insurance Division of our company as s Research & Operations Coordinator.

Sincerely,

For, Ashutosh Financial Services Private Limited

NRI SERVICES

- ! Investments | Insurance
 - ! Indian Income Tax & Estate Planning
 - ! FEMA Regulations
 - ! Foreign Tax Compliance
- Mo.: +91 70435 93388 /
+91 72288 48181

V.P. Trivedi

Vishal Trivedi
AGM | HR & IMS



INCOME TAX & ESTATE PLANNING SERVICES

- ! Advisory & Compliance for :
 - ! Income Tax
 - ! Estate Planning
- Mo.: +91 93769 62244 /
+91 70435 24242



ASHUTOSH FINANCIAL SERVICES PVT. LTD.
Sterling Apts, Near Jubilee Baug Chowk,
Jawahar Road, Rajkot - 360 001, Gujarat, INDIA
P +91 281 222 4499
E info@ashutoshfinserv.com
CN : U25199GJ1999PTC033883 | GSTIN : 24AABCA809981ZU

Ahmedabad Office
903, Synergy Tower, Corporate Road, Behind YMCA Club,
Prahladnagar, Ahmedabad - 380 015, Gujarat, INDIA

Mumbai Office
303, Regus Business Centre, Duru House, Juhu Tara Road,
Juhu, Mumbai - 400 049, Maharashtra, INDIA

www.ashutoshfinserv.com

ashutoshfinserv

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Atmiya Registrar
Atmiya University, Rajkot-Gujarat-India
Atmiya University
Rajkot

Coordinator,
Placement
Atmiya University, Rajkot





Junomoneta
finsol pvt. ltd.

Offer Letter

PRIVATE AND CONFIDENTIAL

November 02, 2023

Dear Simoli Dave,

With reference to your interview during campus hiring at Atmiya University, we are pleased to offer you the following role in our organization:

- Designation: Research Associate - Technical
- Job Location: Rajkot
- Date of Joining: May – June, 2024

The detailed terms and conditions of your appointment will be issued to you at the time of joining. We expect you to maintain the confidentiality of the terms offered to you. Your annual CTC will be Rs. 3,60,813 /- as per the detailed breakup in Annexure -I.

Please find below the list of documents that are required to be submitted before joining (soft copy), for the expeditious process:

1. Proof of Age Certificate (Xth Mark sheet Certificate)
2. Educational, Professional and Technical Qualification certificates
3. One (3) passport-size color photograph
4. Copy of Present and Permanent Address Proof
5. ID Proof (Aadhar Card, PAN Card)
6. Bank details (cancel cheque/ copy of passbook)
7. NISM Certificate, if available

If you fail to join on the aforesaid date and in absence of any written communication to this effect from you, this preliminary offer letter shall automatically be treated as withdrawn. We look forward to meeting you on May – June, 2024.

Thank you
For Junomoneta Finsol Pvt. Ltd.

RICHA AHUJA
SHARMA
Authorized Signatory

I accept
Simoli Dave

Junomoneta Finsol Private Limited

First Floor, Block Q, Mondeal Business Park-2, Nr. Gurudwara, S.G. Highway, Bodakdev, Ahmedabad, Gujarat-380054
CIN : U65993GJ2019PTC124689, GSTIN: 24AAECJ6966H1ZA, e-mail: admin@junomoneta.in, Contact No. : 079-48948880

[Signature]

[Signature]
Coordinator,





Junomoneta
finsol pvt. ltd.

Annexure -I CTC Break-up	
Name	Simoli Dave
Designation	Research Associate - Technical
Location	Rajkot
Salary Components	
Basic	Amount (In INR)
HRA	12,600
LTA	6,300
Special Allowance	2,520
Monthly Pay	3,780
PF Employer Contribution	25,200
ESI Employer Contribution	1,512
Monthly Gross Pay	26,712
Annual Gross Pay	3,20,544
Gratuity (Refer Note 1)	7,269
Variable Incentives (Refer Note 2)	33,000
Annual CTC	3,60,813
Monthly in hand	25,200
Monthly net pay	1,512
Less: Employee PF	-
Less: Employee ESI	200
Less: Professional Tax	-
Less: TDS	As per IT rules
Net In hand (subject to deduction under Income Tax act.)	23,488
Note:	
1) Payment of Gratuity shall be governed by Provisions of Gratuity Act, 1972.	
2) Variable Incentives shall be payable based on your performance & as per the firm's policy (as amended from time to time). Annual Compensation and Variable Incentives will be subject to deduction of tax at source as per the applicable rules and regulations.	

**RICHA AHUJA
SHARMA**

Digitally signed by RICHA AHUJA SHARMA
DN: cn=RICHA AHUJA SHARMA, o=JUNOMONETA FIN SOL PRIVATE LIMITED,
ou=RESOURCES, email=ricsha.ahuja@junomoneta.in, c=IN, ou=ATMIYA UNIVERSITY, email=ricsha.ahuja@atmiyauniversity.edu.in, ou=ATMIYA UNIVERSITY,
ou=RAJKOT, ou=GUJARAT, email=ricsha.ahuja@junomoneta.in, c=IN, ou=ATMIYA UNIVERSITY, ou=RAJKOT, ou=GUJARAT,
ou=ATMIYA UNIVERSITY, ou=RAJKOT, ou=GUJARAT, ou=ATMIYA UNIVERSITY, ou=RAJKOT, ou=GUJARAT,
Date: 2023.11.03 11:00:29 +05'30'

**Authorized Signatory
For Junomoneta Finsol Pvt. Ltd.**

Junomoneta Finsol Private Limited

First Floor, Block Q, Mondeal Business Park-2, Nr. Gurudwara, S.G. Highway, Bodakdev, Ahmedabad, Gujarat-380054
GSTIN: 24AAEC16966H1ZA, e-mail: admin@junomoneta.in, Contact No. : 079-48948880

Registrar
Atmiya University, Rajkot-Gujarat-India
**Atmiya University
Rajkot**

Rajiv
Coordinator,
Placement
Atmiya University, Rajkot





Dear Mansi Ashokbhai Badiyani,

Subsequent to your meeting and further discussions with us, we are pleased to offer you the role of MANAGEMENT TRAINEE in our Organization to based out of our MAVDI ROAD branch in RAJKOT.

This offer is subject to Positive Reference checks and Credit Bureau check.

If you choose to accept the offer, please confirm by return mail to your HR SPOC latest by March 4, 2024.

Please refer to the Annexure for the compensation breakup offered to you. A detailed Letter of Appointment will be issued to you on your acceptance of the Offer and satisfactory verification of the documents submitted by you during the Recruitment Process.

We have also included an FAQ along with this offer. However, please do not hesitate to contact your HR SPOC in case you have any further questions or concerns.

Looking forward to having you join us at HDB Financial Services.

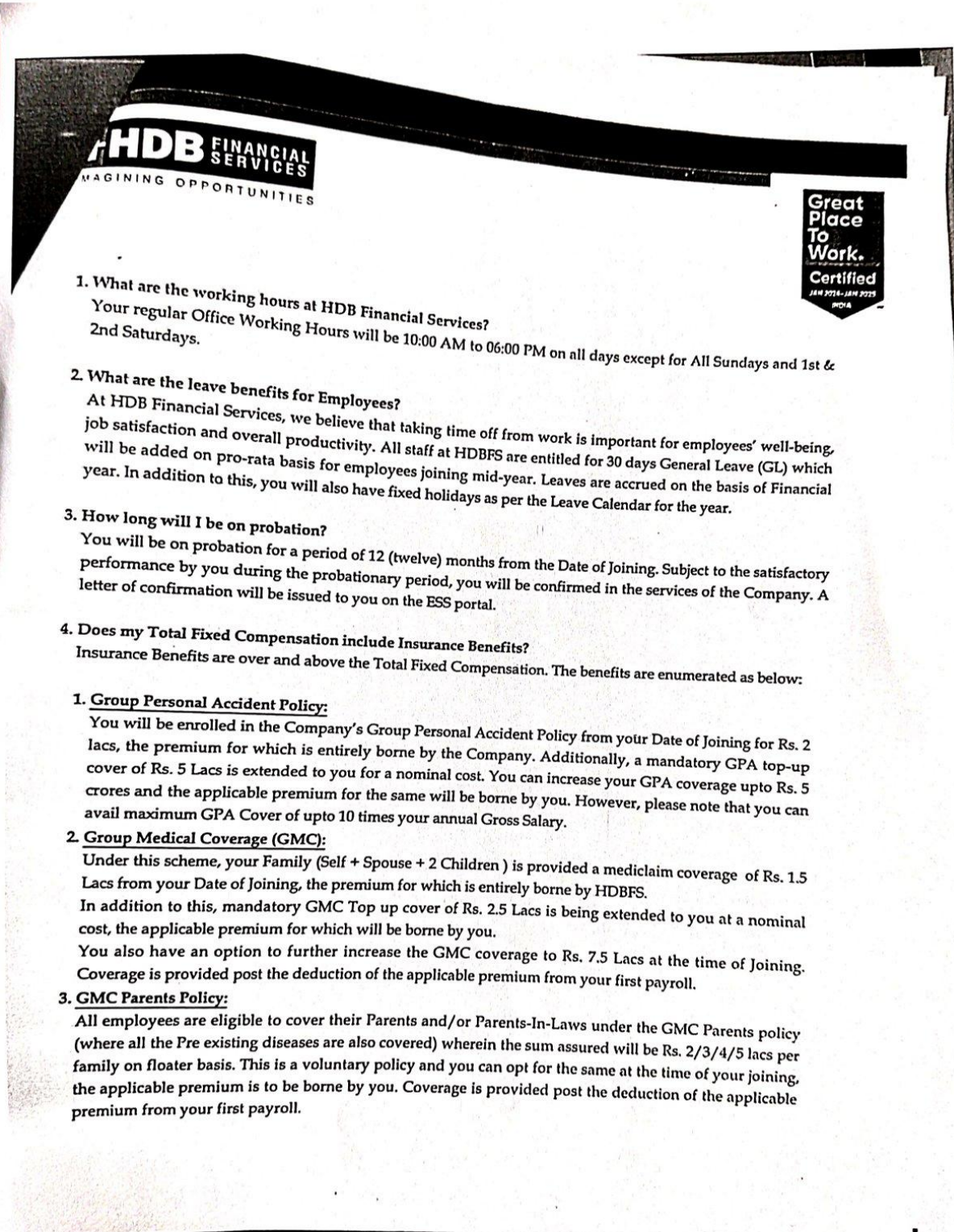
Best Regards,

Ashish Ghatnekar
Chief - People & Operations

I accept the offer
Bijung

Know more about us :
www.hdbfs.com





- 1. What are the working hours at HDB Financial Services?**
Your regular Office Working Hours will be 10:00 AM to 06:00 PM on all days except for All Sundays and 1st & 2nd Saturdays.
- 2. What are the leave benefits for Employees?**
At HDB Financial Services, we believe that taking time off from work is important for employees' well-being, job satisfaction and overall productivity. All staff at HDBFS are entitled for 30 days General Leave (GL) which will be added on pro-rata basis for employees joining mid-year. Leaves are accrued on the basis of Financial year. In addition to this, you will also have fixed holidays as per the Leave Calendar for the year.
- 3. How long will I be on probation?**
You will be on probation for a period of 12 (twelve) months from the Date of Joining. Subject to the satisfactory performance by you during the probationary period, you will be confirmed in the services of the Company. A letter of confirmation will be issued to you on the ESS portal.
- 4. Does my Total Fixed Compensation include Insurance Benefits?**
Insurance Benefits are over and above the Total Fixed Compensation. The benefits are enumerated as below:
- 1. Group Personal Accident Policy:**
You will be enrolled in the Company's Group Personal Accident Policy from your Date of Joining for Rs. 2 lacs, the premium for which is entirely borne by the Company. Additionally, a mandatory GPA top-up cover of Rs. 5 Lacs is extended to you for a nominal cost. You can increase your GPA coverage upto Rs. 5 crores and the applicable premium for the same will be borne by you. However, please note that you can avail maximum GPA Cover of upto 10 times your annual Gross Salary.
- 2. Group Medical Coverage (GMC):**
Under this scheme, your Family (Self + Spouse + 2 Children) is provided a mediclaim coverage of Rs. 1.5 Lacs from your Date of Joining, the premium for which is entirely borne by HDBFS. In addition to this, mandatory GMC Top up cover of Rs. 2.5 Lacs is being extended to you at a nominal cost, the applicable premium for which will be borne by you. You also have an option to further increase the GMC coverage to Rs. 7.5 Lacs at the time of Joining. Coverage is provided post the deduction of the applicable premium from your first payroll.
- 3. GMC Parents Policy:**
All employees are eligible to cover their Parents and/or Parents-In-Laws under the GMC Parents policy (where all the Pre existing diseases are also covered) wherein the sum assured will be Rs. 2/3/4/5 lacs per family on floater basis. This is a voluntary policy and you can opt for the same at the time of your joining, the applicable premium is to be borne by you. Coverage is provided post the deduction of the applicable premium from your first payroll.

Know more about us :
www.hdbfs.com



Registrar
Atmiya University, Rajkot-Gujarat-India
Atmiya University
Rajkot

Coordinator,
Placement
Atmiya University, Rajkot

Page 45 of 315



4. Group Term Life Insurance (GTL):

All employees with vintage of more than a year are covered under Group Term Life insurance (GTL), under this scheme you are covered with a term life coverage of Rs. 5 Lacs. Additionally a mandatory GTL Top up cover of the same amount is being extended to you at a nominal cost and coverage is provided post the deduction of the applicable premium from your first payroll.

Important:

- All Premiums (wherever applicable) will be deducted from your First salary on pro rata basis for onward payment to the Insurance Company.
- Any voluntary policies/top-ups that you opt for will be ongoing during the course of your employment and will be mandatorily renewed every year. You may increase the Sum Insured/Top-up Amount, but you cannot reduce the same or opt-out during your service with the Company.

5. Are there any additional variable payouts that HDB offers to its employees?

Depending on your role, you will be eligible for Annual Performance Bonus or Incentives as per Company Policy. However, please note that this is subject to change as per Management discretion.

6. Does HDB have a Work From Home or Hybrid Working model?

We currently do not offer Work From Home or Hybrid working. Employees are expected to operate from Office during working hours.

7. Am I eligible for reimbursement for any Relocation Expenses?

Relocation Expense Reimbursement is given on case to case basis and requires prior approval from competent authority. You will be informed by your HR SPOC in case you are eligible for the same. However, please note that in case you have claimed reimbursement of Relocation Expense, the same will be recovered from you if you leave the Company before completion of one year from the date of reimbursement of such expenses. In such a case, the period of one year will be calculated basis the resignation date.

8. Is there any facility for Notice Period Buyout?

Notice Period Buyout is given on case to case basis and requires prior approval from competent authority. You will be informed by your HR SPOC in case the Company wants to buyout your Notice Period from your current employer. However, please note that in case you have Notice Period buyout, the same will be recovered from you if you leave the Company before completion of one year of service. In such a case, the period of one year will be calculated basis the resignation date.





9. What is the further process should I wish to accept the Offer?

You need to send an email to the HR SPOC confirming your acceptance of the offer along with your Tentative Date of Joining. You will also need to send a copy of your resignation, post acceptance by your current Reporting Manager.

You will get an automated mail trigger (from hric.portal@hdbfs.com) 8 days prior to your Date of Joining for Completion of your Joining formalities, which can be accessed from Mobile or Laptop/Desktop. Please try to complete the Joining Formalities before your DOJ for a smooth Onboarding Process.

10. Who can I get in touch with for any further queries?

You may get in touch with 'Rahul Bhagwandas Singh' from the HR Department for any further queries you may have.

HR SPOC Details:

Name: Rahul Bhagwandas Singh
Email ID: rahul.singh@hdbfs.com
Mobile No: 9016857730





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CITY UNION BANK

STRICTLY PRIVATE AND CONFIDENTIAL

HRMD/OFF-LTR/123240211/2024-25

02.07.2024

SELECTION CUM OFFER LETTER

To
Shri. Maniar Nalmish Yatinbhai,
No. 209, Ashirvad Complex,
No 4 Trirupati Nagar, Hanuman Madhi, Raiya Road,
Rajkot-360005.
Mob No: 9537318400

Dear Maniar Naimish Yatinbhai,

Congratulations!

With reference to your application for employment with us and the subsequent Bank's selection process, we are pleased to offer you a position in **Relationship Manager II (Sales and Operations)** cadre of our bank. You will be posted as **Probationary Relationship Manager II** for a period of **Eighteen months**, subject to the terms and conditions set out in this letter and the **annexure** thereto apart from usual Bank's Service Rules and conditions now prevailing and in vogue from time to time.

Before joining the Bank you will have to undergo a **Preliminary Induction Programme** the details of which will be communicated to you separately. After satisfactory completion of the Preliminary Induction Programme you shall be issued the appointment/posting order specifying your role and responsibility and the place of initial posting.

During the probationary period of Eighteen months, your Gross annual Fixed Cost-To-Company (CTC) at maximum variable payout will be **Rs. 3,82,656/-** per year. A detailed overview of the compensation structure along with the terms and conditions of the offer is attached as annexure to this offer letter.

Your employment will be governed by the rules, regulations and policies of the bank. The terms of this offer letter shall remain confidential and shall not be disclosed to any third party.

You shall be issued the posting order specifying the place of initial posting, based on accepting the offer letter.

We take this opportunity to **welcome** you to City Union Bank. We wish you a long, rewarding and fulfilling career.

With Best Wishes,

R. Subbaraman
Deputy General Manager
HRMD

End.: Annexure to the selection cum offer letter (as applicable to you).

Administrative Office: City Union Bank, HRMD Department, No.24-B Gandhi Nagar,
Kumbakonam - 612 001, Tamil Nadu, India.
Tel: +91 (0435) 2402322, +91 93817 37719

Website: www.cityunionbank.com; Email: placement@cityunionbank.in



Page 1 of 7

Atmiya University, Rajkot-Gujarat-India
Atmiya University
Rajkot

Coordinator,

Placement
Atmiya University, Rajkot



Page 48 of 315



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CITY UNION BANK

**Annexure-I to your Offer of Employment [HRMD/OFF-LTR/123240211/2024-25] as
Relationship Manager II Cadre**

TERMS and CONDITIONS (other than those prevalent In Service Agreement)

At the time of Joining duty, you are advised to furnish the following documents:-

- 1). A Booklet consisting of six structured forms, which will be provided to you, will have to be filled up, completed, signed and handed over to the Branch Manager / Department Head, together with two recent passport size photographs affixed thereon.
- 2). Copies of KYC documents like Aadhar Card, PAN Card, Driving Licence, with originals for verification. Two copies each of your latest colour photographs, in passport size and stamp size.
- 3). Testimonials (of a recent date) from two respectable persons known to you, (but not related to you) will have to be furnished. The bank will seek references to them, your current / previous employer/s at any stage of your appointment.
- 4). A self declaration of Medical Fitness, supported by a satisfactory Medical Certificate from a Registered Medical Practitioner or if stipulated from the panel of doctors appointed by the Bank as per medical examination requirements in annexure. Major and permanent ailments should also be reported. Suppression of any information or if it is found at a later stage that you suffer from any ailment which will affect the normal functioning of your work at the office will entail you immediate termination of service at any point of time.
- 5). Copies of your resignation acceptance and proper relieving order, last drawn Salary Certificate from your previous employer and Service employment declaration to that effect should be submitted.
- 6). If you have availed any loan/credit facility from Bank/s or financial institution/s, the details of them should be furnished. A certificate of latest date from the Branch Head of the Bank's Branch, from where the loan was availed is to be submitted. If the loan/s is/are not in STANDARD category, you cannot join our Bank. If no loan has been availed, a certificate to that effect should be submitted.
- 7). While reporting for duty at branch / department, you should handover a copy of your PAN Card, Driving License and a copy of your Aadhar card. Also, you should hand over a proper Relieving Order obtained from the previous Employer. If you have not employed previously, a declaration to that effect should be submitted.
- 8). At that time of reporting for duty, you will have to submit all the original certificates (10th, 12th, UG & PG degree certificates) in proof of your educational qualification and age to the HR Department for verification and custody. In case, you are not in a position to submit your original certificates as mentioned above, you will be required to place a fixed deposit in your name for Rs.25,000/- as security deposit. Your original certificates shall be returned to you on confirmation. You may also collect your certificates back at any time, before your confirmation, by placing a deposit for Rs.25,000/- in your name and discharging the same to the Bank.

In case you are not in a position to submit your original certificates nor able to place a deposit for Rs.25,000/-, you can remit monthly instalment of Rs.2,000/- for 11 months and Rs.3,000/- in 12th month so as to place a total security deposit of Rs.25,000/- and discharge the same to the bank after 12 months.

Please note that the deposit amount will be returned to you on your confirmation in the regular service of the bank.



Page 2 of 7

Atmiya University, Rajkot-Gujarat-India
**Atmiya University
Rajkot**

Nigaj
Coordinator,

Placement
Atmiya University, Rajkot



Page 49 of 315



9).The information and documents provided by you are subject to verification. Upon your acceptance of this appointment order, the Company will have the right to conduct such verification, including through external agencies. This would include but not be limited to, your employment history, educational / professional credentials, CIBIL & other background checks. You hereby agree, consent and authorize the Company to access, use and share such information provided by you, with internal and external agencies, for the purpose of carrying out verification at any and all points of time, whether during or after your employment with the Company. The Company has the policy of sharing all relevant employment information of employees with applicable external agencies.

Pre-Induction Programme

You will have to undergo a Preliminary Induction Programme at any one of our facilities, for which date and venue shall be communicated separately. Accommodation for your stay, if required, will be provided at the facility. Other expenses incidental to the training are to be entirely borne by you. While reporting for the induction programme, you are instructed to bring and submit all the original certificates (10th, 12th,UG & PG degree certificates) in proof of your educational qualification and age to the HR Department for verification. You should also hand over a copy of your PAN Card, Driving License and a copy of your Aadhaar card when reporting for the induction programme. Also, you should hand over a proper Relieving Order obtained from the previous Employer; if not employed previously, a declaration to that effect should be submitted. Please note that the probation/confirmation of your service with the bank will be subject to the submission of the above-mentioned documents.

On Completion of the Pre-Induction Programme, you will be issued the appointment/posting order. Upon joining the place of posting, you will be designated as **Probationary Relationship Manager II**. You are bound by the service conditions as applicable to the said cadre of the Bank.

Probationary Period

You will be on probation for a period of **18 months**, from the date of your joining the service of the Bank. You will be designated as **Probationary Relationship Manager II**. Your salary structure will be as detailed in Annexure-II of this letter. Please note that all confirmations in the bank are given effect only on the 1st day of the month succeeding the month during which the probation period is completed.

During the probationary period, your performance will be reviewed periodically. Your confirmation in the service of the Bank will be based on your performance during the probationary period, assessment reports of the Branch / Department Head, your performance in the pre-confirmation process (test / interview) etc. However, the management based on its assessment will have discretion to extend your Probation for a further period.

If your performance is considered satisfactory, the bank may also reduce the period of Probation at its discretion.

Termination of Services

The Management reserves its right to terminate your services at any time during the period of probation or during the extended period of probation, without assigning any reason there for.

If during the period of probation or during the extended period of probation, you are found to be involved in any act of fraud, unethical transactions, misbehaviour, misconduct and any other act which results in financial loss or loss of image/reputation of the Bank, the Bank may summarily terminate your service without any notice /assigning any reason (there for) and the Bank Management's decision will be final. If your acts warrant any legal action, the bank will exercise its right. If deemed necessary, in such an event, the Bank may also issue a print media publication, about such termination with your photograph.



[Handwritten Signature]

[Handwritten Signature]

[Handwritten Signature]
Coordinator,





If any of your declaration, information or certificates is found to be false or untrue or if you have suppressed any vital information and or if it comes to the notice of the Bank that you had been, prior to joining the Bank's services, convicted of any act involving moral turpitude and / or criminal in nature, your service will be liable to be terminated forthwith, without any notice or compensation in lieu thereof, at any time during or even after completion of the probation period. However, this does not preclude the Bank from initiating such disciplinary measures, as the Bank shall deem fit and any penalty may be imposed upon you, in terms of rules of the Bank in force from time to time.

Your service may be terminated by the Bank if you are found to be indulging in the acts of Commission / Omission which may be prejudicial to the interests of the Bank or any act of dishonesty, disobedience, insubordination or any other misconduct or neglect of duty or incompetence in the discharge of your duty.

Leave During Probation and after Confirmation

During probation you will be entitled to Casual Leave of 12 days and Sick leave of 12 days. You will not be allowed to avail any leave beyond your entitlement during the probationary period. If under any extra-ordinary circumstances your absence is permitted under loss of pay, the probationary period will be suitably extended to compensate the period of your absence. The right of allowing leave on loss of pay and extension of probationary period will rest with the Management only.

If you remain absent unauthorized beyond 30 days, either without any intimation or after rejection of leave or after submission of resignation without serving the stipulated notice period, it would be construed that you have deserted your job and lost lien on your job, consequent upon which the Management may remove your name from the rolls of the Bank. However, the Bank can recover the dues such as cost of training and other dues, if any.

Mobility

In view of the nature of the Bank's business, it may become necessary to require you to work in different branches, departments, offices or locations of City Union Bank. Acceptance of our offer of employment is acceptance of this obligation of flexibility on your part.

Increments & Promotions

Your career growth and annual increments with the bank will depend solely on your performance and contribution to the bank and will not be automatic.

While promotion eligibility is determined on the promotion policy of the bank which will be reviewed from time to time, based on the bank's requirements and outlook. Promotions will also be considered out of turn, to those employees who perform exceptionally well and contribute to the growth of the Bank.

Responsibility Special Allowance

A fixed percentage of the increments you may be eligible to receive in the future after joining the Bank will be deducted and accumulated under the Responsibility Special Allowance. RSA will be paid as part of your Fixed CTC. The terms of this allowance will be governed by the rules specified by the Management from time to time.

Group Health Insurance Scheme

You will be covered under the Group Health Insurance Scheme as applicable to other employees of the Bank. The insurance cover will be as per the terms and conditions specified in the policy of the Insurance policy provider and may be revised from time to time.



Coordinator,





**ATMIYA
UNIVERSITY**

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Transfers

Your services are liable to be transferred to any of our Branches / Departments, situated anywhere In India, now in existence and to be opened in future. Notwithstanding the role assigned to you in terms of this letter, the Bank reserves its right to assign you any other role / function / responsibility, commensurate with your grade, as may be deemed appropriate, depending on administrative exigencies and requirements.

In case of exigencies, your services can be requisitioned by the Bank at any time outside the business / working hours.

Notice Period:

If you choose to discontinue your service with the Bank for any reason, you will be required to give the Bank one month notice or one month Gross salary thereof subject to the bank's discretion. In addition, you will also be required to remit the actual charges incurred by the Bank in connection with the cost of recruitment, training, batta paid, if any and other expenses incidental to training and recruitment. In the event of you having any ongoing or incomplete assignment, the Bank reserves the right to relieve you only at the end of the one-month notice period.

NB: The resignations entail re-imburements of all amounts received by you by way of Ex-gratia payments by the Bank. Also, if any Interest free Loan is availed or any other loan is availed at concessional rate of interest, it should also be repaid with Interest (as applicable to general public) from the date of availment of loan, before getting relieved from the bank.

Termination without Notice

During the probation period, if your performance and conduct are not found to be satisfactory or if it does not meet the prescribed criteria, the Bank reserves the right to terminate your appointment or revert you to a junior level at any time during the probation period or extended period of probation without assigning any reason whatsoever.

The bank may terminate your services immediately on disciplinary grounds or if any breach of the terms and conditions mentioned in this letter on your part or as per policy of the bank, if any incorrect information is furnished by you or suppression of any personal/material information about you will be liable for termination at any time during your service.

Other Terms & Conditions:

- You will agree not to undertake employment, whether full-time or part-time, as the Director/Partner / Member / Employee of any other organization or entity engaged in any form of business activity without the consent of the bank. The consent may be given subject to any terms and conditions that the bank may think fit and may be withdrawn at any time at the discretion of the bank. The employment/ profession/ business existing or proposed, of your spouse, kith/kin of your family shall also be disclosed to the Bank.
- You will devote your whole time and attention to your Office work to promote the interest of the Bank 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) outside the Bank.
- While you are in the services of the Bank, you will adhere to the IT Security Practice & Procedures as prescribed by the Bank and maintain the secrecy of accounts and other information you come across during the course of your employment.
- You will be governed by the rules, regulations and policies of the bank as applicable to you. All the benefits are as per the bank's policies, which are subject to revision from time to time.



Registrar
Atmiya University, Rajkot-Gujarat-India
**Atmiya University
Rajkot**

Coordinator,

Placement
Atmiya University, Rajkot





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- You will keep us informed of any change in your residential address, change in telephone numbers and the place of contact in case you are on leave.
- Bank will always stand by the policy of honesty and integrity in all its dealings and expects its employees to follow the same.
- All such obligations in respect of Confidentiality shall survive even after your service has ended with the Bank.
- You shall not use the Bank's resources for other commercial activities or for personal gain.
- In case any information you have provided to the Bank found to be untrue or any vital information you have suppressed to the Bank, the management can terminate your services any at any stage of your employment.

This offer is made to you subject to the following pre-conditions:

- Our offer to you is conditional upon your having fully completed your graduation / post-graduation. You should have also completed all the studies, course requirements and examinations required for the award of the educational qualifications recorded by you in your application for employment with City Union Bank.
- After the Bank receiving satisfactory character references from suitable referees to be suggested by yourself, preferably one referee being a person who has supervised you in a professional capacity at some stage in your career. Additionally, the Bank reserves the right to seek references from your current / previous employer (s), at any stage, subsequent to your acceptance of this offer letter.
- After the Bank receiving a satisfactory report following a routine medical examination (mentioned in annexure) by separate Registered Medical Practitioners.

The terms and conditions set out in this selection cum offer letter and in the service agreement, inter alia, constitute service conditions applicable to your employment in the Bank. **Any dispute arising thereof is subject to Kumbakonam jurisdiction only and courts at Kumbakonam will have exclusive jurisdiction.**

Please return to us on or before 06.07.2024, the duplicate copy of this letter duly signed by you on all pages as a token of having accepted the selection cum offer letter.

Welcome to the CUB family.

With Regards

R. Subbaraman
Deputy General Manager
HRMD

I have read, understood and agree to the terms and conditions as set forth in this selection cum offer letter and the annexures.

Signature

Name: Naimish Maniar

Date: 05/07/2024

Place: Rajkot



Page 6 of 7

Atmiya University, Rajkot-Gujarat-India
Atmiya University
Rajkot

Coordinator,

Placement
Atmiya University, Rajkot



Page 53 of 315



**Annexure-II to your Offer of Employment [HRMD/OFFLTR/123240211/2024-25] as
Probationary Relationship Manager II**

COMPENSATION DETAILS		
Name	Shri.Maniar Naimish Yatinbhai	
Designation	Probationary Relationship Manager II	
CTC COMPONENTS (All figures in Rs.)		
Component	Per Month	Per Year
Basic Pay	12,000/-	1,44,000/-
Fixed DA ¹	3,000/-	36,000/-
HRA ²	2,000/-	24,000/-
CCA ²	840/-	10,080/-
Basket of Allowances ³	10,060/-	1,20,720/-
Gross Pay	27,900/-	3,34,800/-
PF – Management Contribution	1,500/-	18,000/-
NPS ⁴ –Management Contribution	600/-	7,200/-
Gratuity	721/-	8,652/-
Approx. Medclaim Insurance	1,167/-	14,004/-
Fixed CTC	31,888/-	3,82,656/-
Approx. monetary value of perks towards subsidised Loan for Housing ⁶	18,833/-	2,25,996/-
Approx. monetary value of perks towards subsidised Loan for Two Wheeler ⁷	875/-	10,500/-
Total CTC	51,596/-	6,19,152/-

Note:

- Dearness Allowance:-** Fixed Dearness allowance, subject to revision at the sole discretion of the Management.
- HRA and CCA:-** Based on your place of posting. However the Fixed CTC will remain unchanged.
- Basket of Allowances:-** All-inclusive of Sales & Operations allowance, Medical Reimbursement, LFC & any other allowances.
- National Pension Scheme (NPS):-** The bank provides 'Pension' contribution as a third retirement benefit in addition to PF and Gratuity.
- Variable CTC (MSP+Ex-gratia at Max. Payout):-** will be considered purely at the discretion of the Management based on the performance of the employee, financial performance of the Bank and also subject to terms and conditions stipulated from time to time.
- Subsidised Staff Housing Loan:-** You will be eligible for a staff housing loan after confirmation of service at an interest of 3.5% per annum All other terms and conditions will be as per the staff housing loan policy of the Bank.
- Subsidised Staff Two wheeler Loan:** You will be eligible for a staff two wheeler loan at an interest rate of 5% per annum. All other terms and conditions will be as per the loan policy of the Bank.

Your salary is confidential and should be discussed only with Human Resource Management Development Department.



[Handwritten Signature]

[Handwritten Signature]
Coordinator,





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Ref. no.: HR/30APRIL24/02

Letter of offer for appointment

To
Sumit Zinzuvadiya
Rajkot

Dear Mr. Sumit

We are pleased to inform you that you have been selected for the position of Options Trader in pro-trading segment at our Rajkot branch of Athena Fin Corp Pvt. Ltd.

Your key responsibility area would include trading in options with various strategies assigned to with the allocated funds.

You CTC would be 2,40,000/- per annum which shall exclude other incentives.

Your probation period would be of 6 months from the date of joining & during this probation period your salary would be 15000/month.

You will be supposed to clear NISM derivatives module certification at the time of joining.

You shall comply with other company norms & rules & regulations which shall be mentioned in your letter of appointment.

Feel free to communicate for any clarification.

You need to sign on one copy of letter of offer at Rajkot branch & then your appointment letter shall be generated.

Warm regards
Malti Bhatt
HR Manager

Sumit

INVESTMENT | INSURANCE | LOAN

www.athenafincorp.com

info@athenafincorp.com

[Signature]

Registrar
Atmiya University, Rajkot-Gujarat-India
**Atmiya University
Rajkot**

[Signature]
Coordinator,

Placement
Atmiya University, Rajkot



Page 55 of 315



Goti Growth
Private Limited

Letter of Appointment

Date: 15/02/2024

Dear Abhishek Sarvaiya,

We are happy to extend our heartfelt congratulations on your selection for the position of Trader at Goti Growth Private Limited Company. We believe your skills, experience, and qualifications make you a valuable addition to our team.

We hope to provide you a challenging and rewarding Career ensuring a high level of job satisfaction and sample opportunities for career development.

Designation: Trader

Department: Deita Arbitrage - TG

Location: Rajkot

Present Salary: The company will provide a salary of ₹15,000 per month.

Benefits: The company will provide a 10% incentive annually based on your monthly profit and loss (P&L) statement.

Reporting to: Mr. Raj Goti

Employment Status: You will join us as a Full-Time employee.

Oral Bond: After joining our company, you will have to commit to being employed with us for two years. Upon completion of this period, you will become eligible for new opportunities within the company.

Work Schedule: The normal working days are Monday to Friday and working hours are from 09:00 AM to 04:30 PM.

Payroll Schedule: Your salary will be paid to you on a monthly basis through direct deposit.

NOC: If you leave a job, the company will not provide an No Objection Certificate.

NISM Certification Exam: If you are selected for the final interview round then you will have to pass the NISM Equity Derivative & Commodity Derivative exam within a maximum of one month.

Resignation: Should you wish to resign your employment with Goti Growth Private Limited, you will be required to provide three (3) months' written notice to enable us to transition your work.

You are requested to confirm your acceptance of this offer of appointment by signing and returning the duplicate of this letter to us.

I extend a warm welcome to you and wish you all the best for a successful career with the company.

Best wishes,

For Goti Growth Private Limited

Mr. Raj Goti

DIRECTOR

Mr. Mukesh Parmar

HR Head

9723821811 | gotigrowth@gmail.com | www.gotigrowth.com

906, Rivera Wave, Nr. RPJ Hotel, Kalawad Road, Rajkot-360001





Goti Growth
Private Limited

Candidate Acceptance

I Abhishek Sarvaiya, acknowledge that I have read, understood and accepted this offer and hereby confirm my acceptance of the same.

Abhishek Sarvaiya

Abhishek Sarvaiya

Name & Sign:

Joining Date:

[Signature]

Registrar
Atmiya University, Rajkot-Gujarat-India
Atmiya University
Rajkot

[Signature]
Coordinator,

Placement
Atmiya University, Rajkot





Employee Agreement Form

This Employee Agreement Form is entered into between **Jay Parmar** and **Vivansh Infotech LLP** in 01st August, 2023. Vivansh Infotech is located at "B 1001-1003, Shilp Corporate Park, Behind Rajpath Club, Rajpath Rangoli Road, Ahmedabad " and is represented by [Rajvi Patel] in this agreement.

The Employee and the Employer have entered into a formal Employment agreement where the Employee will perform duties related to their position as a **Full Stack Developer**.

The Employer and the Employee agree to the following terms:

1. Employee Agreement comprises of 2 years of job employment.
2. If the employee leaves the company in between the bond, he/she will have to pay the training costing amount which is Rs 1,00,000.
3. If the employer decides to terminate the employee from the internship between the tenure due to his/her poor performance, the company will not provide the Job offer letter.
4. If the employee is leaving the company between the internship duration, no certificate will be provided.

DECLARATION BY THE APPLICANT:

1. I hereby accept all the terms and conditions and agree to face all the consequences if situation arrives.
2. I also declare that if any information provided by me is found false, my Candidature may be rejected at any point of time.
3. I also declare that if I break the bond and do not pay the penalty charges, company is liable to take legal actions.
4. IN WITNESS WHEREOF, both parties agree to these terms and give their consent and authority to this agreement below.

Vivansh Infotech LLP
Rajvi Patel
FOR, VIVANSH INFOTECH LLP

HR DEPARTMENT

Signature

Employee Name
Jay Parmar

Signature

Vivansh Infotech LLP.
B 1001-1003, Shilp Corporate Park, Behind Rajpath Club,
Rajpath Rangoli Road, Ahmedabad - 380054





CYPHEROX

T E C H N O L O G I E S

Date: 21-07-2023

Letter of Intent

Dear Jeel Gami,

Congratulations! We are pleased to inform you that after subsequent interview you had with us, you have been selected at Cypherox Technologies Pvt. Ltd. We are delighted to make you the following job offer.

The position we are offering is that of **Software Engineer - Trainee** at a salary of **INR 2.16 LPA**. This position reports to your manager.

This is a permanent position.

Benefits Information if relevant to the position:

Stipend in Probation: - 5000 Per Month

The probation (or Provisional) Period will be for 3 Months.

*Any Leave taken during Probation will be considered Unpaid Leave and will extend your Probation Period.

You are required to join on **3rd January 2024**. A formal letter of appointment with detailed terms and conditions will be provided at the time of joining We look forward to your joining and long-term association.

For, Cypherox Technologies Pvt. Ltd.

Tulika Singh

Tulika Singh

Manager – Human Resources

Candidate Signature

Cypherox Technologies Pvt. Ltd.

706, Rivera Wave, Nr McDonalds, Kalawad Road, Rajkot -360005, Gujarat.
Cell No: 9033199949|Email:connect@cypherox.com|www.cypherox.com

A sustainable world means working together to create prosperity for all....



9925800950

talent@zignuts.com

www.zignuts.com

Document No: ZT/2023/OFR/0011
Date: 14th August 2023

To,
Karan Makwana

Sub: Letter of Offer

Dear Karan Makwana,

Thank you for exploring career opportunities with Zignuts Technolab Pvt. Ltd. You have successfully completed our initial selection process and we are pleased to make you an offer.

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Web Developer Intern**. Your Salary including all benefits will be Rs. **3,60,000/-** Per Year, as per the terms and conditions set out herein. The gross salary mentioned above is inclusive of all the Variable Allowances.

Your Training cum Probation Period would be of six months which would be effective from your date of joining. Your employment's confirmation would be based on your performance. As a part of training in the first six months, you will be given a stipend of Rs. 7,500/- per month. Kindly note that your training cum probation period can be extended in case of unsatisfactory performance or absence during the training program. You will be on a Service Agreement for a period of two years (excluding training period).

Kindly confirm your acceptance of this offer by responding to this email on or before **16th August 2023**.

On joining and successful completion of joining formalities, you will be issued a Letter of Appointment by Zignuts Technolab Pvt. Ltd.

Thanks & Regards,
HR Manager.



A409, Siddhraj Zorji, Near Sargasan Circle, S G Road, Gandhinagar, Gujarat - 382421



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Zignuts
Technolab

9925800950

talent@zignuts.com

www.zignuts.com

Schedule I - Compensation Details

Salary Structure

Basic Salary	15,000
Home Rent allowance	6,000
Medical allowance	3,000
Conveyance allowance	3,000
Performance incentive	3,000
CTC(Monthly)	30,000
CTC(Annually)	3,60,000
* Professional Tax,TDS Any Other Applicable Taxes Inclusive	

We will send you an email for further documentation process once the offer is accepted by you.

Thanks & Regards
HR Manager

A409, Sidhraj Zori, Near Sargasan Circle, S G Road, Gandhinagar, Gujarat - 382421

Registrar
Atmiya University, Rajkot-Gujarat-India
Atmiya University
Rajkot

Coordinator,
Placement
Atmiya University, Rajkot



Page 61 of 315



WebCodeGenie

C-904, Ganesh Meridian, Opposite Amiraj Farm,
Near Kargil Petrol Pump, S.G. Highway, Sola,
Ahmedabad, Gujarat-380060. Cell: +91-997 4669565,
Email: info@webcodegenie.com, www.webcodegenie.com

Mr. Kanad Joshi
C-101, Flora west appt.,
Marg number 3-M, B/H Shalibhadra Appt.,
Jivaraj Park Main Road, Rajkot - 360004.

21st August 2023

Offer Letter

Dear Kanad Joshi,

This has reference to your application and the subsequent interviews you have had with us. We are pleased to offer you employment as a **Technical Intern** with the stipend of **Rs. 8000/-**. After completion of training duration your designation will be considered as **Software Developer** with the package of **Rs.3,60,000/-**.

Your date of commencement of Internship will be on **1st January 2024**. An appointment letter will be issued to you after compilation of Internship.

Training Period – 6 Months.
Bond Period – 2.5 Years (Including Training Period)

We would like you to start work on **1st January 2024** at **9:30 AM**.

Please sign and return to us the duplicate of this letter as a token of your acceptance of the above terms and conditions.

Wishing you a long lasting association with **WebCodeGenie Technology Pvt Ltd**. We are confident you will be able to make a significant contribution to the success of our Company and we are looking forward to working with you.

Sincerely,

I have read and accepted the terms and conditions:

Ishita Rajguru

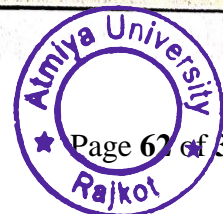


HR - Manager
WebCodeGenie Technology Pvt. Ltd.

Name : Kanad Joshi
Signature :
Date : 21/08/2023

Web Design Open Source Development Mobile Application Development Internet Marketing

Coordinator,





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Date: 23rd November, 2023

To,
Ravirajsinh Chudasama
Trainee Jr. 3D Artist

Subject: Joining Letter

We are pleased to select you (**Ravirajsinh Chudasama**) as a project trainee (**3D artist**) in **Yudiz Solutions Limited**. We have offered you training for six months where the stipend would be Rs.5000/-per month for 6 months. We will also offer you employment after training is successfully completed. You will be entitled to a monthly remuneration of Rs. 25,000 (Rupees Twenty five thousand only) per month for 9 months and Rs. 30,000 for next 12 months employment which indicates Cost to Company (CTC). Your salary will be reviewed after a period of **2 years and 3 months**.

Joining date is **1st January 2024** and work location is **Ahmedabad, Gujarat**.

Sincerely,



Kinjal Shah
Functional Manager- HR

YUDIZ SOLUTIONS LIMITED
formerly, Yudiz Solutions Private Limited

CIN : U72900GJ2011PLC067088

Regd. Office
13th Floor, Bsquare 2, Iscon-Ambli Road, Ahmedabad - 380054, Gujarat, INDIA

Phone : (+91) 079 29700606
contact@yudiz.com | www.yudiz.com

Registrar
Atmiya University, Rajkot-Gujarat-India
**Atmiya University
Rajkot**

Coordinator,
Placement
Atmiya University, Rajkot



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ORIGIN OF NEW ERA

Offer Letter

Dear Lakhatariya Harsh Pravinbhai
Divanpara Panjrapol Sakadisheri,
Morbi, Gujarat 363621.

Further to the interview you had with us, we are pleased to offer you as **Software Trainee** in our organization.

The terms and conditions governing your training are given below: -

1. Training period:

You will be on full-time training for a period of 6 months effective from on or before 1-January-2024.

2. Consolidated Stipend

A sum of Rs. 7500/- (Rupees Seven Thousand Five Hundred Only) per month will be paid to you as a stipend. You will not be entitled to any other benefits, apart from the above.

3. Notice period during training

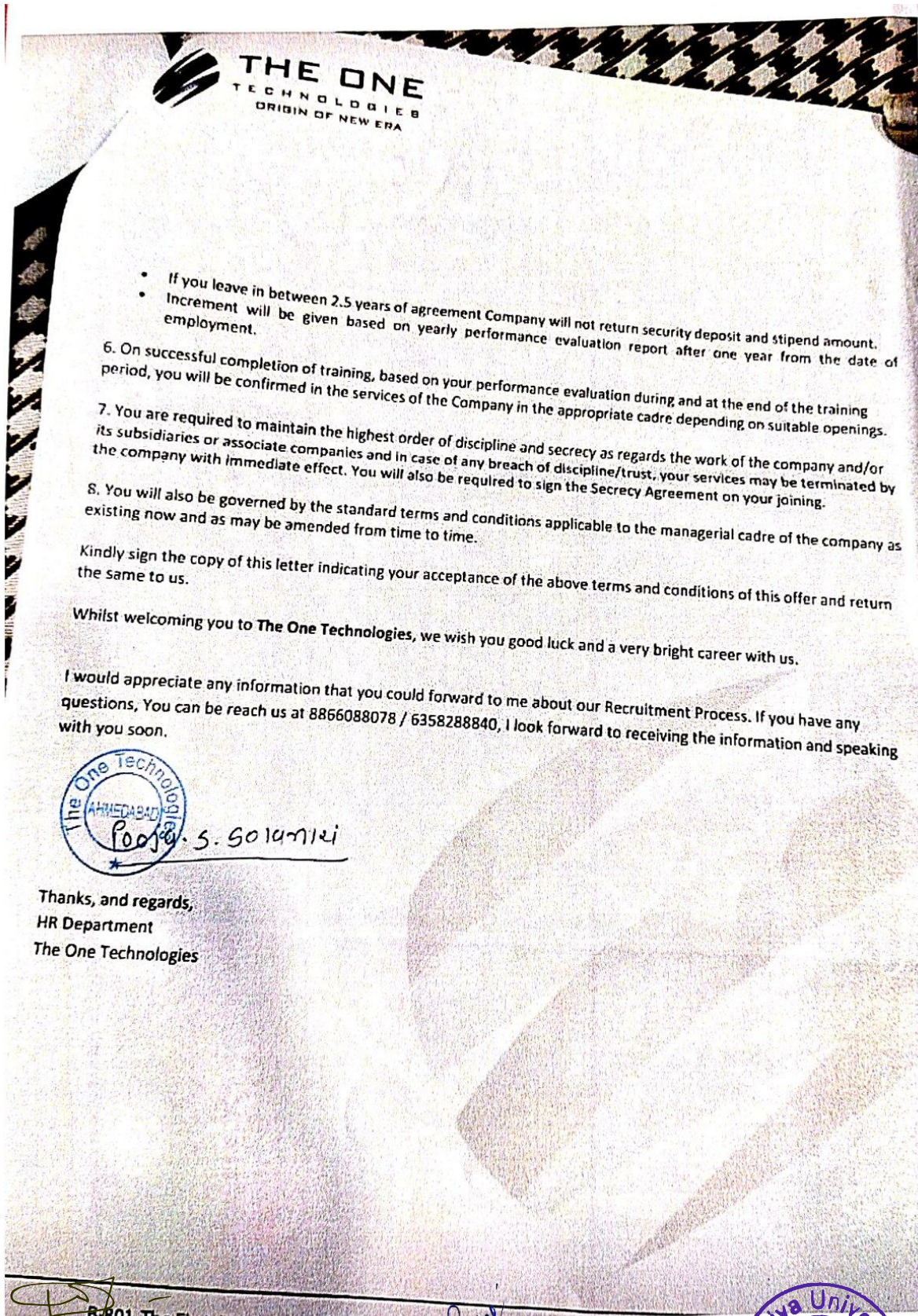
The Company reserves the right to terminate services of trainees on grounds of misconduct or breach of the terms and conditions of the Undertaking to be furnished by the trainee as per clause 6 of this letter and / or violation of any rules and regulations or standing orders of the Company by giving seven calendar days' notice or upon payment of stipend in lieu thereof.

4. You will be required to sign an Undertaking-cum-Indemnity Service Agreement on the date of joining.

5. This offer is subject to:

- You will be working for a total of 30 months which includes your training for 6 months.
- You Can not leave the company once training started. The duration of your training will be 6 months.
- During the Training period, you will be given a stipend of Rs. 7500 per month.
- After completion of training your performance will be evaluated and if your performance is good, we will offer you employment.
- After successful completion of training for 6 months, you will be given confirmed employment (based on performance during the training program) and for which you will be paid maximum up to ₹ 25,000/- (Twenty-Five Thousand) per month as salary.
- We will keep 3500/- of stipend with us for the security purpose and that will be return to you after completion of 24 months of employment.
- Once training is started, and if you want to leave the contract in between of training, you will need to return whatever stipend you earned from company. In Addition, Company will not return the 20,000/- which you have paid as Training & Development fees.
- Once training is over and you are an employee, If you want to leave the contract in between of employment terms, in addition to that you will also need to pay Rs. 1,00,000/- to compensate against provided specialized training, you need to serve the notice period for two months.

B-801, The First, Behind Keshaybaug Party Plot, Vastrapur, Ahmedabad, Gujarat, 380015, India.
Phone : 079 40327195 | Email : info@theonetechnologies.com | Web : <https://theonetechnologies.com/>





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PAPER MILL MACHINERY



Reference no. HR/Campus/2023/Aug/01

August 23rd, 2023

To
MR. JAY PATEL
Kabirji temple, Near Hanumanji Temple,
Juni Kachiya Wad, Sultanpura, Vadodara,
Gujarat 390001.
Mobile: +91-7283832706
Email: jaypateloct14@gmail.com

Through: Mr. Divyang Tiwari, Training & Placement Officer, ATMIYA UNIVERSITY, Rajkot.

Sub: Appointment Letter.

Dear Mr. Jay,

With reference to your application and campus interview conducted by us at ATMIYA UNIVERSITY, Rajkot, you have successfully completed our initial selection process and we are pleased to make an internship offer for the position of Trainee – Engineer with JMC Paper Tech Private Limited (hereinafter referred to as "JMC").

We would like to take this opportunity to congratulate you for your provisional selection in JMC with the following terms and conditions: -

1. This internship and appointment are strictly full-time.
2. Your stipend and including all benefits during the internship tenure will be sum of INR 20,000 (In words Rupees Twenty Thousand Only) per month for a period of 6 (Six) months from the date of joining.
3. Further, you will be on probation for a period of 6 (Six) months from the date of successful completion of internship and you will be paid as a Salary INR Three Lakh per annum CTC. However, the period of probation can be extended at the discretion of the company. If the performance is found to be unsatisfactory, the company is at liberty to terminate your services as it may deem fit. On successful completion of your probation, you will be confirmed as a permanent employee of the company until the date of superannuation i.e. 60 years.
4. All payments by way of stipend would be made after deduction of applicable taxes and other charges.
5. Your performance and contribution to JMC will be an important consideration for salary increments and promotions and it will be purely based on JMC's Compensation and Promotion policy.
6. You are required to follow JMC's code of conduct, Rules and Regulations in your day-to-day conduct as an associate of JMC.
7. You may be required to work in shifts and/or in extended working hours as permitted by law. You may be required to work beyond your existing working hours depending upon the business requirements / exigencies from time to time.

Contd...

Our Associates



Regd. Office & Works
Plot No.: E 210+218 & E 211+219, Road No. F - 23
BOL, GIDC-2, Sanand-382170 Gujarat, India.

T : +91 2717 622622, +91 2717 622600
W : www.jmcmachines.com



Registrar
Atmiya University, Rajkot-Gujarat-India
**Atmiya University
Rajkot**

Coordinator,
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Atmiya University, Rajkot



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8. Either during the period of your internship, probation time or during the period of your employment as a confirmed employee of JMC, you are not permitted to undertake any other employment, business, assume any public or private office, honorary or remunerative, without the prior written permission of JMC.
9. As part of the joining formalities, you are required to sign a confidentiality agreement, which aims to protect the intellectual property rights and business information of JMC and its clients.
10. Accommodation shall be managed on your own at Ahmedabad and Company bus facility is available with fixed route.
11. During your tenure with JMC, either you or JMC may terminate your internship / probation / employment time under this Agreement by providing 30 days written notice.
You will be liable to pay JMC INR 50,000 (In words Rupees Fifty Thousand Only) in case you fail to serve JMC for a minimum period of 1 (One) year after the joining date in accordance with the JMC rules and regulations.
12. JMC reserves the right to transfer you at any of its offices, work sites, or associated or affiliated companies in India or outside India, on the terms and conditions as applicable to you at the time of transfer.
13. At the time of your joining, original of the following documents should be submitted for verification:-
 - o Permanent Account Number (PAN) Card, AADHAR CARD and 2 photographs.
 - o Standard X- and XII-mark sheets with Degree and Postgraduate certificate and mark sheets for all semesters (if you are a Postgraduate)
 - o Medical Certificate of Fitness by a registered medical practitioner having a minimum qualification of MBBS

The original documents will be returned to you after verification.

Looking forward to a long and mutually beneficial association, as a member of the "JMC" family.

Yours sincerely,

For JMC Paper Tech Pvt. Ltd





MR. MAYANK SUTHAR
Executive Director

ENDORSEMENT:

1. I accept the terms & conditions stipulated in the above letter of engagement.
2. I shall report for internship on _____

Name : Jay Patel

Signature :  Date: _____

Place : Rajkot



Regd. Office & Works
Plot No.: E 210+218 & E 211+219, Road No. F - 23
BOL, CIDC-2, Sanand-382170 Gujarat, India.

T : +91 2717 622622, +91 2717 622600
W : www.jmcmachines.com





Maglare Technologies Private Limited
(Manufacturer of PV Modules & Solar PV Systems)

www.maglare.com | info@maglare.com | +91 84601 83838

Date: 23/04/2024

Dear Mr. Harsh Dholariya

Harsh

We, **Maglare Technologies Pvt Ltd**, very pleased to Offer you position as Business Development Executive at Our Company.

Reporting:

- You shall be direct reporting to Sr. BDE/AGM/Director/MD.
- Apart from that you shall be reporting to the any other senior manager, manager of the company & be assisted by other, engineers and executives of the company.

Harsh

Your salary structure:

- We are delighted to offer you a salary of 20800 (basic) INR on monthly basis. Performance Bonus is eligible on yearly basis based on actual tenure at the company.
- The timing of the job will be 9:30 AM to 7:00 PM. You need to be flexible for timings based on the amount of work. This salary includes the weekly off of one day (Including the public holidays decided by the company). Complementary Leaves and other type of leaves are eligible based on HR Policy. Travelling from your home to your workplace and Workplace to Home is included in this package.
- You Will be Eligible for the incentive based programs based on the performance of your work (Evaluation done every 6 months).
- You Will be on Probation Period for 3 months from the date of Joining. During probation period you will not be entitled for company paid benefits.

Harsh

Desire code of conduct:

- You will not disclose company's proprietary information in any manner, in any form, at any time to anyone else during or after your service period.
- You will not disclose your salary package in any manner, in any form, of any time to anyone else during your service tenure with the organization.
- Your date of joining will not be latter than **02/05/2024** During course of your service you shall be required to sign appropriate non-disclosure agreement as may be mended at by the need of the company as well as the customer(s).
- You will report to duty on company's time and will not use the company's properties such as computer, cell phone, and catalogue, price least or any other material for personal use.
- You will abide by the "code of conduct" and shall also tries to promote the same amongst all other employees of the organization and follow the Company policy.

Factory Address:

Survey No. 133/1 P3, Plot No. 1, 2 &3, Nr. Dev Industrial Estate, Opp. Water Flow Industries, Veraval Padavala Road, At. Padavala, Taluka-Kotda Sangani, District- Rajkot, Gujarat, INDIA, 360024

[Handwritten Signature]

[Handwritten Signature]
Coordinator,





Maglare Technologies Private Limited
(Manufacturer of PV Modules & Solar PV Systems)

www.maglare.com | info@maglare.com | +91 84601 83838

Responsibilities:

Teeth

- Get to know the market intelligence reports and target them well ahead of time for Solar PV modules and EPC Projects
- Develop business relationships with prospective clients (This may include direct end users, Dealers & Distributors, etc)
- Develop marketing cycles and apply them cost effectively to convert prospective inquiries into order acceptance.
- Work efficiently to moderate the inquiries assigned to executives with proper guidance and track them professionally.
- Daily report to the Sr. BDE/AGM/Director/MD in the company assigned format.
- Need to have knowledge of computer skills such as Microsoft Word, PowerPoint and Excel. Email knowledge is necessary for reporting & proper communication.
- Identify and understand the policy changes and apply them accordingly to relevant business models.
- Support the purchase of raw materials to understand the basics of materials at a high level.
- Involve in BOS supply, NABARD scheme for Off-grid applications in Power cut states of India.
- Meeting & Understanding Customer Requirements, coordinating for Techno-Commercial Proposal based on input data received from client & gathered in meetings. Techno-commercial negotiation with customers for Sale closure and contract execution.
- Coordination with supplier and internal logistic department for the material movement. Continuous follow up with customers for material, documents and payment. Business and Product promotion in various online B2B portal, Publication, etc. Responsible for expanding the geographical market and new products.
- In order to understand the market needs, this position requires domestic travelling in major deals and we expect the flexibility of travelling from You. You will be using his own vehicle for nearby customer interaction and for distanced travelling, the company will take care of the travelling expenditure as per policy.

Teeth

Expected joining formalities:

- Please sign and return the enclosed copy of letter as taken of your acceptance of this offer. Please note that no request to amend the appointment order, joining date etc will be entertained once the acceptance letter is sign.

Teeth

Administration, Monitoring and Coordination:

- You can be transfer to other relevant functional area and, or other location as and when required.
- All the physical and intellectual properties of the company like phones, laptop, documents, price list, business policies, catalogs shall be return by you on demand to the nearest regional office or head office and you shall have no right or reason to withhold those properties irrespective of any of your claims or reimbursement pending with the company. If done so then sum equivalent to post enquiring property and transferring it to you shall be reimbursed.
- Since this appointment is from the head office of the company located at Rajkot in the Gujarat state of India, the jurisdiction for resolving any conflict or dispute of any nature between you and the company, or any employee of the company shall be Rajkot, Gujarat, INDIA.

Factory Address:

Survey No. 133/1 P3, Plot No. 1, 2 &3, Nr. Dev Industrial Estate, Opp. Water Flow Industries,
Veraval Padavala Road, At. Padavala, Taluka-Kotda Sangani, District- Rajkot, Gujarat, INDIA, 360024

[Signature]

[Signature]
Coordinator,





Maglare Technologies Private Limited
(Manufacturer of PV Modules & Solar PV Systems)

www.maglare.com | info@maglare.com | +91 84501 83238

Terh

Termination and resignation:

- During the probation period, tenure of fixed term appointment if you intend to leave the company, you will have to give 45 days' notice or, surrender in lieu thereof salary equivalent to the days for which the notice false short of 45 days.
- If you want to leave the job after being confirmed, 45 days' notice should be served to facilitate smooth hand holding.
- It is agreed by you that during your employment, if company finds any willful neglect of work or dereliction of duties the company has a right to take Immediate actions.
- You will be entitled to have for an experience letter after one year from the date of joining.

We look forward to your arrival at our company and are confident that you will play a key role in our company's expansion into markets. Please let us know if you have any questions.

Mr. Harsh Dholariya

Terh 23/04/2024

Factory Address:

Survey No. 133/1 P3, Plot No. 1, 2 &3, Nr. Dev Industrial Estate, Opp. Water Flow Industries,
Veraval Padavala Road, At. Padavala, Taluka-Kotda Sangani, District- Rajkot, Gujarat, INDIA, 360024

[Signature]

[Signature]
Coordinator,





**ATMIYA
UNIVERSITY**

NAAC – Cycle – 1
AISHE: U-0967

Criterion 5

SS & P

KI 5.2

DVV 5.2.1

Suzlon Global Services Ltd.
(Formerly known as Suzlon Structures Ltd.)
One Earth, Hadapsar, Pune - 411 028, India

SUZLON
POWERING A GREENER TOMORROW

Phone : +91.20.61356135 / 6702200
Fax : +91.20.67022100 / 6702220
E-mail : pune@suzlon.com

16 February 2024

Mr.Krunal Dodiya

Rajkot
pin code: 360002
Phone: 7778066424
Email: dodiyakrunal4@gmail.com

Dear Mr.Krunal,

With reference to your application and the subsequent interviews/discussions that you had with us, we are pleased to offer you employment in our organization as **Engineer - OMS in BB Role at Modpar in M3 Grade and would be based at Gujarat, India** or at any other places or locations as may be designated by the company from time to time.

Your total CTC (TCTC) per annum will be **Rs. 2,80,008 - (Rs.Two Lacs Eighty Thousand Eight Only)**. The break-up of the same is given vide Annexure 1.

Employees in Building Blocks (BB) roles

- I. The Employee will be entitled for a Quarterly Performance Linked Incentive (QPLI) Incentive (QPLI) to be paid based on team/unit performance as per the relevant policy of the Company. Should the Employees role change to Other than Building Blocks (OBB) role (see below), the Employee will discontinue to be part of QPLI scheme and move to annual Variable Pay compensation, which will be paid as per Company's policies based on Company and individual performance (as applicable) from the date of such movement on a pro-rata basis from the date of such role change at the end of financial year.

Employees in Other than Building Blocks (OBB) roles

- II. The Employee will be entitled for Variable Cost to Company (VCTC) to be paid as be paid as per Company's policy based on Companys and individual performance after end of the relevant financial year. Should the Employees role change to Building Blocks (BB) role, the compensation structure will change accordingly and VCTC component will be discontinued from such date. Instead, the Employee will become entitled for receiving Quarterly Performance Linked Incentive (QPLI) to be paid based on team/unit performance (as applicable) from the date of such movement on a pro-rata basis. Similarly, for the time the Employees role was under OBB category, the Employee will be entitled to receive VCTC on pro-rata basis as per Company's policies at the end of financial year.

The other terms and conditions of your employment will be communicated to you after joining.

D. Chett
Decpesh-16/02/2024 13:0...

Corporate Identity Number: U70101GJ2004PLC044948

Regd. Office: "Suzlon", 5, Shrimali Society, Near Shri Krishna Complex, Navrangpura, Ahmedabad - 380 009, India Ph.: +91.79.66045000 / 26407141 Fax: +91.79.26566007 / 264141

[Signature]

Atmiya University, Rajkot-Gujarat-India
Atmiya University
Rajkot

[Signature]
Coordinator,

Placement
Atmiya University, Rajkot



Page 71 of 315



**ATMIYA
UNIVERSITY**

NAAC – Cycle – 1
AISHE: U-0967

Criterion 5

SS & P

KI 5.2

DVV 5.2.1

Suzlon Global Services Ltd.
(Formerly known as Suzlon Structures Ltd.)
One Earth, Hadapsar, Pune - 411 028, India

SUZLON
POWERING A GREENER TOMORROW

Phone : +91.20.61356135 / 6702200
Fax : +91.20.67022100 / 6702220
E-mail : pune@suzlon.com

Please note that the above offer of employment is subject to your getting declared medically fit by the registered medical practitioner. You are requested to get yourself medically examined by a Registered Medical Practitioner covering following tests:

1. Hemogram (TC,DC, ESR, HB, platelet count)
2. Blood group
3. Blood sugar Random
4. Serum Cholesterol
5. Serum Creatinine
6. Full ophthalmic test (colour vision, visual acuity etc.)
7. ECG Applicable
8. Chest Xray PA view
9. Urine Routine and Microscopic
10. Physical Examination all the systems (BP, Pulse, all systems, etc.)
11. Pure tone Audiometry
12. Pulmonary Function Test (PFT)

Please arrange to send us the above listed medical reports along with the fitness certificate as enclosed before joining. You will be reimbursed for an amount at actual, subject to a maximum limit of Rs.1,200/- for the medical examinations / investigations, on submission of bills upon joining.

Please hand over the following documents to the HR department on the day of joining -

1. Copies of certificates relating to your academic qualifications
2. Relieving letter from your previous employer
3. Copy of the salary certificate/last pay slip
4. Experience certificates from the previous employments
5. Proof of date of birth
6. Two passport size photographs
7. Copy of Passport I Driving License
8. PAN Card Copy
9. Personal References (02 nos.) with their Names, Postal Addresses and Contact Nos.
10. SBI/ IDBI - Bank Details along with copy of cancelled cheque for processing the salary.
11. Aadhar Card

We would like you to join us on or before **18 March 2024**, however exact date of joining shall be communicated to us at the earliest.

With best wishes,

Sincerely,

For Suzlon Global Services Limited

D. Chatterjee

Deepesh-16/02/2024 13:06 IST

Authorized Signatory

Corporate Identity Number: U70101GJ2004PLC044948

Regd. Office: "Suzlon", 5, Shrimall Society, Near Shri Krishna Complex, Navrangpura, Ahmedabad - 380 009, India Ph.: +91.79.66045000 / 26407141 Fax: +91.79.26565540 / 26444

[Signature]

Registrar
Atmiya University, Rajkot-Gujarat-India
**Atmiya University
Rajkot**

[Signature]
Coordinator,

Placement
Atmiya University, Rajkot



Page 77 of 315



Trainee Appointment
Letter

Date: 26 July 2023
Mr. Chauhan Dhruv

Dear Chauhan Dhruv,

This is in reference to your interview at Freebird comtech LLP. The training will commence from 1st January 2023 at our office situated at

Spire-908
Near Ayodhya Chowk
Rajkot, 360005

You will be on training for a period of six months and may be confirmed as a regular employee upon successful completion of your training. We are sure; this training shall be of immense professional value to you and give you first-hand exposure to the actual functioning of the organization. In addition to your performance during the Training Period, your confirmation as a permanent employee is subject to the successful completion of your training. We offer a joining bonus of Rs. 18000 after training is completed. You will be paid a consolidated amount of Rs. Two Lakh Forty Thousand (Rupees 2,40,000 only) per annum.

We wish you all success in your future endeavours.

Thanking you,

Yours faithfully,

Freebird comtech LLP

906, the spire, sheetal park,
150 feet ring road, Rajkot
360007

www.thefreebirdtech.com

info@thefreebirdtech.com

+91 903 332 8366

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Registrar
Atmiya University, Rajkot-Gujarat-India
**Atmiya University
Rajkot**

Coordinator,
Placement
Atmiya University, Rajkot





Date: 28th July 2023

Subject: Offer Letter

Dear Mr. Dhruv Babariya,

This is with reference to your interview, with Acty System India Pvt. Ltd, hereinafter referred to as "The Company".

We are pleased to inform you that you have been selected for the Training-cum-Placement opportunity as a **Project Trainee (Intern/Apprentice)**.

The training will be for 6 months starting from 01st February, 2024 to 31st July, 2024 at our office situated at Acty System India Pvt. Ltd., Office Nos. 14 and 15, Second Floor of the building, "Campus Corner-II", Opp. Prahladnagar AUDA Garden, Prahladnagar, Satellite, Ahmedabad, Gujarat-380015.

The Company may appoint you as an employee effective from 1st August, 2024, subject to:

1. Your good performance during the training.
2. Successful completion of all your degree requirements.

The company will determine the assignments to be carried out by you during the training Period and will guide you from time to time to enable you to complete the same

The training stipend of Rs. 8,000/- (Rupees Eight Thousand Only) per month will be applicable from 01st February, 2024 to 31st July, 2024, and after completion of training, from 01st August, 2024 the salary will be revised to CTC Rs.3,45,156/- p.a

You would be entitled to all company holidays including Saturdays and Sundays. You are Entitled to no other leave unless explicitly approved by your immediate supervisor. Leaves taken during the Training Period will be treated as "Leave without Pay".

Please return a duplicate signed copy of this offer letter.
The above offer is valid only till 7th Aug.2023.

In case of any kind of communication kindly contact to below contact details:
Email Id: hr@acty-sys.co.in

Yours truly,

Krishnamoo
rthy Raman
Digitally signed by
Krishnamoorthy
Raman
Date: 2023.07.28
13:16:22 +05:30

Mr. Krishnamoorthy Raman
(Authorised Signatory)
(Director)


(Candidate's Signature)





ACTY SYSTEM

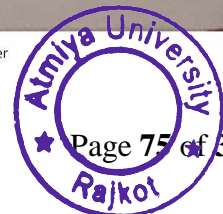
General Instructions: Rules & Regulations

1. In general, working time shall be from 09.00 AM to 6:00 PM, but sign-out time may vary depending on Project Work.
2. Project Trainees must be at the place of work by the fixed / notified time, a trainee who reaches the office after the starting time but within 15 minutes of the fixed / notified starting time may be allowed to perform his / her duties. If in case, he/she is not able to do so he must inform this to his/her reporting authority with valid reason.
3. Your training period will be for 6 months during which you will be eligible for the holidays specified in the company calendar. Otherwise, the work will go on in 5 days a week pattern.
4. Stipend will be paid by the 6th of every month.
5. Everybody will swipe their Login time and Logout time through their proximity card whenever they will go out of office during working hours.
6. Every one shall take a 1 hour lunch break between 12.00 pm to 1.00 pm in the designated area away from their workstations and the tea - break will be between 4.00 pm to 4.10 pm.
7. All Project Trainees will keep their cell/mobile phones on vibration mode and will not talk more than 10 minutes during working hours except in case of any emergency. For making calls using the mobile or for attending incoming calls one must use the Open Area for the same. Make sure that the other employees are not disturbed by you while doing so. If found guilty of doing so disciplinary action shall be taken against the concerned Project Trainee.
8. All the Project Trainee are required to report to his/her Team Leader about their work status, who in turn will report to their project manager.
9. After completion of the day's work, you are required to update your Team Leader of the same and its Leaders responsibility that same should be updated with Project Manager immediately.
10. Further, a Project Trainee coming late to work or found absent from his station / place of work during working hours, without sufficient reasons or without authorization from his / her Supervisors, the competent authority may, at its discretion, also take suitable disciplinary action against the trainee concerned. In such case, the decision of the competent authority would be binding to the candidate without any question and the candidate would have to report to HR Manager or Director for such dispute.

