Representative Proofs of A.Y. 2023 - 2024

Reliance
Industries Limited

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will report for training on or before **07-Oct-24** failing which this letter of appointment shall automatically stand withdrawn and cancelled.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.

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

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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

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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.

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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.

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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.

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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 dailynecessities 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

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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

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

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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.

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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.

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

BKT
GROWING TOGETHER

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

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

BKT
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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

[Danish]
Danish Bhanderi
I accept the terms

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Rajkot

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APL/HRM/PANELAV - FORMULATION/22145/2023- 24 March 15, 2024

Mr. Khushantgiri Gosai

Mota Italia
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.

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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 enagagement is offered on the basis of information furnished by you.

(a) If at any time it is revealed that tranieeship 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 Practitionar (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 _____

Date :
Place : Name and Signature

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APL/HRM/PANELAV - FORMULATION/22145/2023- 24

ANNEXURE - A (Compensation Details)

Name : Mr. Khushantgiri Gosai **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 remmited 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.

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INTAS PHARMACEUTICALS LIMITED

Corporate House, Near Sola Bridge, S.G. Highway, Thaltej, Ahmedabad - 380054, Gujarat, INDIA.
Ph. No. : 079-61577000, Website : http://www.intaspharma.com

IPL/Campus Connect/Letter of Intent/2024/0028

Date: 22/06/2024 **Letter of Intent**

Dear Mr. Uttam Ram,

With reference to your application and the evaluation of your candidature, the subsequent discussion had with us we are pleased to offer you the apprenticeship for the 03 months duration under the NAPS initiative based at the training center located at the LJ University. You will be issued a letter of apprenticeship soon after you formally accepted to this letter of intent with the requisite details.

Subject to the successful completion of learning curricula during the apprenticeship period, you will be offered employment as a trainee for the probation period of 12 months.

In token of your acceptance of your letter of intent, you are requested to sign the duplicate copy of the same and return the same to us. You are requested to join by 01st July 2024.

At the time of joining, we expect you to bring the following documents / credentials:

- Date of Birth certificate
- Photocopies of all testimonials and college leaving certificate
- Eight – recent color Passport size photograph
- Four copies of Pan card and Aadhaar Card
- Dependents Aadhaar Card
- Two copies of permanent residential proof (Latest Electricity Bill / Telephone Bill / valid Passport).
- Two copies of photo identity (Valid Driving License or Valid Passport)
- 1 copy of the Aadhaar/ PAN Card and Blank Cheque/ Passbook of Nominees

Please Note:

- You will be required to undergo classroom and the On-job training. After which INTAS would normally absorb you as trainee upon the evaluation of satisfactory performance.
- Kindly bring all the above documents in original for verification at the time of joining formalities, The original documents will be returned to you after verification
- Your joining is subject to clearing the final exam (In case of the student is yet to receive the final result)
- The continuance of your trainee period is contingent upon the performance and adherence to the code of conduct of INTAS.
- You will be liable for the future transfers by INTAS, as per the business requirement from time to time.
- As INTAS will be incurring considerable expenditure on your training, you will be required to execute an mutually agreed pact, to serve with the organization for the period of 03 years, failing which you will be liable to remit the expenditure as mentioned in the agreement
- Consider letter of intent in force as a legitimate contract along with the signed agreement and the letter of appointment.
- During the initial apprenticeship period, you will be entitled for the amount of 15,000 Rs/- per month as stipend. You have to maintain the confidentiality aspect of data you access
- Offer is valid subject to the pre-employment medical fitness and Verification of the documents
- Your offer is based on the information furnished by you to the organization. If any time the information provided by you is found to be false or misleading, your offer of appointment will stands cancelled.

We look forward to join with INTAS for enriching career experience.

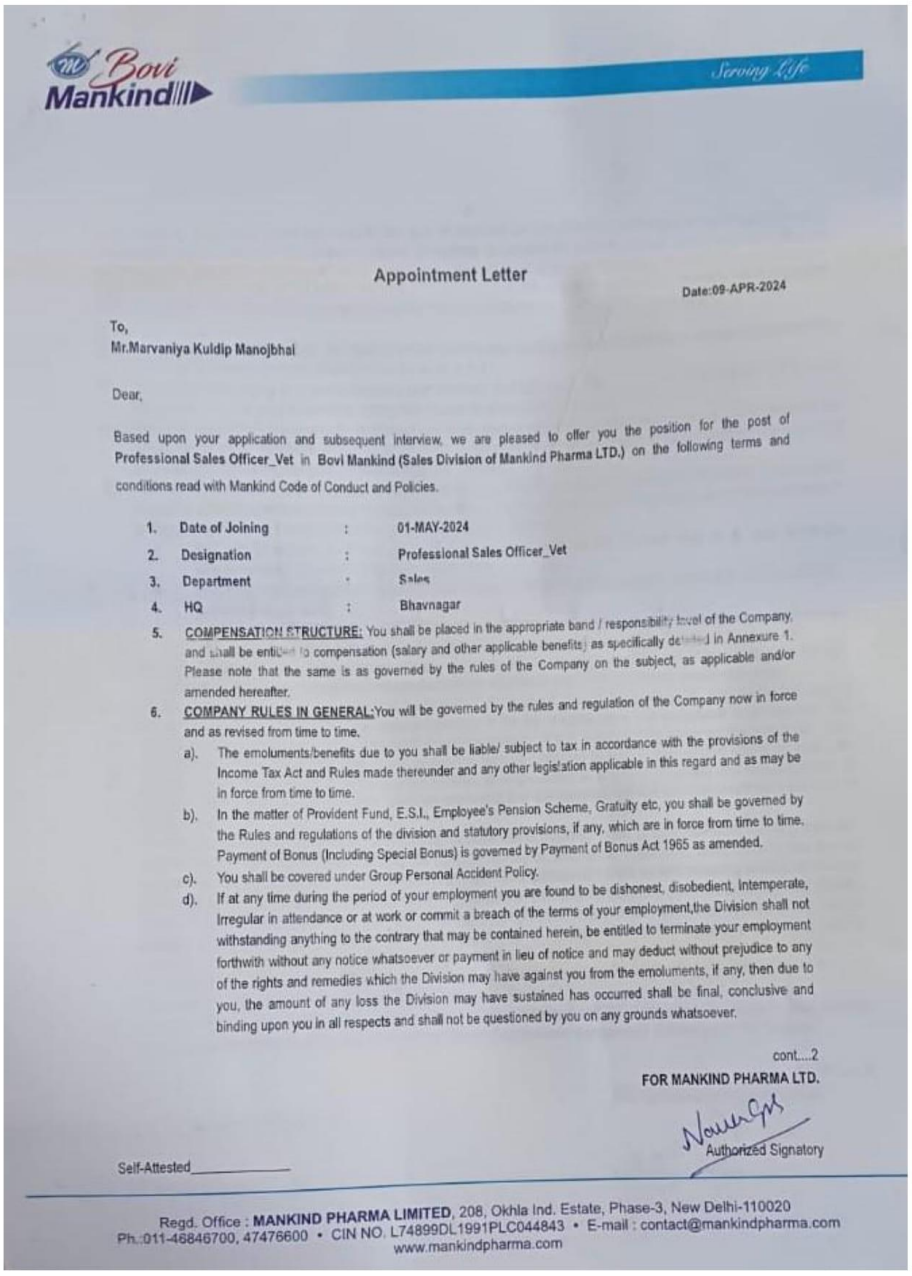
Yours Faithfully,
For **Intas Pharmaceuticals Ltd.**

Atul Chaudhari
Associate Vice President – Human Resource

Works : 457/458, Sarkhej - Bavla Highway, Matoda, Taluka : Sanand, Ahmedabad-382210, Gujarat, INDIA.
Ph. No. : +91 2717 661100

Registrar
Atmiya University
Rajkot

Atmiya University Rajkot



Bovi Mankind — Serving Life

Appointment Letter

Date:09-APR-2024

To,
Mr.Marvaniya Kuldip Manojbhai

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.

Authorized Signatory

Self-Attested_____

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

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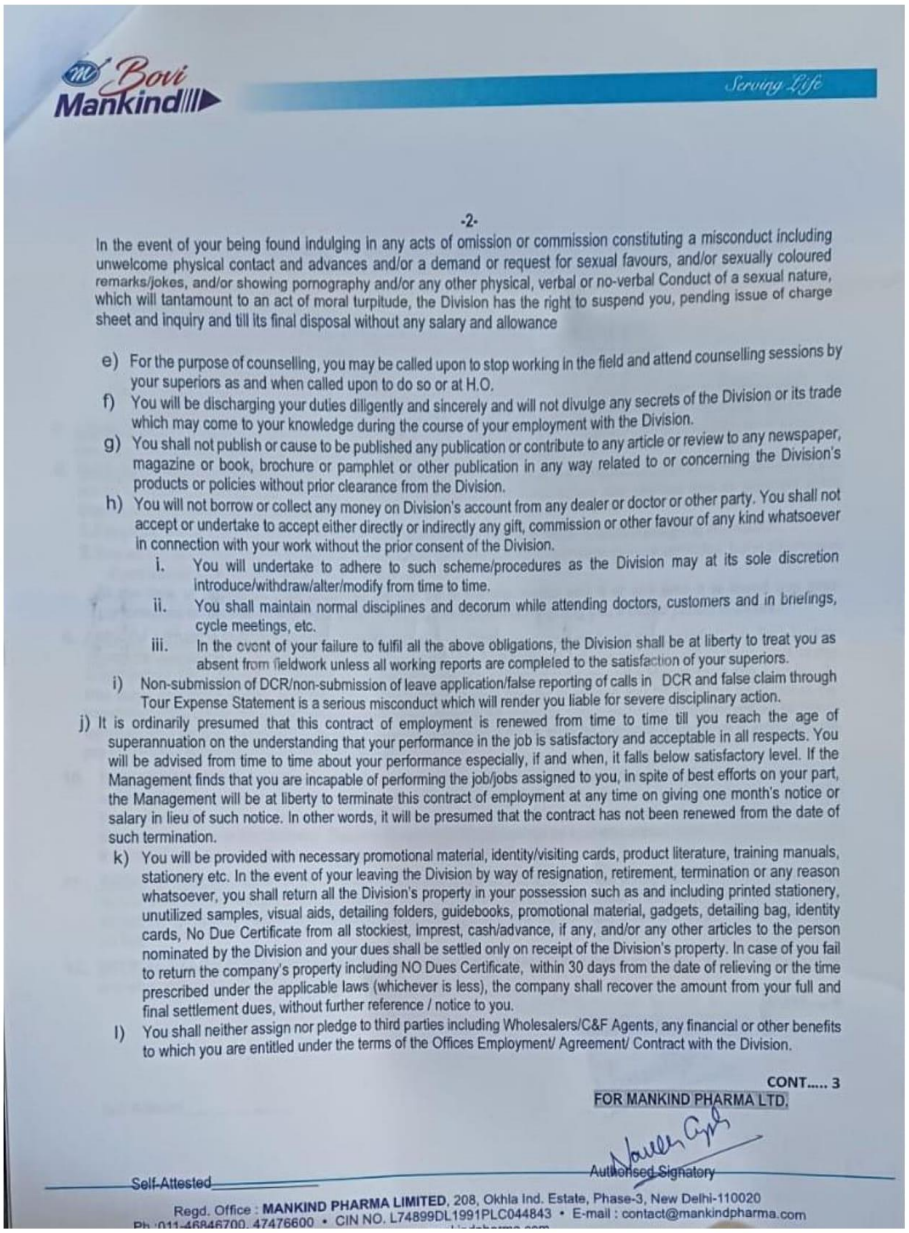

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-2-

In the event of your being found indulging in any acts of omission or commission constituting a misconduct including unwelcome physical contact and advances and/or a demand or request for sexual favours, and/or sexually coloured remarks/jokes, and/or showing pornography and/or any other physical, verbal or no-verbal Conduct of a sexual nature, which will tantamount to an act of moral turpitude, the Division has the right to suspend you, pending issue of charge sheet and inquiry and till its final disposal without any salary and allowance

e) For the purpose of counselling, you may be called upon to stop working in the field and attend counselling sessions by your superiors as and when called upon to do so or at H.O.

f) You will be discharging your duties diligently and sincerely and will not divulge any secrets of the Division or its trade which may come to your knowledge during the course of your employment with the Division.

g) You shall not publish or cause to be published any publication or contribute to any article or review to any newspaper, magazine or book, brochure or pamphlet or other publication in any way related to or concerning the Division's products or policies without prior clearance from the Division.

h) You will not borrow or collect any money on Division's account from any dealer or doctor or other party. You shall not accept or undertake to accept either directly or indirectly any gift, commission or other favour of any kind whatsoever in connection with your work without the prior consent of the Division.

   i. You will undertake to adhere to such scheme/procedures as the Division may at its sole discretion introduce/withdraw/alter/modify from time to time.

   ii. You shall maintain normal disciplines and decorum while attending doctors, customers and in briefings, cycle meetings, etc.

   iii. In the event of your failure to fulfil all the above obligations, the Division shall be at liberty to treat you as absent from fieldwork unless all working reports are completed to the satisfaction of your superiors.

i) Non-submission of DCR/non-submission of leave application/false reporting of calls in DCR and false claim through Tour Expense Statement is a serious misconduct which will render you liable for severe disciplinary action.

j) It is ordinarily presumed that this contract of employment is renewed from time to time till you reach the age of superannuation on the understanding that your performance in the job is satisfactory and acceptable in all respects. You will be advised from time to time about your performance especially, if and when, it falls below satisfactory level. If the Management finds that you are incapable of performing the job/jobs assigned to you, in spite of best efforts on your part, the Management will be at liberty to terminate this contract of employment at any time on giving one month's notice or salary in lieu of such notice. In other words, it will be presumed that the contract has not been renewed from the date of such termination.

k) You will be provided with necessary promotional material, identity/visiting cards, product literature, training manuals, stationery etc. In the event of your leaving the Division by way of resignation, retirement, termination or any reason whatsoever, you shall return all the Division's property in your possession such as and including printed stationery, unutilized samples, visual aids, detailing folders, guidebooks, promotional material, gadgets, detailing bag, identity cards, No Due Certificate from all stockiest, imprest, cash/advance, if any, and/or any other articles to the person nominated by the Division and your dues shall be settled only on receipt of the Division's property. In case of you fail to return the company's property including NO Dues Certificate, within 30 days from the date of relieving or the time prescribed under the applicable laws (whichever is less), the company shall recover the amount from your full and final settlement dues, without further reference / notice to you.

l) You shall neither assign nor pledge to third parties including Wholesalers/C&F Agents, any financial or other benefits to which you are entitled under the terms of the Offices Employment/ Agreement/ Contract with the Division.

CONT..... 3

FOR MANKIND PHARMA LTD.

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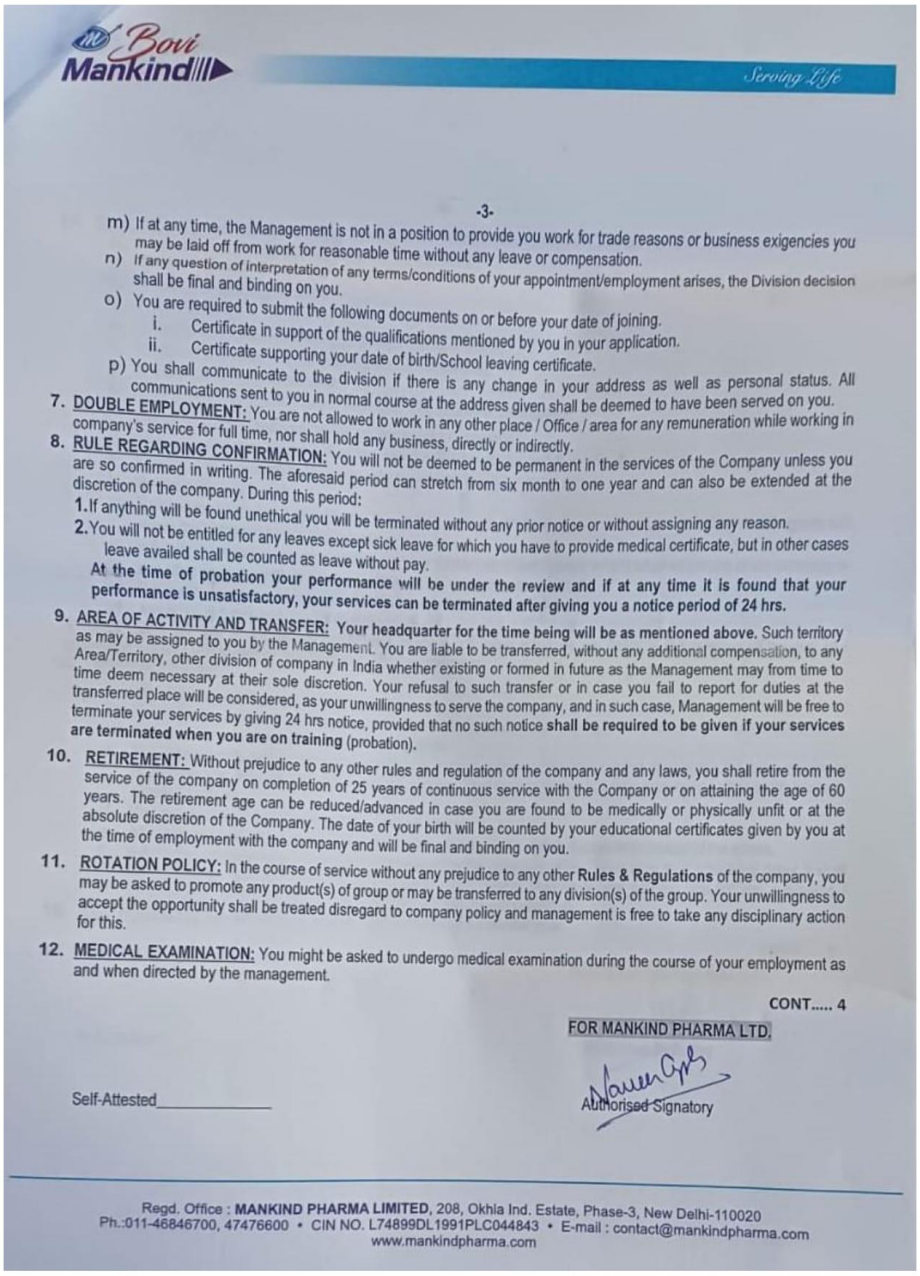

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m) If at any time, the Management is not in a position to provide you work for trade reasons or business exigencies you may be laid off from work for reasonable time without any leave or compensation.

n) If any question of interpretation of any terms/conditions of your appointment/employment arises, the Division decision shall be final and binding on you.

o) You are required to submit the following documents on or before your date of joining.
   i. Certificate in support of the qualifications mentioned by you in your application.
   ii. Certificate supporting your date of birth/School leaving certificate.

p) You shall communicate to the division if there is any change in your address as well as personal status. All communications sent to you in normal course at the address given shall be deemed to have been served on you.

7. **DOUBLE EMPLOYMENT:** You are not allowed to work in any other place / Office / area for any remuneration while working in company's service for full time, nor shall hold any business, directly or indirectly.

8. **RULE REGARDING CONFIRMATION:** You will not be deemed to be permanent in the services of the Company unless you are so confirmed in writing. The aforesaid period can stretch from six month to one year and can also be extended at the discretion of the company. During this period;
   1. If anything will be found unethical you will be terminated without any prior notice or without assigning any reason.
   2. You will not be entitled for any leaves except sick leave for which you have to provide medical certificate, but in other cases leave availed shall be counted as leave without pay.

   At the time of probation your performance will be under the review and if at any time it is found that your performance is unsatisfactory, your services can be terminated after giving you a notice period of 24 hrs.

9. **AREA OF ACTIVITY AND TRANSFER: Your headquarter for the time being will be as mentioned above.** Such territory as may be assigned to you by the Management. You are liable to be transferred, without any additional compensation, to any Area/Territory, other division of company in India whether existing or formed in future as the Management may from time to time deem necessary at their sole discretion. Your refusal to such transfer or in case you fail to report for duties at the transferred place will be considered, as your unwillingness to serve the company, and in such case, Management will be free to terminate your services by giving 24 hrs notice, provided that no such notice **shall be required to be given if your services are terminated when you are on training** (probation).

10. **RETIREMENT:** Without prejudice to any other rules and regulation of the company and any laws, you shall retire from the service of the company on completion of 25 years of continuous service with the Company or on attaining the age of 60 years. The retirement age can be reduced/advanced in case you are found to be medically or physically unfit or at the absolute discretion of the Company. The date of your birth will be counted by your educational certificates given by you at the time of employment with the company and will be final and binding on you.

11. **ROTATION POLICY:** In the course of service without any prejudice to any other **Rules & Regulations** of the company, you may be asked to promote any product(s) of group or may be transferred to any division(s) of the group. Your unwillingness to accept the opportunity shall be treated disregard to company policy and management is free to take any disciplinary action for this.

12. **MEDICAL EXAMINATION:** You might be asked to undergo medical examination during the course of your employment as and when directed by the management.

CONT..... 4

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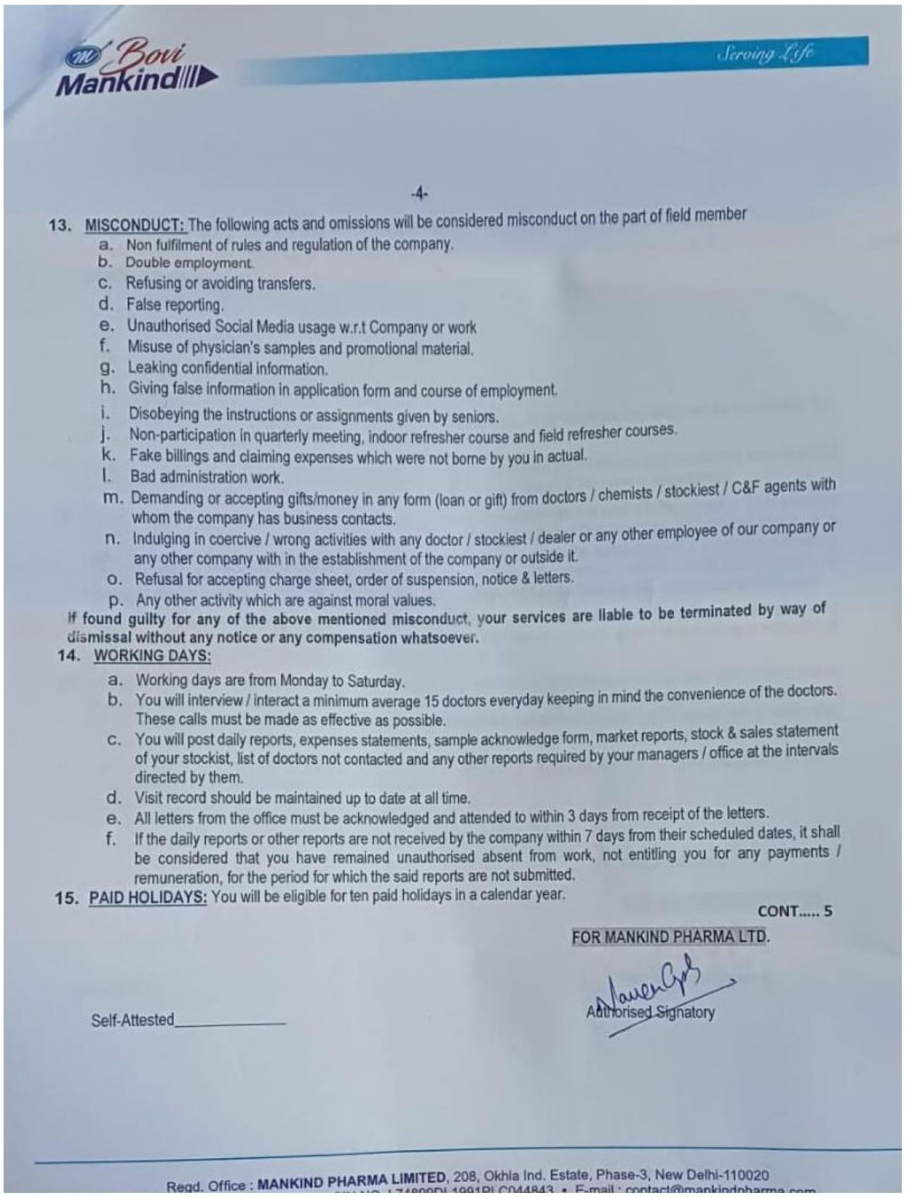

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13. MISCONDUCT: The following acts and omissions will be considered misconduct on the part of field member
    a. Non fulfilment of rules and regulation of the company.
    b. Double employment.
    c. Refusing or avoiding transfers.
    d. False reporting.
    e. Unauthorised Social Media usage w.r.t Company or work
    f. Misuse of physician's samples and promotional material.
    g. Leaking confidential information.
    h. Giving false information in application form and course of employment.
    i. Disobeying the instructions or assignments given by seniors.
    j. Non-participation in quarterly meeting, indoor refresher course and field refresher courses.
    k. Fake billings and claiming expenses which were not borne by you in actual.
    l. Bad administration work.
    m. Demanding or accepting gifts/money in any form (loan or gift) from doctors / chemists / stockiest / C&F agents with whom the company has business contacts.
    n. Indulging in coercive / wrong activities with any doctor / stockiest / dealer or any other employee of our company or any other company with in the establishment of the company or outside it.
    o. Refusal for accepting charge sheet, order of suspension, notice & letters.
    p. Any other activity which are against moral values.

If found guilty for any of the above mentioned misconduct, your services are liable to be terminated by way of dismissal without any notice or any compensation whatsoever.

14. WORKING DAYS:
    a. Working days are from Monday to Saturday.
    b. You will interview / interact a minimum average 15 doctors everyday keeping in mind the convenience of the doctors. These calls must be made as effective as possible.
    c. You will post daily reports, expenses statements, sample acknowledge form, market reports, stock & sales statement of your stockist, list of doctors not contacted and any other reports required by your managers / office at the intervals directed by them.
    d. Visit record should be maintained up to date at all time.
    e. All letters from the office must be acknowledged and attended to within 3 days from receipt of the letters.
    f. If the daily reports or other reports are not received by the company within 7 days from their scheduled dates, it shall be considered that you have remained unauthorised absent from work, not entitling you for any payments / remuneration, for the period for which the said reports are not submitted.

15. PAID HOLIDAYS: You will be eligible for ten paid holidays in a calendar year.

CONT..... 5

FOR MANKIND PHARMA LTD.