Registrar
Atmiya University, Rajkot-Gujarat-India
**Atmiya University
Rajkot**

Coordinator,
Placement
Atmiya University, Rajkot

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ACTY SYSTEM

11. Nobody will leave the Office premises without approval taken from their Project Manager even if his/her office hour ends.
12. If any of the employees are going out of office during regular hours for more than 10 minutes (for lunch, personal work, tea, etc...) then they have to take an approval for the same from their superiors.
13. Using Company equipment for purposes other than business (i.e. playing games on computers or more personal Internet usage like surfing and chatting) may result in disciplinary action. (Like warning letter, penalty in terms of finance or more)
14. All the communications must be made through their official mails while in office premises.
15. ASI properly allocates every employee considering his or her knowledge, experience, work performance and performance record etc. Due to work commitments, ASI shall send their employees to affiliate or send them to modify the work carried in the work place or where business is being carried out. The employees cannot refuse for carrying out this work unless there is some valid reason.

Disciplinary Actions which may be taken:

- > Verbal warning
- > Written warning
- > Deduction from their Paid leaves
- > Suspension and
- > Termination also if required.

Your signature on this document will serve to signify your acceptance of the terms and conditions contained herein.

Signature & Date: _____

Registrar
Atmiya University, Rajkot-Gujarat-India
Atmiya University
Rajkot

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Placement
Atmiya University, Rajkot

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**ATMIYA
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NAAC – Cycle – 1
AISHE: U-0967

Criterion 5

SS & P

KI 5.2

DVV 5.2.1



VD.RECHARGE@GMAIL.COM

C/O. KALPATARU HOUSE ORIENT SURGICAL BUILDING GATE NO.3 JAMNAGAR ROAD OPP. VORA
SOCIETY HP PETROL PUMP STREET NR. MADHAPAR CHOKADI RAJKOT (GUJARAT) PIN: 360001.

Offer Letter

Date: 13/05/2024

Dear Gautam Kanjariya.

We are pleased to extend an offer of employment to you for the position of Relationship manager (RM) at VD PAYS. We believe that your skills and experience will be a valuable addition to our team. Please read through this letter and indicate your acceptance by signing this offer letter.

Position Details

Job Title: Relationship manager (RM)

- Reporting to: Mr. Jeet kakkad
- Start Date: 01/06/2024

Employment Type: Full-time

- Work Schedule: 10 To 8
- Job Location: RAJKOT

Compensation and Benefits

- Annual Salary Package: 5,40,000/-*INR
- The above-mentioned salary is the total cost to the company and includes all payments made and benefits provided by the company directly or indirectly to or on your behalf, whether as salary or otherwise.

Terms and Conditions

. The employment is at-will, which means that either the company or the employee can terminate the employment relationship at any time, with or without cause and with or without notice.

- This offer of employment does not constitute a contract or guarantee of continued employment. It is not intended to create an employment relationship between you and

VD PAYS until you have signed the necessary employment agreement and any other required documents.

Registrar
Atmiya University, Rajkot-Gujarat-India
**Atmiya University
Rajkot**

Coordinator,
Placement
Atmiya University, Rajkot





Note: This offer letter valid after training period

You will be required to sign Confidentiality/Non-Compete Agreement after accepting this offer letter to protect our company's interests.

Acceptance

This Letter of Offer contains the proposed Terms and Conditions of your employment with the Employer and is subject to the preparation and execution of a formal Contract of Employment.

We look forward to your positive response and the opportunity to welcome you to VD PAYS. If you have any questions or require further information, please feel free to contact Mr. Jeet kakkad at VD.RECHARGE@GMAIL.COM.

Sincerely,

Mr Jeet Kakkad's Signature

VD PAYS

| Gautam Kanjariya, accept, and agree to the proposed terms of employment and request that the Employer prepares a formal contract of employment for execution.

Gautam Kanjariya's

Signature

Employee

Coordinator,



Serving Life

Appointment Letter

Date: 09-APR-2024

To,
Mr. Marvaniya Kuldip Manojbhal

Dear,

Based upon your application and subsequent interview, we are pleased to offer you the position for the post of Professional Sales Officer_Vet in Bovi Mankind (Sales Division of Mankind Pharma LTD.) on the following terms and conditions read with Mankind Code of Conduct and Policies.

1. Date of Joining : 01-MAY-2024
2. Designation : Professional Sales Officer_Vet
3. Department : Sales
4. HQ : Bhavnagar
5. **COMPENSATION STRUCTURE:** You shall be placed in the appropriate band / responsibility level of the Company and shall be entitled to compensation (salary and other applicable benefits) as specifically detailed in Annexure 1. Please note that the same is as governed by the rules of the Company on the subject, as applicable and/or amended hereafter.
6. **COMPANY RULES IN GENERAL:** You will be governed by the rules and regulation of the Company now in force and as revised from time to time.
 - a). The emoluments/benefits due to you shall be liable/ subject to tax in accordance with the provisions of the Income Tax Act and Rules made thereunder and any other legislation applicable in this regard and as may be in force from time to time.
 - b). In the matter of Provident Fund, E.S.I., Employee's Pension Scheme, Gratuity etc, you shall be governed by the Rules and regulations of the division and statutory provisions, if any, which are in force from time to time. Payment of Bonus (Including Special Bonus) is governed by Payment of Bonus Act 1965 as amended.
 - c). You shall be covered under Group Personal Accident Policy.
 - d). If at any time during the period of your employment you are found to be dishonest, disobedient, Intemperate, Irregular in attendance or at work or commit a breach of the terms of your employment, the Division shall not withstanding anything to the contrary that may be contained herein, be entitled to terminate your employment forthwith without any notice whatsoever or payment in lieu of notice and may deduct without prejudice to any of the rights and remedies which the Division may have against you from the emoluments, if any, then due to you, the amount of any loss the Division may have sustained has occurred shall be final, conclusive and binding upon you in all respects and shall not be questioned by you on any grounds whatsoever.

cont...2

FOR MANKIND PHARMA LTD.

Self-Attested

Naveen Gps
Authorized Signatory

Regd. Office : MANKIND PHARMA LIMITED, 208, Okhla Ind. Estate, Phase-3, New Delhi-110020
Ph. 011-46846700, 47476600 • CIN NO. L74899DL1991PLC044843 • E-mail : contact@mankindpharma.com
www.mankindpharma.com





LETTER OF APPOINTMENT

03 June 2024

Strictly Confidential

Ms. Jinal Khilosiya

Address: Dev Ward,
Pusad, Yavatmal,
Maharashtra – 445204.

Dear Ms. Jinal,

With reference to our Offer Letter dated **27/05/2024** and your subsequent acceptance of the same, we are pleased to offer you appointment with effect from date **01/06/2024** as per details below.

Employee Code	: 124470
Company	: Arvind SmartSpaces Limited
Division / Department	: SmartSpaces / Business Process Excellence
Designation	: Management Trainee
Grade	: MT
Location	: Ahmedabad
Reporting Manager	: Mr. Birendra Yadav

Your remuneration and emoluments details are enclosed in Annexure – 1 & 2 as mentioned in the offer letter. General Terms and Conditions of Employment as applicable to all employees in Arvind SmartSpaces Ltd and its subsidiaries are attached in Annexure - 3.

We are excited at the prospect of working with you. We welcome you to The Arvind family and wish you a rewarding and a successful career.

You are requested to read and understand the contents of this letter and Annexure 1, 2 & 3 and return the same to us duly signed by you as a token of your acceptance

With Best Wishes,

Yours sincerely,

Arnab Kumar Basu

Head – HR, Admin, Compliance & Facilities





Name	Jinal Khlosiya	Location	Ahmedabad
Designation	Management Trainee	Reporting Manager	Mr. Birendra Yadav
Grade	MT	Date of Joining	01/06/2024
Company	Arvind SmartSpaces Limited	Employee Code	124470
Division	SmartSpaces	Business Unit	SmartSpaces
Department	Business Process Excellence	Shift	Trainee - G

Compensation Heads	INR Per Annum	INR Per Month
Consolidated Salary	205,176	17,098
Flexi Benefit Plan*	60,000	5,000
House Rent Allowance	102,588	8,549
Personal Allowance	183,948	15,329
Total Cash (A)	551,712	45,976
Provident Fund	24,624	2,052
Gratuity	9,864	822
Total Retirals (B)	34,488	2,874
Gross CTC	586,200	48,850
Medical Insurance	11,500	958
Total Fixed CTC	597,700	49,808

Note:

- Consolidated Salary is paid on a monthly basis. Retirals are linked to this. Subject to tax.
- FBP / Fringes includes Reimbursement / Deduction of Expenses and you can claim FBP/Fringes on producing the relevant documents / bills only as per Company Policy. Falsification of bills will lead to strict disciplinary action.
- HRA shall be governed as per Income Tax Laws of the country. To avail tax related benefits, lease agreement is mandatory to be submitted to CMG Department. Only on submission of lease agreement, you will be eligible for a refundable house deposit (onetime payment) in 10 months equal instalments, subject to the company policy. You will also be eligible for brokerage (onetime payment) equivalent to one month's rent. The exemption on HRA is covered under Section 10 (13A) of the Income Tax Act and Rule 2A of the Income Tax Rules. HRA is paid on a monthly basis.
- Personal allowance is paid on a monthly basis. This element has no linkage to any component of compensation / retirals. Subject to tax.
- Provident Fund (PF): As per employee provident fund Act 1952, an employer is required to contribute minimum 12% of the Basic Salary to EPF. And equal amount will be deducted as employee contribution from monthly payroll.
- Gratuity: The employer will contribute 15 days basic for every completed year of service. This will be payable when the employee leaves / superannuates. The eligibility condition is minimum 5 years of service as per the payment of Gratuity Act 1972.
- Medical Insurance: You will be eligible for ESI or Medical Insurance Premium for family (Self + Spouse + 2 Children) & Group Term Insurance only for self in line with company policy.
- If you are an employee eligible for payment of bonus under the Payment of Bonus Act 1965, your personal allowance shown above is inclusive of any such statutory bonus payment.

Arnab Kumar Basu
 Arnab Kumar Basu
 Head - HR, Admin, Compliance & Facilities
 Arvind SmartSpaces Limited

Regd. Office: 24, Government Servant Society, Near Municipal Market, Off C. G. Road, Navrangpura, Ahmedabad 380 009, India
Tel.: +91 79 68267000 | Web.: www.arvindsmartspaces.com | CIN : L45201GJ2008PLC055771





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UNIVERSITY**

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MUSCAT
POLYMERS PVT. LTD.
Packaging Simplified!
www.muscatpolymers.com | sales@muscatpolymers.com

Office : DOSHI CORPORATE PARK, Nr. Ulkarsh School,
Opp. Satnam Hospital, Akshar Marg End,
Off. Amin Marg, Rajkot - 360 001. Tel. : 0281-2970434
✉ | finance@muscatpolymers.com

Works : Gundasari Road, Opp. Railway Crossing,
Veraval(Shapar) Tal. : Kotda Sangani, Dist. Rajkot-360 311.
GSTIN |24AAECM6314J1ZK CIN No. |U 17119 GJ 1994 PTC 021183

Date: 08/02/2024

To,
Ms. Khushbu Pathak
Rajkot

Sub: Appointment Letter

We are pleased to appoint you as Export Executive and your service period will start from 01st June, 2024.

We look forward to a long, successful and pleasant association.

Thanking you.

Yours faithfully,

For, Muscat Polymers Private Limited

P. M. Khanvami
(Authorized Signatory)

[Signature]

Registrar
Atmiya University, Rajkot-Gujarat-India
Atmiya University
Rajkot

[Signature]
Coordinator,

Placement
Atmiya University, Rajkot





Dated:12/02/2024

Mr. Badal Kumar
Juna Devaliya,
Morbi Mdg,
Morbi,
Gujarat-363641

Dear Mr. Badal ,

APPOINTMENT LETTER

Welcome to Gopal Printpack Solutions. We are pleased to appoint you as “ Sales Cordinator ” with effect from 12/02/2024 Your salary is as per mutually agreed terms and detailed break-up is given in Annexure ‘A’.

1) Probation:

You will be on probation for a period of 06 months from the date of commencement of your employment with us. The Company may extend this probation at its sole discretion during or at the end of the probationary period. The Company reserves the right to terminate your appointment without any notice, reason and/or compensation during this period.

2) Confirmation:

If the Company in its sole opinion is satisfied with your service, it may confirm your appointment as a permanent employee of the Company during or at the end of the probation period inclusive of extensions, if any. The Company will communicate such confirmation to you in writing.

3) Duties and Responsibilities :

- 3.1) You will observe working timings and holidays as applicable to your location and place of work and nature of duties.

1

Register Office: Plot No G - 1322, Road - J, B/H. Kadavani Forge, Gate No.3, Metoda G.I.D.C, Kalawad Road, Rajkot - 36002, Gujarat, India.

Unit 2: Plot No.75, S.I.P Pithampur Industrial Area, Near NATRIP, Dhar (Indore) - 452001, MP, India

+912827- 297000 | info@gopalprintpack.com | www.gopalprintpack.com



- 3.2) The company will expect you to work with high standards of initiative, efficiency and economy. You will perform, observe and conform to such duties, directions and instructions assigned or communicated to you by the company and those in authority over you.
- 3.3) You will carry out your duties with diligence and loyalty at all times, keeping the company's interest paramount.
- 3.4) You will devote your entire for the work of the company and will not undertake any direct / indirect or part / full time business / trade or work, honorary or remunerator, except with the written permission of the appointing authority in each case. Contravention of this will lead to the termination of your service without any notice or any compensation in lieu thereof.
- 3.5) You shall not seek membership of any local or public bodies without first obtaining the written permission from the management.
- 3.6) You shall neither divulge nor give out or cause to do so, to any person during the period of your service and thereafter by word of mouth or otherwise, particulars or details of our trading strategies, manufacturing process, technical know- how, administrative and / or organizational matters of a confidential / secret nature, which may be your privilege to know by virtue of your being our employee.
- 3.7) You shall keep confidential all the information and material provided to you by the company or its clients concerning their affairs, in order to enable the company to perform the service. This also disclose such information as is already known to the public which also you will not release, use or disclose except with the prior written permission of company. Your obligation to keep such information confidential shall remain even on termination or cancellation of this employment.
- 3.8) You will disclose to us forthwith any discovery, invention, process or improvement made by you while in our service, and such discovery, invention, process or improvement shall belong absolutely to and be the sole and absolute property of the company. If and when required to do so by the company, you shall at the company's expense, take out or apply for patent, licenses or other right, privileges or protection as may be directed by us in respect of any such discovery, invention, process or improvement so that the benefit thereof shall accrue to us and you will execute and do all instruments, acts, deeds and things, which may be required by us for assigning, transferring or otherwise vesting the same and all benefits arising in respect thereof in our favor or such other persons, firms or companies, or companies, as we may direct to be the sole beneficiary thereof. Kindly sign the attached employment agreement in duplicate and handover duly signed copy to us.
- 3.9) You will not enter into any commitment or dealings on behalf of the company for which you have no express authority nor alter or be a party to any alteration of any principle or policy of the company
- Or exceed the authority or discretion vested in you without the previous sanction of the company or those in authority over you.
- 3.10) You will be responsible for the safe keeping and return in good condition and order of all the properties of the company which be in your use, custody, care or charge. For the loss or damage of any property of the company in your possession, the company will have a





right to assess on its own basis and recover the damage of all such materials from you and to take such other action as it deems proper in the event of your failure to account for such material or property to its satisfaction.

4) Contract/Bond with Previous Employers:

It will be your personal responsibility to discharge all obligations arising out of any contract or bond with previous employers.

5) Leave Entitlements:

You will be entitled to leave applicable to your position/grade, but will not be eligible for any leave during the probation period. The said leave entitlement will be governed by leave rules and regulations formulated/amended by the Company from time to time. Please note that leave approval will be at the sole discretion of the management of the Company and the Company reserves the right to approve/disapprove or cancel leave based on the exigencies of business, and the decision of the management in this respect shall be final, conclusive and binding on the employee.

6) Promotions & Performance Bonus :

Performance Bonus and promotions are based on the performance and shall be administered through the Company's Performance Planning and Appraisal System. You will be eligible for Performance Bonus and promotions only upon confirmation of your appointment after successful completion of the probation period. Increments, if any, will be at the sole discretion of the management.

7) Transferability:

The Company will be entitled at any time during the course of your employment with us, to transfer you to any of our affiliates, subsidiaries or sister companies, or any of our or their branches, and you shall comply with all directions and instructions in that behalf. Should you be transferred from the Company's establishment, then you will, on such transfer, be governed by the terms and conditions of service as are applicable in the establishment where you would be transferred.

8) Confidentiality:

You shall not, either during your employment with the Company or thereafter, divulge to any person whatsoever, the formulae, processes, methods, machines, compositions, ideas or any other information concerning the business and affairs which come to your knowledge during the course of your employment or use any of the same for your own benefit.

9) Termination of Service :





- 9.1) You will automatically retire from the service of the company on attaining the superannuation age of 58 Years.
- 9.2) If you absent yourself without leave or remain absent beyond the period of leave originally granted or subsequently extended, you shall be considered as having voluntarily terminated your employment without giving any notice unless you return to work within 8 days from the commencement of such absence and give an satisfactory explanation to the management regarding such absence.
- 9.3) Your service are liable to be terminated without any notice or salary in lieu thereof in the event of any misconduct, without being exhaustive and without prejudice to the general meaning of the term "misconduct", in the case of reasonable suspicion of misconduct, disloyalty, and commission of an act involving moral turpitude, any act of indiscipline or inefficiency.
- 9.4) Your services can be terminated by giving notice of one month or payment of salary, in lieu thereof on either side once you have completed your probation period.
- 9.5) However, if the exigencies of work so require, the management may not relieve you earlier than the expiry of the entire period of notice. It shall however, be open to the management to accept your resignation with effect from any date earlier than the one offered by you in your resignation or stipulated as per terms of your notice period. The management as such is fully authorized to relieve you at any time during the notice period and you shall not be entitled to any salary or allowance whatsoever, in lieu of the remaining period of your notice.

10) Training:

During your employment, the Company will impart you trainings to update and upgrade you for efficient discharge of your duties. In case you leave the service of the Company before completion of one year of service, the Company has the right to recover the expenses incurred in imparting trainings.

11) Medical Fitness & Verification of Particulars.

- 11.1) The Management has the right to get you medically examined by any registered medical practitioner during the period of your service. In case you are found medically unfit to continue with the job, your services shall be dispensed off.
- 11.2) In case the particulars mentioned in your application are found to be false or unsatisfactory, your services would be liable for termination at any time without any notice or any compensation in lieu thereof.

12) Final Settlement:

On leaving the Company's employment, you shall immediately hand over to the Company all documents, accounts records, Mobile, Brochures, Visiting Card, Product Portfolio File, Vehicle, or other papers in your possession or control relating to the business or affairs of the Company or its Associate Companies and shall retain no copies. Only on such completion, would the Company settle the final accounts.

13) Abandonment of Employment:



Coordinator,





In the event of your abandoning your employment with the Company without fulfilling the terms and conditions of notice pay/notice period, and proceeding without handing over charge to the satisfaction of the Company, to a person officially designated to relieve you, the Company would be forced to sue you for loss of products, loss of business and loss of business opportunities arising out of the act of abandonment of your employment with the Company.

Legal Jurisdiction:

The legal jurisdiction for redressing of all disputes arising out of the terms and conditions of your employment with the Company would strictly be restricted to the limits of Rajkot. Any dispute arising out of this employment shall be subject to the jurisdiction of the Courts in the Metropolitan City of Rajkot, in Gujarat.

14) Change of Address:

You will keep us informed of any change in your residential address and in your civil status.

15) Prohibition of Ghutka/Pan parag/Pan masala/Alcoholic Items consumption:

Chewing/Consuming Ghutka/Pan parag/Pan masala or any kind of tobacco products is strictly prohibited anywhere inside the Factory compound. If you are found indulging in this at any time during your tenure of service with us, you will be liable to be summarily dismissed without assigning any reason or notice.

Please note that you are expected to keep your compensation strictly confidential and not to share information to anyone.

We wish you all the very best and welcome you to the Gopal Printpack Solutions.

Yours faithfully,
For Gopal Printpack Solutions,

HR & Admin.



Encl: Annexure 'A'

16) Acceptance:

I have read and understood the above terms and conditions and hereby accept the same.





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Morbi-Halvad Road,
At-Unchimandal,
Morbi - 363642.(Guj.) INDIA

CIN NO : U26999GJ2016PTC094181

Letter of Appointment

Date: 24/04/2024

To,
Faldu Meet Premjibhai

Subject: Appointment Letter for the Position of “Production Trainee Officer”

We are pleased to extend our warmest congratulations on your successful selection as Trainee Officer at **Simpan Ceramic Pvt. Ltd.**, after careful consideration of your qualifications and interviews, we believe that your skills and experience make you an excellent fit for our organization. We eagerly anticipate your contributions and growth within our organization.

This letter serves as your official appointment to the position of “**Production Trainee Officer**” with effect from **01/05/2024**.

For
Simpan Ceramic Pvt. Ltd.

Simpan Ceramic Pvt. Ltd.

Director

SIMPAN CERAMIC PVT. LTD.
MFG : DIGITAL WALL TILES

Registrar
Atmiya University
Rajkot

e-mail : simpan2@yahoo.com

Coordinator,

Placement
Atmiya University, Rajkot





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Date: 06 Jul 2024

Mr Nakum Chetan Rameshbhai
Vadi Vistar Ramnagar Sani Dev Na
Mandir Pase Ramnagar Khambhalia Devbhumi
Dwarka 361305

Employee No: 3415766
Dear Mr Nakum Chetan Rameshbhai

Appointment Letter

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

1. Your contract will commence from 08 Jul 2024 and expire on 07 Jul 2025 during which you will render services to our Client at their premises subject to the terms and conditions of the engagement letter executed by you on 06 Jul 2024 and in accordance to the instructions received by you from us or any other authorized person and will be bound by our rules and regulations.
2. You hereby agree to be liable for the following terms and conditions:
 - i. Fully perform the services, in a professional manner, at the Client's location until the completion of the term of the work assignment.
 - ii. During the term of the work assignment, render services exclusively to the Client and such performance shall not be inconsistent with any obligation you may have to other third parties.
 - iii. Not engage in any conduct which is detrimental to the interest of the Client or TeamLease.
 - iv. Not receive any payments of any nature directly or indirectly from the Client unless agreed to by TeamLease.
 - v. Neither directly nor indirectly offers you for employment with the Client or its affiliates during the period of the work assignment without prior permission of TeamLease.
 - vi. Extend all cooperation to the Client's employees, consultants, representatives, etc, and do all such things as may be necessary and comply with all terms of the Appointment letter so as to effectively undertake the work.
 - vii. Report and be present at the designated location during the working hours mentioned herein and abide by the rules and regulations as required by the Client.
 - viii. Comply with the safety, health and other rules and regulations of TeamLease and the TeamLease Client that you have been made aware of.
 - ix. During the course of your contract, you can be transferred to a location within the territory of India as and when required by TeamLease for executing the services provided herein.
3. Should you be selected to perform the Work Assignment, the nature of your relationship with TeamLease will be that of a Contract of Service for a fixed period. By executing this letter of engagement neither do we offer you employment with TeamLease nor do you become an employee of TeamLease. Upon expiry or termination of the Work Assignment, your employment with TeamLease shall stand terminated forthwith.
4. Except for expiry of a Work Assignment due to completion/expiry of the same or in respect of a Work Assignment of one week or a lesser period of time, either party may terminate this Work Assignment Letter by issuing 30 days notice in writing or payment thereof.
5. Termination of this letter of engagement shall not affect the obligations of the parties that have been incurred prior to such termination and TeamLease shall promptly settle all your dues after making the applicable deductions.
6. You agree to defend, indemnify and hold TeamLease or the Client harmless from any and all claims, damages, liability, attorneys fees and expenses on account of your failure to satisfy any of your obligations under this work assignment letter or for misconduct or for violation of any law or creation of any legal liability by you.
7. Any dispute between you and TeamLease shall be referred to a sole arbitrator appointed by TeamLease. The arbitration shall be conducted in English language, in accordance with the Arbitration and Conciliation Act 1996, at Bangalore, Karnataka, India. This Engagement Letter shall be governed by the laws of India.
8. Details of your salary breakup will be as per the Annexure attached herein. You hereby authorize TeamLease to

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Registrar
Atmiya University, Rajkot-Gujarat-India
**Atmiya University
Rajkot**

TeamLease Services Limited., CIN No. L74140KA2000PLC118395

Ascent Building, # 77, Koramangala Industrial Layout, Jyothi Nivas College Road, Koramangala, Bangalore-560095.

Ph : (91-80) 33002345, Fax : (91-80) 330043001 www.teamlease.com

Coordinator,

Placement
Atmiya University, Rajkot



Page 89 of 315



Salary Annexure

Employee No: 3415766

Particulars	Amount
Basic	13234
House Rent Allowance	662
Employer PF Contribution	1914
Insurance	67
Works Allowance	2718
Employee Compensation	28
Total Amount	18623
Amount In Words(Rs)	Eighteen Thousand Six Hundred Twenty Three Rupees

Net Pay Annexure

EARNINGS	Amount
Basic	13234
House Rent Allowance	662
Works Allowance	2718
Gross Earnings	16614
DEDUCTIONS *	Amount
Employee PF	1914
Professional Tax	200
Total Deduction	2114
Net Salary	14500

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

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

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

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

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

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

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

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Registrar
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Atmiya University
Rajkot

TeamLease Services Limited., CIN No. L74140KA2000PLC118395

Ascent Building, # 77, Koramangala Industrial Layout, Jyothi Nivas College Road, Koramangala, Bangalore-560095.

Ph : (91-80) 33002345, Fax : (91-80) 33003001 www.teamlease.com

Coordinator,

Placement
Atmiya University, Rajkot





Apollo Pharmacies Limited

Sardya Elite, Nursing Nanakramguda Service Rd, Financial District Hyderabad - 500 032
Telangana India Tel : (91)401-2348 1000 E-mail : hr_hyd@apollopharmacies.in

12-Aug-2024

Mr. MANGAROLIYA TRUSHIL CHATURBHAI
APL96288

SATYAM HILLS GOLD WING FLAT NO 801 RIDHI SIDHI FLAT PASE MATUKI RESTURENT SAME 50 FEET RIAD VAVDI RAJKOT
GUJARAT-360004

APPOINTMENT ORDER

1. Welcome to the family of APOLLO PHARMACIES LIMITED. With reference to your application and the subsequent interview you had with us, we are pleased to appoint you as 'Pharmacist' with effect from 12-Aug-2024.

Your total emoluments will be as follows: -

Components	Monthly	Annual
Basic	5800	69600
Fixed Dearness Allowance	1450	17400
House Rent Allowance	5075	60900
Conveyance Allowance	2175	26100
Total (A) - Gross	14500	174000
PF Employer Contribution	1131	13572
ESIC Employer Contribution	471	5652
Gratuity	349	4188
Statutory Bonus	583	6996
Cost To The Company	17034	204408

**Statutory Bonus will be paid as per the Payment of Bonus Act 1965.

**Gratuity will be paid as per the Payment of Gratuity Act 1972.

2. You will be on probation for a period of twelve months, which period may be extended by a further period of six months, if considered necessary by the management.

3. Subject to clauses 6 & 19 the appointment is terminable by one months' notice on either side or payment of one - month salary in lieu of notice to the other party. This notice of termination is applicable from the date of your joining the company. Further, you should not apply for any leave while on notice period.

4. During probation your services could be terminated without notice if there is even a single instance of misappropriation, fraud, wilful misconduct, insubordination.

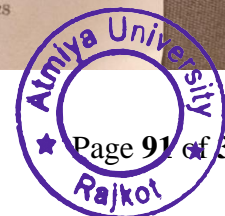
5. You will be entitled to twelve days casual leave and twelve days sick leave for every period of twelve months. Leave should be availed only on prior sanction of the head of the department. Leave for incomplete year of service will be determined on a prorate basis.

Regd. Office : # 19, Bishop Garden, Raja Annamalaiapuram, Chennai - 600 028
Admin. Office : G-Block, 11th Floor, "Ali Towers" # 55, Greaves Road, Chennai - 600 006, India
Phone : +91 44 2829 1696, 2829 2357 Fax : +91 44 2829 2664 CIN : U52500TN2016PLC111328

Coordinator,

Registrar
Atmiya University, Rajkot-Gujarat-India
Atmiya University
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PEH-2020-1236



No:-SGH/HRD/APP./2024/2273

Date: 01-08-2024

MS. SHRUTI PRAVINBHAI RADDIYA

Subject: Appointment Letter

Further to our discussions/ interview with us, we are pleased to inform you that you are hereby appointed as **PHARMACIST** at Shree Giriraj Lifecare Pvt. Ltd. Our Organization is based at Rajkot Location. The terms and conditions discussed and agreed upon as under:-

1. This appointment is effective from **02nd Aug. 2024** the date of your joining our Organization.
2. You will be on probation for a period of six months from the date of your joining and if your services are found satisfactory will be confirmed on company rolls in writing after the said period. The company may extend the probationary period if required so.
3. During the probation period, the company may terminate your services without notice if your performance is not up to our expectations or for any other reason. During probation period you are liable to give one month notice period.
4. Your salary and other allowances shall be as per enclosed annexure.
5. After confirmation your service will be liable to be terminated on two months' notice or on payment of two month salary in lieu thereof. Unlike that you will not terminate your services without giving two month's (applicable 1 or 2 months') notice in case of failure on your part to do so the management will be entitled to recover the requisite amount from you either by withholding your dues to that extent or otherwise as may be necessary.
6. Your future increments or promotion or any other salary increase shall be based on merit considering your periodic and consistent overall performance, business conditions and other parameters fixed from time to time at the discretion of the management and shall not be considered merely as a matter of right.
7. During the tenure of your services, you will wholly devote yourself to the work assigned to you and will not undertake any other employment/studies either on full or part time basis without prior permission of the Company in writing. Any contravention of this condition will entail termination of your services from the Company.



Shree Giriraj Hospital

A Unit of "Shree Giriraj Lifecare Private Limited"
CIN # U74999GJ2018PTC102408
27-Navjyot Park, 150 Feet Ring Road, Rajkot-360 005.
E hrd@shreegirirajhospital.com W www.shreegirirajhospital.com

For HR Department Only.

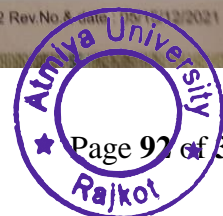
Appointment No. 0281-7151200 / 201
Emergency No. 0281-7151300 / 99099 71130

Doc no. GH-FR-222 Rev.No. & Date: 01/12/2021

Atmiya University, Rajkot-Gujarat-India
Atmiya University
Rajkot

[Signature]
Coordinator,

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Atmiya University, Rajkot



Page 97 of 315



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RAJKOT CANCER SOCIETY AND ALLIED HOSPITALS

Trust Regd. No. : F-111, Rajkot

Phone : (0281) 2573136 / 2582326 / 27



RAJKOT CANCER SOCIETY

Shree Nathalal Parekh Cancer Institute
Shree Gulabchand Talakchand Sheth Cancer Hospital
Smt. Vasantben Ratilal Desai Cancer Research Centre
Smt. Anilaben Kantilal Kothari Cancer Chikitsa Bhavan,
1, Tirupati Nagar, Opp. Nirmala Convent School, Rajkot - 7.
E-mail : info@rajkotcancersociety.org, Web Site : rajkotcancersociety.org

Winning the war against cancer
since
1969

Ref. No. : 525/24-25

Date :

10.06.2024

SERVICE CONTRACT

With reference to your application and subsequent interview, We are pleased to make a contract with the following terms and condition .

- Your Designation is : Pharmacist
- Your annual compensation will be Rs.1,91,748/- monthly break up of salary shall be as under

	Per month (Rs.)
Basic	8570
HRA	2175
MA	2175
Conveyance Allow.	1580
Total	14500
Institute's contribution to PF @ 12% of Basic	1479
CTC	15979

- This contract is for a period of One year from 10.06.24. However period of six months you will be on probation. This period of probation may be extended by the management if required. Final contract may or may not be offered by the management on completion of the probation period.
- This contract is further subject to your furnishing the following documents in original at the time of your reporting for duty :
 - A relieving certificates and a service certificate from your present employer if any.
 - Documentary evidence in proof of your date of Birth.
 - Documentary / Certificates evidence in proof of your educational and Professional qualifications, training, previous experience etc. in Original along with attested true copies, recent passport size Photograph.
- Termination of contract :-
 - Your one month salary in Four installments will be retained as deposit. During the period of contract, if you leave your service without one month notice, the one month salary kept as deposit will be forfeited. Rajkot Cancer Society is also empowered to terminate your service with one month notice or one month's salary in lieu thereof.
 - If you are found guilty of insubordination, insolence gross negligence of duty, dishonesty or embezzlement of any other offence under the Indian Penal code or on account of any behavior / action on your part as to put the Hospital into disrepute, Your contract with us could also be terminated immediately by the management without giving one month notice or compensation.

Registrar
Atmiya University
Rajkot

Coordinator,

Placement
Atmiya University, Rajkot





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F-111, Rajkot

Phone : (0281) 2573136 / 2582326 / 27

RAJKOT CANCER SOCIETY



Shree Nathalal Parekh Cancer Institute
Shree Gulabchand Talakchand Sheth Cancer Hospital
Smt. Vasantben Ratilal Desai Cancer Research Centre
Smt. Anilaben Kantilal Kothari Cancer Chikitsa Bhavan,
1, Tirupati Nagar, Opp. Nirmala Convent School, Rajkot - 7.
E-mail : info@rajkotcancersociety.org, Web Site : rajkotcancersociety.org

Winning the war against cancer
since
1969

Ref. No. :

Date :

6.

General :-

You will have to abide by all the general rules and regulation of our Hospital in force at present which are as follows and such other rules/ regulation as may be / revised from time to time.

- You shall, while in your service, devote your whole time and attention to the Interest of the Hospital and shall not engage in any other commercial activities, Business or pursuit, part time or otherwise, either of your own accord or as an agent for others, either for remuneration or as Honorary.
- During contract you will be governed by the rules, regulation of service standing orders and other instruction / orders of the Hospital that may be in force & which may be amended altered or extended from time to time and your acceptance of this offer of contract carries with it your agreement to observe all such rules, regulations of services standing orders and other instruction / orders of the Hospital.
- You will maintain complete secrecy during the subsistence of this contract and thereafter with regard to the Hospital's affairs and that any breach of this undertaking on your part make you liable for summary dismissal by the Hospital and or such action as the Management may decide in this behalf.
- You will keep informed the management promptly of any change that was taken place in the particulars already furnished by you subsequent to your application and the date of your reporting on duty.
- You will be entitled for 21 paid leaves and 10 days Casual Leave & 10 days Sick leave in a year.(Prorata basis).

7.

You will have to surrender your original License for which you will be given receipt.

8.

Cause of Actions :

Cause of action for any dispute arising out of your contract shall be deemed to have arisen at the place of Hospital's office and all legal proceedings shall lie in the court of law of that place.

If the above terms and conditions are acceptable to you, Please endorse your acceptance on the duplicate copy of this service contract within one week from the date of receipt of this letter, and report for your duty accordingly, failing which it would be presumed that you are not interested in this contract and it will be treated as cancelled automatically.

H. J. Kalaria

Dr.J.J.Kalaria
Hon.Secretary

Received original Contract letter and I acceptance & abide myself to the terms & conditions therein I am resuming duty on date 10/6/24

JMS
Signature

To,
Mr. Yashraj Chavda
Rajkot

[Handwritten Signature]

[Handwritten Signature]
Coordinator,

Atmiya University, Rajkot-Gujarat-India
Atmiya University
Rajkot

Placement
Atmiya University, Rajkot



Page 94 of 315



**ATMIYA
UNIVERSITY**

NAAC – Cycle – 1
AISHE: U-0967

Criterion 5

SS & P

KI 5.2

DVV 5.2.1



Towards Brighter Tomorrow



Date : 25-04-2024

Ms, Rimsha Jethani

Kotda Sanagani

Rajkot

Dear Rimsha,

We are pleased to extend this offer of employment for the position of Admin Executive at Rocket Solar . C/o Weagle Impex located at 1st Floor , Above Eagle Cargo , Rajkot-360001 .

We believe that your skills, experience, and dedication make you an excellent fit for our team, and we are excited about the prospect of you joining us.

Position: Admin Executive

Start Date : 01-June-2024

Reporting to: Mr Mohit Geriya

Location: Moti Tanki Chowk – Rajkot

Works Hours : 9:30 to 6:30

Salary : As Per Annexure

PARTICULARS	GROSS EMOULTION PER MONTH	Yearly
Basic Salary	₹11250	₹135000
House Rent Allowances	₹4500	₹54000
Conveyance Allowances	₹1000	₹12000
Medical Allowances	₹1250	₹15000
Special Allowances	₹0	
Deduction		
EPF	₹0	₹0
Health Insurance/ESI	₹0	₹0
Total Cost To Company / Net Pay	₹18000	₹216000

SOLAR

www.rocketsolar.in
+91 96133 96134
hello@rocketsolar.in

IMPORT & EXPORT

www.weagle.in
+91 9925 888 888
mail@weagle.in

Above Eagle Cargo, Eagle Chowk,
Rajkot - 360 001, Gujarat, India.
+91 90812 45678

Registrar, Atmiya University, Rajkot-Gujarat-India

**Atmiya University
Rajkot**

Coordinator,

Placement
Atmiya University, Rajkot



Page 95 of 315



Job Duties:

- Coordinate office activities and operations to secure efficiency and compliance with company policies
- Manage phone calls and correspondence (e-mail, letters, packages, etc.)
- Create and update records and databases with personnel, financial, and other data
- Assist colleagues whenever necessary
- Perform receptionist duties when needed

Qualifications:

- Proven experience as an administrative assistant, virtual assistant, or office admin assistant
- Proficiency in MS Office (MS Excel and MS Outlook, in particular)
- Excellent time management skills and the ability to prioritize work
- Attention to detail and problem-solving skills
- Excellent written and verbal communication skills
- High school diploma; additional qualifications in Office Administration are a plus

This offer is contingent upon your successful completion of a background check and any other pre-employment screenings that may be required.

If you choose to accept this offer, please sign and return one copy of this letter by

25-04-2024 to indicate your acceptance of the terms and conditions outlined herein.

SOLAR

www.roketsolar.in
+91 96133 96134
hello@rocketsolar.in

IMPORT & EXPORT

www.weagle.in
+91 9925 888 888
mail@weagle.in

Above Eagle Cargo, Eagle Chowk,
Rajkot - 360 001, Gujarat, India.
+91 90812 45679

Registrar
Atmiya University, Rajkot-Gujarat-India
**Atmiya University
Rajkot**

Coordinator,
Placement
Atmiya University, Rajkot





**ATMIYA
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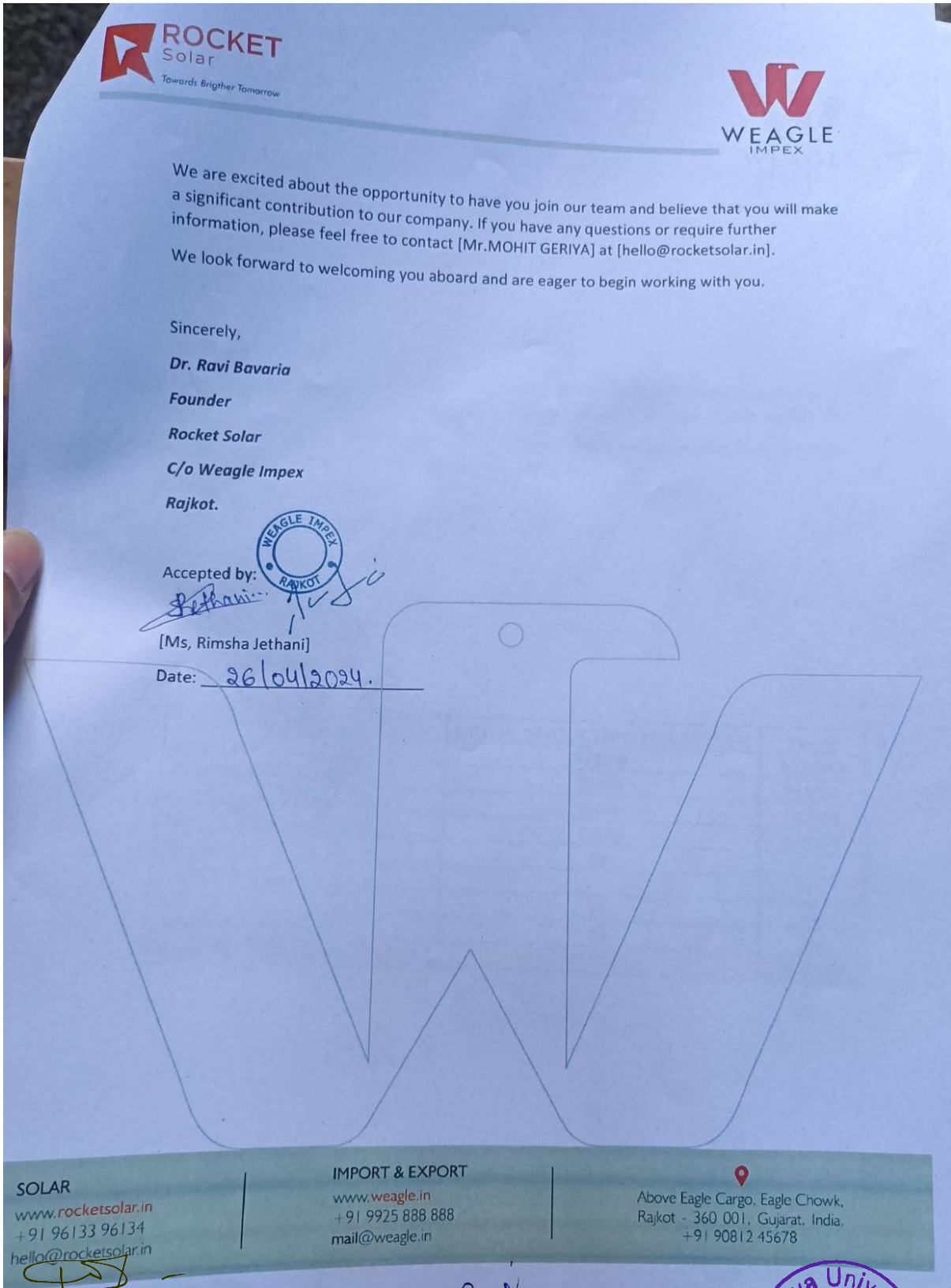
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**ATMIYA
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DVV 5.2.1



Date : 24-Jul-2024

MR. Kavar Nishith
OM, Swapnalok colony
Rajkot, Gujarat
360002

Subject: Offer cum Appointment letter for the post of Production scientist

Dear MR. Kavar Nishith,
On behalf of the Management, I take great pleasure in offering you appointment as Production scientist in our Arihant Biocare.

Your Basic Salary will be Rs. 2,04,000/- per annum (Rupees Two Lakh Four Thousand Only).
Your appointment is subject to you being found medically fit and on the understanding that all the details mentioned by yourself in the job application form are correct and complete in all respect.

Your tentative date of joining will be 27-Jul-2024.
In case you do not join on or before this date, the offer cum appointment letter shall stand cancelled.
Should there be any change in date of joining, please keep us informed in advance.

We welcome you to the Arihant Biocare family and look forward to your significant personal and professional growth during your association with us.

Please make sure to read ANNEXURE-I for Terms and conditions of the employment.
In addition to this you will be entitled to benefits as indicated in. ANNEXURE II.

With Best Wishes,
For Arihant Biocare

From,

ARIHANT BIO CARE

PARTNER

(ROHAN KOTHARI)

For, ARIHANT BIO CARE

Partner



Survey No. 512, Plot No. 35, 36, 37, Gopi Industrial Estate, Behind Ramdev Masala,
Sarkhej-Bavla Road, Changodar, Dist. Ahmedabad - 382213. M.: +91-98354 90913

E-mail _ arihantbiocare@gmail.com Website _ www.arihantbiocare.com



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Ref No : ZLL/ALIDAC/OFFER/HRSS/24/ZYDUS87613
Date : 14/08/24

Mr. Trambadiya Yash Amrutlal
Shree Umijaji Krupa, Vrundavan Soc. - 5,
Ankur School Main Road,
Rajkot,
Gujarat - 360004.

Dear Mr. Trambadiya,

We refer to your application and the subsequent interview.

We are pleased to offer you the position of **Trainee Officer - Production** at our **ALIDAC** Division based at **Ahmedabad** on the mutually agreed terms and conditions. Our offer is subject to you being found medically fit after the examination by a medical practitioner appointed by us and successfully completion of the academic program with minimum 60%. We shall be issuing the regular letter of appointment upon your joining the organisation.

You are requested to send us duplicate copy duly signed by you as acceptance of this offer letter and date of your joining our Organization within 7 days of receipt of this Offer of Employment.

At the time of joining, we expect you to carry the following documents:

1. All original mark sheets, certificates and ID proofs
2. Copy of attested Testimonials (Leaving Certificate, Mark-sheets and degree certificates) of all academic qualifications and birthdate proof.
3. Five passport size and Three stamp size photographs
4. Two copies of PAN card and Aadhar Card
5. Copy of permanent address proof

It is believed that any information furnished to the company is true to the best of your knowledge. If the same is found to be incorrect or willfully suppressed or withheld at a later date, it will be construed as a breach of integrity and can lead to immediate withdrawal of the letter of offer and in case of having already joined the organisation it may lead to separation /discontinuation from the services, without any further reference to the cause.

You shall abide by all protocols for COVID 19 and any other infectious disease outbreak safeguards and safety measures that may be required, during your employment with us.

Welcome to Zydus! We look forward to a long and mutually rewarding relationship.

With best wishes,

Truly yours,

Hardik A. Bhatt
Hardik Bhatt
Manager – Human Resources



I accept and shall join on or before 21/08/24

Dated: _____
Zydus Lifesciences Limited
(formerly known as Cadila Healthcare Limited)
Plot No. 1A, Pharmez-SEZ, Sarkhej-Bavla
N. H. No. B A, Village-Matoda, Tal-Sanand
Dist. Ahmedabad-382 213, Gujarat, India.
Phone : +91-2717-663500

Regd. Office : _____
Trambadiya Yash Amrutlal
Zydus Corporate Park, Scheme No. 63,
Survey No. 536, Khoraj (Gandhinagar),
Nr. Vaishnodevi Circle, S. G. Highway,
Ahmedabad-382 481, Gujarat, India.
Phone : +91-79-71800000, +91-79-48040000
website : www.zyduslife.com | CIN : L24230GJ1995PLC025878

[Signature]

[Signature]
Coordinator,





ANNEXURE - I
COMPENSATION PACKAGE

NAME : MR. TRAMBADIYA YASH AMRUTLAL
TITLE : TRAINEE OFFICER - PRODUCTION

COMPONENTS		SALARY PER ANNUM (Rs.)	SALARY PER MONTH (Rs.)
I.	<u>PRIMARY SALARY</u> BASIC SALARY	180000	15000
II.	<u>ALLOWANCES</u> HOUSE RENT ALLOWANCE BONUS ADVANCE (M)	72408 19200	6034 1600
III.	<u>FIXED ENTITLEMENTS</u> EX-GRATIA/BONUS	16800	1400
IV.	<u>PROVIDENT FUND CONTRIBUTION</u> [12% OF PRIMARY SALARY]	21600	1800
TOTAL GROSS PER ANNUM		310008	25834
V.	<u>OTHER BENEFITS</u> * Gratuity As Per Act - [4.80% Primary Salary]	8640	720
TOTAL		318648	26554

* Subject to provision of payment of Gratuity Act, Amount shown is for reference and not to be considered for computation of increment

I accept
(Signature)
(Trambadiya Yash Amrutlal)
Date :

(Signature)
Hardik Bhatt
Manager – Human Resources

Zydus Lifesciences Limited
(formerly known as Cadila Healthcare Limited)
Plot No. 1A, Pharmez-SEZ, Sarkhej-Bavla
N. H. No. 8 A, Village-Matoda, Tal-Sanand
Dist. Ahmedabad-382 213, Gujarat, India.
Phone : +91-2717-663500

Regd. Office :
'Zydus Corporate Park', Scheme No. 63,
Survey No. 536, Khoraj (Gandhinagar),
Nr. Vaishnodevi Circle, S. G. Highway,
Ahmedabad-382 481, Gujarat, India.
Phone : +91-79-71800000, +91-79-48040000
website : www.zyduslife.com | CIN : L24230GJ1995PLC025878



(Signature)

(Signature)

Coordinator,

Atmiya University, Rajkot-Gujarat-India

Atmiya University
Rajkot

Placement
Atmiya University, Rajkot





COMMITMENT SHEET

THIS IS TO BE READ IN CONJUNCTION WITH THE OFFER LETTER. THE CANDIDATE AND ZYDUS LIFESCIENCES LIMITED BOTH CONFIRM THAT NO OTHER COMMITMENTS HAVE BEEN MUTUALLY MADE THAT CAN BE LATER ON REFERRED TO

> MONETARY:

(Pl mention any financial commitments, like a guaranteed increment/raise, any deferred payment etc committed)

Sr. No.	Details	Yes/ No.	Remarks
1	Designation	Yes	Trainee Officer
2	Department	Yes	Production
3	CTC Offered	Yes	Rs. 3.10 LPA (Excluding of Gratuity)
4	Salary Revision Commitment (Other than yearly performance based increment)	No	--- NA ---

> PERKS:

(Pl confirm any non-cash perks like travel category, mobile handset reimbursement etc)

Sr. No.	Details	Yes/ No.	Remarks
1	CUG Connection	No	--- NA ---
2	Laptop	No	--- NA ---
3	Notice Period Reimbursement	No	--- NA ---
4	Joining Expenses	No	--- NA ---

> PROMOTIONS:

(Pl confirm if any deferred promotion is committed)

Sr. No.	Details	Yes/ No.	Remarks
1	Promotion Commitment (Other than based on performance)	No	--- NA ---

> ANY OTHER COMMITMENTS:

- You have to sign a three (3) years' service agreement of Rs. 2 Lac with organization.

Trambadiya Yash Amrutlal

Trambadiya Yash Amrutlal
(Trainee Officer-Production)

Vinod Prajapati

Vinod Prajapati
Recruiter-HR

Hardik A. Bhatt

Hardik Bhatt
Manager - Human Resource

Date: 17/08/24

Place: Ahmedabad

[Signature]

[Signature]
Coordinator,





Offer of Employment

December 05, 2023

Vidita Pandya

Vora Society, Krishna Nagar Street no. 4
Block no. 2, Jamnagar Road, Rajkot.

Dear Vidita,

We are delighted to extend an offer for the position of **HR-Associate** at Tark Technologies LLP, with an anticipated start date of **January 05, 2024**. Your role will play a pivotal part in supporting our team's success, and we are excited about the influence you will bring to our initiatives.

This letter serves as a formal offer of employment, and we encourage you to review it thoroughly. If you have any questions or need further clarification, please feel free to get in touch with us.

Once again, we welcome you onboard and wish you a long and fruitful tenure with Tark Technologies!

With best wishes,

For Tark Technologies LLP

Naira Jogia

Authorized Signatory

TARK TECHNOLOGIES LLP

309, The Millennium, Opp. Twin Star, 150-foot Ring Road, Rajkot - 360 004
www.tarktech.com | hr@tarktech.com



The primary conditions of your appointment are as follows:

- Your employment will be subject to a background check. The Company may, at its discretion conduct background checks prior to or after your expected joining date to validate your identity, the address provided by you, your education details, and details of your prior work experience, if any, and to conduct any criminal checks. You expressly consent to the Company conducting such background checks. If the Company is not satisfied, in its sole discretion, with the outcome of the background checks, the Company reserves the right to withdraw this Offer without notice and Compensation or to take any appropriate action against you, including, but not limited to termination of your employment. When a background check raises any concerns regarding any of the details furnished by you and the Company feels the need to further validate such facts, the company may at its sole discretion, ask you for further information, to substantiate the details that you have earlier provided to the Company, before initiating appropriate action. In addition, you are required to mandatorily furnish a copy of your passport on the date of joining. In absence of the same, you will be required to undergo a criminal background check, the cost of which will be borne by you. This check will be initiated on the date of your joining. If the background check reveals unfavorable results, you will be liable to disciplinary action which may also include termination of service without notice..
- Your appointment shall be subject to the terms contained in the **Non-Disclosure Agreement (NDA)** and **Employment Agreement** to be executed between you and Tark Technologies. Drafts of both the documents are available with us for your perusal. In case of any conflict, the terms of these Agreements shall prevail.

I acknowledge that I have understood the entire terms of this Appointment letter. I accept and agree to all the terms and conditions of employment.

Signature: _____

Date: December 05, 2023

TARK TECHNOLOGIES LLP

309, The Millennium, Opp. Twin Star, 150-foot Ring Road, Rajkot - 360 004
www.tarktech.com | hr@tarktech.com

Registrar
Atmiya University
Rajkot

Coordinator,

Placement
Atmiya University, Rajkot





Goti Growth
Private Limited

Letter of Appointment

Date 15/02/2024

Dear Satish Kariya,

We are happy to extend our heartfelt congratulations on your selection for the position of Trader at Goti Growth Private Limited Company. We believe your skills, experience, and qualifications make you a valuable addition to our team.

We hope to provide you a challenging and rewarding Career ensuring a high level of job satisfaction and ample opportunities for career development.

Designation: Trader

Department: Delta Arbitrage - TG

Location: Rajkot

Present Salary: The company will provide a salary of ₹15,000 per month

Benefits: The company will provide a 10% incentive annually based on your monthly profit and loss (P&L) statement.

Reporting to: Mr. Raj Goti

Employment Status: You will join us as a Full-Time employee.

Oral Bond: After joining our company, you will have to commit to being employed with us for two years. Upon completion of this period, you will become eligible for new opportunities within the company.

Work Schedule: The normal working days are Monday to Friday and working hours are from 09:00 AM to 04:00 PM

Payroll Schedule: Your salary will be paid to you on a monthly basis through direct deposit.

NOC: If you leave a job, the company will not provide an No Objection Certificate.

NISM Certification Exam: If you are selected for the final interview round then you will have to pass the NISM Equity Derivative & Commodity Derivative exam within a maximum of one month.

Resignation: Should you wish to resign your employment with Goti Growth Private Limited, you will be required to provide three (3) months' written notice to enable us to transition your work.

You are requested to confirm your acceptance of this offer of appointment by signing and returning the duplicate of this letter to us.

I extend a warm welcome to you and wish you all the best for a successful career with the company.

Best wishes,

For Goti Growth Private Limited

Mr. Raj Goti
DIRECTOR

Mr. Mukesh Parmar
HR Head



9723821811 | gotigrowth@gmail.com | www.gotigrowth.com

906, Rivera Wave, Nr. RPJ Hotel, Kalawad Road, Rajkot 360001





**ATMIYA
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AISHE: U-0967

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Goti Growth
Private Limited

Candidate Acceptance

I Satish Kariya, acknowledge that I have read, understood and accepted this offer and hereby confirm my acceptance of the same

Satish

Name & Sign

Joining Date 6-6-24



9723821811



gotigrowth@gmail.com



www.gotigrowth.com



906, Rivera Wave, Nr. RPJ Hotel, Kalawad Road, Rajkot 360001



Registrar
Atmiya University
Rajkot

Coordinator,
Placement
Atmiya University, Rajkot



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Date 09/02/2024

Mr Shingrakhiya Manav Mathurbhai
Vrundavan Society, Kalavad Road,
Rajkot, GUJARAT -

SUB: - Letter of Appointment for the post of QC Inspector F&A Internal Quality Control

Dear Shingrakhiya Manav Mathurbhai,

With reference to your application dated 06/01/2024 and subsequent interview you had with us on dated 06/01/2024 we are pleased to appoint you as **QC Inspector** with effect from 11/01/2024 on following terms & conditions.

1. Your appointment shall be subject to an initial probation period of 6 months from the date of joining, on satisfactory completion of the probation period, you will be confirmed in service. If not confirmed after six months, probation will continue to be in operation, and the probation period will stand extended automatically till the date of confirmation letter is given to you.
2. Your salary mentions in Annexure A
3. You will work our company for the minimum period of two (2) years according to established policy of our company for which you will have to give undertaking. If you will resign/leave the service prior the completion of two years, the amount mentioned in cheque which is to be given along with undertaking shall be forfeited.
4. You shall strictly adhere to rules of the company framed from time to time and abide by the instruction from the management failing which the company will initiate disciplinary actions as deemed fit.
5. You shall be stationed at our **Ho Rajkot** office but we shall be at liberty to transfer and post you at any of associated company, branch office or site office which are priestly existence and which may come into existence in any place in India, on the same terms & conditions
6. Your appointment is subject to your being found medically fit by the medical officer specified by the company or any other doctor of equivalent or higher category. The continuation of your employment will also be subject to your continued medical fitness for which, you will submit certificate of fitness either from medical officer or any other doctor equivalent or higher category according to requirement.
7. Your appointment will also be subject to satisfactory verification of particulars given by you in your application. If it is found that any of the particulars are false & misleading, your appointment is liable to be terminated without any notice or any compensation in lieu thereof.

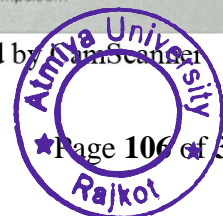
SILVER CONSUMER ELECTRICALS PRIVATE LIMITED

Reg. Office : Survey No. 36-47, Village Haripar (Taravada), Taluka : Lodhika, District : Rajkot - 360035, Gujarat, INDIA
OIN : U291009J2022PTC122633 | +91-99250 15610 | sales@silverpumps.com | www.silverpumps.com

Registrar
Atmiya University, Rajkot-Gujarat-India
**Atmiya University
Rajkot**

Coordinator,
Placement
Atmiya University, Rajkot

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8. Notice of holiday and any other important matters shall be displayed on notice board of the company or shall be sent by emails and it will be your duty to take note of the same.

9. You shall treat as confidential all information imparted to you during your employment with us and not divulge it to any third party.

10. Notwithstanding anything contained in the aforesaid clauses during the course of your probation period, the management reserves the rights in its sole discretion of terminating your appointment without assign any reason & without notice or compensation in lieu thereof during the course of your above service period.

11. You shall during your service with us, devote your whole time and attention to our business and business of associated company as directed by the company. You shall not be interested or employed at any time either directly or indirectly to any other business during your employment with us.

12. It is further agreed and understood that after confirmation in the services, the company may terminate your services by giving you one calendar months' notice or notice pay in lieu of notice. In case, if you desire to leave the service, you will give one calendar months' notice in writing. Whoever in case of any deviation, management reserves unqualified rights to retain any outstanding amount payable to you by the company. The notice may be delivered by hand or by registered A.D. post & notice period shall commence as from the date of delivery in the former case, and the dispatch by registered A.D. post in the latter case.

13. On leaving service of the company /organization you will have to return all the documents of the company/organization that are in possession

14. You shall advise us about the address in case of any change to which communications made with you. The communication sent to you at such address shall be deemed to have been properly sending us and received by you.

15. Your service shall be considered as ended with us, under the following conditions.

- Any situation which is beyond our control
 - Natural phenomena
 - Diktat or acts of any partly dealing with us
 - Strike, slow down and lock out etc
16. Your performance will be reviewed by the management while deciding the increment whenever the management decides to declare increment.

17. You will be retired on completion of age of 58 years.

18. Date of birth mentioned in the document submitted by you while joining, shall be considered final and no any dispute shall be entrained regarding date of birth at later stage.

19. Your appointment to this company means that your service will be available to any company of our groups which are in existence and which we may acquire or establish in future.

SILVER CONSUMER ELECTRICALS PRIVATE LIMITED

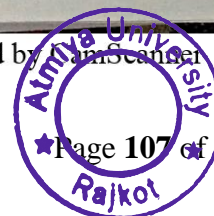
Reg. Office : Survey No. 36-47, Village Haripar (Taravada), Taluka : Lodhika, District : Rajkot - 360035, Gujarat, INDIA
CIN : U29100GJ2021PTC122633 | +91-99250 15610 | sales@silverpumps.com | www.silverpumps.com

Registrar
Atmiya University, Rajkot-Gujarat-India
**Atmiya University
Rajkot**

Coordinator,

Placement
Atmiya University, Rajkot

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20. Breach of any of the terms & conditions will result into termination of your service without any notice or pay.

21. Employee will have to serve 30 days as notice period. Notice period will start from the day of resignation. During the notice period employee will have to clear all the due diligence and has to obtain no objection certificate from all the concerned department for example sales, marketing, IT department, Administrative, finance and HR and must get the confirmation on final receivable from Dealer. Once the notice period is cleared and obtained all the clearances, full and final settlement of the employee will take place in 60 days from the day of relieving. In lieu of less than 30 days' notice period proportionate no of days will be deducted from full and final settlement. In lieu of notice period the full and final settlement will not take place.

22. In addition to this you may also be entitled for the incentives depending upon achievement of your targets. The incentive scheme may vary from month to month on the basis of the target announced and the achievement you made. Incentive's payout shall always remain the discretionary rights of the management and employee cannot claim this as his/her rights.

23. You will not enter into any commitment to any person, or firm or organization on behalf of company, without getting prior sanction in written. In such a case any loss occurred to the company will be recovered from you.

You will sign the duplicate copy of this letter of appointment as a token of acceptance of this letter and return it to us.

Thanking you,

Yours faithfully
Mathurbhai

Accepted

Shingrakhya Manav

SILVER CONSUMER ELECTRICALS PRIVATE LIMITED

[Signature]
HEAD HR

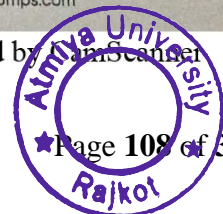
SILVER CONSUMER ELECTRICALS PRIVATE LIMITED

Reg. Office : Survey No. 36-47, Village Haripar (Taravada), Taluka : Lodhika, District : Rajkot - 360035, Gujarat, INDIA
CIN : U29100GJ2021PTC122633 | +91-99250 15610 | sales@silverpumps.com | www.silverpumps.com

[Signature]

[Signature]
Coordinator,

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Annexure A

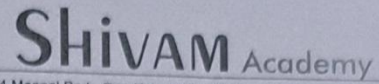
Name	Manav Shingrakiya	
Department	IQC	
Designation	QC Inspector	
Date of Joining	11/11/24	
Branch	Rajkot - HO	
Reporting Person	Mr. Nandan	
Particulars	Amt (Rs.) per Month	Amt (Rs.) per Year
Basic Salary	12100	145200
House Rent Allowance (HRA)	4400	52800
Conveyance Allowance	0	0
Gross Salary	16500	198000
Other Benefits		
Employer's Contribution to Provident Fund	1452	17424
Gratuity*	582	6984
Bonus	1008	12095
Health Insurance Premium	200	2400
Mobile Bill	0	0
Uniform	100	1200
CTC	19842	238100
Deduction		
Employee's Provident Fund	1452	17424
Professional Tax	200	2400
Net Take Home	14848	178176
* As per Gratuity Act,1972		
2 years bond		₹ 39,68

Registrar
Atmiya University, Rajkot-Gujarat-India
**Atmiya University
Rajkot**

Coordinator,
Placement
Atmiya University, Rajkot

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64, Mangal Park, Opp. Kalyan High School, B/h, Rajkot Nagrik Bank,
Nr. Hanuman Madhi Chowk, Raiya Road, Rajkot
Mo. 98981 81582

To Whom it may be Concern

Teacher Appoinment Letter

Ms. Mansi D. Vaishnav
Course Instructor (CI)
Aloha Learning Centre,
Raiya Road Centre,
Rajkot.

Date : 01/5/24

Congratulatiois !

Dear Ms. Mansi Vaishnav

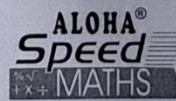
I am Pleased to inform you about your selection and teaching job confirmation for the post of Course Instructor (Teacher) effect from 01-05-24. You agree that all the terms and condition of the company will fulfill by you sincerely.

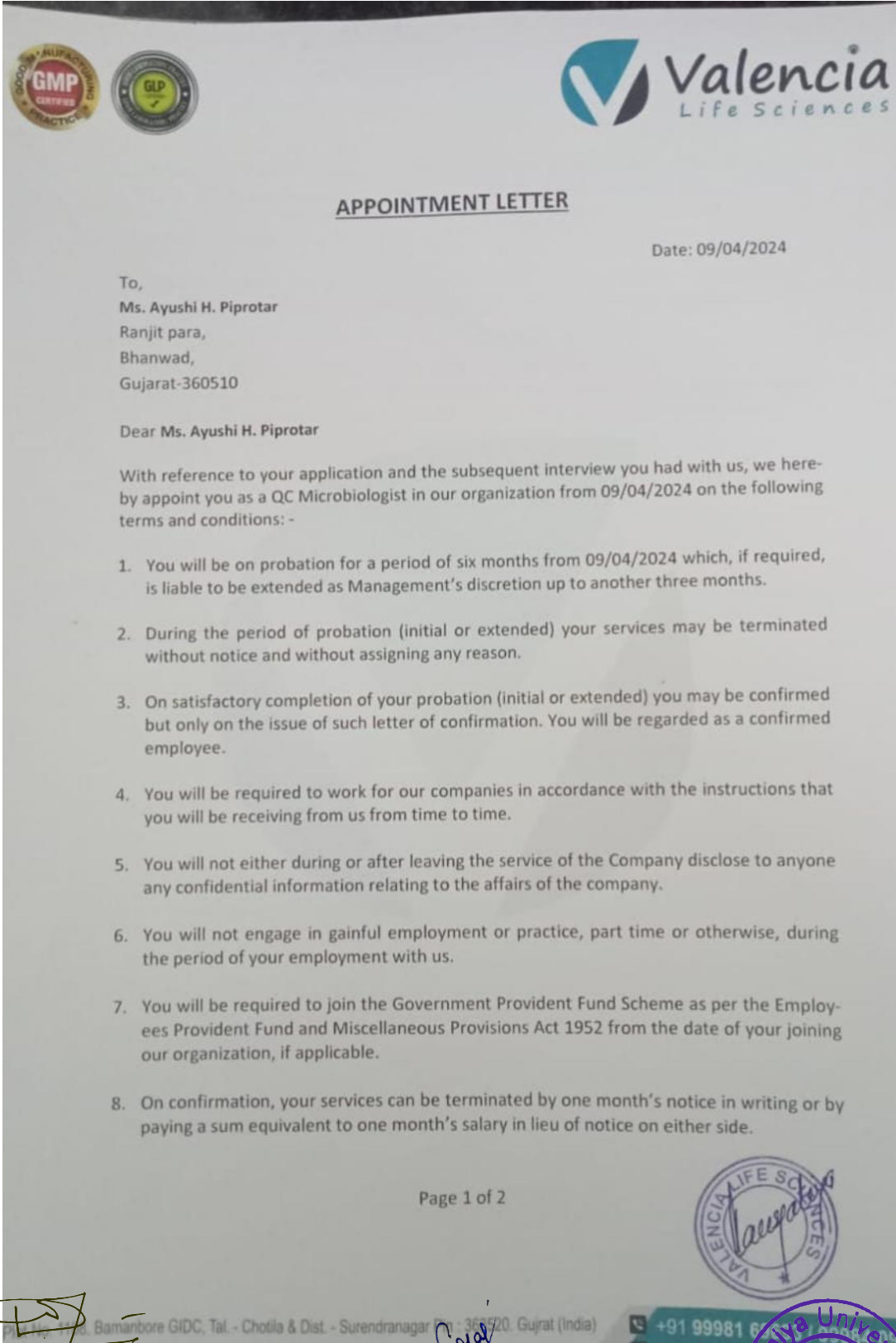
I congrats you and welcome on behalf of all the Teaching and administration staff of Aloha Raiya Road Centre. Now you are the family member of Aloha Raiya Road teaching staff and I hope that we together will work very hard to achieve the goals of our centre.

Sincerely Yours,

Mr. Hetal Santoki
Director,
Aloha Raiya Road Centre,
Rajkot.

Better Brain. Better Future

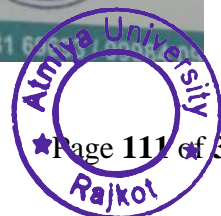





Page 1 of 2

[Handwritten Signature]

[Handwritten Signature]



9. During such time as you are in our employment you will be subject to the existing rules and regulations as decided by us from time to time at our discretion and you will also have to undergo departmental examinations, medical check-ups, tests and trainings as and when required by us.

10. You shall not seek membership of any local or public bodies without first obtaining specific written permission from the management, which shall not be unreasonably withheld.

11. In the event of (a) your being found medically unfit (b) being declared insolvent or (c) your being convicted of any offence (d) misappropriation of company's money or property or (e) misconduct or insubordination on your part, you will be liable to be dismissed or discharged forthwith any compensation or notice.

12. All other terms and conditions will be, as applicable on confirmation, in accordance with the company rules and regulations from time to time.

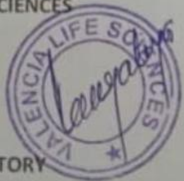
13. This appointment letter is given to you subject to your medical fitness.

14. In the event of any dispute or difference arising regarding construction, interpretation or meaning of any of the terms of this letter the decision of the company shall be final and binding on you.

15. Any variation of the above terms will not be valid unless expressly made in writing by the company.

Please sign and return to us the duplicate copy of this letter in token of your acceptance of the above terms and conditions of service.

Thanking You,
Yours faithfully,
For VALENCIA LIFE SCIENCES



AUTHORISED SIGNATORY

Employee Signature: *[Signature]*
Date of Signature: 09/04/2024

Page 2 of 2





**ATMIYA
UNIVERSITY**

NAAC – Cycle – 1
AISHE: U-0967

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DADAJI LIFESCIENCE PRIVATE LIMITED

Survey No. 480, Plot No. 36, 37, 38, Rachna Industrial Zone, Padavala,
Ta: Kotada Sangani, Dist : Rajkot, Gujarat - INDIA : 360024.
PH : 0281 - 2363023 | M : + 91 99786 20200

Date: 01-02-2024

Subject: Appointment Letter & Terms of Employment

Dear,
JENSI RATANPARA
Patel chowk, yogipara street, manavadar- 362630

Welcome to DADAJI LIFESCIENCE PRIVATE LIMITED!!

This has reference to our offer and your acceptance thereof, we have pleasure in welcoming you to DADAJI LIFESCIENCE with below mentioned terms and conditions.

1. **Date of Joining** : 01st Feb 2024
2. **Employee Code** : 24
3. **Designation** : QC Officer
4. **Band**: P3
5. **Department**: Quality Control
6. **Remuneration** : Your annual remuneration will be **1,32,000** on CTC (**Cost to Company**) basis as contained in our Offer Letter and your acceptance thereof. The details CTC Breakup are attached herewith as **APPENDIX – I**. The same shall be governed by Company Policy and applicable tax provisions from time to time.
7. **Base of Operation**: Rajkot, Gujarat, India
8. **Probation**: You will be on probation for a period of **3 months** from the date of your joining. On completion of satisfactory and successful probation, you will be confirmed in your present position. The Management may, at its sole discretion, extend your Probationary period for such term as considered appropriate. You will continue to be on probation until a communication of confirmation is issued you in writing.
9. **Further Terms & Conditions**: This Appointment is further subject to the acceptance of "General Terms & Conditions of Service", a copy of which is attached as **APPENDIX II**.

We sincerely hope that this will be the beginning of a long and mutually beneficial association.

Yours sincerely,
DADAJI LIFESCIENCE PVT LTD.

For

AGM Works

Vaishali sata

Corporate Office :

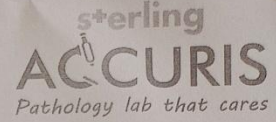
- 202 -2nd Floor, Surbhi Complex, Opp. Jaynath Commercial Complex, Near Makkam Chowk, Gondal Road, Rajkot-360002, Gujarat India.
- info@dadajilifescience.com www.dadajilifescience.com
- CIN: U24290GJ2022PTC132435 | GST No : 24AAJCD3168L1ZE

Registrar
Atmiya University, Rajkot-Gujarat-India
**Atmiya University
Rajkot**

Coordinator,

Placement
Atmiya University, Rajkot





Apprenticeship Letter

Date: 22/05/2024

To,
Dodiya Aditiben Jagdishbhai
Vadi Vistar, Ghumli,
Junagadh.

Subject: Apprenticeship Training

Dear Ms. Aditi,

This has reference to our personal Meeting and discussions had with you pertaining to providing Apprenticeship Training as a Lab Technician at Sterling Hospital Rajkot branch in Sterling Accuris Diagnostics as an Apprentice. Scope of your Apprenticeship would be as under.

- This Apprenticeship shall be as per government contract registration tenure, effective from date of joining.
- You will be paid a stipend of Rs. 12,000/- P.M.
- After completion of your Apprenticeship, you shall not claim employment in the company.
- All the Terms and Conditions of company will be applicable on you.
- You will be sincere and dedicated towards the area of work to acquire skills under the guidance of respective supervisor.
- You will have to serve One Month of Notice in case you want to quit your apprenticeship.
- Please ensure that your personal bank account must be linked with your Aadhar card and Pan card (Bank KYC updation is mandatory).

Kindly sign this letter as token of your acceptance of the above terms.

For, Sterling Accuris wellness Pvt. Ltd.

Authorized Signatory

Accepted By:



STERLING ACCURIS WELLNESS PRIVATE LIMITED | CIN No: U85191GJ2014PTC080926
Regd. Off: 101 to 109, First Floor, Sankalp Square-II, Nr. Old Sharda Mandir Cross Road, B/s. Jalaram Mandir Railway Crossing,
Ellisbridge, Ahmedabad, Gujarat - 380006 India. Ph.: 812 813 0000



Registrar
Atmiya University, Rajkot-Gujarat-India
**Atmiya University
Rajkot**

Coordinator,

Placement
Atmiya University, Rajkot





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Date: - 05/05/2024

To,
Ms. Pratha Gopalbhai Lunagariya,
Mota Ujala, Vadiya, Mota Ujala,
PO: Mota Ujala,
Dist : Amreli, Gujarat – 365450.



Subject: An Appointment letter for the post of a Q.C Assistant

Dear Ms. Pratha Gopalbhai Lunagariya,

We at Jayant Snacks and Beverages Pvt. Ltd. are very pleased to appoint you the position of the Q.C Assistant in our Q.C Department. Your joining date will be 05th May, 2024. This Appointment letter will no longer be Valid after 05th May, 2024.

Your probation period will be 3 months in which time if the company is not satisfied with your performance has the right to terminate your service immediately without any notice of the same.

Your annual salary Package will be Rs. 1,84,800/- Lacs only (CTC-Cost to Company base including All allowances, P.F., Bonus, Gratuity, Leave and Other...). All other terms and conditions will be as per our mutually agreed during our personal meeting / Video calling meeting.

You are requested to bring the following documents on the day of joining: -

1. Copy of PAN
2. Copy of Aadhar card
3. Two passport size photographs.
4. Copy of first page of your bank pass-book.
5. Copy of all your certificates and degrees.
6. Copy of your resignation letter duly accepted by your previous employer (if any)
7. Relieving letter of your last employer (if any)

We hope that you accept this appointment letter and join Jayant Snacks family

Thanking you,
Yours sincerely,
For, Jayant Snacks and Beverages Pvt. Ltd.

.....
(Authorised Signature)

*** This appointment letter is issued for employment purpose; you will be under the administrative control of this office. All disputes pertaining to this appointment, your service with the company, resignation, termination, discharge or dismissal will be subject to the competent court under Rajkot city jurisdiction.

I confirm the receipt and accept all the terms of employment.

.....
(Pratha Gopalbhai Lunagariya)

JAYANT SNACKS AND BEVERAGES PVT. LTD.
An ISO 9001 and 22000 Certified Company

CIN : U15419GJ2004PTC43706

Reg. Office : 27 N.H. Ring Road, 8 Mira Udhyog, Near Field Marshal,
Turn to Bansidhar Weigh-bridge, Rajkot 360 003 (Gujarat) INDIA.

+91 281 2385550 / 51

hello@jeppy.in | sales@jeppy.in

S 31

Atmiya University, Rajkot-Gujarat-India
Atmiya University
Rajkot

Coordinator,
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Atmiya University, Rajkot



Page 115 of 315



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NAAC – Cycle – 1
AISHE: U-0967

Criterion 5

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KI 5.2

DVV 5.2.1



Office No. 705-706, North Tower,
Twin star complex, Nana Mava Circle,
150ft. Ring Road, Rajkot – 360005
Gujarat, India. Ph. 0281 2990206
website: www.reputeinfosystems.com

Date: 08 Aug 2023

Dear Viraj Faldu,

Welcome to Repute Infosystems.

We are pleased to offer you employment for the position of **Junior PHP Developer** with **Repute Infosystems**. We are eager to have you as part of our team. We foresee your potential skills as a valuable contribution to our company. Your appointment as **Junior PHP Developer** will commence on **01-Sep-2023**

Your annual CTC will be around **206000/-** (Two Lac Six thousand only).

Your signing this offer letter confirms your acceptance of the terms and conditions and that you would be joining **Repute Infosystems** on the given date.

We are looking forward to work with you.

Sincerely

Ankur Chotai,
(CEO)

Repute Infosystems

Accepted By: Viraj Faldu

Registrar
Atmiya University, Rajkot-Gujarat-India
**Atmiya University
Rajkot**

Coordinator,
Placement
Atmiya University, Rajkot





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Dt.:11/12/2023

To,

Mr. Mayank Pathar

Offer Letter

Dear Mr. Mayank Pathar,

With reference to your successful interview with us, we are pleased to inform you that you have been selected and appointed as **Jr. Scientist in R & D department** and offered to join the duties on or before 21/12/2023. You will be on probation period for **6 months** from the date of joining mentioned above and whenever you have to be relieved from the job. Then you have to give a notice period of **90 days**.

As decided during the interview, we offer you gross salary same as per the mutual understanding at the time of Interview. Your duties time as per company rules and daily reporting to your immediate reporting authority.

At this juncture we wish you all the best and anticipate that you will do your best during your tenure with **Fishfa Biogenics (A DIVISION OF FISHFA RUBBERS LIMITED)**.

Please sign the duplicate copy of this letter as an acceptance of the same from your side.

Wishing you all the best.

For

FISHFA BIOGENICS

Authorised Signatory



Accepted

Mayank Pathar

FISHFA BIOGENICS

Survey No. 43/2/2, 47/2, 50/1/2, 50/2, Kuwadva Wankaner Road, Surya Rampara - 360003,
Dist: Rajkot Gujarat, India

Registrar
Atmiya University, Rajkot-Gujarat-India
**Atmiya University
Rajkot**

Coordinator,
Placement
Atmiya University, Rajkot



Page 117 of 315



Sun Pharma Laboratories Limited
Sun House, Plot No. 201 B/1,
Western Express Highway, Goregaon (E)
Mumbai - 400 063, Maharashtra, India.
Tel : (91-022) 4324 4324
Fax : (91-022) 4324 4343
CIN : U25200GJ1997PLC133846



SPLL/MUM/HRD/E98831/AVESTA DIVISION/2024
JUNE 6, 2024

Mr. MEVADA DIVYESH HIRENBHAI
SHIV ARADHANA
UDAY NAGAR - 2 , STREET NO - 8
B/H JALIYAN HALL , MAVDI MAIN ROAD
RAJKOT - 360004
GUJARAT

Dear Mr. MEVADA DIVYESH HIRENBHAI,

With reference to your application and subsequent interview, you had with us, we are pleased to offer you the position of **TRAINEE SALES EXECUTIVE** in our organization for our **AVESTA DIVISION**. Your Head Quarter will be at **RAJKOT**.

This offer is subject to your being found medically fit. Your date of joining will be considered as the day you actually join field and submission of Joining Report.

During the training period of 6 (Six) months, you will receive the following monthly consolidated Salary and Allowances:

Compensation Components	Current Salary Amount (INR)
Basic (PM)	16300
H.R.A (PM)	9780
Gross Monthly Total	26080
Annual Total (A)	312960
Provident Fund (PA)	23472
Bonus (PA) @ 20% Of Basic Earned	39120
Annual Total (B)	62592
Total CTC Per Annum (A+B)	375552

Plus Medical benefits as per company rules.

In addition to the above, you are also entitled to claim Daily Allowance Rules vide our Circular no. SPLL/HRD/MUM/CIR/STF/DA/2024 dated **April 1, 2024** as applicable to you.

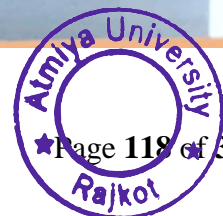
We take this opportunity to welcome you to the family of SUN PHARMA and look forward to your building career with us.

Yours Sincerely,
For SUN PHARMA LABORATORIES LIMITED.

Received and agree to join duty on or before 13/06/2024

****This is a system generated document and does not require a signature****

Registered Office : SPARC, Tandolva, Vadodhra - 390 012, Gujarat, India





**ATMIYA
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AISHE: U-0967**

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A National Award Winner



INFINITY FOR INFINITE SOLUTIONS

January 03, 2024

Dear Mr. Heetkumar Vinodbhai Bhimani,

With reference to your application for the job and subsequent interviews, we are pleased to appoint you on the post of **Trainee - Jr. Software Developer** on training for **6 Months** at Infinity Infoway Pvt. Ltd. You will be appointed on contractual bases for **2 years** after successfully completing the training period. Your appointment is subject to following terms and conditions.

1. Your appointment on training is effective from **10th January 2024**.
2. Your contract period will start from 10th January 2024 and will end on 09th July 2026.
3. **SALARY**
 - i. No stipend or any allowances will be paid during training. However, if you are performing well & exceed company expectations then you may be entitled to receive a stipend not exceeding **Rs. 7,000/-** per month, after **4 months** of training.
 - ii. A consolidated fix salary of **Rs. 16,000/-** (Rupees Sixteen Thousand only) + **Rs. 3,000/-** performance allowance CTC (including all) will be paid to you per month upon confirmation on the job. Your salary and any kind of payment will be subject to prevailing applicable laws and deductions there under if any. After all statutory benefit & deductions, you will get salary as per details & break-up given in annexure.
 - iii. Salary structure given to you is strictly confidential, any discussion of the same with anyone, knowingly or unknowingly, may lead to immediate termination from the job / appropriate actions as per the management discretion. You should contact HR for any kind of queries related to salary.
4. **POSTAGE PLACE**
Your current posting will be at **Rajkot, Gujarat**. However, during your tenure, company may post/transfer you to any of the offices, projects, divisions, and departments, units of the company or to be set at any other location in India or Abroad. In such case, you will automatically be governed by the terms and conditions of service applicable to the location or company.
5. **INCREMENTS**
Your next promotion and future prospects in the company are totally dependent on how efficiently and diligently you carry out the responsibilities levied on you. Other than your performance on job, your regularity in attendance, sincerity, good conduct, company's performance and such other relevant factors will be taken into consideration by the management. Your increment will be reviewed once every year as per annexure. Right to decide increment amount is reserved with the company.
6. **DISCIPLINE AND CONDUCT**
 - During the course of your service you will discharge your duties efficiently and diligently and to the best of your ability. You will devote your entire time and attention to the work of the company and will not undertake any direct/ indirect business or work, honorary or remuneration except with the written permission of the management in each case.

INFINITY INFOWAY PVT. LTD.

Corporate Office:

"Infinity", Vishwakarma Society, Near Vavdi Water Tank, | Tel.: +91 281 2587514 | E-mail : info@infinityinfoway.com
150 Feet Ring Road, Rajkot - 360 004. (Gujarat) INDIA. | Web : www.infinityinfoway.com

CIN No. : U72900GJ2008PTC054170
GST No. : 24AAGCI4655A1Z1

ERP & CRM Solutions | Business Analytics | Travel Booking Engine | Cloud/IT Infrastructure Management | Web & Software Development | Payment Gateway Solutions | SEO & Online Marketing

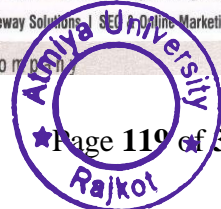
An ISO 9001:2015, ISO 27001:2013 & CMMI Level-3 Certified Company

Atmiya University, Rajkot-Gujarat-India

**Atmiya University
Rajkot**

Coordinator,

Placement
Atmiya University, Rajkot



Page 119 of 315



**SOLARIS
CHEMTECH**

Wholly Owned Subsidiary of Agrocel Industries Pvt. Ltd.

SCIL/APPR/BHUJ/2024-25/18

Date: 04th July 2024

To
Mr. Vinay Piyushbhai Solanki
Vadivistar, Vill: Jamrojivada,
Tal: Bharvada,
Dist: Devbhumi Dwarka,
Gujarat, Pin: 360510.
Mob: 9265619993
Email: - vinaysolanki332@gmail.com

Dear Mr. Vinay,

Sub- Appointment for the Graduate Apprentice in Production Department at our Khavda Factory.

With reference to the above cited subject & subsequent interview with us you are appointed as a "Graduate Apprentice" under below terms & condition.

- You have to sign a contract in duplicate as per Apprentice act 1961.
- You have to submit 4 Photo (passport size), final semester mark sheet of your Degree, Certificate & 10 and 12th std. mark sheet, school leaving certificate, Aadhar card, And Bank Details all in duplicate.
- You will be given stipend of **Rs. 16,500/- (Sixteen Thousand Five Hundred Only)** per month during 12 Month training.
- You will be given leave as per the rules during this training period.
- You have to maintain daily diary of work done during Entire day.
- You shall have to go outside for company work if and whenever required.
- You will be issued the certificate of the training after training period of one year as per App Act-1986.
- You have to obey the rules & regulations of the company very strictly.
- After apprenticeship training for one-year Company is not liable for regular job offer in organization.
- You have to provide all the required details as per attachment before joining.
- You have to submit the Certificate of fitness in the attached format, from general medical practitioner, not below M.B.B.S, before joining.
- Presently your work at Khavda Factory, you're reporting to **Section In-charge – Production department.**

If you are interested in Apprenticeship training please resume the duty immediately, latest by **15th July 2024**, with all relevant documents.

With best wishes,

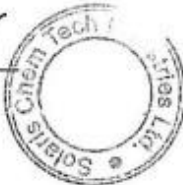
For Solaris Chemtech Industries Ltd.

Accepted the above terms & Conditions

(Ruchir Someshwar)
General Manager-HR

(Vinay Piyushbhai Solanki)
Candidate

Prepared By: H.R. Dept.



Solaris Chemtech Industries Limited

Revenue Survey No. 164, Near Village Khavda, Village : Ratadia, Tal: Bhuj, Dist: Kutch, 370510 (Gujarat) India.

Corporate Office : "Agrocel House" R.S. No. 135/P1/P1 & 135/P2/P1, Vill. Bhujodi, Tal. Bhuj, Dist. Kutch. 370020 (Gujarat) India

Regd. Office : First India Place, Tower - C, Ground Floor, Mehrauli Gurugram Road, Gurugram (Haryana) 122002 India.

Ph. : +91-2803-268255 / 268216 | info@agrocel.net | www.solarischemtech.com | CIN : U24119HR2001PL000665



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Certificate No. 16909
AN ISO 9001, ISO 14001, ISO 45001
Certified Company

CIN: L24100GJ2015PLC081941



DHARMAJ[®]
CROP GUARD LIMITED

Limitless
GROWTH

Mr. Darshit Bambhroliya
Ankolvadi-gir taluka: talala,
Dis. Gir-somnath.

Date: 5th April, 2024

Sub: Offer Letter for the Position of Trainee – R & D Department

Dear Mr. Darshit Bambhroliya,

This is with reference to your personal interview with us, we would like to offer you a career with **Dharmaj Crop Guard Limited** and pleasure to offer the position of **Trainee – R & D Department** based at **Factory, Kerala GIDC, Bavla, Gujarat.**

Your Expected Date of Joining is – **On or before Saturday, 1st June, 2024.**

You are required to furnish all the necessary Documents in original and one set of Duplicate copy as mentioned below on your Joining.

Documents Required-

1. Photo copies of all your Educational & other Professional Qualifications
2. Age Proof (Birth Certificate / School Leaving Certificate)
3. Address Proof(Driving License, Voter ID Card, Aadhaar Card, Pass Port)
4. PAN Card
5. Experience Letter / Relieving Letter/ Acknowledged Copy of Resignation letter from the last employer.
6. Five passport size photographs
7. Bank Proof

Please sign and return to us the duplicate of this letter as a token of your acceptance of the offer letter

You Have to share with us your resignation mail within two days of receipt of this letter else this offer stands cancelled. Your reference check shall be done any time after your appointment during your probation period with your previous employer, we can terminate your employment with us if any facts and figures sufficed by you is found inappropriate.

We feel happy to welcoming you in our team and looking forward to a long & fruitful association.

Thanking you,

Yours Faithfully
For, Dharmaj Crop Guard Limited

Rajesh Mudaliar
(GM-HR & Admin)

Regd. Office/ Factory Unit-I : Plot No. 408 to 411, Kerala GIDC Estate, Off NH-8, At : Kerala, Ta.: Bavla, Dist.: Ahmedabad- 382220, Gujarat, India. Tel.: 02714-268000

Factory Unit-II : Plot No. DP-154, GIDC-Chemical Zone, Saykha-II, Ta.- Vagra, Dist.- Bharuch – 392140, Gujarat, India.

Corporate Office: Office No. 901 to 903 & 911, B Square 2, Iscon Ambli Road, Ahmedabad- 380058, Gujarat, India. Tel.: 079-29603735 • 02717438189

Email: info@dharmajcrop.com • Web: www.dharmajcrop.com

Registrar
Atmiya University, Rajkot-Gujarat-India
Atmiya University
Rajkot

Coordinator,
Placement
Atmiya University, Rajkot



Page 121 of 315



APL/HRM/ALEMBIC RESEARCH CENTER/22165/2023- 24

March 7, 2024

Ms. Nemisha Joshi
Shree Siddnath Krupa
Pratapnagar Garbi Chowk B/H Mahila College
Jamnagar GUJARAT
Mobile : 7990469204

Dear Ms. Joshi,

This is with reference to your application and subsequent to the discussion you had with us. We take pleasure in informing you that you have been selected for the position of Trainee - ADL - API in Alembic Research Center - Vadodara based at Alembic Research Center on the following terms and conditions:-

1. This appointment is subject to your successfully clearing the M. SC. qualification and subject to submission of a true copy of all final marksheets/degree certificates signifying successful completion.
2. You will undergo training for a period of 6 months from the date of joining. The company however, shall have the right to extend or curtail the said period of 6 months subject to your performance. You will continue as a trainee unless your status is changed to a probationer, through written communication.
3. Your compensation details are as per the attached Annexure - A.
4. During the period of your training the relationship shall be that of a master and a student. You shall, therefore, be not considered as a regular employee of the company and shall not become entitled to the benefits or allowances which may become due to our regular employees.
5. The company will have the sole discretion of setting out your training program and for the purpose, you may be required to be posted from one shift to another or from one department to another, if the company is of the opinion that it is necessary for the purpose of your training.
6. The training may comprise of classroom sessions and on-the-job training in nominated departments of the company, and may include the assignment or independent work.
7. The company will review your training progress at regular intervals; for that purpose you may be given some trade tests, if desired.

Page 1 of 3

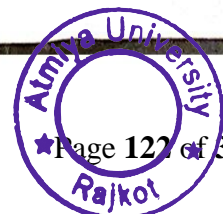
ALEMBIC PHARMACEUTICALS LIMITED

REGD. OFFICE : ALEMBIC ROAD, VADODARA - 390 003, INDIA • TEL : +91 265 2280580 • FAX : +91 265 2282037
Website : www.alembicpharmaceuticals.com • E-mail : alembic@alembic.co.in • CIN: L24230GJ2010PLC061123 • PAN No. : AAICA5591M

Coordinator,

Registrar
Atmiya University, Rajkot-Gujarat-India
**Atmiya University
Rajkot**

Placement
Atmiya University, Rajkot





8. You must show satisfactory periodical progress during the training period to avoid extension of training period or even termination. Your suitability for absorption will be determined on the basis of your evaluation of your performance and company's need, you may be absorbed in the company. The decision of the company regarding your suitability for absorption shall be final.
9. During this training period, your services will be liable to be terminated upon giving 1 month notice or 1 month basic salary in lieu of notice period, by either party.
10. During the period of training, you shall make every sincere endeavor to exert yourself to the best of your ability. You shall follow and give effects to all orders, instructions and guidance given to you by your superiors and shall abide by the organizational code of conduct.
11. During the period of your training with the company, you will devote your whole time and attention to your training and will not engage yourself directly or indirectly in any service, trade, profession, business or occupation.
12. The company will not be liable to pay any damage or compensation to you on account of any injury sustained or disability suffered during your training period.
13. In the event of your causing any damage to company property in the course of your training program or of your losing or spoiling any tools or accessories given under your care or charge willfully or out of negligence, then in all such cases the company reserves its right to deduct from your stipend such amount/s as it deems appropriate.
14. During the period of your training, you shall comply with and abide by all rules and regulations as are in force on the date of your being taken up as a trainee and to all such other rules and regulations made or orders given thereafter.
15. Your placement in appropriate function and posting to any of the company's offices or divisions will be at discretion of the company.
16. In the event of your being indulging in any acts or commission constituting misconduct, including unwelcome physical contact and advances and / or a demand or request for sexual favour and /or sexually colored remarks/jokes, and /or showing pornography and / or any other physical, verbal or non-verbal conduct of a sexual nature, which will tantamount to an act of moral turpitude, you shall be dealt with appropriately.
17. Please note that this engagement is offered on the basis of information furnished by you.
 - (a) If at any time it is revealed that traineeship has been obtained by furnishing false/misleading insufficient information or withholding material information, the company will be free to terminate your training/service at any time without notice.
 - (b) In respect of any other matter related to your service not covered above, you shall be governed by the rules of the company as in force from time to time.

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Handwritten signature

Handwritten signature
Coordinator,

Atmiya University, Rajkot-Gujarat-India
**Atmiya University
Rajkot**

Placement
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18. On the question of interpretation of any of the terms and condition, the decision of the company shall be final and binding on you.

Your presence is solicited as per following schedule for completing joining process:-

Date: June 3, 2024

Time: 09:30 AM

Venue: 3rd Floor, Human Resources, Corporate Office, Alembic Road, Vadodara 390003

Documents required at the time of Joining : 3 set photocopies of the following testimonials (self attested) and the originals for verifications.

- ✓ Certificates and Marksheets in support of your educational qualification (SSC, HSC, Graduation, Post-Graduation, Diploma/ITI).
- ✓ Proof of birthdate (School leaving certificate / Birth Certificate / Passport).
- ✓ Eight Colour passport size photographs.
- ✓ Medical Examination Form duly completed and signed by a Medical Practitioner (not less than an M.B.B.S.) certifying your medical fitness. You will be reimbursed expenses incurred in this regard maximum upto Rs. 800/- on submission of actual bills. This offer is subject to your being found medically fit.
- ✓ Copy of PAN card and Adhar Card (Compulsory).
- ✓ KYC Documents (Passport/ Driving license/ Election Card/ Ration Card/ ESIC Card).
- ✓ Covid Vaccination Certificate.

For Alembic Pharmaceuticals Ltd,

Himanshu Jani
Head-Talent Acquisition

If the above terms and conditions are acceptable to you, please sign and return a copy of this letter signifying your acceptance.

You may please get in touch with Mr. Kishan Patel on (0265)3007095 / 9586189787 or e.mail to kishan.rpatel@alembic.co.in In case of any query or help.

I accept the appointment on terms and conditions stated above and will join on 01/06/2024

Date :

Place :

Name and Signature

Page 3 of 3

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Page 124 of 315



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APL/HRM/ALEMBIC RESEARCH CENTER/22165/2023- 24

ANNEXURE - A (Compensation Details)

Name : Ms. Nemisha Joshi

Position Offered : Trainee- ADL - API

Location : Alembic Research Center

Division : Alembic Research Center - Vadodara

Sr. No.	Salary Head	Per month (Rs.)	Per annum (Rs.)
1	Basic	12870	
2	Company contribution on P.F.	1544	
3	H. R. A.	5116	
4	Advance Against Bonus	2574	
5	Gratuity		7429
6	Hospitalization Premium		2324
Grand Total		22104	9753
Annual CTC / Gross Pay		2,75,001	
Rupees Two Lac Seventy Five Thousand One Only.			

Date: March 7, 2024

- > Hospitalization Insurance premium mentioned above is for self , spouse and dependent children which will be remitted by the company.
- > Gratuity will be payable as per the applicable payment of Gratuity Act and employee will be eligible for Gratuity only after rendering 5 years of continuous service in organisation.

(Handwritten Signature)

(Handwritten Signature)

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(Handwritten Signature)

(Handwritten Signature)
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Date: 04.01.24

To,
Mr. Ridham Kalariya
ridhamkalariya990@gmail.com
Phone: +91 8200168976

Subject: Offer for the post of Trainee Research Chemist

Dear Mr. Ridham Kalariya,
With reference to your application and further interview you had with us, we are impressed with your attitude. We are pleased to offer you a post of “**Trainee Research Chemist in R & D - Synthesis Department**” at SynZeal Research Pvt Ltd., Ahmedabad.

The CTC (Cost to Company) will be **INR 3.00 Laacs per annum inclusive all**. You will be on probation of **6 Months**, which can be extended based on your performance if deemed necessary. Your Next salary increment would be based on your performance and responsibilities.

Based on your successful completion of training and learning attitude, you will get a confirmation for your association with the company. A detailed appointment letter with other terms and conditions will be issued to you upon your joining.

Please provide scan copy of the following documents by mail and carry hard copy of the listed documents at time of Joining.

You are eligible for Medclaim/ESI after one month from the joining date.

1. Educational Documents (SSC & HSC Marksheet, Bachelor's & Master's Degree & Marksheet)
2. PAN Card & Aadhar Card
3. Current Address Proof (Latest Light Bill Copy/Rental Agreement if stay as PG or on Rent)
4. Bank Account Proof (Either Cancel Cheque/ First Page of Passbook)
5. Nominee Aadhar Card (Father/Mother/Brother/Sister/Spouse)
6. 4 Passport Size Photographs (Must carry at time of Joining)
7. Experience & Relieving Letter of Previous Company (If Experienced)
8. Last 3 Months Payslips of Previous Company (If Experienced)

We look forward to having your confirmation and date of joining.

Kind Regards,
For SynZeal Research Pvt Ltd.

Authorized Signatory

SynZeal Research Private Limited
Plot No. F, Ganesh Industrial Estate,
423/24/B, Mahajujarat Industrial Estate,
Sarkhej-Davla Road, Moralya,
Ahmedabad 382 213, Gujarat, INDIA

Telefax : +91-75750 02050
E-mail : standards@synzeal.com
Website: www.synzeal.com

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**Atmiya University
Rajkot**

Coordinator,
Placement
Atmiya University, Rajkot





OFFER LETTER

23rd April '24

Dear Twinkleben Nakum,

A. Firstly, a personal welcome

We are delighted to offer you the opportunity to join us on this adventure @o2h Group. We were impressed with your track record, enthusiasm, authenticity, and energy, and we look forward to working with you to drive forward our o2h vision of seeding new ideas. We are pleased to offer you the position of **Research Associate – Trainee** which will be in FY 24-25 also contributing to the performance of your team we will also welcome your contribution to the on-going evolution of our culture.

B. Outlook

We @o2h have dreams and a passion of seeding new ideas in life science and tech. The twin mission of having an ‘in-our bones’ desire to ideate, fund, incubate and execute on the ideas of tomorrow that impact human and planetary health, gives our work clear direction, purpose and meaning. The passion, skill and quiet hard work of the team is absolutely inspiring. It’s not hard to see all corners of the team continuing to give everything they can.

We have to have the desire to be the best in the world in each of our core segments of discovery, technology, ventures and incubation to ensure our independent survival. We are continuing to learn how to symbiotically combine/integrate the platform foundational capabilities across an east-west model that support all our business units in order to carve out a truly unique position in the market that others will find hard to copy.

So much of what we want to create and deliver upon is grounded upon a culture which shapes our organisational reflexes and is founded on simple human values such as passing credit to others, listening and operating with empathy, decentralisation, admitting mistakes, and leaving our ego at the door. As our numbers cross 700 it’s imperative that a decentralised lightning speed zig zag model of ideas, insights and decisions cuts its way through the organisation to reach the front line as quickly as possible. An emphasis towards signalling a direction with a detailed masterplan, decentralisation and peer review.

On a world level, although the pandemic related turbulence is now firmly behind us it has been replaced with a wave of geopolitical shocks. Rising interest rates to combat inflation have had an impact on risk funding into biotechs on which we depend on for custom. The number of biotechs going bust was at a high level throughout most of last year but the good news is this is slowing down and a more stable environment for biotech investment is expected. We are seeing the seeds of recovery in the biotech funding market allied to recovery in the NASDAQ biotech index.

The key recent change is however the response of Congress in the USA citing security concerns regarding the activities of Wuxi. The USA biopharma is a major user of Wuxi services and they are a phenomenal competitor however we can see that biotechs and big pharma are keen to ensure a more diversified approach between India and China in what is more often called the China+1 strategy. It is however notable that some companies are exiting China altogether and we should see an upswing in activity into Q1 if we are quick enough to capture the opportunities and we are in the right place at the right time. The BD field force is expanding as are the BD operations and marketing functions. Many of our senior managers will be expected to tilt and pivot towards being in the field more in order to drive shape and drive new business opportunities, building face to face relationships are truly important in our business.

We shall need to continue to remain very watchful on market conditions and fast track our diversification efforts so that we can hunt for new risk mitigating and higher margin revenue streams. However, as ever, we should not forget that new opportunities and new horizons can emerge from these disruptions that we should be alive to. A key focus will be in widening entry points for Integrated Drug Discovery, demonstrating our technical thought leadership with poster presentations on novel assays backed up by in-house reference studies and quickly building exposure in new modalities such as the fast growing ADC market. HTS and compound management capabilities will be a continuing area of focus.

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Coordinator,

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We have intensified our investment in capital expenditure particularly in new lab capacity and our people which will in turn require a rapid transition to revenues against targets and the parallel control of our costs. The FACS, Flipper and SPR showcases how much better equipped we are in biology as compared to the previous year. We continue to significantly strengthen our senior team with exciting new hires from the market including the development of a BD team in the USA and India. We continue to trust young fresh talent and it has been really pleasing to see the emergence of many young talents across the group, and develop them in our culture with a streamlined OCA targets and TNI training model. The retention rate was very high last year and we have had feedback and recognition that o2h does things a little differently when it comes to the development of its people.

Our flagship seed stage knowledge-based EIS and SEIS funds operating under the umbrella of o2h ventures have made several investments during the year in companies and many of the existing portfolio companies have closed important funding rounds in difficult market conditions. The performance and reputation of the portfolio has continued to drive interest in the funds despite highly challenging market conditions. The recent chaitime pitch sessions were well received and showcased the strength of the portfolio. We are now seeking investment for a USD 100m to support larger scale investments into Series A and explore ideas on how to expand our footprint to be able to invest in the hotbed of innovation in the US. Although this will take time to come together the intention and process is now firmly underway. We continue to look for opportunities where AI meets life science as well as early-stage novel biology platforms leading to exciting new small molecule and cellbased therapeutics including frontier areas such as gene editing and RNA biology. There is now increasing focus on preferring companies that can show a clear commercialisation strategy.

o2h discovery continues to drive forward and we were the winner of the best CRO in the OBN awards. We have also bettered the high bar in terms of the quality of customer feedback received. There was a drop in revenue last year for the first time in our history and although the market conditions were particularly tough, and it was also noted to be tough for our key competitors, however we should have a mindset of beating the market and not merely following it. At the discovery workshop in March a number of themes were highlighted on how we can unblock a path to faster growth and there are a number of lessons we must quickly learn. A key milestone was the addition of several more chemistry labs in the Shirish Research Campus and we were very pleased to launch the first biology lab there and we expect to see the scale-up lab come to life in the next few weeks. We have purchased a 3rd NMR, have some of the robotics in working order and continue to build upon peptide synthesis, ADC, and Impurity synthesis capabilities.

We are now just in the third year of our Cambridge based biology labs creating whole new avenues of opportunity integrating east-west biology capability as well as opening up integrated drug discovery opportunities. We have submitted our first grant application and are working on collaborative research projects in Ribotacs. We have also made progress in terms of diversifying our capabilities to include LNPs, a PROTACs toolbox, as well continuing to push forward on fragment-based drug discovery, APIs and begin execution in our non-GMP scale-up facilities. The kickstarter campaign has played an important role in highlighting our positioning as being the partner of choice for seeding new ideas and we successfully launched this program in Italy, Australia and the USA. We shall accelerate the development of a world-wide business development team to deepen our penetration in the some of the established and unexplored discovery markets to help drive the utilisation of the new capacity we have created. It was notable that we have made excellent progress in terms of gaining an important foothold in the Australian market.

Last year o2h tech has made breakthrough progress, just two years after pivoting from visibly (a product company) to a services company and there was a significant increase in revenues and performance last year. This very young team is moving forward with fresh purpose, energy and vigour and getting results. The Gen-AI projects are helping us reshape our image of ourselves and we are well positioned to catch a fresh wave of new projects and interesting opportunities. The ELN and inventory module is now in UAT opening up new digitisation angles for o2h discovery. Other product ideas being explored for viability are the Cambridge Stock Exchange project.

o2h co-work labs was launched just three years ago and we are creating our own buzzing community of innovators. We launched the world's first influencer biotech bootcamp which was followed by the tech biotech bootcamp, techbio meetups, lunches with other incubators (AIM squad), biotech bikers and the inaugural feel-the buzz Cambridge Wide Open Day. The events help us to give back and contribute to the community, but it also generates goodwill and facetime contact opportunities with potentially new ideas, collaborators, customers and investors. The Mill SciTech Park will also

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strengthen the bonds between our team in the UK and India ensuring a more vibrant two-way flow of people, skills and experiences across our two energy epicentres.

We have visualised a home for o2h in the form of two iconic state-of-the-art research parks bridging India and the UK, and creating one of the most exciting innovation cultures and communities from around the world. With that in mind, we were delighted to continue the development of the Shirish Research Campus and we were also able to prepare an outline of our designs and plans for Hauxton Meadows. We also have reached a breakthrough in the forward path for the renovation of Mill site with support from the council for an enabling development proposal which has taken almost 5 years to secure their agreement on. We also hope to take further steps to create a more robust bridge to the USA and flesh out plans for a small discovery/incubator in the USA over the next 1-3 years.

The reason for staying independent is that we are deeply motivated to build a distinctive business in terms of what we do, how we do it and the impact that we want to have. If we were the same as everyone else and did not believe in what we were doing then there would not be much point to o2h. All of what we endeavour to do comes from our culture and is the true IP and differentiator of o2h. We were able to recently bring the o2h teams together at the collaborative innovation conference, and the team day. We continue to plant trees as a community activity and this year we will hit our target to have planted 100,000 trees as a key plank of our CSR strategy. We are grateful to our current team for all you do. We are also thankful to our alumni who have done so much to help us build o2h and writing these notes it's always a time to remember those colleagues who are no longer with us. We hope to keep adding to what we are doing and stay as curious, as hungry and as passionate as ever to see what an adventurous approach to the collaboration and cross-fertilisation of ideas and skills will lead us to in terms of new innovations.

- Prashant Shah

C. Salary

The conventional package shall be made up of 2 components, C1. Cost to company and C2. Performance bonus. The annual performance cycle runs from Apr to Mar and your salary will next be evaluated in March 2025.

C1. Cost to Company

The package could total (C1.) INR 2.75 Lakhs (CTC) + (C2.) INR 0.25 Lakhs (PB, subject to performance) = INR 3.00 Lakhs.

The performance bonus element shall make up 8.33% of the salary and is paid at the financial year end. o2h Group consists of multiple business units meaning that employees get to choose from different slabs that offers savings in tax.

Salary components	Monthly (INR)	Yearly (INR)
Basic Salary	11,459	1,37,505
Other Allowances	11,459	1,37,505
PB (C2. *)		24,990
CTC	22,918	3,00,000
PF Employer	1375	16,500
PF Employee	1375	16,500
P.Tax	200	2,400
Net salary/On hand salary	19,968	

C2. Performance Bonus (PB)

The performance bonus element shall make up 8.33% of the salary which is subject to performance is payable at the end of the financial year in March on a pro-rata basis. An overall, 'Excel', 'Above Expectation', or 'Succeeds' performance rating will result in the performance bonus being paid in full. An overall 'Needs Improvement' or 'Needs Significant Improvement' means that the bonus will be discretionary and may not be paid in full, and in such a case the performance bonus will be payable according to an assessment of the Directors in consultation with the team and other parties and collaborators with whom you have worked with. No other bonus at Diwali time will be payable.

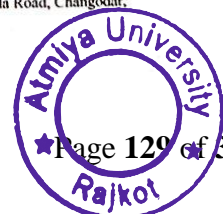
D. Training, Targets & Career Development

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D1. Training & Career Matrix

Enshrined in our values are the speed of learning at all levels of the organisation to help us compete in the market. We will prepare an OTNI (Open Training Needs Identified) schedule within the first three months of the financial year or a 24 week training plan if you are a new joiner within the first month of your joining to help your on-going development needs including the need to adapt to our industry. All team members are required to complete a minimum of 10 training activities during a financial year and it shall be open to colleagues in the cloud to suggest trainings for you. We will also provide you with a career matrix which will map your skill development during the forward journey of your time in o2h.

D2. OCA

We have a target based system across a range of measures which will assist in defining your contribution areas in o2h group (OCA), similar to the key result areas (KRA) you may have seen elsewhere. The targets will be agreed within the first three months of the financial year or the first month if you are a new joiner. The OCA targets and the weighting shall be mutually agreed and the score shall be out of 100. You will first have an opportunity to score yourself against the targets which shall be followed by an objective assessment provided by the primary reviewer, which is peer reviewed. We will carry out a review process towards the end of the financial year including a 1-2-1 discussion with your review team. Any suggestions or areas for your development highlighted in your OCA or review or from other sources may be included in your TNI.

E. Benefits & Working Conditions

E1. Group Health Insurance

We have made provisions for you to be covered under the benefit of o2h's GHI (Group Health Insurance) policy with sum insured amount of INR 4 Lakhs for self, spouse and 2 children which is over and above your CTC. If you wish to enroll your parents under this policy then the respective premium amount of your parents will be deducted from your salary as per the policy. We have also arranged at preferential **optional term insurance plan** that has been negotiated by the company at preferential rates.

E2. Gratuity

Gratuity will be provided as per government norms which and is paid in **addition to your CTC** for the successful continuous completion of 5 years employment. The terms & conditions of your employment are same as mentioned in your "Appointment Letter & Employment Agreement Contract". The same shall be binding upon you.

E3. Leaves & Transportation

The leave policy includes 7 sick leaves, 7 casual leaves, and 21 privilege leaves which are all applied pro-rata. o2h group also provides a transportation facility to team members at no extra charge for specified locations.

E4. Working Hours / Shift Timings

You would be required to work in shifts. On occasions, you would be required to work in First Shift (7:00 am to 3:00 pm) or General shift (09:00 am to 06:15 pm) or Special Adjusted General shift (11:00 am to 08:00 pm) or Second Shift (03:00 pm to 11:00 pm) as per the business needs at any of the o2h site.

F. Closing Comments & Special Notes

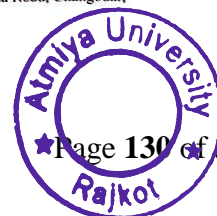
It is worth stating that any appointment, review and development process is never perfect, so we request your understanding that we work through this process with our best endeavours and diligence to assess various market, company and individual factors. We would like to kindly ask you to not discuss or disclose your compensation package with anybody other than your reporting manager or HR. Please appreciate that your compensation package is unique to you and sharing with other colleagues can result in disharmony.

The issue of any pay is subject to the performance of the individual, project, business and market conditions. The Board of Directors may amend the plan during the financial year in relation to major changes in the business environment and reserve the right to define budgets, targets and performance accordingly. The compensation plan is continually reviewed and, if necessary, may be modified and therefore, the Board of Directors shall make appropriate judgments regarding the implementation and administration of this plan. In all matters of pay or bonuses the discretion of the Board of Directors

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is final and reserve the right to change policy without notice. All other terms and conditions of your employment stipulated in your appointment letter or subsequent modifications thereof remain unchanged and will be governed by company's HR policies prevalent at the time.

This package, we believe, reflects our confidence in you as an individual and recognises your potential contribution to the success of o2h group. We very much look forward to start working with you at the earliest. If you have any questions, please do not hesitate to contact us anytime for further details.

NOTE – Your date of joining will be in FY 24-25, we will confirm the final date of joining a month prior.

Regards,

**Riya Lilani
Human Resource**

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APL/HRM/PANELAV/22131/2023- 24

March 15, 2024

Ms. Khushi Soni
502-Kishan, Dwarika Low Rise
B/H Swaminarayan Temple Nr Madhapar Chowk
Rajkot 360006 GUJARAT
Mobile : 6354047494

Dear Ms. Soni,

This is with reference to your application and subsequent to the discussion you had with us. We take pleasure in informing you that you have been selected for the position of Trainee - Quality Control in IBU API Unit I based at Panelav on the following terms and conditions:-

1. This appointment is subject to your successfully clearing the M. SC. qualification and subject to submission of a true copy of all final marksheets/degree certificates signifying successful completion.
2. You will undergo training for a period of 6 months from the date of joining. The company however, shall have the right to extend or curtail the said period of 6 months subject to your performance. You will continue as a trainee unless your status is changed to a probationer, through written communication.
3. Your compensation details are as per the attached Annexure - A.
4. During the period of your training the relationship shall be that of a master and a student. You shall, therefore, be not considered as a regular employee of the company and shall not become entitled to the benefits or allowances which may become due to our regular employees.
5. The company will have the sole discretion of setting out your training program and for the purpose, you may be required to be posted from one shift to another or from one department to another, if the company is of the opinion that it is necessary for the purpose of your training.
6. The training may comprise of classroom sessions and on-the-job training in nominated departments of the company, and may include the assignment or independent work.
7. The company will review your training progress at regular intervals; for that purpose you may be given some trade tests, if desired.

Dani

Page 1 of 3

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Dhruv

[Signature]

[Signature]
Coordinator,

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Page 132 of 315



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8. You must show satisfactory periodical progress during the training period to avoid extension of training period or even termination. Your suitability for absorption will be determined on the basis of your evaluation of your performance and company's need, you may be absorbed in the company. The decision of the company regarding your suitability for absorption shall be final.
9. During this training period, your services will be liable to be terminated upon giving 1 month notice or 1 month basic salary in lieu of notice period, by either party.
10. During the period of training, you shall make every sincere endeavor to exert yourself to the best of your ability. You shall follow and give effects to all orders, instructions and guidance given to you by your superiors and shall abide by the organizational code of conduct.
11. During the period of your training with the company, you will devote your whole time and attention to your training and will not engage yourself directly or indirectly in any service, trade, profession, business or occupation.
12. The company will not be liable to pay any damage or compensation to you on account of any injury sustained or disability suffered during your training period.
13. In the event of your causing any damage to company property in the course of your training program or of your losing or spoiling any tools or accessories given under your care or charge willfully or out of negligence, then in all such cases the company reserves its right to deduct from your stipend such amount/s as it deems appropriate.
14. During the period of your training, you shall comply with and abide by all rules and regulations as are in force on the date of your being taken up as a trainee and to all such other rules and regulations made or orders given thereafter.
15. Your placement in appropriate function and posting to any of the company's offices or divisions will be at discretion of the company.
16. In the event of your being indulging in any acts or commission constituting misconduct, including unwelcome physical contact and advances and / or a demand or request for sexual favour and /or sexually colored remarks/jokes, and /or showing pornography and / or any other physical, verbal or non-verbal conduct of a sexual nature, which will tantamount to an act of moral turpitude, you shall be dealt with appropriately.
17. Please note that this engagement is offered on the basis of information furnished by you.
 - (a) If at any time it is revealed that traineeship has been obtained by furnishing false/misleading insufficient information or withholding material information, the company will be free to terminate your training/service at any time without notice.
 - (b) In respect of any other matter related to your service not covered above, you shall be governed by the rules of the company as in force from time to time.

Page 2 of 3

ALEMBIC PHARMACEUTICALS LIMITED

REGD. OFFICE : ALEMBIC ROAD, VADODARA - 390 003, INDIA • TEL : +91 265 2280550 • FAX : +91 265 2282837
Website : www.alembicpharmaceuticals.com • E-mail : alembic@alembic.co.in • CIN: L24230GJ2010PLC061123 • PAN No. : AAICA5591M

Atmiya University, Rajkot-Gujarat-India

**Atmiya University
Rajkot**

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Placement
Atmiya University, Rajkot



Page 133 of 315



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18. On the question of interpretation of any of the terms and condition, the decision of the company shall be final and binding on you.

Your presence is solicited as per following schedule for completing joining process:-

Date: June 3, 2024

Time: 09:30 AM

Venue: 3rd Floor, Human Resources, Corporate Office, Alembic Road, Vadodara 390003

Documents required at the time of Joining : 3 set photocopies of the following testimonials (self attested) and the originals for verifications.

- ✓ Certificates and Marksheets in support of your educational qualification (SSC, HSC, Graduation, Post-Graduation, Diploma/ITI).
- ✓ Proof of birthdate (School leaving certificate / Birth Certificate / Passport).
- ✓ Eight Colour passport size photographs.
- ✓ Medical Examination Form duly completed and signed by a Medical Practitioner (not less than an M.B.B.S.) certifying your medical fitness. You will be reimbursed expenses incurred in this regard maximum upto Rs. 800/- on submission of actual bills. This offer is subject to your being found medically fit.
- ✓ Copy of PAN card and Adhar Card (Compulsory).
- ✓ KYC Documents (Passport/ Driving license/ Election Card/ Ration Card/ ESIC Card).
- ✓ Covid Vaccination Certificate.

For Alembic Pharmaceuticals Ltd,


Himanshu Jani
Head-Talent Acquisition

If the above terms and conditions are acceptable to you, please sign and return a copy of this letter signifying your acceptance.

You may please get in touch with Mr. Kishan Patel on (0265)3007095 / 9586189787 or e.mail to kishan.rpatel@alembic.co.in in case of any query or help.

I accept the appointment on terms and conditions stated above and will join on 01/07/24

Date: 10/6/24
Place: Rajkot


Name and Signature

Page 3 of 3



ALEMBIC PHARMACEUTICALS LIMITED

REGD. OFFICE : ALEMBIC ROAD, VADODARA - 390 003, INDIA • TEL : +91 265 2280550 • FAX : +91 265 2282837
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Page 134 of 315



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APL/HRM/PANELAV/22131/2023- 24

ANNEXURE - A (Compensation Details)

Name : Ms. Khushi Soni

Position Offered : Trainee- Quality Control

Location : Panelav

Division : IBU API Unit I

Sr. No.	Salary Head	Per month (Rs.)	Per annum (Rs.)
1	Basic	12558	
2	Company contribution on P.F.	1507	
3	H. R. A.	5023	
4	Advance Against Bonus	2512	
5	L. T. A.		6233
6	Gratuity		7248
7	Hospitalization Premium		2324
Grand Total		21600	15805
Annual CTC / Gross Pay		2,75,005	
Rupees Two Lac Seventy Five Thousand Five Only.			

Date: March 15, 2024

- > Hospitalization Insurance premium mentioned above is for self , spouse and dependent children which will be remitted by the company.
- > Gratuity will be payable as per the applicable payment of Gratuity Act and employee will be eligible for Gratuity only after rendering 5 years of continuous service in organisation.

Khushi Soni

Stone

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[Signature]

[Signature]
Coordinator,

Registrar
Atmiya University, Rajkot-Gujarat-India
**Atmiya University
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Date: 04.01.24

To,
Mr. Kishan Toliya
kishantoliya1145@gmail.com
Phone: +91 9328080651

Subject: Offer for the post of Trainee Research Chemist

Dear Mr. Kishan Toliya,
With reference to your application and further interview you had with us, we are impressed with your attitude. We are pleased to offer you a post of “**Trainee Research Chemist in R & D - Synthesis Department**” at SynZel Research Pvt Ltd., Ahmedabad.

The CTC (Cost to Company) will be INR 3.00 Lacs per annum inclusive all. You will be on probation of 6 Months, which can be extended based on your performance if deemed necessary. Your Next salary increment would be based on your performance and responsibilities.

Based on your successful completion of training and learning attitude, you will get a confirmation for your association with the company. A detailed appointment letter with other terms and conditions will be issued to you upon your joining.

Please provide scan copy of the following documents by mail and carry hard copy of the listed documents at time of Joining.

You are eligible for Medclaim/ESI after one month from the joining date.

1. Educational Documents (SSC & HSC Marksheet, Bachelor's & Master's Degree & Marksheet)
2. PAN Card & Aadhar Card
3. Current Address Proof (Latest Light Bill Copy/Rental Agreement if stay as PG or on Rent)
4. Bank Account Proof (Either Cancel Cheque/ First Page of Passbook)
5. Nominee Aadhar Card (Father/Mother/Brother/Sister/Spouse)
6. 4 Passport Size Photographs (Must carry at time of Joining)
7. Experience & Relieving Letter of Previous Company (If Experienced)
8. Last 3 Months Payslips of Previous Company (If Experienced)

We look forward to having your confirmation and date of joining.

Kind Regards,
For SynZel Research Pvt Ltd.

Authorized Signatory



Registrar
Atmiya University
Rajkot

Coordinator,

Placement
Atmiya University, Rajkot

SynZel Research Private Limited
Plot No. F, Ganesh Industrial Estate,
23/24/B, Mahagujarat Industrial Estate,
Sarkhej-Bavla Road, Moraiya,
Ahmedabad 382 213, Gujarat, INDIA

Telefax: 91 79 2550
E-mail: hr@synzel.com
www.synzel.com





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Ref No : ZYDUS/BUTECHSERV/I2IBRIDGE/2023/ATMIYA3
Date : 13/07/23

Dear, Vandana Joshi

Institute to Industry (I2I) is a flagship cadre building programme of the organization designed to cater futuristic supervisory and leadership needs of the organization.

We are pleased to intimate you that you have been found suitable for our flagship programme - **Institute to Industry (I2I) Cadre Batch of _____**

Subsequent to your successful completion of Trainings scheduled under INSPIRE Module, we will be Offering you position of **Trainee Officer** based at any of our Manufacturing Unit.

Offer details: -

1. You are required to attend 'INSPIRE' module during the final year of your studies for this you will be required to visit our Ahmedabad Facility for training purpose.
2. The 'INSPIRE' modules which will be conducted for a Week's time period on time-to-time basis intimation for which you will receive in advance.
3. You have to maintain minimum 80% physical Attendance in all such modules.
4. You must score 60% and above in your regular academic course.
5. Your offer is subject to Medical Fitness as ascertained by registered medical practitioner duly appointed /agreed by Zydus.
6. Zydus will bear all the incidental Cost during the programme i.e., Travel to Ahmedabad (ceiling of 3rd AC rail fare), the same will be re-imbursed subject to producing documentary evidence.
7. For students not living in and around Ahmedabad, Zydus shall arrange all Lodging and Boarding requirements at Ahmedabad.
8. Upon accepting the Offer, in case you wish to drop out from any stage from the INSPIRE Module, then all cost incurred will have to be borne by you on actual basis.
9. There will be a service agreement of Rs 2,00,000/- for a period of 3 years from your Joining as a **Trainee Officer**.
10. You can be placed at any manufacturing facility within India.
11. Any information furnished to the company should be true and to the best of your knowledge, if the same is found to be incorrect or willfully suppressed it will be construed as a breach of integrity and can lead to immediate withdrawal of the Offer or discontinuation of services.

You are requested to send us duplicate copy duly signed by you as acceptance of this INSPIRE - Offer letter.

Welcome to Zydus! We look forward to a long and mutually rewarding relationship.

With best wishes,

Senior Manager - Human Resource

I accept the offer and will comply to the conditions.

Dated: _____

Vandana Joshi
Candidate Name

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**Atmiya University
Rajkot**

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Atmiya University, Rajkot





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INTAS

INTAS PHARMACEUTICALS LIMITED

IPL /Offer Letter/ISZ / 10562

11 June 2024

Shyam Raval

BL-123, SHREE SIDDHIVINAYAK SOCIETY, AYODHYA CHOWK 150FT RING ROAD BL-123, SHREE SIDDHIVINAYAK SOCIETY, AYODHYA CHOWK 150FT RING ROAD

RAJKOT - 360006, Gujarat

Subject: Offer Letter

Dear Shyam Raval

With reference to your application and subsequent interviews you had with us, we are pleased to offer you a position of Trainee - Quality Control & Grade T5-TR-BPHARM/BE,MSc.

You will be joining Quality Control at Intas Pharmaceuticals Limited, SEZ I on or before 17 June 2024 failing which the offer herein shall stand withdrawn at the sole discretion of the Company.

The compensation payable to you on joining, as mutually discussed and agreed by you is mentioned in the annexure attached to this letter and marked as 'Annexure-I', which is also subject to satisfaction of all the terms and conditions mentioned herein.

In token of your acceptance of this offer, you are requested to sign the duplicate copy of this offer letter and return the same to us or confirm your acceptance vide email within 24 working hours. You are also required to send us a copy of resignation acceptance by your current organization within 7 working days from date of acceptance.

On your reporting at work, you will be further briefed about your induction details by your manager. A detailed letter of appointment shall be given upon joining subject to submission of all the required document and their verification which shall govern the said terms and conditions of your employment.

Kindly note that your appointment is subject to your medical check-up by an authorized doctor as informed to you by the concerned HR. This offer and your continuance in the employment are subject to you being found medically, physically and mentally fit, that are required to discharge your functional responsibilities, by the authorized medical officer of the Company.

Page 1 of 5

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★ Page 138 of 315



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You agree and unconditionally accept that as part of the standard employment process of the company your antecedents and experiences from the referees, previous employers and/ or others will be checked as and when it may deem fit by the company either directly or through third party agencies and you shall be required to comply with the Background verification process of the company. Upon you accepting this offer, you will be contacted by a representative from the Background Verification Agency. You undertake to submit the relevant documents for such background verification; failing which, the company shall be constrained to not further process your appointment and this offer will automatically stands as withdrawn.

You agree and undertake to complete the exit formalities or any other responsibilities with your current / previous employer and ensure that the full and final settlement or any other procedure on exit as may be applicable is cleared at the earliest especially before you're joining with the Company.

The company shall reimburse relocation charges / notice pay to you, which is mutually agreed / as per company policy, during the interview process, subject to submission of relevant supporting documents and the same shall be claimed within 6 (six) months from the date of formal joining. In case you leave the services of the organization within a period of two years, the company shall recover the same from the amounts payable to you.

If applicable, Transportation/Canteen etc., are additional facilities provided by the company and subject to modification from time to time which includes pick-up/drop location and routes. Such additional facilities may be withdrawn anytime in future.

At the time of joining, you have to bring the documents mentioned in the Annexure-II.

We welcome you to Intas family and wish you a happy and rewarding career with us.

With Warm Regards,

Human Resources
Intas Pharmaceuticals Ltd

Page 2 of 5

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Page 139 of 315



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AISHE: U-0967

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Annexure – I (Offered Compensation breakup)

Particulars	Amount (INR) per month
Basic	₹12,500.00
HRA (40% of Basic)	₹5,000.00
Addl. Allowance	₹1,917.00
Bonus	₹2,000.00
Gross Total P.M.	₹21,417.00
Retiral Benefits	
P.F. (12% of Basic)	₹1,500.00
Gross Salary p.m.	₹22,917.00
Total Gross Salary p.a.	₹275,000.00

*Gratuity will be payable as per Gratuity Act, 1972.
* Bonus applicable as per Bonus Act.

This is a System generated offer letter and hence does not require any signature



Annexure – II

(Documents required on joining day)

This is in reference to our offer letter, you are requested to carry in original as well as photocopies of below mentioned documents (as applicable to you).

Sr. No	Description	Documents
1	Educational certificates	All Mark sheets and

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Page 140 of 315



		Degree certificates (X, XII, Graduation, Post-Graduation)
2	Professional Qualification (If applicable)	Any relevant Mark sheets, and Certification.
3	Proof of Birth	Birth certificate or School Leaving certificate.
4	Compensation details of Last employer*	Last 3 months Salary slips or Increment letter
5	Reliving details of last employer*	1. Resignation acceptance copy 2. Reliving letter 3. Experience certificate
7	National Identity Proof	1. Pan Card 2. Latest Aadhar Card.
8	Latest Photograph	Latest passport size photos - 5 Nos.
9	Residential address proof (permanent as well as present)	Passport or Voter ID or Electricity bill or Telephone bill or Rent Agreement (Any one)
10	Photo Identity	Valid License or Valid Passport (Any one)
11	Employee Group Term Life Insurance Nomination details	One copy each of Nominee : 1. Latest Aadhar Card 2. PAN Card 3. Blank Cheque or Passbook copy

This is a System generated offer letter and hence does not require any signature



OTHER BENEFITS

I. Group Medi-claim and Group Personal Accident Policy

Sr No	Designation/ Grade	Medi-claim Coverage (Amount in ₹)	Personal Accident Coverage (Amount in ₹)
1	President & Above	5,50,000/-	
2	VP, SVP, AEVP, EVP	4,50,000/-	

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3	GM, Sr, GM, AVP	3,50,000/-	5,00,000/-
4	Sr. Manager, Marketing Manager, AGM, DGM	2,50,000/-	
5	Manager, Asst. Manager, Sr. Executive Executive & Trainee Executive / Management Trainee Sr. Officer, Officer, Assistant, Technician, Peon, Driver, Trainee Officer, Trainee Assistant, Trainee Technician, Trainee Operator, Fix Term Employee	2,00,000/-	2,50,000/-

ii. Group Term Life Insurance Policy

Sr No	Designation/ Grade	Coverage (Amount in ₹)
1	VP & Above	1,00,00,000/-
2	AGM, DGM, GM, Sr, GM, AVP	75,00,000/-
3	Asst. Manager, Manager, Sr. Manager / Mktg. Manager	50,00,000/-
4	Tr. Executive, Mgmt. Trainee, Executive, Sr. Executive	30,00,000/-
5	Tr. Assistant, Tr. Officer, Assistant, Jr. Officer, Officer, Sr. Officer,	15,00,000/-
6	Technician, Peon, Driver, Tr. Technician, Tr. Operator, Fix Term Employee	12,00,000/-

This is a System generated offer letter and hence does not require any signature

S. Raval

[Signature]

[Signature]
Coordinator,





Date: 26 Sep 2024

Ref: RIL/81700533/30316029/260924/1738

Dear Het Satyadev,

Letter of Appointment

With reference to written tests / interview you had with Reliance Group of Companies, we are delighted to appoint you in the position "Field Exec Trainee - Chem" in Group, based upon following terms and conditions.

Documentation

This appointment letter consists of the below mentioned attachments:

- A compensation term sheet
- Components of Compensation
- Terms and conditions
- Other applicable paperwork based upon your specific needs

You are required to read these before you commence your employment

01. Place of Posting

Your initial place of posting will be at the place of your training. During your training period, you may be posted / transferred / to any of the offices / projects / divisions / departments / units of the company existing or to be set up at any location in India or abroad without any additional remuneration. Your services are also liable to be transferred to any of the group companies.

You will report for training on or before 07-Oct-24 failing which this letter of appointment shall automatically stand withdrawn and cancelled.

02. Mandatory Criteria:

- i. Score eligibility:
Your appointment is subject to your securing minimum CGPA of 6.0 / 60% & above marks over 8 semesters, wherever applicable.
- ii. Pre-employment Medical Check:
Pre-employment Medical Check clearance from RIL certified doctor. System generated information will be received for initiating the same on acceptance of this appointment letter.

03. Confirmation:

You will be under training for a period of one year from the date of joining the Company. During training you will be undergoing various assessments at the end of which there will be a final assessment. Your confirmation on permanent rolls of the company solely depends on the discretion of the management and the same is not a matter of right in any manner whatsoever.

Management reserves the right to terminate your training either during the training period or on completion of the same without assigning any reasons whatsoever.

(This letter is computer generated and does not necessarily require a signature)

Date: 26 Sep 2024

Page 1 of 3

Reliance Corporate Park Thane - Belapur Road, Ghansoli, Navi Mumbai - 400 701, India.
Phone : +91-22-4477 0000 Fax : +91-22-4471 0111

Register Office : Maker Chambers IV, 3rd Floor, 222, Nariman Point, Mumbai - 400 021, India. CIN - L17110MH11973PLC019786

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We would also like to draw your particular attention to our Values and Behaviours. We have six values that express our shared understanding of what we believe, how we aim to behave and what we aspire to be as an organisation. Our values are about delivering customer value, having an ownership mind-set, showing respect and integrity, pursuing excellence and being one team.

Next Steps

This is system generated appointment letter based on the offer letter received. Please confirm your acceptance of this appointment letter by clicking 'Accept' button online. This letter of appointment shall automatically stand withdrawn in case we do not receive your acknowledgement online within ten days from receipt of this letter.

This offer of employment is subject to you providing all of the information and documentation requested BEFORE you commence employment with us. All information / documentation submitted by you will be considered as submitted on your own freewill and consent.

This appointment is confidential and you must not discuss this or disclose any documentation related to it with anyone other than your immediate family. Any disclosure of the details of this offer to a third party other than your immediate family may result in withdrawal of the offer.

We reserve the right to withdraw our offer of employment/terminate your employment with us without assigning any reason whatsoever thereof, or delay your start date if you do not provide the required information and documentation within the required timelines or if during this process you intentionally leave out any information or provide any information which is inaccurate or untrue.

In case of any dispute regarding interpretation of any word or clause of this letter, the decision of the management shall be final and binding.

We look forward to your joining our team for a long, successful and pleasant association.

Sincerely yours,
Reliance Industries Ltd.

Authorized Signatory

(This letter is computer generated and does not necessarily require a signature)

Date: 26 Sep 2024

Page 2 of 3

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ANNEXURE A

1.1 Annual Compensation Summary

ANNEXURE 1.1 - A		
Name: Het Satyadev		
Compensation Breakup	Monthly (INR)	Annual (INR)
Basic Pay	13,192	1,58,303
House Rent Allowance	8,750	1,05,000
Residual Choice Pay	0	0
Insurance		
Group Personal Accident Insurance Premium (GPA)	43	516
Group Term Life Insurance Premium (GTLI)	226	2,714
Medical Insurance Premium* (Self, Spouse, 3 Dependent Children & Dependent Parents)	4,738	56,856
SUB TOTAL - I	26,949	3,23,389
Employer's Contribution to Provident Fund: PF (12% of Basic Pay)	1,583	18,996
Gratuity (4.81% of Basic Pay)	635	7,614
SUB TOTAL - II	2,218	26,611
TOTAL- FIXED PAY [I + II]	29,167	3,50,000

Residual Choice Pay can be distributed among the following Tax Friendly elements - HRA, LTA, Conveyance Allowance, Office Wear Allowance, Children Education Allowance, Food & Beverage Coupons, Gift Vouchers and Fuel & maintenance Expenses. Remaining amount will be paid as "Residual Choice Pay", as applicable.

Date: 26 Sep 2024

Page 3 of 3

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Page 145 of 315



Reliance
Industries Limited

1.2 Tax Status of compensation elements

Below table shows all of the Total Pay components and their taxability status.

S.No.	Total Pay Components	Taxability Status (as per prevailing norms)
I	Base Salary	
a.	Basic Salary	Taxable
b.	Provident Fund Contribution (PF)	Please refer Annexure B
c.	Gratuity	Please refer Annexure B
II	Choice Pay	
a.	Medical Reimbursement	Taxable
b.	Food Coupon	Tax exempt subject to conditions
c.	Gift Coupon	Tax exempt subject to conditions
d.	Leave Travel Allowance (LTA)	Tax exempt subject to conditions
e.	Office Wear Allowance (OWA)	Tax exempt subject to conditions (only applicable to locations having a 'Uniform Policy')
f.	Children's Education Allowance (CEA)	Tax exempt subject to conditions
g.	Children's Hostel Allowance (CHA)	Tax exempt subject to conditions
h.	Internet and Broadband Connection Reimbursement	Tax exempt subject to conditions
i.	Vehicle	
1.	Company Leased Vehicle Scheme	Tax exempt (up to the value of EMI)
2.	Fuel and Vehicle Maintenance Reimbursement	Tax exempt (Taxable Perquisite Notional Value)
3.	Conveyance Allowance	Taxable
j.	Housing	
1.	House Rent Allowance (HRA)	Tax exempt subject to conditions
2.	Company Accommodation (where it is provided)	Taxable Perquisite
k.	Insurance	
1.	Group Personal Accident Insurance Premium (GPA)	Tax exempt
2.	Group Term Life Insurance Premium (GTLI)	Tax exempt
3.	Medical Insurance Premium	Tax exempt
l.	Residual Choice Pay	Taxable
III.	Annual Cash Bonus (ACB) / Performance Linked Incentive (PLI) / Variable Performance Linked Incentive (VPLI)	Taxable, If Applicable

Date: 26 Sep 2024

Page 4 of 19

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Reliance
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Please Note:-

- The income tax calculation is provisional and is based on the current income tax rules (**Rules**). Any change in the Rules may impact the income tax projections.
- You shall bear and pay the tax liabilities, if any, applicable in relation to all the perquisites or benefits provided to you in accordance with the provisions of this Agreement. Please note that all the details set out above are indicative and subject to change with change in Indian tax policies and rules.
- Employee shall be solely responsible for the payment of any and all taxes on salary / income, employee benefits and personal income. You are advised to get updated information in relation to the income tax calculation on your salary from independent external advisors
- Fixed Pay elements like fuel and maintenance reimbursement, office wear allowance, medical reimbursement, LTA will be reimbursed at actuals based on the bills submitted and in case the reimbursement amount falls short of the amount chosen, the balance will be paid as taxable allowance.

Date: 26 Sep 2024

Page 5 of 19

Reliance Corporate Park Thane - Belapur Road, Ghansoli, Navi Mumbai - 400 701, India.
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★ Page 147 of 315



Reliance
Industries Limited

Annexure B

Components of Total Pay

The Company follows a Total Pay structure that reflects the total cost of an employee to the Company this includes all direct and indirect payments including all benefits, perquisites, subsidies, and Annual Cash Bonus (ACB) / Performance Linked Incentive (PLI). This structure is being followed so as to provide flexibility to the employees in structuring their compensation package. The components within each category of payments are discretionary and these components may be changed by the Company from time to time without notice.

The main components under the Total Pay structure are as follows:

I. Components of Compensation

1. Base Salary: This is first part of the total pay, which may include Basic Salary, PF and Gratuity

a. Basic Salary: This is the base pay component of the fixed pay and is the reference salary for provident fund and gratuity contribution.

b. Provident Fund (PF):

The contributions payable by the Employer under the scheme shall be at the rate specified under the Employees' Provident Funds and Miscellaneous Provisions Act, 1952 (PF Act). The current rate of contribution is 12% of PF Salary. Employee also contributes an equal amount from employee's monthly salary, as per PF Act. Both of these are remitted on a monthly basis to the Company's PF Trust / RPFC.

Out of the Employer's contribution, a portion (presently 8.33% of PF Salary subject to a maximum of INR 1250) is deposited into the Employees' Pension Scheme. The part of the company's contribution deposited under Employees' Pension Scheme to RPFC is to provide employees with pension on retirement or after completion of a specified period of service. TDS recovery from PF settlement will be as per the relevant provision of the Income Tax Act, 1961.

Benefits associated with Employees' Provident Fund and Employees' Pension Scheme will be as per the prevailing rules and regulations outlined in the Employees' Provident Funds and Miscellaneous Provisions Act, 1952. Employees are advised to refer to EPFO site (<http://www.epfindia.com/>) for detailed rules, procedures and any other updates.

Please note that the contribution amounts, limits, withdrawals and other rules applicable to the PF and pension are subject to applicable Indian laws in force from time to time. Employee is bound to adhere to all changes in the applicable law. Any implications on contribution, accumulation and withdrawal conditions outlined in the Employees' Provident Fund and Employees' Pension Scheme is to be borne by the employee. To understand implications associated with any such change in relevant laws or the Employees' Provident Fund and Employees' Pension Scheme, employees are recommended to solicit independent external advice.

c. Gratuity

Employer's contribution to the Company's Gratuity Fund will be as specified under 'The Payment of Gratuity Act, 1972'. Currently, the Employer's contribution to the Company's Gratuity fund is @ 4.81% of Basic Salary. Gratuity shall be payable to an employee on completion / end of their employment with the Company provided employee has rendered continuous service for a minimum period of 4 years and 240 days. However, eligibility for contribution to the Gratuity Trust / Fund commences from the first day of employment and in the event of separation prior to such 4 years and 240 days, the same will be paid as ex-gratia, except in case of separation due to disciplinary grounds.

Date: 26 Sep 2024

Page 6 of 19

Reliance Corporate Park Thane - Belapur Road, Ghansoli, Navi Mumbai - 400 701, India.
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NAAC – Cycle – 1
AISHE: U-0967

Criterion 5

SS & P

KI 5.2

DVV 5.2.1



Reliance
Industries Limited

Gratuity is calculated as follows:

(Last Drawn Salary / 26 Days) x 15 days x Number of completed years of service (In the case of death, the minimum service requirement does not apply)

For every completed year of service or part thereof in excess of 6 months, the employer will pay the employee gratuity at the rate of 15 days wages based on the rate of wages last drawn by such employee. Income Tax on the gratuity payment will be applicable as per Income Tax Rules. In the event an employee fails to complete 4 years and 240 days of continuous service, ex-gratia will be paid up to the amount of gratuity accumulated and will be subject to prevailing Income Tax Rules.

Maximum Amount of Gratuity which will be exempt from Income Tax will be as per 'The Payment of Gratuity Act, 1972'.