Authorised Signatory

Self-Attested_____

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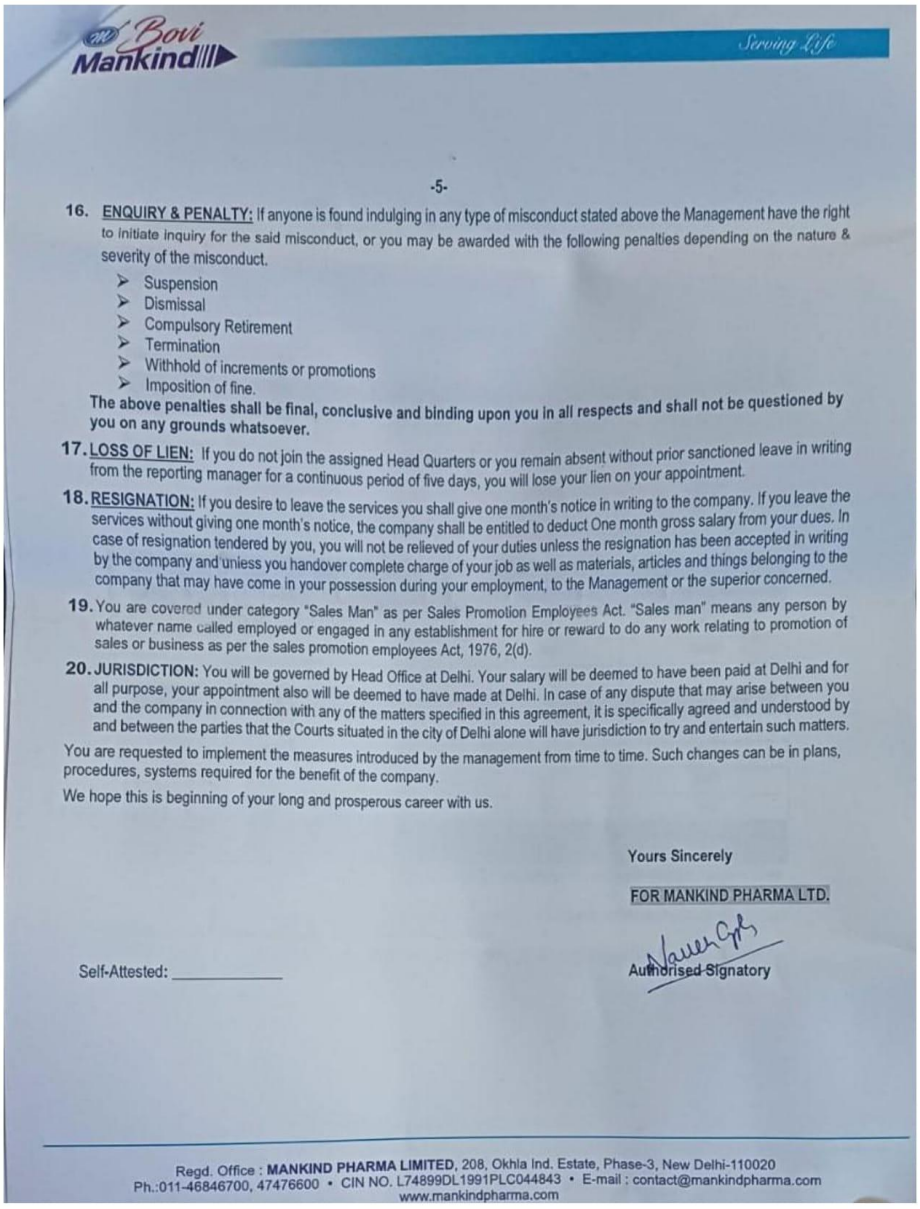

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16. ENQUIRY & PENALTY: If anyone is found indulging in any type of misconduct stated above the Management have the right to initiate inquiry for the said misconduct, or you may be awarded with the following penalties depending on the nature & severity of the misconduct.
    - Suspension
    - Dismissal
    - Compulsory Retirement
    - Termination
    - Withhold of increments or promotions
    - Imposition of fine.

    The above penalties shall be final, conclusive and binding upon you in all respects and shall not be questioned by you on any grounds whatsoever.

17. LOSS OF LIEN: If you do not join the assigned Head Quarters or you remain absent without prior sanctioned leave in writing from the reporting manager for a continuous period of five days, you will lose your lien on your appointment.

18. RESIGNATION: If you desire to leave the services you shall give one month's notice in writing to the company. If you leave the services without giving one month's notice, the company shall be entitled to deduct One month gross salary from your dues. In case of resignation tendered by you, you will not be relieved of your duties unless the resignation has been accepted in writing by the company and unless you handover complete charge of your job as well as materials, articles and things belonging to the company that may have come in your possession during your employment, to the Management or the superior concerned.

19. You are covered under category "Sales Man" as per Sales Promotion Employees Act. "Sales man" means any person by whatever name called employed or engaged in any establishment for hire or reward to do any work relating to promotion of sales or business as per the sales promotion employees Act, 1976, 2(d).

20. JURISDICTION: You will be governed by Head Office at Delhi. Your salary will be deemed to have been paid at Delhi and for all purpose, your appointment also will be deemed to have made at Delhi. In case of any dispute that may arise between you and the company in connection with any of the matters specified in this agreement, it is specifically agreed and understood by and between the parties that the Courts situated in the city of Delhi alone will have jurisdiction to try and entertain such matters.

You are requested to implement the measures introduced by the management from time to time. Such changes can be in plans, procedures, systems required for the benefit of the company.

We hope this is beginning of your long and prosperous career with us.

Yours Sincerely

FOR MANKIND PHARMA LTD.

Authorised Signatory

Self-Attested: _____

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DADAJI Life Science

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 acceptancethereof. 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 itssole 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

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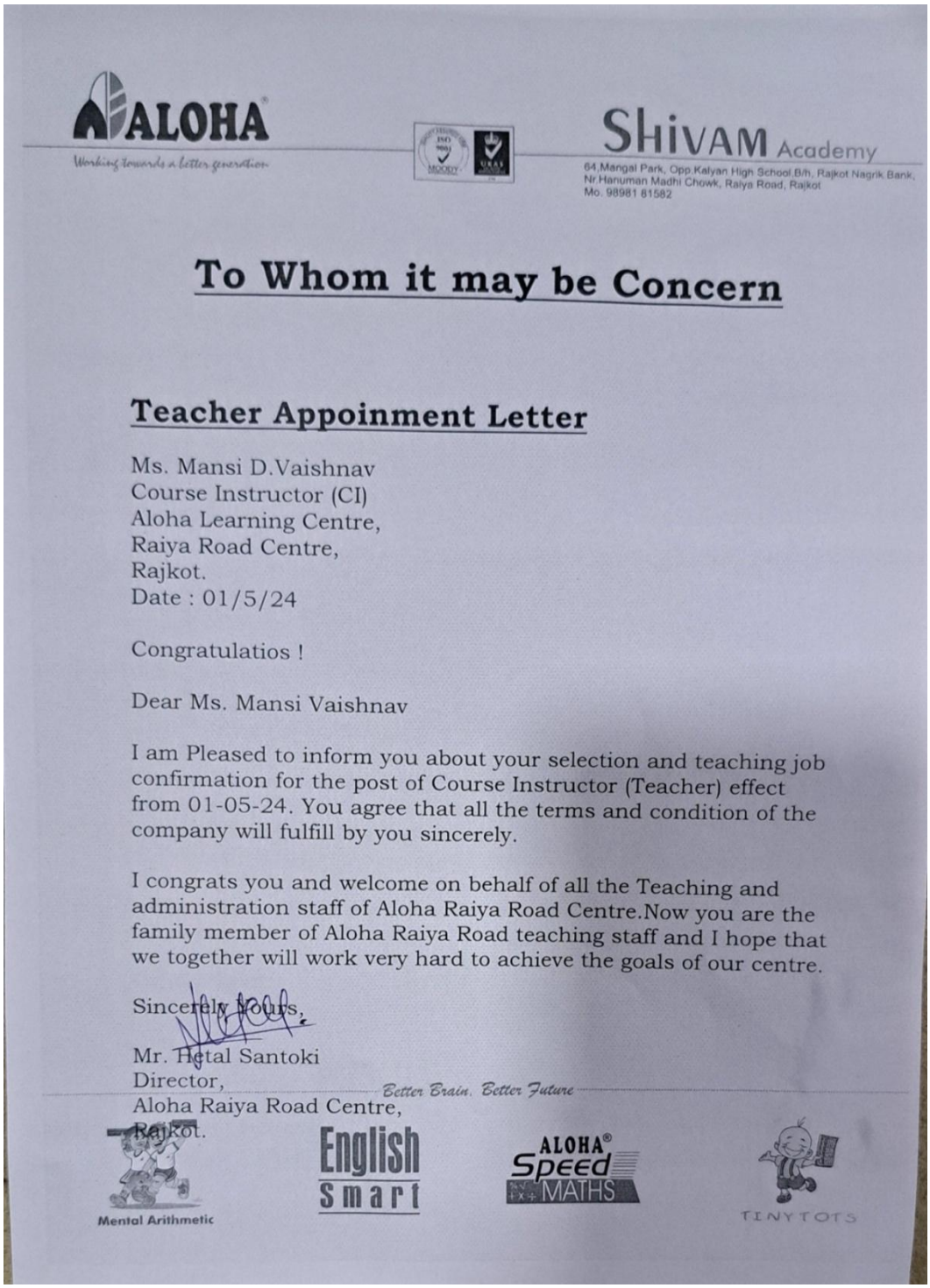

ALOHA
Working towards a better generation

SHIVAM Academy
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

Congratulatios !

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

Mental Arithmetic | English Smart | ALOHA Speed MATHS | TINYTOTS

Registrar
Atmiya University
Rajkot

Atmiya University Rajkot



Valencia Life Sciences

APPOINTMENT LETTER

Date: 09/04/2024

To,
Ms. Ayushi H. Piprotar
Ranjit para,
Bhanwad,
Gujarat-360510

Dear **Ms. Ayushi H. Piprotar**

With reference to your application and the subsequent interview you had with us, we hereby appoint you as a QC Microbiologist in our organization from 09/04/2024 on the following terms and conditions: -

1. You will be on probation for a period of six months from 09/04/2024 which, if required, is liable to be extended as Management's discretion up to another three months.
2. During the period of probation (initial or extended) your services may be terminated without notice and without assigning any reason.
3. On satisfactory completion of your probation (initial or extended) you may be confirmed but only on the issue of such letter of confirmation. You will be regarded as a confirmed employee.
4. You will be required to work for our companies in accordance with the instructions that you will be receiving from us from time to time.
5. You will not either during or after leaving the service of the Company disclose to anyone any confidential information relating to the affairs of the company.
6. You will not engage in gainful employment or practice, part time or otherwise, during the period of your employment with us.
7. You will be required to join the Government Provident Fund Scheme as per the Employees Provident Fund and Miscellaneous Provisions Act 1952 from the date of your joining our organization, if applicable.
8. On confirmation, your services can be terminated by one month's notice in writing or by paying a sum equivalent to one month's salary in lieu of notice on either side.

Page 1 of 2

Plot No. 1108, Bamanbore GIDC, Tal. - Chotila & Dist. - Surendranagar Pin : 363520. Gujrat (India) +91 99981 69693 / 99984 099

Valencia Life Sciences

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: Ayushi

Date of Signature: 09/04/2024

Page 2 of 2

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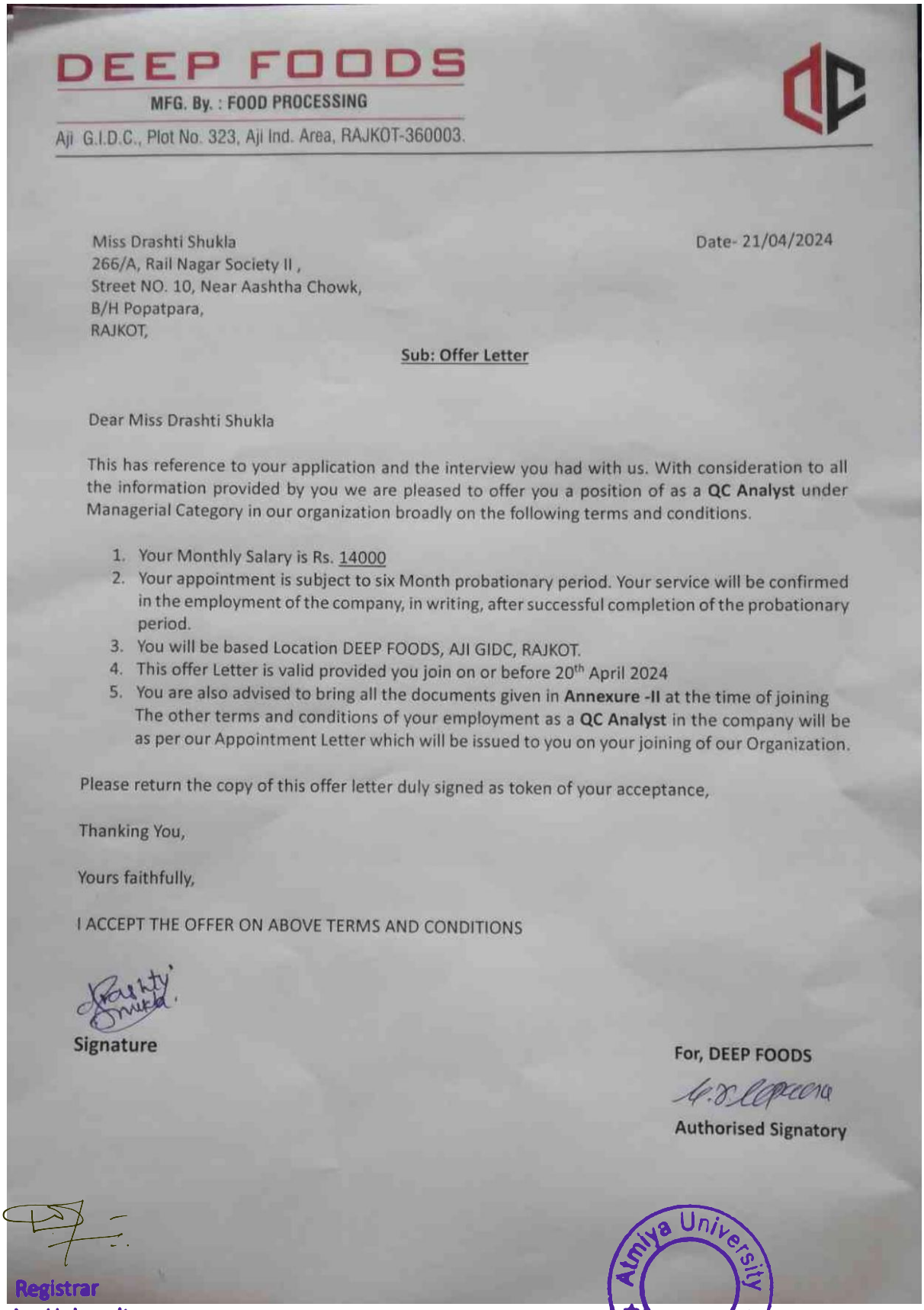

DEEP FOODS

MFG. By. : FOOD PROCESSING

Aji G.I.D.C., Plot No. 323, Aji Ind. Area, RAJKOT-360003.

Miss Drashti Shukla
266/A, Rail Nagar Society II ,
Street NO. 10, Near Aashtha Chowk,
B/H Popatpara,
RAJKOT,

Date- 21/04/2024

Sub: Offer Letter

Dear Miss Drashti Shukla

This has reference to your application and the interview you had with us. With consideration to all the information provided by you we are pleased to offer you a position of as a **QC Analyst** under Managerial Category in our organization broadly on the following terms and conditions.

1. Your Monthly Salary is Rs. 14000
2. Your appointment is subject to six Month probationary period. Your service will be confirmed in the employment of the company, in writing, after successful completion of the probationary period.
3. You will be based Location DEEP FOODS, AJI GIDC, RAJKOT.
4. This offer Letter is valid provided you join on or before 20th April 2024
5. You are also advised to bring all the documents given in **Annexure -II** at the time of joining The other terms and conditions of your employment as a **QC Analyst** in the company will be as per our Appointment Letter which will be issued to you on your joining of our Organization.

Please return the copy of this offer letter duly signed as token of your acceptance,

Thanking You,

Yours faithfully,

I ACCEPT THE OFFER ON ABOVE TERMS AND CONDITIONS

Signature

For, DEEP FOODS

Authorised Signatory

Registrar
Atmiya University
Rajkot

Atmiya University Rajkot

Date: - 05/05/2024

Jeppy
Incredible SNACKS

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 it the company if 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 we 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
info@jeppy.in | sales@jeppy.in

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Rajkot

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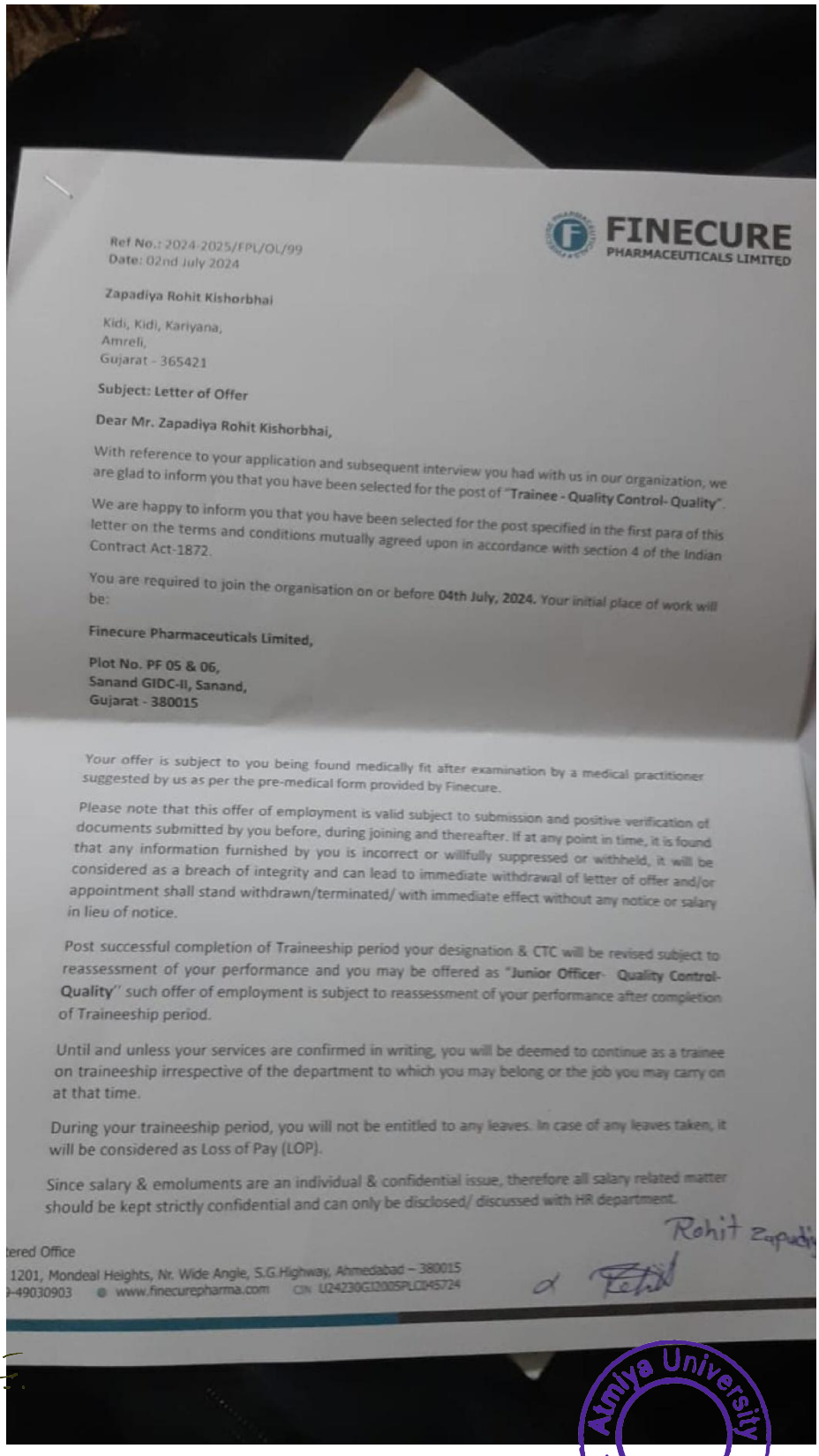

FINECURE
PHARMACEUTICALS LIMITED

Ref No.: 2024-2025/FPL/OL/99
Date: 02nd July 2024

Zapadiya Rohit Kishorbhai

Kidi, Kidi, Kariyana,
Amreli,
Gujarat - 365421

Subject: Letter of Offer

Dear Mr. Zapadiya Rohit Kishorbhai,

With reference to your application and subsequent interview you had with us in our organization, we are glad to inform you that you have been selected for the post of "**Trainee - Quality Control- Quality**".

We are happy to inform you that you have been selected for the post specified in the first para of this letter on the terms and conditions mutually agreed upon in accordance with section 4 of the Indian Contract Act-1872.

You are required to join the organisation on or before **04th July, 2024.** Your initial place of work will be:

Finecure Pharmaceuticals Limited,

Plot No. PF 05 & 06,
Sanand GIDC-II, Sanand,
Gujarat - 380015

Your offer is subject to you being found medically fit after examination by a medical practitioner suggested by us as per the pre-medical form provided by Finecure.

Please note that this offer of employment is valid subject to submission and positive verification of documents submitted by you before, during joining and thereafter. If at any point in time, it is found that any information furnished by you is incorrect or willfully suppressed or withheld, it will be considered as a breach of integrity and can lead to immediate withdrawal of letter of offer and/or appointment shall stand withdrawn/terminated/ with immediate effect without any notice or salary in lieu of notice.

Post successful completion of Traineeship period your designation & CTC will be revised subject to reassessment of your performance and you may be offered as "**Junior Officer- Quality Control-Quality**" such offer of employment is subject to reassessment of your performance after completion of Traineeship period.

Until and unless your services are confirmed in writing, you will be deemed to continue as a trainee on traineeship irrespective of the department to which you may belong or the job you may carry on at that time.

During your traineeship period, you will not be entitled to any leaves. In case of any leaves taken, it will be considered as Loss of Pay (LOP).

Since salary & emoluments are an individual & confidential issue, therefore all salary related matter should be kept strictly confidential and can only be disclosed/ discussed with HR department.

Rohit Zapadiya

tered Office
1201, Mondeal Heights, Nr. Wide Angle, S.G.Highway, Ahmedabad – 380015
-49030903 www.finecurepharma.com CIN U24230GJ2005PLC045724

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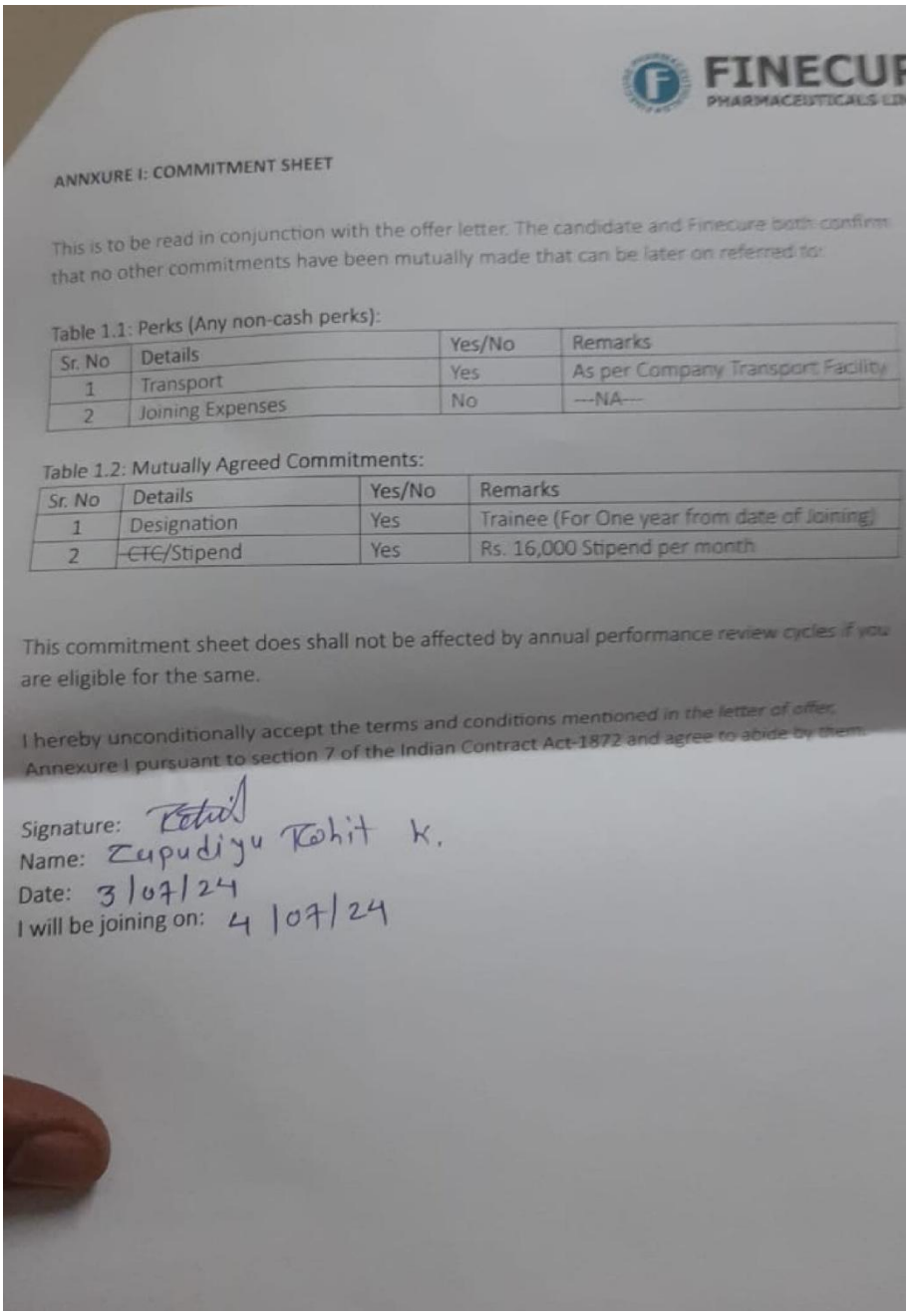

FINECURE
PHARMACEUTICALS LTD

ANNXURE I: COMMITMENT SHEET

This is to be read in conjunction with the offer letter. The candidate and Finecure both confirm that no other commitments have been mutually made that can be later on referred to:

Table 1.1: Perks (Any non-cash perks):

Sr. No	Details	Yes/No	Remarks
1	Transport	Yes	As per Company Transport Facility
2	Joining Expenses	No	---NA---

Table 1.2: Mutually Agreed Commitments:

Sr. No	Details	Yes/No	Remarks
1	Designation	Yes	Trainee (For One year from date of Joining)
2	~~CTC~~/Stipend	Yes	Rs. 16,000 Stipend per month

This commitment sheet does shall not be affected by annual performance review cycles if you are eligible for the same.

I hereby unconditionally accept the terms and conditions mentioned in the letter of offer, Annexure I pursuant to section 7 of the Indian Contract Act-1872 and agree to abide by them.

Signature: Rohit
Name: Zupudiya Rohit K.
Date: 3/07/24
I will be joining on: 4/07/24

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Atmiya University Rajkot

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: Jamrojhivada,
Tal: Bhanvada,
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.

(Ruchir Someshwar)
General Manager-HR

Prepared By: H.R. Dept.

Accepted the above terms & Conditions

(Vinay Piyushbhai Solanki)
Candidate

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 : U24119HR2001PLC083638

AGROCEL INDUSTRIES PVT LTD

Registrar
Atmiya University
Rajkot

RAVI OIL REFINERIES

NH - 27, RAJKOT-GONDAL HIGHWAY,SURVEY NO.47/P2&3,
AT VILLAGE BHOJPARA, GONDAL (GUJARAT) -360311
E-MAIL: ravioilref@gmail.com MO: 98253 82374, 95746 77770

Letter of Appointment

Date: 25/05/2024

To,

Parsana Harsh Dineshbhai
Bhojpara Main Street,
Ta: Gondal, Dist: Rajkot,
PIN: 360311

Subject: Appointment Letter for the Position of **"Trainee Officer"**

We are pleased to extend our warmest congratulations on your successful selection as Trainee Officer at **Ravi Oil Refineries – Gondal**, after careful consideration of your qualifications and interviews, we believe that your skills and experience make you an excellent fit for our organization.

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

For,
RAVI OIL REFINERIES

RAVI OIL REFINERIES

Registrar
Atmiya University
Rajkot

Atmiya University Rajkot

SIMPAN
CERAMIC PVT. LTD.

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 effectfrom **01/05/2024.**

For
Simpan Ceramic Pvt. Ltd.

Simpan Ceramic Pvt. Ltd.
Director

SIMPAN CERAMIC PVT. LTD.
MFG : DIGITAL WALL TILES
e-mail : simpan20@yahoo.com

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Rajkot

Atmiya University Rajkot

desilo

26-Dec-2023

Sub: Appointment letter for the post of Web Developer

Dear Harshal,

We are pleased to inform you that, based on your qualifications and experience, you have been selected for the position of **Web Developer(MERN stack)** at Desilo Technologies Private Limited. Your skills align well with the needs of our organization.

Your appointment will be effective from the date of joining, no later than January 1, 2024.

You will receive an annual salary of Rs. **3,00,000 (Rupees Three Lacs Only)**, subject to change as per establishment rules.