Date: 26 Sep 2024

Page 7 of 19

Reliance Corporate Park Thane - Belapur Road, Ghansoli, Navi Mumbai - 400 701, India.
Phone : +91-22-4477 0000 Fax : +91-22-4471 0111

Register Office : Maker Chambers IV, 3rd Floor, 222, Nariman Point, Mumbai - 400 021, India. CIN - L17110MH1973PLC019786

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Atmiya University, Rajkot



★ Page 149 of 315



2. Choice Pay :

This is second part of the total pay. Subject to eligibility and availability of amount mentioned under various components in Annexure A, an employee may opt for all the allowances or combination of them

a. Medical Reimbursement

Employee may opt for medical reimbursement for expenses incurred by the employee to meet health related expenditure, such as medicines, doctor's fees etc. of the employee and employee's family members. Medical expenses up to a maximum of INR 15,000 per annum will be reimbursed at actuals against production of bills.

This component is taxable.

b. Food Coupons

Employee may opt for Sodexo / Accor Pass Meal Vouchers. These are food coupons that can be exchanged for food and beverages at all approved affiliated establishments across India.

However, once purchased, these coupons cannot be redeemed for cash.

c. Gift Coupons

Employee may opt for gift coupons. Company provides Sodexo / Accor Pass Gift Vouchers that can be used to buy daily necessities at over 6000 affiliated establishments across India.

However, once purchased, these coupons cannot be redeemed for cash.

Up to INR 5,000 per annum is tax exempt.

d. Leave Travel Allowance (LTA)

Employee may opt for LTA. It refers to reimbursement by Company of actual expenses incurred only on travel by employee along with their dependents to any place within India. Expenses such as hotel accommodation, sightseeing, food etc. are not eligible to be reimbursed as LTA or for tax exemption. The following qualifying criteria are to be met for claiming LTA:

1. Employee must necessarily take 5 days of continuous Privilege Leave.
2. The family for this purpose includes spouse, unmarried dependent children (maximum of two only), parents and dependent brothers and sisters.
3. No advance is given towards LTA. It must be claimed as a reimbursement against actual bills and travel documents.

Entitlement: Employee has to decide on the quantum of LTA (could be up to 2 months' basic salary) that employee wishes to avail as part of employee's choice pay component. This choice has to be made by employee initially at the time of joining and thereafter at the beginning of each financial year. A mid-year change in the quantum of LTA is not permissible.

As per current Income Tax rules, tax exemption for LTA is allowed twice in a block of 4 calendar years. Tax authorities have defined the current 4 year block as being from 1 January 2022 - 31 December 2026.

The quantum of exemption is subject to following maximum limits depending on the mode of transport used or available:-

1. Journey by air: Economy class air fare of national carrier by shortest route or the actual amount spent, whichever is lesser
2. Journey by rail: AC first class fare by shortest route or the actual amount spent, whichever is lesser
3. Place of origin and place of destination connected by rail but journey performed by other mode of transport: AC first class fare by shortest route or the actual amount spent, whichever is lesser
4. Place of origin and place of destination not connected by rail (partially or fully) and not connected by other recognized public transport system: AC first class fare by the shortest route or the actual amount spent, whichever is lesser

Date: 26 Sep 2024

Page 8 of 19

Reliance Corporate Park Thane - Belapur Road, Ghansoli, Navi Mumbai - 400 701, India.
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e. Office Wear Allowance (OWA)

Only employees' working at locations where a 'Uniform Policy' is in place may opt for OWA.

OWA is an allowance provided to employees to meet expenditures incurred by employee towards purchase of uniform to be worn at the workplace.

INR 24,000 per annum is tax exempt.

f. Children's Education Allowance (CEA)

Employee may opt for CEA to meet education expenses of their children.

INR 100 per month per child subject to a maximum of two children is tax exempt

g. Children's Hostel Allowance (CHA)

Employee may opt for CHA to meet hostel expenses of their children.

INR 300 per month per child subject to a maximum of two children, is tax exempt

h. Internet & Broadband Connection Reimbursement

Employee may opt for Internet & Broadband Connection, it should be registered under employee's name.

INR 15,000 per annum is tax exempt.

i. Vehicle

1. Company Leased Vehicle Scheme (CLV)

As part of the compensation structure the company offers an option of availing a vehicle under the prevailing company vehicle policy, subject to eligibility. The major features of the scheme are as follows:

Parameter	Four Wheeler
Scheme Details	Company Leased Vehicle (CLV)
EMI Calculation Base	Vehicle Invoice Value (Final on-road price, excluding taxes)
EMI Limit	Grade 'H' and above - upto 100% of Residual Choice Pay Grade 'I' and below - upto 50% of Residual Choice Pay
Interest rate	Please reach out to your HR business partner to get the recent interest rate.
Vehicle Cost Limit	NA
Tenure	2 to 4 Years (Upto 48 Instalments)
Insurance Coverage Options	1.Comprehensive 2.Bumper to Bumper (Zero depreciation)

Mandatory debits towards Vehicle Insurance would be applicable to those opting this scheme.

The company vehicle policy provides more details regarding the vehicle scheme.

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2. Fuel and Vehicle Maintenance Reimbursements

All employees covered by the Company Vehicle Scheme are eligible for fuel and vehicle maintenance reimbursements. Employees using self-owned vehicles are also eligible for such reimbursement.

The limits for Fuel & Vehicle Maintenance for Own Vehicles and Vehicles under Company Vehicle Scheme are as under:

Level	4 Wheeler	2 Wheeler
All Grades	INR 2,40,000 p.a.	INR 48,000 p.a.

In case an employee is using a self-owned vehicle, employee needs to maintain a vehicle usage log in the system (ESS). Tax exemption will be available upto the limits set out above, subject to submission of supporting documents.

3. Conveyance Allowance

To be opted by an employee to meet the expenditure incurred for the purpose of commuting between place of employee's residence and place of employee's duty. However, this option may be availed only if the employee is not opting for fuel and maintenance reimbursement.

This component is taxable.

j. Housing

1. House Rent Allowance (HRA)

House Rent Allowance is paid in respect of expenses incurred on rented accommodation.

As per Section 10(13A) and Rule 2A of the Income Tax Act and Rules respectively, the lesser of the following is exempt from tax-

1. An amount equal to 50% of the salary, where the residential house is situated at Mumbai, Kolkata, Delhi or Chennai and an amount equal to 40% of salary where the residential house is situated at any other place;
2. House rent allowance received by the employee in respect of the period during which the rental accommodation is occupied by the employee during the previous year
3. The excess of rent paid over 10% of salary

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2. Company provided Accommodation

In case the employee is opting for an accommodation provided by the company, the basis of valuation will be as under-

Population of City as per 2001 census where Accommodation is provided	Where the Accommodation is owned by the Employer	Where the Accommodation is taken on lease or rent by the Employer
Exceeding 25 lakhs	15% of Salary in respect of the period during which the accommodation is occupied by the Employee	1. 15% of Salary; or
Exceeding 10 lakhs but not exceeding 25 lakhs	10% of the Salary in respect of period during which the accommodation is occupied by the Employee	2. Lease rent (paid or payable) by the Employer,
Any other	7.5% of the Salary in respect of period during which the accommodation is occupied by the Employee	whichever is less

k. Insurance

i. Group Personal Accident Insurance (GPA)

All Employees are mandatorily insured under the Group Personal Accident Insurance.

The insured amount and corresponding premium [mandatory debit] are as follows.

Fixed Pay (per annum)	Sum Insured	Mandatory Debit (per annum)
Up to INR 10,00,000	INR 25 Lakhs	INR 516/-
INR 10,00,001 to INR 15,00,000	INR 37.50 Lakhs	INR 774/-
INR 15,00,001 and above	INR 50 lakhs	INR 1033/-

Benefit Clauses:

1. Death: 100% of sum insured
2. Permanent Total Disablement: 100% of sum insured
3. Permanent Partial Disablement varies from 1% to 75% of sum insured as per insurance policy
4. Temporary Total Disablement weekly benefit upto 1% of Capital Sum Insured or INR 5000 whichever is less for a maximum period of 104 weeks

Date: 26 Sep 2024

Page 11 of 19

Reliance Corporate Park Thane - Belapur Road, Ghansoli, Navi Mumbai - 400 701, India.
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ii. Group Term Life Insurance (GTLI)

All employees are mandatorily insured under Group Term Life Insurance. The insured amount and corresponding premium [mandatory debit] are as follows:

Fixed Pay (Base Pay + Choice Pay) per annum	Sum Assured	Mandatory Debit (per annum)
Up to INR 10,00,000	INR 25 Lakhs	INR 2,714
INR 10,00,001 to INR 15,00,000	INR 37.50 Lakhs	INR 4,071
INR 15,00,001 to INR 20,00,000	INR 50 Lakhs	INR 5,428
INR 20,00,001 to INR 30,00,000	INR 75 Lakhs	INR 8,142
INR 30,00,001 to INR 50,00,000	INR 1.25 Crore	INR 13,570
INR 50,00,001 to INR 70,00,000	INR 1.75 Crore	INR 18,998
INR 70,00,001 to INR 90,00,000	INR 2.25 Crore	INR 24,426
INR 90,00,001 to INR 1,10,00,000	INR 2.75 Crore	INR 29,854
INR 1,10,00,001 and above	INR 3.00 Crore	INR 32,568

Benefit Clause:

Total sum assured is payable to the employee's nominee upon death of the employee. However, nothing is payable on survival.

iii. Medical Coverage

The Company endeavors to ensure that financial support is available to all employees to meet their medical needs and those of their dependent family members. All employees are mandatorily covered under this scheme. The coverage and mandatory debits in respect of the same are as follows-

Level	Family Definition	Benefits of Mandatory Coverage
B to F: Company's Management Medical Scheme	Self, Spouse, 3 dependent children (up to 25 years)	Floater Mediclaim Policy of INR 5 Lakhs, Plus Additional floater Mediclaim policy of Domiciliary reimbursement at actuals (as per INR 5 Lakhs or 7 Lakhs or 10 Lakhs the Management Medical Scheme)
	Dependent parents	Floater Mediclaim coverage of INR 5 Lakhs irrespective of the number of members covered, Plus Additional floater Mediclaim policy of INR 5 Lakhs or 7 Lakhs or 10 Lakhs
		<ol style="list-style-type: none"> Hospitalization room category up to Deluxe Single AC Room Dental treatment reimbursement up to INR 15,000 per family p.a. (cosmetics not covered) Full time Retainers shall be covered as per commitment / joining terms For non-allopathy (e.g. Homeopathy, Ayurveda, Unani or other Medical practitioner) treatment, the medical practitioner should be registered as per the guidelines of Indian Medical Association

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Criterion 5

SS & P

KI 5.2

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**Reliance
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G to Below: Group Mediclaime Policy	Family of 7 members - Self, spouse, 3 dependent children (up to 25 years), 2 dependent parents	Floater Mediclaime coverage of INR 5 Lakhs irrespective of the number of members covered, Plus Additional floater Mediclaime policy of INR 5 Lakhs or 7 Lakhs or 10 Lakhs
	1. Hospital Room Category - Eligibility of up to Non- Deluxe Single AC Room 2. Sub limit of Maternity benefit (for first three children) up to INR 50,000 3. Sub limit for OPD basis treatment for Dental INR 1,500 (excluding the cost of dentures, bridges, crowns, scaling, filling, cleaning, polishing and cosmetic dentistry) 4. Sub limit for OPD basis treatment for Eye INR 500 (excluding cost of contact Lens, spectacles and cosmetic treatments)	

Medical Insurance Debits:

GHP w.e.f. 1st January 2024	
Grade	Details
F & Above grades :	<ul style="list-style-type: none"> • INR 40,620 per annum per person for self and spouse • INR 20,984 per annum per child (upto 25 years) • INR 16,616 per annum for Additional Medical floater cover of INR 5 Lakhs • INR 22,260 per annum for Additional Medical floater cover of INR 7 Lakhs • INR 30,353 per annum for Additional Medical floater cover of INR 10 Lakhs for self, spouse and child covered under mandatory policy • INR 40,240 per annum for dependent parents • INR 16,616 per annum for Additional Medical floater cover of INR 5 Lakhs • INR 22,260 per annum for Additional Medical floater cover of INR 7 Lakhs • INR 30,353 per annum for Additional Medical floater cover of INR 10 Lakhs for parents
G & Below grades :	<ul style="list-style-type: none"> • INR 40,240 per annum per family unit of 7 members • INR 16,616 per annum for Additional Medical floater cover of INR 5 Lakhs • INR 22,260 per annum for Additional Medical floater cover of INR 7 Lakhs • INR 30,353 per annum for Additional Medical floater cover of INR 10 Lakhs

I. Residual Choice Pay

The balance un-utilized amount is paid under the salary head as "Residual Choice Pay" and is subject to tax. Please note that you are required to make a declaration within 7 days of joining the Company and at the beginning of each financial year and thereafter from time to time within the timelines notified by the company, regarding the amounts to be claimed under each expense mentioned above. You are required to submit the bills and other supporting documents on or by 15th January for each financial year.

Date: 26 Sep 2024

Page 13 of 19

Reliance Corporate Park Thane - Belapur Road, Ghansoli, Navi Mumbai - 400 701, India.
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Rajkot**

Coordinator,

Placement
Atmiya University, Rajkot



Page 155 of 315



**ATMIYA
UNIVERSITY**

NAAC – Cycle – 1
AISHE: U-0967

Criterion 5

SS & P

KI 5.2

DVV 5.2.1



Reliance
Industries Limited

Annexure C

Terms and Conditions

01. MEDICAL FITNESS & VERIFICATION OF PARTICULARS:

Your appointment is subject to:

- i. Medical Fitness: Your being declared medically fit by a Medical Officer or by a Doctor specified by the Company .
- ii. Verification of Particulars: In case the particulars mentioned in your application or the representations or warranties or any other information provided by you are found to be false, inaccurate or unsatisfactory, your services would be liable for termination at any time without any notice or any compensation in lieu thereof.

02. REPRESENTATIONS AND WARRANTIES:

The Company's agreement to continue to employ you and the compensation and benefits payable to you are in consideration of the terms, covenants, and conditions stated in the offer of employment including this Annexure C, and you represent, warrant and covenant to the Company that:

- i. You are under no contractual or other restriction or obligation which is inconsistent with the terms or conditions contained herein, the performance of your duties hereunder, or the other rights of the Company hereunder;
- ii. You are under no physical or mental disability that may hinder the performance of your duties / obligations contained herein;
- iii. You shall not raise any issue as to the reasonableness of the terms, covenants, or conditions contained herein in any proceeding to enforce these terms, covenants and/or conditions;
- iv. You have full right and authority to execute this contract and that you are not bound by any contract or arrangement, including any employment contract, bond or covenant not to compete, that is inconsistent herewith
- v. These terms, covenants, and/or conditions shall survive the termination of your employment with the Company.

You acknowledge that the terms, covenants, and conditions set forth herein are essential for the Company's protection and are not unreasonable and that the Company has relied on these representations, warranties, and covenants provided by you.

Date: 26 Sep 2024

Page 14 of 19

Reliance Corporate Park Thane - Belapur Road, Ghansoli, Navi Mumbai - 400 701, India.
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Register Office : Maker Chambers IV, 3rd Floor, 222, Nariman Point, Mumbai - 400 021, India. CIN - L17110MH1973PLC019786

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Atmiya University
Rajkot

Coordinator,
Placement
Atmiya University, Rajkot



Page 156 of 315



Reliance
Industries Limited

03. DUTIES AND RESPONSIBILITIES:

- i. **Exclusivity:** You agree to perform your duties, responsibilities and obligations efficiently and to the best of your ability exclusively for the Company. You agree that you will devote all of your working time, attention and best efforts in performing your duties, responsibilities and obligations throughout the term of employment. You also agree that you will not engage in any other employment or business activities during the terms hereof. You agree that all of your activities as an employee of the Company shall be in conformity with all the policies, rules, regulations and directions of the Company, as applicable from time to time.
- ii. **Non Solicitation:** You will not, during the term of your employment or at any time thereafter, without the prior written consent of the Company, directly or indirectly, solicit for employment, or employ or otherwise contract for the services of, any person who is employed or engaged (either as an employee or consultant) by the Company or any of its affiliates or associated companies or directly or indirectly induce any such employee to leave their employment.

This covenant shall survive the termination of your employment with the Company.

- iii. **Other Interests:** You shall not seek membership of any local or public bodies without first obtaining written permission from the Company.
- iv. **Controlling Interest:** You agree that, so long as you are employed by the Company, you will not own, directly or indirectly, any controlling or substantial shareholding or other beneficial interest in any business enterprise or entity which is engaged in, or is in competition with, any business engaged in by the Company or any of its affiliates or associated companies. Notwithstanding the foregoing, you may own, directly or indirectly, up to 5% of the outstanding securities of any business or entity whose securities are traded on any national stock exchanges or in the over-the-counter market.
- v. **Work hours:** Your working hours at your place of posting shall be as per the rules and regulations of the Company, as specified from time to time. However, you may be required to work additional hours, from time to time, to carry out your duties and responsibilities effectively.
- vi. **Confidentiality and Non-disclosure:** You shall keep confidential and not disclose to any person or entity any information received or that comes to your knowledge during the course of your employment including in relation to the Company, its affiliates, associated companies, and third parties, in relation to any of our or their businesses or operations, particulars or details of manufacturing processes, technical know-how, security arrangements, analysis, compilations, forecasts, studies, summaries, notes, ideas(whether patentable or not), schematics, trade secrets, technology, customer lists (potential or actual) and other customer-related information, supplier information, sales statistics, pricing information, market intelligence, marketing and other business model/strategies, administrative organizational matters and any other information important for the Company. This shall include information in relation to third parties received by the Company in relation to any transaction being contemplated by the Company. Your obligation to maintain confidentiality of such information shall continue notwithstanding expiry or termination of your employment with the Company.

Third party Confidential obligations & prevention of IP contamination: You shall not use or disclose to the Company any confidential information of any third party received by you in your personal capacity from such a third party under an obligation of confidentiality, or knowingly induce use of such information in the business of the Company. Your employment/engagement with the Company shall not violate any obligation of confidentiality or non-solicitation of employment/assignment with any other party and that in case you are made aware of any such change in circumstances, you will inform the Company immediately of such change in the circumstances. You shall refrain from using/applying information/data in your current employment which qualifies as third party intellectual property to avoid any potential scenario of Intellectual Property contamination.

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Rajkot

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vii. **Proprietary Rights:** You will disclose to the Company forthwith any discovery, invention, process or improvement made or discovered by you while in the service of the Company or thereafter, and all the rights, title, interest in such discovery, invention, process or improvement shall automatically belong absolutely to the Company and be the sole, absolute and exclusive property of the Company immediately upon discovery, invention or creation of process or improvement, whether or not delivered to the Company. If and when required to do so by the Company, you shall at the Company's expense, take out or apply for letter's patent, licenses or other rights, privileges or protection as may be directed by the Company in respect of any such discovery, invention, process or improvement so that the benefit thereof shall accrue to the Company and you will execute and deliver all such deeds and documents, including in particular instruments of assignment and do all such acts and things as may be required by the Company for assigning, transferring or otherwise vesting all rights, title and interest in the same and all benefits arising in respect thereof in favor of the Company or its nominee.

You will assign (and you hereby do assign) in perpetuity to the Company or its nominee all of your rights to all such new ideas (including all inventions), and to applications for patent or copyrights in all countries, if any, and execute such documents and take such lawful action as may be reasonably required to assign such new ideas to the Company or its nominee.

You will execute and deliver promptly to the Company (without charge to you but at the expense of the Company) such written instruments and cooperate and do such other acts as the Company in its sole discretion deems necessary or desirable to assign and transfer title in such new ideas to the Company and / or its nominee and to assist the Company in preserving the property right in such new ideas (including against forfeiture, abandonment, or loss) and to vest the entire right and title and interest therein exclusively in the Company and / or its nominee.

viii. **Safe-keeping of Company's property:** You will be responsible for safe keeping of and returning in good order and condition all properties of the Company, its affiliates and associated companies which may be in your possession, custody, care or charge or being used by you. In case of loss of any such property, the Company will be entitled to assess the value of the loss / damages caused to it and recover the same from you and to take such other action as it deems proper in the event of your failure to account for such material or property to its satisfaction.

ix. **Return of the Company's Property and records:** Upon termination of your employment, you shall forthwith hand over any letter of authority or power of attorney issued in your favour and any property or material of the Company or any of its affiliates or associated companies in your possession at the time of cessation of your employment with the Company. You shall also return to the Company all documents, files, records, keys, and other property of the Company in your possession regardless of the media on which such items are stored, and you shall not retain any copies or duplicates thereof.

x. **Authorizations for activities:** You will not enter into any commitments or dealings on behalf of the Company for which you have not been expressly authorised nor will you alter or be a party to any alteration of any principle or policy of the Company or exceed the authority or discretion vested in you without the previous written consent of the Company. You will avoid any issue which may result in a conflict between your personal interests and the interests of the Company in dealing with suppliers, customers and all other organizations or individuals doing or seeking to do business with the Company.

xi. **Non-disparagement:** You agree that you shall act with the highest standards of propriety and professionalism and shall not criticize, ridicule or make any statement which disparages or is derogatory of the Company, any of its affiliate or associated companies or any other employee or business associate of the Company or any of its affiliates or associated companies in any public or non-public communication with any customer, client or member of the investment community or media or in any communication whatsoever.

xii. **Confidential nature of terms of employment:** You agree that, save and except as may be required by applicable law, (with the prior consent of the Company), you shall not disclose the terms of your employment to any person.

Date: 26 Sep 2024

Page 16 of 19

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Phone : +91-22-4477 0000 Fax : +91-22-4471 0111

Register Office : Maker Chambers IV, 3rd Floor, 222, Nariman Point, Mumbai - 400 021, India. CIN - L17110MH1973PLC019786

N. Singh
Coordinator,





xiii. **Enforceability:** You acknowledge and agree that any violation of any of your duties and responsibilities may result in irreparable damage to the Company, and, accordingly, the Company may obtain injunctive and other equitable relief for any breach or threatened breach of such duties and obligations, in addition to any other remedies available to the Company.

You agree that the restrictions and remedies contained herein are reasonable and that it is your intention that such restrictions and remedies shall be enforceable to the fullest extent permissible by law. If it shall be found by a court of competent jurisdiction that any such restriction or remedy is unenforceable but would be enforceable if some part thereof were deleted or the period or area of application reduced, then such restriction or remedy shall apply with such modification as shall be necessary to make it enforceable.

Further, you hereby agree to indemnify and keep fully and effectively indemnified and hold harmless the Company, its affiliates, associates subsidiaries, and the directors, trustees, officers, employees, agents, authorized representatives and successors of all the foregoing from and against any and all claims, suits, actions, legal or other proceedings, demands, damages, liabilities, interest, costs, expenses (including attorney fees), and losses of whatsoever kind or nature incurred or sustained by Company or any of the third party directly or indirectly arising due to breach of any of obligations mentioned in the letter of employment and/or these terms and conditions.

04. TERMINATION OF EMPLOYMENT:

i. **Employment At-Will:** You acknowledge that your employment is and shall continue to be AT-WILL. This means that you have the right to terminate your employment with the Company at any time without providing any reason in accordance with the provisions hereof. Similarly, the Company may terminate your employment with or without cause at any time and for any reason in accordance with the provisions hereof. Accordingly, this letter of employment is not to be construed or interpreted as containing any guarantee of continued employment. As such, the recitation of certain time periods in this letter is solely for the purpose of defining your compensation. It is also not to be construed or interpreted as containing any guarantee of any particular level or nature of compensation.

ii. **Superannuation:** In the normal course, you will retire from the company on attaining superannuation at the age of 58 years.

iii. **Absenteeism:** If you absent yourself without leave or remain absent beyond the period of leave originally granted or subsequently extended, you shall be considered as having voluntarily terminated your employment without giving any notice unless you:

- a. return to work within 8 days from the commencement of such absence, and
- b. give an explanation to the satisfaction of the Company regarding such absence

iv. **Medical Fitness:** The Company has the right to request you to get yourself medically examined by a certified medical practitioner specified by the Company during the tenure of your employment. In case you are found to be medically unfit to perform your duties, your employment may be terminated.

v. **Notice Period:** Notwithstanding anything contained herein, the Company, in its sole discretion, may terminate your employment without cause by giving one month notice in writing or payment of one month Basic Salary on a pro rata basis, in lieu thereof. Similarly, you may resign from the Company's employment without cause by giving one month notice in writing or by payment of one month Basic Salary on a pro rata basis, in lieu thereof. In the event of your resignation, the Company may in its sole discretion opt to accept the same and relieve you prior to the completion of the stipulated notice period of one month, without any pay in lieu of the notice period.

vi. **Termination for Misconduct:** Your services are liable to be terminated without any notice or salary in lieu thereof for fraud, misconduct, negligence or breach of any of the terms and conditions of your letter of employment which includes this Annexure C. Without prejudice to the general meaning of the term "misconduct", "misconduct" shall include any case of reasonable suspicion of misconduct, disloyalty, commission of an act involving moral turpitude, or any action of indiscipline or inefficiency.

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vii. Non-compete: In the event of your separation from the Company for any reason whatsoever, you will not take up any job or assignment either full time or otherwise, either directly or indirectly, for a period of three months from the date of separation in any industry or business involved in similar/competing business as the Company or any of its affiliates or associate companies.

viii. Recovery of Payments: (If applicable) Payments made towards recovery of notice period by your previous employer and relocation expenses by us will be recovered in full in the event of your separation from the Company prior to completion of 1 year from joining the Company.

05. GENERAL:

i. Training: You may be selected and sponsored by the Company for familiarization/ training assignments with our technical collaborators or any other institutions/ organizations in India and/or abroad, based on terms and conditions stipulated at such time. You will diligently and beneficially take part in the training and such assignments in accordance with Company policies and directives.

ii. Rules, Regulations and Policies on Ethics: You will be governed by the service rules, regulations and policies including conduct, discipline and administrative orders and any such other rules or orders of the Company that may come into force from time to time. You must observe the policies that the Company publishes / notifies from time to time. These policies include requirement that you maintain the highest standards of conduct and act with the highest ethical principles.

- a. You must not do anything that may be a conflict of interest with your responsibilities as an employee.
- b. You are required to read and understand all policies applicable to you, all of which are available in the Reliance Management System ("RMS") portal. If you have any questions, now or in the future, please ask the Human Resources Department through the Query Management System in the ESS portal. You may also be required to sign and abide by the Policy on Ethics of the Company and undertake to sign such declarations that the Policy may demand from time to time.
- c. Women employees will be entitled to all the statutory benefits provided by the Company under the Maternity Benefit Act 1961, and its subsequent amendments, if any, details of which are set out in the RMS/ESS portal.

iii. Media Interaction: You will not interact with the media - electronic, print or otherwise in

- a. India or overseas, during or outside work hours, either in your own personal capacity or on behalf of the Company unless you have express and direct approval from the Company to interact with the media as a representative of the Company. Only persons duly authorized by the Company are permitted to interact with media and then only on specified subjects. Disclosure of any information other than those specifically authorized by the Company is prohibited.
- b. Disclosure of information on proceedings of meetings (board / committee / internal) and disclosure of forward-looking statements is prohibited unless such disclosure is specifically approved by the Company.
- c. You shall also not disclose non-public information selectively to any particular group as it may lead to unfair advantage / discrimination.
- d. For any outside publication of books, articles or manuscripts which relate in any manner to the Company's business, policies and processes, you are required to obtain prior written approval of the Company prior to its publication or release.
- e. Any violation of the Company's media policy, will tantamount to a breach of the terms and conditions of employment and may result in termination of the contract.

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- iv. **Jurisdiction:** The letter of employment is made at Mumbai and competent courts of Mumbai shall have jurisdiction over any dispute or difference whatsoever arising out of, under, in relation to or in connection with the letter of employment or breach hereof or in respect of any matter or thing herein contained.
- v. **Entire Agreement:** This contract and the document referred to herein contain the entire agreement and understanding of the parties with respect to the subject matter hereof and shall supersede any and all prior or contemporaneous communications, representations, or agreements between the parties, whether oral or written, regarding the subject matter of this contract.
- vi. **Age:** Your age mentioned in the Matriculation / Higher Secondary Certificate / Passport will be deemed to be the conclusive proof of your date of birth.
- vii. **Change of address:** You will intimate in writing to the Company any change of your residential address within a week of the same changing, failing which any communication sent to you on your last recorded address shall be deemed to have been duly served on you.
- viii. **Passport:** You are required to have a valid passport at all times and ensure that the same is renewed from time to time.
- ix. **Suspension:** You may be placed under suspension pending enquiry into the charges of misconduct or any other breach hereof. The salary for the suspension period will be paid to you only if you are found not guilty of any of the charges for which you are suspended and not otherwise.
- x. **Travel:** You shall make your own transport arrangements to and from the place of work.
- xi. **Documentation:** Please submit the following documents, if not submitted earlier:
 - a. Certificates in support of your educational professional qualifications, experience, date of birth and other testimonials in original together with copies thereof.
 - b. Three copies of your recent passport size photographs with blue background.
 - c. Relieving letter and salary certificate from your last employer, in case you are/were employed.
- xii. **Severability:** If any term or provision of this letter of employment shall be held to be invalid for any reason whatsoever, such invalidity shall not affect the validity, operation or enforceability of the remainder hereof. If the remainder of this letter is not materially affected by such declaration or finding and is capable of substantial performance, then that term or provision or part thereof shall to that extent be deemed not to form part of this letter of employment and such provision shall be replaced by a substitute provision that is legal and enforceable and is as nearly as possible consistent with the intentions underlying the original provision.
- xiii. **Non Waiver:** No delay or omission on the part of Company in exercising any right, power, privilege or remedy in respect of your employment terms shall neither impair such right, power, privilege or remedy, or be construed as a waiver of it, nor shall any single partial exercise of such right, power, privilege or remedy, preclude any further exercise of it or the exercise of any other right, power, privilege or remedy.

I confirm that I have read and understood the terms and conditions set out herein and unconditionally and irrevocably accept the above terms and conditions.

Employee Name: Het Satyadev

Signature:

Date: 26 Sep 2024

Date: 26 Sep 2024

Page 19 of 19

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AISHE: U-0967

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Factory :
Bhuj-Bhachau Road, State Highway No. 42,
Village - Paddhar, Taluka - Bhuj, Dist. Kutch.
Tel: +91 2832 248300



1st June, 2024
Ref No.: BKT/BHUJ/HR/2024-25

Mr. Denish Bhanderi
Vinodbhai Bhanderi
Latipur, Dhrol
Jamanagar, Gujarat -361210

Dear Mr. Denish Bhanderi,

Sub: Offer for the position of "Trainee Officer".

Please refer your application and subsequent interviews you had with us.

We are pleased to offer you the position of "Trainee Officer" in our organization at Bhuj Plant, Gujarat on the terms and conditions mutually agreed at the time of interview.

1. Your training shall commence from the date of your joining us, which should take place on or before the 27th August 2024.
2. You shall undergo one-year training. On successful completion of training you shall be placed in regular cadre of the company as Officer.
3. You are advised to bring the following documents (Photocopies) at the time of joining. Please also bring original documents for verification.
 - a. 8 Passport size recent colour photographs.
 - b. SSC, Degree/Diploma certificate and final year mark sheet.
 - c. School Leaving or any other age proof certificate.
 - d. Relieving and experience certificate from the all previous employer if applicable
 - e. Xerox of Pay Slip of the last Salary Drawn & Salary Structure of CTC
 - f. Certificate in support of any additional skill/qualification you have acquired.
 - g. Medical Certificates i.e. Blood Report – CBC with Blood Group, Urine Report, ECG report, X-ray of the chest Report, Eye Sight Check – Routine and for Colour Blindness
 - h. Photo Identity Proof (PAN card & Aadhar Card (Mandatory), Driving License, Election Card, & Passport).
 - i. Any other document which you may feel necessary to be submitted.
 - j. Bank Detail - Passbook / Cheque Book / Account Statement

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Balkrishna Industries Ltd.
CIN No.: L99999MH1961PLC012185
Corporate Office : BKT House, C/15, Trade World, Kamala Mill Compound, Senapati Bapat Marg, Lower Parel, Mumbai - 400 013, India.
Tel.: +91 22 6666 3800 Fax: +22 6666 309899 www.bkt-tires.com
Registered Office : B-66, Waluj Industrial Area, Waluj, Chhatrapati Sambhajinagar - 431 136.

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Page 162 of 315



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Factory :
Bhuj-Bhachau Road, State Highway No. 42,
Village - Paddhar, Taluka - Bhuj, Dist. Kutch.
Tel: +91 2832 248300



:2:

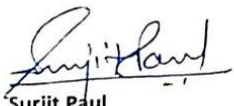
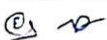
4. As explained and agreed by you during the interview process – though the company does not have a policy of Service Bond, we expect you to serve the Company for a minimum period of 3 years.
5. A detailed letter of Training will be issued to you subsequent to the submission of the above documents at the time of joining.
6. Please sign and return the duplicate copy of this letter as token of your acceptance of the offer. You must also intimate us your residential address and mobile number for any further communication between us.


We welcome you to the organization and look forward to a long and successful career with us.

Thanking you.

Yours faithfully,

For, Balkrishna Industries Ltd.


Surjit Paul
AGM – Human Resources


[]
Denish Bhunderi
I accept the terms

Balkrishna Industries Ltd.
CIN No.: L99999MH1961PLC012185
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Tel.: +91 22 6666 3800 Fax: +22 6666 109899 www.bkt-tires.com
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Date: 18 Sep 2024

Ref: RIL/81664227/30307515/180924/1608

Dear Yash Mahendrabhai Ranipa,

Letter of Appointment

With reference to written tests / interview you had with Reliance Group of Companies, we are delighted to appoint you in the position "Field Exec Trainee" in Group, based upon following terms and conditions.

Documentation

This appointment letter consists of the below mentioned attachments:

- A compensation term sheet
- Components of Compensation
- Terms and conditions
- Other applicable paperwork based upon your specific needs

You are required to read these before you commence your employment

01. Place of Posting

Your initial place of posting will be at the place of your training. During your training period, you may be posted / transferred / to any of the offices / projects / divisions / departments / units of the company existing or to be set up at any location in India or abroad without any additional remuneration. Your services are also liable to be transferred to any of the group companies.

You will report for training on or before **01-Oct-24** failing which this letter of appointment shall automatically stand withdrawn and cancelled.

02. Mandatory Criteria:

- i. Score eligibility:**
Your appointment is subject to your securing minimum CGPA of 6.0 / 60% & above marks over 8 semesters, wherever applicable.
- ii. Pre-employment Medical Check:**
Pre-employment Medical Check clearance from RIL certified doctor. System generated information will be received for initiating the same on acceptance of this appointment letter.

03. Confirmation:

You will be under training for a period of one year from the date of joining the Company. During training you will be undergoing various assessments at the end of which there will be a final assessment. Your confirmation on permanent rolls of the company solely depends on the discretion of the management and the same is not a matter of right in any manner whatsoever.

Management reserves the right to terminate your training either during the training period or on completion of the same without assigning any reasons whatsoever.

(This letter is computer generated and does not necessarily require a signature)

Date: 18 Sep 2024

Page 1 of 3

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Page 164 of 315



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We would also like to draw your particular attention to our Values and Behaviours. We have six values that express our shared understanding of what we believe, how we aim to behave and what we aspire to be as an organisation. Our values are about delivering customer value, having an ownership mind-set, showing respect and integrity, pursuing excellence and being one team.

Next Steps

This is system generated appointment letter based on the offer letter received. Please confirm your acceptance of this appointment letter by clicking 'Accept' button online. This letter of appointment shall automatically stand withdrawn in case we do not receive your acknowledgement online within ten days from receipt of this letter.

This offer of employment is subject to you providing all of the information and documentation requested BEFORE you commence employment with us. All information / documentation submitted by you will be considered as submitted on your own freewill and consent.

This appointment is confidential and you must not discuss this or disclose any documentation related to it with anyone other than your immediate family. Any disclosure of the details of this offer to a third party other than your immediate family may result in withdrawal of the offer.

We reserve the right to withdraw our offer of employment/terminate your employment with us without assigning any reason whatsoever thereof, or delay your start date if you do not provide the required information and documentation within the required timelines or if during this process you intentionally leave out any information or provide any information which is inaccurate or untrue.

In case of any dispute regarding interpretation of any word or clause of this latter, the decision of the management shall be final and binding.

We look forward to your joining out team for a long, successful and pleasant association.

Sincerely yours,
Reliance Industries Ltd.

Authorized Signatory

(This letter is computer generated and does not necessarily require a signature)

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Page 2 of 3

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★ Page 165 of 315



ANNEXURE A

1.1 Annual Compensation Summary

ANNEXURE 1.1 - A		
Name: Yash Mahendrabhai Ranipa		
Compensation Breakup	Monthly (INR)	Annual (INR)
Basic Pay	13,192	1,58,303
House Rent Allowance	8,750	1,05,000
Residual Choice Pay	0	0
Insurance		
Group Personal Accident Insurance Premium (GPA)	43	516
Group Term Life Insurance Premium (GTLI)	226	2,714
Medical Insurance Premium* (Self, Spouse, 3 Dependent Children & Dependent Parents)	4,738	56,856
SUB TOTAL - I	26,949	3,23,389
Employer's Contribution to Provident Fund: PF (12% of Basic Pay)	1,583	18,996
Gratuity (4.81% of Basic Pay)	635	7,614
SUB TOTAL - II	2,218	26,611
TOTAL- FIXED PAY [I + II]	29,167	3,50,000

Residual Choice Pay can be distributed among the following Tax Friendly elements - HRA, LTA, Conveyance Allowance, Office Wear Allowance, Children Education Allowance, Food & Beverage Coupons, Gift Vouchers and Fuel & maintenance Expenses. Remaining amount will be paid as "Residual Choice Pay", as applicable.

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1.2 Tax Status of compensation elements

Below table shows all of the Total Pay components and their taxability status.

S.No.	Total Pay Components	Taxability Status (as per prevailing norms)
I	Base Salary	
a.	Basic Salary	Taxable
b.	Provident Fund Contribution (PF)	Please refer Annexure B
c.	Gratuity	Please refer Annexure B
II	Choice Pay	
a.	Medical Reimbursement	Taxable
b.	Food Coupon	Tax exempt subject to conditions
c.	Gift Coupon	Tax exempt subject to conditions
d.	Leave Travel Allowance (LTA)	Tax exempt subject to conditions
e.	Office Wear Allowance (OWA)	Tax exempt subject to conditions (only applicable to locations having a 'Uniform Policy')
f.	Children's Education Allowance (CEA)	Tax exempt subject to conditions
g.	Children's Hostel Allowance (CHA)	Tax exempt subject to conditions
h.	Internet and Broadband Connection Reimbursement	Tax exempt subject to conditions
i.	Vehicle	
1.	Company Leased Vehicle Scheme	Tax exempt (up to the value of EMI)
2.	Fuel and Vehicle Maintenance Reimbursement	Tax exempt (Taxable Perquisite Notional Value)
3.	Conveyance Allowance	Taxable
j.	Housing	
1.	House Rent Allowance (HRA)	Tax exempt subject to conditions
2.	Company Accommodation (where it is provided)	Taxable Perquisite
k.	Insurance	
1.	Group Personal Accident Insurance Premium (GPA)	Tax exempt
2.	Group Term Life Insurance Premium (GTLI)	Tax exempt
3.	Medical Insurance Premium	Tax exempt
l.	Residual Choice Pay	Taxable
III.	Annual Cash Bonus (ACB) / Performance Linked Incentive (PLI) / Variable Performance Linked Incentive (VPLI)	Taxable, If Applicable

Date: 18 Sep 2024

Page 4 of 19

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Please Note:-

- The income tax calculation is provisional and is based on the current income tax rules (**Rules**). Any change in the Rules may impact the income tax projections.
- You shall bear and pay the tax liabilities, if any, applicable in relation to all the perquisites or benefits provided to you in accordance with the provisions of this Agreement. Please note that all the details set out above are indicative and subject to change with change in Indian tax policies and rules.
- Employee shall be solely responsible for the payment of any and all taxes on salary / income, employee benefits and personal income. You are advised to get updated information in relation to the income tax calculation on your salary from independent external advisors
- Fixed Pay elements like fuel and maintenance reimbursement, office wear allowance, medical reimbursement, LTA will be reimbursed at actuals based on the bills submitted and in case the reimbursement amount falls short of the amount chosen, the balance will be paid as taxable allowance.

Date: 18 Sep 2024

Page 5 of 19

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★ Page 168 of 315



Reliance Industries Limited

Annexure B

Components of Total Pay

The Company follows a Total Pay structure that reflects the total cost of an employee to the Company this includes all direct and indirect payments including all benefits, perquisites, subsidies, and Annual Cash Bonus (ACB) / Performance Linked Incentive (PLI). This structure is being followed so as to provide flexibility to the employees in structuring their compensation package. The components within each category of payments are discretionary and these components may be changed by the Company from time to time without notice.

The main components under the Total Pay structure are as follows:

I. Components of Compensation

1. Base Salary: This is first part of the total pay, which may include Basic Salary, PF and Gratuity

a. Basic Salary: This is the base pay component of the fixed pay and is the reference salary for provident fund and gratuity contribution.

b. Provident Fund (PF):

The contributions payable by the Employer under the scheme shall be at the rate specified under the Employees' Provident Funds and Miscellaneous Provisions Act, 1952 (PF Act). The current rate of contribution is 12% of PF Salary. Employee also contributes an equal amount from employee's monthly salary, as per PF Act. Both of these are remitted on a monthly basis to the Company's PF Trust / RPF.

Out of the Employer's contribution, a portion (presently 8.33% of PF Salary subject to a maximum of INR 1250) is deposited into the Employees' Pension Scheme. The part of the company's contribution deposited under Employees' Pension Scheme to RPF is to provide employees with pension on retirement or after completion of a specified period of service. TDS recovery from PF settlement will be as per the relevant provision of the Income Tax Act, 1961.

Benefits associated with Employees' Provident Fund and Employees' Pension Scheme will be as per the prevailing rules and regulations outlined in the Employees' Provident Funds and Miscellaneous Provisions Act, 1952. Employees are advised to refer to EPFO site (<http://www.epfindia.com/>) for detailed rules, procedures and any other updates.

Please note that the contribution amounts, limits, withdrawals and other rules applicable to the PF and pension are subject to applicable Indian laws in force from time to time. Employee is bound to adhere to all changes in the applicable law. Any implications on contribution, accumulation and withdrawal conditions outlined in the Employees' Provident Fund and Employees' Pension Scheme is to be borne by the employee. To understand implications associated with any such change in relevant laws or the Employees' Provident Fund and Employees' Pension Scheme, employees are recommended to solicit independent external advice.

c. Gratuity

Employer's contribution to the Company's Gratuity Fund will be as specified under 'The Payment of Gratuity Act, 1972'. Currently, the Employer's contribution to the Company's Gratuity fund is @ 4.81% of Basic Salary. Gratuity shall be payable to an employee on completion / end of their employment with the Company provided employee has rendered continuous service for a minimum period of 4 years and 240 days. However, eligibility for contribution to the Gratuity Trust / Fund commences from the first day of employment and in the event of separation prior to such 4 years and 240 days, the same will be paid as ex-gratia, except in case of separation due to disciplinary grounds.

Date: 18 Sep 2024

Page 6 of 19

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Gratuity is calculated as follows:

(Last Drawn Salary / 26 Days) x 15 days x Number of completed years of service (In the case of death, the minimum service requirement does not apply)

For every completed year of service or part thereof in excess of 6 months, the employer will pay the employee gratuity at the rate of 15 days wages based on the rate of wages last drawn by such employee. Income Tax on the gratuity payment will be applicable as per Income Tax Rules. In the event an employee fails to complete 4 years and 240 days of continuous service, ex-gratia will be paid up to the amount of gratuity accumulated and will be subject to prevailing Income Tax Rules.

Maximum Amount of Gratuity which will be exempt from Income Tax will be as per 'The Payment of Gratuity Act, 1972'.

Date: 18 Sep 2024

Page 7 of 19

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Atmiya University, Rajkot



Page 170 of 315



2. Choice Pay :

This is second part of the total pay. Subject to eligibility and availability of amount mentioned under various components in Annexure A, an employee may opt for all the allowances or combination of them

a. Medical Reimbursement

Employee may opt for medical reimbursement for expenses incurred by the employee to meet health related expenditure, such as medicines, doctor's fees etc. of the employee and employee's family members. Medical expenses up to a maximum of INR 15,000 per annum will be reimbursed at actuals against production of bills.

This component is taxable.

b. Food Coupons

Employee may opt for Sodexo / Accor Pass Meal Vouchers. These are food coupons that can be exchanged for food and beverages at all approved affiliated establishments across India.

However, once purchased, these coupons cannot be redeemed for cash.

c. Gift Coupons

Employee may opt for gift coupons. Company provides Sodexo / Accor Pass Gift Vouchers that can be used to buy daily necessities at over 6000 affiliated establishments across India.

However, once purchased, these coupons cannot be redeemed for cash.

Up to INR 5,000 per annum is tax exempt.

d. Leave Travel Allowance (LTA)

Employee may opt for LTA. It refers to reimbursement by Company of actual expenses incurred only on travel by employee along with their dependents to any place within India. Expenses such as hotel accommodation, sightseeing, food etc. are not eligible to be reimbursed as LTA or for tax exemption. The following qualifying criteria are to be met for claiming LTA:

1. Employee must necessarily take 5 days of continuous Privilege Leave.
2. The family for this purpose includes spouse, unmarried dependent children (maximum of two only), parents and dependent brothers and sisters.
3. No advance is given towards LTA. It must be claimed as a reimbursement against actual bills and travel documents.

Entitlement: Employee has to decide on the quantum of LTA (could be up to 2 months' basic salary) that employee wishes to avail as part of employee's choice pay component. This choice has to be made by employee initially at the time of joining and thereafter at the beginning of each financial year. A mid-year change in the quantum of LTA is not permissible.

As per current Income Tax rules, tax exemption for LTA is allowed twice in a block of 4 calendar years. Tax authorities have defined the current 4 year block as being from 1 January 2022 - 31 December 2026.

The quantum of exemption is subject to following maximum limits depending on the mode of transport used or available:-

1. Journey by air: Economy class air fare of national carrier by shortest route or the actual amount spent, whichever is lesser
2. Journey by rail: AC first class fare by shortest route or the actual amount spent, whichever is lesser
3. Place of origin and place of destination connected by rail but journey performed by other mode of transport: AC first class fare by shortest route or the actual amount spent, whichever is lesser
4. Place of origin and place of destination not connected by rail (partially or fully) and not connected by other recognized public transport system: AC first class fare by the shortest route or the actual amount spent, whichever is lesser

Date: 18 Sep 2024

Page 8 of 19

Reliance Corporate Park Thane - Belapur Road, Ghansoli, Navi Mumbai - 400 701, India.
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e. Office Wear Allowance (OWA)

Only employees' working at locations where a 'Uniform Policy' is in place may opt for OWA.

OWA is an allowance provided to employees to meet expenditures incurred by employee towards purchase of uniform to be worn at the workplace.

INR 24,000 per annum is tax exempt.

f. Children's Education Allowance (CEA)

Employee may opt for CEA to meet education expenses of their children.

INR 100 per month per child subject to a maximum of two children is tax exempt

g. Children's Hostel Allowance (CHA)

Employee may opt for CHA to meet hostel expenses of their children.

INR 300 per month per child subject to a maximum of two children, is tax exempt

h. Internet & Broadband Connection Reimbursement

Employee may opt for Internet & Broadband Connection, it should be registered under employee's name.

INR 15,000 per annum is tax exempt.

i. Vehicle

1. Company Leased Vehicle Scheme (CLV)

As part of the compensation structure the company offers an option of availing a vehicle under the prevailing company vehicle policy, subject to eligibility. The major features of the scheme are as follows:

Parameter	Four Wheeler
Scheme Details	Company Leased Vehicle (CLV)
EMI Calculation Base	Vehicle Invoice Value (Final on-road price, excluding taxes)
EMI Limit	Grade 'H' and above - upto 100% of Residual Choice Pay Grade 'I' and below - upto 50% of Residual Choice Pay
Interest rate	Please reach out to your HR business partner to get the recent interest rate.
Vehicle Cost Limit	NA
Tenure	2 to 4 Years (Upto 48 Instalments)
Insurance Coverage Options	1.Comprehensive 2.Bumper to Bumper (Zero depreciation)

Mandatory debits towards Vehicle Insurance would be applicable to those opting this scheme.

The company vehicle policy provides more details regarding the vehicle scheme.

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2. Fuel and Vehicle Maintenance Reimbursements

All employees covered by the Company Vehicle Scheme are eligible for fuel and vehicle maintenance reimbursements. Employees using self-owned vehicles are also eligible for such reimbursement.

The limits for Fuel & Vehicle Maintenance for Own Vehicles and Vehicles under Company Vehicle Scheme are as under:

Level	4 Wheeler	2 Wheeler
All Grades	INR 2,40,000 p.a.	INR 48,000 p.a.

In case an employee is using a self-owned vehicle, employee needs to maintain a vehicle usage log in the system (ESS). Tax exemption will be available upto the limits set out above, subject to submission of supporting documents.

3. Conveyance Allowance

To be opted by an employee to meet the expenditure incurred for the purpose of commuting between place of employee's residence and place of employee's duty. However, this option may be availed only if the employee is not opting for fuel and maintenance reimbursement.

This component is taxable.

j. Housing

1. House Rent Allowance (HRA)

House Rent Allowance is paid in respect of expenses incurred on rented accommodation.

As per Section 10(13A) and Rule 2A of the Income Tax Act and Rules respectively, the lesser of the following is exempt from tax-

1. An amount equal to 50% of the salary, where the residential house is situated at Mumbai, Kolkata, Delhi or Chennai and an amount equal to 40% of salary where the residential house is situated at any other place;
2. House rent allowance received by the employee in respect of the period during which the rental accommodation is occupied by the employee during the previous year
3. The excess of rent paid over 10% of salary

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Rajkot**

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Reliance Industries Limited

2. Company provided Accommodation

In case the employee is opting for an accommodation provided by the company, the basis of valuation will be as under-

Population of City as per 2001 census where Accommodation is provided	Where the Accommodation is owned by the Employer	Where the Accommodation is taken on lease or rent by the Employer
Exceeding 25 lakhs	15% of Salary in respect of the period during which the accommodation is occupied by the Employee	1. 15% of Salary; or
Exceeding 10 lakhs but not exceeding 25 lakhs	10% of the Salary in respect of period during which the accommodation is occupied by the Employee	2. Lease rent (paid or payable) by the Employer,
Any other	7.5% of the Salary in respect of period during which the accommodation is occupied by the Employee	whichever is less

k. Insurance

i. Group Personal Accident Insurance (GPA)

All Employees are mandatorily insured under the Group Personal Accident Insurance.

The insured amount and corresponding premium [mandatory debit] are as follows.

Fixed Pay (per annum)	Sum Insured	Mandatory Debit (per annum)
Up to INR 10,00,000	INR 25 Lakhs	INR 516/-
INR 10,00,001 to INR 15,00,000	INR 37.50 Lakhs	INR 774/-
INR 15,00,001 and above	INR 50 lakhs	INR 1033/-

Benefit Clauses:

1. Death: 100% of sum insured
2. Permanent Total Disablement: 100% of sum insured
3. Permanent Partial Disablement varies from 1% to 75% of sum insured as per insurance policy
4. Temporary Total Disablement weekly benefit upto 1% of Capital Sum Insured or INR 5000 whichever is less for a maximum period of 104 weeks

Date: 18 Sep 2024

Page 11 of 19

Reliance Corporate Park Thane - Belapur Road, Ghansoli, Navi Mumbai - 400 701, India.
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ii. Group Term Life Insurance (GTLI)

All employees are mandatorily insured under Group Term Life Insurance. The insured amount and corresponding premium [mandatory debit] are as follows:

Fixed Pay (Base Pay + Choice Pay) per annum	Sum Assured	Mandatory Debit (per annum)
Up to INR 10,00,000	INR 25 Lakhs	INR 2,714
INR 10,00,001 to INR 15,00,000	INR 37.50 Lakhs	INR 4,071
INR 15,00,001 to INR 20,00,000	INR 50 Lakhs	INR 5,428
INR 20,00,001 to INR 30,00,000	INR 75 Lakhs	INR 8,142
INR 30,00,001 to INR 50,00,000	INR 1.25 Crore	INR 13,570
INR 50,00,001 to INR 70,00,000	INR 1.75 Crore	INR 18,998
INR 70,00,001 to INR 90,00,000	INR 2.25 Crore	INR 24,426
INR 90,00,001 to INR 1,10,00,000	INR 2.75 Crore	INR 29,854
INR 1,10,00,001 and above	INR 3.00 Crore	INR 32,568

Benefit Clause:

Total sum assured is payable to the employee's nominee upon death of the employee. However, nothing is payable on survival.

iii. Medical Coverage

The Company endeavors to ensure that financial support is available to all employees to meet their medical needs and those of their dependent family members. All employees are mandatorily covered under this scheme. The coverage and mandatory debits in respect of the same are as follows-

Level	Family Definition	Benefits of Mandatory Coverage
B to F: Company's Management Medical Scheme	Self, Spouse, 3 dependent children (up to 25 years)	Floater Mediclaim Policy of INR 5 Lakhs, Plus Additional floater Mediclaim policy of Domiciliary reimbursement at actuals (as per INR 5 Lakhs or 7 Lakhs or 10 Lakhs the Management Medical Scheme)
	Dependent parents	Floater Mediclaim coverage of INR 5 Lakhs irrespective of the number of members covered, Plus Additional floater Mediclaim policy of INR 5 Lakhs or 7 Lakhs or 10 Lakhs
		<ol style="list-style-type: none"> Hospitalization room category up to Deluxe Single AC Room Dental treatment reimbursement up to INR 15,000 per family p.a. (cosmetics not covered) Full time Retainers shall be covered as per commitment / joining terms For non-allopathy (e.g. Homeopathy, Ayurveda, Unani or other Medical practitioner) treatment, the medical practitioner should be registered as per the guidelines of Indian Medical Association

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**Atmiya University
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Reliance Industries Limited

G to Below: Group Mediclaim Policy	Family of 7 members - Self, spouse, 3 dependent children (up to 25 years), 2 dependent parents	Floater Mediclaim coverage of INR 5 Lakhs irrespective of the number of members covered, Plus Additional floater Mediclaim policy of INR 5 Lakhs or 7 Lakhs or 10 Lakhs
	1. Hospital Room Category - Eligibility of up to Non- Deluxe Single AC Room 2. Sub limit of Maternity benefit (for first three children) up to INR 50,000 3. Sub limit for OPD basis treatment for Dental INR 1,500 (excluding the cost of dentures, bridges, crowns, scaling, filling, cleaning, polishing and cosmetic dentistry) 4. Sub limit for OPD basis treatment for Eye INR 500 (excluding cost of contact Lens, spectacles and cosmetic treatments)	

Medical Insurance Debits:

GHP w.e.f. 1st January 2024	
Grade	Details
F & Above grades :	<ul style="list-style-type: none"> • INR 40,620 per annum per person for self and spouse • INR 20,984 per annum per child (upto 25 years) • INR 16,616 per annum for Additional Medical floater cover of INR 5 Lakhs • INR 22,260 per annum for Additional Medical floater cover of INR 7 Lakhs • INR 30,353 per annum for Additional Medical floater cover of INR 10 Lakhs for self, spouse and child covered under mandatory policy • INR 40,240 per annum for dependent parents • INR 16,616 per annum for Additional Medical floater cover of INR 5 Lakhs • INR 22,260 per annum for Additional Medical floater cover of INR 7 Lakhs • INR 30,353 per annum for Additional Medical floater cover of INR 10 Lakhs for parents
G & Below grades :	<ul style="list-style-type: none"> • INR 40,240 per annum per family unit of 7 members • INR 16,616 per annum for Additional Medical floater cover of INR 5 Lakhs • INR 22,260 per annum for Additional Medical floater cover of INR 7 Lakhs • INR 30,353 per annum for Additional Medical floater cover of INR 10 Lakhs

I. Residual Choice Pay

The balance un-utilized amount is paid under the salary head as "Residual Choice Pay" and is subject to tax. Please note that you are required to make a declaration within 7 days of joining the Company and at the beginning of each financial year and thereafter from time to time within the timelines notified by the company, regarding the amounts to be claimed under each expense mentioned above. You are required to submit the bills and other supporting documents on or by 15th January for each financial year.

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Annexure C

Terms and Conditions

01. MEDICAL FITNESS & VERIFICATION OF PARTICULARS:

Your appointment is subject to:

- i. Medical Fitness: Your being declared medically fit by a Medical Officer or by a Doctor specified by the Company .
- ii. Verification of Particulars: In case the particulars mentioned in your application or the representations or warranties or any other information provided by you are found to be false, inaccurate or unsatisfactory, your services would be liable for termination at any time without any notice or any compensation in lieu thereof.

02. REPRESENTATIONS AND WARRANTIES:

The Company's agreement to continue to employ you and the compensation and benefits payable to you are in consideration of the terms, covenants, and conditions stated in the offer of employment including this Annexure C, and you represent, warrant and covenant to the Company that:

- i. You are under no contractual or other restriction or obligation which is inconsistent with the terms or conditions contained herein, the performance of your duties hereunder, or the other rights of the Company hereunder;
- ii. You are under no physical or mental disability that may hinder the performance of your duties / obligations contained herein;
- iii. You shall not raise any issue as to the reasonableness of the terms, covenants, or conditions contained herein in any proceeding to enforce these terms, covenants and/or conditions;
- iv. You have full right and authority to execute this contract and that you are not bound by any contract or arrangement, including any employment contract, bond or covenant not to compete, that is inconsistent herewith
- v. These terms, covenants, and/or conditions shall survive the termination of your employment with the Company.

You acknowledge that the terms, covenants, and conditions set forth herein are essential for the Company's protection and are not unreasonable and that the Company has relied on these representations, warranties, and covenants provided by you.

Date: 18 Sep 2024

Page 14 of 19

Reliance Corporate Park Thane - Belapur Road, Ghansoli, Navi Mumbai - 400 701, India.
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Atmiya University
Rajkot

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Placement
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03. DUTIES AND RESPONSIBILITIES:

- i. **Exclusivity:** You agree to perform your duties, responsibilities and obligations efficiently and to the best of your ability exclusively for the Company. You agree that you will devote all of your working time, attention and best efforts in performing your duties, responsibilities and obligations throughout the term of employment. You also agree that you will not engage in any other employment or business activities during the terms hereof. You agree that all of your activities as an employee of the Company shall be in conformity with all the policies, rules, regulations and directions of the Company, as applicable from time to time.
- ii. **Non Solicitation:** You will not, during the term of your employment or at any time thereafter, without the prior written consent of the Company, directly or indirectly, solicit for employment, or employ or otherwise contract for the services of, any person who is employed or engaged (either as an employee or consultant) by the Company or any of its affiliates or associated companies or directly or indirectly induce any such employee to leave their employment.

This covenant shall survive the termination of your employment with the Company.

- iii. **Other Interests:** You shall not seek membership of any local or public bodies without first obtaining written permission from the Company.
- iv. **Controlling Interest:** You agree that, so long as you are employed by the Company, you will not own, directly or indirectly, any controlling or substantial shareholding or other beneficial interest in any business enterprise or entity which is engaged in, or is in competition with, any business engaged in by the Company or any of its affiliates or associated companies. Notwithstanding the foregoing, you may own, directly or indirectly, up to 5% of the outstanding securities of any business or entity whose securities are traded on any national stock exchanges or in the over-the-counter market.
- v. **Work hours:** Your working hours at your place of posting shall be as per the rules and regulations of the Company, as specified from time to time. However, you may be required to work additional hours, from time to time, to carry out your duties and responsibilities effectively.
- vi. **Confidentiality and Non-disclosure:** You shall keep confidential and not disclose to any person or entity any information received or that comes to your knowledge during the course of your employment including in relation to the Company, its affiliates, associated companies, and third parties, in relation to any of our or their businesses or operations, particulars or details of manufacturing processes, technical know-how, security arrangements, analysis, compilations, forecasts, studies, summaries, notes, ideas(whether patentable or not), schematics, trade secrets, technology, customer lists (potential or actual) and other customer-related information, supplier information, sales statistics, pricing information, market intelligence, marketing and other business model/strategies, administrative organizational matters and any other information important for the Company. This shall include information in relation to third parties received by the Company in relation to any transaction being contemplated by the Company. Your obligation to maintain confidentiality of such information shall continue notwithstanding expiry or termination of your employment with the Company.

Third party Confidential obligations & prevention of IP contamination: You shall not use or disclose to the Company any confidential information of any third party received by you in your personal capacity from such a third party under an obligation of confidentiality, or knowingly induce use of such information in the business of the Company. Your employment/engagement with the Company shall not violate any obligation of confidentiality or non-solicitation of employment/assignment with any other party and that in case you are made aware of any such change in circumstances, you will inform the Company immediately of such change in the circumstances. You shall refrain from using/applying information/data in your current employment which qualifies as third party intellectual property to avoid any potential scenario of Intellectual Property contamination.

Date: 18 Sep 2024

Page 15 of 19

Reliance Corporate Park Thane - Belapur Road, Ghansoli, Navi Mumbai - 400 701, India.
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Atmiya University
Rajkot

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Atmiya University, Rajkot





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vii. **Proprietary Rights:** You will disclose to the Company forthwith any discovery, invention, process or improvement made or discovered by you while in the service of the Company or thereafter, and all the rights, title, interest in such discovery, invention, process or improvement shall automatically belong absolutely to the Company and be the sole, absolute and exclusive property of the Company immediately upon discovery, invention or creation of process or improvement, whether or not delivered to the Company. If and when required to do so by the Company, you shall at the Company's expense, take out or apply for letter's patent, licenses or other rights, privileges or protection as may be directed by the Company in respect of any such discovery, invention, process or improvement so that the benefit thereof shall accrue to the Company and you will execute and deliver all such deeds and documents, including in particular instruments of assignment and do all such acts and things as may be required by the Company for assigning, transferring or otherwise vesting all rights, title and interest in the same and all benefits arising in respect thereof in favor of the Company or its nominee.

You will assign (and you hereby do assign) in perpetuity to the Company or its nominee all of your rights to all such new ideas (including all inventions), and to applications for patent or copyrights in all countries, if any, and execute such documents and take such lawful action as may be reasonably required to assign such new ideas to the Company or its nominee.

You will execute and deliver promptly to the Company (without charge to you but at the expense of the Company) such written instruments and cooperate and do such other acts as the Company in its sole discretion deems necessary or desirable to assign and transfer title in such new ideas to the Company and / or its nominee and to assist the Company in preserving the property right in such new ideas (including against forfeiture, abandonment, or loss) and to vest the entire right and title and interest therein exclusively in the Company and / or its nominee.

viii. **Safe-keeping of Company's property:** You will be responsible for safe keeping of and returning in good order and condition all properties of the Company, its affiliates and associated companies which may be in your possession, custody, care or charge or being used by you. In case of loss of any such property, the Company will be entitled to assess the value of the loss / damages caused to it and recover the same from you and to take such other action as it deems proper in the event of your failure to account for such material or property to its satisfaction.

ix. **Return of the Company's Property and records:** Upon termination of your employment, you shall forthwith hand over any letter of authority or power of attorney issued in your favour and any property or material of the Company or any of its affiliates or associated companies in your possession at the time of cessation of your employment with the Company. You shall also return to the Company all documents, files, records, keys, and other property of the Company in your possession regardless of the media on which such items are stored, and you shall not retain any copies or duplicates thereof.

x. **Authorizations for activities:** You will not enter into any commitments or dealings on behalf of the Company for which you have not been expressly authorised nor will you alter or be a party to any alteration of any principle or policy of the Company or exceed the authority or discretion vested in you without the previous written consent of the Company. You will avoid any issue which may result in a conflict between your personal interests and the interests of the Company in dealing with suppliers, customers and all other organizations or individuals doing or seeking to do business with the Company.

xi. **Non-disparagement:** You agree that you shall act with the highest standards of propriety and professionalism and shall not criticize, ridicule or make any statement which disparages or is derogatory of the Company, any of its affiliate or associated companies or any other employee or business associate of the Company or any of its affiliates or associated companies in any public or non-public communication with any customer, client or member of the investment community or media or in any communication whatsoever.

xii. **Confidential nature of terms of employment:** You agree that, save and except as may be required by applicable law, (with the prior consent of the Company), you shall not disclose the terms of your employment to any person.

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Placement
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Reliance Industries Limited

xiii. **Enforceability:** You acknowledge and agree that any violation of any of your duties and responsibilities may result in irreparable damage to the Company, and, accordingly, the Company may obtain injunctive and other equitable relief for any breach or threatened breach of such duties and obligations, in addition to any other remedies available to the Company.

You agree that the restrictions and remedies contained herein are reasonable and that it is your intention that such restrictions and remedies shall be enforceable to the fullest extent permissible by law. If it shall be found by a court of competent jurisdiction that any such restriction or remedy is unenforceable but would be enforceable if some part thereof were deleted or the period or area of application reduced, then such restriction or remedy shall apply with such modification as shall be necessary to make it enforceable.

Further, you hereby agree to indemnify and keep fully and effectively indemnified and hold harmless the Company, its affiliates, associates subsidiaries, and the directors, trustees, officers, employees, agents, authorized representatives and successors of all the foregoing from and against any and all claims, suits, actions, legal or other proceedings, demands, damages, liabilities, interest, costs, expenses (including attorney fees), and losses of whatsoever kind or nature incurred or sustained by Company or any of the third party directly or indirectly arising due to breach of any of obligations mentioned in the letter of employment and/or these terms and conditions.

04. TERMINATION OF EMPLOYMENT:

i. **Employment At-Will:** You acknowledge that your employment is and shall continue to be AT-WILL. This means that you have the right to terminate your employment with the Company at any time without providing any reason in accordance with the provisions hereof. Similarly, the Company may terminate your employment with or without cause at any time and for any reason in accordance with the provisions hereof. Accordingly, this letter of employment is not to be construed or interpreted as containing any guarantee of continued employment. As such, the recitation of certain time periods in this letter is solely for the purpose of defining your compensation. It is also not to be construed or interpreted as containing any guarantee of any particular level or nature of compensation.

ii. **Superannuation:** In the normal course, you will retire from the company on attaining superannuation at the age of 58 years.

iii. **Absenteeism:** If you absent yourself without leave or remain absent beyond the period of leave originally granted or subsequently extended, you shall be considered as having voluntarily terminated your employment without giving any notice unless you:

- a. return to work within 8 days from the commencement of such absence, and
- b. give an explanation to the satisfaction of the Company regarding such absence

iv. **Medical Fitness:** The Company has the right to request you to get yourself medically examined by a certified medical practitioner specified by the Company during the tenure of your employment. In case you are found to be medically unfit to perform your duties, your employment may be terminated.

v. **Notice Period:** Notwithstanding anything contained herein, the Company, in its sole discretion, may terminate your employment without cause by giving one month notice in writing or payment of one month Basic Salary on a pro rata basis, in lieu thereof. Similarly, you may resign from the Company's employment without cause by giving one month notice in writing or by payment of one month Basic Salary on a pro rata basis, in lieu thereof. In the event of your resignation, the Company may in its sole discretion opt to accept the same and relieve you prior to the completion of the stipulated notice period of one month, without any pay in lieu of the notice period.

vi. **Termination for Misconduct:** Your services are liable to be terminated without any notice or salary in lieu thereof for fraud, misconduct, negligence or breach of any of the terms and conditions of your letter of employment which includes this Annexure C. Without prejudice to the general meaning of the term "misconduct", "misconduct" shall include any case of reasonable suspicion of misconduct, disloyalty, commission of an act involving moral turpitude, or any action of indiscipline or inefficiency.

Date: 18 Sep 2024

Page 17 of 19

Reliance Corporate Park Thane - Belapur Road, Ghansoli, Navi Mumbai - 400 701, India.
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vii. Non-compete: In the event of your separation from the Company for any reason whatsoever, you will not take up any job or assignment either full time or otherwise, either directly or indirectly, for a period of three months from the date of separation in any industry or business involved in similar/competing business as the Company or any of its affiliates or associate companies.

viii. Recovery of Payments: (If applicable) Payments made towards recovery of notice period by your previous employer and relocation expenses by us will be recovered in full in the event of your separation from the Company prior to completion of 1 year from joining the Company.

05. GENERAL:

i. Training: You may be selected and sponsored by the Company for familiarization/ training assignments with our technical collaborators or any other institutions/ organizations in India and/or abroad, based on terms and conditions stipulated at such time. You will diligently and beneficially take part in the training and such assignments in accordance with Company policies and directives.

ii. Rules, Regulations and Policies on Ethics: You will be governed by the service rules, regulations and policies including conduct, discipline and administrative orders and any such other rules or orders of the Company that may come into force from time to time. You must observe the policies that the Company publishes / notifies from time to time. These policies include requirement that you maintain the highest standards of conduct and act with the highest ethical principles.

- a. You must not do anything that may be a conflict of interest with your responsibilities as an employee.
- b. You are required to read and understand all policies applicable to you, all of which are available in the Reliance Management System ("RMS") portal. If you have any questions, now or in the future, please ask the Human Resources Department through the Query Management System in the ESS portal. You may also be required to sign and abide by the Policy on Ethics of the Company and undertake to sign such declarations that the Policy may demand from time to time.
- c. Women employees will be entitled to all the statutory benefits provided by the Company under the Maternity Benefit Act 1961, and its subsequent amendments, if any, details of which are set out in the RMS/ESS portal.

iii. Media Interaction: You will not interact with the media - electronic, print or otherwise in

- a. India or overseas, during or outside work hours, either in your own personal capacity or on behalf of the Company unless you have express and direct approval from the Company to interact with the media as a representative of the Company. Only persons duly authorized by the Company are permitted to interact with media and then only on specified subjects. Disclosure of any information other than those specifically authorized by the Company is prohibited.
- b. Disclosure of information on proceedings of meetings (board / committee / internal) and disclosure of forward-looking statements is prohibited unless such disclosure is specifically approved by the Company.
- c. You shall also not disclose non-public information selectively to any particular group as it may lead to unfair advantage / discrimination.
- d. For any outside publication of books, articles or manuscripts which relate in any manner to the Company's business, policies and processes, you are required to obtain prior written approval of the Company prior to its publication or release.
- e. Any violation of the Company's media policy, will tantamount to a breach of the terms and conditions of employment and may result in termination of the contract.