During your tenure, you will undergo training to handle projects independently. Our establishment is engaged in Software solutions and collaborates with leading technology providers globally.

Your designated working hours are from 9:00 am to 7:00 pm, inclusive of a one-hour break.

Maintaining confidentiality regarding project documents, commercial and design details, project cost estimation, technology, software packages, license details, employee policies, patterns, trademarks, and human assets profiles is mandatory.

Client contact for personal reasons, personal business, or any other purpose is not allowed without prior written communication to the employer.

Your services may be terminated for various reasons, including medical unfitness, continued unapproved absence due to ill health, acts of insubordination, interference, corrupt practices, misconduct, breach of trust, non-compliance with administrative orders, or provision of rules.

Desilo Technologies Pvt. Ltd.
CIN: U72900GJ2022PTC133808
808, Sun Central Plaza, Ambli, Ahmedabad 380058
www.desilo.studio
parthik@desilo.studio
+91-9033939547

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Rajkot

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In case of a breach, you may be liable to pay damages to the extent of the loss suffered by the employer.

Your final accounts, including terminal or retirement benefits, can only be settled after handing over all relevant documents and materials to the person nominated by the employer.

Your appointment is subject to various terms and conditions outlined in the agreement. Responsibilities may include administrative and incidental supervisory functions.

If these terms and conditions are acceptable to you, please sign the duplicate copy of this letter and return it to us. We look forward to your contributions to Desilo Technologies Pvt. Ltd.

Kind Regards,

Chirag Poshiya

Chirag Poshiya
Director

I have accepted the above-mentioned terms and conditions.

Name: Harshal Katakiya

Signature:

Date:

Registrar
Atmiya University
Rajkot

Atmiya University
Rajkot

GOPAL
PRINTPACK SOLUTIONS
Manufacturer of Flexible Packaging Material

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

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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

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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 :

3

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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:

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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.

GOPAL PRINTPACK SOLUTIONS ★ METODA GIDC

Encl: Annexure 'A'

16) Acceptance:

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

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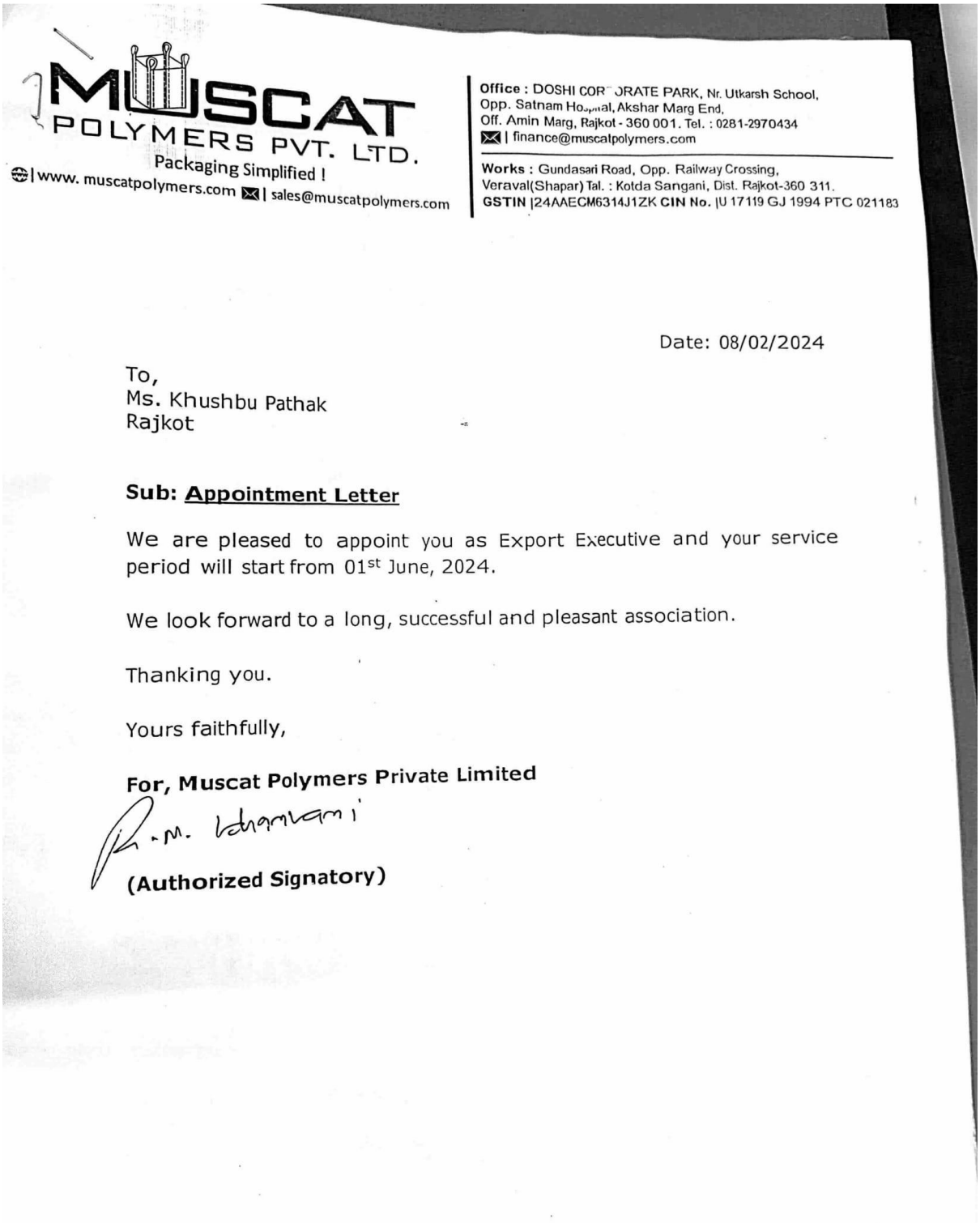


MUSCAT POLYMERS PVT. LTD.
Packaging Simplified !
www. muscatpolymers.com | sales@muscatpolymers.com

Office : DOSHI CORPORATE PARK, Nr. Utkarsh 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,

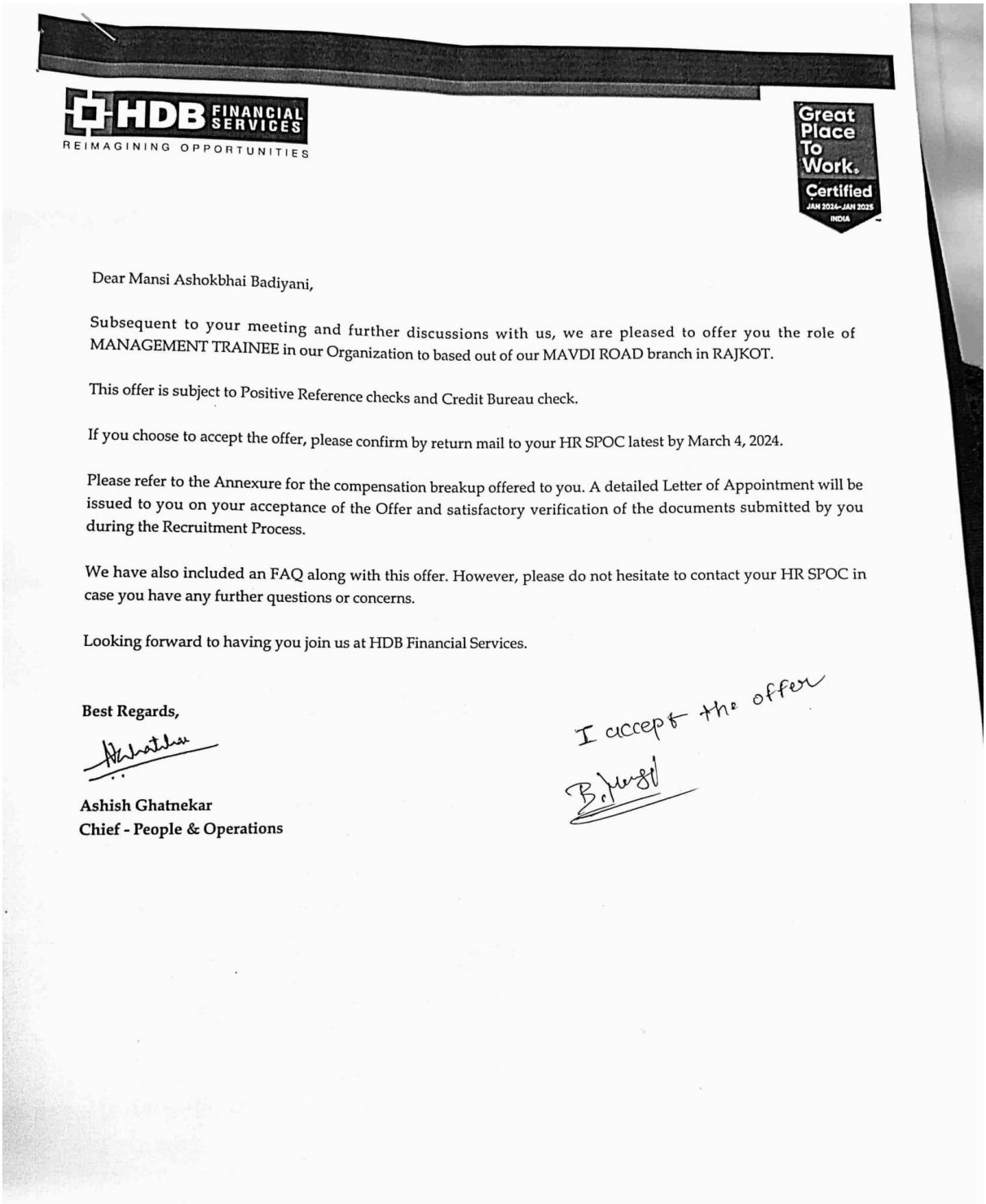
For, Muscat Polymers Private Limited

R. M. Dhamvani

(Authorized Signatory)

Registrar
Atmiya University
Rajkot

Atmiya University Rajkot



HDB FINANCIAL SERVICES
REIMAGINING OPPORTUNITIES

Great Place To Work. Certified JAN 2024-JAN 2025 INDIA

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

Know more about us :
www.hdbfs.com

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Rajkot

Atmiya University Rajkot

HDB FINANCIAL SERVICES
IMAGINING OPPORTUNITIES

Great Place To Work. Certified JAN 2024-JAN 2025 INDIA

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

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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.

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IMAGINING OPPORTUNITIES

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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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Manish Mohinani
ACA, M.Com

A R M M & Associates
Chartered Accountants

Letter of Appointment

Date: 20/04/2024

Dear Mahesh Jamnani,

We are happy to extend our heartfelt congratulations on your selection for the position of Accounts Manager at ARMM & Associates. 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: Accounts Manager
Department: Accounting
Location: Rajkot
Present Salary: ₹ 25,000 per month
Employment Status: You will join us as a full time employee
Work Schedule: The normal working days are Monday to Saturday and working hours are from 10: 00 AM to 8:00 PM.
NOC: If you leave a job, the company will not provide a No Objection Certificate.

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

Best wishes.

For, **ARMM & Associates**
Chartered Accountants

ARMM & ASSOCIATES * Chartered Accountants * RAJKOT M.NO: 162220 FRN : 143051W

Mr. Manish Mohinani
Partner

304-105, Kamdhenu Complex, 7- Raghuvir Para, Opp. Bank Of Maharashtra, Dhebar Road One Way, Rajkot - 360001
81605 25894 90336 65501 70168 00569 96019 70234 manish.mohinani01@gmail.com

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Manish Mohinani
ACA, M.Com

A R M M & Associates
Chartered Accountants

Candidate Acceptance

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

Mahesh

Name & Sign: Mahesh Jamnani

Joining Date: 07/06/2024

104-105, Kamdhenu Complex, 7- Raghuvir Para, Opp. Bank Of Maharashtra, Dhebar Road One Way, Rajkot - 360001
81605 25894 90336 65501 70168 00569 96019 70234 Manish.mohinani01@gmail.com

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SHINING STAR
EDUCATION TRUST

Letter of Appointment

Date: - 01st March 2024

To,

Ms. Urvashi Laxmilal Sharma

Address - 201 Kanchanjanga Appt,
Royal Park No. 06,
University Road,
Rajkot 360007 - Gujarat

Dear Ms./Mr./Mrs.

With reference to your application with us and based on the interview, we are pleased to appoint you for the post of General Administrator at Firstcry Intellitots Preschool - University Road Rajkot Branch and have agreed to offer you a remuneration of ₹ [redacted] (Fifteen Thousand only) per month.

Your appointment will be effective from the date of joining i.e. - 15th March 2024

Also subject to following terms and conditions.

1. You will abide by the instructions, circulars and the work assigned by the school authority time to time.
2. You will perform your duties assigned faithfully and diligently.
3. You undertake to serve the school for the minimum period of one year from the date of joining, however you will have to complete the ongoing academic year.
4. One casual leave per month can be availed and this cannot be a carry forward for the next month. School has the authority to modify it as and when required and any modification will be timely communicated.

Page 1 of 2

Royal Park, Street No.3, B/h. Bharat Dairy, Nr. Indira Circle, University Road, Rajkot - 360005
vinit@shiningstareducation.in, +91 9909 487 487

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Dsoft Infotech Pvt.Ltd.

Head Office: 4th floor, Jupiter Felicity, Above Mc Donald's, Kalawad Road, Rajkot - 360005

LETTER OF APPOINTMENT
[Strictly Confidential]

Date: 2nd June '24

To,
Mr. Tathya Shukla,
Rajkot, Gujarat.

Dear Mr. Tathya Shukla,

This is in reference to the discussion & subsequent interviews you had with us. We are pleased to appoint you as **Formate Design Executive** in our organization on the following terms & conditions:

Date of Joining: 14th June 24

Remuneration:
In consideration of the performance of your duties and observance of the service rules of the company and the terms and conditions specified therein, you will be paid remuneration as under:

Your CTC will be Rs. 16000/- per month.

Annexure to salary break-up is attached at the end of the appointment letter.

As per the policy of the company, the amount of Rs. 1200/- per month will be deducted as a security deposit from your monthly salary for the first 12 months. The same will be reimbursed on successful completion of one year. However, if you leave the job before one year, no refund will be given for the same.

Roles and Responsibility:
Format Design Executive Role is responsible to contribute effectively to the creation of high-quality, efficient, and functional voucher and report formats that meet the organization's needs.

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1) **Develop Voucher and Report Formats:**
- Design and develop voucher formats and report formats using VB.Net technology and Report Writer tools.
- Create and customize formats to meet specific business requirements and ensure optimal functionality.

2) **Enhance Format Design and Functionality:**
- Utilize scripts, primary SQL queries, variables, looping, and other programming techniques to enhance the design and functionality of formats.
- Ensure that the formats are user-friendly, efficient, and effective in presenting the required information.

3) **Collaboration with Development Team:**
- Work closely with the development team to understand requirements and ensure the successful implementation of format designs.
- Participate in team meetings, provide feedback, and collaborate on solutions to improve format designs.

4) **Ensure Accuracy and Efficiency:**
- Conduct thorough testing of developed formats to ensure accuracy, efficiency, and functionality.
- Identify and resolve any issues or discrepancies in the formats to ensure they meet the required standards and specifications.

5) **Stay Updated with Trends and Technologies:**
- Keep abreast of the latest trends, tools, and technologies in format design and development.
- Continuously seek opportunities to improve skills and knowledge in VB.Net, SQL, and report writing tools.

6) **Documentation and Reporting:**
- Maintain comprehensive documentation of all format designs, including specifications, scripts, and test results.
- Provide regular reports on the status of format development projects, including progress, challenges, and resolutions.

7) **Support and Training:**
- Provide support and training to end-users and other team members on the usage and functionalities of the developed formats.

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- Address any queries or issues related to format design and functionality promptly.

8) Adherence to Standards:

- Ensure that all format designs comply with company standards, guidelines, and best practices.
- Regularly review and update formats to align with any changes in business requirements or industry standards.

In addition to the above points, you are expected to take up all responsibilities as necessary, in the best interest of the company.

You will comply with all the rules and regulations laid down by the company from time to time.

You will devote your whole time and attention to your duties and will not directly or indirectly for any part of your time undertake any employment, assignment, business, or work, honorary or for remuneration except with the written permission of the company.

You shall not act in a manner which is prejudicial to the interest of the Company.

Reporting Structure:
You will report to the designated Reporting Head of your Division as defined by the company. In the absence of a Reporting Manager, you are required to follow instructions given by the company regarding the same.

Working Hours & Weekly off:
You shall confirm 9 working hours per day which includes a 45-minute lunch break during the day. **We expect you to be flexible in timings in case a project demands the same at times.**

You are expected to report on time as per your standard duty timings on daily basis. The management shall have the sole right to change your duty shift timings as per the exigencies of work. Weekly offs shall be flexible and shall be subject to change as per the exigencies of work. Two Saturdays and all Sundays would be observed as weekly off. However various departments may decide to customize weekly off patterns as per the business requirements and customer needs and ensure rotation of weekly off with-in the team members.

Workplace:
You will be operating from an office in Rajkot, Gujarat.

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As a part of the job, you are required to travel extensively for business purposes as assigned. During such moves you will be paid travel allowances as per the Company Travel Policies and as may be formulated / modified from time to time.

Leave Policy:
As per the company policy prevalent from time to time, you will be entitled for 12 paid leaves benefits over, and above holidays observed by the company during the financial year as applicable to employees of the company in accordance with the rules and regulations in force from time to time.

Paid leaves will be credited to your Leave Account on successful completion of your probation period. You will be entitled to use 1 paid leave every month post probation, however you can accumulate your paid leaves and can utilize it accordingly.

Leave Approval and Intimation Process:

- Any employee taking leave will have to take approval from the concern authority 1 week prior of it except for emergency.
- Any employee taking more than 2 days leave will have to take approval from the concerned authority 15 days prior to it except emergency.
- Not more than 10 working days of consecutive leave will be allowed.

At any point, you may apply for a total of 10 consecutive working days' leave. During these 10 days, you have the benefit of a week off (either Saturday or Sunday or both). However, any leave beyond the initial 10 working days will be considered as leave including all week-offs and will be subject to deductions.

Appraisals, Promotions and Demotions:
Your performance will be evaluated based on consistent work target achievements as per the company policy failure which can lead to termination of your employment with the company.

Appraisals will be for the purposes of assessing the current level of performance and progress from one level to another will be based strictly on performance and potential assessment. Decisions about promotions will be taken by the Division head in conjunction with management.

You shall always endeavor to upgrade your skills, knowledge, and expertise from time to time and shall not refuse to undergo any training programme undertaken by Company or as directed by the Company for improvement or up gradation of skills, services, performance necessary for the growth of the Company.

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All increments, promotions and demotions will be at the sole discretion of the management depending upon the efficiency, intelligence, and regular attendance, sense of responsibility and discipline, loyalty, and behavior.

Probation / Confirmation / Resignation:
You are currently on a 4-month probation period, during which a 60 working days' notice period is applicable. If your performance during probation is found to be unsatisfactory, the probation period may be extended. Upon successful completion of the probation period, your employment will be confirmed automatically, and you will become a permanent employee.

You shall abide by the service agreement with the company. You are required to follow a 60 working days' notice period from the date of resignation accepted by the reporting authorities.

In the event of breach of the service agreement, you shall be liable for reimbursement of training cost which is provided by the company which includes on job training, special training & any other training during your employment to the company as decided by management. No relieving letter and experience letter will be issued in case of immediate discontinuation from service without serving the required notice period.

You shall not influence or cause to influence in any manner whatsoever, any other employee of the company to act in any manner, which is prejudicial to the interest of the Company.

If at any time in the opinion of the Company (which opinion shall be final and binding on you) you are found guilty of dishonesty, disobedience, disorderly behavior, negligence, indiscipline, employee poaching for other companies or any other conduct considered by the Company to be detrimental to its interest, your service may be terminated without giving you any notice or compensation.

Your appointment and its continuance are subject to your remaining medically (physically & mentally) fit. The Company may require you to undergo a medical fitness test from any medical practitioner authorized or nominated by the Company at any time during your employment.

Acceptance Usage Policy:
You will be responsible for safekeeping and return in good condition and order of all the property, drawings, designs, programs, data in whatever form, hardware, software, documents, records, etc. belonging to the company or its associates, subsidiary, clients, customers. The company shall have the right to deduct the monetary value of all such properties and / or assets from your dues and take such other action as it may deem proper in the event of your failure to account for such property to its satisfaction.

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You will abide by all the applicable rules and regulations, procedures, and practices of the company in force from time to time.

You will keep the Company informed of any change in your residential address or your civil status. The communications sent to you at your last known address shall be deemed to have been received by you.

Information Security Policy Procedure and Guidelines:
It is the responsibility of all the employees to ensure protection of all kinds of information assets in all different forms and related to intellectual property belonging to Dsoft Infotech Pvt. Ltd.

Confirm that if the you conduct any analysis of the technology or business process of the Company including the organization of data, the content, other technical and non-technical features, the advertisements and advertisers on, or other websites and businesses in any way connected with the Company, you shall not use or cause to be used the information so collected to the advantage of any other business except the business of the Company.

You shall use any data, materials, products, technology, computer programs, specifications, manuals, business plans, software, demos, case-lets, CDs, multimedia presentations, marketing plans, financial information, and other information disclosed or submitted, orally, in writing, or by any other media, third party APIs for the sole purpose of work assigned by your reporting authority, management.

Privacy and Confidentiality:
In consideration of disclosing Confidential Information by the Company to you, it is hereby made clear that you -

1. Shall treat the Confidential Information disclosed by whatever means as being strictly private and confidential.

2. Shall take all reasonable measures to maintain its status as such;

3. Shall use the Confidential Information solely for the purposes of evaluating the technology and business process of the Company with a view to the acquisition of such technology and business process and not for any other purpose.

4. Shall not at any time disclose or allow access by any person any of the Confidential Information.

5. Shall invoke all the persons to whom part or all the Confidential Information is disclosed to hold it to the same level of Confidentiality incumbent on you and with the condition that they shall not disclose it to any party.

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6. Shall not reproduce the Confidential Information or any part thereof in any format or media except with prior written consent of the Company and you shall whenever be requested by the Company, immediately return or require the immediate return to the Company of all matter in tangible form which is part of the Confidential Information and that all copies will be destroyed. You shall similarly destroy or ensure the destruction of any documents, analyses, reports, studies, compilations, and other materials prepared by the Company or on its behalf which are prepared from any of the Confidential Information.

7. Shall not disclose to any third party the fact that negotiations / discussions are taking place or have taken place concerning the Proposed Transaction or any of its terms/conditions or that Confidential Information has been made available to you by the Company.

8. Shall notify the Company promptly upon becoming aware of any unauthorized disclosure, copying, use or loss of all or any part of the Confidential Information and you shall be responsible for any breach of any of the terms of this Appointment Letter to the Company for providing the Confidential Information to the third party.

Intranet, Internet and E-mail Use:
You have been granted the use of a computer and access to email, intranet and the internet for the better performance of your duties. You have been granted the use of a computer primarily for business use and you agree not to abuse this privilege and put such facilities to improper use, which will result in disciplinary action being taken against you by the Company. Such improper use includes (but is not limited to) sending emails of a defamatory or abusive nature which constitute sexual, racial or any other form of harassment and forwarding any chain emails. The Company has a clear policy governing the use of the intranet, internet, and e-mail facilities by you. Any breach of this policy by you will be viewed as an act of misconduct by the Company and you may be subject to disciplinary action in respect of such breach.

Reference Check and Background Verification:
Your appointment is based on information, testimonials, documents submitted by you, which you were required to submit while joining the employment or may be called upon to do so subsequently. The Company shall be within its rights to verify the correctness at any time now or in future. Your services shall stand terminated should information given by you turn out to be incorrect.

In case if there is negative feedback from reference check and background verification, the company will reserve rights to void your appointment with immediate effect.

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Job Security:
You will not be terminated by the company unless there is consistent below average performance, you breach the terms of Non-Disclosure Agreement, or if you do an act that results in the loss of business or in any way harms the image of the company.

Statutory Deductions:
Statutory deductions as per the prevailing law of the country, if any, will be made from your CTC package. However, for your income tax you shall be personally responsible for filing returns etc.

You are requested to sign this letter in token of acceptance of the terms and conditions mentioned above.

Yours faithfully,
For, Dsoft Infotech Pvt. Ltd.

Gayatri Bhatt.
Head of Human Resource -
DSOFT Group of Companies,

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Annexure:

Particular	Per Month	Per Annum
Basic	13000	156000
Special Allowance	2496	29952
Gross Salary (A)	15496	185952
Employee ESIC Contributions	117	1404
Professional Tax	200	2400
Take Home (Net Salary)	15179	182148
Employer ESIC Contributions (B)	504	6048
Total Cost to Company (CTC) A+B	16000	192000

Note: Salary disbursement is subject to prevailing statutory & IT deductions from time to time.

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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. Jaymin Ambaliya
"Raj Khodal" Block No. 18,
Gurudev Park - 1, Street No 1,
Kuvadava Road Rajkot - 360003

21st August 2023

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,

Ishita Rajguru
HR - Manager
WebCodeGenie Technology Pvt. Ltd.

I have read and accepted the terms and conditions:

Name : **Jaymin Ambaliya**
Signature : Aj
Date : 21/08/23

☑ Web Design ☑ Open Source Development ☑ Mobile Application Development ☑ Internet Marketing

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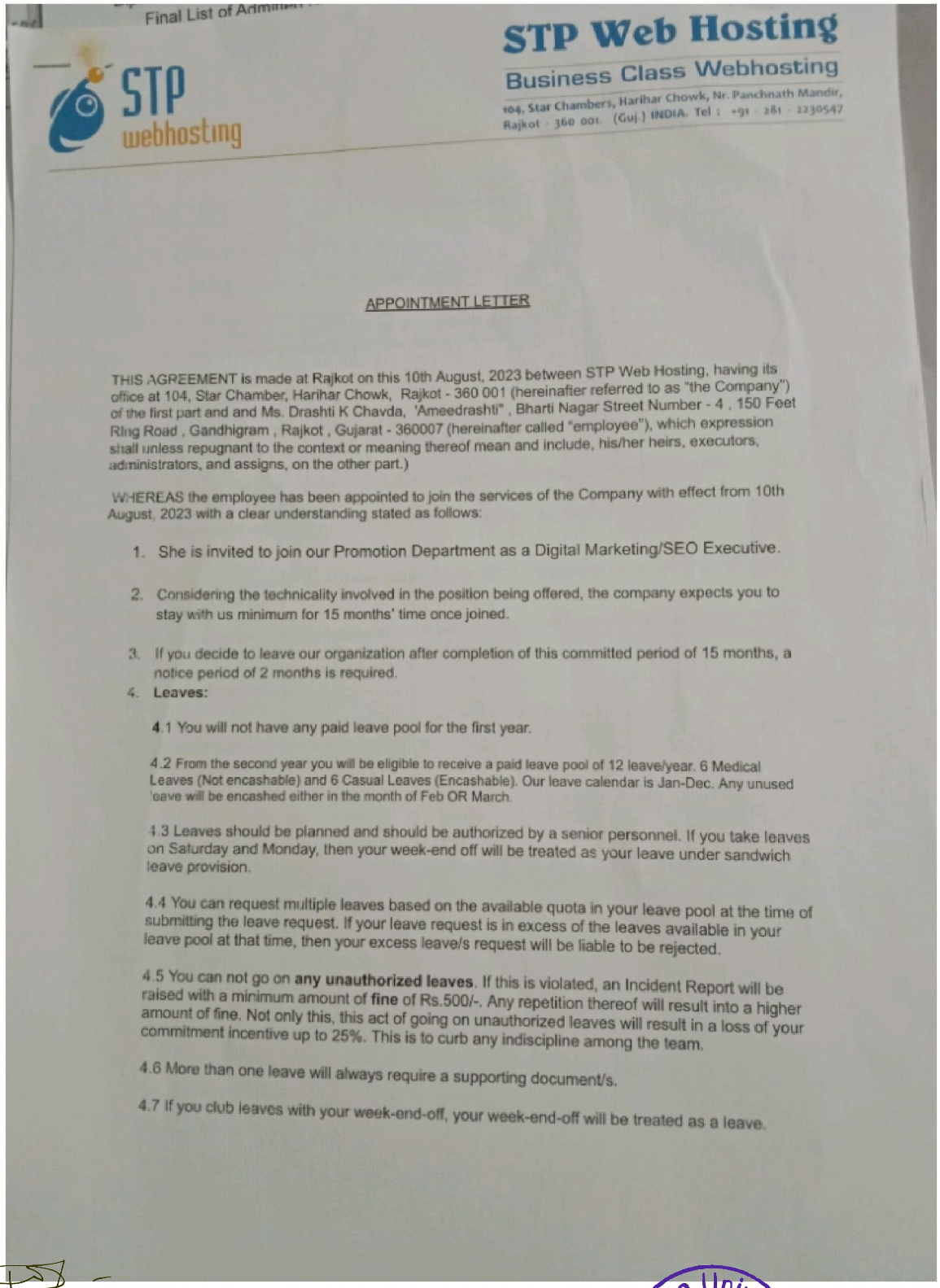

Final List of Admitted ...