Registrar
Atmiya University, Rajkot-Gujarat-India
**Atmiya University
Rajkot**

Coordinator,
Placement
Atmiya University, Rajkot





**Reliance
Industries Limited**

- iv. **Jurisdiction:** The letter of employment is made at Mumbai and competent courts of Mumbai shall have jurisdiction over any dispute or difference whatsoever arising out of, under, in relation to or in connection with the letter of employment or breach hereof or in respect of any matter or thing herein contained.
- v. **Entire Agreement:** This contract and the document referred to herein contain the entire agreement and understanding of the parties with respect to the subject matter hereof and shall supersede any and all prior or contemporaneous communications, representations, or agreements between the parties, whether oral or written, regarding the subject matter of this contract.
- vi. **Age:** Your age mentioned in the Matriculation / Higher Secondary Certificate / Passport will be deemed to be the conclusive proof of your date of birth.
- vii. **Change of address:** You will intimate in writing to the Company any change of your residential address within a week of the same changing, failing which any communication sent to you on your last recorded address shall be deemed to have been duly served on you.
- viii. **Passport:** You are required to have a valid passport at all times and ensure that the same is renewed from time to time.
- ix. **Suspension:** You may be placed under suspension pending enquiry into the charges of misconduct or any other breach hereof. The salary for the suspension period will be paid to you only if you are found not guilty of any of the charges for which you are suspended and not otherwise.
- x. **Travel:** You shall make your own transport arrangements to and from the place of work.
- xi. **Documentation:** Please submit the following documents, if not submitted earlier:
 - a. Certificates in support of your educational professional qualifications, experience, date of birth and other testimonials in original together with copies thereof.
 - b. Three copies of your recent passport size photographs with blue background.
 - c. Relieving letter and salary certificate from your last employer, in case you are/were employed.
- xii. **Severability:** If any term or provision of this letter of employment shall be held to be invalid for any reason whatsoever, such invalidity shall not affect the validity, operation or enforceability of the remainder hereof. If the remainder of this letter is not materially affected by such declaration or finding and is capable of substantial performance, then that term or provision or part thereof shall to that extent be deemed not to form part of this letter of employment and such provision shall be replaced by a substitute provision that is legal and enforceable and is as nearly as possible consistent with the intentions underlying the original provision.
- xiii. **Non Waiver:** No delay or omission on the part of Company in exercising any right, power, privilege or remedy in respect of your employment terms shall neither impair such right, power, privilege or remedy, or be construed as a waiver of it, nor shall any single partial exercise of such right, power, privilege or remedy, preclude any further exercise of it or the exercise of any other right, power, privilege or remedy.

I confirm that I have read and understood the terms and conditions set out herein and unconditionally and irrevocably accept the above terms and conditions.

Employee Name: Yash Mahendrabhai Ranipa

Signature:

Date: 18 Sep 2024

Date: 18 Sep 2024

Page 19 of 19

Reliance Corporate Park Thane - Belapur Road, Ghansoli, Navi Mumbai - 400 701, India.
Phone : +91-22-4477 0000 Fax : +91-22-4471 0111

Register Office : Maker Chambers IV, 3rd Floor, 222, Nariman Point, Mumbai - 400 021, India. CIN - L17110MH1973PLC019786

Registrar
Atmiya University, Rajkot-Gujarat-India
**Atmiya University
Rajkot**

Coordinator,
Placement
Atmiya University, Rajkot





**ATMIYA
UNIVERSITY**

NAAC – Cycle – 1
AISHE: U-0967

Criterion 5

SS & P

KI 5.2

DVV 5.2.1

Factory :
Bhuj-Bhachau Road, State Highway No. 42,
Village - Paddhar, Taluka - Bhuj, Dlst. Kutch.
Tel: +91 2832 248300



24th May, 2024
Ref No.: BKT/BHUJ/HR/2024-25

Mr. Heet Boda
Maheshbhai Boda
301 Prachi Pales , Morbi
Morbi , Gujarat -363641

Dear Mr. Heet Boda,

Sub: Offer for the position of "Trainee Officer".

Please refer your application and subsequent interviews you had with us.

We are pleased to offer you the position of "Trainee Officer" in our organization at Bhuj Plant, Gujarat on the terms and conditions mutually agreed at the time of interview.

1. Your training shall commence from the date of your joining us, which should take place on or before the 2nd September 2024.
2. You shall undergo one-year training. On successful completion of training you shall be placed in regular cadre of the company as Officer.
3. You are advised to bring the following documents (Photocopies) at the time of joining. Please also bring original documents for verification.
 - a. 8 Passport size recent colour photographs.
 - b. SSC, Degree/Diploma certificate and final year mark sheet.
 - c. School Leaving or any other age proof certificate.
 - d. Relieving and experience certificate from the all previous employer if applicable
 - e. Xerox of Pay Slip of the last Salary Drawn & Salary Structure of CTC
 - f. Certificate in support of any additional skill/qualification you have acquired.
 - g. Medical Certificates i.e. Blood Report – CBC with Blood Group, Urine Report, ECG report, X-ray of the chest Report, Eye Sight Check – Routine and for Colour Blindness
 - h. Photo Identity Proof (PAN card & Aadhar Card (Mandatory), Driving License, Election Card, & Passport).
 - i. Any other document which you may feel necessary to be submitted.
 - j. Bank Detail - Passbook / Cheque Book / Account Statement

Balkrishna Industries Ltd.

CIN No.: L99999MH1961PLC012185

Corporate Office : BKT House, C/15, Trade World, Kamala Mill Compound, Senapati Bapat Marg, Lower Parel, Mumbai - 400 013, India.
Tel.: +91 22 6666 3800 Fax: +22 6666 309899 www.bkt-tires.com

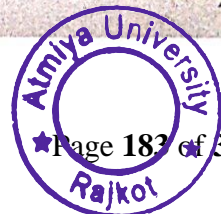
Registered Office : B-66, Waluj Industrial Area, Waluj, Chhatrapati Sambhajinagar - 431 136.

Atmiya University, Rajkot-Gujarat-India

**Atmiya University
Rajkot**

Coordinator,

Placement
Atmiya University, Rajkot



Page 183 of 315



**ATMIYA
UNIVERSITY**

NAAC – Cycle – 1
AISHE: U-0967

Criterion 5

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KI 5.2

DVV 5.2.1

Factory :
Bhuj-Bhachau Road, State Highway No. 42,
Village - Paddhar, Taluka - Bhuj, Dist. Kutch.
Tel: +91 2832 248300



:2:

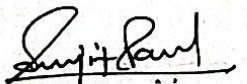
4. As explained and agreed by you during the interview process – though the company does not have a policy of Service Bond, we expect you to serve the Company for a minimum period of 3 years.
5. A detailed letter of Training will be issued to you subsequent to the submission of the above documents at the time of joining.
6. Please sign and return the duplicate copy of this letter as token of your acceptance of the offer. You must also intimate us your residential address and mobile number for any further communication between us.


We welcome you to the organization and look forward to a long and successful career with us.

Thanking you.

Yours faithfully,

For, Balkrishna Industries Ltd.


Surjit Paul
AGM – Human Resources


25/05/2024
[Boda Heer M.]

I accept the terms

No:- 9510918588

Balkrishna Industries Ltd.
CIN No.: L99999MH1961PLC012185
Corporate Office : BKT House, C/15, Trade World, Kamala Mill Compound, Senapati Bapat Marg, Lower Parel, Mumbai - 400 013, India.
Tel.: +91 22 6666 3800 Fax: +22 6666 309899 www.bkt-tires.com
Registered Office : B-66, Waluj Industrial Area, Waluj, Chhatrapati Sambhajinagar - 431 136.



**ATMIYA
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Criterion 5

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Factory :
Bhuj-Bhachau Road, State Highway No. 42,
Village - Paddhar, Taluka - Bhuj, Dist. Kutch.
Tel: +91 2832 248300



24th May, 2024
Ref No.: BKT/BHUJ/HR/2024-25

Mr. Raheman Hingorja
Hajibhai Hingorja
Gingani, Jamjodhapur
Jamnagar, Gujarat -360530

Dear Mr. Raheman Hingorja,

Sub: Offer for the position of "Trainee Officer".

Please refer your application and subsequent interviews you had with us.

We are pleased to offer you the position of "Trainee Officer" in our organization at Bhuj Plant, Gujarat on the terms and conditions mutually agreed at the time of interview.

1. Your training shall commence from the date of your joining us, which should take place on or before the 2nd September 2024.
2. You shall undergo one-year training. On successful completion of training you shall be placed in regular cadre of the company as Officer.
3. You are advised to bring the following documents (Photocopies) at the time of joining. Please also bring original documents for verification.
 - a. 8 Passport size recent colour photographs.
 - b. SSC, Degree/Diploma certificate and final year mark sheet.
 - c. School Leaving or any other age proof certificate.
 - d. Relieving and experience certificate from the all previous employer if applicable
 - e. Xerox of Pay Slip of the last Salary Drawn & Salary Structure of CTC
 - f. Certificate in support of any additional skill/qualification you have acquired.
 - g. Medical Certificates i.e. Blood Report – CBC with Blood Group, Urine Report, ECG report, X-ray of the chest Report, Eye Sight Check – Routine and for Colour Blindness
 - h. Photo Identity Proof (PAN card & Aadhar Card (Mandatory), Driving License, Election Card, & Passport).
 - i. Any other document which you may feel necessary to be submitted
 - j. Bank Detail - Passbook / Cheque Book / Account Statement

Balkrishna Industries Ltd.
CIN No.: L99999MH1961PLC012185
Corporate Office : BKT House, C/15, Trade World, Kamala Mill Compound, Senapati Bapat Marg, Lower Parel, Mumbai - 400 013, India.
Tel.: +91 22 6666 3800 Fax: +22 6666 309899 www.bkt-tires.com
Registered Office : B-66, Waluj Industrial Area, Waluj, Chhatrapati Sambhajinagar - 411 136.

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Registrar
Atmiya University, Rajkot-Gujarat-India
**Atmiya University
Rajkot**

Coordinator,

Placement
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Page 185 of 315



**ATMIYA
UNIVERSITY**

NAAC – Cycle – 1
AISHE: U-0967

Criterion 5

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KI 5.2

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Address :
Bhuj-Bhachau Road, State Highway No. 42,
Village - Paddhar, Taluka - Bhuj, Dist. Kutch.
Tel: +91 2832 248300



:2:


4. As explained and agreed by you during the interview process – though the company does not have a policy of Service Bond, we expect you to serve the Company for a minimum period of 3 years.
5. A detailed letter of Training will be Issued to you subsequent to the submission of the above documents at the time of joining.
6. Please sign and return the duplicate copy of this letter as token of your acceptance of the offer. You must also intimate us your residential address and mobile number for any further communication between us.

We welcome you to the organization and look forward to a long and successful career with us.

Thanking you.

Yours faithfully,

For, Balkrishna Industries' Ltd.


Surjit Paul
AGM – Human Resources

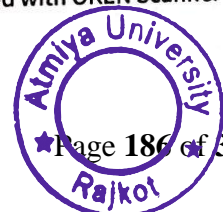
[]
I accept the terms

Balkrishna Industries Ltd.
CIN No.: L99999MH1961PLC012185
Corporate Office : BKT House, C/15, Trade World, Kamala Mill Compound, Senapati Bapat Marg, Lower Parel, Mumbai - 400 013, India.
Tel.: +91 22 6666 3800 Fax: +22 6666 309899 www.bkt-tires.com
Registered Office : B-66, Waluj Industrial Area, Waluj, Chhatrapati Sambhajnagar - 431 136.

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Registrar
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**Atmiya University
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**ATMIYA
UNIVERSITY**

**NAAC – Cycle – 1
AISHE: U-0967**

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INTAS PHARMACEUTICALS LTD

Corporate House : Near Sola Bridge, S.G. Highway, Thaltej, Ahmedabad - 380054. Gujarat. INDIA.
Ph.No. : 079-39837000, Website : www.intaspharma.com, CIN - U24231GJ1985PLC007866

IPL/OFFER/20120698/2024
May 15,2024

Mr. VASU BHIMANI
SHYAMAL UPVAN, C-1/203
B/H AMBIKA TOWNSHIP,
NEAR GEB STATION
RAJKOT -360004
GUJARAT

Dear Mr. VASU BHIMANI ,

With reference to your application and the interview you had with us, the management is pleased to offer you the position of a **BE TRAINEE** in **ALERON** Division of our organisation on the following terms.

1. The training will commence on your joining our organisation.
2. You will be working as a trainee for period of Six months from your date of joining and training can be extended as per Management Discretion. During the training period, Management reserves the right to terminate your traineeship without any prior notice or without any compensation as well as without assigning any reason whatsoever.
3. During the training period as BE trainee You will be paid remuneration and allowances as per company's rules.
4. You are required to participate in classroom training as and when arranged by the company for BE Trainees.
5. You will have to successfully complete the field training at **RAJKOT** Head Quarter or at any location assigned by the the organisation. During the field training, you will be paid Daily Allowance as applicable to BE Trainee at the assigned Location.
6. The formal letter of Traineeship will be issued to you later subject to your submission of all mandatory documents/ testimonials at the time of joining and receipt of satisfactory references about you.
7. Upon confirmation you will be taken in the regular service of the company as BE. and placed in appropriate grade applicable to BE and will entitled to other allowances in accordance with the rules of the company.
8. You are requested to sign the duplicate copy of this offer letter and report to **RITESH JAMNADAS LATHIYA -RBM-AHMEDABAD POOL (MOB.-9724969295)** If you fail to submit the joining report endorsed by the assigned person within 10 days of receipt of the offer letter, this offer shall be deemed withdrawn.

We are extremely happy to welcome you in our organisation and we have firm confidence that you will give forth nothing but the best and you will justify the faith that the management has reposed in you.

Your faithfully,
for **INTAS PHARMACEUTICALS LTD.**

Mangesh Ghatage
General Manager - HRD (Field)

Registrar
Atmiya University, Rajkot-Gujarat-India
Atmiya University
Rajkot

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**ATMIYA
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NAAC – Cycle – 1
AISHE: U-0967

Criterion 5

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INTAS

Endorsement : I accept and confirm the above arrangement.

Signature : *V. Bhimani*

Place :

Date : 24/5/24

NOTE: You are required to submit the following documents at the time of joining the organisation.

1. One set of photocopies of the following certificates:
 - A) School leaving certificate indicating date of birth.
 - B) Qualifying examination - degree certificate/mark sheets ((SSC, HSC, Graduation, Post - Graduation, etc).
 - C) Previous work experience certificates (if applicable).
 - D) Any other relevant documents supporting your skills & achievements.
 - E) PAN Card copy with your signature.
 - F) Address proof (Driving license/Election card/Aadhaar card/Passport /Electricity or Landline Telephone bill).
2. If employed, relieving letter/ acceptance of resignation from the current employer.
3. If employed, last 3 months salary slips & latest increment letter from the current employer.
4. 2 passport size latest color Photographs.

If you fail to submit the above required documents, we shall not be able to issue the appointment letter.

[Signature]

Registrar
Atmiya University, Rajkot-Gujarat-India
**Atmiya University
Rajkot**

[Signature]
Coordinator,

Placement
Atmiya University, Rajkot

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Page 188 of 315



Name :Mr. VASU BHIMANI

Salary Structure	
Component	Amount
BASIC	10300
HRA	4120
ADDL. ALLOWANCE	4344
FFR INTERNET COMM. ALLOW.	800
KIT ALLOWANCE	600
VEHICLE MAINTENANCE	400
MOBILE ALLOWANCE	700
MEDICLAIM	1250
BONUS	2000
P.F.	1236
Total P.M.	25750
Gross Salary p.a.	309000
Monthly Salary	
BASIC + HRA + ADDL. ALLOWANCE + FFR INTERNET COMM. ALLOW. + KIT ALLOWANCE + VEHICLE MAINTENANCE + MOBILE ALLOWANCE	21264
Less : PF + PTAX	1436
Net Monthly Take Home Through Pay Slip (Subject to IT Deduction)	19828
Yearly Reimbursement	
Mediclaim (Paid annually agaisnt Premium paid)	15000
Bonus (Yearly Payment)	24000

Registrar
Atmiya University
Rajkot

Coordinator,
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Atmiya University, Rajkot

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**ATMIYA
UNIVERSITY**

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To,
Ms. Mitanshi Bhalsod
Mob no- 8849315178
Rajkot

Date - 19.04.2024

Subject: Offer Letter

With reference to your application and subsequent interview, we are pleased to offer you employment in our organization. We will intimate you before 15 days of joining. The date of joining will be Latest by 1st June, 2024 and to inform us final joining date within a week.

For, EPP SECURITIES PRIVATE LIMITED.

EPP Securities Pvt. Ltd.

Siddharth
Director

[AUTHORISED SIGNATORY]
Siddharth Sumanbhai Shah

I ACCEPT the said Offer Letter and Terms & Conditions, as above.

NAME : Mitanshi S. Bhalsod SIGNATURE : *Mitanshi*

PLACE : Rajkot DATE : 19/4/24

EPP Securities Pvt. Ltd.

SEBI : INZ000301733 | NSE : 90240 | CIN : U67100GJ2021PTC121647 | GST : 24AAGCE4016K1ZT

1202-1203 - R.K. Prime, Besides Silver Heights, Nana Mava Circle, 150 Feet Ring Road, Rajkot- 360005

+91 9099072530 office@epp.co.in www.eppsecurities.com

[Handwritten Signature]

Registrar
Atmiya University, Rajkot-Gujarat-India
**Atmiya University
Rajkot**

[Handwritten Signature]
Coordinator,

Placement
Atmiya University, Rajkot



Page 190 of 315



Junomoneta
finsol pvt. ltd.

Offer Letter
PRIVATE AND CONFIDENTIAL

November 02, 2023

Dear Ritu Unadkat,

With reference to your interview during campus hiring at Atmiya University, we are pleased to offer you the following role in our organization:

- Designation: Research Associate - Technical
- Job Location: Rajkot
- Date of Joining: May – June, 2024

The detailed terms and conditions of your appointment will be issued to you at the time of joining. We expect you to maintain the confidentiality of the terms offered to you. Your annual CTC will be Rs. 3,60,813 /- as per the detailed breakup in Annexure -I

Please find below the list of documents that are required to be submitted before joining (soft copy), for the expeditious process:

1. Proof of Age Certificate (Xth Mark sheet Certificate)
2. Educational, Professional and Technical Qualification certificates
3. One (3) passport-size color photograph
4. Copy of Present and Permanent Address Proof
5. ID Proof (Aadhar Card, PAN Card)
6. Bank details (cancel cheque/ copy of passbook)
7. NISM Certificate, If available

If you fail to join on the aforesaid date and in absence of any written communication to this effect from you, this preliminary offer letter shall automatically be treated as withdrawn. We look forward to meeting you on May – June, 2024.

Thank you
For Junomoneta Finsol Pvt. Ltd.
RICHA AHUJA
SHARMA
Authorized Signatory

I accept

Ritu

Junomoneta Finsol Private Limited

First Floor, Block Q, Mondeal Business Park-2, Nr. Gurudwara, S.G. Highway, Bodakdev, Ahmedabad, Gujarat-380054
: U65993GJ2019PTC124689, GSTIN: 24AAECJ6966H1ZA, e-mail: admin@junomoneta.in, Contact No. : 079-48948880

Registrar
Atmiya University, Rajkot-Gujarat-India
Atmiya University
Rajkot

Coordinator,
Placement
Atmiya University, Rajkot





**ATMIYA
UNIVERSITY**

NAAC – Cycle – 1
AISHE: U-0967

Criterion 5

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DVV 5.2.1



Junomoneta
finsol pvt. ltd.

Offer Letter
PRIVATE AND CONFIDENTIAL

November 02, 2023

Dear Akshay Rayththa,

With reference to your interview during campus hiring at Atmiya University, we are pleased to offer you the following role in our organization:

- Designation: Research Associate – Technical
- Job Location: Rajkot
- Date of Joining: May – June, 2024

The detailed terms and conditions of your appointment will be issued to you at the time of joining. We expect you to maintain the confidentiality of the terms offered to you. Your annual CTC will be Rs. 3,60,813 /- as per the detailed breakup in Annexure - I.

Please find below the list of documents that are required to be submitted before joining (soft copy), for the expeditious process:

1. Proof of Age Certificate (Xth Mark sheet Certificate)
2. Educational, Professional and Technical Qualification certificates
3. One (3) passport-size color photograph
4. Copy of Present and Permanent Address Proof.
5. ID Proof (Aadhar Card, PAN Card)
6. Bank details (cancel cheque/ copy of passbook)
7. NISM Certificate, if available

If you fail to join on the aforesaid date and in absence of any written communication to this effect from you, this preliminary offer letter shall automatically be treated as withdrawn. We look forward to meeting you on **May – June, 2024.**

Thank you
For Junomoneta Finsol Pvt. Ltd.
RICH A AHUJA
SHARMA
Authorized Signatory

I Accept
Akshay

Junomoneta Finsol Private Limited

First Floor, Block Q, Mondeal Business Park-2, Nr. Gurudwara, S.G. Highway, Bodakdev, Ahmedabad, Gujarat-380054
CIN : U65993GJ2019PTC124689, GSTIN: 24AAECJ6966H1ZA, e-mail: admin@junomoneta.in, Contact No. : 079-48948880

Registrar
Atmiya University, Rajkot-Gujarat-India
Atmiya University
Rajkot

Coordinator,

Placement
Atmiya University, Rajkot



Page 193 of 315



Annexure -I CTC Break-up	
Name	Akshay Rayththa
Designation	Research Associate - Technical
Location	Rajkot
Salary Components	Amount (In INR)
Basic	12,600
HRA	6,300
LTA	2,520
Special Allowance	3,780
Monthly Pay	25,200
PF Employer Contribution	1,512
ESI Employer Contribution	-
Monthly Gross Pay	26,712
Annual Gross Pay	3,20,544
Gratuity (Refer Note 1)	7,269
Variable Incentives (Refer Note 2)	33,000
Annual CTC	3,60,813
Monthly in hand	
Monthly net pay	25,200
Less: Employee PF	1,512
Less: Employee ESI	-
Less: Professional Tax	200
Less: TDS	As per IT rules
Net In hand (subject to deduction under Income Tax act.)	23,488
Note:	
1) Payment of Gratuity shall be governed by Provisions of Gratuity Act, 1972.	
2) Variable Incentives shall be payable based on your performance & as per the firm's policy (as amended from time to time). Annual Compensation and Variable Incentives will be subject to deduction of tax at source as per the applicable rules and regulations.	

RICHA AHUJA SHARMA

Digitally signed by RICHA AHUJA SHARMA
DN: cn=RICHA AHUJA SHARMA, o=JUNOMONETA FINSON PRIVATE LIMITED, ou=ATMIYA UNIVERSITY, email=ricsha.ahuja@junomoneta.in, postalCode=380054, serialNumber=1, c=IN
Date: 2023.11.03 18:51:00 +05'30'

Authorized Signatory
For Junomoneta Finsol Pvt. Ltd.

Junomoneta Finsol Private Limited


First Floor, Block Q, Mondeal Business Park-2, Nr. Gurudwara, S.G. Highway, Bodakdev, Ahmedabad, Gujarat-380054
CIN : U65993GJ2019PTC124689, GSTIN: 24AAECJ6966H1ZA, e-mail: admin@junomoneta.in, Contact No. : 079-48948880

Registrar
Atmiya University, Rajkot-Gujarat-India
**Atmiya University
Rajkot**


Coordinator,
Placement
Atmiya University, Rajkot







We are an
ISO 9001:2015
TÜVRheinland[®] certified company



OUR SERVICES

INVESTMENT SERVICES

- ! Mutual Funds
- ! PMS ! AIF
- ! Unlisted Shares
- ! Foreign Equity ! Bonds
- ! FDs ! Precious Metals

Mo.: +91 73835 30919 /
+91 93773 35959

INSURANCE SERVICES - ASHUTOSH INSURANCE BROKERS LLP

- ! Insurance for your Life, Health, Assets & Liabilities
- ! Retirement Planning
- ! Investment through Life Insurance

Mo.: +91 70438 93388 /
+91 92278 96918

NRI SERVICES

- ! Investments ! Insurance
- ! Indian Income Tax & Estate Planning
- ! FEMA Regulations
- ! Foreign Tax Compliance

Mo.: +91 70435 93388 /
+91 72288 48181

INCOME TAX & ESTATE PLANNING SERVICES

- ! Advisory & Compliance for :
- ! Income Tax
- ! Estate Planning

Mo.: +91 93769 62244 /
+91 70435 24242

OFFER LETTER

Date: 08/05/2024

To,
Miss. Sanjana Padhyar
Plot no. B15,
Krushna nagar street no. 6,
Ramayan panni same, Amar,
Jamanagar – 361 006.

Dear, Sanjana,


We refer to your application and the interview you had with us dated on: **22nd February, 2024**. We are pleased to offer you to work with our company for the position of **Research & Analysis Assistant** in Ashutosh Financial Services Pvt. Ltd. with effect from **24th April, 2024**, upon agreeing the following terms and conditions of our company:

You are requested to take acknowledgement & follow the below mentioned Terms and Code of Conduct during your service provide:

Probation and Management trainee period:

- You will be working on probationary basis for the first month of your service.
- Post successfully completion of one-month probationary period you will be considered to work as a management trainee for next eight months. And after successfully completing the management trainee period you will considered as an employee for the company.
- You will not be entitled to get any regular employee benefits during the tenure of your trainee period.
- Following documents to be submitted to HR department on the first day of the joining:
 - o Copies of Aadhaar Card, PAN Card, Latest Education Certificate, Latest Experience Certificates, Recent Salary Slip and Recent Passport Size Photograph.


Acceptance sign with date: Sanj 8/5/24 Page 1 of 3
Padhyar Sanjana. B.



ASHUTOSH FINANCIAL SERVICES PVT. LTD.
Starling Apts. Near Jubilee Bang Chowk,
Jawahar Road, Rajkot - 360 001, Gujarat, INDIA.
P +91 281 222 4499
E info@ashutoshfinserv.com
CIN : U25199GJ1998PTC033883 | GSTIN : 24AABCA099D12U

Ahmedabad Office
201, Synergy Tower, Corporate Road, Behind YMCA Club,
Prakhadnagar, Ahmedabad - 380 015, Gujarat, INDIA.

Mumbai Office
309, Regus Business Centre, Duru House, Juhu Tara Road,
Juhu, Mumbai - 400 049, Maharashtra, INDIA.

www.ashutoshfinserv.com  **ashutoshfinserv**





We are an ISO 9001:2015 TÜVRheinland certified company

Ashutosh FINANCIAL SERVICES

OUR SERVICES

INVESTMENT SERVICES

- ! Mutual Funds
- ! PMS | AIF
- ! Unlisted Shares
- ! Foreign Equity | Bonds
- ! FDs | Precious Metals

Mo.: +91 73835 30919 / +91 93773 35959

INSURANCE SERVICES - ASHUTOSH INSURANCE BROKERS LLP

- ! Insurance for your Life, Health, Assets & Liabilities
- ! Retirement Planning
- ! Investment through Life Insurance

Mo.: +91 70438 93388 / +91 92278 96918

NRI SERVICES

- ! Investments | Insurance
- ! Indian Income Tax & Estate Planning
- ! FEMA Regulations
- ! Foreign Tax Compliance

Mo.: +91 70435 93388 / +91 72288 48181

INCOME TAX & ESTATE PLANNING SERVICES

- ! Advisory & Compliance for:
- ! Income Tax
- ! Estate Planning

Mo.: +91 93769 62244 / +91 70435 24242

Remuneration:

- You will be paid Rs. 20,000/- per month.
- You will also be paid bonus or incentive as per the rule but first annual bonus or incentives will be paid to you once you successfully complete service period with the company of one financial year that is April to March, considering the calculation from day one of working.
- Review of remuneration is done every year in the month of April, after completion of one-year service period working with the company.

Work responsibilities:

- You shall coordinate with General Manager – Investment services of Ashutosh Financial Services Pvt. Ltd. regarding work related reporting & trainings.
- Details of work responsibility are defined in AFSPL-RD-R&A-02D Job Responsibility and Authority and to be followed accordingly.
- You may please note that you will carry out the work as per the instructions given to you from time to time that your services are liable to be transferred (either temporarily or permanently) to any Department/Division/Establishment with or without offering any extra compensation.
- You will devote your whole time, energy and attention to your duties for promoting the interest of on organization and shall not without our previous express or written permission, engage or interest yourself (in whatever capacity) for carrying out any business/occupation/vocation/venture.

Working hours:

- You must register your punch as per your standard reporting hours for a day which are from 09:00 AM to 07:00 PM with 1 hour of compulsory Lunch break.
- You are entitled to get 2 paid leaves per month, which can be encashed if not utilized within the same month.

Acceptance sign with date: Sanjya 8/5/24 Page 2 of 3
Padhnyar Sanjana B.

ASHUTOSH FINANCIAL SERVICES PVT. LTD.
Sterling Apts., Near Jubilee Baug Chowk,
Jawahar Road, Rajkot - 360 001, Gujarat, INDIA.
P +91 281 222 4499
E info@ashutoshfinserv.com
CIN : U25199GJ1998PFC033883 | GSTIN : 24AABC8059B1ZU
www.ashutoshfinserv.com

Ahmedabad Office
903, Synergy Tower, Corporate Road, Behind YMCA Club
Prahladnagar, Ahmedabad - 380 015, Gujarat, INDIA

Mumbai Office
308, Regus Business Centre, Durgam House, Juhu Tara Road,
Juhu, Mumbai - 400 049, Maharashtra, INDIA

ashutoshfinserv

[Handwritten Signature]

[Handwritten Signature]
Coordinator,





**ATMIYA
UNIVERSITY**

NAAC – Cycle – 1
AISHE: U-0967

Criterion 5

SS & P

KI 5.2

DVV 5.2.1



CITY UNION BANK

STRICTLY PRIVATE AND CONFIDENTIAL

HRMD/OFF-LTR/123240209/2024-25

02.07.2024

SELECTION CUM OFFER LETTER

To
Ms.Riya Singh,
Ward No. 6, Kunthanpara,
Near st. Peter school, Baikunthpur,
Koriya-497335.
Mob No: 6265822161

Dear Riya Singh,

Congratulations!

With reference to your application for employment with us and the subsequent Bank's selection process, we are pleased to offer you a position in **Relationship Manager II (Sales and Operations)** cadre of our bank. You will be posted as **Probationary Relationship Manager II** for a period of **Eighteen months**, subject to the terms and conditions set out in this letter and the **annexure** thereto apart from usual Bank's Service Rules and conditions now prevailing and in vogue from time to time.

Before joining the Bank you will have to undergo a **Preliminary Induction Programme** the details of which will be communicated to you separately. After satisfactory completion of the Preliminary Induction Programme you shall be issued the appointment/posting order specifying your role and responsibility and the place of initial posting.

During the probationary period of Eighteen months, your Gross annual Fixed Cost-To-Company (CTC) at maximum variable payout will be **Rs. 3,82,656/-** per year. A detailed overview of the compensation structure along with the terms and conditions of the offer is attached as annexure to this offer letter.

Your employment will be governed by the rules, regulations and policies of the bank. The terms of this offer letter shall remain confidential and shall not be disclosed to any third party.

You shall be issued the posting order specifying the place of initial posting, based on accepting the offer letter.

We take this opportunity to **welcome** you to City Union Bank. We wish you a long, rewarding and fulfilling career.

With Best Wishes,

R. Subbaraman
Deputy General Manager
HRMD

End.: Annexure to the selection cum offer letter (as applicable to you).

Administrative Office: City Union Bank, HRMD Department, No.24-B Gandhi Nagar,
Kumbakonam - 612 001, Tamil Nadu, India.
Tel: +91 (0435) 2402322, +91 93817 37719

Website: www.cityunionbank.com; Email: placement@cityunionbank.in



Registrar
Atmiya University, Rajkot-Gujarat-India
Atmiya University
Rajkot

Coordinator,
Placement
Atmiya University, Rajkot





**ATMIYA
UNIVERSITY**

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**Annexure-I to your Offer of Employment [HRMD/OFF-LTR/123240209/2024-25] as
Relationship Manager II Cadre**

TERMS and CONDITIONS (other than those prevalent in Service Agreement)

At the time of Joining duty, you are advised to furnish the following documents:-

- 1). A Booklet consisting of six structured forms, which will be provided to you, will have to be filled up, completed, signed and handed over to the Branch Manager / Department Head, together with two recent passport size photographs affixed thereon.
- 2). Copies of KYC documents like Aadhar Card, PAN Card, Driving Licence, with originals for verification. Two copies each of your latest colour photographs, in passport size and stamp size.
- 3). Testimonials (of a recent date) from two respectable persons known to you, (but not related to you) will have to be furnished. The bank will seek references to them, your current / previous employer/s at any stage of your appointment.
- 4). A self declaration of Medical Fitness, supported by a satisfactory Medical Certificate from a Registered Medical Practitioner or if stipulated from the panel of doctors appointed by the Bank as per medical examination requirements in annexure. Major and permanent ailments should also be reported. Suppression of any information or if it is found at a later stage that you suffer from any ailment which will affect the normal functioning of your work at the office will entail you immediate termination of service at any point of time.
- 5). Copies of your resignation acceptance and proper relieving order, last drawn Salary Certificate from your previous employer and Service employment declaration to that effect should be submitted.
- 6). If you have availed any loan/credit facility from Bank/s or financial institution/s, the details of them should be furnished. A certificate of latest date from the Branch Head of the Bank's Branch, from where the loan was availed is to be submitted. If the loan/s is/are not in STANDARD category, you cannot join our Bank. If no loan has been availed, a certificate to that effect should be submitted.
- 7). While reporting for duty at branch / department, you should handover a copy of your PAN Card, Driving License and a copy of your Aadhar card. Also, you should hand over a proper Relieving Order obtained from the previous Employer. If you have not employed previously, a declaration to that effect should be submitted.
- 8). At that time of reporting for duty, you will have to submit all the original certificates (10th, 12th, UG & PG degree certificates) in proof of your educational qualification and age to the HR Department for verification and custody. In case, you are not in a position to submit your original certificates as mentioned above, you will be required to place a fixed deposit in your name for Rs.25,000/- as security deposit. Your original certificates shall be returned to you on confirmation. You may also collect your certificates back at any time, before your confirmation, by placing a deposit for Rs.25,000/- in your name and discharging the same to the Bank.

In case you are not in a position to submit your original certificates nor able to place a deposit for Rs.25,000/, you can remit monthly instalment of Rs.2,000/- for 11 months and Rs.3,000/- in 12th month so as to place a total security deposit of Rs.25,000/- and discharge the same to the bank after 12 months.

Please note that the deposit amount will be returned to you on your confirmation in the regular service of the bank.

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Atmiya University, Rajkot-Gujarat-India
**Atmiya University
Rajkot**

Handwritten signature
Coordinator,

Placement
Atmiya University, Rajkot





**ATMIYA
UNIVERSITY**

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9).The information and documents provided by you are subject to verification. Upon your acceptance of this appointment order, the Company will have the right to conduct such verification, including through external agencies. This would include but not be limited to, your employment history, educational / professional credentials, CIBIL & other background checks. You hereby agree, consent and authorize the Company to access, use and share such information provided by you, with Internal and external agencies, for the purpose of carrying out verification at any and all points of time, whether during or after your employment with the Company. The Company has the policy of sharing all relevant employment information of employees with applicable external agencies.

Pre-Induction Programme

You will have to undergo a Preliminary Induction Programme at any one of our facilities, for which date and venue shall be communicated separately. Accommodation for your stay, if required, will be provided at the facility. Other expenses incidental to the training are to be entirely borne by you. While reporting for the induction programme, you are instructed to bring and submit all the original certificates (10th, 12th, UG & PG degree certificates) in proof of your educational qualification and age to the HR Department for verification. You should also hand over a copy of your PAN Card, Driving License and a copy of your Aadhaar card when reporting for the induction programme. Also, you should hand over a proper Relieving Order obtained from the previous Employer; if not employed previously, a declaration to that effect should be submitted. Please note that the probation/confirmation of your service with the bank will be subject to the submission of the above-mentioned documents.

On Completion of the Pre-Induction Programme, you will be issued the appointment/posting order. Upon joining the place of posting, you will be designated as **Probationary Relationship Manager II**. You are bound by the service conditions as applicable to the said cadre of the Bank.

Probationary Period

You will be on probation for a period of **18 months**, from the date of your joining the service of the Bank. You will be designated as **Probationary Relationship Manager II**. Your salary structure will be as detailed in Annexure-II of this letter. Please note that all confirmations in the bank are given effect only on the 1st day of the month succeeding the month during which the probation period is completed.

During the probationary period, your performance will be reviewed periodically. Your confirmation in the service of the Bank will be based on your performance during the probationary period, assessment reports of the Branch / Department Head, your performance in the pre-confirmation process (test / interview) etc. However, the management based on its assessment will have discretion to extend your Probation for a further period.

If your performance is considered satisfactory, the bank may also reduce the period of Probation at its discretion.

Termination of Services

The Management reserves its right to terminate your services at any time during the period of probation or during the extended period of probation, without assigning any reason there for.

If during the period of probation or during the extended period of probation, you are found to be involved in any act of fraud, unethical transactions, misbehaviour, misconduct and any other act which results in financial loss or loss of image/reputation of the Bank, the Bank may summarily terminate your service without any notice /assigning any reason (there for) and the Bank Management's decision will be final. If your acts warrant any legal action, the bank will exercise its right. If deemed necessary, in such an event, the Bank may also issue a print media publication, about such termination with your photograph.



Kiyas

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Atmiya University, Rajkot-Gujarat-India
**Atmiya University
Rajkot**

[Handwritten Signature]
Coordinator,

Placement
Atmiya University, Rajkot





If any of your declaration, information or certificates is found to be false or untrue or if you have suppressed any vital information and or if it comes to the notice of the Bank that you had been, prior to joining the Bank's services, convicted of any act involving moral turpitude and / or criminal in nature, your service will be liable to be terminated forthwith, without any notice or compensation in lieu thereof, at any time during or even after completion of the probation period. However, this does not preclude the Bank from initiating such disciplinary measures, as the Bank shall deem fit and any penalty may be imposed upon you, in terms of rules of the Bank in force from time to time.

Your service may be terminated by the Bank if you are found to be indulging in the acts of Commission / Omission which may be prejudicial to the interests of the Bank or any act of dishonesty, disobedience, insubordination or any other misconduct or neglect of duty or incompetence in the discharge of your duty.

Leave During Probation and after Confirmation

During probation you will be entitled to Casual Leave of 12 days and Sick leave of 12 days. You will not be allowed to avail any leave beyond your entitlement during the probationary period. If under any extra-ordinary circumstances your absence is permitted under loss of pay, the probationary period will be suitably extended to compensate the period of your absence. The right of allowing leave on loss of pay and extension of probationary period will rest with the Management only.

If you remain absent unauthorized beyond 30 days, either without any intimation or after rejection of leave or after submission of resignation without serving the stipulated notice period, it would be construed that you have deserted your job and lost lien on your job, consequent upon which the Management may remove your name from the rolls of the Bank. However, the Bank can recover the dues such as cost of training and other dues, if any.

Mobility

In view of the nature of the Bank's business, it may become necessary to require you to work in different branches, departments, offices or locations of City Union Bank. Acceptance of our offer of employment is acceptance of this obligation of flexibility on your part.

Increments & Promotions

Your career growth and annual increments with the bank will depend solely on your performance and contribution to the bank and will not be automatic.

While promotion eligibility is determined on the promotion policy of the bank which will be reviewed from time to time, based on the bank's requirements and outlook. Promotions will also be considered out of turn, to those employees who perform exceptionally well and contribute to the growth of the Bank.

Responsibility Special Allowance

A fixed percentage of the increments you may be eligible to receive in the future after joining the Bank will be deducted and accumulated under the Responsibility Special Allowance. RSA will be paid as part of your Fixed CTC. The terms of this allowance will be governed by the rules specified by the Management from time to time.

Group Health Insurance Scheme

You will be covered under the Group Health Insurance Scheme as applicable to other employees of the Bank. The insurance cover will be as per the terms and conditions specified in the policy of the Insurance policy provider and may be revised from time to time.



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Coordinator,





Transfers

Your services are liable to be transferred to any of our Branches / Departments, situated anywhere in India, now in existence and to be opened in future. Notwithstanding the role assigned to you in terms of this letter, the Bank reserves its right to assign you any other role / function / responsibility, commensurate with your grade, as may be deemed appropriate, depending on administrative exigencies and requirements.

In case of exigencies, your services can be requisitioned by the Bank at any time outside the business / working hours.

Notice Period:

If you choose to discontinue your service with the Bank for any reason, you will be required to give the Bank one month notice or one month Gross salary thereof subject to the bank's discretion. In addition, you will also be required to remit the actual charges incurred by the Bank in connection with the cost of recruitment, training, batta paid, if any and other expenses incidental to training and recruitment. In the event of you having any ongoing or incomplete assignment, the Bank reserves the right to relieve you only at the end of the one-month notice period.

NB: The resignations entail re-imbursements of all amounts received by you by way of Ex-gratia payments by the Bank. Also, if any Interest free Loan is availed or any other loan is availed at concessional rate of interest, it should also be repaid with Interest (as applicable to general public) from the date of availment of loan, before getting relieved from the bank.

Termination without Notice

During the probation period, if your performance and conduct are not found to be satisfactory or if it does not meet the prescribed criteria, the Bank reserves the right to terminate your appointment or revert you to a junior level at any time during the probation period or extended period of probation without assigning any reason whatsoever.

The bank may terminate your services immediately on disciplinary grounds or if any breach of the terms and conditions mentioned in this letter on your part or as per policy of the bank, if any incorrect information is furnished by you or suppression of any personal/material information about you will be liable for termination at any time during your service.

Other Terms & Conditions:

- You will agree not to undertake employment, whether full-time or part-time, as the Director/Partner / Member / Employee of any other organization or entity engaged in any form of business activity without the consent of the bank. The consent may be given subject to any terms and conditions that the bank may think fit and may be withdrawn at any time at the discretion of the bank. The employment/ profession/ business existing or proposed, of your spouse, kith/kin of your family shall also be disclosed to the Bank.
- You will devote your whole time and attention to your Office work to promote the interest of the Bank 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) outside the Bank.
- While you are in the services of the Bank, you will adhere to the IT Security Practice & Procedures as prescribed by the Bank and maintain the secrecy of accounts and other information you come across during the course of your employment.
- You will be governed by the rules, regulations and policies of the bank as applicable to you. All the benefits are as per the bank's policies, which are subject to revision from time to time.



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Coordinator,





- You will keep us informed of any change in your residential address, change in telephone numbers and the place of contact in case you are on leave.
- Bank will always stand by the policy of honesty and integrity in all its dealings and expects its employees to follow the same.
- All such obligations in respect of Confidentiality shall survive even after your service has ended with the Bank.
- You shall not use the Bank's resources for other commercial activities or for personal gain.
- In case any information you have provided to the Bank found to be untrue or any vital information you have suppressed to the Bank, the management can terminate your services any at any stage of your employment.

This offer is made to you subject to the following pre-conditions:

- Our offer to you is conditional upon your having fully completed your graduation / post-graduation. You should have also completed all the studies, course requirements and examinations required for the award of the educational qualifications recorded by you in your application for employment with City Union Bank.
- After the Bank receiving satisfactory character references from suitable referees to be suggested by yourself, preferably one referee being a person who has supervised you in a professional capacity at some stage in your career. Additionally, the Bank reserves the right to seek references from your current / previous employer (s), at any stage, subsequent to your acceptance of this offer letter.
- After the Bank receiving a satisfactory report following a routine medical examination (mentioned in annexure) by separate Registered Medical Practitioners.

The terms and conditions set out in this selection cum offer letter and in the service agreement, inter alia, constitute service conditions applicable to your employment in the Bank. **Any dispute arising thereof is subject to Kumbakonam jurisdiction only and courts at Kumbakonam will have exclusive jurisdiction.**

Please return to us on or before 06.07.2024, the duplicate copy of this letter duly signed by you on all pages as a token of having accepted the selection cum offer letter.

Welcome to the CUB family.

With Regards

**R. Subbaraman
Deputy General Manager
HRMD**

I have read, understood and agree to the terms and conditions as set forth in this selection cum offer letter and the annexures.

Signature

Name: Riya Singh

Date: 02-07-2024

Place: Bhilai


Coordinator,



**Annexure-II to your Offer of Employment IHRMD/OFFLTR/123240209/2024-251 as
Probationary Relationship Manager II**

COMPENSATION DETAILS		
Name	Ms.Riya Singh	
Designation	Probationary Relationship Manager II	
CTC COMPONENTS (All figures in Rs.)		
Component	Per Month	Per Year
Basic Pay	12,000/-	1,44,000/-
Fixed DA ¹	3,000/-	36,000/-
HRA ²	2,000/-	24,000/-
CCA ²	840/-	10,080/-
Basket of Allowances ³	10,060/-	1,20,720/-
Gross Pay	27,900/-	3,34,800/-
PF – Management Contribution	1,500/-	18,000/-
NPS * –Management Contribution	600/-	7,200/-
Gratuity	721/-	8,652/-
Approx. Mediclaim Insurance	1,167/-	14,004/-
Fixed CTC	31,888/-	3,82,656/-
Approx. monetary value of perks towards subsidised Loan for Housing ⁶	18,833/-	2,25,996/-
Approx. monetary value of perks towards subsidised Loan for Two Wheeler ⁷	875/-	10,500/-
Total CTC	51,596/-	6,19,152/-

Note:

- Dearness Allowance:-** Fixed Dearness allowance, subject to revision at the sole discretion of the Management.
- HRA and CCA:-** Based on your place of posting. However the Fixed CTC will remain unchanged.
- Basket of Allowances:-** All-inclusive of Sales & Operations allowance, Medical Reimbursement, LFC & any other allowances.
- National Pension Scheme (NPS):-** The bank provides 'Pension' contribution as a third retirement benefit in addition to PF and Gratuity.
- Variable CTC (MSP+Ex-gratia at Max. Payout):-** will be considered purely at the discretion of the Management based on the performance of the employee, financial performance of the Bank and also subject to terms and conditions stipulated from time to time.
- Subsidised Staff Housing Loan:-** You will be eligible for a staff housing loan after confirmation of service at an interest of 3.5% per annum All other terms and conditions will be as per the staff housing loan policy of the Bank.
- Subsidised Staff Two wheeler Loan:** You will be eligible for a staff two wheeler loan at an interest rate of 5% per annum. All other terms and conditions will be as per the loan policy of the Bank.

Your salary is confidential and should be discussed only with Human Resource Management Development Department.



Rajkot

[Signature]

[Signature]
Coordinator,





**ATMIYA
UNIVERSITY**

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AISHE: U-0967

Criterion 5

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DVV 5.2.1



Junomoneta
finsol pvt. ltd.

Offer Letter
PRIVATE AND CONFIDENTIAL

November 02, 2023

Dear Janak Sojitra

With reference to your interview during campus hiring at Atmiya University, we are pleased to offer you the following role in our organization:

- Designation: Research Associate - Technical
- Job Location: Rajkot
- Date of Joining: May - June, 2024

The detailed terms and conditions of your appointment will be issued to you at the time of joining. We expect you to maintain the confidentiality of the terms offered to you. Your annual CTC will be Rs. 3,60,813 /- as per the detailed breakup in Annexure -I.

Please find below the list of documents that are required to be submitted before joining (soft copy), for the expeditious process:

1. Proof of Age Certificate (Xth Mark sheet Certificate)
2. Educational, Professional and Technical Qualification certificates
3. One (3) passport-size color photograph
4. Copy of Present and Permanent Address Proof
5. ID Proof (Aadhar Card, PAN Card)
6. Bank details (cancel cheque/ copy of passbook)
7. NISM Certificate, If available

If you fail to join on the aforesaid date and in absence of any written communication to this effect from you, this preliminary offer letter shall automatically be treated as withdrawn. We look forward to meeting you on **May - June, 2024.**

Thank you

For Junomoneta Finsol Pvt. Ltd.

**RICHA AHUJA
SHARMA**
Authorized Signatory

Sojitra
I Accept the offer.

Junomoneta Finsol Private Limited

First Floor, Block Q, Mondeal Business Park-2, Nr. Gurudwara, S.G. Highway, Bodakdev, Ahmedabad, Gujarat-380054
CIN : U65993GJ2019PTC124689, GSTIN: 24AAECJ6966H12A, e-mail: admin@junomoneta.in, Contact No. 079-48943880

[Signature]

[Signature]
Coordinator,

Scanned with CamScanner

Atmiya University, Rajkot-Gujarat-India
Atmiya University
Rajkot

Placement
Atmiya University, Rajkot





**ATMIYA
UNIVERSITY**


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WebCodeGenie

C-904, Ganesh Meridian, Opposite Amiral Farm,
Near Kargil Petrol Pump, S.C. Highway, Sola,
Ahmedabad, Gujarat-380060, Cell: +91-9974669565,
Email: info@webcodegenie.com, www.webcodegenie.com

Ms. Hima Vadaliya
Aalap Avenue Society,
B-48, Nr. J K Chowk,
University Road, Rajkot -360005

21st August 2023

Offer Letter

Dear Hima Vadaliya,

This has reference to your application and the subsequent interviews you have had with us. We are pleased to offer you employment as a **Technical Intern** with the stipend of **Rs. 8000/-**. After completion of training duration your designation will be considered as **Software Developer** with the package of **Rs.3,60,000/-**.

Your date of commencement of Internship will be on **1st January 2024**. An appointment letter will be issued to you after compilation of Internship.


Training Period – 6 Months.
Bond Period – 2.5 Years (Including Training Period)

We would like you to start work on **1st January 2024** at **9:30 AM**.

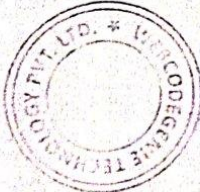
Please sign and return to us the duplicate of this letter as a token of your acceptance of the above terms and conditions.

Wishing you a long lasting association with **WebCodeGenie Technology Pvt Ltd**. We are confident you will be able to make a significant contribution to the success of our Company and we are looking forward to working with you.

Sincerely,



Ishita Rajguru
HR - Manager
WebCodeGenie Technology Pvt. Ltd.



I have read and accepted the terms and conditions:

Name : **Hima Vadaliya**
Signature : Hima
Date : 21/08/23

Web Design
 Open Source Development
 Mobile Application Development
 Internet Marketing

Registrar
Atmiya University, Rajkot-Gujarat-India
**Atmiya University
Rajkot**

Coordinator,
Placement
Atmiya University, Rajkot





Offer Letter

Dear Gajipara Jaykumar
Gondal Road, Virpur (Jalaram), Virpur,
Virpur, Rajkot, Gujarat -360380.

Further to the interview you had with us, we are pleased to offer you as *Software Trainee* in our organization.

The terms and conditions governing your training are given below: -

1. Training period:

You will be on full-time training for a period of 6 months effective from on or before 1-January-2024.

2. Consolidated Stipend

A sum of Rs. 7500/- (Rupees Seven Thousand Five Hundred Only) per month will be paid to you as a stipend. You will not be entitled to any other benefits, apart from the above.

3. Notice period during training

The Company reserves the right to terminate services of trainees on grounds of misconduct or breach of the terms and conditions of the Undertaking to be furnished by the trainee as per clause 6 of this letter and / or violation of any rules and regulations or standing orders of the Company by giving seven calendar days' notice or upon payment of stipend in lieu thereof.

4. You will be required to sign an Undertaking-cum-Indemnity Service Agreement on the date of joining.

5. This offer is subject to:

- You will be working for a total of 30 months which includes your training for 6 months.
- You Can not leave the company once training started. The duration of your training will be 6 months.
- During the Training period, you will be given a stipend of Rs. 7500 per month.
- After completion of training your performance will be evaluated and if your performance is good, we will offer you employment.
- After successful completion of training for 6 months, you will be given confirmed employment (based on performance during the training program) and for which you will be paid maximum up to ₹ 25,000/- (Twenty-Five Thousand) per month as salary.
- We will keep 3500/- of stipend with us for the security purpose and that will be return to you after completion of 24 months of employment.
- Once training is started, and if you want to leave the contract in between of training, you will need to return whatever stipend you earned from company. In Addition, Company will not return the 20,000/- which you have paid as Training & Development fees.
- Once training is over and you are an employee, If you want to leave the contract in between of employment terms, in addition to that you will also need to pay Rs. 1,00,000/- to compensate against provided specialized training, you need to serve the notice period for two months.

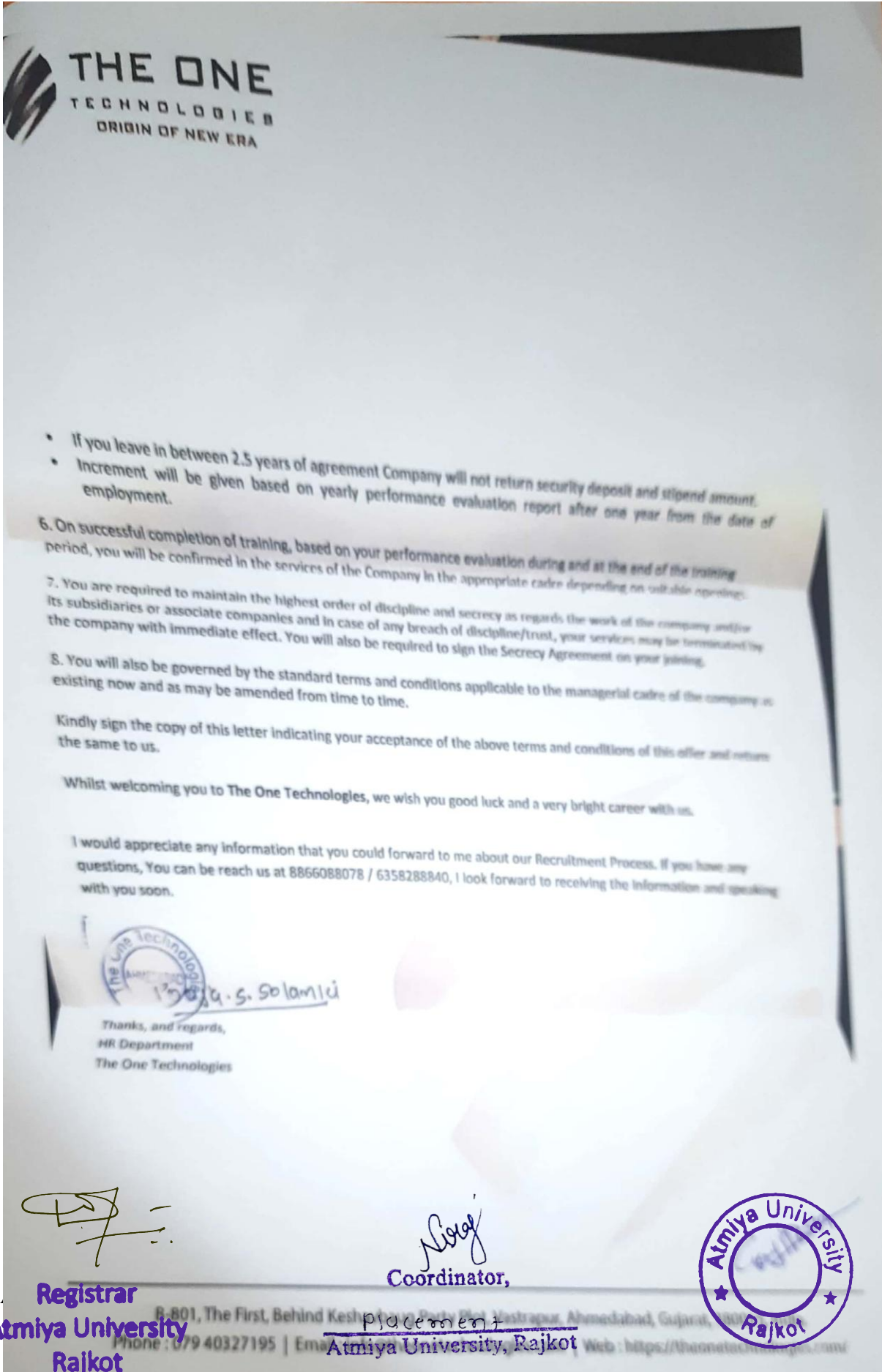
B-801, The First, Behind Keshavbaug Party Plot, Vastrapur, Ahmedabad, Gujarat, 380015, India.

Phone : 079 40327195 | Email : info@theonetechnologies.com | Web : https://theonetechnologies.com/

Registrar
Atmiya University, Rajkot-Gujarat-India
**Atmiya University
Rajkot**

Coordinator,
Placement
Atmiya University, Rajkot






THE ONE
TECHNOLOGIES
ORIGIN OF NEW ERA

- If you leave in between 2.5 years of agreement Company will not return security deposit and stipend amount.
 - Increment will be given based on yearly performance evaluation report after one year from the date of employment.
6. On successful completion of training, based on your performance evaluation during and at the end of the training period, you will be confirmed in the services of the Company in the appropriate cadre depending on suitable reporting.
 7. You are required to maintain the highest order of discipline and secrecy as regards the work of the company and/or its subsidiaries or associate companies and in case of any breach of discipline/trust, your services may be terminated by the company with immediate effect. You will also be required to sign the Secrecy Agreement on your joining.
 8. You will also be governed by the standard terms and conditions applicable to the managerial cadre of the company as existing now and as may be amended from time to time.

Kindly sign the copy of this letter indicating your acceptance of the above terms and conditions of this offer and return the same to us.

Whilst welcoming you to The One Technologies, we wish you good luck and a very bright career with us.

I would appreciate any information that you could forward to me about our Recruitment Process. If you have any questions, You can be reach us at 8866088078 / 6358288840, I look forward to receiving the information and speaking with you soon.


G. S. Solanki

Thanks, and regards,
HR Department
The One Technologies

Registrar
Atmiya University
Rajkot


Coordinator,





C-004, Ganesh Meridian, Opposite Amiraj Farm,
Near Kargil Petrol Pump, S.C. Highway, Sola,
Ahmedabad, Gujarat-380060, Cell: +91-997 4669565,
Email: info@webcodegenie.com, www.webcodegenie.com

21st August 2023

Mr. Jaymin Ambaliya
"Raj Khodal" Block No. 18,
Gurudev Park - 1, Street No 1,
Kuvadava Road Rajkot - 360003

Offer Letter

Dear Jaymin Ambaliya,

This has reference to your application and the subsequent interviews you have had with us. We are pleased to offer you employment as a **Technical Intern** with the stipend of **Rs. 8000/-**. After completion of training duration your designation will be considered as **Software Developer** with the package of **Rs.3,60,000/-**.

Your date of commencement of Internship will be on **1st January 2024**. An appointment letter will be issued to you after compilation of Internship.

Training Period – 6 Months.
Bond Period – 2.5 Years (Including Training Period)

We would like you to start work on **1st January 2024** at **9:30 AM**.

Please sign and return to us the duplicate of this letter as a token of your acceptance of the above terms and conditions.

Wishing you a long lasting association with **WebCodeGenie Technology Pvt Ltd**. We are confident you will be able to make a significant contribution to the success of our Company and we are looking forward to working with you.

Sincerely,

I have read and accepted the terms and conditions:



Ishita Rajguru

HR - Manager

WebCodeGenie Technology Pvt. Ltd.

Name : Jaymin Ambaliya

Signature :

Date : 21/08/23

Web Design Open Source Development Mobile Application Development Internet Marketing

Coordinator,





Offer Letter

Dear Sorathiya Harshad Kantilal
Ram Nagar Marg no -3, New Thorala,
Rajkot, Rajkot, Bedipara, Gujarat – 360003.

Further to the interview you had with us, we are pleased to offer you as **Software Trainee** in our organization.

The terms and conditions governing your training are given below: -

1. Training period:

You will be on full-time training for a period of 6 months effective from on or before 1-January-2024.

2. Consolidated Stipend

A sum of Rs. 7500/- (Rupees Seven Thousand Five Hundred Only) per month will be paid to you as a stipend.
You will not be entitled to any other benefits, apart from the above.

3. Notice period during training

The Company reserves the right to terminate services of trainees on grounds of misconduct or breach of the terms and conditions of the Undertaking to be furnished by the trainee as per clause 6 of this letter and /or violation of any rules and regulations or standing orders of the Company by giving seven calendar days' notice or upon payment of stipend in lieu thereof.

4. You will be required to sign an Undertaking-cum-Indemnity Service Agreement on the date of joining.

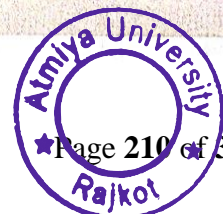
5. This offer is subject to:

- You will be working for a total of 30 months which includes your training for 6 months.
- You can not leave the company once training started. The duration of your training will be 6 months.
- During the Training period, you will be given a stipend of Rs. 7500 per month.
- After completion of training your performance will be evaluated and if your performance is good, we will offer you employment.
- After successful completion of training for 6 months, you will be given confirmed employment (based on performance during the training program) and for which you will be paid maximum up to ₹ 25,000/- (Twenty-Five Thousand) per month as salary.
- We will keep 3500/- of stipend with us for the security purpose and that will be returned to you after completion of 24 months of employment.
- Once training is started, and if you want to leave the contract in between of training, you will need to return whatever stipend you earned from company. In Addition, Company will not return the 20,000/- which you have paid as Training & Development fees.
- Once training is over and you are an employee, if you want to leave the contract in between of employment terms, in addition to that you will also need to pay Rs. 1,00,000/- to compensate against provided specialized training, you need to serve the notice period for two months.

B-801, The First, Behind Keshavbaug Party Plot, Vastrapur, Ahmedabad, Gujarat, 380015, India.
Phone : 079 40327195 | Email : info@theonetechnologies.com | Web : https://theonetechnologies.com/

Registrar
Atmiya University, Rajkot-Gujarat-India
**Atmiya University
Rajkot**

Coordinator,
Placement
Atmiya University, Rajkot





**ATMIYA
UNIVERSITY**

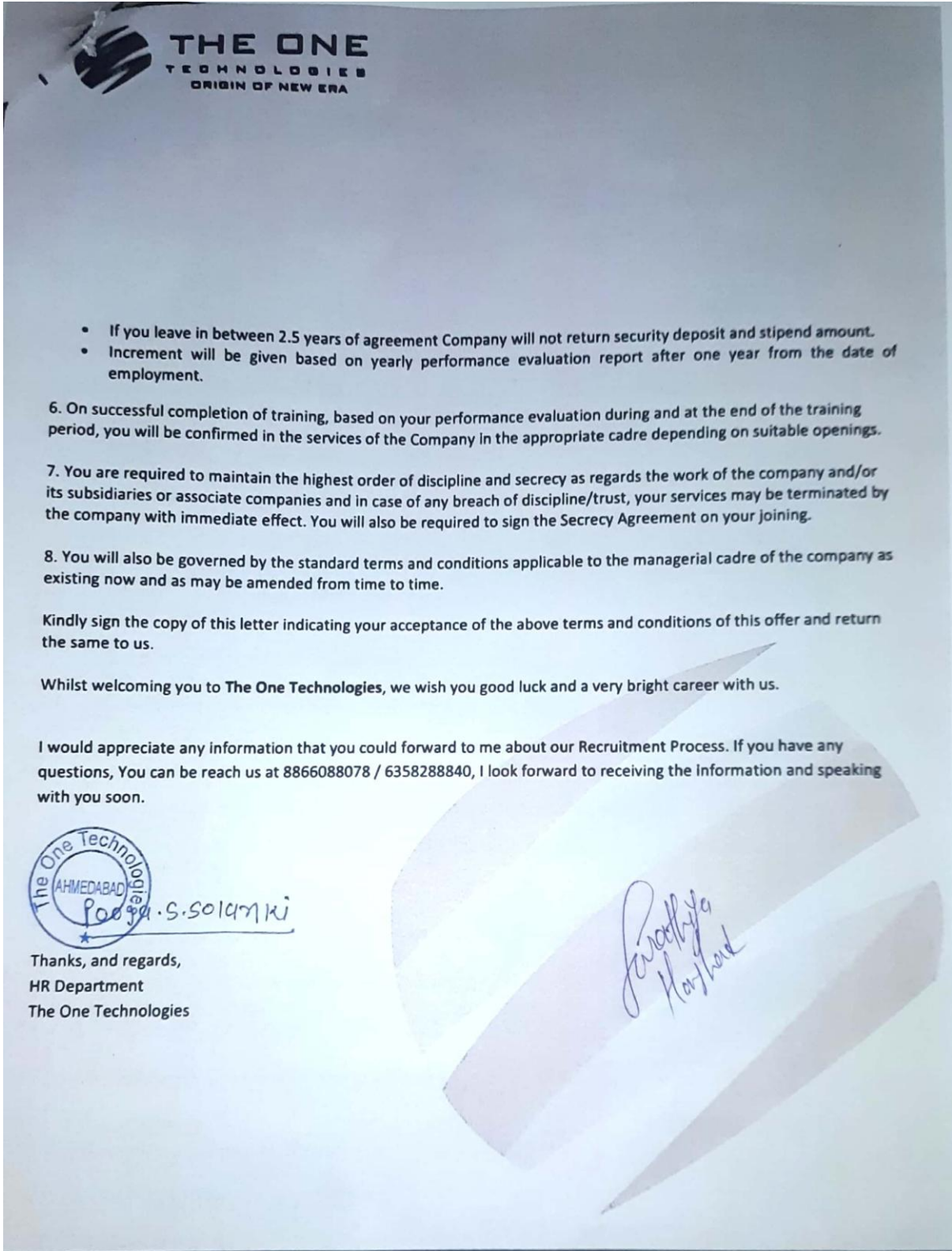
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AISHE: U-0967

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DVV 5.2.1



Thanks, and regards,
HR Department
The One Technologies

Pooja S. Solanki

B-801, The First, Behind Keshavbaug Party Plot, Vastrapur, Ahmedabad, Gujarat, 380015, India.

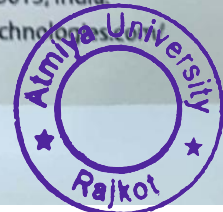
Phone: 079 40327195 | Email: Info@theonetechnologies.com | Web: <https://theonetechnologies.com>

Registrar

**Atmiya University
Rajkot**

Coordinator,

Placement
Atmiya University, Rajkot





CYPHEROX

T E C H N O L O G I E S

Date: 21-12-2023

Offer Letter

Dear Manvi Pambhar,

Congratulations! We are pleased to inform you that after subsequent interview you had with us, you have been selected at Cypherox Technologies Pvt. Ltd. We are delighted to make you the following job offer.

The position we are offering is that of Business Development Executive - Trainee at a salary of INR 3.36 LPA. This position reports to your manager.

This is a permanent position.

Benefits Information if relevant to the position:

Stipend in Probation: - 5000 Per Month

The probation (or Provisional) Period will be for 3 Months.

*Any Leave taken during Probation will be considered Unpaid Leave and will extend your Probation Period.

You are required to join on 3rd January 2024.

For, Cypherox Technologies Pvt. Ltd.

Tulika Singh

Tulika Singh

Manager – Human Resources

Candidate Signature

Cypherox Technologies Pvt. Ltd.

706, Rivera Wave, Nr McDonalds, Kalawad Road, Rajkot -360005, Gujarat.

Cell No: 9033199949 | Email: connect@cypherox.com | www.cypherox.com

A sustainable world means working together to create prosperity for all....

Coordinator,



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AISHE: U-0967

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Factory :
Bhuj-Bhachau Road, State Highway No. 42,
Village - Paddhar, Taluka - Bhuj, Dist. Kutch.
Tel: +91 2832 248300



6th March, 2024
Ref No.: BKT/BHUJ/HR/2023-24

Mr. Gaurav Praeshbhai Gangajaliya
Bavavala Para, Jetpura
Gondal, Rajkot
Gujarat-360370.

Dear Mr. Gaurav Praeshbhai Gangajaliya,

Sub: Offer for the position of "Trainee Officer".

Please refer your application and subsequent interviews you had with us.

We are pleased to offer you the position of "Trainee Officer" in our organization at Bhuj Plant, Gujarat on the terms and conditions mutually agreed at the time of interview.

1. Your training shall commence from the date of your joining us, which should take place on or before the 01st August, 2024.
2. You shall undergo one-year training. On successful completion of training you shall be placed in regular cadre of the company as Officer.
3. You are advised to bring the following documents (Photocopies) at the time of joining. Please also bring original documents for verification.
 - a. 8 Passport size recent colour photographs.
 - b. SSC, Degree/Diploma certificate and final year mark sheet.
 - c. School Leaving or any other age proof certificate.
 - d. Relieving and experience certificate from the all previous employer if applicable
 - e. Xerox of Pay Slip of the last Salary Drawn & Salary Structure of CTC
 - f. Certificate in support of any additional skill/qualification you have acquired.
 - g. Medical Certificates i.e. **Blood Report – CBC with Blood Group, Urine Report, ECG report, X-ray of the chest Report, Eye Sight Check – Routine and for Colour Blindness**
 - h. Photo Identity Proof (PAN card & Aadhar Card (Mandatory), Driving License, Election Card, & Passport).
 - i. Any other document which you may feel necessary to be submitted.
 - j. Bank Detail - Passbook / Cheque Book / Account Statement

Swij

g

Balkrishna Industries Ltd.
CIN No.: L99999MH1961PLC012185
Corporate Office : BKT House, C/15, Trade World, Kamala Mill Compound, Senapati Bapat Marg, Lower Parel, Mumbai - 400 013, India.
Tel.: +91 22 6666 3800 Fax: +22 6666 309899 www.bkt-tires.com
Registered Office : B-66, Waluj Industrial Area, Waluj, Aurangabad 431 136.

[Signature]

[Signature]
Coordinator,

Atmiya University, Rajkot-Gujarat-India
**Atmiya University
Rajkot**

Placement
Atmiya University, Rajkot





Factory :
Bhuj-Bhachau Road, State Highway No. 42,
Village - Paddhar, Taluka - Bhuj, Dist. Kutch.
Tel: +91 2832 248300

:2:



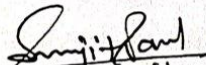
4. As explained and agreed by you during the interview process – though the company does not have a policy of Service Bond, we expect you to serve the Company for a minimum period of 3 years.
5. A detailed letter of Training will be issued to you subsequent to the submission of the above documents at the time of joining.
6. Please sign and return the duplicate copy of this letter as token of your acceptance of the offer. You must also intimate us your residential address and mobile number for any further communication between us.

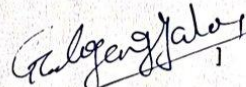
We welcome you to the organization and look forward to a long and successful career with us.

Thanking you.

Yours faithfully,

For, Balkrishna Industries Ltd.


Surjit Paul
AGM – Human Resources


I accept the terms

Balkrishna Industries Ltd.
CIN No.: L99999MH1961PLC012185
Corporate Office : BKT House, C/15, Trade World, Kamala Mill Compound, Senapati Bapat Marg, Lower Parel, Mumbai - 400 013, India.
Tel.: +91 22 6666 3800 Fax: +22 6666 309899 www.bkt-tires.com
Registered Office : B-66, Waluj Industrial Area, Waluj, Aurangabad 431 136.



WebCodeGenie
TECHNOLOGY PRIVATE LIMITED

C-404, Ganesh Meridian, Opposite Amiraj Farm,
Near Kargil Petrol Pump, S.G. Highway, Solaj,
Ahmedabad, Gujarat-380060, Cell: +91-99774669565.
Email: info@webcodegenie.com, www.webcodegenie.com

Ms. Shraddha Nakum
"PratibhaKunj", Jaljeet Society,
Nr 150ft Ring Road,
Rajkot, Gujarat - 360004

21st August 2023

Offer Letter

Dear Shraddha Nakum,

This has reference to your application and the subsequent interviews you have had with us. We are pleased to offer you employment as a **Technical Intern** with the stipend of **Rs. 8000/-**. After completion of training duration your designation will be considered as **Software Developer** with the package of **Rs.3,60,000/-**.

Your date of commencement of Internship will be on **1st January 2024**. An appointment letter will be issued to you after compilation of Internship.

Training Period – 6 Months.
Bond Period – 2.5 Years (Including Training Period)

We would like you to start work on **1st January 2024 at 9:30 AM**.