STP webhosting

STP Web Hosting

Business Class Webhosting

104, Star Chambers, Harihar Chowk, Nr. Panchnath Mandir, Rajkot - 360 001. (Guj.) INDIA. Tel : +91 - 281 - 2230547

APPOINTMENT LETTER

THIS AGREEMENT is made at Rajkot on this 10th August, 2023 between STP Web Hosting, having its office at 104, Star Chamber, Harihar Chowk, Rajkot - 360 001 (hereinafter referred to as "the Company") of the first part and and Ms. Drashti K Chavda, 'Ameedrashti" , Bharti Nagar Street Number - 4 , 150 Feet Ring Road , Gandhigram , Rajkot , Gujarat - 360007 (hereinafter called "employee"), which expression shall unless repugnant to the context or meaning thereof mean and include, his/her heirs, executors, administrators, and assigns, on the other part.)

WHEREAS the employee has been appointed to join the services of the Company with effect from 10th August, 2023 with a clear understanding stated as follows:

1. She is invited to join our Promotion Department as a Digital Marketing/SEO Executive.
2. Considering the technicality involved in the position being offered, the company expects you to stay with us minimum for 15 months' time once joined.
3. If you decide to leave our organization after completion of this committed period of 15 months, a notice period of 2 months is required.
4. **Leaves:**

4.1 You will not have any paid leave pool for the first year.

4.2 From the second year you will be eligible to receive a paid leave pool of 12 leave/year. 6 Medical Leaves (Not encashable) and 6 Casual Leaves (Encashable). Our leave calendar is Jan-Dec. Any unused leave will be encashed either in the month of Feb OR March.

4.3 Leaves should be planned and should be authorized by a senior personnel. If you take leaves on Saturday and Monday, then your week-end off will be treated as your leave under sandwich leave provision.

4.4 You can request multiple leaves based on the available quota in your leave pool at the time of submitting the leave request. If your leave request is in excess of the leaves available in your leave pool at that time, then your excess leave/s request will be liable to be rejected.

4.5 You can not go on **any unauthorized leaves**. If this is violated, an Incident Report will be raised with a minimum amount of **fine** of Rs.500/-. Any repetition thereof will result into a higher amount of fine. Not only this, this act of going on unauthorized leaves will result in a loss of your commitment incentive up to 25%. This is to curb any indiscipline among the team.

4.6 More than one leave will always require a supporting document/s.

4.7 If you club leaves with your week-end-off, your week-end-off will be treated as a leave.

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4.8 We operate on a 5 days basis with an 9 hour shift. Our timings are 9am to 7:00pm with 1 hour lunch break.

4.9 Festival Leave calendar => 2 leave Dewali + 2 Leave Janmashthami + 1 Leave Makar Shankranti + 1 Leave Dhuleti + 0.5 Leave on Rakshabandhan.

5. **Commitment Incentive:**

   The accrued incentive of 15k will be paid out to you when you leave this company.

6. If, in case, you fail to fulfill your commitment of staying with us for 15 months' time period, OR if you fail to serve a notice of 2 months when leaving (beyond the committed period of 15 months), you will be **disqualified** to receive this **commitment incentive** or any documents.

7. Our salary day is 8th of every month. To receive your salary, you will be required to have a savings account in Bank of Baroda.

8. Remuneration : First three months 10k from which 5k would go to your commitment incentive pool. From third months it would be **12k/month.**

9. As mentioned in clause No.4, you will be eligible to receive the **commitment incentive** only if you fulfill your commitment. If for any reason you are breaching the commitment, you will be **disqualified** to receive any **commitment incentive also no documentation would be carried out.**

10. Upon joining you will be required to submit your KYC documents as requested by our admin department.

11. **Any policies that may not be covered here but if it is applicable to the entire team of your department, will automatically apply to you. Project allocation will be made according to work on hand. The management has the discretion to allocate you projects based on the organizational need.**

12. Punctuality: We shall be operating between the allocated timing, we expect that you adhere to the timings with due punctuality. Cultivating a habit of being unpunctual, this will attract penalty. Genuine cases are always considered.

for Signature of Employer

Signature of Employee

Date: 10th August, 2023
Place: Rajkot

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STP WEB HOSTING

Our Brands

accu web hosting · AccuWeb Cloud Connect - Scale · AccuWebTech Get-Set-Go Digital Agency · ebifly

WHOMSOEVER IT MAY CONCERNED

This is to certify that Ms. Drashti Chavda took the training of Digital Marketing/SEO Executive during the period from 10th May, 2023 to 9th August, 2023.

For STP Web Hosting

Date of Issue: 28th February, 2024
Place: Rajkot

Ahmedabad
A-806, Privilon, Ambli BRT Road, Iskcon Cross Rd, Ahmedabad, Gujarat, 380054, INDIA
www.stpwebhosting.com

Rajkot
104, Star Chamber, Nr. Panchnath Mandir, Harihar Chowk, Rajkot, Gujarat, 360001, INDIA
info@stpwebhosting.com

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WebCodeGenie
TECHNOLOGY PVT. LTD.

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

21st August 2023

Ms. Diya Chavda
404, "Tarang" Apartment,
Suryoday Society 1, Opp.
Wockhardt Hospital, Kalawad Road,
Rajkot- 360005

Offer Letter

Dear Diya Chavda,

This has reference to your application and the subsequent interviews you have had with us. We are pleased to offer you employment with a stipend of **Rs. 8000/-.** After completion of the training duration, the annual package would be **Rs. 3,00,000/-.**

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.

WEBCODEGENIE TECHNOLOGY PVT. LTD.

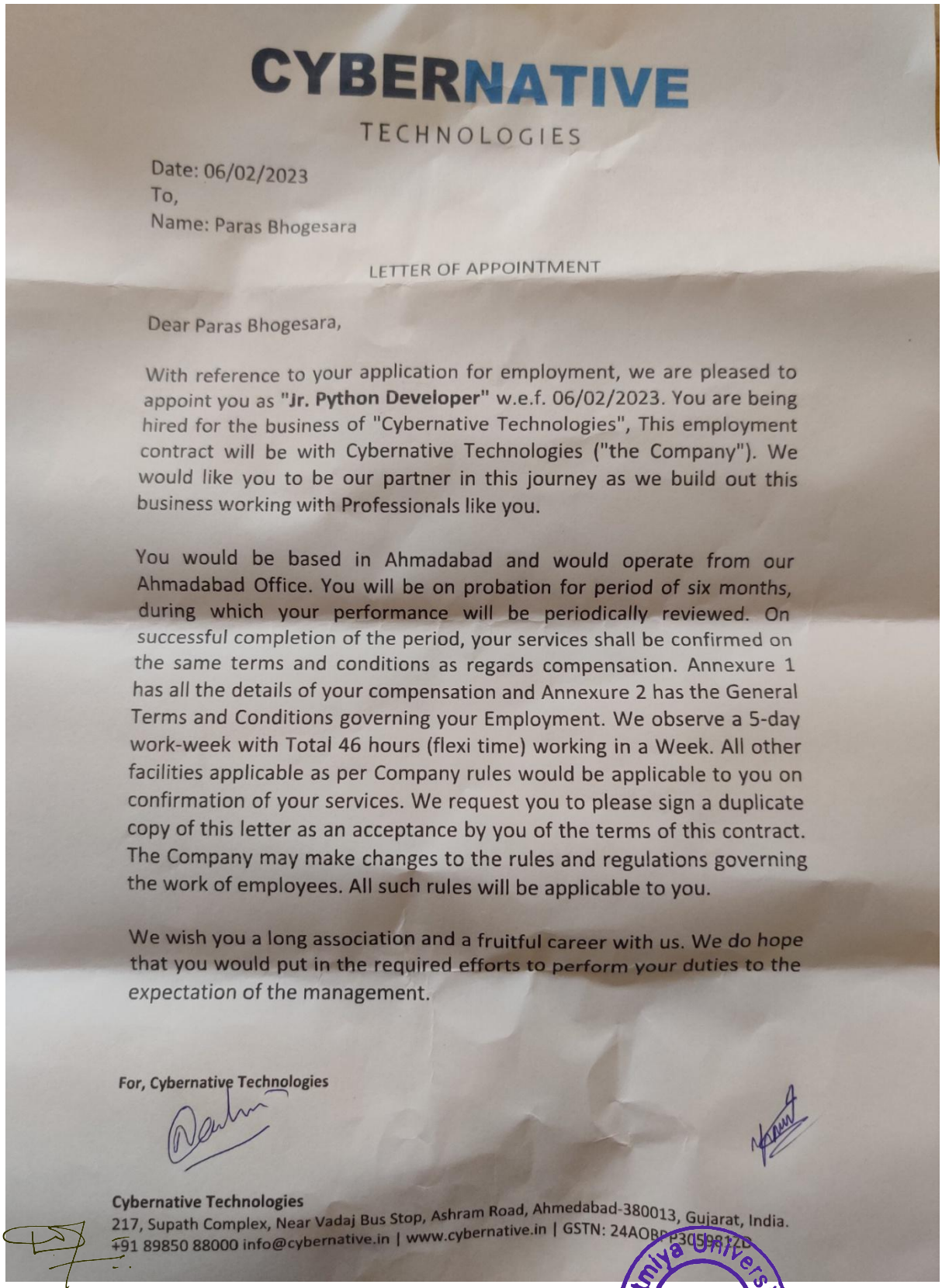
I have read and accepted the terms and conditions:

Name : **Diya Chavda**
Signature :
Date : 21/8/23

☑ Web Design ☑ Open Source Development ☑ Mobile Application Development ☑ Internet Marketing

Registrar
Atmiya University
Rajkot

Atmiya University Rajkot



CYBERNATIVE

TECHNOLOGIES

Date: 06/02/2023
To,
Name: Paras Bhogesara

LETTER OF APPOINTMENT

Dear Paras Bhogesara,

With reference to your application for employment, we are pleased to appoint you as **"Jr. Python Developer"** w.e.f. 06/02/2023. You are being hired for the business of "Cybernative Technologies", This employment contract will be with Cybernative Technologies ("the Company"). We would like you to be our partner in this journey as we build out this business working with Professionals like you.

You would be based in Ahmadabad and would operate from our Ahmadabad Office. You will be on probation for period of six months, during which your performance will be periodically reviewed. On successful completion of the period, your services shall be confirmed on the same terms and conditions as regards compensation. Annexure 1 has all the details of your compensation and Annexure 2 has the General Terms and Conditions governing your Employment. We observe a 5-day work-week with Total 46 hours (flexi time) working in a Week. All other facilities applicable as per Company rules would be applicable to you on confirmation of your services. We request you to please sign a duplicate copy of this letter as an acceptance by you of the terms of this contract. The Company may make changes to the rules and regulations governing the work of employees. All such rules will be applicable to you.

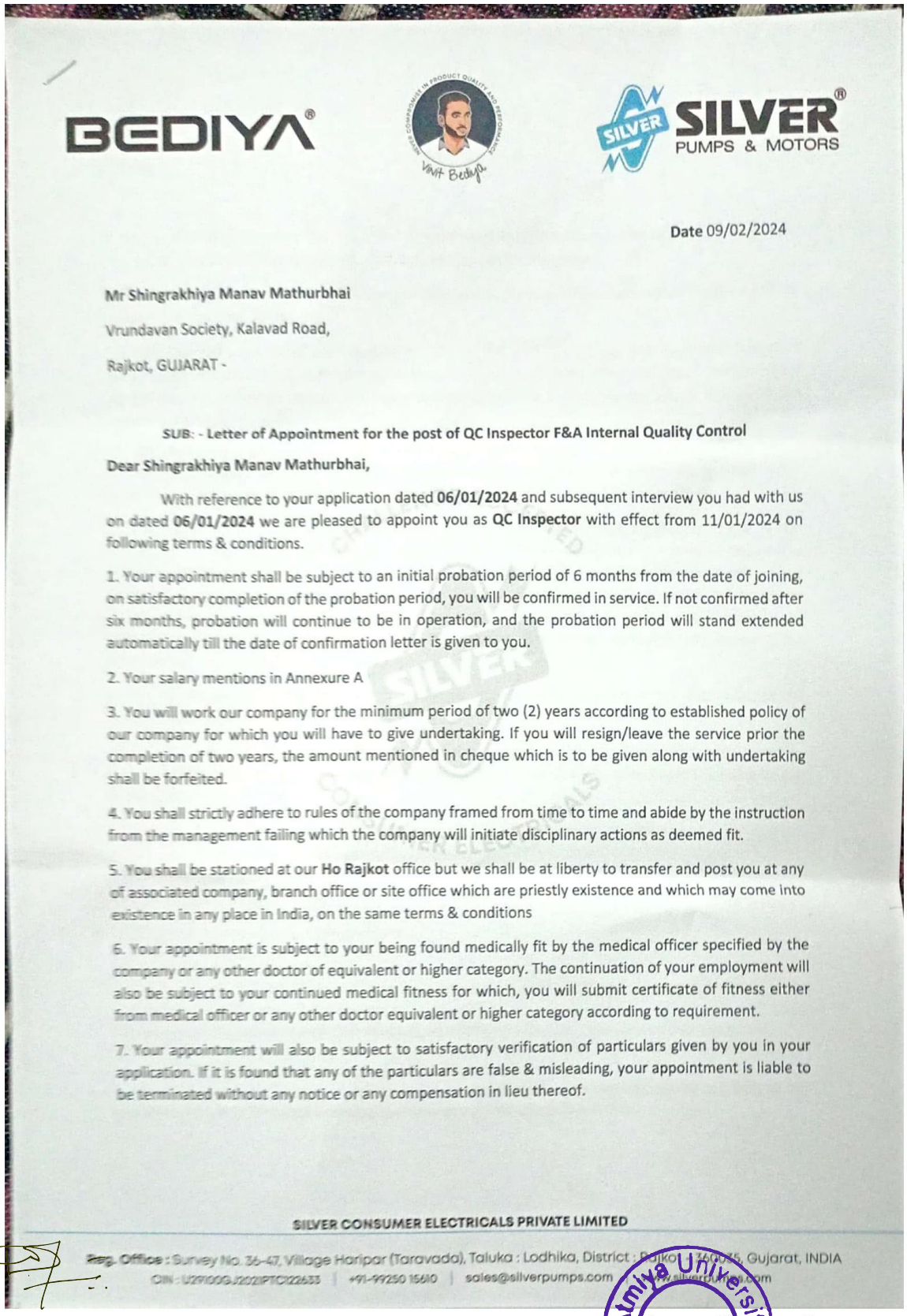
We wish you a long association and a fruitful career with us. We do hope that you would put in the required efforts to perform your duties to the expectation of the management.

For, Cybernative Technologies

Cybernative Technologies
217, Supath Complex, Near Vadaj Bus Stop, Ashram Road, Ahmedabad-380013, Gujarat, India.
+91 89850 88000 info@cybernative.in | www.cybernative.in | GSTN: 24AOB[illegible]

Registrar
Atmiya University
Rajkot

Atmiya University Rajkot



BEDIYA®

SILVER® PUMPS & MOTORS

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 360315, Gujarat, INDIA

CIN : U29100GJ2021PTC122633 | +91-99250 15610 | sales@silverpumps.com | www.silverpumps.com

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Rajkot

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 letter 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

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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 serve30 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

Shingrakhiya Manav

SILVER CONSUMER ELECTRICALS PRIVATE LIMITED
HEAD-HR

SILVER CONSUMER ELECTRICALS PRIVATE LIMITED

Reg. Office : Survey No. 36-47, Village Haripar (Taravada), Taluka : Lodhika, District : Rajkot 360035, Gujarat, INDIA
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Annexure A

Name	Manav Shingrakhiya	
Department	IQC	
Designation	QC Inspector	
Date of Joining	11|1|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

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Atmiya University
Rajkot

Atmiya University Rajkot

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AGHARA ELECTRIC

Opp. Jalaram Temple, Ayodhyapuri Main Road, Morbi – 363641

Date: 10/01/2024

To,

Aghara Ankit Shaileshbhai,

We're excited to welcome you aboard as Chief Executive Officer at Aghara Electric. Your role will involve working closely with department of management to help us drive the business smoothly. Your annual package will be 350000 per year.

Please note that this position requires a six-month service commitment starting from 10/01/2024. This agreement is designed to provide a stable period for both you and our team to grow together. We look forward to a productive journey.

Best regards,

Shailesh Aghara
Aghara Electric
Opp. Jalaram Temple
Ayodhyapuri Main Road
Morbi - 363641

I have carefully reviewed and fully understood the terms and conditions of my employment, and I accept them in full.

Employee Signature

Registrar
Atmiya University
Rajkot

Atmiya University Rajkot

ARIHANT BIOCARE
(A GMP CERTIFIED UNIT)

Date : 24-Jul-2024

MR. Rathod hardik
Khodiyar Colony,
TA. Khambhaliya
Jamkhambhadiya, Gujarat
361305

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

Dear MR. Rathod Hardik,
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 Alkem family and look forward to your significant personal and professional growth during your association with us

The terms and conditions of the employment are as per ANNEXURE – I.
In addition to this you will be entitled to benefits as indicated in. ANNEXURE II.

From,

ARIHANT BIOCARE

For, ARIHANT BIOCARE
Partner

PARTNER

(ROHAN KOTHARI)

GMP

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

Registrar
Atmiya University
Rajkot

Atmiya University Rajkot

zydus
Dedicated To Life

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

Mr. Trambadiya Yash Amrutlal
Shree Umiyaji 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 _____

Dated: _____ _____
Trambadiya Yash Amrutlal

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

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ANNEXURE - I

COMPENSATION PACKAGE

NAME : MR. TRAMBADIYA YASH AMRUTLAL

TITLE : TRAINEE OFFICER - PRODUCTION

	COMPONENTS		SALARY PER ANNUM (Rs.)	SALARY PER MONTH (Rs.)
I.	PRIMARY SALARY			
	BASIC SALARY	180000		15000
			180000	
II.	ALLOWANCES			
	HOUSE RENT ALLOWANCE	72408		6034
	BONUS ADVANCE (M)	19200		1600
			91608	
III.	FIXED ENTITLEMENTS			
	EX-GRATIA/BONUS	16800		1400
			16800	
IV.	PROVIDENT FUND CONTRIBUTION			
	[12% OF PRIMARY SALARY]	21600		1800
			21600	
	TOTAL GROSS PER ANNUM		**310008**	**25834**
V.	OTHER BENEFITS			
	* Gratuity As Per Act - [4.80% Primary Salary]	8640		720
			8640	
	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

(Trambadiya Yash Amrutlal)
Date :

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

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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 (Trainee Officer-Production)	Vinod Prajapati Recruiter-HR	Hardik Bhatt Manager - Human Resource

Date: 17/08/24

Place: Ahmedabad

Registrar
Atmiya University
Rajkot

Atmiya University Rajkot

ATHENA
FINCORP PVT. LTD.
Wisdom for wealth

Ref. no.: HR/30APRIL24/01

Letter of Appointment

To
Aditya Jethva
Umang Apartment, Kaji wada, Uparkot Road, Junagadh

Dear Mr. Aditya

We are pleased to inform you that you have been selected for the position of Relationship Manager in equity broking segment at our Rajkot branch of Athena Fin Corp Pvt. Ltd.

Your date of joining is June 15, 2024 and you will be reporting to Atul Dhakan at Rajkot branch.

Your key responsibility area would include client meetings for providing them investment ideas, discussions regarding their portfolio, selling or investment related products & other tasks which will be assigned to you by your reporting authority.

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.

Warm regards

Malti Bhatt
HR Manager

Athena Fincorp Pvt. Ltd.
Director / Authorised Person

Atul Dhakan
Director

Aditya Jethva

Registered office :
14, Vinayak Plaza, Near LIC, Bus Station Road, Veraval - 362265.
Rajkot Branch :
306 Siddhi Vinayak Complex, Near Reliance Petrol Pump, Moti Tanki chowk, Rajkot- 360001.
Email id: Support@athenafincorp.com

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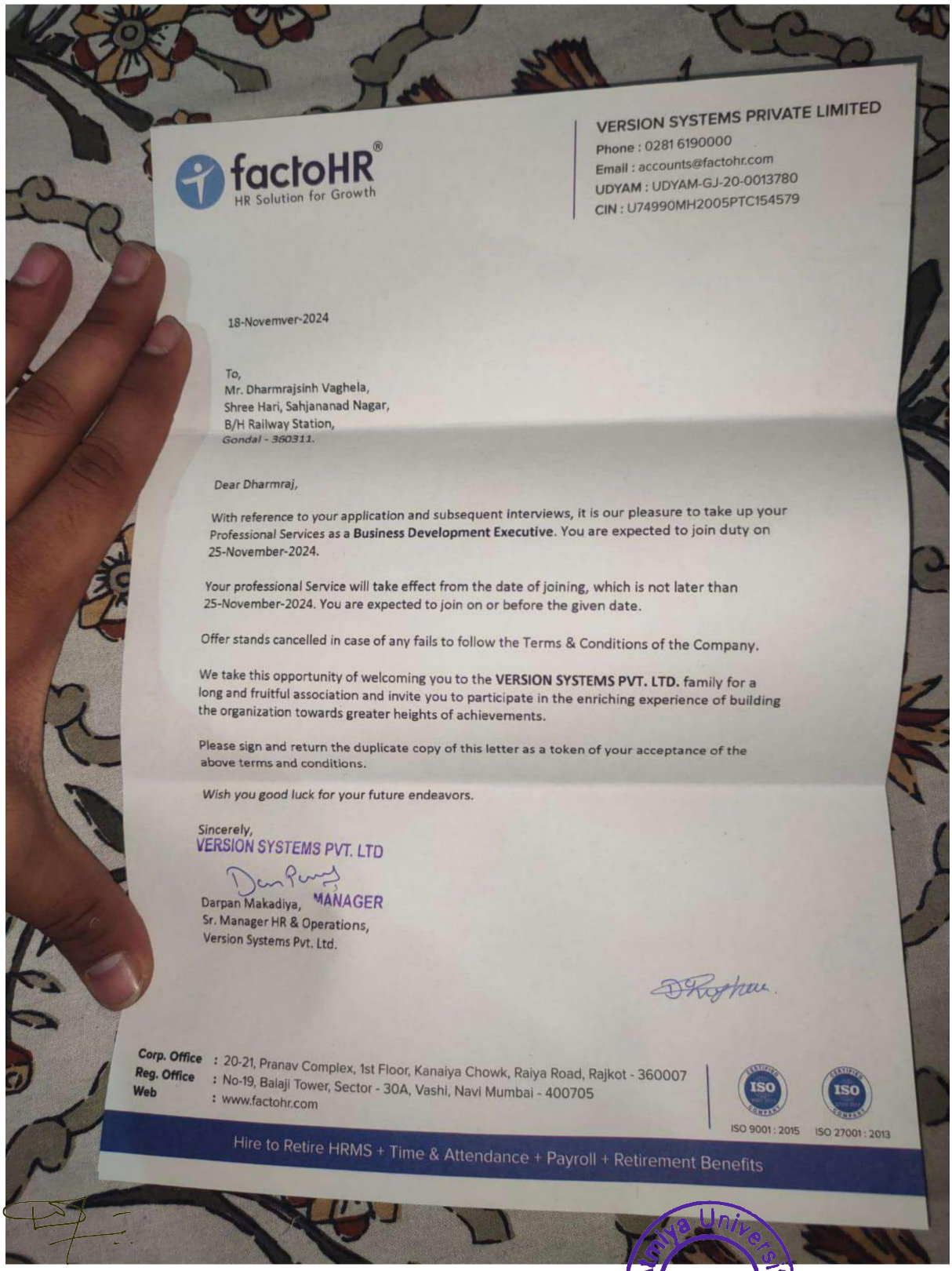
Atmiya University
Rajkot

Atmiya University Rajkot



factoHR®
HR Solution for Growth

VERSION SYSTEMS PRIVATE LIMITED
Phone : 0281 6190000
Email : accounts@factohr.com
UDYAM : UDYAM-GJ-20-0013780
CIN : U74990MH2005PTC154579

18-Novemver-2024

To,
Mr. Dharmrajsinh Vaghela,
Shree Hari, Sahjananad Nagar,
B/H Railway Station,
Gondal - 360311.

Dear Dharmraj,

With reference to your application and subsequent interviews, it is our pleasure to take up your Professional Services as a **Business Development Executive**. You are expected to join duty on 25-November-2024.

Your professional Service will take effect from the date of joining, which is not later than 25-November-2024. You are expected to join on or before the given date.

Offer stands cancelled in case of any fails to follow the Terms & Conditions of the Company.

We take this opportunity of welcoming you to the **VERSION SYSTEMS PVT. LTD.** family for a long and fruitful association and invite you to participate in the enriching experience of building the organization towards greater heights of achievements.

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

Wish you good luck for your future endeavors.

Sincerely,
VERSION SYSTEMS PVT. LTD
MANAGER
Darpan Makadiya,
Sr. Manager HR & Operations,
Version Systems Pvt. Ltd.

Corp. Office : 20-21, Pranav Complex, 1st Floor, Kanaiya Chowk, Raiya Road, Rajkot - 360007
Reg. Office : No-19, Balaji Tower, Sector - 30A, Vashi, Navi Mumbai - 400705
Web : www.factohr.com

ISO 9001 : 2015 ISO 27001 : 2013

Hire to Retire HRMS + Time & Attendance + Payroll + Retirement Benefits

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Atmiya University
Rajkot

Atmiya University Rajkot

Representative Proofs of A.Y. 2022 - 2023

Reliance
Industries Limited

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)

Date: 11 Jul 2023

Page 2 of 3

Reliance Corporate Park Thane - Belapur Road, Ghansoli, Navi Mumba 701, India
Phone : +91-22-4477 0000 Fax : +91-22-4471 011
Register Office : Maker Chambers IV, 3rd Floor, 222, Nariman Point, Mumbai - 400 021, Ma CIN - L17110M PLC019786

Registrar
Atmiya University
Rajkot

Atmiya University Rajkot

Reliance Industries Limited

ANNEXURE A

1.1 Annual Compensation Summary

ANNEXURE 1.1 - A		
Name: Sakariya Bansil		
Compensation Breakup	**Monthly (INR)**	**Annual (INR)**
Basic Pay	13,610	1,63,319
House Rent Allowance	8,750	1,05,000
Residual Choice Pay	0	0
Insurance		
Group Personal Accident Insurancee Premium (GPAI)	34	413
Group Term Life Insurance Premium (GTLI)	400	4,794
Medical Insurance Premium* (Self, Spouse, 3 Dependent Children & Dependent Parents)	4,085	49,020
SUB TOTAL - I	26,879	3,22,546
Employer's Contribution to Provident Fund: PF (12% of Basic Pay)	1,633	19,598
Gratuity (4.81% of Basic Pay)	655	7,856
SUB TOTAL - II	2,288	27,454
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.

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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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.	Residual Choice Pay (RCP)	Taxable
i.	**Vehicle**	
1.	Company Lease 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
III	**Annual Cash Bonus (ACB) / Performance Linked Incentive (PLI)**	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.

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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.

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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 dailynecessities 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 2018 - 31 December 2021.

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

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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.

OWA is tax exempt subject to the following limits:-

a. For all Grade: INR 24,000

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. Residual Choice Pay (RCP)

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 all bills and other supporting documents on or by 15th January for each financial year

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	11.5 % per annum on monthly reducing balance basis
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 1,80,000 p.a.	INR 36,000 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 covered under the Group Personal Accident Insurance scheme.

The sum insured is INR 25 lakhs and the corresponding debit towards premium is INR 413 per annum.

Benefit Clauses:

1. Death: 100% of sum insured
2. Permanent Total Disablement: 100% of sum insured as per insurance policy
3. Permanent Partial Disablement: varies from 1% to 75% of sum insured as per insurance policy
4. Temporary Total disablement: 1% of capital sum insured per week subject a maximum of INR 5000 per week for a period of 100 weeks.

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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)	Sum Assured	Mandatory Debit (per annum)
Up to INR 24,99,975	INR 25 Lakhs	INR 4,794
From INR 24,99,975 to below INR 49,99,975	INR 50 Lakhs	INR 17,679
From INR 49,99,975 to below INR 74,99,975	INR 75 Lakhs	INR 26,520
INR 74,99,975 and above	INR 100 Lakhs	INR 36,167

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 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
	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	
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
	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)	

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Medical Insurance Debits:
F & Above grades :

- INR 37,963 per annum per person for self and spouse
- INR 19,611 per annum per child (upto 25 years)
- INR 14,324 per annum for **Additional Medical floater** cover of INR 5 Lakhs for self, spouse and child covered under mandatory policy
- INR 33,528 per annum for dependent parents
- INR 14,324 per annum for **Additional Medical floater** cover of INR 5 Lakhs for parents.

G & Below grades :

- INR 33,528 per annum per family unit of 7 members
- INR 14,324 per annum for **Additional** Medical floater cover of INR 5 Lakhs

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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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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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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.

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

Atmiya University Rajkot

Reliance Industries Limited

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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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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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: Sakariya Bansil

Signature:

Date: 11 Jul 2023

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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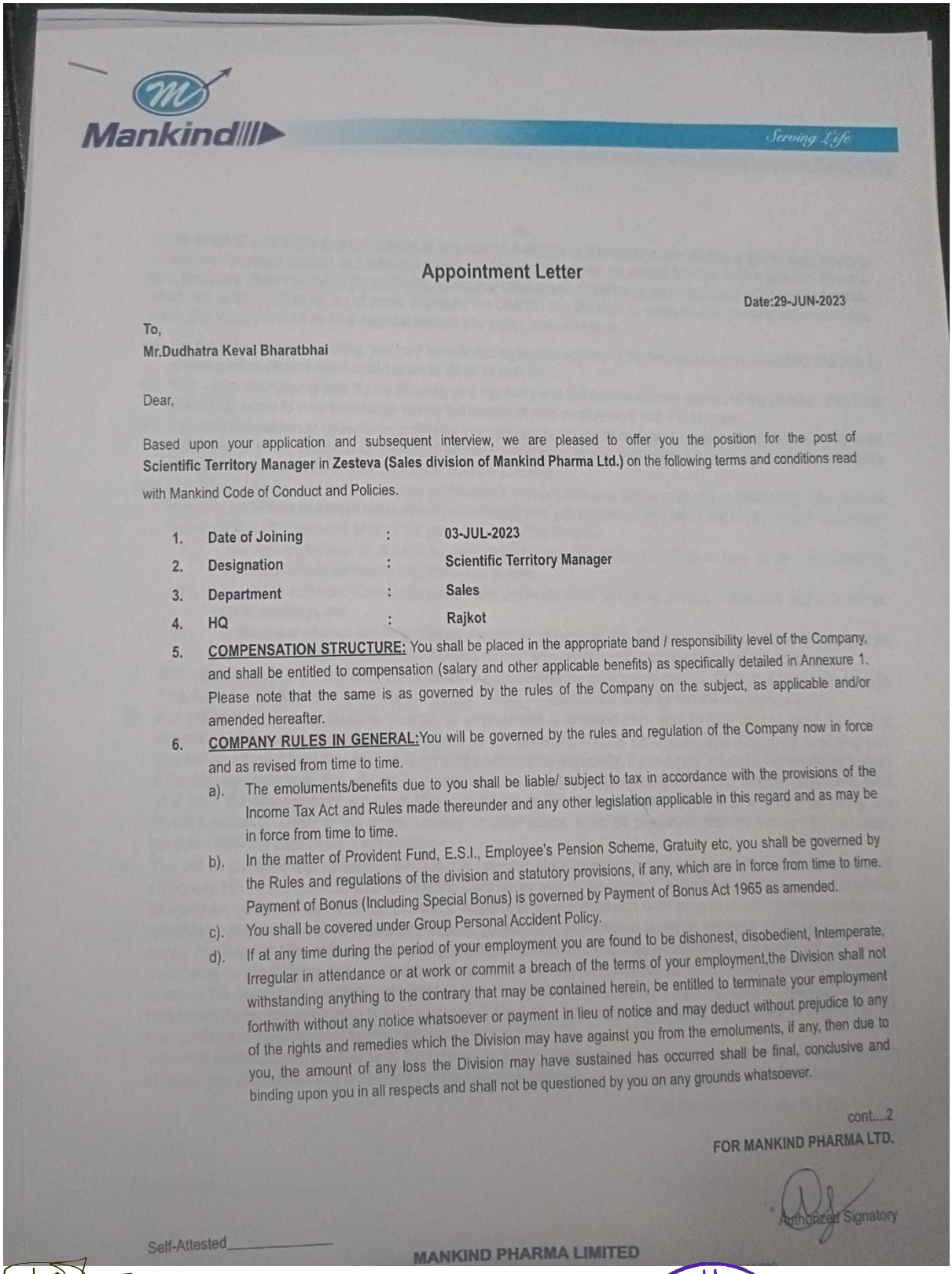


Mankind

Serving Life

Appointment Letter

Date:29-JUN-2023

To,
Mr.Dudhatra Keval Bharatbhai

Dear,

Based upon your application and subsequent interview, we are pleased to offer you the position for the post of **Scientific Territory Manager** in **Zesteva (Sales division of Mankind Pharma Ltd.)** on the following terms and conditions read with Mankind Code of Conduct and Policies.

1. Date of Joining : 03-JUL-2023
2. Designation : Scientific Territory Manager
3. Department : Sales
4. HQ : Rajkot
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.

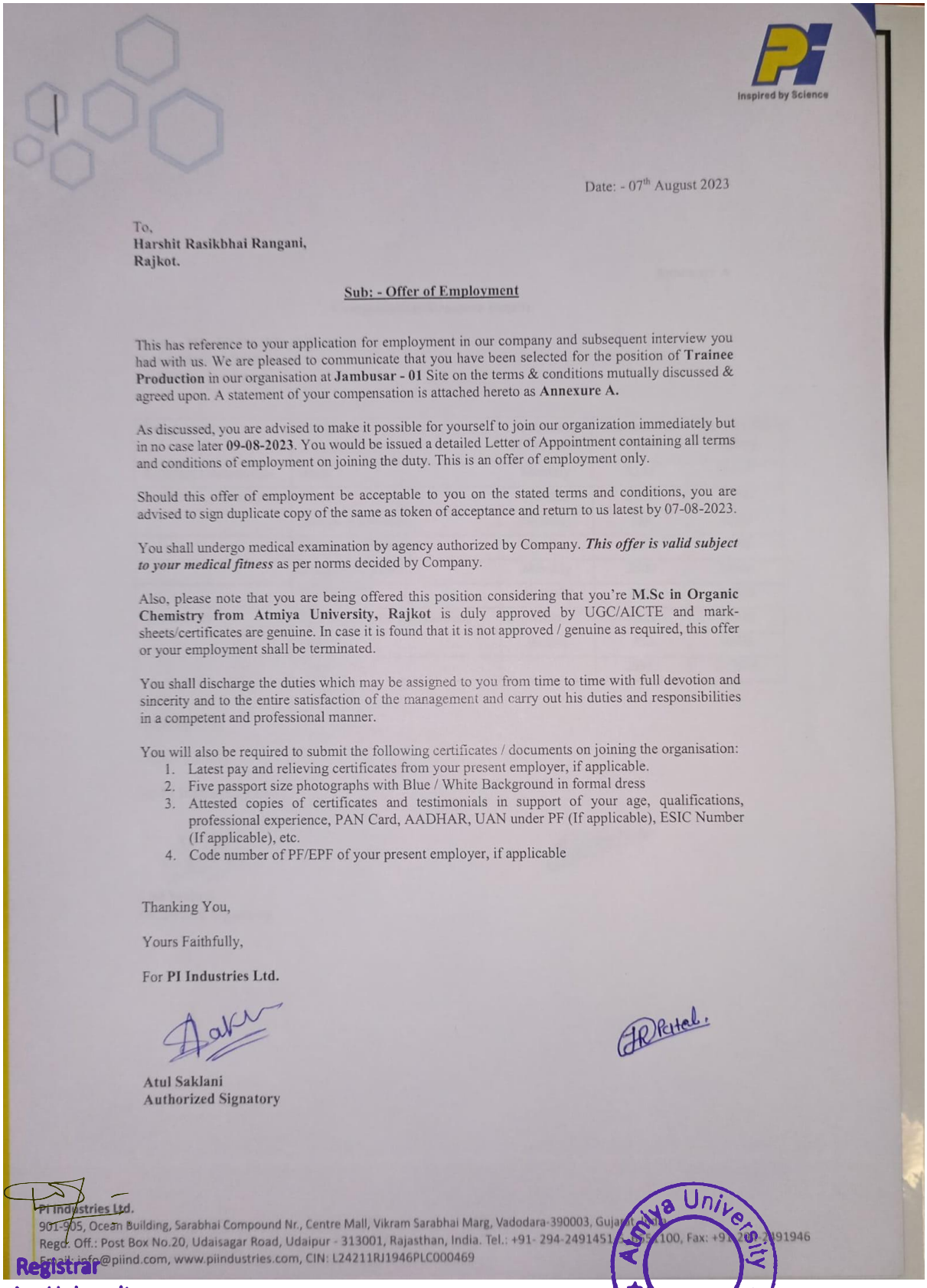
Authorized Signatory

Self-Attested

MANKIND PHARMA LIMITED

Registrar
Atmiya University
Rajkot

Atmiya University Rajkot



Inspired by Science

Date: - 07th August 2023

To,
Harshit Rasikbhai Rangani,
Rajkot.

Sub: - Offer of Employment

This has reference to your application for employment in our company and subsequent interview you had with us. We are pleased to communicate that you have been selected for the position of **Trainee Production** in our organisation at **Jambusar - 01** Site on the terms & conditions mutually discussed & agreed upon. A statement of your compensation is attached hereto as **Annexure A.**

As discussed, you are advised to make it possible for yourself to join our organization immediately but in no case later **09-08-2023**. You would be issued a detailed Letter of Appointment containing all terms and conditions of employment on joining the duty. This is an offer of employment only.

Should this offer of employment be acceptable to you on the stated terms and conditions, you are advised to sign duplicate copy of the same as token of acceptance and return to us latest by 07-08-2023.

You shall undergo medical examination by agency authorized by Company. ***This offer is valid subject to your medical fitness*** as per norms decided by Company.

Also, please note that you are being offered this position considering that you're **M.Sc in Organic Chemistry from Atmiya University, Rajkot** is duly approved by UGC/AICTE and mark-sheets/certificates are genuine. In case it is found that it is not approved / genuine as required, this offer or your employment shall be terminated.

You shall discharge the duties which may be assigned to you from time to time with full devotion and sincerity and to the entire satisfaction of the management and carry out his duties and responsibilities in a competent and professional manner.

You will also be required to submit the following certificates / documents on joining the organisation:

1. Latest pay and relieving certificates from your present employer, if applicable.
2. Five passport size photographs with Blue / White Background in formal dress
3. Attested copies of certificates and testimonials in support of your age, qualifications, professional experience, PAN Card, AADHAR, UAN under PF (If applicable), ESIC Number (If applicable), etc.
4. Code number of PF/EPF of your present employer, if applicable

Thanking You,

Yours Faithfully,

For **PI Industries Ltd.**

Atul Saklani
Authorized Signatory

PI Industries Ltd.
901-905, Ocean Building, Sarabhai Compound Nr., Centre Mall, Vikram Sarabhai Marg, Vadodara-390003, Gujarat, India.
Regd. Off.: Post Box No.20, Udaisagar Road, Udaipur - 313001, Rajasthan, India. Tel.: +91- 294-2491451 [illegible]100, Fax: +91 [illegible] 2491946
E-mail: info@piind.com, www.piindustries.com, CIN: L24211RJ1946PLC000469

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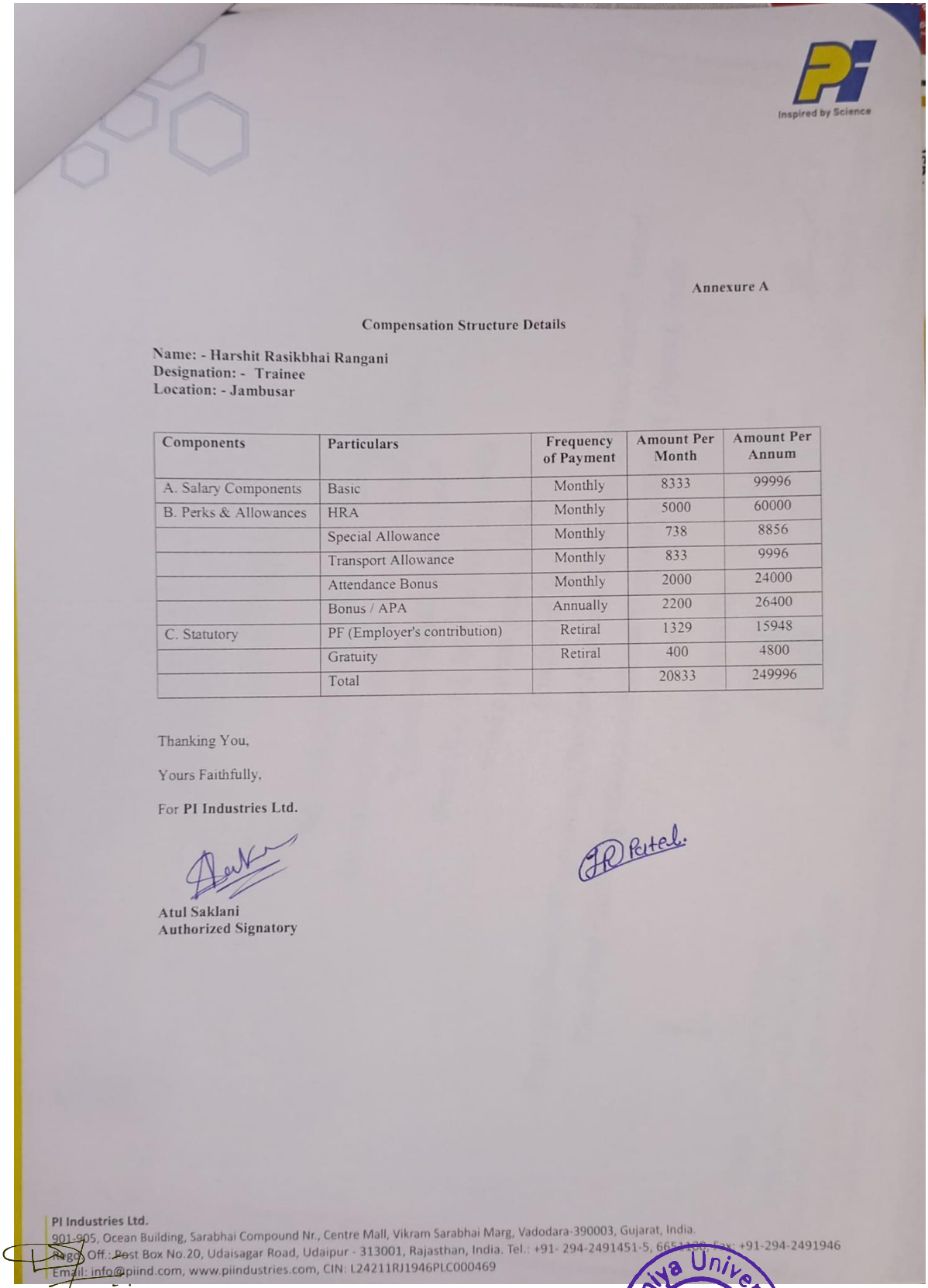
Rajkot

Atmiya University Rajkot



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Annexure A

Compensation Structure Details

Name: - Harshit Rasikbhai Rangani
Designation: - Trainee
Location: - Jambusar

Components	Particulars	Frequency of Payment	Amount Per Month	Amount Per Annum
A. Salary Components	Basic	Monthly	8333	99996
B. Perks & Allowances	HRA	Monthly	5000	60000
	Special Allowance	Monthly	738	8856
	Transport Allowance	Monthly	833	9996
	Attendance Bonus	Monthly	2000	24000
	Bonus / APA	Annually	2200	26400
C. Statutory	PF (Employer's contribution)	Retiral	1329	15948
	Gratuity	Retiral	400	4800
	Total		20833	249996

Thanking You,

Yours Faithfully,

For **PI Industries Ltd.**

Atul Saklani
Authorized Signatory

PI Industries Ltd.
901-905, Ocean Building, Sarabhai Compound Nr., Centre Mall, Vikram Sarabhai Marg, Vadodara-390003, Gujarat, India.
Regd. Off.: Post Box No.20, Udaisagar Road, Udaipur - 313001, Rajasthan, India. Tel.: +91- 294-2491451-5, 6651[illegible] Fax: +91-294-2491946
Email: info@piind.com, www.piindustries.com, CIN: L24211RJ1946PLC000469

Registrar
Atmiya University
Rajkot

Atmiya University Rajkot

zydus
Dedicated To Life

Ref. No. : ZLL/ANK/APP/HRSS/23/142449
Date : 20/11/23

Mr. Ghadiya Smit
Street No. - 2, Bharatpur,
Village - Bharatpur,
Jamnagar,
Gujarat - 361130.

Dear **Mr. Ghadiya,**

With reference to your application and subsequent interview held before the Selection Committee, we are pleased to retain you as a **Trainee Officer – PB - 4 Pharma** w.e.f. **20/11/23** at our Ankleshwar Plant. The terms and conditions of Trainee appointment are as under.

1. Your training period will be for Twelve months i.e. from the date of your joining.
2. You shall be paid salary as under during the period of training.

Components	Salary Per Month
Basic	14205
Bonus Allowance (M)	1441
Bonus	1400
P.F.	1705
Total Per Month	**18751**
Total Per Annum	**225012**

3. The retention bonus will be paid after successful completion of training period.
4. On successful completion of your training period, your performance will be assessed and if found satisfactory you will be absorbed, subject to availability of suitable vacant position.
5. In case your work is found unsatisfactory during the period of training, this period may be extended at the discretion of the company to enable you to achieve the expected standard of your performance or at the end of training period, subject to availability of vacant post, you will be either regularized in the service of the company or if your performance is not up to the expected standard, your trainee services will be terminated.

Zydus Lifesciences Limited
(formerly known as Cadila Healthcare Limited)
Ankleshwar Unit-2 : 5/1-B, GIDC Industrial Estate, Ankleshwar, Gujarat 393002, India
Phone : +91-2646-660110, 660197, 660510

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

2024.05.03 09:39

Registrar
Atmiya University
Rajkot

Atmiya University
Rajkot

Tel. : +91-98242 96655 / 94264 49278
Web. : www.snjlabs.com
E-mail : snj@snjlabs.com
CIN : U24233GJ2013PTC077965

SNJ | LABS PVT. LTD.

SNJ / PA / AL / 2024-25 / 21
Date: 01st June, 2024

To,
Mr. Jaydip Jagmalbhai Jakhotra
Vrundavan,
Vadi Vistar,
Meghpar,
Veraval,
Junagadh,
Gujarat – 362 268.
Mo. No. : +91 63540 88344
Email ID : jakhotrajaydip11@gmail.com

Dear Mr. Jaydip,

Sub.: Letter of Appointment
Ref. : Your application for the post of Trainee Officer in Production Department

This has reference to your application and subsequent discussion you had with us, read with our Offer Letter dated **30th May, 2024** for employment in the Company, we are pleased to inform you that you are hereby appointed as **Trainee Officer in Production Department. Your appointment is subject to the following terms and conditions;**

1. Your appointment is effective from **01st June, 2024.**
2. **Job responsibilities:**

(PRD)

(A) Supervise equipment operation in assigned production area and maintain critical process parameters as mentioned in Batch Manufacturing Record (BMR).
(B) Prepare material issue slip as per production planning and maintain record. Ensure all solvents & raw materials required for the production activity are available in advance. Verify that correct Raw Material has been issued.
(C) Fill all the required data in Batch Manufacturing Record (BMR).
(D) Check critical steps of process and maintain records.
(E) Promptly report any abnormal observation/activity, deviation, in process QC results to Shift-In Charge.
(F) Carry out sampling activity as per sampling plan and maintain record.
(G) Work on the all kind of production related activities.
(H) Operation of effluent treatment plant, MEE plant, Water System etc.
(I) Minor maintenance and reporting of machine daring the production.
(J) Calibration and validation of machine whenever required.
(K) Operate equipment safely and effectively for production processing.
(L) Ensure that equipment is maintained in good and safe working condition.
(M) Repair and clean the equipment when needed.
(N) Work under the guidance of Supervisor to perform and complete the assigned duties in timely manner.
(O) Follow safety procedures and company policies for equipment operation.
(P) Maintain the work area clean, safe and organized.

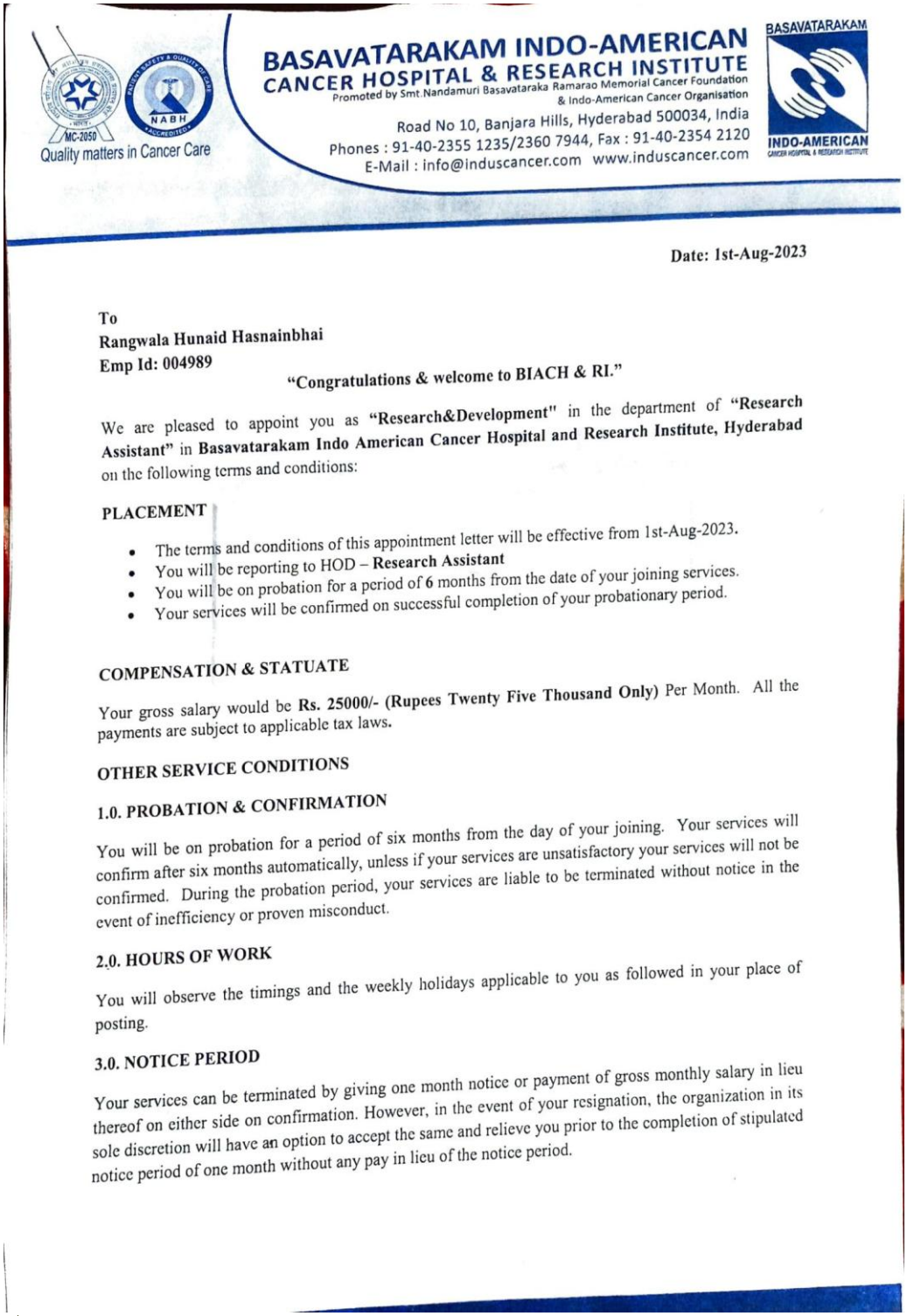
SNJ LABS PVT. LTD. - INDIA SNJ CIN: U24233GJ2013PTC077965

Format No.: SNJ/PA/AL/05
Factory & Reg. Office : Plot No. 5 to 16, Survey No..137, At & Post: Padavala–360024, Ta–Katda Sangani, Dist– Rajkot (Guj.) INDIA

A WHO-GMP CERTIFIED COMPANY

Registrar
Atmiya University
Rajkot

Atmiya University Rajkot



BASAVATARAKAM INDO-AMERICAN CANCER HOSPITAL & RESEARCH INSTITUTE
Promoted by Smt.Nandamuri Basavataraka Ramarao Memorial Cancer Foundation & Indo-American Cancer Organisation
Road No 10, Banjara Hills, Hyderabad 500034, India
Phones : 91-40-2355 1235/2360 7944, Fax : 91-40-2354 2120
E-Mail : info@induscancer.com www.induscancer.com
Quality matters in Cancer Care

Date: 1st-Aug-2023

To
Rangwala Hunaid Hasnainbhai
Emp Id: 004989

"Congratulations & welcome to BIACH & RI."

We are pleased to appoint you as **"Research&Development"** in the department of **"Research Assistant"** in **Basavatarakam Indo American Cancer Hospital and Research Institute, Hyderabad** on the following terms and conditions:

PLACEMENT

- The terms and conditions of this appointment letter will be effective from 1st-Aug-2023.
- You will be reporting to HOD – **Research Assistant**
- You will be on probation for a period of **6** months from the date of your joining services.
- Your services will be confirmed on successful completion of your probationary period.

COMPENSATION & STATUATE

Your gross salary would be **Rs. 25000/- (Rupees Twenty Five Thousand Only)** Per Month. All the payments are subject to applicable tax laws.

OTHER SERVICE CONDITIONS

1.0. PROBATION & CONFIRMATION

You will be on probation for a period of six months from the day of your joining. Your services will confirm after six months automatically, unless if your services are unsatisfactory your services will not be confirmed. During the probation period, your services are liable to be terminated without notice in the event of inefficiency or proven misconduct.

2.0. HOURS OF WORK

You will observe the timings and the weekly holidays applicable to you as followed in your place of posting.

3.0. NOTICE PERIOD

Your services can be terminated by giving one month notice or payment of gross monthly salary in lieu thereof on either side on confirmation. However, in the event of your resignation, the organization in its sole discretion will have an option to accept the same and relieve you prior to the completion of stipulated notice period of one month without any pay in lieu of the notice period.