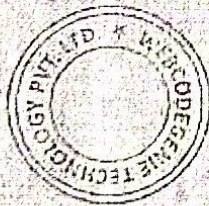
Please sign and return to us the duplicate of this letter as a token of your acceptance of the above terms and conditions.

Wishing you a long lasting association with **WebCodeGenie Technology Pvt Ltd**. We are confident you will be able to make a significant contribution to the success of our Company and we are looking forward to working with you.

Sincerely,

I have read and accepted the terms and conditions:

Ishita Rajguru
HR - Manager
WebCodeGenie Technology Pvt. Ltd.



Name : **Shraddha Nakum**

Signature :

Date : **21/08/23**

Web Design Open Source Development Mobile Application Development Internet Marketing





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AISHE: U-0967

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APL/HRM/PANELAV - FORMULATION/22145/2023- 24

March 15, 2024

Mr. Khushantgiri Gosai

Mota Italla

Ta - Dhrol

Jamnagar 361210 GUJARAT

Mobile : 9664889297

Dear Mr. Gosai,

This is with reference to your application and subsequent to the discussion you had with us. We take pleasure in informing you that you have been selected for the position of Trainee - Quality Control in IBU Formulation Unit II based at Panelav - Formulation on the following terms and conditions:-

1. This appointment is subject to your successfully clearing the M. SC. qualification and subject to submission of a true copy of all final marksheets/degree certificates signifying successful completion.
2. You will undergo training for a period of 6 months from the date of joining. The company however, shall have the right to extend or curtail the said period of 6 months subject to your performance. You will continue as a trainee unless your status is changed to a probationer, through written communication.
3. Your compensation details are as per the attached Annexure - A.
4. During the period of your training the relationship shall be that of a master and a student. You shall, therefore, be not considered as a regular employee of the company and shall not become entitled to the benefits or allowances which may become due to our regular employees.
5. The company will have the sole discretion of setting out your training program and for the purpose, you may be required to be posted from one shift to another or from one department to another, if the company is of the opinion that it is necessary for the purpose of your training.
6. The training may comprise of classroom sessions and on-the-job training in nominated departments of the company, and may include the assignment or independent work.
7. The company will review your training progress at regular intervals; for that purpose you may be given some trade tests, if desired.

Page 1 of 3

ALEMBIC PHARMACEUTICALS LIMITED

REGD. OFFICE : ALEMBIC ROAD, VADODARA - 390 003. INDIA • TEL : +91 265 2280550 • FAX : +91 265 2282837
Website : www.alembicpharmaceuticals.com • E-mail : alembic@alembic.co.in • CIN: L24230GJ2010PLC061123 • PAN No. : AAICA5591M

Coordinator,

Registrar
Atmiya University, Rajkot-Gujarat-India
**Atmiya University
Rajkot**

Placement
Atmiya University, Rajkot



Page 216 of 315



8. You must show satisfactory periodical progress during the training period to avoid extension of training period or even termination. Your suitability for absorption will be determined on the basis of your evaluation of your performance and company's need, you may be absorbed in the company. The decision of the company regarding your suitability for absorption shall be final.
9. During this training period, your services will be liable to be terminated upon giving 1 month notice or 1 month basic salary in lieu of notice period, by either party.
10. During the period of training, you shall make every sincere endeavor to exert yourself to the best of your ability. You shall follow and give effects to all orders, instructions and guidance given to you by your superiors and shall abide by the organizational code of conduct.
11. During the period of your training with the company, you will devote your whole time and attention to your training and will not engage yourself directly or indirectly in any service, trade, profession, business or occupation.
12. The company will not be liable to pay any damage or compensation to you on account of any injury sustained or disability suffered during your training period.
13. In the event of your causing any damage to company property in the course of your training program or of your losing or spoiling any tools or accessories given under your care or charge willfully or out of negligence, then in all such cases the company reserves its right to deduct from your stipend such amount/s as it deems appropriate.
14. During the period of your training, you shall comply with and abide by all rules and regulations as are in force on the date of your being taken up as a trainee and to all such other rules and regulations made or orders given thereafter.
15. Your placement in appropriate function and posting to any of the company's offices or divisions will be at discretion of the company.
16. In the event of your being indulging in any acts or commission constituting misconduct, including unwelcome physical contact and advances and / or a demand or request for sexual favour and / or sexually colored remarks/jokes, and / or showing pornography and / or any other physical, verbal or non-verbal conduct of a sexual nature, which will tantamount to an act of moral turpitude, you shall be dealt with appropriately.
17. Please note that this engagement is offered on the basis of information furnished by you.
 - (a) If at any time it is revealed that traineeship has been obtained by furnishing false/misleading insufficient information or withholding material information, the company will be free to terminate your training/service at any time without notice.
 - (b) In respect of any other matter related to your service not covered above, you shall be governed by the rules of the company as in force from time to time.

Page 2 of 3

ALEMBIC PHARMACEUTICALS LIMITED

REGD. OFFICE : ALEMBIC ROAD, VADODARA - 390 003, INDIA • TEL : +91 265 2280550 • FAX : +91 265 2282837
Website : www.alembicpharmaceuticals.com • E-mail : alembic@alembic.co.in • CIN: L24230GJ2010PLC061123 • PAN No. : AAICA5591M





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18. On the question of interpretation of any of the terms and condition, the decision of the company shall be final and binding on you.

Your presence is solicited as per following schedule for completing joining process:-

Date: June 3, 2024

Time: 09:30 AM

Venue: 3rd Floor, Human Resources, Corporate Office, Alembic Road, Vadodara 390003

Documents required at the time of Joining : 3 set photocopies of the following testimonials (self attested) and the originals for verifications.

- ✓ Certificates and Marksheets in support of your educational qualification (SSC, HSC, Graduation, Post-Graduation, Diploma/ITI).
- ✓ Proof of birthdate (School leaving certificate / Birth Certificate / Passport).
- ✓ Eight Colour passport size photographs.
- ✓ Medical Examination Form: duly completed and signed by a Medical Practitioner (not less than an M.B.B.S.) certifying your medical fitness. You will be reimbursed expenses incurred in this regard maximum upto Rs. 800/- on submission of actual bills. This offer is subject to your being found medically fit.
- ✓ Copy of PAN card and Adhar Card (Compulsory).
- ✓ KYC Documents (Passport/ Driving license/ Election Card/ Ration Card/ ESIC Card).
- ✓ Covid Vaccination Certificate.

For Alembic Pharmaceuticals Ltd,

Himanshu Jani

Himanshu Jani

Head-Talent Acquisition

If the above terms and conditions are acceptable to you, please sign and return a copy of this letter signifying your acceptance.

You may please get in touch with Mr. Kishan Patel on (0265)3007095 / 9586189787 or e.mail to kishan.rpatel@alembic.co.in in case of any query or help.

I accept the appointment on terms and conditions stated above and will join on _____

Date :

Place :

Name and Signature

Page 3 of 3

Kishan Patel

ALEMBIC PHARMACEUTICALS LIMITED

REGD. OFFICE : ALEMBIC ROAD, VADODARA - 390 003. INDIA • TEL : +91 265 2280550 • FAX : +91 265 2282837
Website : www.alembicpharmaceuticals.com • E-mail : alembic@alembic.co.in • CIN: L24230GJ2010PLC061123 • PAN No. : AAICA5591M

[Signature]

[Signature]
Coordinator,

Atmiya University, Rajkot-Gujarat-India
**Atmiya University
Rajkot**

Placement
Atmiya University, Rajkot



Page 218 of 315



**ATMIYA
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AISHE: U-0967

Criterion 5

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DVV 5.2.1



APL/HRM/PANELAV - FORMULATION/22145/2023- 24

ANNEXURE - A (Compensation Details)

Name : Mr. Khushantgiri Gosal

Position Offered : Trainee- Quality Control

Location : Panelav - Formulation

Division : IBU Formulation Unit II

Sr. No.	Salary Head	Per month (Rs.)	Per annum (Rs.)
1	Basic	12558	
2	Company contribution on P.F.	1507	
3	H. R. A.	5023	
4	Advance Against Bonus	2512	
5	L. T. A.		6233
6	Gratuity		7248
7	Hospitalization Premium		2324
Grand Total		21600	15805
Annual CTC / Gross Pay		2,75,005	
Rupees Two Lac Seventy Five Thousand Five Only.			

Date: March 15, 2024

- > Hospitalization Insurance premium mentioned above is for self , spouse and dependent children which will be remitted by the company.
- > Gratuity will be payable as per the applicable payment of Gratuity Act and employee will be eligible for Gratuity only after rendering 5 years of continuous service in organisation.

M. Gosal

Prasanna

ALEMBIC PHARMACEUTICALS LIMITED

REGD. OFFICE : ALEMBIC ROAD, VADODARA - 390 003, INDIA • TEL : +91 265 2280550 • FAX : +91 265 2282837
Website : www.alembicpharmaceuticals.com • E-mail : alembic@alembic.co.in • CIN: L24230GJ2010PLC061123 • PAN No. : AAICA5591M

[Signature]

[Signature]
Coordinator,

Registrar
Atmiya University, Rajkot-Gujarat-India
**Atmiya University
Rajkot**

Placement
Atmiya University, Rajkot





OFFER LETTER

17th April '24

Dear Milan Joshi,

A. Firstly, a personal welcome

We are delighted to offer you the opportunity to join us on this adventure @o2h Group. We were impressed with your track record, enthusiasm, authenticity, and energy, and we look forward to working with you to drive forward our o2h vision of seeding new ideas. We are pleased to offer you the position of **Research Associate – Trainee** which will be in FY 24-25 also contributing to the performance of your team we will also welcome your contribution to the on-going evolution of our culture.

B. Outlook

We @o2h have dreams and a passion of seeding new ideas in life science and tech. The twin mission of having an 'in-our bones' desire to ideate, fund, incubate and execute on the ideas of tomorrow that impact human and planetary health, gives our work clear direction, purpose and meaning. The passion, skill and quiet hard work of the team is absolutely inspiring. It's not hard to see all corners of the team continuing to give everything they can.

We have to have the desire to be the best in the world in each of our core segments of discovery, technology, ventures and incubation to ensure our independent survival. We are continuing to learn how to symbiotically combine/integrate the platform foundational capabilities across an east-west model that support all our business units in order to carve out a truly unique position in the market that others will find hard to copy.

So much of what we want to create and deliver upon is grounded upon a culture which shapes our organisational reflexes and is founded on simple human values such as passing credit to others, listening and operating with empathy, decentralisation, admitting mistakes, and leaving our ego at the door. As our numbers cross 700 it's imperative that a decentralised lightning speed zig zag model of ideas, insights and decisions cuts its way through the organisation to reach the front line as quickly as possible. An emphasis towards signalling a direction with a detailed masterplan, decentralisation and peer review.

On a world level, although the pandemic related turbulence is now firmly behind us it has been replaced with a wave of geopolitical shocks. Rising interest rates to combat inflation have had an impact on risk funding into biotechs on which we depend on for custom. The number of biotechs going bust was at a high level throughout most of last year but the good news is this is slowing down and a more stable environment for biotech investment is expected. We are seeing the seeds of recovery in the biotech funding market allied to recovery in the NASDAQ biotech index.

The key recent change is however the response of Congress in the USA citing security concerns regarding the activities of Wuxi. The USA biopharma is a major user of Wuxi services and they are a phenomenal competitor however we can see that biotechs and big pharma are keen to ensure a more diversified approach between India and China in what is more often called the China+1 strategy. It is however notable that some companies are exiting China altogether and we should see an upswing in activity into Q1 if we are quick enough to capture the opportunities and we are in the right place at the right time. The BD field force is expanding as are the BD operations and marketing functions. Many of our senior managers will be expected to tilt and pivot towards being in the field more in order to drive shape and drive new business opportunities, building face to face relationships are truly important in our business.

We shall need to continue to remain very watchful on market conditions and fast track our diversification efforts so that we can hunt for new risk mitigating and higher margin revenue streams. However, as ever, we should not forget that new opportunities and new horizons can emerge from these disruptions that we should be alive to. A key focus will be in widening entry points for Integrated Drug Discovery, demonstrating our technical thought leadership with poster presentations on novel assays backed up by in-house reference studies and quickly building exposure in new modalities such as the fast growing ADC market. HTS and compound management capabilities will be a continuing area of focus.

Registered Address: o2h Discovery Pvt. Ltd.

"Sharmista Research Campus", Plot-35, Panchratna Industrial Estate, Near IBP Laxminarayan Petrol Pump Sarkhej- Bavla Road, Changodar, Ahmedabad 382213. Email: info@o2h.com

Registrar
Atmiya University, Rajkot-Gujarat-India
**Atmiya University
Rajkot**

Coordinator,
Placement
Atmiya University, Rajkot





We have intensified our investment in capital expenditure particularly in new lab capacity and our people which will in turn require a rapid transition to revenues against targets and the parallel control of our costs. The FACS, Flipper and SPR showcases how much better equipped we are in biology as compared to the previous year. We continue to significantly strengthen our senior team with exciting new hires from the market including the development of a BD team in the USA and India. We continue to trust young fresh talent and it has been really pleasing to see the emergence of many young talents across the group, and develop them in our culture with a streamlined OCA targets and TNI training model. The retention rate was very high last year and we have had feedback and recognition that o2h does things a little differently when it comes to the development of its people.

Our flagship seed stage knowledge-based EIS and SEIS funds operating under the umbrella of o2h ventures have made several investments during the year in companies and many of the existing portfolio companies have closed important funding rounds in difficult market conditions. The performance and reputation of the portfolio has continued to drive interest in the funds despite highly challenging market conditions. The recent chaitime pitch sessions were well received and showcased the strength of the portfolio. We are now seeking investment for a USD 100m to support larger scale investments into Series A and explore ideas on how to expand our footprint to be able to invest in the hotbed of innovation in the US. Although this will take time to come together the intention and process is now firmly underway. We continue to look for opportunities where AI meets life science as well as early-stage novel biology platforms leading to exciting new small molecule and cellbased therapeutics including frontier areas such as gene editing and RNA biology. There is now increasing focus on preferring companies that can show a clear commercialisation strategy.

o2h discovery continues to drive forward and we were the winner of the best CRO in the OBN awards. We have also bettered the high bar in terms of the quality of customer feedback received. There was a drop in revenue last year for the first time in our history and although the market conditions were particularly tough, and it was also noted to be tough for our key competitors, however we should have a mindset of beating the market and not merely following it. At the discovery workshop in March a number of themes were highlighted on how we can unblock a path to faster growth and there are a number of lessons we must quickly learn. A key milestone was the addition of several more chemistry labs in the Shirish Research Campus and we were very pleased to launch the first biology lab there and we expect to see the scale-up lab come to life in the next few weeks. We have purchased a 3rd NMR, have some of the robotics in working order and continue to build upon peptide synthesis, ADC, and Impurity synthesis capabilities.

We are now just in the third year of our Cambridge based biology labs creating whole new avenues of opportunity integrating east-west biology capability as well as opening up integrated drug discovery opportunities. We have submitted our first grant application and are working on collaborative research projects in Ribotacs. We have also made progress in terms of diversifying our capabilities to include LNPs, a PROTACs toolbox, as well continuing to push forward on fragment-based drug discovery, APIs and begin execution in our non-GMP scale-up facilities. The kickstarter campaign has played an important role in highlighting our positioning as being the partner of choice for seeding new ideas and we successfully launched this program in Italy, Australia and the USA. We shall accelerate the development of a world-wide business development team to deepen our penetration in the some of the established and unexplored discovery markets to help drive the utilisation of the new capacity we have created. It was notable that we have made excellent progress in terms of gaining an important foothold in the Australian market.

Last year o2h tech has made breakthrough progress, just two years after pivoting from visibly (a product company) to a services company and there was a significant increase in revenues and performance last year. This very young team is moving forward with fresh purpose, energy and vigour and getting results. The Gen-AI projects are helping us reshape our image of ourselves and we are well positioned to catch a fresh wave of new projects and interesting opportunities. The ELN and inventory module is now in UAT opening up new digitisation angles for o2h discovery. Other product ideas being explored for viability are the Cambridge Stock Exchange project.

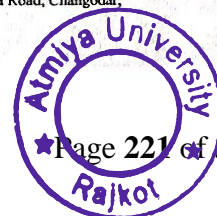
o2h co-work labs was launched just three years ago and we are creating our own buzzing community of innovators. We launched the world's first influencer biotech bootcamp which was followed by the tech biotech bootcamp, techbio meetups, lunches with other incubators (AIM squad), biotech bikers and the inaugural feel-the buzz Cambridge Wide Open Day. The events help us to give back and contribute to the community, but it also generates goodwill and facetime contact opportunities with potentially new ideas, collaborators, customers and investors. The Mill SciTech Park will also

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Coordinator,

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strengthen the bonds between our team in the UK and India ensuring a more vibrant two-way flow of people, skills and experiences across our two energy epicentres.

We have visualised a home for o2h in the form of two iconic state-of-the-art research parks bridging India and the UK, and creating one of the most exciting innovation cultures and communities from around the world. With that in mind, we were delighted to continue the development of the Shirish Research Campus and we were also able to prepare an outline of our designs and plans for Hauxton Meadows. We also have reached a breakthrough in the forward path for the renovation of Mill site with support from the council for an enabling development proposal which has taken almost 5 years to secure their agreement on. We also hope to take further steps to create a more robust bridge to the USA and flesh out plans for a small discovery/incubator in the USA over the next 1-3 years.

The reason for staying independent is that we are deeply motivated to build a distinctive business in terms of what we do, how we do it and the impact that we want to have. If we were the same as everyone else and did not believe in what we were doing then there would not be much point to o2h. All of what we endeavour to do comes from our culture and is the true IP and differentiator of o2h. We were able to recently bring the o2h teams together at the collaborative innovation conference, and the team day. We continue to plant trees as a community activity and this year we will hit our target to have planted 100,000 trees as a key plank of our CSR strategy. We are grateful to our current team for all you do. We are also thankful to our alumni who have done so much to help us build o2h and writing these notes it's always a time to remember those colleagues who are no longer with us. We hope to keep adding to what we are doing and stay as curious, as hungry and as passionate as ever to see what an adventurous approach to the collaboration and cross-fertilisation of ideas and skills will lead us to in terms of new innovations.

- Prashant Shah

C. Salary

The conventional package shall be made up of 2 components, C1. Cost to company and C2. Performance bonus. The annual performance cycle runs from Apr to Mar and your salary will next be evaluated in March 2025.

C1. Cost to Company

The package could total (C1.) INR 2.75 Lakhs (CTC) + (C2.) INR 0.25 Lakhs (PB, subject to performance) = INR 3.00 Lakhs.

The performance bonus element shall make up 8.33% of the salary and is paid at the financial year end. o2h Group consists of multiple business units meaning that employees get to choose from different slabs that offers savings in tax.

Salary components	Monthly (INR)	Yearly (INR)
Basic Salary	11,459	1,37,505
Other Allowances	11,459	1,37,505
PB (C2.*)		24,990
CTC	22,918	3,00,000
PF Employer	1375	16,500
PF Employee	1375	16,500
P.Tax	200	2,400
Net salary/On hand salary	19,968	

C2. Performance Bonus (PB)

The performance bonus element shall make up 8.33% of the salary which is subject to performance is payable at the end of the financial year in March on a pro-rata basis. An overall, 'Excel', 'Above Expectation', or 'Succeeds' performance rating will result in the performance bonus being paid in full. An overall 'Needs Improvement' or 'Needs Significant Improvement' means that the bonus will be discretionary and may not be paid in full, and in such a case the performance bonus will be payable according to an assessment of the Directors in consultation with the team and other parties and collaborators with whom you have worked with. No other bonus at Diwali time will be payable.

D. Training, Targets & Career Development

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Atmiya University
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Coordinator,
Placement
Atmiya University, Rajkot





D1. Training & Career Matrix

Enshrined in our values are the speed of learning at all levels of the organisation to help us compete in the market. We will prepare an OTNI (Open Training Needs Identified) schedule within the first three months of the financial year or a 24 week training plan if you are a new joiner within the first month of your joining to help your on-going development needs including the need to adapt to our industry. All team members are required to complete a minimum of 10 training activities during a financial year and it shall be open to colleagues in the cloud to suggest trainings for you. We will also provide you with a career matrix which will map your skill development during the forward journey of your time in o2h.

D2. OCA

We have a target based system across a range of measures which will assist in defining your contribution areas in o2h group (OCA), similar to the key result areas (KRA) you may have seen elsewhere. The targets will be agreed within the first three months of the financial year or the first month if you are a new joiner. The OCA targets and the weighting shall be mutually agreed and the score shall be out of 100. You will first have an opportunity to score yourself against the targets which shall be followed by an objective assessment provided by the primary reviewer, which is peer reviewed. We will carry out a review process towards the end of the financial year including a 1-2-1 discussion with your review team. Any suggestions or areas for your development highlighted in your OCA or review or from other sources may be included in your TNI.

E. Benefits & Working Conditions

E1. Group Health Insurance

We have made provisions for you to be covered under the benefit of o2h's GHI (Group Health Insurance) policy with sum insured amount of **INR 4 Lakhs for self, spouse and 2 children which is over and above your CTC**. If you wish to enroll your parents under this policy then the respective premium amount of your parents will be deducted from your salary as per the policy. We have also arranged at preferential **optional term insurance plan** that has been negotiated by the company at preferential rates.

E2. Gratuity

Gratuity will be provided as per government norms which and is paid **in addition to your CTC** for the successful continuous completion of 5 years employment. The terms & conditions of your employment are same as mentioned in your "Appointment Letter & Employment Agreement Contract". The same shall be binding upon you.

E3. Leaves & Transportation

The leave policy includes 7 sick leaves, 7 casual leaves, and 21 privilege leaves which are all applied pro-rata. o2h group also provides a transportation facility to team members at no extra charge for specified locations.

E4. Working Hours / Shift Timings

You would be required to work in shifts. On occasions, you would be required to work in First Shift (7:00 am to 3:00 pm) or General shift (09:00 am to 06:15 pm) or Special Adjusted General shift (11:00 am to 08:00 pm) or Second Shift (03:00 pm to 11:00 pm) or Night Shift (11:00 pm to 7:00 am) as per the business needs at any of the o2h site.

F. Closing Comments & Special Notes

It is worth stating that any appointment, review and development process is never perfect, so we request your understanding that we work through this process with our best endeavours and diligence to assess various market, company and individual factors. We would like to kindly ask you to not discuss or disclose your compensation package with anybody other than your reporting manager or HR. Please appreciate that your compensation package is unique to you and sharing with other colleagues can result in disharmony.

The issue of any pay is subject to the performance of the individual, project, business and market conditions. The Board of Directors may amend the plan during the financial year in relation to major changes in the business environment and reserve the right to define budgets, targets and performance accordingly. The compensation plan is continually reviewed and, if necessary, may be modified and therefore, the Board of Directors shall make appropriate judgments regarding the implementation and administration of this plan. In all matters of pay or bonuses the discretion of the Board of Directors

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is final and reserve the right to change policy without notice. All other terms and conditions of your employment stipulated in your appointment letter or subsequent modifications thereof remain unchanged and will be governed by company's HR policies prevalent at the time.

This package, we believe, reflects our confidence in you as an individual and recognises your potential contribution to the success of o2h group. We very much look forward to start working with you at the earliest. If you have any questions, please do not hesitate to contact us anytime for further details.

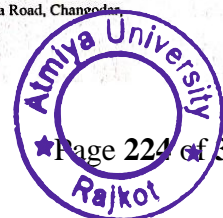
NOTE – Your date of joining will be in FY 24-25, we will confirm the final date of joining a month prior.

Regards,

**Riya Lilani
Human Resource**

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Reference no. HR/Campus/2023/Aug/01

August 23rd, 2023

To

MR. SAMARTH SAMIR JOSHI
304, E-wing, Shreeji Apartment,
Hawai Chowk, Jamnagar, Gujarat - 361001
Mobile: +91-9106747161
Email: samarth5804@gmail.com
Passport no. W1731837

Through: Mr. Divyang Tiwari, Training & Placement Officer, ATMIYA UNIVERSITY, Rajkot.

Sub: Appointment Letter.

Dear Mr. Samarth,

With reference to your application and campus interview conducted by us at ATMIYA UNIVERSITY, Rajkot, you have successfully completed our initial selection process and we are pleased to make an internship offer for the position of Trainee – Engineer with JMC Paper Tech Private Limited (hereinafter referred to as "JMC").

We would like to take this opportunity to congratulate you for your provisional selection in JMC with the following terms and conditions: -

1. This internship and appointment are strictly full-time.
2. Your stipend and including all benefits during the internship tenure will be sum of INR 20,000 (In words Rupees Twenty Thousand Only) per month for a period of 6 (Six) months from the date of joining.
3. Further, you will be on probation for a period of 6 (Six) months from the date of successful completion of internship and you will be paid as a Salary INR Three Lakh per annum CTC. However, the period of probation can be extended at the discretion of the company. If the performance is found to be unsatisfactory, the company is at liberty to terminate your services as it may deem fit. On successful completion of your probation, you will be confirmed as a permanent employee of the company until the date of superannuation i.e. 60 years.
4. All payments by way of stipend would be made after deduction of applicable taxes and other charges.
5. Your performance and contribution to JMC will be an important consideration for salary increments and promotions and it will be purely based on JMC's Compensation and Promotion policy.
6. You are required to follow JMC's code of conduct, Rules and Regulations in your day-to-day conduct as an associate of JMC.
7. You may be required to work in shifts and/or in extended working hours as permitted by law. You may be required to work beyond your existing working hours depending upon the business requirements / exigencies from time to time.

Contd...



Regd. Office & Works
Plot No.: E 210+218 & E 211+219, Road No. F- 23
BOL, GIDC-2, Sanand-382170 Gujarat, India.
T : +91 2717 622622, +91 2717 622600
W : www.jmcmachines.com



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8. Either during the period of your internship, probation time or during the period of your employment as a confirmed employee of JMC, you are not permitted to undertake any other employment, business, assume any public or private office, honorary or remunerative, without the prior written permission of JMC.
9. As part of the joining formalities, you are required to sign a confidentiality agreement, which aims to protect the intellectual property rights and business information of JMC and its clients.
10. Accommodation shall be managed on your own at Ahmedabad and Company bus facility is available with fixed route.
11. During your tenure with JMC, either you or JMC may terminate your internship / probation / employment time under this Agreement by providing 30 days written notice.
You will be liable to pay JMC INR 50,000 (In words Rupees Fifty Thousand Only) in case you fail to serve JMC for a minimum period of 1 (One) year after the joining date in accordance with the JMC rules and regulations.
12. JMC reserves the right to transfer you at any of its offices, work sites, or associated or affiliated companies in India or outside India, on the terms and conditions as applicable to you at the time of transfer.
13. At the time of your joining, original of the following documents should be submitted for verification: -
 - o Permanent Account Number (PAN) Card, AADHAR CARD and 2 photographs.
 - o Standard X- and XII-mark sheets with Degree and Postgraduate certificate and mark sheets for all semesters (if you are a Postgraduate)
 - o Medical Certificate of Fitness by a registered medical practitioner having a minimum qualification of MBBS

The original documents will be returned to you after verification.

Looking forward to a long and mutually beneficial association, as a member of the "JMC" family.

Yours sincerely,

For JMC Paper Tech Pvt. Ltd

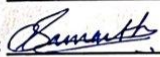



MR. MAYANK SUTHAR
Executive Director

ENDORSEMENT:

1. I accept the terms & conditions stipulated in the above letter of engagement.
2. I shall report for internship on _____

Name : Samarth Joshi

Signature :  Date: _____

Place : Rajkot



Regd. Office & Works
Plot No.: E 210-218 & E 211-219, Road No. F - 23
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T : +91 2717 622622, +91 2717 622600
W : www.jmcmachines.com





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Atmiya University
Rajkot


Coordinator,

Placement
Atmiya University, Rajkot





CYPHEROX TECHNOLOGIES

Date: 21-07-2023

Letter of Intent

Dear Kansagara Happy R.,

Congratulations! We are pleased to inform you that after subsequent interview you had with us, you have been selected at Cypherox Technologies Pvt. Ltd. We are delighted to make you the following job offer.

The position we are offering is that of Software Engineer - Trainee at a salary of INR 2.16 LPA. This position reports to your manager.

This is a permanent position.

Benefits Information if relevant to the position:

Stipend in Probation: - 5000 Per Month

The probation (or Provisional) Period will be for 3 Months.

*Any Leave taken during Probation will be considered Unpaid Leave and will extend your Probation Period.

You are required to join on 3rd January 2024. A formal letter of appointment with detailed terms and conditions will be provided at the time of joining We look forward to your joining and long-term association.

For, Cypherox Technologies Pvt. Ltd.

Tulika Singh

Tulika Singh

Manager – Human Resources

[Handwritten Signature]
Candidate Signature

Cypherox Technologies Pvt. Ltd.

706, Rivera Wave, Nr McDonalds, Kalawad Road, Rajkot -360005, Gujarat.
Cell No: 9033199949|Email:connect@cypherox.com|www.cypherox.com

A sustainable world means working together to create prosperity for all...

[Handwritten Signature]

[Handwritten Signature]
Coordinator,





**ATMIYA
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NAAC – Cycle – 1
AISHE: U-0967

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Ref No : ZYDUS/BUTECHSERV/I2IBRIDGE/2023/ATMIYA4
Date : 13/07/23

Dear, Priyanshi Kumbhani

Institute to Industry (I2I) is a flagship cadre building programme of the organization designed to cater futuristic supervisory and leadership needs of the organization.

We are pleased to intimate you that you have been found suitable for our flagship programme - **Institute to Industry (I2I) Cadre Batch of _____**

Subsequent to your successful completion of Trainings scheduled under INSPIRE Module, we will be Offering you position of **Trainee Officer** based at any of our Manufacturing Unit.

Offer details: -

1. You are required to attend 'INSPIRE' module during the final year of your studies for this you will be required to visit our Ahmedabad Facility for training purpose.
2. The 'INSPIRE' modules which will be conducted for a Week's time period on time-to-time basis intimation for which you will receive in advance.
3. You have to maintain minimum 80% physical Attendance in all such modules.
4. You must score 60% and above in your regular academic course.
5. Your offer is subject to Medical Fitness as ascertained by registered medical practitioner duly appointed /agreed by Zydus.
6. Zydus will bear all the incidental Cost during the programme i.e., Travel to Ahmedabad (ceiling of 3rd AC rail fare), the same will be re-imbursed subject to producing documentary evidence.
7. For students not living in and around Ahmedabad, Zydus shall arrange all Lodging and Boarding requirements at Ahmedabad.
8. Upon accepting the Offer, in case you wish to drop out from any stage from the INSPIRE Module, then all cost incurred will have to be borne by you on actual basis.
9. There will be a service agreement of Rs 2,00,000/- for a period of 3 years from your Joining as a **Trainee Officer**.
10. You can be placed at any manufacturing facility within India.
11. Any information furnished to the company should be true and to the best of your knowledge, if the same is found to be incorrect or willfully suppressed it will be construed as a breach of integrity and can lead to immediate withdrawal of the Offer or discontinuation of services.

You are requested to send us duplicate copy duly signed by you as acceptance of this INSPIRE - Offer letter.

Welcome to Zydus! We look forward to a long and mutually rewarding relationship.

With best wishes,

Senior Manager - Human Resource

I accept the offer and will comply to the conditions.

Dated: 16/07/23

Priyanshi Kumbhani
Candidate Name

Registrar
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**Atmiya University
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Coordinator,
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Page 228 of 315



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Factory :
Bhuj-Bhachau Road, State Highway No. 42,
Village - Paddhar, Taluka - Bhuj, Dist. Kutch.
Tel: +91 2832 248300



1st June, 2024
Ref No.: BKT/BHUJ/HR/2024-25

Mr. Darshit Hinsu
Rajnikantbhai Hinshu
Kharva , Dhrol
Jamanagar , Gujarat -361210

Dear Mr. Darshit Hinsu,

Sub: Offer for the position of "Trainee Officer".

Please refer your application and subsequent interviews you had with us.

We are pleased to offer you the position of "Trainee Officer" in our organization at Bhuj Plant, Gujarat on the terms and conditions mutually agreed at the time of interview.

1. Your training shall commence from the date of your joining us, which should take place on or before the 27th August 2024.
2. You shall undergo one-year training. On successful completion of training you shall be placed in regular cadre of the company as Officer.
3. You are advised to bring the following documents (Photocopies) at the time of joining. Please also bring original documents for verification.
 - a. 8 Passport size recent colour photographs.
 - b. SSC, Degree/Diploma certificate and final year mark sheet.
 - c. School Leaving or any other age proof certificate.
 - d. Relieving and experience certificate from the all previous employer if applicable
 - e. Xerox of Pay Slip of the last Salary Drawn & Salary Structure of CTC
 - f. Certificate in support of any additional skill/qualification you have acquired.
 - g. Medical Certificates i.e. Blood Report – CBC with Blood Group, Urine Report, ECG report, X-ray of the chest Report, Eye Sight Check – Routine and for Colour Blindness
 - h. Photo Identity Proof (PAN card & Aadhar Card (Mandatory), Driving License, Election Card, & Passport).
 - i. Any other document which you may feel necessary to be submitted.
 - j. Bank Detail - Passbook / Cheque Book / Account Statement

Balkrishna Industries Ltd.
CIN No.: L99999MH1961PLC012185
Corporate Office : BKT House, C/15, Trade World, Kamala Mill Compound, Senapati Bapat Marg, Lower Parel, Mumbai - 400 013, India.
Tel.: +91 22 6666 3800 Fax: +22 6666 309899 www.bkt-tires.com
Registered Office : B-66, Waluj Industrial Area, Waluj, Chhatrapati Sambhajinagar - 431 136.

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Page 229 of 315



Factory :
Bhuj-Bhachau Road, State Highway No. 42,
Village - Paddhar, Taluka - Bhuj, Dist. Kutch.
Tel: +91 2832 248300



:2:

4. As explained and agreed by you during the interview process – though the company does not have a policy of Service Bond, we expect you to serve the Company for a minimum period of 3 years.
5. A detailed letter of Training will be issued to you subsequent to the submission of the above documents at the time of joining.
6. Please sign and return the duplicate copy of this letter as token of your acceptance of the offer. You must also intimate us your residential address and mobile number for any further communication between us.

We welcome you to the organization and look forward to a long and successful career with us.

Thanking you.

Yours faithfully,

For, Balkrishna Industries Ltd.

Surjit Paul
AGM – Human Resources

[Himsu Darshit]

I accept the terms

Balkrishna Industries Ltd.
CIN No.: L99999MH1961PLC012185
Corporate Office : BKT House, C/15, Trade World, Kamala Mill Compound, Senapati Bapat Marg, Lower Parel, Mumbai - 400 013, India.
Tel.: +91 22 6666 3800 Fax: +22 6666 309899 www.bkt-tires.com
Registered Office : B-66, Waluj Industrial Area, Waluj, Chhatrapati Sambhajinagar - 431 136.



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Date: 6 Sep 2024

Ref: RIL/81608073/30307905/060924/1712

Dear Mayank Dhiren Ankleshwariya,

Letter of Appointment

With reference to written tests / interview you had with Reliance Group of Companies, we are delighted to appoint you in the position "Field Exec Trainee - Chem" in Group, based upon following terms and conditions.

Documentation

This appointment letter consists of the below mentioned attachments:

- A compensation term sheet
- Components of Compensation
- Terms and conditions
- Other applicable paperwork based upon your specific needs

You are required to read these before you commence your employment

01. Place of Posting

Your initial place of posting will be at the place of your training. During your training period, you may be posted / transferred / to any of the offices / projects / divisions / departments / units of the company existing or to be set up at any location in India or abroad without any additional remuneration. Your services are also liable to be transferred to any of the group companies.

You will report for training on or before **19-Sep-24** failing which this letter of appointment shall automatically stand withdrawn and cancelled.

02. Mandatory Criteria:

- i. Score eligibility:**
Your appointment is subject to your securing minimum CGPA of 6.0 / 60% & above marks over 8 semesters, wherever applicable.
- ii. Pre-employment Medical Check:**
Pre-employment Medical Check clearance from RIL certified doctor. System generated information will be received for initiating the same on acceptance of this appointment letter.

03. Confirmation:

You will be under training for a period of one year from the date of joining the Company. During training you will be undergoing various assessments at the end of which there will be a final assessment. Your confirmation on permanent rolls of the company solely depends on the discretion of the management and the same is not a matter of right in any manner whatsoever.

Management reserves the right to terminate your training either during the training period or on completion of the same without assigning any reasons whatsoever.

(This letter is computer generated and does not necessarily require a signature)

Date: 6 Sep 2024

Page 1 of 3

Reliance Corporate Park Thane - Belapur Road, Ghansoli, Navi Mumbai - 400 701, India.
Phone : +91-22-4477 0000 Fax : +91-22-4471 0111

Register Office : Maker Chambers IV, 3rd Floor, 222, Nariman Point, Mumbai - 400 021, India. CIN - L17110MH11973PLC019786

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We would also like to draw your particular attention to our Values and Behaviours. We have six values that express our shared understanding of what we believe, how we aim to behave and what we aspire to be as an organisation. Our values are about delivering customer value, having an ownership mind-set, showing respect and integrity, pursuing excellence and being one team.

Next Steps

This is system generated appointment letter based on the offer letter received. Please confirm your acceptance of this appointment letter by clicking 'Accept' button online. This letter of appointment shall automatically stand withdrawn in case we do not receive your acknowledgement online within ten days from receipt of this letter.

This offer of employment is subject to you providing all of the information and documentation requested BEFORE you commence employment with us. All information / documentation submitted by you will be considered as submitted on your own freewill and consent.

This appointment is confidential and you must not discuss this or disclose any documentation related to it with anyone other than your immediate family. Any disclosure of the details of this offer to a third party other than your immediate family may result in withdrawal of the offer.

We reserve the right to withdraw our offer of employment/terminate your employment with us without assigning any reason whatsoever thereof, or delay your start date if you do not provide the required information and documentation within the required timelines or if during this process you intentionally leave out any information or provide any information which is inaccurate or untrue.

In case of any dispute regarding interpretation of any word or clause of this letter, the decision of the management shall be final and binding.

We look forward to your joining our team for a long, successful and pleasant association.

Sincerely yours,
Reliance Industries Ltd.

Authorized Signatory

(This letter is computer generated and does not necessarily require a signature)

Date: 6 Sep 2024

Page 2 of 3

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Page 232 of 315



ANNEXURE A

1.1 Annual Compensation Summary

ANNEXURE 1.1 - A		
Name: Mayank Dhiren Ankleshwariya		
Compensation Breakup	Monthly (INR)	Annual (INR)
Basic Pay	13,192	1,58,303
House Rent Allowance	8,750	1,05,000
Residual Choice Pay	0	0
Insurance		
Group Personal Accident Insurance Premium (GPA)	43	516
Group Term Life Insurance Premium (GTLI)	226	2,714
Medical Insurance Premium* (Self, Spouse, 3 Dependent Children & Dependent Parents)	4,738	56,856
SUB TOTAL - I	26,949	3,23,389
Employer's Contribution to Provident Fund: PF (12% of Basic Pay)	1,583	18,996
Gratuity (4.81% of Basic Pay)	635	7,614
SUB TOTAL - II	2,218	26,611
TOTAL- FIXED PAY [I + II]	29,167	3,50,000

Residual Choice Pay can be distributed among the following Tax Friendly elements - HRA, LTA, Conveyance Allowance, Office Wear Allowance, Children Education Allowance, Food & Beverage Coupons, Gift Vouchers and Fuel & maintenance Expenses. Remaining amount will be paid as "Residual Choice Pay", as applicable.

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1.2 Tax Status of compensation elements

Below table shows all of the Total Pay components and their taxability status.

S.No.	Total Pay Components	Taxability Status (as per prevailing norms)
I	Base Salary	
a.	Basic Salary	Taxable
b.	Provident Fund Contribution (PF)	Please refer Annexure B
c.	Gratuity	Please refer Annexure B
II	Choice Pay	
a.	Medical Reimbursement	Taxable
b.	Food Coupon	Tax exempt subject to conditions
c.	Gift Coupon	Tax exempt subject to conditions
d.	Leave Travel Allowance (LTA)	Tax exempt subject to conditions
e.	Office Wear Allowance (OWA)	Tax exempt subject to conditions (only applicable to locations having a 'Uniform Policy')
f.	Children's Education Allowance (CEA)	Tax exempt subject to conditions
g.	Children's Hostel Allowance (CHA)	Tax exempt subject to conditions
h.	Internet and Broadband Connection Reimbursement	Tax exempt subject to conditions
i.	Vehicle	
1.	Company Leased Vehicle Scheme	Tax exempt (up to the value of EMI)
2.	Fuel and Vehicle Maintenance Reimbursement	Tax exempt (Taxable Perquisite Notional Value)
3.	Conveyance Allowance	Taxable
j.	Housing	
1.	House Rent Allowance (HRA)	Tax exempt subject to conditions
2.	Company Accommodation (where it is provided)	Taxable Perquisite
k.	Insurance	
1.	Group Personal Accident Insurance Premium (GPA)	Tax exempt
2.	Group Term Life Insurance Premium (GTLI)	Tax exempt
3.	Medical Insurance Premium	Tax exempt
l.	Residual Choice Pay	Taxable
III.	Annual Cash Bonus (ACB) / Performance Linked Incentive (PLI) / Variable Performance Linked Incentive (VPLI)	Taxable, if Applicable

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Please Note:-

- The income tax calculation is provisional and is based on the current income tax rules (**Rules**). Any change in the Rules may impact the income tax projections.
- You shall bear and pay the tax liabilities, if any, applicable in relation to all the perquisites or benefits provided to you in accordance with the provisions of this Agreement. Please note that all the details set out above are indicative and subject to change with change in Indian tax policies and rules.
- Employee shall be solely responsible for the payment of any and all taxes on salary / income, employee benefits and personal income. You are advised to get updated information in relation to the income tax calculation on your salary from independent external advisors
- Fixed Pay elements like fuel and maintenance reimbursement, office wear allowance, medical reimbursement, LTA will be reimbursed at actuals based on the bills submitted and in case the reimbursement amount falls short of the amount chosen, the balance will be paid as taxable allowance.

Date: 6 Sep 2024

Page 5 of 19

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★ Page 235 of 315



Annexure B

Components of Total Pay

The Company follows a Total Pay structure that reflects the total cost of an employee to the Company this includes all direct and indirect payments including all benefits, perquisites, subsidies, and Annual Cash Bonus (ACB) / Performance Linked Incentive (PLI). This structure is being followed so as to provide flexibility to the employees in structuring their compensation package. The components within each category of payments are discretionary and these components may be changed by the Company from time to time without notice.

The main components under the Total Pay structure are as follows:

I. Components of Compensation

1. Base Salary: This is first part of the total pay, which may include Basic Salary, PF and Gratuity

a. Basic Salary: This is the base pay component of the fixed pay and is the reference salary for provident fund and gratuity contribution.

b. Provident Fund (PF):

The contributions payable by the Employer under the scheme shall be at the rate specified under the Employees' Provident Funds and Miscellaneous Provisions Act, 1952 (PF Act). The current rate of contribution is 12% of PF Salary. Employee also contributes an equal amount from employee's monthly salary, as per PF Act. Both of these are remitted on a monthly basis to the Company's PF Trust / RPFC.

Out of the Employer's contribution, a portion (presently 8.33% of PF Salary subject to a maximum of INR 1250) is deposited into the Employees' Pension Scheme. The part of the company's contribution deposited under Employees' Pension Scheme to RPFC is to provide employees with pension on retirement or after completion of a specified period of service. TDS recovery from PF settlement will be as per the relevant provision of the Income Tax Act, 1961.

Benefits associated with Employees' Provident Fund and Employees' Pension Scheme will be as per the prevailing rules and regulations outlined in the Employees' Provident Funds and Miscellaneous Provisions Act, 1952. Employees are advised to refer to EPFO site (<http://www.epfindia.com/>) for detailed rules, procedures and any other updates.

Please note that the contribution amounts, limits, withdrawals and other rules applicable to the PF and pension are subject to applicable Indian laws in force from time to time. Employee is bound to adhere to all changes in the applicable law. Any implications on contribution, accumulation and withdrawal conditions outlined in the Employees' Provident Fund and Employees' Pension Scheme is to be borne by the employee. To understand implications associated with any such change in relevant laws or the Employees' Provident Fund and Employees' Pension Scheme, employees are recommended to solicit independent external advice.

c. Gratuity

Employer's contribution to the Company's Gratuity Fund will be as specified under 'The Payment of Gratuity Act, 1972'. Currently, the Employer's contribution to the Company's Gratuity fund is @ 4.81% of Basic Salary. Gratuity shall be payable to an employee on completion / end of their employment with the Company provided employee has rendered continuous service for a minimum period of 4 years and 240 days. However, eligibility for contribution to the Gratuity Trust / Fund commences from the first day of employment and in the event of separation prior to such 4 years and 240 days, the same will be paid as ex-gratia, except in case of separation due to disciplinary grounds.

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Gratuity is calculated as follows:

(Last Drawn Salary / 26 Days) x 15 days x Number of completed years of service (In the case of death, the minimum service requirement does not apply)

For every completed year of service or part thereof in excess of 6 months, the employer will pay the employee gratuity at the rate of 15 days wages based on the rate of wages last drawn by such employee. Income Tax on the gratuity payment will be applicable as per Income Tax Rules. In the event an employee fails to complete 4 years and 240 days of continuous service, ex-gratia will be paid up to the amount of gratuity accumulated and will be subject to prevailing Income Tax Rules.

Maximum Amount of Gratuity which will be exempt from Income Tax will be as per 'The Payment of Gratuity Act, 1972'.

Date: 6 Sep 2024

Page 7 of 19

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Page 237 of 315



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2. Choice Pay :

This is second part of the total pay. Subject to eligibility and availability of amount mentioned under various components in Annexure A, an employee may opt for all the allowances or combination of them

a. Medical Reimbursement

Employee may opt for medical reimbursement for expenses incurred by the employee to meet health related expenditure, such as medicines, doctor's fees etc. of the employee and employee's family members. Medical expenses up to a maximum of INR 15,000 per annum will be reimbursed at actuals against production of bills.

This component is taxable.

b. Food Coupons

Employee may opt for Sodexo / Accor Pass Meal Vouchers. These are food coupons that can be exchanged for food and beverages at all approved affiliated establishments across India.

However, once purchased, these coupons cannot be redeemed for cash.

c. Gift Coupons

Employee may opt for gift coupons. Company provides Sodexo / Accor Pass Gift Vouchers that can be used to buy daily necessities at over 6000 affiliated establishments across India.

However, once purchased, these coupons cannot be redeemed for cash.

Up to INR 5,000 per annum is tax exempt.

d. Leave Travel Allowance (LTA)

Employee may opt for LTA. It refers to reimbursement by Company of actual expenses incurred only on travel by employee along with their dependents to any place within India. Expenses such as hotel accommodation, sightseeing, food etc. are not eligible to be reimbursed as LTA or for tax exemption. The following qualifying criteria are to be met for claiming LTA:

1. Employee must necessarily take 5 days of continuous Privilege Leave.
2. The family for this purpose includes spouse, unmarried dependent children (maximum of two only), parents and dependent brothers and sisters.
3. No advance is given towards LTA. It must be claimed as a reimbursement against actual bills and travel documents.

Entitlement: Employee has to decide on the quantum of LTA (could be up to 2 months' basic salary) that employee wishes to avail as part of employee's choice pay component. This choice has to be made by employee initially at the time of joining and thereafter at the beginning of each financial year. A mid-year change in the quantum of LTA is not permissible.

As per current Income Tax rules, tax exemption for LTA is allowed twice in a block of 4 calendar years. Tax authorities have defined the current 4 year block as being from 1 January 2022 - 31 December 2026.

The quantum of exemption is subject to following maximum limits depending on the mode of transport used or available:-

1. Journey by air: Economy class air fare of national carrier by shortest route or the actual amount spent, whichever is lesser
2. Journey by rail: AC first class fare by shortest route or the actual amount spent, whichever is lesser
3. Place of origin and place of destination connected by rail but journey performed by other mode of transport: AC first class fare by shortest route or the actual amount spent, whichever is lesser
4. Place of origin and place of destination not connected by rail (partially or fully) and not connected by other recognized public transport system: AC first class fare by the shortest route or the actual amount spent, whichever is lesser

Date: 6 Sep 2024

Page 8 of 19

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e. Office Wear Allowance (OWA)

Only employees' working at locations where a 'Uniform Policy' is in place may opt for OWA.

OWA is an allowance provided to employees to meet expenditures incurred by employee towards purchase of uniform to be worn at the workplace.

INR 24,000 per annum is tax exempt.

f. Children's Education Allowance (CEA)

Employee may opt for CEA to meet education expenses of their children.

INR 100 per month per child subject to a maximum of two children is tax exempt

g. Children's Hostel Allowance (CHA)

Employee may opt for CHA to meet hostel expenses of their children.

INR 300 per month per child subject to a maximum of two children, is tax exempt

h. Internet & Broadband Connection Reimbursement

Employee may opt for Internet & Broadband Connection, it should be registered under employee's name.

INR 15,000 per annum is tax exempt.

i. Vehicle

1. Company Leased Vehicle Scheme (CLV)

As part of the compensation structure the company offers an option of availing a vehicle under the prevailing company vehicle policy, subject to eligibility. The major features of the scheme are as follows:

Parameter	Four Wheeler
Scheme Details	Company Leased Vehicle (CLV)
EMI Calculation Base	Vehicle Invoice Value (Final on-road price, excluding taxes)
EMI Limit	Grade 'H' and above - upto 100% of Residual Choice Pay Grade 'I' and below - upto 50% of Residual Choice Pay
Interest rate	Please reach out to your HR business partner to get the recent interest rate.
Vehicle Cost Limit	NA
Tenure	2 to 4 Years (Upto 48 Instalments)
Insurance Coverage Options	1.Comprehensive 2.Bumper to Bumper (Zero depreciation)

Mandatory debits towards Vehicle Insurance would be applicable to those opting this scheme.

The company vehicle policy provides more details regarding the vehicle scheme.

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2. Fuel and Vehicle Maintenance Reimbursements

All employees covered by the Company Vehicle Scheme are eligible for fuel and vehicle maintenance reimbursements. Employees using self-owned vehicles are also eligible for such reimbursement.

The limits for Fuel & Vehicle Maintenance for Own Vehicles and Vehicles under Company Vehicle Scheme are as under:

Level	4 Wheeler	2 Wheeler
All Grades	INR 2,40,000 p.a.	INR 48,000 p.a.

In case an employee is using a self-owned vehicle, employee needs to maintain a vehicle usage log in the system (ESS). Tax exemption will be available upto the limits set out above, subject to submission of supporting documents.

3. Conveyance Allowance

To be opted by an employee to meet the expenditure incurred for the purpose of commuting between place of employee's residence and place of employee's duty. However, this option may be availed only if the employee is not opting for fuel and maintenance reimbursement.

This component is taxable.

j. Housing

1. House Rent Allowance (HRA)

House Rent Allowance is paid in respect of expenses incurred on rented accommodation.

As per Section 10(13A) and Rule 2A of the Income Tax Act and Rules respectively, the lesser of the following is exempt from tax-

1. An amount equal to 50% of the salary, where the residential house is situated at Mumbai, Kolkata, Delhi or Chennai and an amount equal to 40% of salary where the residential house is situated at any other place;
2. House rent allowance received by the employee in respect of the period during which the rental accommodation is occupied by the employee during the previous year
3. The excess of rent paid over 10% of salary

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2. Company provided Accommodation

In case the employee is opting for an accommodation provided by the company, the basis of valuation will be as under-

Population of City as per 2001 census where Accommodation is provided	Where the Accommodation is owned by the Employer	Where the Accommodation is taken on lease or rent by the Employer
Exceeding 25 lakhs	15% of Salary in respect of the period during which the accommodation is occupied by the Employee	1. 15% of Salary; or 2. Lease rent (paid or payable) by the Employer, whichever is less
Exceeding 10 lakhs but not exceeding 25 lakhs	10% of the Salary in respect of period during which the accommodation is occupied by the Employee	
Any other	7.5% of the Salary in respect of period during which the accommodation is occupied by the Employee	

k. Insurance

i. Group Personal Accident Insurance (GPA)

All Employees are mandatorily insured under the Group Personal Accident Insurance.

The insured amount and corresponding premium [mandatory debit] are as follows.

Fixed Pay (per annum)	Sum Insured	Mandatory Debit (per annum)
Up to INR 10,00,000	INR 25 Lakhs	INR 516/-
INR 10,00,001 to INR 15,00,000	INR 37.50 Lakhs	INR 774/-
INR 15,00,001 and above	INR 50 lakhs	INR 1033/-

Benefit Clauses:

1. Death: 100% of sum insured
2. Permanent Total Disablement: 100% of sum insured
3. Permanent Partial Disablement varies from 1% to 75% of sum insured as per insurance policy
4. Temporary Total Disablement weekly benefit upto 1% of Capital Sum Insured or INR 5000 whichever is less for a maximum period of 104 weeks

Date: 6 Sep 2024

Page 11 of 19

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ii. Group Term Life Insurance (GTLI)

All employees are mandatorily insured under Group Term Life Insurance. The insured amount and corresponding premium [mandatory debit] are as follows:

Fixed Pay (Base Pay + Choice Pay) per annum	Sum Assured	Mandatory Debit (per annum)
Up to INR 10,00,000	INR 25 Lakhs	INR 2,714
INR 10,00,001 to INR 15,00,000	INR 37.50 Lakhs	INR 4,071
INR 15,00,001 to INR 20,00,000	INR 50 Lakhs	INR 5,428
INR 20,00,001 to INR 30,00,000	INR 75 Lakhs	INR 8,142
INR 30,00,001 to INR 50,00,000	INR 1.25 Crore	INR 13,570
INR 50,00,001 to INR 70,00,000	INR 1.75 Crore	INR 18,998
INR 70,00,001 to INR 90,00,000	INR 2.25 Crore	INR 24,426
INR 90,00,001 to INR 1,10,00,000	INR 2.75 Crore	INR 29,854
INR 1,10,00,001 and above	INR 3.00 Crore	INR 32,568

Benefit Clause:

Total sum assured is payable to the employee's nominee upon death of the employee. However, nothing is payable on survival.

iii. Medical Coverage

The Company endeavors to ensure that financial support is available to all employees to meet their medical needs and those of their dependent family members. All employees are mandatorily covered under this scheme. The coverage and mandatory debits in respect of the same are as follows-

Level	Family Definition	Benefits of Mandatory Coverage
B to F: Company's Management Medical Scheme	Self, Spouse, 3 dependent children (up to 25 years)	Floater Mediclaim Policy of INR 5 Lakhs, Plus Additional floater Mediclaim policy of Domiciliary reimbursement at actuals (as per INR 5 Lakhs or 7 Lakhs or 10 Lakhs the Management Medical Scheme)
	Dependent parents	Floater Mediclaim coverage of INR 5 Lakhs irrespective of the number of members covered, Plus Additional floater Mediclaim policy of INR 5 Lakhs or 7 Lakhs or 10 Lakhs
	1. Hospitalization room category up to Deluxe Single AC Room 2. Dental treatment reimbursement up to INR 15,000 per family p.a. (cosmetics not covered) 3. Full time Retainers shall be covered as per commitment / joining terms 4. For non-allopathy (e.g. Homeopathy, Ayurveda, Unani or other Medical practitioner) treatment, the medical practitioner should be registered as per the guidelines of Indian Medical Association	

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G to Below: Group Mediclaim Policy	Family of 7 members - Self, spouse, 3 dependent children (up to 25 years), 2 dependent parents	Floater Mediclaim coverage of INR 5 Lakhs irrespective of the number of members covered, Plus Additional floater Mediclaim policy of INR 5 Lakhs or 7 Lakhs or 10 Lakhs
	1. Hospital Room Category - Eligibility of up to Non-Deluxe Single AC Room 2. Sub limit of Maternity benefit (for first three children) up to INR 50,000 3. Sub limit for OPD basis treatment for Dental INR 1,500 (excluding the cost of dentures, bridges, crowns, scaling, filling, cleaning, polishing and cosmetic dentistry) 4. Sub limit for OPD basis treatment for Eye INR 500 (excluding cost of contact Lens, spectacles and cosmetic treatments)	

Medical Insurance Debits:

GHP w.e.f. 1st January 2024	
Grade	Details
F & Above grades :	<ul style="list-style-type: none"> • INR 40,620 per annum per person for self and spouse • INR 20,984 per annum per child (upto 25 years) • INR 16,616 per annum for Additional Medical floater cover of INR 5 Lakhs • INR 22,260 per annum for Additional Medical floater cover of INR 7 Lakhs • INR 30,353 per annum for Additional Medical floater cover of INR 10 Lakhs for self, spouse and child covered under mandatory policy • INR 40,240 per annum for dependent parents • INR 16,616 per annum for Additional Medical floater cover of INR 5 Lakhs • INR 22,260 per annum for Additional Medical floater cover of INR 7 Lakhs • INR 30,353 per annum for Additional Medical floater cover of INR 10 Lakhs for parents
G & Below grades :	<ul style="list-style-type: none"> • INR 40,240 per annum per family unit of 7 members • INR 16,616 per annum for Additional Medical floater cover of INR 5 Lakhs • INR 22,260 per annum for Additional Medical floater cover of INR 7 Lakhs • INR 30,353 per annum for Additional Medical floater cover of INR 10 Lakhs

I. Residual Choice Pay

The balance un-utilized amount is paid under the salary head as "Residual Choice Pay" and is subject to tax. Please note that you are required to make a declaration within 7 days of joining the Company and at the beginning of each financial year and thereafter from time to time within the timelines notified by the company, regarding the amounts to be claimed under each expense mentioned above. You are required to submit the bills and other supporting documents on or by 15th January for each financial year.

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Annexure C

Terms and Conditions

01. MEDICAL FITNESS & VERIFICATION OF PARTICULARS:

Your appointment is subject to:

- i. Medical Fitness: Your being declared medically fit by a Medical Officer or by a Doctor specified by the Company .
- ii. Verification of Particulars: In case the particulars mentioned in your application or the representations or warranties or any other information provided by you are found to be false, inaccurate or unsatisfactory, your services would be liable for termination at any time without any notice or any compensation in lieu thereof.

02. REPRESENTATIONS AND WARRANTIES:

The Company's agreement to continue to employ you and the compensation and benefits payable to you are in consideration of the terms, covenants, and conditions stated in the offer of employment including this Annexure C, and you represent, warrant and covenant to the Company that:

- i. You are under no contractual or other restriction or obligation which is inconsistent with the terms or conditions contained herein, the performance of your duties hereunder, or the other rights of the Company hereunder;
- ii. You are under no physical or mental disability that may hinder the performance of your duties / obligations contained herein;
- iii. You shall not raise any issue as to the reasonableness of the terms, covenants, or conditions contained herein in any proceeding to enforce these terms, covenants and/or conditions;
- iv. You have full right and authority to execute this contract and that you are not bound by any contract or arrangement, including any employment contract, bond or covenant not to compete, that is inconsistent herewith
- v. These terms, covenants, and/or conditions shall survive the termination of your employment with the Company.

You acknowledge that the terms, covenants, and conditions set forth herein are essential for the Company's protection and are not unreasonable and that the Company has relied on these representations, warranties, and covenants provided by you.

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03. DUTIES AND RESPONSIBILITIES:

- i. **Exclusivity:** You agree to perform your duties, responsibilities and obligations efficiently and to the best of your ability exclusively for the Company. You agree that you will devote all of your working time, attention and best efforts in performing your duties, responsibilities and obligations throughout the term of employment. You also agree that you will not engage in any other employment or business activities during the terms hereof. You agree that all of your activities as an employee of the Company shall be in conformity with all the policies, rules, regulations and directions of the Company, as applicable from time to time.
- ii. **Non Solicitation:** You will not, during the term of your employment or at any time thereafter, without the prior written consent of the Company, directly or indirectly, solicit for employment, or employ or otherwise contract for the services of, any person who is employed or engaged (either as an employee or consultant) by the Company or any of its affiliates or associated companies or directly or indirectly induce any such employee to leave their employment.

This covenant shall survive the termination of your employment with the Company.

- iii. **Other Interests:** You shall not seek membership of any local or public bodies without first obtaining written permission from the Company.
- iv. **Controlling Interest:** You agree that, so long as you are employed by the Company, you will not own, directly or indirectly, any controlling or substantial shareholding or other beneficial interest in any business enterprise or entity which is engaged in, or is in competition with, any business engaged in by the Company or any of its affiliates or associated companies. Notwithstanding the foregoing, you may own, directly or indirectly, up to 5% of the outstanding securities of any business or entity whose securities are traded on any national stock exchanges or in the over-the-counter market.
- v. **Work hours:** Your working hours at your place of posting shall be as per the rules and regulations of the Company, as specified from time to time. However, you may be required to work additional hours, from time to time, to carry out your duties and responsibilities effectively.
- vi. **Confidentiality and Non-disclosure:** You shall keep confidential and not disclose to any person or entity any information received or that comes to your knowledge during the course of your employment including in relation to the Company, its affiliates, associated companies, and third parties, in relation to any of our or their businesses or operations, particulars or details of manufacturing processes, technical know-how, security arrangements, analysis, compilations, forecasts, studies, summaries, notes, ideas(whether patentable or not), schematics, trade secrets, technology, customer lists (potential or actual) and other customer-related information, supplier information, sales statistics, pricing information, market intelligence, marketing and other business model/strategies, administrative organizational matters and any other information important for the Company. This shall include information in relation to third parties received by the Company in relation to any transaction being contemplated by the Company. Your obligation to maintain confidentiality of such information shall continue notwithstanding expiry or termination of your employment with the Company.

Third party Confidential obligations & prevention of IP contamination: You shall not use or disclose to the Company any confidential information of any third party received by you in your personal capacity from such a third party under an obligation of confidentiality, or knowingly induce use of such information in the business of the Company. Your employment/engagement with the Company shall not violate any obligation of confidentiality or non-solicitation of employment/assignment with any other party and that in case you are made aware of any such change in circumstances, you will inform the Company immediately of such change in the circumstances. You shall refrain from using/applying information/data in your current employment which qualifies as third party intellectual property to avoid any potential scenario of Intellectual Property contamination.

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Atmiya University
Rajkot

Coordinator,
Placement
Atmiya University, Rajkot





**Reliance
Industries Limited**

vii. **Proprietary Rights:** You will disclose to the Company forthwith any discovery, invention, process or improvement made or discovered by you while in the service of the Company or thereafter, and all the rights, title, interest in such discovery, invention, process or improvement shall automatically belong absolutely to the Company and be the sole, absolute and exclusive property of the Company immediately upon discovery, invention or creation of process or improvement, whether or not delivered to the Company. If and when required to do so by the Company, you shall at the Company's expense, take out or apply for letter's patent, licenses or other rights, privileges or protection as may be directed by the Company in respect of any such discovery, invention, process or improvement so that the benefit thereof shall accrue to the Company and you will execute and deliver all such deeds and documents, including in particular instruments of assignment and do all such acts and things as may be required by the Company for assigning, transferring or otherwise vesting all rights, title and interest in the same and all benefits arising in respect thereof in favor of the Company or its nominee.

You will assign (and you hereby do assign) in perpetuity to the Company or its nominee all of your rights to all such new ideas (including all inventions), and to applications for patent or copyrights in all countries, if any, and execute such documents and take such lawful action as may be reasonably required to assign such new ideas to the Company or its nominee.

You will execute and deliver promptly to the Company (without charge to you but at the expense of the Company) such written instruments and cooperate and do such other acts as the Company in its sole discretion deems necessary or desirable to assign and transfer title in such new ideas to the Company and / or its nominee and to assist the Company in preserving the property right in such new ideas (including against forfeiture, abandonment, or loss) and to vest the entire right and title and interest therein exclusively in the Company and / or its nominee.

viii. **Safe-keeping of Company's property:** You will be responsible for safe keeping of and returning in good order and condition all properties of the Company, its affiliates and associated companies which may be in your possession, custody, care or charge or being used by you. In case of loss of any such property, the Company will be entitled to assess the value of the loss / damages caused to it and recover the same from you and to take such other action as it deems proper in the event of your failure to account for such material or property to its satisfaction.

ix. **Return of the Company's Property and records:** Upon termination of your employment, you shall forthwith hand over any letter of authority or power of attorney issued in your favour and any property or material of the Company or any of its affiliates or associated companies in your possession at the time of cessation of your employment with the Company. You shall also return to the Company all documents, files, records, keys, and other property of the Company in your possession regardless of the media on which such items are stored, and you shall not retain any copies or duplicates thereof.

x. **Authorizations for activities:** You will not enter into any commitments or dealings on behalf of the Company for which you have not been expressly authorised nor will you alter or be a party to any alteration of any principle or policy of the Company or exceed the authority or discretion vested in you without the previous written consent of the Company. You will avoid any issue which may result in a conflict between your personal interests and the interests of the Company in dealing with suppliers, customers and all other organizations or individuals doing or seeking to do business with the Company.

xi. **Non-disparagement:** You agree that you shall act with the highest standards of propriety and professionalism and shall not criticize, ridicule or make any statement which disparages or is derogatory of the Company, any of its affiliate or associated companies or any other employee or business associate of the Company or any of its affiliates or associated companies in any public or non-public communication with any customer, client or member of the investment community or media or in any communication whatsoever.

xii. **Confidential nature of terms of employment:** You agree that, save and except as may be required by applicable law, (with the prior consent of the Company), you shall not disclose the terms of your employment to any person.

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**Atmiya University
Rajkot**

Coordinator,
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xiii. Enforceability: You acknowledge and agree that any violation of any of your duties and responsibilities may result in irreparable damage to the Company, and, accordingly, the Company may obtain injunctive and other equitable relief for any breach or threatened breach of such duties and obligations, in addition to any other remedies available to the Company.

You agree that the restrictions and remedies contained herein are reasonable and that it is your intention that such restrictions and remedies shall be enforceable to the fullest extent permissible by law. If it shall be found by a court of competent jurisdiction that any such restriction or remedy is unenforceable but would be enforceable if some part thereof were deleted or the period or area of application reduced, then such restriction or remedy shall apply with such modification as shall be necessary to make it enforceable.

Further, you hereby agree to indemnify and keep fully and effectively indemnified and hold harmless the Company, its affiliates, associates subsidiaries, and the directors, trustees, officers, employees, agents, authorized representatives and successors of all the foregoing from and against any and all claims, suits, actions, legal or other proceedings, demands, damages, liabilities, interest, costs, expenses (including attorney fees), and losses of whatsoever kind or nature incurred or sustained by Company or any of the third party directly or indirectly arising due to breach of any of obligations mentioned in the letter of employment and/or these terms and conditions.

04. TERMINATION OF EMPLOYMENT:

i. Employment At-Will: You acknowledge that your employment is and shall continue to be AT-WILL. This means that you have the right to terminate your employment with the Company at any time without providing any reason in accordance with the provisions hereof. Similarly, the Company may terminate your employment with or without cause at any time and for any reason in accordance with the provisions hereof. Accordingly, this letter of employment is not to be construed or interpreted as containing any guarantee of continued employment. As such, the recitation of certain time periods in this letter is solely for the purpose of defining your compensation. It is also not to be construed or interpreted as containing any guarantee of any particular level or nature of compensation.

ii. Superannuation: In the normal course, you will retire from the company on attaining superannuation at the age of 58 years.

iii. Absenteeism: If you absent yourself without leave or remain absent beyond the period of leave originally granted or subsequently extended, you shall be considered as having voluntarily terminated your employment without giving any notice unless you:

- a. return to work within 8 days from the commencement of such absence, and
- b. give an explanation to the satisfaction of the Company regarding such absence

iv. Medical Fitness: The Company has the right to request you to get yourself medically examined by a certified medical practitioner specified by the Company during the tenure of your employment. In case you are found to be medically unfit to perform your duties, your employment may be terminated.

v. Notice Period: Notwithstanding anything contained herein, the Company, in its sole discretion, may terminate your employment without cause by giving one month notice in writing or payment of one month Basic Salary on a pro rata basis, in lieu thereof. Similarly, you may resign from the Company's employment without cause by giving one month notice in writing or by payment of one month Basic Salary on a pro rata basis, in lieu thereof. In the event of your resignation, the Company may in its sole discretion opt to accept the same and relieve you prior to the completion of the stipulated notice period of one month, without any pay in lieu of the notice period.

vi. Termination for Misconduct: Your services are liable to be terminated without any notice or salary in lieu thereof for fraud, misconduct, negligence or breach of any of the terms and conditions of your letter of employment which includes this Annexure C. Without prejudice to the general meaning of the term "misconduct", "misconduct" shall include any case of reasonable suspicion of misconduct, disloyalty, commission of an act involving moral turpitude, or any action of indiscipline or inefficiency.

Date: 6 Sep 2024

Page 17 of 19

Reliance Corporate Park Thane - Belapur Road, Ghansoli, Navi Mumbai - 400 701, India.
Phone : +91-22-4477 0000 Fax : +91-22-4471 0111

Register Office : Maker Chambers IV, 3rd Floor, 222, Nariman Point, Mumbai - 400 021, India. CIN - L17110MH1973PLC019786

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Rajkot**

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vii. Non-compete: In the event of your separation from the Company for any reason whatsoever, you will not take up any job or assignment either full time or otherwise, either directly or indirectly, for a period of three months from the date of separation in any industry or business involved in similar/competing business as the Company or any of its affiliates or associate companies.

viii. Recovery of Payments: (If applicable) Payments made towards recovery of notice period by your previous employer and relocation expenses by us will be recovered in full in the event of your separation from the Company prior to completion of 1 year from joining the Company.

05. GENERAL:

i. Training: You may be selected and sponsored by the Company for familiarization/ training assignments with our technical collaborators or any other institutions/ organizations in India and/or abroad, based on terms and conditions stipulated at such time. You will diligently and beneficially take part in the training and such assignments in accordance with Company policies and directives.

ii. Rules, Regulations and Policies on Ethics: You will be governed by the service rules, regulations and policies including conduct, discipline and administrative orders and any such other rules or orders of the Company that may come into force from time to time. You must observe the policies that the Company publishes / notifies from time to time. These policies include requirement that you maintain the highest standards of conduct and act with the highest ethical principles.

- a. You must not do anything that may be a conflict of interest with your responsibilities as an employee.
- b. You are required to read and understand all policies applicable to you, all of which are available in the Reliance Management System ("RMS") portal. If you have any questions, now or in the future, please ask the Human Resources Department through the Query Management System in the ESS portal. You may also be required to sign and abide by the Policy on Ethics of the Company and undertake to sign such declarations that the Policy may demand from time to time.
- c. Women employees will be entitled to all the statutory benefits provided by the Company under the Maternity Benefit Act 1961, and its subsequent amendments, if any, details of which are set out in the RMS/ESS portal.

iii. Media Interaction: You will not interact with the media - electronic, print or otherwise in

- a. India or overseas, during or outside work hours, either in your own personal capacity or on behalf of the Company unless you have express and direct approval from the Company to interact with the media as a representative of the Company. Only persons duly authorized by the Company are permitted to interact with media and then only on specified subjects. Disclosure of any information other than those specifically authorized by the Company is prohibited.
- b. Disclosure of information on proceedings of meetings (board / committee / internal) and disclosure of forward-looking statements is prohibited unless such disclosure is specifically approved by the Company.
- c. You shall also not disclose non-public information selectively to any particular group as it may lead to unfair advantage / discrimination.
- d. For any outside publication of books, articles or manuscripts which relate in any manner to the Company's business, policies and processes, you are required to obtain prior written approval of the Company prior to its publication or release.
- e. Any violation of the Company's media policy, will tantamount to a breach of the terms and conditions of employment and may result in termination of the contract.