Registrar
Atmiya University
Rajkot

Atmiya University Rajkot

April 01, 2023

TO WHOM IT MAY CONCERN

This is to certify that **Mr. Hunaid H. Rangwala**, student of M.Sc. Biotechnology Semester-IV from the Department of Biotechnology, Atmiya University, Rajkot has successfully completed his Internship with Solar Agrotech Private Limited (Doctor Seeds), Rajkot from **January 01, 2023** to **March 31, 2023**. The internship title was **"Quality Testing & Analysis of Bt-Cotton Hybrid Seeds"**.

During his internship period, he has worked in R&D, Testing, QA & QC, Production, Processing and Packaging departments and taken overview of systems & processes. During his tenure with us, we have found him diligent, hardworking, sincere, and honest.

We wish him all the best for his future.

With good wishes,

Denish Dholaria

Director,

Solar Agrotech Private Limited (Dr. Seeds), Rajkot

SOLAR AGRO TECH PRIVATE LIMITED

Doctor Seeds", Bhaichand Mehta Ind. Estate, B/h Hotel Krishna Park, NH-27 Gondal Highway, Vavdi, Rajkot-4. (Gujarat) Ph. : (Office) 99258 65676, E-mail : doctorseeds@gmail.com · CIN : U01110GJ1994PTC021330

Registrar
Atmiya University
Rajkot

Atmiya University Rajkot

SPARSH BIO-TECH PRIVATE LIMITED

Date : 13-May-2023

To,

Ms. Amipara Mansi Mineshbhai
Copper Divine Appartment
A-403, Kevaliya Vadi Society,Near Amusment Par
Jamnagar-361006

Sub: Appointment As Apprentice Trade of Laboratory Assistant Under the Apprentice Act-1961

We are pleased to appoint you as Laboratory Assistant(Apprentice) in our QC Microbiology Section Department of Sparsh Bio-Tech Private Limited located at Plot No. – 1, Survey No. – 242/243/244, Village Lakhabad, PO Khodiyar Colony, Jamnagar – 361006.

1 Your Annual consolidated stipend would be Rupees 1,77,996.00 (Rupees One Lakh Seventy Seven Thousand Nine Hundred Ninety Six Only) inclusive of all benefits and perks. The complete details are given in Annexure-A. The management reserves The right to bifurcate The stipend with any other allowances.

2 Your apprentice training period (13-May-2023 to 12-Nov-2023) during your training period, you will not be entitled for any leave or other benefits, after confirmation, your training are liable to be terminated on one month's notice by paying you one month's stipend in lieu thereof. 90 day's notice in writing or by forfeiting 90 days stipend in lieu of notice period however your notice period may extend depending on work handled by you.

3 Your Appointment Letter, Annexure-A, Annexure-B, Annexure-C all are subject to renewal after 1 year of your joining date and shall be renewed on yearly basis or as and when required as per management.

4 you shall have to give three months prior notice in writing or pay in lieu thereof. If you decide to pay compensation in lieu of notice period, in such circumstances also you shall be required to stay with the Company for at least 60 (Sixty) days (subject to Management Approval) to complete all pending tasks allotted to you and enabling Company to find out your replacement. However, after confirmation of your appointment, Company may terminate your services by giving 1 month of notice period or 1 month of salary in lieu of notice period. In case you are incapacitated by reasons of illness or accident or any other cause and cannot perform your duties, the Company may at its option grant leave for reasonable time of full pay or half pay or without pay or terminate your services. In addition, if you are found suffering from, any infectious/contagious disease, the Company may at its discretion terminate your services immediately without any responsibility. Management is also free to terminate or relive you without any notice if you are found violating any Company's rules / misleading your co-employee by giving them false information / misbehaviour / indiscipline etc.

Contd…2…

Regd. Office : Plot No. 1, Survey No. 242/243/244, Post Khodiyar Colony, Village : Lakhabavad, Jamnagar - 361006. Gujarat, India.
Courier Office : Office No 109, Siddhi Vinayak Plaza, Sumair Club Road, Jamnagar - 361006. Gujarat, India.

Registrar
Atmiya University
Rajkot

Atmiya University Rajkot

SPARSH BIO-TECH PRIVATE LIMITED

CIN : U24231GJ2001PTC039373 • GST : 24AAFCS5556F1ZC

Tel : +91-96877 97780 / 90 • E- mail : info@sparshbiotech.com • Website : www.sparshbiotech.com

Date : 13-May-2023

To,

Ms. Amipara Mansi Mineshbhai
Copper Divine Appartment
A-403, Kevaliya Vadi Society,Near Amusment Par
Jamnagar-361006

Sub: Appointment As Apprentice Trade of Laboratory Assistant Under the Apprentice Act-1961

We are pleased to appoint you as Laboratory Assistant(Apprentice) in our QC Microbiology Section Department of Sparsh Bio-Tech Private Limited located at Plot No. – 1, Survey No. – 242/243/244, Village Lakhabad, PO Khodiyar Colony, Jamnagar – 361006.

1 Your Annual consolidated stipend would be Rupees 1,77,996.00 (Rupees One Lakh Seventy Seven Thousand Nine Hundred Ninety Six Only) inclusive of all benefits and perks. The complete details are given in Annexure-A. The management reserves The right to bifurcate The stipend with any other allowances.

2 Your apprentice training period (13-May-2023 to 12-Nov-2023) during your training period, you will not be entitled for any leave or other benefits, after confirmation, your training are liable to be terminated on one month's notice by paying you one month's stipend in lieu thereof. 90 day's notice in writing or by forfeiting 90 days stipend in lieu of notice period however your notice period may extend depending on work handled by you.

3 Your Appointment Letter, Annexure-A, Annexure-B, Annexure-C all are subject to renewal after 1 year of your joining date and shall be renewed on yearly basis or as and when required as per management.

4 you shall have to give three months prior notice in writing or pay in lieu thereof. If you decide to pay compensation in lieu of notice period, in such circumstances also you shall be required to stay with the Company for at least 60 (Sixty) days (subject to Management Approval) to complete all pending tasks allotted to you and enabling Company to find out your replacement. However, after confirmation of your appointment, Company may terminate your services by giving 1 month of notice period or 1 month of salary in lieu of notice period. In case you are incapacitated by reasons of illness or accident or any other cause and cannot perform your duties, the Company may at its option grant leave for reasonable time of full pay or half pay or without pay or terminate your services. In addition, if you are found suffering from, any infectious/contagious disease, the Company may at its discretion terminate your services immediately without any responsibility. Management is also free to terminate or relive you without any notice if you are found violating any Company's rules / misleading your co-employee by giving them false information / misbehaviour / indiscipline etc.

Contd…2…

Regd. Office : Plot No. 1, Survey No. 242/243/244, Post Khodiyar Colony, Village : Lakhabavad, Jamnagar - 361006. Gujarat, India.

Courier Office : Office No 109, Siddhi Vinayak Plaza, Sumair Club Road, Jamnagar - 361005. Gujarat, India.

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SPARSH BIO-TECH PRIVATE LIMITED

Plot No.1, Survey No. 242/243/244, Village Lakhabavad, Jamnagar - 361006. Gujarat (INDIA).

CIN : U24231GJ2001PTC039373

To,
Amipara Mansi Mineshbhai
Copper Divine Appartment
A-403, Kevaliya Vadi Society,Near Amusment Park
Jamnagar-361006

With reference to your application and interview you had with us, we are pleased to appoint you in our QC Microbiology Section Department. w.e.f. 13-May-2023 your salary structure is as mentioned below :-

Department	QC Microbiology Section	Designation	Laboratory Assistant
Particulars	***Per Month***		
Basic Salary	₹ 10,000/-		
Other Allowance	₹ 4,000/-		
Provident Fund Employer Contribution	₹ 0,000/-		
Bonus	₹ 833/-		
Others	0.00		
Total Cost to Company	₹ 14,833/-		
Total Cost to Company per Annum			***1,77,996/-***

Particulars	***Per Month***
Basic Salary	₹ 10,000/-
Other Allowance	₹ 4,000/-
PF Employee's Contribution(Less)	₹ 0,000/-
Profession Tax(Less)	0.00
Others	0.00
Net Take Home Salary	***₹ 14,000/-***

You shall have to sign a bond 3 years, we will need your commitment. Towards your bond you have to give a security cheque, a blank cheque in the favor of "Sparsh Bio-Tech Private Limited".

Profession Tax figure is indicative only. Actual deduction may differ at the time of salary depending upon amount of Salary and prevailing Tax Slab

Bonus is payable on completion of 1 (One) Year

Income Tax deduction is not shown in above take home calculation, if Income Tax is applicable, Income Tax will be deducted at applicable rate and appropriate form will be issued at the end of the financial year.

Leave Eligibility : on completion of 6 Months Per 20 days Present 1 Day leave will be credited in the month of January every year.

Eligibility of Experience letter on completion of 2 (Two) year inclusive of 6 months Probation Period.

Notice Period 90 Days

Festival Holidays of more than 2 (Two) days employee must be present full day before the starting of Holidays and after the end of Holidays.

Rest of the rules and regulations are as per appointment letter and job responsibilities.

I have read and understand the salary structure and rules set out in the aforesaid letter and accept the same.

For **Sparsh Bio-Tech Private Limited**

H. R. Manager
(Mayur Monani)
Place : Jamnagar
DATE : 13/05/2023

X Employee Signature
Amipara Mansi Mineshbhai

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ZEN CLINICAL & PSYCOLOGICAL RESEARCH

4th floor, Sarthak Mall, Mahatma Mandir Road, Sargasan, Gandhinagar-382421.
TEL. : 079-29750788 Email : anandhospitalrc@gmail.com
GST No. : 24AABFZ6320R2ZP

Date: 25th Jul 2023

To,
Mrs.Shruti Bhindora
Wakaner Morbi Gujarat-363621

SUB: APPOINTMENT LETTER

Dear **Mrs.Shruti Bhindora**

With reference to your application and subsequent interview with us, we are pleased to appoint you as a Full Time **Clinical Research Co-ordinator** in our organization on the following terms and conditions.

1. **SALARY: Rs 10000/- Per Month** will be paid to you between 01st to 10th day of the every month.

2. **PLACE/TRANSFER:** Your present place of work will be at **Zen Clinical And Psychological Research** but during the course of the service, you shall be liable to be posted / transferred anywhere to serve any of the Company's Projects or any other establishment in Gujarat or outside, at the sole discretion of the Management.

3. **TERM OF EMPLOYMENT:** You have to execute a Service Bond (One kind of Commitment Letter) for a period of Two year.(notice period one month for the resignation.)

4. **PROBATION/CONFIRMATION:** You will be on a Probation period for the Three months. Based on your performance your services will be confirmed with the company in written after Three months. The probation period can be curtailed or extended by the company at its sole discretion. During the period of probation, your appointment is liable for termination by the company with Two months' notice.
   During the probationary period, your performance and other antecedents will be thoroughly assessed by the Company and only on satisfactory completion of your

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initial or extended probationary period, will you be confirmed in the regular service of the Company on such terms and conditions as decided by the Company.

5. **ASSIGNMENTS:** You will be assigned and will be expected to handle the overall activities of minimum **three** clinical studies.

6. **WORK TIMINGS:** The regular working hours of the company from Monday to Saturday are from **9:00 am to 6:00 pm** including 30 min for lunch break and 20 min for tea break. If the project demands, you may have to extend your work hours to ensure timely completion of assignment.

   For Bioavailability/ Bioequivalence studies and Pharmacokinetic sampling studies, if you work on a Sunday you will not be paid any extra compensation.

   For other clinical studies, in case you work on a Sunday/Holiday, you will be paid extra compensation.

   The company follows strict time schedule and late comings are discouraged, unless otherwise notified by you in advance.

7. **LEAVE:** You are eligible for monthly leave of **two** working days without loss of pay. Any leave taken in excess of two working days will lead to a prorated loss of pay.

   You are expected to plan your leaves well in advance and provide at least;

   (i) Five days of prior intimation via E-Mail for availing leaves not more than 2 working days.
   (ii) Ten days of prior intimation via E-Mail for availing leaves not more than 4 working days

   You will plan leaves of more than 4 working days at least one month prior to availing them and intimate your supervisor regarding the same.

   Monthly leaves, if not availed can be carried forward for a period of maximum three months, after which will be lapsed.

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For sick leaves of more than two working days, you will be required to furnish a valid justification or doctor's certificate for the period of leave.

An unplanned leave taken on Saturday & Monday will be treated as 3 days leave. Likewise, any holiday which falls between the commencement and end of a period of unplanned leaves will also be considered as leave and not a paid holiday.

The acceptance and approval of leaves will be done with due consideration to project deliverables, workload, availability of back-up resource, client visits, potential audits and other business requirements.

You will send the leave request via email to your Authority.

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

8. **HOLIDAYS:** Holidays (National/Festivals) will not be accounted as Leaves.

9. **DRESS CODE:** You are expected to dress appropriately in formal or Indian attire because our work environment sees frequent visits from patients, customers and clients. However, you may resort to casual dress code on Saturday.

10. **TRAVEL ALLOWANCE:** You will be reimbursed work-related travel expenses on case-to-case basis at the discretion of the Management.

11. **DUTIES AND RESPONSIBILITIES:** Your duties and responsibilities shall be assigned to you by the competent authority of the Company from time to time. Your designation, place of posting, assignment of duties, job content etc. are liable to Change as and when the Company is restructured or reorganized to meet its requirements, at the discretion of Management.

12. **EXCLUSIVE CONTRACT:** You will be in Full time service/employment of the Company and shall not engage or associate yourself directly/indirectly or in any manner whatsoever, in any other post or work part-time without the permission of the company. You will devote your whole time, attention and skill to the best of your ability for the business of the Company and shall not directly or indirectly be connected with concerned employed or engaged in any other business or

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activities, without the prior permission of the Company and shall not accept any emoluments, commission or honoraria whatsoever from anyone.

13. **TERMINATION:** On confirmation of your services with the company, in case you wish to leave our employment you will be required to give 60 Day's notice in writing. Similarly, in case the company desires to terminate your services for any reason, whatsoever, it will be free to do so by giving you one month's notice in advance.

If you serve full notice period, then your compensation for the month will be released on your last working day or at the end of the month.

If you serve incomplete notice period, then your prorated compensation amount for the days served will be released on your last working day or at the end of the month.

If you do not serve the notice period, then you will not be paid any compensation.

14. **CONFIDENTIALITY & SECRECY:**All documents, plans, drawings, prints, trade secrets, technical information, reports, statements, correspondence etc., written or unwritten and also information and instructions that pass through you or come to your knowledge shall be treated as confidential. You shall not utilize them for your own use or disclose to other persons during or after your employment.

During the course of employment with the Company, you will acquire, gain, generate, gather and develop knowledge of and be given access to business information about products activities, know – how, methods or refinements and business plans and business secrets and other information concerning the products / business of the Company, hereinafter called the "SECRETS". You will be liable for prosecution for damages for divulgence, sharing or parting any of such information during course of employment and on cessation for at least 2 years period.

In an attempt to safeguard company's proprietary and confidential information, you are required to sign a Non-Disclosure Agreement which details your obligations with respect to protection of company's assets.

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15. **SALARY REVIEW:** Your salary will be reviewed on an **annual** basis.

Your 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.

Please signify your acceptance of this appointment letter on the above-mentioned terms and conditions by signing and returning the duplicate copy of the letter.

Welcome to our Company. Hope that this will be the beginning of a long and successful career with us.

Thanking you,

Yours sincerely,

For, Zen Clinical And Psychological Research

Dr. Rajendra Anand
Founder and CEO
Zen Clinical And Psychological Research

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DECLARATION

I, unconditionally, accept the above appointment order with **Zen Clinical And Psychological Research** on the terms and conditioned mentioned in the aforesaid letter. I have understood the same in the language known to me and abide by the same.

Date of Joining:

Signature:

Name:

Place:

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APPOINTMENT LETTER

Date: 29 Mar, 2024

To ,
Divyang Subhashchandra Chhelavda

D-144 SNN RAJ GRANDEUR , Devarachikkanahalli Main Rd, next to Shahi Exports, Bommanahalli,
Bengaluru, Karnataka , 560068.

Dear Divyang Subhashchandra Chhelavda,

MoolyaEd Pvt Ltd, having office at [Sri Lakshminarayana Mansion, 40, S End Rd, Tata Silk Farm, Jayanagar, Bengaluru, Karnataka 560004] is pleased to appoint you as **Associate Software Testing Trainer**, on the following terms and conditions:

1. Joining Date, Reporting and Probation

1.1 Your joining date will be **29 Mar, 2024**.

Your employment with the Employer will continue until terminated in accordance with Section 11 or Section 12 below.

1.2 You will be part of **Delivery** team. Your reporting is liable to change at the sole discretion of the Employer.

1.3 Your initial place of posting is at the Bangalore office. However, at the sole discretion of the Employer, you will be liable to be transferred/deputed from the office of the Employer to anywhere in India or abroad and/or from one department to another or from one establishment to another and/or to any other concern and/or entities in which the Employer may be having any control or interest whether existing or which may be set up in the future.

1.4 Your appointment is subject to background checks, if any, to be conducted by the Employer. If the results of your background check reveals information that is inconsistent with the standard, this offer may be rescinded or your employment with the Employer may be subject to immediate termination.

1.5 The first six (6) months of your employment with the Employer will be a probationary period to assess your suitability for permanent employment and is subject to such extensions as the Employer deems fit. Subject to the Employer's assessment, in its sole discretion, of the successful completion of your probationary period (basis your satisfactory performance of your probation goals), you will be appointed as a full-time employee of the Employer. Your period of probation will be considered for calculation of any benefits that you will be entitled to on becoming a full time employee of the Employer.

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2. Duties

2.1 You will perform all acts, duties and obligations and comply with such orders of the Employer or your superiors as are reasonably consistent with your job title. The Employer may require you to undertake the duties of another position, either in addition to or instead of the above duties, it being understood that you will not be required to perform duties which are not reasonably within your capabilities.

2.2 Once you have been assigned to work on a particular project (either in-house or at a client's site), you are bound to serve the Company for a period not less than six months from the date of commencement of your deployment to the Project. If you fail to adhere to this condition, you will be required to pay the damages to the Company as determined by the Company management at that point in time and you also undertake to indemnify the Company against the losses (including loss of profit) suffered by the Company due to your untimely exit from the project. This indemnity obligation is cast on you in addition to the indemnity obligation as detailed in clause 15 of this Agreement.

2.3 The Employer may require you (as part of your duties of employment) to perform duties or services not only for him but also for any legal entity in which the Employer may be having any interest whether existing now or which may be set up in the future, both within and outside India where such duties or services are consistent with your position with the Employer. You may also be required on a temporary basis to work at any customer premises based in India or overseas.

3. Remuneration, Expenses and Deductions

3.1 Please refer to Annexure A.

3.2 Salaries and allowances will be subject to income tax deduction at source (TDS) as per the prevailing taxation laws and will be credited to your bank account on the last day of each month.

3.3 Any increase in your salary will be subject to your performance and the Employer's discretion.

3.5 You will be paid or reimbursed for any reasonable expenses properly incurred by you while performing your duties on behalf of the Employer, subject to your producing appropriate receipts in respect of such expenses when requested by the Employer. You will be required to undertake travel on Employer's work and you will be paid travel expenses for such travel subject to your producing appropriate receipts.

3.6 You will be responsible for filing and managing all your tax returns, including all related liabilities.

4. Hours of Work

4.1 Your normal working hours will be from [9:30 AM]. to [6:30PM], Monday to Friday. However, the Employer reserves the right to change your start and finish times and the days upon which you work.

5. Annual Leave with Wages

5.1 You are entitled to [18] days' annual leave with wages in a calendar year. Leave will accrue at the rate of 1 leave for every 20 days of service.

5.2 You are also eligible for [0] days of casual leave in a calendar year. You will not be entitled to carry forward your casual leave.

5.3 You must obtain the prior approval of the reporting manager before booking holiday dates. Not more than five days may be taken at any one time, save at the Employer's discretion.

6. Sickness

6.1 You are eligible for Twelve (12) days of sick leave. You must inform the Employer [by no later than [9:00 a.m.] on the day you commence your sick leave. If you are absent for two (2) working days or more, you must provide a medical certificate from a registered medical practitioner.

7. Employer's Employee Handbook

The provisions of the HR Policies of the Employer and any other policies, rules and regulations relevant to employment and human relations (as amended from time to time), as and when published/made available, shall also govern your employment, except so far as they are inconsistent with the terms of this letter.

8. Equal Opportunity Employment

The Employer strives to ensure an equal employment opportunity environment regardless of race, religion, sexual orientation, gender, disability or

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pregnancy, marital or family status and strictly prohibits any discrimination or harassment on the basis of any of these preceding grounds.

9. Exclusivity of Service

9.1 You are required to devote your full time, attention and abilities to your job duties during working hours and to act in the best interests of the Employer and her enterprises at all times during the course of your employment with the Employer.

9.2 You must not carry on, without the prior express written permission of the Employer any lecturing or any business activities or render any services of a business, commercial, or professional nature, directly or indirectly, whether or not for compensation, for the benefit of anyone other than the Employer.

9.3 During the employment, you shall not undertake any activity which creates, or could create, an actual or perceived conflict of interest with your employment, or which in any way compromises your duty of loyalty to the Employer.

10. Confidential Information and Inventions Assignment

You acknowledge that as an employee of the Employer, you will have access to the Employer's confidential information (as such term is defined and understood in the attached Employee Non-Disclosure of Proprietary Information and Inventions Assignment Agreement at Annex B) and you may, during the course of your employment, develop certain information or inventions, which will become the property of the Employer, or that of its customers or partners. Accordingly, you agree to sign and be bound by the separate Employee Non-disclosure of Proprietary Information and Inventions Assignment Agreement ("Employee Proprietary Information and Inventions Assignment Agreement") set out in Annex B as well as a deed of assignment as and when necessary.

11. Retirement

Your employment with the Employer will be terminated automatically on you attaining the age of [58] unless otherwise expressly extended by the Employer.

12. Termination of Employment

12.1 During your probationary period, your employment may be terminated by either parties by giving 15 days of notice or payment of salary in lieu thereof. Upon completion of your probationary period or if no probationary period applies, either the Employer or you may terminate your employment for convenience, on not less than two (2) months' written notice or payment of salary in lieu thereof. For this purpose, salary shall mean Cost to Company (CTC). These provisions are subject to Sections 12.4 and 12.5 below. However, in case any disciplinary proceedings are either contemplated or pending against you, the Employer reserves the right not to accept your resignation.

12.2 In the event that you terminate your employment without providing the requisite notice period set out in section 12.1 above, the Employer is entitled to recover the corresponding salary in lieu of such notice from your monthly payroll cycle and/or withhold your relieving letter.

12.2 The Employer reserves the right to terminate your services in the event you are medically unfit continuously for thirty (30) days and you are unable to produce a medical certificate that satisfies the Employer or you fail to subject yourself to an examination by the Employer designated doctor or when you do so, you do not get a confirmatory medical certificate from the Employer designated doctor.

12.3 In the event of cessation of your employment with the Employer, for any reason, you must complete all pending assignment(s) to the satisfaction of the Employer, before your services are released. Provided that in the event you choose to resign, the Employer may, in its sole discretion, choose to accept your resignation and relieve you of your duties prior to the expiry of your notice period and pay you salary for the unexpired period of your notice.

12.4 Upon termination, whether for cause or without cause, you shall:

a. Not at any time thereafter, make any untrue or misleading oral or written statements about the Employer or her business. Further, you will not represent or permit yourself to be held out as being in any way connected with, directly or indirectly, or being interested in the business of the Employer, except as a former employee of the Employer for the purpose of communicating with prospective employers or complying with any applicable statutory requirements;

b. Not at any time thereafter use the name of the Employer or any other name capable of confusion therewith (whether by using such names as part of a corporate name or otherwise); and

c. Immediately return to the Employer all Confidential Information equipment, correspondence, records, specifications, software, disks,models, notes, reports and other documents and any copies thereof and any other property belonging to the Employer or her enterprises (including but not limited to the Employer's car, keys, credit cards, equipment and passes) which are in your possession or under your control and sign such assignment agreements as the Employer deems necessary, to assign all your rights in any Inventions. You must, if so required by the Employer, confirm in writing that you have complied with your obligations under this Section 12.4 (c).

12.5 Upon termination of your employment, but before the last pay of monthly service compensation (final payment) or final payment and release of

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all claims settlement shall be drawn up by the Employer and submitted to you for review and signature. The final payment is subject to any deduction by the Employer of any outstanding loans or other amounts demonstrably due from you, or any withholding or deduction from any validly accrued statutory payments (to be made to you), such as gratuity, that are so withheld or deducted by the Employer, due to you being found guilty of gross misconduct or such other reason as stipulated or permitted under the law relevant to such statutory payment.

12.6 The Employer reserves the right to require you not to attend at work and/or not to undertake all or any of your duties of employment during any period of notice (whether given by you or the Employer), provided always that the Employer shall continue to pay your salary and contractual benefits for the duration of this agreement. You agree that your obligations under Section 10 and of good faith, loyalty and fidelity shall remain in force even for the duration of your garden leave.

12.7 Notwithstanding the provisions of Section 12.1 above, the Employer reserves the right to terminate your services without any notice or compensation as a part of disciplinary action in situations including, but not limited to violation of any code of conduct, criminal prosecution by law enforcing agencies, and breach of employment conditions, trust or financial integrity. Further, the Employer may at its sole discretion terminate this employment agreement, without notice, in the event that you continue to perform poorly in the discharge of your duties or in the conduct of the Employer's business, despite being given reasonable opportunities to improve including but not limited to a formal performance improvement plan.

13. Non Compete and Non solicitation

13.1 During your employment and for a period of twelve (12) months after the cessation of your employment for any reason (the "Restricted Period"), you shall not:

a. Solicit any customer of the Employer with whom you had contact in the twelve (12) months leading up to the date of cessation of your services with the Employer, to offer any services, similar to the services offered by the Employer

b. Solicit or induce any employee of the Employer to (i) terminate his/her employment with the Employer, or (ii) breach his/her terms of employment/engagement with the Employer

c. During the term of engagement of an independent contractor, solicit or induce any independent contractor of the Employer to (i) terminate its contractual relationship with the Employer, (ii) breach its terms of engagement with the Employer or (iii) accept any contract (directly or indirectly) or other arrangement for providing services to any organization or any of their affiliates, whether known or described by their trading name or corporate name;

d. Start, promote, undertake, or operate, either individually or by way of partnership or joint venture, any business, that is competitive with the business of the Employer, as of the ate of your termination, except where your employment has been terminated by the Employer for convenience pursuant to Section 12.1 above.

e. Enter into the employment of, consult for, be engaged by, or render any services in or to, any organization engaged in business similar to that of the Employer, except where your employment has been terminated by the Employer for convenience pursuant to Section 12.1 above.

f. Abet or aid the solicitation or inducement by or through any organization, or any of their affiliates, whether known or described by their trading name or corporate name, of any of the existing or prospective clients or customers of the Employer in order to entice such clients or customers away from the Employer.

13.2 "Affiliate" for the purpose of this Section 13 shall mean, with reference to any organization, any person controlling, controlled by or under common control with any organization.

13.3 You hereby agree that the scope of the obligations contained in Section 13.1 above for the duration of the Restricted Period are reasonable and are not unduly harsh or oppressive. However, should a court of competent jurisdiction ever find any of the provisions of Section 13.1 above to be invalid or unenforceable, you hereby agree that the other provisions of Section 13.1 shall remain fully valid and in full force, to the extent legally possible.

14. Representations and Warranties

You represent and warrant to the Employer that you are not bound by any restrictive covenants, including but not limited to non-competition, non-disclosure and non-solicitation covenants binding you under any previous employment agreements and/or contracts. You agree to indemnify and hold harmless the Employer for any liability that the Employer may incur as a result of the existence of any such covenants, obligations or commitments. You further warrant that (a) you are free to enter into employment with the Employer without violation of any third party rights including any former employer; (b) you are not a party to any arrangement or agreement which will compromise your ability to carry out your duties for the Employer; and (c) all information provided by you to the Employer, including information set forth in your résumé, information provided during the interview process, and information in any employment application, is truthful and accurate.

15. Indemnity

You agree to indemnify, defend and hold harmless the Employer against any and all liabilities, claims, damages, costs or expenses, and reasonable attorneys' fees incurred on the account of or arising in connection with any inaccuracy in the representations and warranties made by you.

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16. Non-disparagement

You agree, both during your employment and thereafter, to refrain from making any adverse written or oral statement or taking any action, directly or indirectly, which you know or reasonably should know to be disparaging, negative, or likely to be harmful to the business or reputation of the Employer, publicly or otherwise, except as may be required by law. You also agree to refrain from suggesting to anyone that any written or oral statements be made which you know or reasonably should know to be disparaging or negative concerning the Employer, or from urging or influencing any person to make any such statement.

17. Miscellaneous

17.1 The various provisions and sub-provisions of this letter are severable and if any provision or sub-provision or identifiable part thereof is held to be invalid or unenforceable by any court of competent jurisdiction then such invalidity or unenforceability will not affect the validity or enforceability of the remaining provisions or sub-provisions or identifiable parts thereof in this letter.

17.2 It is understood that this employment is being offered to you on the basis of the particulars submitted by you in your application for employment. However, if at any time it should emerge that the particulars furnished by you are false/incorrect or if any material or relevant information has been suppressed or concealed this appointment will be considered ineffective and irregular and would be liable to be terminated by the management forthwith without notice. This will be without prejudice to the right to take disciplinary action against you for the same.

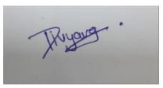
17.3 This letter is governed by and construed in accordance with laws of India, and you and the Employer submit to the exclusive jurisdiction of the courts at Bangalore, including civil courts, labour courts, Industrial Tribunals or any other courts or authority of whatsoever nature for claim of any form of relief including damages and injunctive relief.

17.4 Section headings are inserted for convenience only and will not affect the construction of this letter. All annexes are to be treated as part of this letter and comprising the full agreement of the parties to this letter.

17.5 Any notices required or permitted hereunder will need to be given to the appropriate party at the address specified above or at such other address as the party specifies in writing, or by email. Such notice will be deemed given upon personal delivery to the appropriate address or if sent by certified or registered mail, three (3) days after the date of mailing. Such notice will be deemed given via email once the email is successfully sent.

Please sign the duplicate copy of this letter in token of your acceptance of the above terms.

I agree with the terms and conditions of my employment with the Employer as set out or referred to above.

Signed  Dated 29/04/2024

Registrar
Atmiya University
Rajkot

Atmiya University Rajkot

ANNEXURE 'A'

EARNINGS (PART - A)	MONTHLY (INR)	YEARLY (INR)
Basic	20,125.00	2,41,500.00
Special Allowance	2,942.00	35,307.00
SUB-TOTAL (A)	**23,067.00**	**2,76,807.00**
BENEFITS AND CONTRIBUTIONS (PART - B)		
PF - Employer	1,800.00	21,600.00
Employee Gratuity contribution	968.00	11,611.00
LWF Employer	3.33	40.00
Medical Insurance	995.00	11,942.00
SUB-TOTAL (B)	**3,766.33**	**45,193.00**
TOTAL SALARY (A + B)	**26,833.33**	**3,22,000.00**
DEDUCTIONS (PART - C)	**MONTHLY**	**YEARLY**
PF Employee	1,800.00	21,600.00
LWF	1.67	20.00
SUB-TOTAL (C)	**1,801.67**	**21,620.00**
TOTAL (A - C)	**21,265.58**	**2,55,187.00**

Registrar
Atmiya University
Rajkot

Atmiya University Rajkot

ANNEXURE B

1. Confidential Information defined for the purposes of this Agreement. (See Clause. 7.1)

"Confidential Information" includes, without limitation trade secrets, Intellectual Property and all information disclosed to the recipient by the Company, whether or not pursuant to this Undertaking, and not generally known in the industry, concerning the Company's Intellectual Property, business, finances, methods, operations, marketing information, pricing and information relating to proposed expansion of the Company or the Company's business plans inclusive of without limitation, documents, agreements, sales, costs, pricing, financial and tax information, business, marketing and operational projections, plans and opportunities, product information, designs, identifications of customers, vendors and suppliers, customer, vendor and distribution lists, business records and other books and records relating to the Company or its affiliates. Confidential Information also includes any information belonging to Clients or other third parties that is protected by any Non Disclosure/ Confidentiality Agreement with the Company or has otherwise been handed over/ disclosed to the Company on a confidential basis.

Confidential Information does not however include any information that:

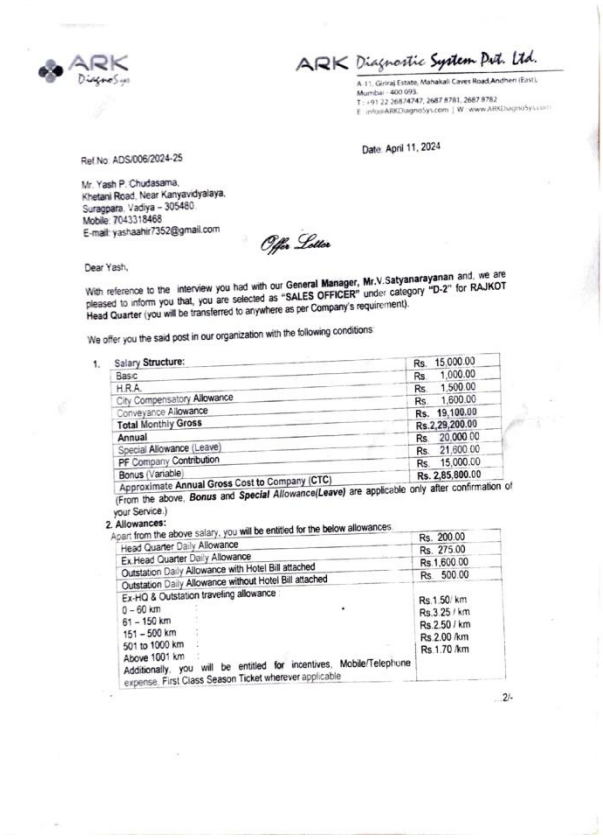
a. is distributed to third parties by the Company without restriction;
b. is or becomes publicly available, other than by unauthorized disclosure by the you or other party bound by a nondisclosure agreement;
c. is received from a third party without any obligation of confidentiality.

2. Intellectual Property defined for the purposes of the Agreement (See 1. above)

"Intellectual Property" means (a) all inventions (whether patentable or unpatentable and whether or not reduced to practice) all improvements thereto, and all patents, patent applications, and patent disclosures, together with all re-issuance's, continuations, continuations-in-part, revisions, extensions and re-examinations thereof, (b) all trademarks, service marks, trade dress, logos, trade names and corporate names, together with all translations, adaptations, derivations and combinations thereof and including all goodwill associated therewith and all applications, registrations and renewals in connection therewith, (c) all copyrightable works, all copyrights and all applications, registrations and renewals in connection therewith, (d) all mask works and all applications, registrations and renewals in connection therewith, (e) all trade secrets and confidential business information (including ideas, research and development, know-how, formulas, compositions, manufacturing and production processes and techniques, technical data, designs, drawings, specifications, customer and supplier lists, pricing and cost information and business and marketing plans and proposals), (f) all computer software designed, developed or modified by MoolyaEd Private Limited (including data and related documentation), (g) all other proprietary rights, and (h) all copies and tangible embodiments thereof (in whatever form or medium).

Registrar
Atmiya University
Rajkot

Atmiya University
Rajkot



ARK DiagneSys

ARK Diagnostic System Pvt. Ltd.

A 11, Giriraj Estate, Mahakali Caves Road,Andheri (East),
Mumbai - 400 093.
T : +91 22 26874747, 2687 8781, 2687 8782
E : info@ARKDiagneSys.com | W : www.ARKDiagneSys.com

Ref.No. ADS/006/2024-25

Date: April 11, 2024

Mr. Yash P. Chudasama,
Khetani Road, Near Kanyavidyalaya,
Suragpara, Vadiya – 305480.
Mobile: 7043318468
E-mail: yashaahir7352@gmail.com

Offer Letter

Dear Yash,

With reference to the interview you had with our **General Manager, Mr.V.Satyanarayanan** and, we are pleased to inform you that, you are selected as **"SALES OFFICER"** under category **"D-2"** for **RAJKOT Head Quarter** (you will be transferred to anywhere as per Company's requirement).

We offer you the said post in our organization with the following conditions:

1. Salary **Structure:**

Basic	Rs. 15,000.00
H.R.A.	Rs. 1,000.00
City Compensatory Allowance	Rs. 1,500.00
Conveyance Allowance	Rs. 1,600.00
Total Monthly **Gross**	Rs. 19,100.00
Annual	Rs.2,29,200.00
Special Allowance (Leave)	Rs. 20,000.00
PF Company Contribution	Rs. 21,600.00
Bonus (Variable)	Rs. 15,000.00
Approximate **Annual Gross Cost to Company (CTC)**	**Rs. 2,85,800.00**

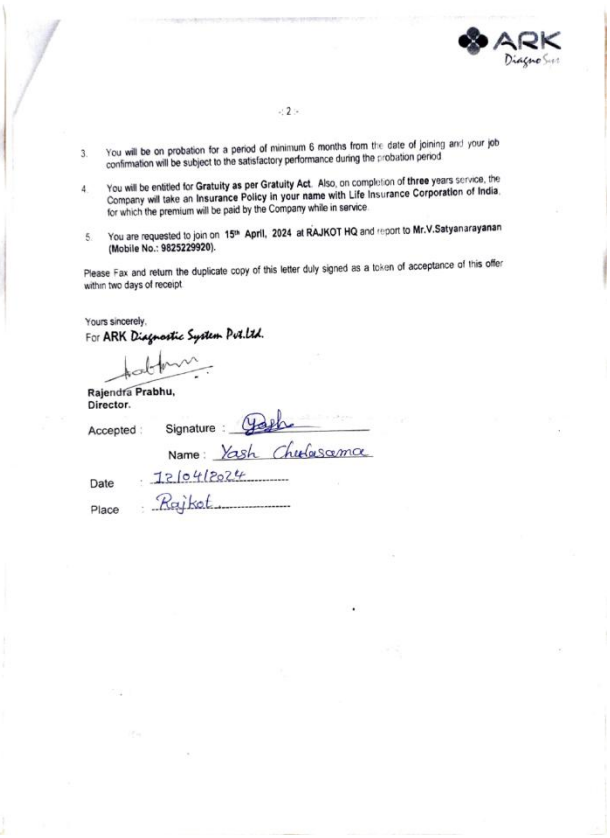
(From the above, ***Bonus*** and ***Special Allowance(Leave)*** are applicable only after confirmation of your Service.)

2. **Allowances:**

Apart from the above salary, you **will be entitled for the below allowances**

Head Quarter Daily Allowance	Rs. 200.00
Ex.Head Quarter Daily Allowance	Rs. 275.00
Outstation Daily Allowance with Hotel Bill attached	Rs.1,600.00
Outstation Daily Allowance without Hotel Bill attached	Rs. 500.00
Ex-HQ & Outstation traveling allowance	
0 – 60 km	Rs.1.50/ km
61 – 150 km	Rs.3.25 / km
151 – 500 km	Rs.2.50 / km
501 to 1000 km	Rs.2.00 /km
Above 1001 km	Rs.1.70 /km
Additionally, you will be entitled for incentives, Mobile/Telephone expense, First Class Season Ticket wherever applicable	

-2-



ARK DiagneSys

-2-

3. You will be on probation for a period of minimum 6 months from the date of joining and your job confirmation will be subject to the satisfactory performance during the probation period.

4. You will be entitled for **Gratuity as per Gratuity Act**. Also, on completion of **three** years service, the Company will take an **Insurance Policy in your name** with **Life Insurance Corporation of India**, for which the premium will be paid by the Company while in service.

5. You are requested to join on **15th April, 2024 at RAJKOT HQ** and report to **Mr.V.Satyanarayanan (Mobile No.: 9825229920).**

Please Fax and return the duplicate copy of this letter duly signed as a token of acceptance of this offer within two days of receipt.

Yours sincerely,
For **ARK Diagnostic System Pvt.Ltd.**

Rajendra Prabhu,
Director.

Accepted : Signature : Yash

Name : Yash Chudasama

Date : 12/04/2024

Place : Rajkot

Registrar
Atmiya University
Rajkot

Atmiya University Rajkot

YOGI INTERMEDIATES PVT. LTD.

Factory Address :
Plot No. 2805, Phase III,
GIDC Industrial Estate, Panoli,
Dist. Bharuch - 394 116, Gujarat (India)
Phone : 88660 44807

Office Address :
808-809-810, Colonade Tower, B/h. Iscon Temple, Opp. Iscon BRTS Bus Stop,
Iscon-Bopal Road, Ahmedabad - 380 054
Phone : 079-40030682 I Fax : 079 - 40030681

E-mail : info@yogiintermediates.com • Web : www.yogiintermediates.com

DATE: 21-06-2023

To,

Mr. BAMANIYA AJAY DEVABHAI
AT. PRABHASH PATAN SOMNATH ,
TA. VERAVAL , DIST. GIR SOMNATH

Subject: Offer of Employment

This is with reference to your application for employment in our company and subsequent interview had with us, we are pleased to offer you an employment as "**JR. OFFICER" for "PRODUCTION**" department with our organization i.e., YOGI INTERMEDIATES PVT LTD, your place of posting will at PLOT NO 2805, Panoli, Distt. Bharuch Gujarat 394115 on the package agreed by you.

Please note that this is an offer letter, the Company's standard letter containing exhaustive terms and conditions of employment will be issued to you at the time of joining the organization and shall be binding on you.

You are requested to join us on or before **Monday, June 26, 2023**, failing which this offer of employment stands withdrawn. Kindly also confirm your exact date of joining at least seven (7) days prior to your joining the Organization.

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

1. Joining report.
2. 3 passport size photographs.
3. Copies of your testimonials.
4. Proof of date of birth. (Copies of ID & Address proof).
5. Copy of resignation, relieving letter from immediate previous employer.
6. Last salary slip, salary certificate & bank statement as applicable.
7. Provisional income & TDS certificate from the previous employer.
8. Bank account details.

Kindly confirm your acceptance of this letter by sending us acknowledgement.

We heartily welcome you to YOGI INTERMEDIATES PVT LTD Limited.

For YOGI INTERMEDIATES PVT LTD Limited
Ankur Tiwari
(Hr Head)

Registrar
Atmiya University
Rajkot

Atmiya University Rajkot

SPENTICA
LIFE SCIENCE

Offer Letter

SLS / PA / OL / 2023-24 / 03
Date: 28th April, 2023

Mr. Yash Ashvinbhai Sankhavara
Shakti Society, Street No.1,
Opp. Marketing Yard, Pedak Road,
Rajkot, Gujarat – 360 003.
Mo. No.: +91 85110 24628
Email Id.: yp354556@gmail.com

Subject: Offer Letter for the position of Trainee Officer in R & D Department

Dear **Mr. Yash,**

- ✓ We are pleased to offer you the position of **Trainee Officer in R & D Department** at our Organization **Spentica Life Science** and your joining date will be **01st May, 2023**. You will be reporting directly to your immediate superior of the company and your work place will be factory location, Rajkot.
- ✓ Your annual **CTC** will as per mutually agreed during interview and to be paid on monthly basis. Appointment letter and details scope of your work will be provided to you on your first day of joining at the company. Your training period will be **TWELVE** months from the date of joining. If your performance not found satisfactory, then company may terminate any time during this period.
- ✓ You will be bound by the rules and regulations of the company in force from time to time.
- ✓ You will be required to make a 2 years working agreement with company after completing your training period.
- ✓ This offer is valid only for 8 days and within these days you have to submit your accepted resignation letter, last month salary slip, original degree Certificate / Mark sheet and cheque along with 2 years' work agreement bond with us.
- ✓ If you fail to do so within the time limit, this offer will automatically terminated without any further intimation.
- ✓ Once you accept this offer and submitted require document and you don't join the organization you have to pay 2 month offered salary.
- ✓ We believe your skills and experience is an excellent match for our organization.
- ✓ You need to bring photocopies of following documents along with original documents for verification on your 1st day of joining.
  - + Birth Certificate / School Leaving certificate and Educational Certificates.
  - + 10 Passport Size Photographs.
  - + Past experience Certificates and Last job relieving letter.
  - + Photocopy of Bank Passbook and last 6 months approved/ attested bank statement. (Mandatory).
  - + Photocopy of Pan Card, Aadhaar Card and Driving License.
  - + Medical Fitness Certificate (32-33, Chest X-ray, Audio-Vision, ECG, Blood RBS, CBC).

Best Regards.

For, Spentica Life Science

SPENTICA LIFE SCIENCE ★ RAJKOT ★

Authorized Signatory

Accepted By,
Name: Yash Sankhavara
Date of Accepted: 01/05/2023

Sign: Yash
Date of Joining: 01/05/2023

Format No.: SLS/PA/OL/01

Survey No. 247/1, Rajkot-Morbi Highway, B/h. Madhav Hotel, Village Ha[illegible], Tal. & Dist. Rajkot.
E-mail : spenticalifescience@gmail.com • Mobile : +91 [illegible] 33098

Registrar
Atmiya University
Rajkot

Rajkot

CRYSTALVOXX

11-Oct-23

HR-Appt- CV00801
Ms. Aarti Bhimani
Bhimani fali, kanza, vanthali,
Junagadh, Guajarat - 362610,

Appointment Letter

Dear Aarti,

With reference to your application and interview, we are pleased to offer you the position of **Process Associate** with effect from **29 Sep, 2023** & you shall work from **Medical Billing** unit of CrystalVoxx Global LLP at ***Ahmedabad.*** *You shall work in accordance with the highest ethical standards and your offer is subject to the following terms.*

- *You shall be paid a Cost of Compensation of* **INR 204,000.00 (Two Lakh Four Thousand INR) Per Annum**.The *structure of the salary is as per the norms of the organization designed & informed from time to time.*
- *You are responsible for accomplishment of your role & responsibilities with specific time periods as assigned by your reporting officer.*
- The terms and conditions of your Appointment Letter are to be followed by you as long as you are an employee of the organization and amended from time to time.
- Please sign the duplicate copy as token of your acceptance of organizational norms and conditions.
- We feel privileged to Have You as Process Associate in CrystalVoxx Global LLP. We wish you a long, productive and satisfying career with us.

For **CrystalVoxx Global LLP**

Authorized Signatory
Kapil Popat
(Director-Customer Success)

I accept the above terms and conditions of service

Signature: AHB Date: 13/10/2023

CrystalVoxx Global LLP
Reg. Off. : 610, 6th floor, Venus Atlantis, Above Gwalia Restaurant, 100ft Road, Prahladnagar, Ahmedabad - 380015.
| www.crystalvoxx.com | Contact : 7567328888

Registrar
Atmiya University
Rajkot

Atmiya University Rajkot

A WHO-GMP CERTIFIED COMPANY

NIRA Life Sciences Pvt. Ltd.

LETTER OF APPOINTMENT CUM AGREEMENT

Dt: 28-06-2023

TO,

Mr. Smit Kathiriya.

Dear Sir,

With reference to your application and subsequent interview, we are pleased to appoint you as a **Trainee** in the **R&D Department** with immediate effect on the following terms and conditions.

1, you will be paid CTC Rs. 18000/- (Rs. Eighteen thousand Only.) per month plus other benefits as per company's rules.

2, you will be on probation for a period of six months from the date of your appointment and then after your service will be confirmed if you are found suitable by the interview committee in the present salary slab, However management has absolute right to dispense with your service without giving any notice and without specifying any reason for termination of your employment during the probationary period, The management ,if not satisfied with your work may also extend the probationary period or terminate your employment without giving any notice and without any compensation in lieu thereof...

3, the salary payable to you, as aforesaid, shall be subject to deduction of income taxes and any other deduction as required by law...

4, your hours of attendance shall be regulated by company to suit the duties entrusted to you from time to time.

5, the appointment will be subject to your being found medically (physically and mentally) fit by our medical officer. The continuance of this appointment will be subject to your remaining medically fit.

6, if during the course of your employment in this company, you are incapacitated by reasons of illness or accident or any other reason/cause beyond your control from attending your duties for a period of three months consecutively or three months in the aggregate in one year, the company may its discretion terminate this appointment without any notice or payment in lieu thereof.

7, you will have to carry out your duties in the most efficient manner and as your superior officer directs, you are expected to co-operate with other employees so as to secure harmony and smooth work, any act of insubordination, indiscipline, misconduct, drunkenness, or dishonesty, will entitle company to terminate your service forthwith without any notice.

8, you shall not disclose any affairs or secrets of the company to any one, any process, discovery, invention, or patents made by you in the course of your employment, shall belong to the company, if you commit a breach of this condition, your service shall be liable to terminate summarily without any notice. During your employment you shall not enter into service or employment with any other organization.

9, you shall be transferred to other department / units as and when your service is required.

10, this contract will be subject to termination by either party at any time by one month notice or by paying one month salary in lieu of notice.

11, by signing this letter you shall be giving a written surety of at least three years job stability/continuation in this organization, if you wish to leave the organization before three years then you have to payback 3 month salary to the organization.

12, you will have to submit your original degree certificate to HR department.

For, NIRA LIFE SCIENCES PVT. LTD.

Employee Signature

Factory & Regd. Office :
Plot No. 5 to 9, GIDC Bamanbore,
Nr. Murlidhar Weigh Bridge,
Tal. Rajkot,
Dist. Rajkot - 363520 (Guj.) INDIA.
Tel : +91-2751-240480

Unit 2 :
Survey No. 241 & 243, NH-27,
Targhadiya Krishi Vigyan Kendra Road,
B/h. R.K. Industrial Zone - 17,
Village Khijadiya, Tal. Rajkot,
Dist. Rajkot - 360003 (Guj.) INDIA.
Tel : +91-2751-240480

Corporate Office :
A-303, Shreeji Heritage,
Opp. Shri Shri Ravi Shankar School,
Cross Over Satya Sai Road,
Nr. Maruti Chowk, Behind Big Bazaar,
Rajkot - 360005 (Guj.) INDIA.
Mo. 99247 81287

Email : nira@niralifesciences.com | Web : www.niralifesciences.com | CIN No : U24230GJ2012PTC068865

Registrar
Atmiya University
Rajkot

Atmiya University Rajkot

RES-COAT PHARMA CO.

A/5,403,404, CAMERON HEIGHTS, LOKHANDWALA ROAD, SUNDERVAN COMPLEX,
NEAR INFINITY MALL, ANDHERI (WEST), M UMBAI 4OOO53, MAHARASHTRA,INDIA
TEL NO.: +91-22-267 42526.

DATE: 16.11.2023

OFFER LETTER

Mr. Thumar Priyank Ashokbhai
Randhal Krupa, No. 2,
Bhavnath Part 1
Rajkot-360002

Dear Priyank,

Further to the interview and discussion you had with us, we are pleased to appoint you in our organization as **Sales Executive** on the following terms and conditions:

1. Your Consolidated salary will be Rs.15,000/- per month.
2. Your Joining date is 20th November, 2023.
3. You will be under probation period for six month from the date of this letter.
4. Your performance will be reviewed after every quarter and completion of probation of six months.
5. Other facilities like paid leaves will be started after successful completion of your probation period and satisfactory rating by your superior.
6. Your notice period for leaving the organization will be 30days.

You are requested to sign the copy of this letter as a token of acceptance of the above terms and return it to us immediately.

We welcome you to **RES-COAT PHARMA CO.** and look forward to having a long and mutually beneficial association with you.

Thanks & Regards

Authorized Signatory

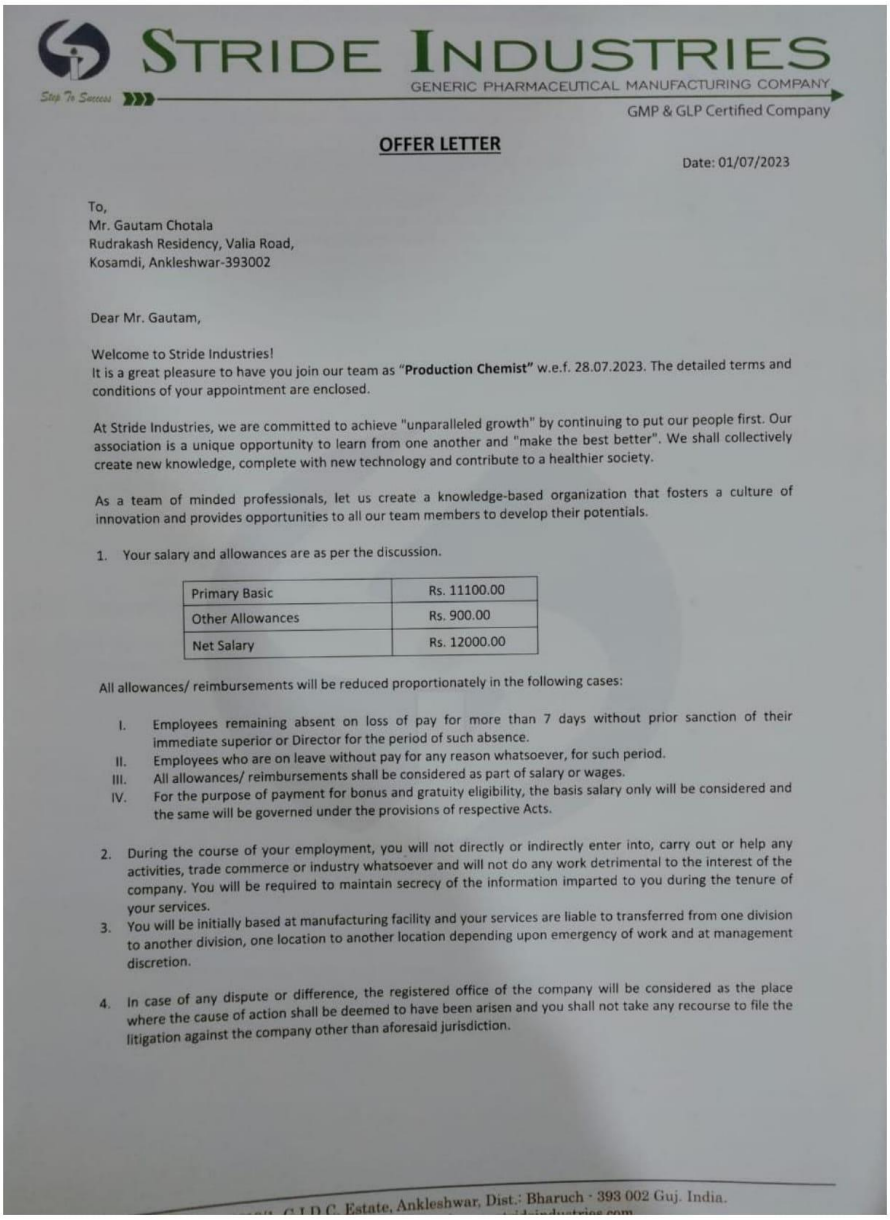
Company Seal

Name of Candidate: Thumar Priyank Ashokbhai

Signature of Acceptance of Candidate

Registrar
Atmiya University
Rajkot

Atmiya University Rajkot



STRIDE INDUSTRIES

Step To Success

GENERIC PHARMACEUTICAL MANUFACTURING COMPANY

GMP & GLP Certified Company

OFFER LETTER

Date: 01/07/2023

To,
Mr. Gautam Chotala
Rudrakash Residency, Valia Road,
Kosamdi, Ankleshwar-393002

Dear Mr. Gautam,

Welcome to Stride Industries!
It is a great pleasure to have you join our team as "**Production Chemist**" w.e.f. 28.07.2023. The detailed terms and conditions of your appointment are enclosed.

At Stride Industries, we are committed to achieve "unparalleled growth" by continuing to put our people first. Our association is a unique opportunity to learn from one another and "make the best better". We shall collectively create new knowledge, complete with new technology and contribute to a healthier society.

As a team of minded professionals, let us create a knowledge-based organization that fosters a culture of innovation and provides opportunities to all our team members to develop their potentials.