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**ATMIYA
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Criterion 5

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DVV 5.2.1



**Reliance
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- iv. **Jurisdiction:** The letter of employment is made at Mumbai and competent courts of Mumbai shall have jurisdiction over any dispute or difference whatsoever arising out of, under, in relation to or in connection with the letter of employment or breach hereof or in respect of any matter or thing herein contained.
- v. **Entire Agreement:** This contract and the document referred to herein contain the entire agreement and understanding of the parties with respect to the subject matter hereof and shall supersede any and all prior or contemporaneous communications, representations, or agreements between the parties, whether oral or written, regarding the subject matter of this contract.
- vi. **Age:** Your age mentioned in the Matriculation / Higher Secondary Certificate / Passport will be deemed to be the conclusive proof of your date of birth.
- vii. **Change of address:** You will intimate in writing to the Company any change of your residential address within a week of the same changing, failing which any communication sent to you on your last recorded address shall be deemed to have been duly served on you.
- viii. **Passport:** You are required to have a valid passport at all times and ensure that the same is renewed from time to time.
- ix. **Suspension:** You may be placed under suspension pending enquiry into the charges of misconduct or any other breach hereof. The salary for the suspension period will be paid to you only if you are found not guilty of any of the charges for which you are suspended and not otherwise.
- x. **Travel:** You shall make your own transport arrangements to and from the place of work.
- xi. **Documentation:** Please submit the following documents, if not submitted earlier:
- Certificates in support of your educational professional qualifications, experience, date of birth and other testimonials in original together with copies thereof.
 - Three copies of your recent passport size photographs with blue background.
 - Relieving letter and salary certificate from your last employer, in case you are/were employed.
- xii. **Severability:** If any term or provision of this letter of employment shall be held to be invalid for any reason whatsoever, such invalidity shall not affect the validity, operation or enforceability of the remainder hereof. If the remainder of this letter is not materially affected by such declaration or finding and is capable of substantial performance, then that term or provision or part thereof shall to that extent be deemed not to form part of this letter of employment and such provision shall be replaced by a substitute provision that is legal and enforceable and is as nearly as possible consistent with the intentions underlying the original provision.
- xiii. **Non Waiver:** No delay or omission on the part of Company in exercising any right, power, privilege or remedy in respect of your employment terms shall neither impair such right, power, privilege or remedy, or be construed as a waiver of it, nor shall any single partial exercise of such right, power, privilege or remedy, preclude any further exercise of it or the exercise of any other right, power, privilege or remedy.

I confirm that I have read and understood the terms and conditions set out herein and unconditionally and irrevocably accept the above terms and conditions.

Employee Name: Mayank Dhiren Ankleshwariya

Signature:

Date: 6 Sep 2024

Date: 6 Sep 2024

Page 19 of 19

Reliance Corporate Park Thane - Belpur Road, Ghansoli, Navi Mumbai - 400 701, India.
Phone : +91-22-4477 0000 Fax : +91-22-4471 0111

Register Office : Maker Chambers IV, 3rd Floor, 222, Nariman Point, Mumbai - 400 021, India. CIN - L17110MH1973PLC019786

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**Atmiya University
Rajkot**

Coordinator,

Placement
Atmiya University, Rajkot



★ Page 249 of 315



Junomoneta
finsol pvt. ltd.

Offer Letter
PRIVATE AND CONFIDENTIAL

November 02, 2023

Dear Rohan Rathod

With reference to your interview during campus hiring at Atmiya University, we are pleased to offer you the following role in our organization:

- Designation: Research Associate - Technical
- Job Location: Rajkot
- Date of Joining: May – June, 2024

The detailed terms and conditions of your appointment will be issued to you at the time of joining. We expect you to maintain the confidentiality of the terms offered to you. Your annual CTC will be Rs. 3,60,813 /- as per the detailed breakup in Annexure -I.

Please find below the list of documents that are required to be submitted before joining (soft copy), for the expeditious process:

1. Proof of Age Certificate (Xth Mark sheet Certificate)
2. Educational, Professional and Technical Qualification certificates
3. One (3) passport-size color photograph
4. Copy of Present and Permanent Address Proof.
5. ID Proof (Aadhar Card, PAN Card)
6. Bank details (cancel cheque/copy of passbook)
7. NISM Certificate, if available

If you fail to join on the aforesaid date and in absence of any written communication to this effect from you, this preliminary offer letter shall automatically be treated as withdrawn. We look forward to meeting you on May – June, 2024.

Thank you
For Junomoneta Finsol Pvt. Ltd.
**RICHA AHUJA
SHARMA**
Authorized Signatory

I accepted

6/11/23

Junomoneta Finsol Private Limited

First Floor, Block Q, Mondeal Business Park-2, Nr. Gurudwara, S.G. Highway, Bodakdev, Ahmedabad, Gujarat-380054
CIN : U65993GJ2019PTC124689, GSTIN: 24AAECJ6966H1ZA, e-mail: admin@junomoneta.in, Contact No. : 079-48948880

Coordinator,





**ATMIYA
UNIVERSITY**

NAAC – Cycle – 1
AISHE: U-0967

Criterion 5

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Junomoneta
finsol pvt. ltd.

Annexure -I CTC Break-up	
Name	Rohan Rathod
Designation	Research Associate - Technical
Location	Rajkot
Salary Components	
	Amount (In INR)
Basic	12,600
HRA	6,300
LTA	2,520
Special Allowance	3,780
Monthly Pay	25,200
PF Employer Contribution	1,512
ESI Employer Contribution	-
Monthly Gross Pay	26,712
Annual Gross Pay	3,20,544
Gratuity (Refer Note 1)	7,269
Variable Incentives (Refer Note 2)	33,000
Annual CTC	3,60,813
Monthly In hand	
Monthly net pay	25,200
Less: Employee PF	1,512
Less: Employee ESI	-
Less: Professional Tax	200
Less: TDS	As per IT rules
Net In hand (subject to deduction under Income Tax act.)	23,488
Note:	
1) Payment of Gratuity shall be governed by Provisions of Gratuity Act, 1972.	
2) Variable Incentives shall be payable based on your performance & as per the firm's policy (as amended from time to time). Annual Compensation and Variable Incentives will be subject to deduction of tax at source as per the applicable rules and regulations.	

**RICHA AHUJA
SHARMA**

Digitally signed by RICHA AHUJA SHARMA
DN: cn=RICHA AHUJA SHARMA, o=ATMIYA UNIVERSITY, ou=HUMAN RESOURCE, email=ricsha.ahuja@atmiyauniversity.edu.in, c=IN, postalCode=360004, st=GUJARAT, serialNumber=1, uri=http://www.atmiyauniversity.edu.in, cn=RICHA AHUJA SHARMA
Date: 2023.11.23 11:50:13 +05'30'

Authorized Signatory
For Junomoneta Finsol Pvt. Ltd.

Junomoneta Finsol Private Limited

First Floor, Block Q, Mondeal Business Park-2, Nr. Gurudwara, S.G. Highway, Bodakdev, Ahmedabad, Gujarat-380054
CIN : U65993GJ2019PTC124689, GSTIN: 24AAEC16966H1ZA, e-mail: admin@junomoneta.in, Contact No. : 079-48948880

[Handwritten Signature]

Atmiya University, Rajkot-Gujarat-India
**Atmiya University
Rajkot**

[Handwritten Signature]
Coordinator,

Placement
Atmiya University, Rajkot





**ATMIYA
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Factory :
Bhuj-Bhachau Road, State Highway No. 42,
Village - Paddhar, Taluka - Bhuj, Dist. Kutch.
Tel: +91 2832 248300



1st June, 2024
Ref No.: BKT/BHUJ/HR/2024-25

Mr. Prins Dudhagara
Vallabhbhai Dudhagara
Rupavati, Padadhari
Rajkot, Gujarat - 360110

Dear Mr. Prins Dudhagara,

Sub: Offer for the position of "Trainee Officer".

Please refer your application and subsequent interviews you had with us.

We are pleased to offer you the position of "Trainee Officer" in our organization at Bhuj Plant, Gujarat on the terms and conditions mutually agreed at the time of interview.

1. Your training shall commence from the date of your joining us, which should take place on or before the 27th August 2024.
2. You shall undergo one-year training. On successful completion of training you shall be placed in regular cadre of the company as Officer.
3. You are advised to bring the following documents (Photocopies) at the time of joining. Please also bring original documents for verification.
 - a. 8 Passport size recent colour photographs.
 - b. SSC, Degree/Diploma certificate and final year mark sheet.
 - c. School Leaving or any other age proof certificate.
 - d. Relieving and experience certificate from the all previous employer if applicable
 - e. Xerox of Pay Slip of the last Salary Drawn & Salary Structure of CTC
 - f. Certificate in support of any additional skill/qualification you have acquired.
 - g. Medical Certificates i.e. Blood Report – CBC with Blood Group, Urine Report, ECG report, X-ray of the chest Report, Eye Sight Check – Routine and for Colour Blindness
 - h. Photo Identity Proof (PAN card & Aadhar Card (Mandatory), Driving License, Election Card, & Passport).
 - i. Any other document which you may feel necessary to be submitted.
 - j. Bank Detail - Passbook / Cheque Book / Account Statement

Prins

2

Balkrishna Industries Ltd.
CIN No.: L99999MH1961PLC012185
Corporate Office : BKT House, C/15, Trade World, Kamala Mill Compound, Senapati Bapat Marg, Lower Parel, Mumbai - 400 013, India.
Tel.: +91 22 6666 3800 Fax: +22 6666 309899 www.bkt-tires.com
Registered Office : B-66, Waluj Industrial Area, Waluj, Chhatrapati Sambhajinagar - 411 136.

Atmiya University, Rajkot-Gujarat-India
Atmiya University
Rajkot

Prins
Coordinator,
Placement
Atmiya University, Rajkot





Factory :
Bhuj-Bhachau Road, State Highway No. 42,
Village - Paddhar, Taluka - Bhuj, Dist. Kutch.
Tel: +91 2832 248300



:2:

4. As explained and agreed by you during the interview process – though the company does not have a policy of Service Bond, we expect you to serve the Company for a minimum period of 3 years.
5. A detailed letter of Training will be issued to you subsequent to the submission of the above documents at the time of joining
6. Please sign and return the duplicate copy of this letter as token of your acceptance of the offer. You must also intimate us your residential address and mobile number for any further communication between us.

We welcome you to the organization and look forward to a long and successful career with us.

Thanking you.

Yours faithfully,

For, Balkrishna Industries Ltd.

Surjit Paul
AGM – Human Resources

[Dudhaga Pates]

I accept the terms

Balkrishna Industries Ltd.
CIN No.: L99999MH1961PLC012185
Corporate Office : BKT House, C/15, Trade World, Kamala Mill Compound, Senapati Bapat Marg, Lower Parel, Mumbai - 400 013, India.
Tel.: +91 22 6666 3800 Fax: +22 6666 309899 www.bkt-tires.com
Registered Office : B-66, Waluj Industrial Area, Waluj, Chhatrapati Sambhajnagar - 411 136.



CYPHEROX TECHNOLOGIES

Date: 21-07-2023

Letter of Intent

Dear Vrushti Ghediya,

Congratulations! We are pleased to inform you that after subsequent interview you had with us, you have been selected at **Cypherox Technologies Pvt. Ltd.** We are delighted to make you the following job offer.

The position we are offering is that of **Business Development Executive - Trainee** at a salary of INR 3.36 LPA. This position reports to your manager.

This is a permanent position.

Benefits Information if relevant to the position:

Stipend in Probation: - 5000 Per Month

The probation (or Provisional) Period will be for 3 Months.

*Any Leave taken during Probation will be considered Unpaid Leave and will extend your Probation Period.

You are required to join on **3rd January 2024**. A formal letter of appointment with detailed terms and conditions will be provided at the time of joining. We look forward to your joining and long-term association.

For, Cypherox Technologies Pvt. Ltd.

Tulika Singh

Tulika Singh

Manager – Human Resources

ncampse

Candidate Signature

Cypherox Technologies Pvt. Ltd.

706, Rivera Wave, Nr McDonalds, Kalawad Road, Rajkot -360005, Gujarat.

Cell No: 9033199949 | Email: connect@cypherox.com | www.cypherox.com

A sustainable world means working together to create prosperity for all...

[Signature]

[Signature]
Coordinator,





**ATMIYA
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NAAC – Cycle – 1
AISHE: U-0967

Criterion 5

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DVV 5.2.1



Offer Letter

Dear Akbari Dhruhit Jagdishbhai
330, Shiv darshan society Vi -2, Yogichowk,
Punagam, Surat City, Surat, Gujarat 395010.

Further to the interview you had with us, we are pleased to offer you as **Software Trainee** in our organization.

The terms and conditions governing your training are given below: -

1. Training period:

You will be on full-time training for a period of 6 months effective from on or before 1-January-2024.

2. Consolidated Stipend

A sum of Rs. 7500/- (Rupees Seven Thousand Five Hundred Only) per month will be paid to you as a stipend.
You will not be entitled to any other benefits, apart from the above.

3. Notice period during training

The Company reserves the right to terminate services of trainees on grounds of misconduct or breach of the terms and conditions of the Undertaking to be furnished by the trainee as per clause 6 of this letter and / or violation of any rules and regulations or standing orders of the Company by giving seven calendar days' notice or upon payment of stipend in lieu thereof.

4. You will be required to sign an Undertaking-cum-Indemnity Service Agreement on the date of joining.

5. This offer is subject to:

- You will be working for a total of 30 months which includes your training for 6 months.
- You Can not leave the company once training started. The duration of your training will be 6 months.
- During the Training period, you will be given a stipend of Rs. 7500 per month.
- After completion of training your performance will be evaluated and if your performance is good, we will offer you employment.
- After successful completion of training for 6 months, you will be given confirmed employment (based on performance during the training program) and for which you will be paid maximum up to ₹ 25,000/- (Twenty-Five Thousand) per month as salary.
- We will keep 3500/- of stipend with us for the security purpose and that will be return to you after completion of 24 months of employment.
- Once training is started, and if you want to leave the contract in between of training, you will need to return whatever stipend you earned from company. In Addition, Company will not return the 20,000/- which you have paid as Training & Development fees.
- Once training is over and you are an employee, if you want to leave the contract in between of employment terms, in addition to that you will also need to pay Rs. 1,00,000/- to compensate against provided specialized training, you need to serve the notice period for two months

B-801, The First, Behind Keshavbaug Party Plot, Vastrapur, Ahmedabad, Gujarat, 380015, India.

Phone : 079 40327195 | Email : info@theonetechnologies.com | Web : https://theonetechnologies.com/

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**Atmiya University
Rajkot**

Coordinator,
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Atmiya University, Rajkot



★ Page 255 of 315




- If you leave in between 2.5 years of agreement Company will not return security deposit and stipend amount.
 - Increment will be given based on yearly performance evaluation report after one year from the date of employment.
6. On successful completion of training, based on your performance evaluation during and at the end of the training period, you will be confirmed in the services of the Company in the appropriate cadre depending on suitable openings.
7. You are required to maintain the highest order of discipline and secrecy as regards the work of the company and/or its subsidiaries or associate companies and in case of any breach of discipline/trust, your services may be terminated by the company with immediate effect. You will also be required to sign the Secrecy Agreement on your joining.
8. You will also be governed by the standard terms and conditions applicable to the managerial cadre of the company as existing now and as may be amended from time to time.

Kindly sign the copy of this letter indicating your acceptance of the above terms and conditions of this offer and return the same to us.


Whilst welcoming you to The One Technologies, we wish you good luck and a very bright career with us.

I would appreciate any information that you could forward to me about our Recruitment Process. If you have any questions, You can reach us at 8866088078 / 6358288840, I look forward to receiving the information and speaking with you soon.


 Pooja S. Solanki

Thanks, and regards,
HR Department
The One Technologies

B-801, The First, Behind Keshavbaug Party Plot, Vastrapur, Ahmedabad, Gujarat, 380015, India.
Phone : 079 40327195 | Email : info@theonetechnologies.com | Web : https://theonetechnologies.com/


Coordinator,





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Criterion 5

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Date: 5 Sep 2024

Ref: RIL/81608073/30307665/050924/1656

Dear Prashant Dineshbhai Dave,

Letter of Appointment

With reference to written tests / interview you had with Reliance Group of Companies, we are delighted to appoint you in the position "Field Exec Trainee - Chem" in Group, based upon following terms and conditions.

Documentation

This appointment letter consists of the below mentioned attachments:

- A compensation term sheet
- Components of Compensation
- Terms and conditions
- Other applicable paperwork based upon your specific needs

You are required to read these before you commence your employment

01. Place of Posting

Your initial place of posting will be at the place of your training. During your training period, you may be posted / transferred / to any of the offices / projects / divisions / departments / units of the company existing or to be set up at any location in India or abroad without any additional remuneration. Your services are also liable to be transferred to any of the group companies.

You will report for training on or before **19-Sep-24** failing which this letter of appointment shall automatically stand withdrawn and cancelled.

02. Mandatory Criteria:

- i. Score eligibility:
Your appointment is subject to your securing minimum CGPA of 6.0 / 60% & above marks over 8 semesters, wherever applicable.
- ii. Pre-employment Medical Check:
Pre-employment Medical Check clearance from RIL certified doctor. System generated information will be received for initiating the same on acceptance of this appointment letter.

03. Confirmation:

You will be under training for a period of one year from the date of joining the Company. During training you will be undergoing various assessments at the end of which there will be a final assessment. Your confirmation on permanent rolls of the company solely depends on the discretion of the management and the same is not a matter of right in any manner whatsoever.

Management reserves the right to terminate your training either during the training period or on completion of the same without assigning any reasons whatsoever.

(This letter is computer generated and does not necessarily require a signature)

Date: 5 Sep 2024

Page 1 of 3

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Page 257 of 315



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We would also like to draw your particular attention to our Values and Behaviours. We have six values that express our shared understanding of what we believe, how we aim to behave and what we aspire to be as an organisation. Our values are about delivering customer value, having an ownership mind-set, showing respect and integrity, pursuing excellence and being one team.

Next Steps

This is system generated appointment letter based on the offer letter received. Please confirm your acceptance of this appointment letter by clicking 'Accept' button online. This letter of appointment shall automatically stand withdrawn in case we do not receive your acknowledgement online within ten days from receipt of this letter.

This offer of employment is subject to you providing all of the information and documentation requested BEFORE you commence employment with us. All information / documentation submitted by you will be considered as submitted on your own freewill and consent.

This appointment is confidential and you must not discuss this or disclose any documentation related to it with anyone other than your immediate family. Any disclosure of the details of this offer to a third party other than your immediate family may result in withdrawal of the offer.

We reserve the right to withdraw our offer of employment/terminate your employment with us without assigning any reason whatsoever thereof, or delay your start date if you do not provide the required information and documentation within the required timelines or if during this process you intentionally leave out any information or provide any information which is inaccurate or untrue.

In case of any dispute regarding interpretation of any word or clause of this letter, the decision of the management shall be final and binding.

We look forward to your joining our team for a long, successful and pleasant association.

Sincerely yours,
Reliance Industries Ltd.

Authorized Signatory

(This letter is computer generated and does not necessarily require a signature)

Date: 5 Sep 2024

Page 2 of 3

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Page 258 of 315



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AISHE: U-0967

Criterion 5

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KI 5.2

DVV 5.2.1



ANNEXURE A

1.1 Annual Compensation Summary

ANNEXURE 1.1 - A		
Name: Prashant Dineshbhai Dave		
Compensation Breakup	Monthly (INR)	Annual (INR)
Basic Pay	13,192	1,58,303
House Rent Allowance	8,750	1,05,000
Residual Choice Pay	0	0
Insurance		
Group Personal Accident Insurance Premium (GPA)	43	516
Group Term Life Insurance Premium (GTLI)	226	2,714
Medical Insurance Premium* (Self, Spouse, 3 Dependent Children & Dependent Parents)	4,738	56,856
SUB TOTAL - I	26,949	3,23,389
Employer's Contribution to Provident Fund: PF (12% of Basic Pay)	1,583	18,996
Gratuity (4.81% of Basic Pay)	635	7,614
SUB TOTAL - II	2,218	26,611
TOTAL- FIXED PAY [I + II]	29,167	3,50,000

Residual Choice Pay can be distributed among the following Tax Friendly elements - HRA, LTA, Conveyance Allowance, Office Wear Allowance, Children Education Allowance, Food & Beverage Coupons, Gift Vouchers and Fuel & maintenance Expenses. Remaining amount will be paid as "Residual Choice Pay", as applicable.

Date: 5 Sep 2024

Page 3 of 3

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Page 259 of 315



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1.2 Tax Status of compensation elements

Below table shows all of the Total Pay components and their taxability status.

S.No.	Total Pay Components	Taxability Status (as per prevailing norms)
I	Base Salary	
a.	Basic Salary	Taxable
b.	Provident Fund Contribution (PF)	Please refer Annexure B
c.	Gratuity	Please refer Annexure B
II	Choice Pay	
a.	Medical Reimbursement	Taxable
b.	Food Coupon	Tax exempt subject to conditions
c.	Gift Coupon	Tax exempt subject to conditions
d.	Leave Travel Allowance (LTA)	Tax exempt subject to conditions
e.	Office Wear Allowance (OWA)	Tax exempt subject to conditions (only applicable to locations having a 'Uniform Policy')
f.	Children's Education Allowance (CEA)	Tax exempt subject to conditions
g.	Children's Hostel Allowance (CHA)	Tax exempt subject to conditions
h.	Internet and Broadband Connection Reimbursement	Tax exempt subject to conditions
i.	Vehicle	
1.	Company Leased Vehicle Scheme	Tax exempt (up to the value of EMI)
2.	Fuel and Vehicle Maintenance Reimbursement	Tax exempt (Taxable Perquisite Notional Value)
3.	Conveyance Allowance	Taxable
j.	Housing	
1.	House Rent Allowance (HRA)	Tax exempt subject to conditions
2.	Company Accommodation (where it is provided)	Taxable Perquisite
k.	Insurance	
1.	Group Personal Accident Insurance Premium (GPA)	Tax exempt
2.	Group Term Life Insurance Premium (GTLI)	Tax exempt
3.	Medical Insurance Premium	Tax exempt
l.	Residual Choice Pay	Taxable
III.	Annual Cash Bonus (ACB) / Performance Linked Incentive (PLI) / Variable Performance Linked Incentive (VPLI)	Taxable, If Applicable

Date: 5 Sep 2024

Page 4 of 19

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Please Note:-

- The income tax calculation is provisional and is based on the current income tax rules (**Rules**). Any change in the Rules may impact the income tax projections.
- You shall bear and pay the tax liabilities, if any, applicable in relation to all the perquisites or benefits provided to you in accordance with the provisions of this Agreement. Please note that all the details set out above are indicative and subject to change with change in Indian tax policies and rules.
- Employee shall be solely responsible for the payment of any and all taxes on salary / income, employee benefits and personal income. You are advised to get updated information in relation to the income tax calculation on your salary from independent external advisors
- Fixed Pay elements like fuel and maintenance reimbursement, office wear allowance, medical reimbursement, LTA will be reimbursed at actuals based on the bills submitted and in case the reimbursement amount falls short of the amount chosen, the balance will be paid as taxable allowance.

Date: 5 Sep 2024

Page 5 of 19

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★ Page 261 of 315



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Annexure B

Components of Total Pay

The Company follows a Total Pay structure that reflects the total cost of an employee to the Company this includes all direct and indirect payments including all benefits, perquisites, subsidies, and Annual Cash Bonus (ACB) / Performance Linked Incentive (PLI). This structure is being followed so as to provide flexibility to the employees in structuring their compensation package. The components within each category of payments are discretionary and these components may be changed by the Company from time to time without notice.

The main components under the Total Pay structure are as follows:

I. Components of Compensation

1. Base Salary: This is first part of the total pay, which may include Basic Salary, PF and Gratuity

a. Basic Salary: This is the base pay component of the fixed pay and is the reference salary for provident fund and gratuity contribution.

b. Provident Fund (PF):

The contributions payable by the Employer under the scheme shall be at the rate specified under the Employees' Provident Funds and Miscellaneous Provisions Act, 1952 (PF Act). The current rate of contribution is 12% of PF Salary. Employee also contributes an equal amount from employee's monthly salary, as per PF Act. Both of these are remitted on a monthly basis to the Company's PF Trust / RPF.

Out of the Employer's contribution, a portion (presently 8.33% of PF Salary subject to a maximum of INR 1250) is deposited into the Employees' Pension Scheme. The part of the company's contribution deposited under Employees' Pension Scheme to RPF is to provide employees with pension on retirement or after completion of a specified period of service. TDS recovery from PF settlement will be as per the relevant provision of the Income Tax Act, 1961.

Benefits associated with Employees' Provident Fund and Employees' Pension Scheme will be as per the prevailing rules and regulations outlined in the Employees' Provident Funds and Miscellaneous Provisions Act, 1952. Employees are advised to refer to EPFO site (<http://www.epfindia.com/>) for detailed rules, procedures and any other updates.

Please note that the contribution amounts, limits, withdrawals and other rules applicable to the PF and pension are subject to applicable Indian laws in force from time to time. Employee is bound to adhere to all changes in the applicable law. Any implications on contribution, accumulation and withdrawal conditions outlined in the Employees' Provident Fund and Employees' Pension Scheme is to be borne by the employee. To understand implications associated with any such change in relevant laws or the Employees' Provident Fund and Employees' Pension Scheme, employees are recommended to solicit independent external advice.

c. Gratuity

Employer's contribution to the Company's Gratuity Fund will be as specified under 'The Payment of Gratuity Act, 1972'. Currently, the Employer's contribution to the Company's Gratuity fund is @ 4.81% of Basic Salary. Gratuity shall be payable to an employee on completion / end of their employment with the Company provided employee has rendered continuous service for a minimum period of 4 years and 240 days. However, eligibility for contribution to the Gratuity Trust / Fund commences from the first day of employment and in the event of separation prior to such 4 years and 240 days, the same will be paid as ex-gratia, except in case of separation due to disciplinary grounds.

Date: 5 Sep 2024

Page 6 of 19

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Gratuity is calculated as follows:

(Last Drawn Salary / 26 Days) x 15 days x Number of completed years of service (In the case of death, the minimum service requirement does not apply)

For every completed year of service or part thereof in excess of 6 months, the employer will pay the employee gratuity at the rate of 15 days wages based on the rate of wages last drawn by such employee. Income Tax on the gratuity payment will be applicable as per Income Tax Rules. In the event an employee fails to complete 4 years and 240 days of continuous service, ex-gratia will be paid up to the amount of gratuity accumulated and will be subject to prevailing Income Tax Rules.

Maximum Amount of Gratuity which will be exempt from Income Tax will be as per 'The Payment of Gratuity Act, 1972'.

Date: 5 Sep 2024

Page 7 of 19

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Page 263 of 315



2. Choice Pay :

This is second part of the total pay. Subject to eligibility and availability of amount mentioned under various components in Annexure A, an employee may opt for all the allowances or combination of them

a. Medical Reimbursement

Employee may opt for medical reimbursement for expenses incurred by the employee to meet health related expenditure, such as medicines, doctor's fees etc. of the employee and employee's family members. Medical expenses up to a maximum of INR 15,000 per annum will be reimbursed at actuals against production of bills.

This component is taxable.

b. Food Coupons

Employee may opt for Sodexo / Accor Pass Meal Vouchers. These are food coupons that can be exchanged for food and beverages at all approved affiliated establishments across India.

However, once purchased, these coupons cannot be redeemed for cash.

c. Gift Coupons

Employee may opt for gift coupons. Company provides Sodexo / Accor Pass Gift Vouchers that can be used to buy daily necessities at over 6000 affiliated establishments across India.

However, once purchased, these coupons cannot be redeemed for cash.

Up to INR 5,000 per annum is tax exempt.

d. Leave Travel Allowance (LTA)

Employee may opt for LTA. It refers to reimbursement by Company of actual expenses incurred only on travel by employee along with their dependents to any place within India. Expenses such as hotel accommodation, sightseeing, food etc. are not eligible to be reimbursed as LTA or for tax exemption. The following qualifying criteria are to be met for claiming LTA:

1. Employee must necessarily take 5 days of continuous Privilege Leave.
2. The family for this purpose includes spouse, unmarried dependent children (maximum of two only), parents and dependent brothers and sisters.
3. No advance is given towards LTA. It must be claimed as a reimbursement against actual bills and travel documents.

Entitlement: Employee has to decide on the quantum of LTA (could be up to 2 months' basic salary) that employee wishes to avail as part of employee's choice pay component. This choice has to be made by employee initially at the time of joining and thereafter at the beginning of each financial year. A mid-year change in the quantum of LTA is not permissible.

As per current Income Tax rules, tax exemption for LTA is allowed twice in a block of 4 calendar years. Tax authorities have defined the current 4 year block as being from 1 January 2022 - 31 December 2026.

The quantum of exemption is subject to following maximum limits depending on the mode of transport used or available:-

1. Journey by air: Economy class air fare of national carrier by shortest route or the actual amount spent, whichever is lesser
2. Journey by rail: AC first class fare by shortest route or the actual amount spent, whichever is lesser
3. Place of origin and place of destination connected by rail but journey performed by other mode of transport: AC first class fare by shortest route or the actual amount spent, whichever is lesser
4. Place of origin and place of destination not connected by rail (partially or fully) and not connected by other recognized public transport system: AC first class fare by the shortest route or the actual amount spent, whichever is lesser

Date: 5 Sep 2024

Page 8 of 19

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e. Office Wear Allowance (OWA)

Only employees' working at locations where a 'Uniform Policy' is in place may opt for OWA.

OWA is an allowance provided to employees to meet expenditures incurred by employee towards purchase of uniform to be worn at the workplace.

INR 24,000 per annum is tax exempt.

f. Children's Education Allowance (CEA)

Employee may opt for CEA to meet education expenses of their children.

INR 100 per month per child subject to a maximum of two children is tax exempt

g. Children's Hostel Allowance (CHA)

Employee may opt for CHA to meet hostel expenses of their children.

INR 300 per month per child subject to a maximum of two children, is tax exempt

h. Internet & Broadband Connection Reimbursement

Employee may opt for Internet & Broadband Connection, it should be registered under employee's name.

INR 15,000 per annum is tax exempt.

i. Vehicle

1. Company Leased Vehicle Scheme (CLV)

As part of the compensation structure the company offers an option of availing a vehicle under the prevailing company vehicle policy, subject to eligibility. The major features of the scheme are as follows:

Parameter	Four Wheeler
Scheme Details	Company Leased Vehicle (CLV)
EMI Calculation Base	Vehicle Invoice Value (Final on-road price, excluding taxes)
EMI Limit	Grade 'H' and above - upto 100% of Residual Choice Pay Grade 'I' and below - upto 50% of Residual Choice Pay
Interest rate	Please reach out to your HR business partner to get the recent interest rate.
Vehicle Cost Limit	NA
Tenure	2 to 4 Years (Upto 48 Instalments)
Insurance Coverage Options	1.Comprehensive 2.Bumper to Bumper (Zero depreciation)

Mandatory debits towards Vehicle Insurance would be applicable to those opting this scheme.

The company vehicle policy provides more details regarding the vehicle scheme.

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2. Fuel and Vehicle Maintenance Reimbursements

All employees covered by the Company Vehicle Scheme are eligible for fuel and vehicle maintenance reimbursements. Employees using self-owned vehicles are also eligible for such reimbursement.

The limits for Fuel & Vehicle Maintenance for Own Vehicles and Vehicles under Company Vehicle Scheme are as under:

Level	4 Wheeler	2 Wheeler
All Grades	INR 2,40,000 p.a.	INR 48,000 p.a.

In case an employee is using a self-owned vehicle, employee needs to maintain a vehicle usage log in the system (ESS). Tax exemption will be available upto the limits set out above, subject to submission of supporting documents.

3. Conveyance Allowance

To be opted by an employee to meet the expenditure incurred for the purpose of commuting between place of employee's residence and place of employee's duty. However, this option may be availed only if the employee is not opting for fuel and maintenance reimbursement.

This component is taxable.

j. Housing

1. House Rent Allowance (HRA)

House Rent Allowance is paid in respect of expenses incurred on rented accommodation.

As per Section 10(13A) and Rule 2A of the Income Tax Act and Rules respectively, the lesser of the following is exempt from tax-

1. An amount equal to 50% of the salary, where the residential house is situated at Mumbai, Kolkata, Delhi or Chennai and an amount equal to 40% of salary where the residential house is situated at any other place;
2. House rent allowance received by the employee in respect of the period during which the rental accommodation is occupied by the employee during the previous year
3. The excess of rent paid over 10% of salary

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2. Company provided Accommodation

In case the employee is opting for an accommodation provided by the company, the basis of valuation will be as under-

Population of City as per 2001 census where Accommodation is provided	Where the Accommodation is owned by the Employer	Where the Accommodation is taken on lease or rent by the Employer
Exceeding 25 lakhs	15% of Salary in respect of the period during which the accommodation is occupied by the Employee	1. 15% of Salary; or 2. Lease rent (paid or payable) by the Employer, whichever is less
Exceeding 10 lakhs but not exceeding 25 lakhs	10% of the Salary in respect of period during which the accommodation is occupied by the Employee	
Any other	7.5% of the Salary in respect of period during which the accommodation is occupied by the Employee	

k. Insurance

i. Group Personal Accident Insurance (GPA)

All Employees are mandatorily insured under the Group Personal Accident Insurance.

The insured amount and corresponding premium [mandatory debit] are as follows.

Fixed Pay (per annum)	Sum Insured	Mandatory Debit (per annum)
Up to INR 10,00,000	INR 25 Lakhs	INR 516/-
INR 10,00,001 to INR 15,00,000	INR 37.50 Lakhs	INR 774/-
INR 15,00,001 and above	INR 50 lakhs	INR 1033/-

Benefit Clauses:

1. Death: 100% of sum insured
2. Permanent Total Disablement: 100% of sum insured
3. Permanent Partial Disablement varies from 1% to 75% of sum insured as per insurance policy
4. Temporary Total Disablement weekly benefit upto 1% of Capital Sum Insured or INR 5000 whichever is less for a maximum period of 104 weeks

Date: 5 Sep 2024

Page 11 of 19

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ii. Group Term Life Insurance (GTLI)

All employees are mandatorily insured under Group Term Life Insurance. The insured amount and corresponding premium [mandatory debit] are as follows:

Fixed Pay (Base Pay + Choice Pay) per annum	Sum Assured	Mandatory Debit (per annum)
Up to INR 10,00,000	INR 25 Lakhs	INR 2,714
INR 10,00,001 to INR 15,00,000	INR 37.50 Lakhs	INR 4,071
INR 15,00,001 to INR 20,00,000	INR 50 Lakhs	INR 5,428
INR 20,00,001 to INR 30,00,000	INR 75 Lakhs	INR 8,142
INR 30,00,001 to INR 50,00,000	INR 1.25 Crore	INR 13,570
INR 50,00,001 to INR 70,00,000	INR 1.75 Crore	INR 18,998
INR 70,00,001 to INR 90,00,000	INR 2.25 Crore	INR 24,426
INR 90,00,001 to INR 1,10,00,000	INR 2.75 Crore	INR 29,854
INR 1,10,00,001 and above	INR 3.00 Crore	INR 32,568

Benefit Clause:

Total sum assured is payable to the employee's nominee upon death of the employee. However, nothing is payable on survival.

iii. Medical Coverage

The Company endeavors to ensure that financial support is available to all employees to meet their medical needs and those of their dependent family members. All employees are mandatorily covered under this scheme. The coverage and mandatory debits in respect of the same are as follows-

Level	Family Definition	Benefits of Mandatory Coverage
B to F: Company's Management Medical Scheme	Self, Spouse, 3 dependent children (up to 25 years)	Floater Mediclaim Policy of INR 5 Lakhs, Plus Additional floater Mediclaim policy of Domiciliary reimbursement at actuals (as per INR 5 Lakhs or 7 Lakhs or 10 Lakhs the Management Medical Scheme)
	Dependent parents	Floater Mediclaim coverage of INR 5 Lakhs irrespective of the number of members covered, Plus Additional floater Mediclaim policy of INR 5 Lakhs or 7 Lakhs or 10 Lakhs
		<ol style="list-style-type: none"> Hospitalization room category up to Deluxe Single AC Room Dental treatment reimbursement up to INR 15,000 per family p.a. (cosmetics not covered) Full time Retainers shall be covered as per commitment / joining terms For non-allopathy (e.g. Homeopathy, Ayurveda, Unani or other Medical practitioner) treatment, the medical practitioner should be registered as per the guidelines of Indian Medical Association

Date: 5 Sep 2024

Page 12 of 19

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G to Below: Group Mediclaim Policy	Family of 7 members - Self, spouse, 3 dependent children (up to 25 years), 2 dependent parents	Floater Mediclaim coverage of INR 5 Lakhs irrespective of the number of members covered, Plus Additional floater Mediclaim policy of INR 5 Lakhs or 7 Lakhs or 10 Lakhs
	1. Hospital Room Category - Eligibility of up to Non- Deluxe Single AC Room 2. Sub limit of Maternity benefit (for first three children) up to INR 50,000 3. Sub limit for OPD basis treatment for Dental INR 1,500 (excluding the cost of dentures, bridges, crowns, scaling, filling, cleaning, polishing and cosmetic dentistry) 4. Sub limit for OPD basis treatment for Eye INR 500 (excluding cost of contact Lens, spectacles and cosmetic treatments)	

Medical Insurance Debits:

GHP w.e.f. 1st January 2024	
Grade	Details
F & Above grades :	<ul style="list-style-type: none"> • INR 40,620 per annum per person for self and spouse • INR 20,984 per annum per child (upto 25 years) • INR 16,616 per annum for Additional Medical floater cover of INR 5 Lakhs • INR 22,260 per annum for Additional Medical floater cover of INR 7 Lakhs • INR 30,353 per annum for Additional Medical floater cover of INR 10 Lakhs for self, spouse and child covered under mandatory policy • INR 40,240 per annum for dependent parents • INR 16,616 per annum for Additional Medical floater cover of INR 5 Lakhs • INR 22,260 per annum for Additional Medical floater cover of INR 7 Lakhs • INR 30,353 per annum for Additional Medical floater cover of INR 10 Lakhs for parents
G & Below grades :	<ul style="list-style-type: none"> • INR 40,240 per annum per family unit of 7 members • INR 16,616 per annum for Additional Medical floater cover of INR 5 Lakhs • INR 22,260 per annum for Additional Medical floater cover of INR 7 Lakhs • INR 30,353 per annum for Additional Medical floater cover of INR 10 Lakhs

I. **Residual Choice Pay**

The balance un-utilized amount is paid under the salary head as "Residual Choice Pay" and is subject to tax. Please note that you are required to make a declaration within 7 days of joining the Company and at the beginning of each financial year and thereafter from time to time within the timelines notified by the company, regarding the amounts to be claimed under each expense mentioned above. You are required to submit the bills and other supporting documents on or by 15th January for each financial year.

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Annexure C

Terms and Conditions

01. MEDICAL FITNESS & VERIFICATION OF PARTICULARS:

Your appointment is subject to:

- i. Medical Fitness: Your being declared medically fit by a Medical Officer or by a Doctor specified by the Company .
- ii. Verification of Particulars: In case the particulars mentioned in your application or the representations or warranties or any other information provided by you are found to be false, inaccurate or unsatisfactory, your services would be liable for termination at any time without any notice or any compensation in lieu thereof.

02. REPRESENTATIONS AND WARRANTIES:

The Company's agreement to continue to employ you and the compensation and benefits payable to you are in consideration of the terms, covenants, and conditions stated in the offer of employment including this Annexure C, and you represent, warrant and covenant to the Company that:

- i. You are under no contractual or other restriction or obligation which is inconsistent with the terms or conditions contained herein, the performance of your duties hereunder, or the other rights of the Company hereunder;
- ii. You are under no physical or mental disability that may hinder the performance of your duties / obligations contained herein;
- iii. You shall not raise any issue as to the reasonableness of the terms, covenants, or conditions contained herein in any proceeding to enforce these terms, covenants and/or conditions;
- iv. You have full right and authority to execute this contract and that you are not bound by any contract or arrangement, including any employment contract, bond or covenant not to compete, that is inconsistent herewith
- v. These terms, covenants, and/or conditions shall survive the termination of your employment with the Company.

You acknowledge that the terms, covenants, and conditions set forth herein are essential for the Company's protection and are not unreasonable and that the Company has relied on these representations, warranties, and covenants provided by you.

Date: 5 Sep 2024

Page 14 of 19

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03. DUTIES AND RESPONSIBILITIES:

- i. **Exclusivity:** You agree to perform your duties, responsibilities and obligations efficiently and to the best of your ability exclusively for the Company. You agree that you will devote all of your working time, attention and best efforts in performing your duties, responsibilities and obligations throughout the term of employment. You also agree that you will not engage in any other employment or business activities during the terms hereof. You agree that all of your activities as an employee of the Company shall be in conformity with all the policies, rules, regulations and directions of the Company, as applicable from time to time.
- ii. **Non Solicitation:** You will not, during the term of your employment or at any time thereafter, without the prior written consent of the Company, directly or indirectly, solicit for employment, or employ or otherwise contract for the services of, any person who is employed or engaged (either as an employee or consultant) by the Company or any of its affiliates or associated companies or directly or indirectly induce any such employee to leave their employment.

This covenant shall survive the termination of your employment with the Company.

- iii. **Other Interests:** You shall not seek membership of any local or public bodies without first obtaining written permission from the Company.
- iv. **Controlling Interest:** You agree that, so long as you are employed by the Company, you will not own, directly or indirectly, any controlling or substantial shareholding or other beneficial interest in any business enterprise or entity which is engaged in, or is in competition with, any business engaged in by the Company or any of its affiliates or associated companies. Notwithstanding the foregoing, you may own, directly or indirectly, up to 5% of the outstanding securities of any business or entity whose securities are traded on any national stock exchanges or in the over-the-counter market.
- v. **Work hours:** Your working hours at your place of posting shall be as per the rules and regulations of the Company, as specified from time to time. However, you may be required to work additional hours, from time to time, to carry out your duties and responsibilities effectively.
- vi. **Confidentiality and Non-disclosure:** You shall keep confidential and not disclose to any person or entity any information received or that comes to your knowledge during the course of your employment including in relation to the Company, its affiliates, associated companies, and third parties, in relation to any of our or their businesses or operations, particulars or details of manufacturing processes, technical know-how, security arrangements, analysis, compilations, forecasts, studies, summaries, notes, ideas(whether patentable or not), schematics, trade secrets, technology, customer lists (potential or actual) and other customer-related information, supplier information, sales statistics, pricing information, market intelligence, marketing and other business model/strategies, administrative organizational matters and any other information important for the Company. This shall include information in relation to third parties received by the Company in relation to any transaction being contemplated by the Company. Your obligation to maintain confidentiality of such information shall continue notwithstanding expiry or termination of your employment with the Company.

Third party Confidential obligations & prevention of IP contamination: You shall not use or disclose to the Company any confidential information of any third party received by you in your personal capacity from such a third party under an obligation of confidentiality, or knowingly induce use of such information in the business of the Company. Your employment/engagement with the Company shall not violate any obligation of confidentiality or non-solicitation of employment/assignment with any other party and that in case you are made aware of any such change in circumstances, you will inform the Company immediately of such change in the circumstances. You shall refrain from using/applying information/data in your current employment which qualifies as third party intellectual property to avoid any potential scenario of Intellectual Property contamination.

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vii. **Proprietary Rights:** You will disclose to the Company forthwith any discovery, invention, process or improvement made or discovered by you while in the service of the Company or thereafter, and all the rights, title, interest in such discovery, invention, process or improvement shall automatically belong absolutely to the Company and be the sole, absolute and exclusive property of the Company immediately upon discovery, invention or creation of process or improvement, whether or not delivered to the Company. If and when required to do so by the Company, you shall at the Company's expense, take out or apply for letter's patent, licenses or other rights, privileges or protection as may be directed by the Company in respect of any such discovery, invention, process or improvement so that the benefit thereof shall accrue to the Company and you will execute and deliver all such deeds and documents, including in particular instruments of assignment and do all such acts and things as may be required by the Company for assigning, transferring or otherwise vesting all rights, title and interest in the same and all benefits arising in respect thereof in favor of the Company or its nominee.

You will assign (and you hereby do assign) in perpetuity to the Company or its nominee all of your rights to all such new ideas (including all inventions), and to applications for patent or copyrights in all countries, if any, and execute such documents and take such lawful action as may be reasonably required to assign such new ideas to the Company or its nominee.

You will execute and deliver promptly to the Company (without charge to you but at the expense of the Company) such written instruments and cooperate and do such other acts as the Company in its sole discretion deems necessary or desirable to assign and transfer title in such new ideas to the Company and / or its nominee and to assist the Company in preserving the property right in such new ideas (including against forfeiture, abandonment, or loss) and to vest the entire right and title and interest therein exclusively in the Company and / or its nominee.

viii. **Safe-keeping of Company's property:** You will be responsible for safe keeping of and returning in good order and condition all properties of the Company, its affiliates and associated companies which may be in your possession, custody, care or charge or being used by you. In case of loss of any such property, the Company will be entitled to assess the value of the loss / damages caused to it and recover the same from you and to take such other action as it deems proper in the event of your failure to account for such material or property to its satisfaction.

ix. **Return of the Company's Property and records:** Upon termination of your employment, you shall forthwith hand over any letter of authority or power of attorney issued in your favour and any property or material of the Company or any of its affiliates or associated companies in your possession at the time of cessation of your employment with the Company. You shall also return to the Company all documents, files, records, keys, and other property of the Company in your possession regardless of the media on which such items are stored, and you shall not retain any copies or duplicates thereof.

x. **Authorizations for activities:** You will not enter into any commitments or dealings on behalf of the Company for which you have not been expressly authorised nor will you alter or be a party to any alteration of any principle or policy of the Company or exceed the authority or discretion vested in you without the previous written consent of the Company. You will avoid any issue which may result in a conflict between your personal interests and the interests of the Company in dealing with suppliers, customers and all other organizations or individuals doing or seeking to do business with the Company.

xi. **Non-disparagement:** You agree that you shall act with the highest standards of propriety and professionalism and shall not criticize, ridicule or make any statement which disparages or is derogatory of the Company, any of its affiliate or associated companies or any other employee or business associate of the Company or any of its affiliates or associated companies in any public or non-public communication with any customer, client or member of the investment community or media or in any communication whatsoever.

xii. **Confidential nature of terms of employment:** You agree that, save and except as may be required by applicable law, (with the prior consent of the Company), you shall not disclose the terms of your employment to any person.

Date: 5 Sep 2024

Page 16 of 19

Reliance Corporate Park Thane - Belapur Road, Ghansoli, Navi Mumbai - 400 701, India.
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xiii. **Enforceability:** You acknowledge and agree that any violation of any of your duties and responsibilities may result in irreparable damage to the Company, and, accordingly, the Company may obtain injunctive and other equitable relief for any breach or threatened breach of such duties and obligations, in addition to any other remedies available to the Company.

You agree that the restrictions and remedies contained herein are reasonable and that it is your intention that such restrictions and remedies shall be enforceable to the fullest extent permissible by law. If it shall be found by a court of competent jurisdiction that any such restriction or remedy is unenforceable but would be enforceable if some part thereof were deleted or the period or area of application reduced, then such restriction or remedy shall apply with such modification as shall be necessary to make it enforceable.

Further, you hereby agree to indemnify and keep fully and effectively indemnified and hold harmless the Company, its affiliates, associates subsidiaries, and the directors, trustees, officers, employees, agents, authorized representatives and successors of all the foregoing from and against any and all claims, suits, actions, legal or other proceedings, demands, damages, liabilities, interest, costs, expenses (including attorney fees), and losses of whatsoever kind or nature incurred or sustained by Company or any of the third party directly or indirectly arising due to breach of any of obligations mentioned in the letter of employment and/or these terms and conditions.

04. TERMINATION OF EMPLOYMENT:

i. **Employment At-Will:** You acknowledge that your employment is and shall continue to be AT-WILL. This means that you have the right to terminate your employment with the Company at any time without providing any reason in accordance with the provisions hereof. Similarly, the Company may terminate your employment with or without cause at any time and for any reason in accordance with the provisions hereof. Accordingly, this letter of employment is not to be construed or interpreted as containing any guarantee of continued employment. As such, the recitation of certain time periods in this letter is solely for the purpose of defining your compensation. It is also not to be construed or interpreted as containing any guarantee of any particular level or nature of compensation.

ii. **Superannuation:** In the normal course, you will retire from the company on attaining superannuation at the age of 58 years.

iii. **Absenteeism:** If you absent yourself without leave or remain absent beyond the period of leave originally granted or subsequently extended, you shall be considered as having voluntarily terminated your employment without giving any notice unless you:

- a. return to work within 8 days from the commencement of such absence, and
- b. give an explanation to the satisfaction of the Company regarding such absence

iv. **Medical Fitness:**The Company has the right to request you to get yourself medically examined by a certified medical practitioner specified by the Company during the tenure of your employment. In case you are found to be medically unfit to perform your duties, your employment may be terminated.

v. **Notice Period:** Notwithstanding anything contained herein, the Company, in its sole discretion, may terminate your employment without cause by giving one month notice in writing or payment of one month Basic Salary on a pro rata basis, in lieu thereof. Similarly, you may resign from the Company's employment without cause by giving one month notice in writing or by payment of one month Basic Salary on a pro rata basis, in lieu thereof. In the event of your resignation, the Company may in its sole discretion opt to accept the same and relieve you prior to the completion of the stipulated notice period of one month, without any pay in lieu of the notice period.

vi. **Termination for Misconduct:** Your services are liable to be terminated without any notice or salary in lieu thereof for fraud, misconduct, negligence or breach of any of the terms and conditions of your letter of employment which includes this Annexure C. Without prejudice to the general meaning of the term "misconduct", "misconduct" shall include any case of reasonable suspicion of misconduct, disloyalty, commission of an act involving moral turpitude, or any action of indiscipline or inefficiency.

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vii. Non-compete: In the event of your separation from the Company for any reason whatsoever, you will not take up any job or assignment either full time or otherwise, either directly or indirectly, for a period of three months from the date of separation in any industry or business involved in similar/competing business as the Company or any of its affiliates or associate companies.

viii. Recovery of Payments: (If applicable) Payments made towards recovery of notice period by your previous employer and relocation expenses by us will be recovered in full in the event of your separation from the Company prior to completion of 1 year from joining the Company.

05. GENERAL:

- i. Training:** You may be selected and sponsored by the Company for familiarization/ training assignments with our technical collaborators or any other institutions/ organizations in India and/or abroad, based on terms and conditions stipulated at such time. You will diligently and beneficially take part in the training and such assignments in accordance with Company policies and directives.
- ii. Rules, Regulations and Policies on Ethics:** You will be governed by the service rules, regulations and policies including conduct, discipline and administrative orders and any such other rules or orders of the Company that may come into force from time to time. You must observe the policies that the Company publishes / notifies from time to time. These policies include requirement that you maintain the highest standards of conduct and act with the highest ethical principles.
 - a. You must not do anything that may be a conflict of interest with your responsibilities as an employee.
 - b. You are required to read and understand all policies applicable to you, all of which are available in the Reliance Management System ("RMS") portal. If you have any questions, now or in the future, please ask the Human Resources Department through the Query Management System in the ESS portal. You may also be required to sign and abide by the Policy on Ethics of the Company and undertake to sign such declarations that the Policy may demand from time to time.
 - c. Women employees will be entitled to all the statutory benefits provided by the Company under the Maternity Benefit Act 1961, and its subsequent amendments, if any, details of which are set out in the RMS/ESS portal.
- iii. Media Interaction:** You will not interact with the media - electronic, print or otherwise in
 - a. India or overseas, during or outside work hours, either in your own personal capacity or on behalf of the Company unless you have express and direct approval from the Company to interact with the media as a representative of the Company. Only persons duly authorized by the Company are permitted to interact with media and then only on specified subjects. Disclosure of any information other than those specifically authorized by the Company is prohibited.
 - b. Disclosure of information on proceedings of meetings (board / committee / internal) and disclosure of forward-looking statements is prohibited unless such disclosure is specifically approved by the Company.
 - c. You shall also not disclose non-public information selectively to any particular group as it may lead to unfair advantage / discrimination.
 - d. For any outside publication of books, articles or manuscripts which relate in any manner to the Company's business, policies and processes, you are required to obtain prior written approval of the Company prior to its publication or release.
 - e. Any violation of the Company's media policy, will tantamount to a breach of the terms and conditions of employment and may result in termination of the contract.

Date: 5 Sep 2024

Page 18 of 19

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- iv. **Jurisdiction:** The letter of employment is made at Mumbai and competent courts of Mumbai shall have jurisdiction over any dispute or difference whatsoever arising out of, under, in relation to or in connection with the letter of employment or breach hereof or in respect of any matter or thing herein contained.
- v. **Entire Agreement:** This contract and the document referred to herein contain the entire agreement and understanding of the parties with respect to the subject matter hereof and shall supersede any and all prior or contemporaneous communications, representations, or agreements between the parties, whether oral or written, regarding the subject matter of this contract.
- vi. **Age:** Your age mentioned in the Matriculation / Higher Secondary Certificate / Passport will be deemed to be the conclusive proof of your date of birth.
- vii. **Change of address:** You will intimate in writing to the Company any change of your residential address within a week of the same changing, failing which any communication sent to you on your last recorded address shall be deemed to have been duly served on you.
- viii. **Passport:** You are required to have a valid passport at all times and ensure that the same is renewed from time to time.
- ix. **Suspension:** You may be placed under suspension pending enquiry into the charges of misconduct or any other breach hereof. The salary for the suspension period will be paid to you only if you are found not guilty of any of the charges for which you are suspended and not otherwise.
- x. **Travel:** You shall make your own transport arrangements to and from the place of work.
- xi. **Documentation:** Please submit the following documents, if not submitted earlier:
 - a. Certificates in support of your educational professional qualifications, experience, date of birth and other testimonials in original together with copies thereof.
 - b. Three copies of your recent passport size photographs with blue background.
 - c. Relieving letter and salary certificate from your last employer, in case you are/were employed.
- xii. **Severability:** If any term or provision of this letter of employment shall be held to be invalid for any reason whatsoever, such invalidity shall not affect the validity, operation or enforceability of the remainder hereof. If the remainder of this letter is not materially affected by such declaration or finding and is capable of substantial performance, then that term or provision or part thereof shall to that extent be deemed not to form part of this letter of employment and such provision shall be replaced by a substitute provision that is legal and enforceable and is as nearly as possible consistent with the intentions underlying the original provision.
- xiii. **Non Waiver:** No delay or omission on the part of Company in exercising any right, power, privilege or remedy in respect of your employment terms shall neither impair such right, power, privilege or remedy, or be construed as a waiver of it, nor shall any single partial exercise of such right, power, privilege or remedy, preclude any further exercise of it or the exercise of any other right, power, privilege or remedy.

I confirm that I have read and understood the terms and conditions set out herein and unconditionally and irrevocably accept the above terms and conditions.

Employee Name: Prashant Dineshbhai Dave

Signature:

Date: 5 Sep 2024

Date: 5 Sep 2024

Page 19 of 19

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Atmiya University, Rajkot



★ Page 275 of 315



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SS & P

KI 5.2

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STRICTLY PRIVATE AND CONFIDENTIAL

HRMD/OFF-LTR/123243326/2024-25

02.07.2024

SELECTION CUM OFFER LETTER

**To
Shri.Bhimbha Umang Hamirbhai,
Station Road, Vasantnagar,
Bhanvad, Jamnagar
Rajkot-360510.
Mob No: 9265146273**

Dear Bhimbha Umang Hamirbhai,

Congratulations!

With reference to your application for employment with us and the subsequent Bank's selection process, we are pleased to offer you a position in **Relationship Manager I (Sales and Operations)** cadre of our bank. You will be posted as **Probationary Relationship Manager I** for a period of **Eighteen months**, subject to the terms and conditions set out in this letter and the **annexure** thereto apart from usual Bank's Service Rules and conditions now prevailing and in vogue from time to time.

Before joining the Bank you will have to undergo a **Preliminary Induction Programme** the details of which will be communicated to you separately. After satisfactory completion of the Preliminary Induction Programme you shall be issued the appointment/posting order specifying your role and responsibility and the place of initial posting.

During the probationary period of Eighteen months, your Gross annual Fixed Cost-To-Company (CTC) at maximum variable payout will be **Rs. 3,21,216/-** per year. A detailed overview of the compensation structure along with the terms and conditions of the offer is attached as annexure to this offer letter.

Your employment will be governed by the rules, regulations and policies of the bank. The terms of this offer letter shall remain confidential and shall not be disclosed to any third party.

You shall be issued the posting order specifying the place of initial posting, based on accepting the offer letter.

We take this opportunity to **welcome** you to City Union Bank. We wish you a long, rewarding and fulfilling career.

With Best Wishes,

**R. Subbaraman
Deputy General Manager
HRMD**

Encl.: Annexure to the selection cum offer letter (as applicable to you).



**Administrative Office: City Union Bank, HRMD Department, No.24-B Gandhi Nagar,
Kumbakonam - 612 001, Tamil Nadu, India.
Tel: +91 (0435) 2402322, +91 93817 37719**

Website: www.cityunionbank.com; Email: placement@cityunionbank.in

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**Annexure-I to your Offer of Employment [HRMD/OFF-LTR/123243326/2024-25] as
Relationship Manager I Cadre**

TERMS and CONDITIONS (other than those prevalent in Service Agreement)

At the time of Joining duty, you are advised to furnish the following documents:-

- 1). A Booklet consisting of six structured forms, which will be provided to you, will have to be filled up, completed, signed and handed over to the Branch Manager / Department Head, together with two recent passport size photographs affixed thereon.
- 2). Copies of KYC documents like Aadhar Card, PAN Card, Driving Licence, with originals for verification. Two copies each of your latest colour photographs, in passport size and stamp size.
- 3). Testimonials (of a recent date) from two respectable persons known to you, (but not related to you) will have to be furnished. The bank will seek references to them, your current / previous employer/s at any stage of your appointment.
- 4). A self declaration of Medical Fitness, supported by a satisfactory Medical Certificate from a Registered Medical Practitioner or if stipulated from the panel of doctors appointed by the Bank as per medical examination requirements in annexure. Major and permanent ailments should also be reported. Suppression of any information or if it is found at a later stage that you suffer from any ailment which will affect the normal functioning of your work at the office will entail you immediate termination of service at any point of time.
- 5). Copies of your resignation acceptance and proper relieving order, last drawn Salary Certificate from your previous employer and Service employment declaration to that effect should be submitted.
- 6). If you have availed any loan/credit facility from Bank/s or financial institution/s, the details of them should be furnished. A certificate of latest date from the Branch Head of the Bank's Branch, from where the loan was availed is to be submitted. If the loan/s is/are not in STANDARD category, you cannot join our Bank. If no loan has been availed, a certificate to that effect should be submitted.
- 7). While reporting for duty at branch / department, you should handover a copy of your PAN Card, Driving License and a copy of your Aadhar card. Also, you should hand over a proper Relieving Order obtained from the previous Employer. If you have not employed previously, a declaration to that effect should be submitted.
- 8). At that time of reporting for duty, you will have to submit all the original certificates (10th, 12th, UG & PG degree certificates) in proof of your educational qualification and age to the HR Department for verification and custody. In case, you are not in a position to submit your original certificates as mentioned above, you will be required to place a fixed deposit in your name for Rs.25,000/- as security deposit. Your original certificates shall be returned to you on confirmation. You may also collect your certificates back at any time, before your confirmation, by placing a deposit for Rs.25,000/- in your name and discharging the same to the Bank.

In case you are not in a position to submit your original certificates nor able to place a deposit for Rs.25,000/, you can remit monthly instalment of Rs.2,000/- for 11 months and Rs.3,000/- in 12th month so as to place a total security deposit of Rs.25,000/- and discharge the same to the bank after 12 months.

Please note that the deposit amount will be returned to you on your confirmation in the regular service of the bank.





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Atmiya University, Rajkot



★ Page 277 of 315



**ATMIYA
UNIVERSITY**

**NAAC – Cycle – 1
AISHE: U-0967**

Criterion 5

SS & P

KI 5.2

DVV 5.2.1



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9).The information and documents provided by you are subject to verification. Upon your acceptance of this appointment order, the Company will have the right to conduct such verification, including through external agencies. This would include but not be limited to, your employment history, educational / professional credentials, CIBIL & other background checks. You hereby agree, consent and authorize the Company to access, use and share such information provided by you, with internal and external agencies, for the purpose of carrying out verification at any and all points of time, whether during or after your employment with the Company. The Company has the policy of sharing all relevant employment information of employees with applicable external agencies.

Pre-Induction Programme

You will have to undergo a Preliminary Induction Programme at any one of our facilities, for which date and venue shall be communicated separately. Accommodation for your stay, if required, will be provided at the facility. Other expenses incidental to the training are to be entirely borne by you. While reporting for the induction programme, you are instructed to bring and submit all the original certificates (10th, 12th, UG & PG degree certificates) in proof of your educational qualification and age to the HR Department for verification. You should also hand over a copy of your PAN Card, Driving License and a copy of your Aadhaar card when reporting for the induction programme. Also, you should hand over a proper Relieving Order obtained from the previous Employer; if not employed previously, a declaration to that effect should be submitted. Please note that the probation/confirmation of your service with the bank will be subject to the submission of the above-mentioned documents.

On Completion of the Pre-Induction Programme, you will be issued the appointment/posting order. Upon joining the place of posting, you will be designated as **Probationary Relationship Manager I**. You are bound by the service conditions as applicable to the said cadre of the Bank.

Probationary Period

You will be on probation for a period of **18 months**, from the date of your joining the service of the Bank. You will be designated as **Probationary Relationship Manager I**. Your salary structure will be as detailed in Annexure-II of this letter. Please note that all confirmations in the bank are given effect only on the 1st day of the month succeeding the month during which the probation period is completed.

During the probationary period, your performance will be reviewed periodically. Your confirmation in the service of the Bank will be based on your performance during the probationary period, assessment reports of the Branch / Department Head, your performance in the pre-confirmation process (test / interview) etc. However, the management based on its assessment will have discretion to extend your Probation for a further period.

If your performance is considered satisfactory, the bank may also reduce the period of Probation at its discretion.

Termination of Services

The Management reserves its right to terminate your services at any time during the period of probation or during the extended period of probation, without assigning any reason there for.

If during the period of probation or during the extended period of probation, you are found to be involved in any act of fraud, unethical transactions, misbehaviour, misconduct and any other act which results in financial loss or loss of image/reputation of the Bank, the Bank may summarily terminate your service without any notice /assigning any reason (there for) and the Bank Management’s decision will be final. If your acts warrant any legal action, the bank will exercise its right. If deemed necessary, in such an event, the Bank may also issue a print media publication, about such termination with your photograph.



[Handwritten Signature]

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**Atmiya University
Rajkot**

[Handwritten Signature]
Coordinator,

Placement
Atmiya University, Rajkot





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If any of your declaration, information or certificates is found to be false or untrue or if you have suppressed any vital information and or if it comes to the notice of the Bank that you had been, prior to joining the Bank's services, convicted of any act involving moral turpitude and / or criminal in nature, your service will be liable to be terminated forthwith, without any notice or compensation in lieu thereof, at any time during or even after completion of the probation period. However, this does not preclude the Bank from initiating such disciplinary measures, as the Bank shall deem fit and any penalty may be imposed upon you, in terms of rules of the Bank in force from time to time.

Your service may be terminated by the Bank if you are found to be indulging in the acts of Commission / Omission which may be prejudicial to the interests of the Bank or any act of dishonesty, disobedience, insubordination or any other misconduct or neglect of duty or incompetence in the discharge of your duty.

Leave During Probation and after Confirmation

During probation you will be entitled to Casual Leave of 12 days and Sick leave of 12 days. You will not be allowed to avail any leave beyond your entitlement during the probationary period. If under any extra-ordinary circumstances your absence is permitted under loss of pay, the probationary period will be suitably extended to compensate the period of your absence. The right of allowing leave on loss of pay and extension of probationary period will rest with the Management only.

If you remain absent unauthorized beyond 30 days, either without any intimation or after rejection of leave or after submission of resignation without serving the stipulated notice period, it would be construed that you have deserted your job and lost lien on your job, consequent upon which the Management may remove your name from the rolls of the Bank. However, the Bank can recover the dues such as cost of training and other dues, if any.

Mobility

In view of the nature of the Bank's business, it may become necessary to require you to work in different branches, departments, offices or locations of City Union Bank. Acceptance of our offer of employment is acceptance of this obligation of flexibility on your part.

Increments & Promotions

Your career growth and annual increments with the bank will depend solely on your performance and contribution to the bank and will not be automatic.

While promotion eligibility is determined on the promotion policy of the bank which will be reviewed from time to time, based on the bank's requirements and outlook. Promotions will also be considered out of turn, to those employees who perform exceptionally well and contribute to the growth of the Bank.

Responsibility Special Allowance

A fixed percentage of the increments you may be eligible to receive in the future after joining the Bank will be deducted and accumulated under the Responsibility Special Allowance. RSA will be paid as part of your Fixed CTC. The terms of this allowance will be governed by the rules specified by the Management from time to time.

Group Health Insurance Scheme

You will be covered under the Group Health Insurance Scheme as applicable to other employees of the Bank. The insurance cover will be as per the terms and conditions specified in the policy of the Insurance policy provider and may be revised from time to time.



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CITY UNION BANK

Transfers

Your services are liable to be transferred to any of our Branches / Departments, situated anywhere in India, now in existence and to be opened in future. Notwithstanding the role assigned to you in terms of this letter, the Bank reserves its right to assign you any other role / function / responsibility, commensurate with your grade, as may be deemed appropriate, depending on administrative exigencies and requirements.

In case of exigencies, your services can be requisitioned by the Bank at any time outside the business / working hours.

Notice Period:

If you choose to discontinue your service with the Bank for any reason, you will be required to give the Bank one month notice or one month Gross salary thereof subject to the bank's discretion. In addition, you will also be required to remit the actual charges incurred by the Bank in connection with the cost of recruitment, training, batta paid, if any and other expenses incidental to training and recruitment. In the event of you having any ongoing or incomplete assignment, the Bank reserves the right to relieve you only at the end of the one-month notice period.

NB: The resignations entail re-imbursements of all amounts received by you by way of Ex-gratia payments by the Bank. Also, if any Interest free Loan is availed or any other loan is availed at concessional rate of interest, it should also be repaid with Interest (as applicable to general public) from the date of availment of loan, before getting relieved from the bank.

Termination without Notice

During the probation period, if your performance and conduct are not found to be satisfactory or if it does not meet the prescribed criteria, the Bank reserves the right to terminate your appointment or revert you to a junior level at any time during the probation period or extended period of probation without assigning any reason whatsoever.

The bank may terminate your services immediately on disciplinary grounds or if any breach of the terms and conditions mentioned in this letter on your part or as per policy of the bank, if any incorrect information is furnished by you or suppression of any personal/material information about you will be liable for termination at any time during your service.

Other Terms & Conditions:

- You will agree not to undertake employment, whether full-time or part-time, as the Director/Partner / Member / Employee of any other organization or entity engaged in any form of business activity without the consent of the bank. The consent may be given subject to any terms and conditions that the bank may think fit and may be withdrawn at any time at the discretion of the bank. The employment/ profession/ business existing or proposed, of your spouse, kith/kin of your family shall also be disclosed to the Bank.
- You will devote your whole time and attention to your Office work to promote the interest of the Bank 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) outside the Bank.
- While you are in the services of the Bank, you will adhere to the IT Security Practice & Procedures as prescribed by the Bank and maintain the secrecy of accounts and other information you come across during the course of your employment.
- You will be governed by the rules, regulations and policies of the bank as applicable to you. All the benefits are as per the bank's policies, which are subject to revision from time to time.



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- You will keep us informed of any change in your residential address, change in telephone numbers and the place of contact in case you are on leave.
- Bank will always stand by the policy of honesty and integrity in all its dealings and expects its employees to follow the same.
- All such obligations in respect of Confidentiality shall survive even after your service has ended with the Bank.
- You shall not use the Bank's resources for other commercial activities or for personal gain.
- In case any information you have provided to the Bank found to be untrue or any vital information you have suppressed to the Bank, the management can terminate your services any at any stage of your employment.

This offer is made to you subject to the following pre-conditions:

- Our offer to you is conditional upon your having fully completed your graduation / post-graduation. You should have also completed all the studies, course requirements and examinations required for the award of the educational qualifications recorded by you in your application for employment with City Union Bank.
- After the Bank receiving satisfactory character references from suitable referees to be suggested by yourself, preferably one referee being a person who has supervised you in a professional capacity at some stage in your career. Additionally, the Bank reserves the right to seek references from your current / previous employer (s), at any stage, subsequent to your acceptance of this offer letter.
- After the Bank receiving a satisfactory report following a routine medical examination (mentioned in annexure) by separate Registered Medical Practitioners.

The terms and conditions set out in this selection cum offer letter and in the service agreement, inter alia, constitute service conditions applicable to your employment in the Bank. **Any dispute arising thereof is subject to Kumbakonam jurisdiction only and courts at Kumbakonam will have exclusive jurisdiction.**

Please return to us on or before 06.07.2024, the duplicate copy of this letter duly signed by you on all pages as a token of having accepted the selection cum offer letter.

Welcome to the CUB family.

With Regards

R. Subbaraman
Deputy General Manager
HRMD

I have read, understood and agree to the terms and conditions as set forth in this selection cum offer letter and the annexures.

Signature

Name: Bhimbha Umang Date: 05.07.2024 Place: Rajkot



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**Annexure-II to your Offer of Employment [HRMD/OFFLTR/123243326/2024-25] as
Probationary Relationship Manager I**

COMPENSATION DETAILS		
Name	Shri.Bhimbha Umang Hamirbhai	
Designation	Probationary Relationship Manager I	
CTC COMPONENTS (All figures in Rs.)		
Component	Per Month	Per Year
Basic Pay	10,000/-	1,20,000/-
Fixed DA ¹	2,500/-	30,000/-
HRA ²	2,000/-	24,000/-
CCA ²	700/-	8,400/-
Basket of Allowances ³	8,050/-	96,600/-
Gross Pay	23,250/-	2,79,000/-
PF – Management Contribution	1,250/-	15,000/-
NPS ⁴ –Management Contribution	500/-	6,000/-
Gratuity	601/-	7,212/-
Approx. Medclaim Insurance	1,167/-	14,004/-
Fixed CTC	26,768/-	3,21,216/-
Approx. monetary value of perks towards subsidised Loan for Housing ⁶	16,479/-	1,97,748/-
Approx. monetary value of perks towards subsidised Loan for Two Wheeler ⁷	875/-	10,500/-
Total CTC	44,122/-	5,29,464/-

Note:

- Dearness Allowance:-** Fixed Dearness allowance, subject to revision at the sole discretion of the Management.
- HRA and CCA:-** Based on your place of posting. However the Fixed CTC will remain unchanged.
- Basket of Allowances:-** All-inclusive of Sales & Operations allowance, Medical Reimbursement, LFC & any other allowances.
- National Pension Scheme (NPS):-** The bank provides 'Pension' contribution as a third retirement benefit in addition to PF and Gratuity.
- Variable CTC (MSP+Ex-gratia at Max. Payout):-** will be considered purely at the discretion of the Management based on the performance of the employee, financial performance of the Bank and also subject to terms and conditions stipulated from time to time.
- Subsidised Staff Housing Loan:-** You will be eligible for a staff housing loan after confirmation of service at an interest of 3.5% per annum All other terms and conditions will be as per the staff housing loan policy of the Bank.
- Subsidised Staff Two wheeler Loan:** You will be eligible for a staff two wheeler loan at an interest rate of 5% per annum. All other terms and conditions will be as per the loan policy of the Bank.

Your salary is confidential and should be discussed only with Human Resource Management Development Department.



[Handwritten Signature]

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SUNRISE INTERNATIONAL LOGISTICS

10th July '2023
Abdul Kadir Bumbiya
"MAA BAAP KI DUVA", Punit Nagar- 2
St.No-8, Jamnagar Road,
Nr.Bajrangwadi Circle, Rajkot-360006

SUBJECT- LETTER OF JOINING

Dear Abdul,
We are pleased to inform you that with the reference to the interview, you have been appointed as Sales Executive with apprenticeship, under 1 year bond for SUNRISE INTERNATIONAL LOGISTICS. We have hire on under stated terms and conditions.

- DESIGNATION-** You have been selected for the post of Inhouse Sales Co-ordinate for Sunrise International Logistics.
- JOB LOCATION-** Your job location is 1305, TWIN STAR, NORTH WING, 13th FLOOR,NANA MAVA CIRCLE, RAJKOT.
- COMMENCEMENT OF EMPLOYMENT-** Your employment will be effectively from 1st of July, 2023.
- WORKING HOURS-** Working days will be 6 days in a week (MONDAY TO SATURDAY), 9:45 am to 7:30 pm.
- SALARY -** As discussed, you will be paid Rs. 8000/ month, therefore your CTC will be Rs. 96000 Per Annum.
- LEAVES & PUBLIC HOLIDAYS-** Employee will have to inform 5 days prior before any kind of long/short leave. Emergency leave may be granted by the Management if eligible. Public Holidays levied for the company will be granted to employee as well. Sundays will be counted as a paid leave, however, your personal leaves will be unpaid one, i.e deducted from your salary.
- Company will hold all the rights over you. If the candidate is found misleading others or found to be doing any unethical behaviour, company will be in charge of taking all the decision over it. Company can also terminate the employee as per circumstances.

We are committed to provide you with every opportunity to Learn and grow to the highest level of your ability. We are confident, you will find this new opportunity challenging and create your best in you.

Yours Faithfully
Director (SUNRISE INTERNATIONAL LOGISTICS)

HIMANSHU GIRI



Candidate signature

Bhaktinagar Society, Road No. 1, B/h. Kanta Stree Vikas Gruh, Rajkot - 360001, Gujarat - India.

E-mail: director@sunriseintnl.com | GST No. 24BOXPG4792M1Z2 | TAN No. RKTS13903B





OFFER LETTER

Date: 17/01/2024

Dear Miss. Nidhi Nagjibhai Akbari

Congratulations! We are pleased to confirm you have been selected to work for NEXTIN BIOCARE PVT LTD. We are delighted to make you the following job offer.

The position we are offering is that of **Back Office Marketing Executive** at a salary of 15K as offered to you at the time of the interview. Your working hours will be from 09:30 am to 06:30 pm.

We would like you to start work on 18/01/2024 at 09:30 a.m. Please report to Miss Kairvi, for documentation and orientation. If this date is not acceptable, please contact me immediately.

Please sign the enclosed copy of this letter and return it to me to indicate your acceptance of this offer.

We are confident you will be able to make a significant contribution to the success of our Marketing Department and look forward to working with you.

Sincerely,

Yogesh Patel
(Managing Director)

I accept the offer as outlined above.

Ms. Nidhi Nagjibhai Akbari

Date: 17/01/2024

Nextin Biocare Pvt. Ltd.
Survey No.1084/P, Plot No.01/B2, Ardol-Kotada
Sangani Road, Vill.: Ardol-360030, Ta: Kotada
Sangani, Dis.: Rajkot, Gujarat, INDIA.

www.nextinbiocare.com
info@nextinbiocare.com

+91 9714944444
GST No.: 24AAICN1145H3K



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Date: 26 Sep 2024

Ref: RIL/81700533/30316005/260924/1726

Dear Mendapara Deep Mendapara,

Letter of Appointment

With reference to written tests / interview you had with Reliance Group of Companies, we are delighted to appoint you in the position "Field Exec Trainee - Chem" in Group , based upon following terms and conditions.

Documentation

This appointment letter consists of the below mentioned attachments:

- A compensation term sheet
- Components of Compensation
- Terms and conditions
- Other applicable paperwork based upon your specific needs

You are required to read these before you commence your employment

01. Place of Posting

Your initial place of posting will be at the place of your training. During your training period, you may be posted / transferred / to any of the offices / projects / divisions / departments / units of the company existing or to be set up at any location in India or abroad without any additional remuneration. Your services are also liable to be transferred to any of the group companies.

You will report for training on or before **07-Oct-24** failing which this letter of appointment shall automatically stand withdrawn and cancelled.

02. Mandatory Criteria:

- i. Score eligibility:
Your appointment is subject to your securing minimum CGPA of 6.0 / 60% & above marks over 8 semesters, wherever applicable.
- ii. Pre-employment Medical Check:
Pre-employment Medical Check clearance from RIL certified doctor. System generated information will be received for initiating the same on acceptance of this appointment letter.

03. Confirmation:

You will be under training for a period of one year from the date of joining the Company. During training you will be undergoing various assessments at the end of which there will be a final assessment. Your confirmation on permanent rolls of the company solely depends on the discretion of the management and the same is not a matter of right in any manner whatsoever.

Management reserves the right to terminate your training either during the training period or on completion of the same without assigning any reasons whatsoever.

(This letter is computer generated and does not necessarily require a signature)

Date: 26 Sep 2024

Page 1 of 3

Reliance Corporate Park Thane - Belapur Road, Ghansoli, Navi Mumbai - 400 701, India.
Phone : +91-22-4477 0000 Fax : +91-22-4471 0111

Registrar Office : Maker Chambers IV, 3rd Floor, 222, Nariman Point, Mumbai - 400 021, India. CIN - L17110MH1973PLC019786

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Page 285 of 315



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We would also like to draw your particular attention to our Values and Behaviours. We have six values that express our shared understanding of what we believe, how we aim to behave and what we aspire to be as an organisation. Our values are about delivering customer value, having an ownership mind-set, showing respect and integrity, pursuing excellence and being one team.

Next Steps

This is system generated appointment letter based on the offer letter received. Please confirm your acceptance of this appointment letter by clicking 'Accept' button online. This letter of appointment shall automatically stand withdrawn in case we do not receive your acknowledgement online within ten days from receipt of this letter.

This offer of employment is subject to you providing all of the information and documentation requested BEFORE you commence employment with us. All information / documentation submitted by you will be considered as submitted on your own freewill and consent.

This appointment is confidential and you must not discuss this or disclose any documentation related to it with anyone other than your immediate family. Any disclosure of the details of this offer to a third party other than your immediate family may result in withdrawal of the offer.

We reserve the right to withdraw our offer of employment/terminate your employment with us without assigning any reason whatsoever thereof, or delay your start date if you do not provide the required information and documentation within the required timelines or if during this process you intentionally leave out any information or provide any information which is inaccurate or untrue.

In case of any dispute regarding interpretation of any word or clause of this letter, the decision of the management shall be final and binding.

We look forward to your joining our team for a long, successful and pleasant association.

Sincerely yours,
Reliance Industries Ltd.

Authorized Signatory

(This letter is computer generated and does not necessarily require a signature)

Date: 26 Sep 2024

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★ Page 286 of 315



ANNEXURE A

1.1 Annual Compensation Summary

ANNEXURE 1.1 - A		
Name: Mendapara Deep Mendapara		
Compensation Breakup	Monthly (INR)	Annual (INR)
Basic Pay	13,192	1,58,303
House Rent Allowance	8,750	1,05,000
Residual Choice Pay	0	0
Insurance		
Group Personal Accident Insurance Premium (GPA)	43	516
Group Term Life Insurance Premium (GTLI)	226	2,714
Medical Insurance Premium* (Self, Spouse, 3 Dependent Children & Dependent Parents)	4,738	56,856
SUB TOTAL - I	26,949	3,23,389
Employer's Contribution to Provident Fund: PF (12% of Basic Pay)	1,583	18,996
Gratuity (4.81% of Basic Pay)	635	7,614
SUB TOTAL - II	2,218	26,611
TOTAL- FIXED PAY [I + II]	29,167	3,50,000

Residual Choice Pay can be distributed among the following Tax Friendly elements - HRA, LTA, Conveyance Allowance, Office Wear Allowance, Children Education Allowance, Food & Beverage Coupons, Gift Vouchers and Fuel & maintenance Expenses. Remaining amount will be paid as "Residual Choice Pay", as applicable.

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1.2 Tax Status of compensation elements

Below table shows all of the Total Pay components and their taxability status.

S.No.	Total Pay Components	Taxability Status (as per prevailing norms)
I	Base Salary	
a.	Basic Salary	Taxable
b.	Provident Fund Contribution (PF)	Please refer Annexure B
c.	Gratuity	Please refer Annexure B
II	Choice Pay	
a.	Medical Reimbursement	Taxable
b.	Food Coupon	Tax exempt subject to conditions
c.	Gift Coupon	Tax exempt subject to conditions
d.	Leave Travel Allowance (LTA)	Tax exempt subject to conditions
e.	Office Wear Allowance (OWA)	Tax exempt subject to conditions (only applicable to locations having a 'Uniform Policy')
f.	Children's Education Allowance (CEA)	Tax exempt subject to conditions
g.	Children's Hostel Allowance (CHA)	Tax exempt subject to conditions
h.	Internet and Broadband Connection Reimbursement	Tax exempt subject to conditions
i.	Vehicle	
1.	Company Leased Vehicle Scheme	Tax exempt (up to the value of EMI)
2.	Fuel and Vehicle Maintenance Reimbursement	Tax exempt (Taxable Perquisite Notional Value)
3.	Conveyance Allowance	Taxable
j.	Housing	
1.	House Rent Allowance (HRA)	Tax exempt subject to conditions
2.	Company Accommodation (where it is provided)	Taxable Perquisite
k.	Insurance	
1.	Group Personal Accident Insurance Premium (GPA)	Tax exempt
2.	Group Term Life Insurance Premium (GTLI)	Tax exempt
3.	Medical Insurance Premium	Tax exempt
l.	Residual Choice Pay	Taxable
III.	Annual Cash Bonus (ACB) / Performance Linked Incentive (PLI) / Variable Performance Linked Incentive (VPLI)	Taxable, If Applicable

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Please Note:-

- The income tax calculation is provisional and is based on the current income tax rules (Rules). Any change in the Rules may impact the income tax projections.
- You shall bear and pay the tax liabilities, if any, applicable in relation to all the perquisites or benefits provided to you in accordance with the provisions of this Agreement. Please note that all the details set out above are indicative and subject to change with change in Indian tax policies and rules.
- Employee shall be solely responsible for the payment of any and all taxes on salary / income, employee benefits and personal income. You are advised to get updated information in relation to the income tax calculation on your salary from independent external advisors
- Fixed Pay elements like fuel and maintenance reimbursement, office wear allowance, medical reimbursement, LTA will be reimbursed at actuals based on the bills submitted and in case the reimbursement amount falls short of the amount chosen, the balance will be paid as taxable allowance.

Date: 26 Sep 2024

Page 5 of 19

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★ Page 289 of 315



Annexure B

Components of Total Pay

The Company follows a Total Pay structure that reflects the total cost of an employee to the Company this includes all direct and indirect payments including all benefits, perquisites, subsidies, and Annual Cash Bonus (ACB) / Performance Linked Incentive (PLI). This structure is being followed so as to provide flexibility to the employees in structuring their compensation package. The components within each category of payments are discretionary and these components may be changed by the Company from time to time without notice.

The main components under the Total Pay structure are as follows:

I. Components of Compensation

1. Base Salary: This is first part of the total pay, which may include Basic Salary, PF and Gratuity

a. Basic Salary: This is the base pay component of the fixed pay and is the reference salary for provident fund and gratuity contribution.

b. Provident Fund (PF):

The contributions payable by the Employer under the scheme shall be at the rate specified under the Employees' Provident Funds and Miscellaneous Provisions Act, 1952 (PF Act). The current rate of contribution is 12% of PF Salary. Employee also contributes an equal amount from employee's monthly salary, as per PF Act. Both of these are remitted on a monthly basis to the Company's PF Trust / RPFC.

Out of the Employer's contribution, a portion (presently 8.33% of PF Salary subject to a maximum of INR 1250) is deposited into the Employees' Pension Scheme. The part of the company's contribution deposited under Employees' Pension Scheme to RPFC is to provide employees with pension on retirement or after completion of a specified period of service. TDS recovery from PF settlement will be as per the relevant provision of the Income Tax Act, 1961.

Benefits associated with Employees' Provident Fund and Employees' Pension Scheme will be as per the prevailing rules and regulations outlined in the Employees' Provident Funds and Miscellaneous Provisions Act, 1952. Employees are advised to refer to EPFO site (<http://www.epfindia.com/>) for detailed rules, procedures and any other updates.

Please note that the contribution amounts, limits, withdrawals and other rules applicable to the PF and pension are subject to applicable Indian laws in force from time to time. Employee is bound to adhere to all changes in the applicable law. Any implications on contribution, accumulation and withdrawal conditions outlined in the Employees' Provident Fund and Employees' Pension Scheme is to be borne by the employee. To understand implications associated with any such change in relevant laws or the Employees' Provident Fund and Employees' Pension Scheme, employees are recommended to solicit independent external advice.

c. Gratuity

Employer's contribution to the Company's Gratuity Fund will be as specified under 'The Payment of Gratuity Act, 1972'. Currently, the Employer's contribution to the Company's Gratuity fund is @ 4.81% of Basic Salary. Gratuity shall be payable to an employee on completion / end of their employment with the Company provided employee has rendered continuous service for a minimum period of 4 years and 240 days. However, eligibility for contribution to the Gratuity Trust / Fund commences from the first day of employment and in the event of separation prior to such 4 years and 240 days, the same will be paid as ex-gratia, except in case of separation due to disciplinary grounds.

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Gratuity is calculated as follows:

(Last Drawn Salary / 26 Days) x 15 days x Number of completed years of service (In the case of death, the minimum service requirement does not apply)

For every completed year of service or part thereof in excess of 6 months, the employer will pay the employee gratuity at the rate of 15 days wages based on the rate of wages last drawn by such employee. Income Tax on the gratuity payment will be applicable as per Income Tax Rules. In the event an employee fails to complete 4 years and 240 days of continuous service, ex-gratia will be paid up to the amount of gratuity accumulated and will be subject to prevailing Income Tax Rules.

Maximum Amount of Gratuity which will be exempt from Income Tax will be as per 'The Payment of Gratuity Act, 1972'.

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2. Choice Pay :

This is second part of the total pay. Subject to eligibility and availability of amount mentioned under various components in Annexure A, an employee may opt for all the allowances or combination of them

a. Medical Reimbursement

Employee may opt for medical reimbursement for expenses incurred by the employee to meet health related expenditure, such as medicines, doctor's fees etc. of the employee and employee's family members. Medical expenses up to a maximum of INR 15,000 per annum will be reimbursed at actuals against production of bills.

This component is taxable.

b. Food Coupons

Employee may opt for Sodexo / Accor Pass Meal Vouchers. These are food coupons that can be exchanged for food and beverages at all approved affiliated establishments across India.

However, once purchased, these coupons cannot be redeemed for cash.

c. Gift Coupons

Employee may opt for gift coupons. Company provides Sodexo / Accor Pass Gift Vouchers that can be used to buy daily necessities at over 6000 affiliated establishments across India.

However, once purchased, these coupons cannot be redeemed for cash.

Up to INR 5,000 per annum is tax exempt.

d. Leave Travel Allowance (LTA)

Employee may opt for LTA. It refers to reimbursement by Company of actual expenses incurred only on travel by employee along with their dependents to any place within India. Expenses such as hotel accommodation, sightseeing, food etc. are not eligible to be reimbursed as LTA or for tax exemption. The following qualifying criteria are to be met for claiming LTA:

1. Employee must necessarily take 5 days of continuous Privilege Leave.
2. The family for this purpose includes spouse, unmarried dependent children (maximum of two only), parents and dependent brothers and sisters.
3. No advance is given towards LTA. It must be claimed as a reimbursement against actual bills and travel documents.

Entitlement: Employee has to decide on the quantum of LTA (could be up to 2 months' basic salary) that employee wishes to avail as part of employee's choice pay component. This choice has to be made by employee initially at the time of joining and thereafter at the beginning of each financial year. A mid-year change in the quantum of LTA is not permissible.

As per current Income Tax rules, tax exemption for LTA is allowed twice in a block of 4 calendar years. Tax authorities have defined the current 4 year block as being from 1 January 2022 - 31 December 2026.

The quantum of exemption is subject to following maximum limits depending on the mode of transport used or available:-

1. Journey by air: Economy class air fare of national carrier by shortest route or the actual amount spent, whichever is lesser
2. Journey by rail: AC first class fare by shortest route or the actual amount spent, whichever is lesser
3. Place of origin and place of destination connected by rail but journey performed by other mode of transport: AC first class fare by shortest route or the actual amount spent, whichever is lesser
4. Place of origin and place of destination not connected by rail (partially or fully) and not connected by other recognized public transport system: AC first class fare by the shortest route or the actual amount spent, whichever is lesser

Date: 26 Sep 2024

Page 8 of 19

Reliance Corporate Park Thane - Belapur Road, Ghansoli, Navi Mumbai - 400 701, India.
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e. Office Wear Allowance (OWA)

Only employees' working at locations where a 'Uniform Policy' is in place may opt for OWA.

OWA is an allowance provided to employees to meet expenditures incurred by employee towards purchase of uniform to be worn at the workplace.

INR 24,000 per annum is tax exempt.

f. Children's Education Allowance (CEA)

Employee may opt for CEA to meet education expenses of their children.

INR 100 per month per child subject to a maximum of two children is tax exempt

g. Children's Hostel Allowance (CHA)

Employee may opt for CHA to meet hostel expenses of their children.

INR 300 per month per child subject to a maximum of two children, is tax exempt

h. Internet & Broadband Connection Reimbursement

Employee may opt for Internet & Broadband Connection, it should be registered under employee's name.

INR 15,000 per annum is tax exempt.

i. Vehicle

1. Company Leased Vehicle Scheme (CLV)

As part of the compensation structure the company offers an option of availing a vehicle under the prevailing company vehicle policy, subject to eligibility. The major features of the scheme are as follows:

Parameter	Four Wheeler
Scheme Details	Company Leased Vehicle (CLV)
EMI Calculation Base	Vehicle Invoice Value (Final on-road price, excluding taxes)
EMI Limit	Grade 'H' and above - upto 100% of Residual Choice Pay Grade 'I' and below - upto 50% of Residual Choice Pay
Interest rate	Please reach out to your HR business partner to get the recent interest rate.
Vehicle Cost Limit	NA
Tenure	2 to 4 Years (Upto 48 Instalments)
Insurance Coverage Options	1.Comprehensive 2.Bumper to Bumper (Zero depreciation)

Mandatory debits towards Vehicle Insurance would be applicable to those opting this scheme.

The company vehicle policy provides more details regarding the vehicle scheme.

Date: 26 Sep 2024

Page 9 of 19

Reliance Corporate Park Thane - Belapur Road, Ghansoli, Navi Mumbai - 400 701, India.
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2. Fuel and Vehicle Maintenance Reimbursements

All employees covered by the Company Vehicle Scheme are eligible for fuel and vehicle maintenance reimbursements. Employees using self-owned vehicles are also eligible for such reimbursement.

The limits for Fuel & Vehicle Maintenance for Own Vehicles and Vehicles under Company Vehicle Scheme are as under:

Level	4 Wheeler	2 Wheeler
All Grades	INR 2,40,000 p.a.	INR 48,000 p.a.

In case an employee is using a self-owned vehicle, employee needs to maintain a vehicle usage log in the system (ESS). Tax exemption will be available upto the limits set out above, subject to submission of supporting documents.

3. Conveyance Allowance

To be opted by an employee to meet the expenditure incurred for the purpose of commuting between place of employee's residence and place of employee's duty. However, this option may be availed only if the employee is not opting for fuel and maintenance reimbursement.

This component is taxable.

j. Housing

1. House Rent Allowance (HRA)

House Rent Allowance is paid in respect of expenses incurred on rented accommodation.

As per Section 10(13A) and Rule 2A of the Income Tax Act and Rules respectively, the lesser of the following is exempt from tax-

1. An amount equal to 50% of the salary, where the residential house is situated at Mumbai, Kolkata, Delhi or Chennai and an amount equal to 40% of salary where the residential house is situated at any other place;
2. House rent allowance received by the employee in respect of the period during which the rental accommodation is occupied by the employee during the previous year
3. The excess of rent paid over 10% of salary

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2. Company provided Accommodation

In case the employee is opting for an accommodation provided by the company, the basis of valuation will be as under-

Population of City as per 2001 census where Accommodation is provided	Where the Accommodation is owned by the Employer	Where the Accommodation is taken on lease or rent by the Employer
Exceeding 25 lakhs	15% of Salary in respect of the period during which the accommodation is occupied by the Employee	1. 15% of Salary; or 2. Lease rent (paid or payable) by the Employer, whichever is less
Exceeding 10 lakhs but not exceeding 25 lakhs	10% of the Salary in respect of period during which the accommodation is occupied by the Employee	
Any other	7.5% of the Salary in respect of period during which the accommodation is occupied by the Employee	

k. Insurance

i. Group Personal Accident Insurance (GPA)

All Employees are mandatorily insured under the Group Personal Accident Insurance.

The insured amount and corresponding premium [mandatory debit] are as follows.

Fixed Pay (per annum)	Sum Insured	Mandatory Debit (per annum)
Up to INR 10,00,000	INR 25 Lakhs	INR 516/-
INR 10,00,001 to INR 15,00,000	INR 37.50 Lakhs	INR 774/-
INR 15,00,001 and above	INR 50 lakhs	INR 1033/-

Benefit Clauses:

1. Death: 100% of sum insured
2. Permanent Total Disablement: 100% of sum insured
3. Permanent Partial Disablement varies from 1% to 75% of sum insured as per insurance policy
4. Temporary Total Disablement weekly benefit upto 1% of Capital Sum Insured or INR 5000 whichever is less for a maximum period of 104 weeks

Date: 26 Sep 2024

Page 11 of 19

Reliance Corporate Park Thane - Belapur Road, Ghansoli, Navi Mumbai - 400 701, India.
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ii. Group Term Life Insurance (GTLI)

All employees are mandatorily insured under Group Term Life Insurance. The insured amount and corresponding premium [mandatory debit] are as follows:

Fixed Pay (Base Pay + Choice Pay) per annum	Sum Assured	Mandatory Debit (per annum)
Up to INR 10,00,000	INR 25 Lakhs	INR 2,714
INR 10,00,001 to INR 15,00,000	INR 37.50 Lakhs	INR 4,071
INR 15,00,001 to INR 20,00,000	INR 50 Lakhs	INR 5,428
INR 20,00,001 to INR 30,00,000	INR 75 Lakhs	INR 8,142
INR 30,00,001 to INR 50,00,000	INR 1.25 Crore	INR 13,570
INR 50,00,001 to INR 70,00,000	INR 1.75 Crore	INR 18,998
INR 70,00,001 to INR 90,00,000	INR 2.25 Crore	INR 24,426
INR 90,00,001 to INR 1,10,00,000	INR 2.75 Crore	INR 29,854
INR 1,10,00,001 and above	INR 3.00 Crore	INR 32,568

Benefit Clause:

Total sum assured is payable to the employee's nominee upon death of the employee. However, nothing is payable on survival.

iii. Medical Coverage

The Company endeavors to ensure that financial support is available to all employees to meet their medical needs and those of their dependent family members. All employees are mandatorily covered under this scheme. The coverage and mandatory debits in respect of the same are as follows-

Level	Family Definition	Benefits of Mandatory Coverage
B to F: Company's Management Medical Scheme	Self, Spouse, 3 dependent children (up to 25 years)	Floater Mediclaim Policy of INR 5 Lakhs, Plus Additional floater Mediclaim policy of Domiciliary reimbursement at actuals (as per INR 5 Lakhs or 7 Lakhs or 10 Lakhs the Management Medical Scheme)
	Dependent parents	Floater Mediclaim coverage of INR 5 Lakhs irrespective of the number of members covered, Plus Additional floater Mediclaim policy of INR 5 Lakhs or 7 Lakhs or 10 Lakhs
		<ol style="list-style-type: none"> Hospitalization room category up to Deluxe Single AC Room Dental treatment reimbursement up to INR 15,000 per family p.a. (cosmetics not covered) Full time Retainers shall be covered as per commitment / joining terms For non-allopathy (e.g. Homeopathy, Ayurveda, Unani or other Medical practitioner) treatment, the medical practitioner should be registered as per the guidelines of Indian Medical Association

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G to Below: Group Mediclaim Policy	Family of 7 members - Self, spouse, 3 dependent children (up to 25 years), 2 dependent parents	Floater Mediclaim coverage of INR 5 Lakhs irrespective of the number of members covered, Plus Additional floater Mediclaim policy of INR 5 Lakhs or 7 Lakhs or 10 Lakhs
	1. Hospital Room Category - Eligibility of up to Non- Deluxe Single AC Room 2. Sub limit of Maternity benefit (for first three children) up to INR 50,000 3. Sub limit for OPD basis treatment for Dental INR 1,500 (excluding the cost of dentures, bridges, crowns, scaling, filling, cleaning, polishing and cosmetic dentistry) 4. Sub limit for OPD basis treatment for Eye INR 500 (excluding cost of contact Lens, spectacles and cosmetic treatments)	

Medical Insurance Debits:

GHP w.e.f. 1st January 2024	
Grade	Details
F & Above grades :	<ul style="list-style-type: none"> • INR 40,620 per annum per person for self and spouse • INR 20,984 per annum per child (upto 25 years) • INR 16,616 per annum for Additional Medical floater cover of INR 5 Lakhs • INR 22,260 per annum for Additional Medical floater cover of INR 7 Lakhs • INR 30,353 per annum for Additional Medical floater cover of INR 10 Lakhs for self, spouse and child covered under mandatory policy • INR 40,240 per annum for dependent parents • INR 16,616 per annum for Additional Medical floater cover of INR 5 Lakhs • INR 22,260 per annum for Additional Medical floater cover of INR 7 Lakhs • INR 30,353 per annum for Additional Medical floater cover of INR 10 Lakhs for parents
G & Below grades :	<ul style="list-style-type: none"> • INR 40,240 per annum per family unit of 7 members • INR 16,616 per annum for Additional Medical floater cover of INR 5 Lakhs • INR 22,260 per annum for Additional Medical floater cover of INR 7 Lakhs • INR 30,353 per annum for Additional Medical floater cover of INR 10 Lakhs

I. Residual Choice Pay

The balance un-utilized amount is paid under the salary head as "Residual Choice Pay" and is subject to tax. Please note that you are required to make a declaration within 7 days of joining the Company and at the beginning of each financial year and thereafter from time to time within the timelines notified by the company, regarding the amounts to be claimed under each expense mentioned above. You are required to submit the bills and other supporting documents on or by 15th January for each financial year.

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Annexure C

Terms and Conditions

01. MEDICAL FITNESS & VERIFICATION OF PARTICULARS:

Your appointment is subject to:

- i. Medical Fitness: Your being declared medically fit by a Medical Officer or by a Doctor specified by the Company .
- ii. Verification of Particulars: In case the particulars mentioned in your application or the representations or warranties or any other information provided by you are found to be false, inaccurate or unsatisfactory, your services would be liable for termination at any time without any notice or any compensation in lieu thereof.

02. REPRESENTATIONS AND WARRANTIES:

The Company's agreement to continue to employ you and the compensation and benefits payable to you are in consideration of the terms, covenants, and conditions stated in the offer of employment including this Annexure C, and you represent, warrant and covenant to the Company that:

- i. You are under no contractual or other restriction or obligation which is inconsistent with the terms or conditions contained herein, the performance of your duties hereunder, or the other rights of the Company hereunder;
- ii. You are under no physical or mental disability that may hinder the performance of your duties / obligations contained herein;
- iii. You shall not raise any issue as to the reasonableness of the terms, covenants, or conditions contained herein in any proceeding to enforce these terms, covenants and/or conditions;
- iv. You have full right and authority to execute this contract and that you are not bound by any contract or arrangement, including any employment contract, bond or covenant not to compete, that is inconsistent herewith
- v. These terms, covenants, and/or conditions shall survive the termination of your employment with the Company.

You acknowledge that the terms, covenants, and conditions set forth herein are essential for the Company's protection and are not unreasonable and that the Company has relied on these representations, warranties, and covenants provided by you.

Date: 26 Sep 2024

Page 14 of 19

Reliance Corporate Park Thane - Belapur Road, Ghansoli, Navi Mumbai - 400 701, India.
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Page 298 of 315



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03. DUTIES AND RESPONSIBILITIES:

- i. **Exclusivity:** You agree to perform your duties, responsibilities and obligations efficiently and to the best of your ability exclusively for the Company. You agree that you will devote all of your working time, attention and best efforts in performing your duties, responsibilities and obligations throughout the term of employment. You also agree that you will not engage in any other employment or business activities during the terms hereof. You agree that all of your activities as an employee of the Company shall be in conformity with all the policies, rules, regulations and directions of the Company, as applicable from time to time.
- ii. **Non Solicitation:** You will not, during the term of your employment or at any time thereafter, without the prior written consent of the Company, directly or indirectly, solicit for employment, or employ or otherwise contract for the services of, any person who is employed or engaged (either as an employee or consultant) by the Company or any of its affiliates or associated companies or directly or indirectly induce any such employee to leave their employment.

This covenant shall survive the termination of your employment with the Company.

- iii. **Other Interests:** You shall not seek membership of any local or public bodies without first obtaining written permission from the Company.
- iv. **Controlling Interest:** You agree that, so long as you are employed by the Company, you will not own, directly or indirectly, any controlling or substantial shareholding or other beneficial interest in any business enterprise or entity which is engaged in, or is in competition with, any business engaged in by the Company or any of its affiliates or associated companies. Notwithstanding the foregoing, you may own, directly or indirectly, up to 5% of the outstanding securities of any business or entity whose securities are traded on any national stock exchanges or in the over-the-counter market.
- v. **Work hours:** Your working hours at your place of posting shall be as per the rules and regulations of the Company, as specified from time to time. However, you may be required to work additional hours, from time to time, to carry out your duties and responsibilities effectively.
- vi. **Confidentiality and Non-disclosure:** You shall keep confidential and not disclose to any person or entity any information received or that comes to your knowledge during the course of your employment including in relation to the Company, its affiliates, associated companies, and third parties, in relation to any of our or their businesses or operations, particulars or details of manufacturing processes, technical know-how, security arrangements, analysis, compilations, forecasts, studies, summaries, notes, ideas(whether patentable or not), schematics, trade secrets, technology, customer lists (potential or actual) and other customer-related information, supplier information, sales statistics, pricing information, market intelligence, marketing and other business model/strategies, administrative organizational matters and any other information important for the Company. This shall include information in relation to third parties received by the Company in relation to any transaction being contemplated by the Company. Your obligation to maintain confidentiality of such information shall continue notwithstanding expiry or termination of your employment with the Company.

Third party Confidential obligations & prevention of IP contamination: You shall not use or disclose to the Company any confidential information of any third party received by you in your personal capacity from such a third party under an obligation of confidentiality, or knowingly induce use of such information in the business of the Company. Your employment/engagement with the Company shall not violate any obligation of confidentiality or non-solicitation of employment/assignment with any other party and that in case you are made aware of any such change in circumstances, you will inform the Company immediately of such change in the circumstances. You shall refrain from using/applying information/data in your current employment which qualifies as third party intellectual property to avoid any potential scenario of Intellectual Property contamination.

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vii. **Proprietary Rights:** You will disclose to the Company forthwith any discovery, invention, process or improvement made or discovered by you while in the service of the Company or thereafter, and all the rights, title, interest in such discovery, invention, process or improvement shall automatically belong absolutely to the Company and be the sole, absolute and exclusive property of the Company immediately upon discovery, invention or creation of process or improvement, whether or not delivered to the Company. If and when required to do so by the Company, you shall at the Company's expense, take out or apply for letter's patent, licenses or other rights, privileges or protection as may be directed by the Company in respect of any such discovery, invention, process or improvement so that the benefit thereof shall accrue to the Company and you will execute and deliver all such deeds and documents, including in particular instruments of assignment and do all such acts and things as may be required by the Company for assigning, transferring or otherwise vesting all rights, title and interest in the same and all benefits arising in respect thereof in favor of the Company or its nominee.

You will assign (and you hereby do assign) in perpetuity to the Company or its nominee all of your rights to all such new ideas (including all inventions), and to applications for patent or copyrights in all countries, if any, and execute such documents and take such lawful action as may be reasonably required to assign such new ideas to the Company or its nominee.

You will execute and deliver promptly to the Company (without charge to you but at the expense of the Company) such written instruments and cooperate and do such other acts as the Company in its sole discretion deems necessary or desirable to assign and transfer title in such new ideas to the Company and / or its nominee and to assist the Company in preserving the property right in such new ideas (including against forfeiture, abandonment, or loss) and to vest the entire right and title and interest therein exclusively in the Company and / or its nominee.

viii. **Safe-keeping of Company's property:** You will be responsible for safe keeping of and returning in good order and condition all properties of the Company, its affiliates and associated companies which may be in your possession, custody, care or charge or being used by you. In case of loss of any such property, the Company will be entitled to assess the value of the loss / damages caused to it and recover the same from you and to take such other action as it deems proper in the event of your failure to account for such material or property to its satisfaction.

ix. **Return of the Company's Property and records:** Upon termination of your employment, you shall forthwith hand over any letter of authority or power of attorney issued in your favour and any property or material of the Company or any of its affiliates or associated companies in your possession at the time of cessation of your employment with the Company. You shall also return to the Company all documents, files, records, keys, and other property of the Company in your possession regardless of the media on which such items are stored, and you shall not retain any copies or duplicates thereof.

x. **Authorizations for activities:** You will not enter into any commitments or dealings on behalf of the Company for which you have not been expressly authorised nor will you alter or be a party to any alteration of any principle or policy of the Company or exceed the authority or discretion vested in you without the previous written consent of the Company. You will avoid any issue which may result in a conflict between your personal interests and the interests of the Company in dealing with suppliers, customers and all other organizations or individuals doing or seeking to do business with the Company.

xi. **Non-disparagement:** You agree that you shall act with the highest standards of propriety and professionalism and shall not criticize, ridicule or make any statement which disparages or is derogatory of the Company, any of its affiliate or associated companies or any other employee or business associate of the Company or any of its affiliates or associated companies in any public or non-public communication with any customer, client or member of the investment community or media or in any communication whatsoever.

xii. **Confidential nature of terms of employment:** You agree that, save and except as may be required by applicable law, (with the prior consent of the Company), you shall not disclose the terms of your employment to any person.

Date: 26 Sep 2024

Page 16 of 19

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xiii. Enforceability: You acknowledge and agree that any violation of any of your duties and responsibilities may result in irreparable damage to the Company, and, accordingly, the Company may obtain injunctive and other equitable relief for any breach or threatened breach of such duties and obligations, in addition to any other remedies available to the Company.

You agree that the restrictions and remedies contained herein are reasonable and that it is your intention that such restrictions and remedies shall be enforceable to the fullest extent permissible by law. If it shall be found by a court of competent jurisdiction that any such restriction or remedy is unenforceable but would be enforceable if some part thereof were deleted or the period or area of application reduced, then such restriction or remedy shall apply with such modification as shall be necessary to make it enforceable.

Further, you hereby agree to indemnify and keep fully and effectively indemnified and hold harmless the Company, its affiliates, associates subsidiaries, and the directors, trustees, officers, employees, agents, authorized representatives and successors of all the foregoing from and against any and all claims, suits, actions, legal or other proceedings, demands, damages, liabilities, interest, costs, expenses (including attorney fees), and losses of whatsoever kind or nature incurred or sustained by Company or any of the third party directly or indirectly arising due to breach of any of obligations mentioned in the letter of employment and/or these terms and conditions.

04. TERMINATION OF EMPLOYMENT:

i. Employment At-Will: You acknowledge that your employment is and shall continue to be AT-WILL. This means that you have the right to terminate your employment with the Company at any time without providing any reason in accordance with the provisions hereof. Similarly, the Company may terminate your employment with or without cause at any time and for any reason in accordance with the provisions hereof. Accordingly, this letter of employment is not to be construed or interpreted as containing any guarantee of continued employment. As such, the recitation of certain time periods in this letter is solely for the purpose of defining your compensation. It is also not to be construed or interpreted as containing any guarantee of any particular level or nature of compensation.

ii. Superannuation: In the normal course, you will retire from the company on attaining superannuation at the age of 58 years.

iii. Absenteeism: If you absent yourself without leave or remain absent beyond the period of leave originally granted or subsequently extended, you shall be considered as having voluntarily terminated your employment without giving any notice unless you:

- a. return to work within 8 days from the commencement of such absence, and
- b. give an explanation to the satisfaction of the Company regarding such absence

iv. Medical Fitness: The Company has the right to request you to get yourself medically examined by a certified medical practitioner specified by the Company during the tenure of your employment. In case you are found to be medically unfit to perform your duties, your employment may be terminated.

v. Notice Period: Notwithstanding anything contained herein, the Company, in its sole discretion, may terminate your employment without cause by giving one month notice in writing or payment of one month Basic Salary on a pro rata basis, in lieu thereof. Similarly, you may resign from the Company's employment without cause by giving one month notice in writing or by payment of one month Basic Salary on a pro rata basis, in lieu thereof. In the event of your resignation, the Company may in its sole discretion opt to accept the same and relieve you prior to the completion of the stipulated notice period of one month, without any pay in lieu of the notice period.

vi. Termination for Misconduct: Your services are liable to be terminated without any notice or salary in lieu thereof for fraud, misconduct, negligence or breach of any of the terms and conditions of your letter of employment which includes this Annexure C. Without prejudice to the general meaning of the term "misconduct", "misconduct" shall include any case of reasonable suspicion of misconduct, disloyalty, commission of an act involving moral turpitude, or any action of indiscipline or inefficiency.

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vii. Non-compete: In the event of your separation from the Company for any reason whatsoever, you will not take up any job or assignment either full time or otherwise, either directly or indirectly, for a period of three months from the date of separation in any industry or business involved in similar/competing business as the Company or any of its affiliates or associate companies.

viii. Recovery of Payments: (If applicable) Payments made towards recovery of notice period by your previous employer and relocation expenses by us will be recovered in full in the event of your separation from the Company prior to completion of 1 year from joining the Company.

05. GENERAL:

- i. **Training:** You may be selected and sponsored by the Company for familiarization/ training assignments with our technical collaborators or any other institutions/ organizations in India and/or abroad, based on terms and conditions stipulated at such time. You will diligently and beneficially take part in the training and such assignments in accordance with Company policies and directives.
- ii. **Rules, Regulations and Policies on Ethics:** You will be governed by the service rules, regulations and policies including conduct, discipline and administrative orders and any such other rules or orders of the Company that may come into force from time to time. You must observe the policies that the Company publishes / notifies from time to time. These policies include requirement that you maintain the highest standards of conduct and act with the highest ethical principles.
 - a. You must not do anything that may be a conflict of interest with your responsibilities as an employee.
 - b. You are required to read and understand all policies applicable to you, all of which are available in the Reliance Management System ("RMS") portal. If you have any questions, now or in the future, please ask the Human Resources Department through the Query Management System in the ESS portal. You may also be required to sign and abide by the Policy on Ethics of the Company and undertake to sign such declarations that the Policy may demand from time to time.
 - c. Women employees will be entitled to all the statutory benefits provided by the Company under the Maternity Benefit Act 1961, and its subsequent amendments, if any, details of which are set out in the RMS/ESS portal.
- iii. **Media Interaction:** You will not interact with the media - electronic, print or otherwise in
 - a. India or overseas, during or outside work hours, either in your own personal capacity or on behalf of the Company unless you have express and direct approval from the Company to interact with the media as a representative of the Company. Only persons duly authorized by the Company are permitted to interact with media and then only on specified subjects. Disclosure of any information other than those specifically authorized by the Company is prohibited.
 - b. Disclosure of information on proceedings of meetings (board / committee / internal) and disclosure of forward-looking statements is prohibited unless such disclosure is specifically approved by the Company.
 - c. You shall also not disclose non-public information selectively to any particular group as it may lead to unfair advantage / discrimination.
 - d. For any outside publication of books, articles or manuscripts which relate in any manner to the Company's business, policies and processes, you are required to obtain prior written approval of the Company prior to its publication or release.
 - e. Any violation of the Company's media policy, will tantamount to a breach of the terms and conditions of employment and may result in termination of the contract.

Date: 26 Sep 2024

Page 18 of 19

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Atmiya University, Rajkot





Reliance Industries Limited

- iv. **Jurisdiction:** The letter of employment is made at Mumbai and competent courts of Mumbai shall have jurisdiction over any dispute or difference whatsoever arising out of, under, in relation to or in connection with the letter of employment or breach hereof or in respect of any matter or thing herein contained.
- v. **Entire Agreement:** This contract and the document referred to herein contain the entire agreement and understanding of the parties with respect to the subject matter hereof and shall supersede any and all prior or contemporaneous communications, representations, or agreements between the parties, whether oral or written, regarding the subject matter of this contract.
- vi. **Age:** Your age mentioned in the Matriculation / Higher Secondary Certificate / Passport will be deemed to be the conclusive proof of your date of birth.
- vii. **Change of address:** You will intimate in writing to the Company any change of your residential address within a week of the same changing, failing which any communication sent to you on your last recorded address shall be deemed to have been duly served on you.
- viii. **Passport:** You are required to have a valid passport at all times and ensure that the same is renewed from time to time.
- ix. **Suspension:** You may be placed under suspension pending enquiry into the charges of misconduct or any other breach hereof. The salary for the suspension period will be paid to you only if you are found not guilty of any of the charges for which you are suspended and not otherwise.
- x. **Travel:** You shall make your own transport arrangements to and from the place of work.
- xi. **Documentation:** Please submit the following documents, if not submitted earlier:
 - a. Certificates in support of your educational professional qualifications, experience, date of birth and other testimonials in original together with copies thereof.
 - b. Three copies of your recent passport size photographs with blue background.
 - c. Relieving letter and salary certificate from your last employer, in case you are/were employed.
- xii. **Severability:** If any term or provision of this letter of employment shall be held to be invalid for any reason whatsoever, such invalidity shall not affect the validity, operation or enforceability of the remainder hereof. If the remainder of this letter is not materially affected by such declaration or finding and is capable of substantial performance, then that term or provision or part thereof shall to that extent be deemed not to form part of this letter of employment and such provision shall be replaced by a substitute provision that is legal and enforceable and is as nearly as possible consistent with the intentions underlying the original provision.
- xiii. **Non Waiver:** No delay or omission on the part of Company in exercising any right, power, privilege or remedy in respect of your employment terms shall neither impair such right, power, privilege or remedy, or be construed as a waiver of it, nor shall any single partial exercise of such right, power, privilege or remedy, preclude any further exercise of it or the exercise of any other right, power, privilege or remedy.

I confirm that I have read and understood the terms and conditions set out herein and unconditionally and irrevocably accept the above terms and conditions.

Employee Name: Mendapara Deep Mendapara

Signature:

Date: 26 Sep 2024

Date: 26 Sep 2024

Page 19 of 19

Reliance Corporate Park Thane - Belapur Road, Ghansoli, Navi Mumbai - 400 701, India.
Phone : +91-22-4477 0000 Fax : +91-22-4471 0111

Register Office : Maker Chambers IV, 3rd Floor, 222, Nariman Point, Mumbai - 400 021, India. CIN - L17110MH1973PLC019786

Registrar
Atmiya University, Rajkot-Gujarat-India
Atmiya University
Rajkot

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Atmiya University, Rajkot





**ATMIYA
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NAAC – Cycle – 1
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KI 5.2

DVV 5.2.1

Factory :
Bhuj-Bhachau Road, State Highway No. 42,
Village - Paddhar, Taluka - Bhuj, Dist. Kutch.
Tel: +91 2832 248300



18th May, 2024
Ref No.: BKT/BHUJ/HR/2024-25

Mr. Ravi Dhuva
Vajasibhai Dhuva
Lalpur, - Modpar

Dear Mr. Ravi Dhuva,

Sub: Offer for the position of "Trainee Officer".

Please refer your application and subsequent interviews you had with us.

We are pleased to offer you the position of "Trainee Officer" in our organization at Bhuj Plant, Gujarat on the terms and conditions mutually agreed at the time of interview.

1. Your training shall commence from the date of your joining us, which should take place on or before the 3rd June, 2024.
2. You shall undergo one-year training. On successful completion of training you shall be placed in regular cadre of the company as Officer.
3. You are advised to bring the following documents (Photocopies) at the time of joining. Please also bring original documents for verification.
 - a. 8 Passport size recent colour photographs.
 - b. SSC, Degree/Diploma certificate and final year mark sheet.
 - c. School Leaving or any other age proof certificate.
 - d. Relieving and experience certificate from the all previous employer if applicable
 - e. Xerox of Pay Slip of the last Salary Drawn & Salary Structure of CTC
 - f. Certificate in support of any additional skill/qualification you have acquired.
 - g. Medical Certificates i.e. Blood Report – CBC with Blood Group, Urine Report, ECG report, X-ray of the chest Report, Eye Sight Check – Routine and for Colour Blindness
 - h. Photo Identity Proof (PAN card & Aadhar Card (Mandatory), Driving License, Election Card, & Passport);
 - i. Any other document which you may feel necessary to be submitted.
 - j. Bank Detail - Passbook / Cheque Book / Account Statement

[Handwritten Signature]

20

Atmiya University, Rajkot-Gujarat-India

**Atmiya University
Rajkot**

[Handwritten Signature]
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Page 304 of 315



Factory :
Bhuj-Bhachau Road, State Highway No. 42,
Village - Paddhar, Taluka - Bhuj, Dist. Kutch.
Tel: +91 2832 248300



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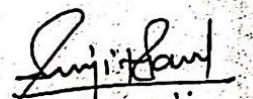
4. As explained and agreed by you during the interview process – though the company does not have a policy of Service Bond, we expect you to serve the Company for a minimum period of 3 years.
5. A detailed letter of Training will be issued to you subsequent to the submission of the above documents at the time of joining.
6. Please sign and return the duplicate copy of this letter as token of your acceptance of the offer. You must also intimate us your residential address and mobile number for any further communication between us.

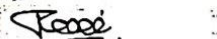
We welcome you to the organization and look forward to a long and successful career with us.

Thanking you.

Yours faithfully,

For, Balkrishna Industries Ltd.


Surjit Paul
AGM – Human Resources
@ 12


I accept the terms




Coordinator,



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AISHE: U-0967

Criterion 5

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finsol pvt. ltd.

Offer Letter
PRIVATE AND CONFIDENTIAL

November 02, 2023

Dear Ronit Mashru,

With reference to your interview during campus hiring at Atmiya University, we are pleased to offer you the following role in our organization:

- Designation: Research Associate - Technical
- Job Location: Rajkot
- Date of Joining: May – June, 2024

The detailed terms and conditions of your appointment will be issued to you at the time of joining. We expect you to maintain the confidentiality of the terms offered to you. Your annual CTC will be Rs. 3,60,813 /- as per the detailed breakup in Annexure - I.

Please find below the list of documents that are required to be submitted before joining (soft copy), for the expeditious process:

1. Proof of Age Certificate (Xth Mark sheet Certificate)
2. Educational, Professional and Technical Qualification certificates
3. One (3) passport-size color photograph
4. Copy of Present and Permanent Address Proof
5. ID Proof (Aadhar Card; PAN Card)
6. Bank details (cancel cheque/copy of passbook)
7. NISM Certificate, if available

If you fail to join on the aforesaid date and in absence of any written communication to this effect from you, this preliminary offer letter shall automatically be treated as withdrawn. We look forward to meeting you on May – June, 2024.

Thank you
For Junomoneta Finsol Pvt. Ltd.
RICHA AHUJA
SHARMA
Authorized Signatory

I Accepted
Ronit P. Mashru 6/11/23

Junomoneta Finsol Private Limited

First Floor, Block Q, Mondeal Business Park-2, Nr. Gurudwara, S.G. Highway, Bodakdev, Ahmedabad, Gujarat-380054
CIN : U65993GJ2019PTC124689, GSTIN: 24AAECJ6966H1ZA, e-mail: admin@junomoneta.in, Contact No. : 079-48948880

Atmiya University, Rajkot-Gujarat-India
Atmiya University
Rajkot

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Page 306 of 315



**ATMIYA
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NAAC – Cycle – 1
AISHE: U-0967

Criterion 5

SS & P

KI 5.2

DVV 5.2.1



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Annexure -I CTC Break-up	
Name	Ronit Mashru
Designation	Research Associate - Technical
Location	Rajkot
Salary Components	Amount (In INR)
Basic	12,600
HRA	6,300
LTA	2,520
Special Allowance	3,780
Monthly Pay	25,200
PF Employer Contribution	1,512
ESI Employer Contribution	-
Monthly Gross Pay	26,712
Annual Gross Pay	3,20,544
Gratuity (Refer Note 1)	7,269
Variable Incentives (Refer Note 2)	33,000
Annual CTC	3,60,813
Monthly in hand	
Monthly net pay	25,200
Less: Employee PF	1,512
Less: Employee ESI	-
Less: Professional Tax	200
Less: TDS	As per IT rules
Net in hand (subject to deduction under Income Tax act.)	23,488
Note:	
1) Payment of Gratuity shall be governed by Provisions of Gratuity Act, 1972.	
2) Variable Incentives shall be payable based on your performance & as per the firm's policy (as amended from time to time). Annual Compensation and Variable Incentives will be subject to deduction of tax at source as per the applicable rules and regulations.	

**RICHA AHUJA
SHARMA**

Digitally signed by RICHA AHUJA SHARMA
DN: c=IN, ou=JUNOMONETA FINSOL PRIVATE LIMITED,
ou=HR/HR RESOURCE,
2.5.4.20=19A67750A054A8A270A4F7702A01409F06C770
A9F2211021190A0F1, postalCode=380014, st=GUJARAT,
serialNumber=407750780A0A211405A210A2110278A9F
0C928F18A07070A070C47A, cn=RICHA AHUJA SHARMA
Date: 2023.11.03 11:07:03 +05'30'

Authorized Signatory
For Junomoneta Finsol Pvt. Ltd.

Junomoneta Finsol Private Limited

First Floor, Block Q, Mondeal Business Park-2, Nr. Gurudwara, S.G. Highway, Bodakdev, Ahmedabad, Gujarat-380054
CIN : U65993GJ2019PTC124689, GSTIN: 24AAECJ6966H12A, e-mail: admin@junomoneta.in, Contact No. : 079-48948880

[Handwritten Signature]

Atmiya University, Rajkot-Gujarat-India
Atmiya University
Rajkot

[Handwritten Signature]
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VD.RECHARGE@GMAIL.COM

C/O. KALPATARU HOUSE ORIENT SURGICAL BUILDING GATE NO.3 JAMNAGAR ROAD OPP. VORA
SOCIETY HP PETROL PUMP STREET NR. MADHAPAR CHOKADI RAJKOT (GUJARAT) PIN: 360001.

Offer Letter

Date: 13/05/2024

Dear Modi Nayan.

We are pleased to extend an offer of employment to you for the position of Relationship manager (RM) at VD PAYS. We believe that your skills and experience will be a valuable addition to our team. Please read through this letter and indicate your acceptance by signing this offer letter.

Position Details

Job Title: Relationship manager (RM)

- Reporting to: Mr. Jeet kakkad
- Start Date: 01/06/2024

Employment Type: Full-time

- Work Schedule: 10 To 8
- Job Location: RAJKOT

Compensation and Benefits

- Annual Salary Package: 5,40,000/-*INR
- The above-mentioned salary is the total cost to the company and includes all payments made and benefits provided by the company directly or indirectly to or on your behalf, whether as salary or otherwise.

Terms and Conditions

. The employment is at-will, which means that either the company or the employee can terminate the employment relationship at any time, with or without cause and with or without notice.

- This offer of employment does not constitute a contract or guarantee of continued employment. It is not intended to create an employment relationship between you and

VD PAYS until you have signed the necessary employment agreement and any other required documents.

Registrar
Atmiya University, Rajkot-Gujarat-India
**Atmiya University
Rajkot**

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Page 308 of 315



**ATMIYA
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**NAAC – Cycle – 1
AISHE: U-0967**

Criterion 5

SS & P

KI 5.2

DVV 5.2.1



CITY UNION BANK

STRICTLY PRIVATE AND CONFIDENTIAL

HRMD/OFF-LTR/123243325/2024-25

02.07.2024

SELECTION CUM OFFER LETTER

**To
Shri.Chhag Yagnesh Tejaskumar,
No. 3/6, Krishna nagar,
Near Swaminarayan Chowk, Mavdi Plot,
Rajkot-360004.
Mob No: 8320901520**

Dear Chhag Yagnesh Tejaskumar,

Congratulations!

With reference to your application for employment with us and the subsequent Bank's selection process, we are pleased to offer you a position in **Relationship Manager I (Sales and Operations)** cadre of our bank. You will be posted as **Probationary Relationship Manager I** for a period of **Eighteen months**, subject to the terms and conditions set out in this letter and the **annexure** thereto apart from usual Bank's Service Rules and conditions now prevailing and in vogue from time to time.

Before joining the Bank you will have to undergo a **Preliminary Induction Programme** the details of which will be communicated to you separately. After satisfactory completion of the Preliminary Induction Programme you shall be issued the appointment/posting order specifying your role and responsibility and the place of initial posting.

During the probationary period of Eighteen months, your Gross annual Fixed Cost-To-Company (CTC) at maximum variable payout will be **Rs. 3,21,216/-** per year. A detailed overview of the compensation structure along with the terms and conditions of the offer is attached as annexure to this offer letter.

Your employment will be governed by the rules, regulations and policies of the bank. The terms of this offer letter shall remain confidential and shall not be disclosed to any third party.

You shall be issued the posting order specifying the place of initial posting, based on accepting the offer letter.

We take this opportunity to **welcome** you to City Union Bank. We wish you a long, rewarding and fulfilling career.

With Best Wishes,

**R. Subbaraman
Deputy General Manager
HRMD**

Encl.: Annexure to the selection cum offer letter (as applicable to you).



**Administrative Office: City Union Bank, HRMD Department, No.24-B Gandhi Nagar,
Kumbakonam - 612 001, Tamil Nadu, India.
Tel: +91 (0435) 2402322, +91 93817 37719
Website: www.cityunionbank.com; Email: placement@cityunionbank.in**

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**Atmiya University
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**Annexure-I to your Offer of Employment [HRMD/OFF-LTR/123243325/2024-25] as
Relationship Manager I Cadre**

TERMS and CONDITIONS (other than those prevalent in Service Agreement)

At the time of Joining duty, you are advised to furnish the following documents:-

- 1). A Booklet consisting of six structured forms, which will be provided to you, will have to be filled up, completed, signed and handed over to the Branch Manager / Department Head, together with two recent passport size photographs affixed thereon.
- 2). Copies of KYC documents like Aadhar Card, PAN Card, Driving Licence, with originals for verification. Two copies each of your latest colour photographs, in passport size and stamp size.
- 3). Testimonials (of a recent date) from two respectable persons known to you, (but not related to you) will have to be furnished. The bank will seek references to them, your current / previous employer/s at any stage of your appointment.
- 4). A self declaration of Medical Fitness, supported by a satisfactory Medical Certificate from a Registered Medical Practitioner or if stipulated from the panel of doctors appointed by the Bank as per medical examination requirements in annexure. Major and permanent ailments should also be reported. Suppression of any information or if it is found at a later stage that you suffer from any ailment which will affect the normal functioning of your work at the office will entail you immediate termination of service at any point of time.
- 5). Copies of your resignation acceptance and proper relieving order, last drawn Salary Certificate from your previous employer and Service employment declaration to that effect should be submitted.
- 6). If you have availed any loan/credit facility from Bank/s or financial institution/s, the details of them should be furnished. A certificate of latest date from the Branch Head of the Bank's Branch, from where the loan was availed is to be submitted. If the loan/s is/are not in STANDARD category, you cannot join our Bank. If no loan has been availed, a certificate to that effect should be submitted.
- 7). While reporting for duty at branch / department, you should handover a copy of your PAN Card, Driving License and a copy of your Aadhar card. Also, you should hand over a proper Relieving Order obtained from the previous Employer. If you have not employed previously, a declaration to that effect should be submitted.
- 8). At that time of reporting for duty, you will have to submit all the original certificates (10th, 12th, UG & PG degree certificates) in proof of your educational qualification and age to the HR Department for verification and custody. In case, you are not in a position to submit your original certificates as mentioned above, you will be required to place a fixed deposit in your name for Rs.25,000/- as security deposit. Your original certificates shall be returned to you on confirmation. You may also collect your certificates back at any time, before your confirmation, by placing a deposit for Rs.25,000/- in your name and discharging the same to the Bank.

In case you are not in a position to submit your original certificates nor able to place a deposit for Rs.25,000/, you can remit monthly instalment of Rs.2,000/- for 11 months and Rs.3,000/- in 12th month so as to place a total security deposit of Rs.25,000/- and discharge the same to the bank after 12 months.

Please note that the deposit amount will be returned to you on your confirmation in the regular service of the bank.



Registrar
Atmiya University, Rajkot-Gujarat-India
Atmiya University
Rajkot

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★ Page 310 of 315



**ATMIYA
UNIVERSITY**

**NAAC – Cycle – 1
AISHE: U-0967**

Criterion 5

SS & P

KI 5.2

DVV 5.2.1



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9).The information and documents provided by you are subject to verification. Upon your acceptance of this appointment order, the Company will have the right to conduct such verification, including through external agencies. This would include but not be limited to, your employment history, educational / professional credentials, CIBIL & other background checks. You hereby agree, consent and authorize the Company to access, use and share such information provided by you, with internal and external agencies, for the purpose of carrying out verification at any and all points of time, whether during or after your employment with the Company. The Company has the policy of sharing all relevant employment information of employees with applicable external agencies.

Pre-Induction Programme

You will have to undergo a Preliminary Induction Programme at any one of our facilities, for which date and venue shall be communicated separately. Accommodation for your stay, if required, will be provided at the facility. Other expenses incidental to the training are to be entirely borne by you. While reporting for the induction programme, you are instructed to bring and submit all the original certificates (10th, 12th, UG & PG degree certificates) in proof of your educational qualification and age to the HR Department for verification. You should also hand over a copy of your PAN Card, Driving License and a copy of your Aadhaar card when reporting for the induction programme. Also, you should hand over a proper Relieving Order obtained from the previous Employer; if not employed previously, a declaration to that effect should be submitted. Please note that the probation/confirmation of your service with the bank will be subject to the submission of the above-mentioned documents.

On Completion of the Pre-Induction Programme, you will be issued the appointment/posting order. Upon joining the place of posting, you will be designated as **Probationary Relationship Manager I**. You are bound by the service conditions as applicable to the said cadre of the Bank.

Probationary Period

You will be on probation for a period of **18 months**, from the date of your joining the service of the Bank. You will be designated as **Probationary Relationship Manager I**. Your salary structure will be as detailed in Annexure-II of this letter. Please note that all confirmations in the bank are given effect only on the 1st day of the month succeeding the month during which the probation period is completed.

During the probationary period, your performance will be reviewed periodically. Your confirmation in the service of the Bank will be based on your performance during the probationary period, assessment reports of the Branch / Department Head, your performance in the pre-confirmation process (test / interview) etc. However, the management based on its assessment will have discretion to extend your Probation for a further period.

If your performance is considered satisfactory, the bank may also reduce the period of Probation at its discretion.

Termination of Services

The Management reserves its right to terminate your services at any time during the period of probation or during the extended period of probation, without assigning any reason there for.

If during the period of probation or during the extended period of probation, you are found to be involved in any act of fraud, unethical transactions, misbehaviour, misconduct and any other act which results in financial loss or loss of image/reputation of the Bank, the Bank may summarily terminate your service without any notice /assigning any reason (there for) and the Bank Management’s decision will be final. If your acts warrant any legal action, the bank will exercise its right. If deemed necessary, in such an event, the Bank may also issue a print media publication, about such termination with your photograph.



[Handwritten Signature]

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Atmiya University, Rajkot-Gujarat-India
**Atmiya University
Rajkot**

[Handwritten Signature]
Coordinator,

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If any of your declaration, information or certificates is found to be false or untrue or if you have suppressed any vital information and or if it comes to the notice of the Bank that you had been, prior to joining the Bank's services, convicted of any act involving moral turpitude and / or criminal in nature, your service will be liable to be terminated forthwith, without any notice or compensation in lieu thereof, at any time during or even after completion of the probation period. However, this does not preclude the Bank from initiating such disciplinary measures, as the Bank shall deem fit and any penalty may be imposed upon you, in terms of rules of the Bank in force from time to time.

Your service may be terminated by the Bank if you are found to be indulging in the acts of Commission / Omission which may be prejudicial to the interests of the Bank or any act of dishonesty, disobedience, insubordination or any other misconduct or neglect of duty or incompetence in the discharge of your duty.

Leave During Probation and after Confirmation

During probation you will be entitled to Casual Leave of 12 days and Sick leave of 12 days. You will not be allowed to avail any leave beyond your entitlement during the probationary period. If under any extra-ordinary circumstances your absence is permitted under loss of pay, the probationary period will be suitably extended to compensate the period of your absence. The right of allowing leave on loss of pay and extension of probationary period will rest with the Management only.

If you remain absent unauthorized beyond 30 days, either without any intimation or after rejection of leave or after submission of resignation without serving the stipulated notice period, it would be construed that you have deserted your job and lost lien on your job, consequent upon which the Management may remove your name from the rolls of the Bank. However, the Bank can recover the dues such as cost of training and other dues, if any.

Mobility

In view of the nature of the Bank's business, it may become necessary to require you to work in different branches, departments, offices or locations of City Union Bank. Acceptance of our offer of employment is acceptance of this obligation of flexibility on your part.

Increments & Promotions

Your career growth and annual increments with the bank will depend solely on your performance and contribution to the bank and will not be automatic.

While promotion eligibility is determined on the promotion policy of the bank which will be reviewed from time to time, based on the bank's requirements and outlook. Promotions will also be considered out of turn, to those employees who perform exceptionally well and contribute to the growth of the Bank.

Responsibility Special Allowance

A fixed percentage of the increments you may be eligible to receive in the future after joining the Bank will be deducted and accumulated under the Responsibility Special Allowance. RSA will be paid as part of your Fixed CTC. The terms of this allowance will be governed by the rules specified by the Management from time to time.

Group Health Insurance Scheme

You will be covered under the Group Health Insurance Scheme as applicable to other employees of the Bank. The insurance cover will be as per the terms and conditions specified in the policy of the Insurance policy provider and may be revised from time to time.



[Handwritten Signature]

Registrar
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Atmiya University
Rajkot

[Handwritten Signature]
Coordinator,

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CITY UNION BANK

Transfers

Your services are liable to be transferred to any of our Branches / Departments, situated anywhere in India, now in existence and to be opened in future. Notwithstanding the role assigned to you in terms of this letter, the Bank reserves its right to assign you any other role / function / responsibility, commensurate with your grade, as may be deemed appropriate, depending on administrative exigencies and requirements.

In case of exigencies, your services can be requisitioned by the Bank at any time outside the business / working hours.

Notice Period:

If you choose to discontinue your service with the Bank for any reason, you will be required to give the Bank one month notice or one month Gross salary thereof subject to the bank's discretion. In addition, you will also be required to remit the actual charges incurred by the Bank in connection with the cost of recruitment, training, batta paid, if any and other expenses incidental to training and recruitment. In the event of you having any ongoing or incomplete assignment, the Bank reserves the right to relieve you only at the end of the one-month notice period.

NB: The resignations entail re-imbursements of all amounts received by you by way of Ex-gratia payments by the Bank. Also, if any Interest free Loan is availed or any other loan is availed at concessional rate of interest, it should also be repaid with Interest (as applicable to general public) from the date of availment of loan, before getting relieved from the bank.

Termination without Notice

During the probation period, if your performance and conduct are not found to be satisfactory or if it does not meet the prescribed criteria, the Bank reserves the right to terminate your appointment or revert you to a junior level at any time during the probation period or extended period of probation without assigning any reason whatsoever.

The bank may terminate your services immediately on disciplinary grounds or if any breach of the terms and conditions mentioned in this letter on your part or as per policy of the bank, if any incorrect information is furnished by you or suppression of any personal/material information about you will be liable for termination at any time during your service.

Other Terms & Conditions:

- You will agree not to undertake employment, whether full-time or part-time, as the Director/Partner / Member / Employee of any other organization or entity engaged in any form of business activity without the consent of the bank. The consent may be given subject to any terms and conditions that the bank may think fit and may be withdrawn at any time at the discretion of the bank. The employment/ profession/ business existing or proposed, of your spouse, kith/kin of your family shall also be disclosed to the Bank.
- You will devote your whole time and attention to your Office work to promote the interest of the Bank 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) outside the Bank.
- While you are in the services of the Bank, you will adhere to the IT Security Practice & Procedures as prescribed by the Bank and maintain the secrecy of accounts and other information you come across during the course of your employment.
- You will be governed by the rules, regulations and policies of the bank as applicable to you. All the benefits are as per the bank's policies, which are subject to revision from time to time.



[Handwritten Signature]

Registrar
Atmiya University, Rajkot-Gujarat-India
Atmiya University
Rajkot

[Handwritten Signature]
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- You will keep us informed of any change in your residential address, change in telephone numbers and the place of contact in case you are on leave.
- Bank will always stand by the policy of honesty and integrity in all its dealings and expects its employees to follow the same.
- All such obligations in respect of Confidentiality shall survive even after your service has ended with the Bank.
- You shall not use the Bank's resources for other commercial activities or for personal gain.
- In case any information you have provided to the Bank found to be untrue or any vital information you have suppressed to the Bank, the management can terminate your services any at any stage of your employment.

This offer is made to you subject to the following pre-conditions:

- Our offer to you is conditional upon your having fully completed your graduation / post-graduation. You should have also completed all the studies, course requirements and examinations required for the award of the educational qualifications recorded by you in your application for employment with City Union Bank.
- After the Bank receiving satisfactory character references from suitable referees to be suggested by yourself, preferably one referee being a person who has supervised you in a professional capacity at some stage in your career. Additionally, the Bank reserves the right to seek references from your current / previous employer (s), at any stage, subsequent to your acceptance of this offer letter.
- After the Bank receiving a satisfactory report following a routine medical examination (mentioned in annexure) by separate Registered Medical Practitioners.

The terms and conditions set out in this selection cum offer letter and in the service agreement, inter alia, constitute service conditions applicable to your employment in the Bank. **Any dispute arising thereof is subject to Kumbakonam jurisdiction only and courts at Kumbakonam will have exclusive jurisdiction.**

Please return to us on or before 06.07.2024, the duplicate copy of this letter duly signed by you on all pages as a token of having accepted the selection cum offer letter.

Welcome to the CUB family.

With Regards

**R. Subbaraman
Deputy General Manager
HRMD**

I have read, understood and agree to the terms and conditions as set forth in this selection cum offer letter and the annexures.

Signature:

Name: Chhaj Yagnesh T.

Date: 05/07/2024

Place: Rajkot



Registrar
Atmiya University, Rajkot-Gujarat-India
**Atmiya University
Rajkot**

Coordinator,
Placement
Atmiya University, Rajkot





**ATMIYA
UNIVERSITY**

**NAAC – Cycle – 1
AISHE: U-0967**

Criterion 5

SS & P

KI 5.2

DVV 5.2.1



CITY UNION BANK

**Annexure-II to your Offer of Employment [HRMD/OFFLTR/123243325/2024-25] as
Probationary Relationship Manager I**

COMPENSATION DETAILS		
Name	Shri.Chhag Yagnesh Tejaskumar	
Designation	Probationary Relationship Manager I	
CTC COMPONENTS (All figures in Rs.)		
Component	Per Month	Per Year
Basic Pay	10,000/-	1,20,000/-
Fixed DA ¹	2,500/-	30,000/-
HRA ²	2,000/-	24,000/-
CCA ²	700/-	8,400/-
Basket of Allowances ³	8,050/-	96,600/-
Gross Pay	23,250/-	2,79,000/-
PF – Management Contribution	1,250/-	15,000/-
NPS ⁴ –Management Contribution	500/-	6,000/-
Gratuity	601/-	7,212/-
Approx. Medclaim Insurance	1,167/-	14,004/-
Fixed CTC	26,768/-	3,21,216/-
Approx. monetary value of perks towards subsidised Loan for Housing ⁶	16,479/-	1,97,748/-
Approx. monetary value of perks towards subsidised Loan for Two Wheeler ⁷	875/-	10,500/-
Total CTC	44,122/-	5,29,464/-

Note:

- Dearness Allowance:-** Fixed Dearness allowance, subject to revision at the sole discretion of the Management.
- HRA and CCA:-** Based on your place of posting. However the Fixed CTC will remain unchanged.
- Basket of Allowances:-** All-inclusive of Sales & Operations allowance, Medical Reimbursement, LFC & any other allowances.
- National Pension Scheme (NPS):-** The bank provides 'Pension' contribution as a third retirement benefit in addition to PF and Gratuity.
- Variable CTC (MSP+Ex-gratia at Max. Payout):-** will be considered purely at the discretion of the Management based on the performance of the employee, financial performance of the Bank and also subject to terms and conditions stipulated from time to time.
- Subsidised Staff Housing Loan:-** You will be eligible for a staff housing loan after confirmation of service at an interest of 3.5% per annum All other terms and conditions will be as per the staff housing loan policy of the Bank.
- Subsidised Staff Two wheeler Loan:** You will be eligible for a staff two wheeler loan at an interest rate of 5% per annum. All other terms and conditions will be as per the loan policy of the Bank.

Your salary is confidential and should be discussed only with Human Resource Management Development Department.



[Handwritten Signature]

Registrar
Atmiya University, Rajkot-Gujarat-India
**Atmiya University
Rajkot**

[Handwritten Signature]
Coordinator,

Placement
Atmiya University, Rajkot