1. Your salary and allowances are as per the discussion.

Primary Basic	Rs. 11100.00
Other Allowances	Rs. 900.00
Net Salary	Rs. 12000.00

All allowances/ reimbursements will be reduced proportionately in the following cases:

I. Employees remaining absent on loss of pay for more than 7 days without prior sanction of their immediate superior or Director for the period of such absence.
II. Employees who are on leave without pay for any reason whatsoever, for such period.
III. All allowances/ reimbursements shall be considered as part of salary or wages.
IV. For the purpose of payment for bonus and gratuity eligibility, the basis salary only will be considered and the same will be governed under the provisions of respective Acts.

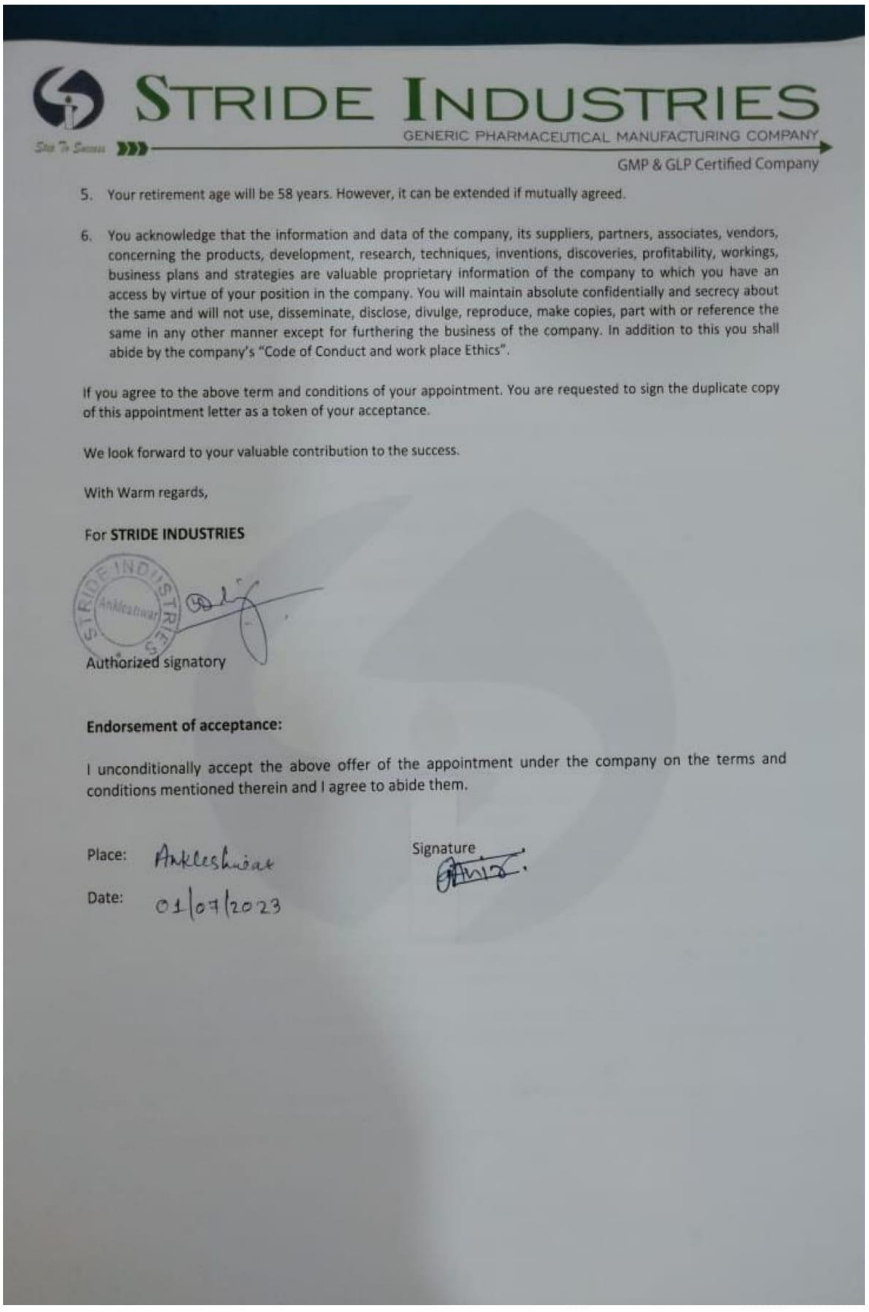
2. During the course of your employment, you will not directly or indirectly enter into, carry out or help any activities, trade commerce or industry whatsoever and will not do any work detrimental to the interest of the company. You will be required to maintain secrecy of the information imparted to you during the tenure of your services.
3. You will be initially based at manufacturing facility and your services are liable to transferred from one division to another division, one location to another location depending upon emergency of work and at management discretion.

4. In case of any dispute or difference, the registered office of the company will be considered as the place where the cause of action shall be deemed to have been arisen and you shall not take any recourse to file the litigation against the company other than aforesaid jurisdiction.

...G.I.D.C. Estate, Ankleshwar, Dist.: Bharuch - 393 002 Guj. India.

Registrar
Atmiya University
Rajkot

Atmiya University Rajkot



STRIDE INDUSTRIES

GENERIC PHARMACEUTICAL MANUFACTURING COMPANY

GMP & GLP Certified Company

5. Your retirement age will be 58 years. However, it can be extended if mutually agreed.

6. You acknowledge that the information and data of the company, its suppliers, partners, associates, vendors, concerning the products, development, research, techniques, inventions, discoveries, profitability, workings, business plans and strategies are valuable proprietary information of the company to which you have an access by virtue of your position in the company. You will maintain absolute confidentially and secrecy about the same and will not use, disseminate, disclose, divulge, reproduce, make copies, part with or reference the same in any other manner except for furthering the business of the company. In addition to this you shall abide by the company's "Code of Conduct and work place Ethics".

If you agree to the above term and conditions of your appointment. You are requested to sign the duplicate copy of this appointment letter as a token of your acceptance.

We look forward to your valuable contribution to the success.

With Warm regards,

For **STRIDE INDUSTRIES**

Authorized signatory

Endorsement of acceptance:

I unconditionally accept the above offer of the appointment under the company on the terms and conditions mentioned therein and I agree to abide them.

Place: Ankleshwar

Date: 01/07/2023

Signature

Registrar
Atmiya University
Rajkot

Atmiya University Rajkot

SPARSH BIO-TECH PRIVATE LIMITED

CIN U24231GJ2001PTC039373 ● GST 24AAFCS5556F1ZC

Tel +91-96877 97780 / 90 ● E- mail info@sparshbiotech.com ● Website www.sparshbiotech.com

Date : 18-Aug-2023

To,
Mr. Pithiya Divyesh Vikram
Vadi Vistar,
Nagichana,
Junagadh - 362240

Sub: Appointment As Apprentice Trade of Laboratory Assistant Under the Apprentice Act-1961

We are pleased to appoint you as Laboratory Assistant(Apprentice) in our Quality Control - Block1 Department of Sparsh Bio-Tech Private Limited located at Plot No. – 1, Survey No. – 242/243/244, Village Lakhabad, PO Khodiyar Colony, Jamnagar – 361006.

1 Your Annual consolidated stipend would be Rupees 177,996.00 (Rupees One Lakh Seventy Seven Thousand Nine Hundred Ninety Six Only) inclusive of all benefits and perks. The complete details are given in Annexure-A. The management reserves The right to bifurcate The stipend with any other allowances.

2 Your apprentice training period (18-Aug-2023 to 17-Feb-2024) during your training period, you will not be entitled for any leave or other benefits, after confirmation, your training are liable to be terminated on one month's notice by paying you one month's stipend in lieu thereof. 90 day's notice in writing or by forfeiting 90 days stipend in lieu of notice period however your notice period may extend depending on work handled by you.

3 Your Appointment Letter, Annexure-A, Annexure-B, Annexure-C all are subject to renewal after 1 year of your joining date and shall be renewed on yearly basis or as and when required as per management.

4 you shall have to give three months prior notice in writing or pay in lieu thereof. If you decide to pay compensation in lieu of notice period, in such circumstances also you shall be required to stay with the Company for at least 60 (Sixty) days (subject to Management Approval) to complete all pending tasks allotted to you and enabling Company to find out your replacement. However, after confirmation of your appointment, Company may terminate your services by giving 1 month of notice period or 1 month of salary in lieu of notice period. In case you are incapacitated by reasons of illness or accident or any other cause and cannot perform your duties, the Company may at its option grant leave for reasonable time of full pay or half pay or without pay or terminate your services. In addition, if you are found suffering from, any infectious/contagious disease, the Company may at its discretion terminate your services immediately without any responsibility. Management is also free to terminate or relive you without any notice if you are found violating any Company's rules / misleading your co-employee by giving them false information / misbehaviour / indiscipline etc.

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Tel : +91-96877 97780 / 90 ● E- mail : info@sparshbiotech.com ● Website : www.sparshbiotech.com

5 You will be responsible for the safe keeping and returning, in good conditions and order (subject to normal wear and tear) of all our property such as tools, equipment, instruments, books, uniforms, etc., which may be in your use, custody, care or charge. We shall have the right to deduct the money value of all such custody, care, or charge. We shall have the right to deduct the money value of all such things from your dues and take such other action, as we deem proper in the event of your failure to account for such property from time to time.

6 During the tenure of your training, you are liable to transferred from one place to another or to any other section / department / unit / branch, anywhere in India, whether or not such section/ department/unit or branch exists at the time of your appointment. Your refusal of such transfer will be considered as unwillingness to serve the Company and in such a case, the management will be free to terminate you from your services.

7 Your appointment and continuation in the training is also subject to your remaining physically and mentally fit and alert. The management may send you for medical check-up / examination to any doctor at any time during your employment. The decision of the Doctor in this behalf shall be final and binding upon you.

8 You will discharge the duties assigned to you diligent, punctually, and efficiently and shall always faithfully carry out all the lawful orders of the officers and superiors during training.

9 While in the Company's training, it will be obligatory on your part not to disclose or divulge to any one at any time matters related to the business of the Company, which are likely to affect the interests of the company adversely. If found indulging in any such activity company will terminate you immediately from your services and shall held you accountable for any type of loss. under the provision of applicable laws.

10 The management will be free to fix your working hours from time to time according to the exigencies of the business, your duties and responsibilities will be issued to you separately, which you may acknowledge and return to us. Refer to Annexure C.

11 Trainees will not use their cell phones or similar devices to receive or place calls, text message, surf the Internet, check phone messages, or receive or respond to e-mail our such personal mobile devices. Trainees should restrict personal calls during work time. Employee will deposit their Cell Phones in the designated area. The Company is not liable for the loss of personal cell phones brought into the workplace.

12 Portable USB-based memory sticks, also known as flash drives, or thumb drives, jump drives, or key drives. Memory cards in SD, Compact Flash, Memory Stick, or any related flash-based supplemental storage media. USB card readers that allow connectivity to a PC. Portable MP3 and MPEG-playing music and media player-type devices such as iPods with internal flash or hard drive-based memory that support a data storage function.....

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PDAs, cell phone handsets, and smartphones with internal flash or hard drive-based memory that support a data storage function. Digital cameras with internal or external memory support. Removable memory-based media, such as rewritable DVDs, CDs, and floppy disks. Any hardware that provides connectivity to USB devices through means such as wireless (Wi-Fi, WiMAX, IrDA, Bluetooth, among others) or wired network access. Addition of new hardware, software, and/or related components to provide additional USB-related connectivity within corporate facilities will be managed at the sole discretion of IT. Non-sanctioned use of USB-based hardware, software, and/or related components to back up, store, and otherwise access any enterprise-related data is strictly forbidden.

13 Acceptance by you of the terms of appointment enumerated above ipso facto implies that any violation of the said terms on your part shall entail disciplinary action including summary dismissal from training.

14 The blank cheque submitted in favour of 'Sparsh Bio-Tech Private Limited' towards indemnity at the time of appointment as a token of your acceptance of our terms & conditions. It is understood that the Cheque No. 000001 drawn on Bank Of Baroda, Char Chowk Keshod Branch, Keshod-362220 given by you will be the instrument of the Company. The cheque will be returned to you along with your relieving documents.

15 That the Company reserves the sole right to adjust the Liquidated Damages accord due to your negligence and breach of trust and mischief with the Company and breaching the terms and conditions of appointment by depositing the cheque (Ref. Cheque No. 000001 drawn on Bank Of Baroda, Char Chowk Keshod Branch, Keshod-362220). Further, the Company reserves the right and bound to take legal action, if the cheque given by you will get dishonoured or rejected by the bank.

16 That you shall not leave the training of the Company until the completion of the agreed period i.e., from 18-Aug-2023 to 17-Aug-2026. In case if you want to leave the Company by giving notice period of 90 days or notice pay, even though the following conditions shall be attracted

17 If it is decided to pay compensation in lieu of notice period as per in such circumstances also the trainee concerned is required to stay with the Company for at least 60 (Sixty) days to complete all pending task allotted to the trainee and enabling Company to find out replacement.

18 That you shall also have to pay an amount equal to your 3 month's current salary whichever is higher, as liquidated damages for the premature termination of this appointment as well as losses incurred by the Company due to breach of terms and conditions by you.

19 Provided that if you leave the employment of the Company before completing the agreed tenure on account of becoming physically incapable by reason of illness or injury and has not taken up any other employment during the remaining period of the agreed period, the Company will not claim any amount by way of liquidated damages.

20 Your weekly off will not be fixed and is likely to be changed as decided by the management. Further, you agree to read and adhere Company's leave policy and other policies.

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21 You shall not contact any client of Company for your personal reasons, personal business or any other purpose in future unless communicated to Company in writing and acknowledged.

22 You shall not during the period of training work directly or indirectly in any trade or business either as employer, employee, partner, director, adviser, or freelancer or in any other capacity which includes but is not limited to honorary capacity. Further, during the course of your training, you shall not apply or seek employment elsewhere without the permission from the Management on the ground of your dealing with Company's confidential information, and in case it is so detected about your seeking of employment, it will amount to breach of trust on your part. Also, you will not appear in any examination or attend classes which adversely affect your employment performance without the prior and written approval of the management.

23 In the Course of your service with us or even after your discharge from our service, if any mala fide intention on your part is established, resulting in crippling of the Company's functioning, or causing to the Company financial loss or damage to its image, the reputation or goodwill, the Company has the right to sue you under relevant laws and seek redress.

24 You hereby agree that your obligations relating to confidentiality survive the termination of your trainig and you shall be liable to pay damages and be subject to injunctive or other relief for any breach of aforesaid obligation. Also, if terminated by management due to various reasons mentioned above you shall have no lawful rights to claim any type of compensation etc.

25 You also agree that Company reserves right to terminate you without any prior notice or pay in lieu of notice in case of 3 or more warning memos are issued to you.

26 You shall, during the said term, employ efficiently and diligently and to the best of the ability and shall devote whole time & attention to the Company and generally carry out duties and work as assigned to you and shall obey and comply with all lawful orders and directions given to you by your senior, HODs and the Management. You shall honestly, diligently, and faithfully serve the Company and use utmost endeavour to promote the interest of the Company.

27 In case of your leaving the trainin or termination of the same in any way, your final accounts including terminal or retrial benefits will only be settled after you handover the charge to the person nominated by the Company and deliver to him/her all documents, correspondence information, notices, goods, stores, property, money and other various materials supplied to you by the Company in the proper way suggested by us, failing this, the Company shall have right to withhold payment of your final dues.

28 The Company may at its discretion consider re-organization of your stipend structure, Designation and other service conditions on the basis that the earlier gross emoluments earned by you are protected.

29 Your stipend and other benefits at all stages will be subject to tax and other deduction enforced by the Government from time to time.

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31 You agree that your Consolidated salary structure includes all your legal dues.

32 In case of any dispute, the jurisdiction of Jamnagar will be considered as place where cause of action shall be deemed to have arisen.

34 You will strictly observe punctuality. However, in exceptional circumstances expressly explained by you, the management shall allow a grace period up to 15 minutes at the start of your duty period, but you shall not be allowed to join duties later than one hour of the starting time and will be marked as absent. In case you will come later than 15 minutes on three days in a month, your one-day leave shall be deducted for every such three days on which you will come late as aforesaid. The privilege of the grace period is not accumulative and is not to be understood as acceptable by management on daily basis. Besides deduction as stated herein above, disciplinary action for habitual late coming may also be initiated. Further, you agree to read and adhere Company's leave policy and other policies in relation to this appointment letter.

35 Absence for a continuing of 5 working days including absence when leave though applied for but not granted and when overstayed for the period of 5 days would make you to lose your lien on the service and the same shall automatically come to an end without any notice or even intimation. In such an eventuality, the management will draw an irresistible presumption that by remaining absent continuously and unauthorisedly, you have abandoned your job. And all recoveries will be done by company against you including submission of cheque given by you.

36 Your increments/ promotion and demotions will depend at the sole discretion of the management depending upon your efficiency, intelligence, regular attendance, sense of discipline, loyalty, and good behaviour and also subject to prosperity of the organization.

37 That in case of resignation, the management reserves the right to accept it with immediate effect provided you have given timely intimation to the management as per the terms and conditions of this appointment letter. Whereas during that period, you will not join any organization without written permission of the Management.

38 If an employee is informed to leave organization with regards to inappropriate work, any misbehaviour, or any issues which organization thinks to be destructive to the company then in that case employee shall not be eligible to get any paid leave even if there is available leave balance in the employee's account.

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I, Mr. Pithiya Divyesh Vikram acknowledge that I have read the above terms and conditions stated in my appointment letter including Annexure A, Annexure B, Annexure C (Leave Policy), and do hereby accept the same contained in it. Only after completion of commitment period.

You are requested to return the duplicate copy of this letter of appointment duly signed as a token of your having accepted the terms and conditions set out here in above.

Thanking You,

For **Sparsh Bio-Tech Private Limited.**

Bhavesh Rasiklal Hingu
Q. C. Manager

For Sparsh Bio-Tech Private Limited.

Mayur Monani
HR Manager

(Appointment letter is not valid if not signed by officials and without **SPARSH** hologram sticker)

I have read the terms and conditions set out in
The Aforesaid appointment letter and I accept the same.

Signature :

Mr. Pithiya Divyesh Vikram
(Signature of Apprentice Trainee)

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HR-Rec: /23-24/3663629

To,
Disha
Dharam Apartment-201, Hasanvadi-3, Near Tea Stole, SAHKAR ROAD, RAJKOT-360002, Gujarat, INDIA

Dear Disha,

With reference to your application and the Subsequent interview you had with us we are pleased to appoint you as **Management Trainee** in **Sales** at our **Rajkot - Bhakitnagar for a period of twelve month commencing from April 10, 2023 at a consolidated stipend of** Rs. 27,500.00/- per month.

Your training is subject to the following terms and conditions.

1. Your training may be terminated at any time with notice by the management. However, you may terminate your training at any time by serving applicable notice period, as defined in separation policy, subject to the other terms and conditions more specifically mentioned in the separation policy and/or any other prevailing policy of the bank.
2. During the training you will not act in a manner prejudicial to the interest of the management of establishment.
3. You will be entitled to the benefits as suitable to your category. You will be regulated by the company's rules and regulations as applicable to your cadre, breach of any such rules and regulations will entitle the management to terminate your training without any notice.
4. In the event of your training being terminated for any reason you will return all items issued to you such as Identity Card, Sim Card, Stationary items or keys, Visiting Card, any other official belonging, etc., to the concerned department.
5. During the period of your training, you shall not take up services of be employed elsewhere or do any work either on your own account or otherwise, other than that of ours.
6. It is a specific condition that if at any time during your training, it is established that you have been absorbed as a trainee under false pretense or on basis of false information or whatsoever, your training may be terminated immediately without any notice or without any payment in lieu of notice.
7. This offer of training is subject to your being found medically fit by the company's doctor or any other medical practitioner duty authorized by the company.
8. Professional tax as applicable shall be deducted as per rules.
9. Mobile CUG Connection will be provided by the Company as per policy.
10. Incentive will be provided by the Company as per policy.
11. You will be covered under GMC policy of the bank with the coverage of Rs.1,00,000 per annum.
12. Your confirmation of the employment with the organization will be based on the performance & will be subject to the decision of management.
13. In addition, Bank will have right to terminate this employment agreement with immediate effect (without any obligation to pay for whatsoever reasons) in case:

    a. Of the breach of the terms of this Agreement.
    b. Of any grievous criminal proceeding getting initiated against you.
    c. You abstain from work without permission for more than 2 weeks.
    d. For any disciplinary reasons as per Bank's HR policies.

You will **Report** to **Mr. Amit Ashvinbhai Parekh**. You are requested to report at the

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following address:

AU SMALL FINANCE BANK LIMITED.

3rd Floor, office no. 304,305, 306 and 307 Sarthik 2 SG,Highway Above ICICI Bank, Near Kiran Motors, opposite,Rajpath, Club Ahmedabad, , , Ahmedabad, Gujarat, IN-380054

If you agreeable to the afforested terms and conditions, please return the duplicate copy of this with your signature thereon signifying your acceptance. We are happy to welcome you to our organization and are confident that this will result in a mutually advantageous relationship.

Yours faithfully,
For AU Small Finance Bank Limited

Authorized Signatory

Human Resource Department

Acceptance
I hereby declare that I have carefully studied and understood the terms and conditions of training herein detailed.
I accept and undertake to abide by the said terms and conditions.

Signature :

Date : 05/04/2023

Place : Rajkot

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BAJAJ FINANCIAL SECURITIES LIMITED

STRICTLY PRIVATE AND CONFIDENTIAL

Date: 03 Apr 2023

Rutul Vinodray Jani
At- Sumra, Ta- Dhrol
Jamnagar,
Rajkot
Gujarat
360110

Telephone: **7984407311**

Dear Rutul Vinodray Jani,

SUBJECT: OFFER CUM EMPLOYMENT LETTER

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

1. DESIGNATION & BAND

You will be designated as **"Assistant Manager - HNI, Sales"** at **E02** Band.

2. PERIOD OF EMPLOYMENT

2.1 Your employment will commence on **03 Apr 2023** and will continue on an on-going basis, until terminated by either party, with prior notice to the other as per Clause 6.1 of this Employment Letter.

2.2 The retirement age at the Company is 60 (sixty) years. Your employment will terminate automatically and without further notice on the last day of the month in which your 60th (sixtieth) birthday falls.

3. PROBATION PERIOD

3.1 You shall be on probation for a period of 3 (three) Months from your date of Joining. You are required to perform your services as per the work assigned (including holding any office in the Company, its subsidiaries and associate companies) and also at the directions issued from time to time by the Company and achieve such targets/results that have been determined from time to time.

3.2 At the end of the probation period, your services may be confirmed, provided your services are found to be suitable and at the sole discretion of the Company.

3.3 The Company reserves its right to extend the probation period, for a further term of 3 (three) months at its sole discretion, in the event that your services are found to be unsatisfactory as per Performance Improvement Process ("PIP"). In the event if you are placed in PIP, the PIP period or any extended PIP period is considered as the notice period as per the Offer letter accepted by you and your services are liable to be terminated without any further notice or wages in lieu thereof after unsatisfactory completion of PIP or after the extended PIP period, if any.

4. HOURS AND PLACE OF WORK

4.1 You shall be based in our **Rajkot** office but may be required to serve the Company in any place within or outside India, as required.

4.2 You may be required to travel nationally and internationally on the business of the Company.

4.3 You will be required to work such hours as may reasonably be expected of you and as is consistent with an appointment of this nature.

4.4 You may, at the discretion of the Company be transferred to any of the divisions, departments, in the Company, its subsidiaries, branches or associate companies and you shall abide by the standing orders and services rules prevailing in such place/ entity without entitlement to any extra remuneration.

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5. SALARY

5.1 Your basic salary will be **Rs. 9,000/- (Rupees Nine Thousand only)** and your house rent allowance will be **Rs. 4,500/- (Rupees Four Thousand Five Hundred only)** per month. Your emoluments from the Company will be subject to tax deductions at source and other withholdings as required by law.

5.2 A detailed break-up of your compensation is attached as Annexure – A to this Employment Letter.

5.3 You hereby authorise the Company to deduct from your gross salary (including any salary, leave pay, sick pay, performance pay and pay in lieu of notice period and excluding retrials) all debts or sums owed by you to the Company, its subsidiaries or associate companies, including any outstanding loans (and interest thereon) due to the Company, its subsidiaries or associate companies from you.

6. TERMINATION OR RESIGNATION FROM SERVICE

6.1 The employment can, subject to the policies of the Company and the terms and conditions of this Employment Letter, be terminated by either party, by serving **90 (Ninety days)** written notice to the other party. The notice period of **90 (Ninety days)** is part of the Employee Separation Policy which is available for your reference on the Company's HRMS.

6.2 The Company reserves the right to accept/ reject the notice pay in lieu of notice period mentioned hereinabove. The Company reserves the absolute right to terminate your services at any time without assigning any reason whatsoever by giving you notice in writing or pay in lieu of notice period.

6.3 The Company reserves the right, at its discretion and at any time during the notice period to announce to its employees, clients, suppliers and customers of the Company, its subsidiaries or associate companies of your termination/ resignation. However, you expressly agree hereby, not to make any announcement of your termination/ resignation unless the same has been formally intimated to you or accepted by the Company in writing, as the case may be.

6.4 **Obligations arising out of termination:** You hereby agree that:

(a) on or before the date of your termination from employment with the Company, you will delete any information, connection or reference between you and the Company, any client or customer of the Company, or any prospective client or customer of the Company stored / exchanged on social media (such as Twitter, Skype, Facebook, YouTube, Flickr, LinkedIn, Wikis, Google+ etc.) or any other networking platform, online communication tool which facilitates the creation, publication, storage and/or exchange of user-generated content (**"Digital Media"**).

(b) After termination of employment, all or any information of the company shall be considered to be Confidential Information and you will continue to be under an obligation to maintain confidentiality about any tangible or intangible information of the Company. Accordingly, you shall restrain from indulging in spreading of any false / defamatory / instigating / abetting / unlawful content on "Digital Media" (as described in Clause 6.4 above) which may prejudicially impact (directly or indirectly) the reputation of the Company and /or its group companies, subsidiaries, affiliates or other partnerships.

(c) In the event that your employment is terminated by the Company or by you prior to 18 months from your employment Commencement Date, you hereby agree to pay back the entire lumpsum amount (whether in the form of sign on amount or joining bonus or notice period buy out or any other form of payment) if any received by you, within 30 days after such termination.

7. ANNUAL SALARY REVISION

7.1 The salary revision is considered / evaluated for the performance cycle period commencing from April 1 of the year to March 31 of the next year, at the sole discretion of the Company.

7.2 As a probationer, upon confirmation of your employment, the prorated period of service commencing after successful completion of probation period may be considered for annual exercise of salary revision, if applicable

7.3 Employees who have joined the organization on or before October 1 in the current calendar year, may be eligible for a proportionate salary review during April of next calendar year. The increment if any, is dependent on various factors including performance of employee and would be proportionate to the

Bajaj Financial Securities Limited

Corporate Office: 1st Floor, Unit 9 & 10, Tower B, Mantri IT Park, Nagar Road, Viman Nagar, Pune – 411014, Maharashtra

Regd Office: Bajaj Auto Ltd Complex, Mumbai-Pune Road, Akurdi, Pune – 411035, Maharashtra, India

Tel: 020 - 4857 4488

Email: connect@bajajfinserv.in

Website: www.bajajfinservsecurities.in

Corporate ID: U67120PN2010PLC136026
SEBI Reg. No (Trading): INZ000218931 (NSE: 90177/ BSE: 6706)
POP: 325022021
SEBI Reg No. (DP): IN-DP-418-2019
CDSL: 12088600
NSDL: IN304300
AMFI: 163403

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months' of service rendered by the employee. Those joining after 1st October, will not be eligible for the same.

8. PERFORMANCE BASED VARIABLE BONUS/ INCENTIVE

8.1 You will be eligible to participate in the Company's variable pay programs/ incentive schemes. The payment under this program depends on your performance, the Company's performance and other parameters as the Company may decide from time to time. Please note that there is no minimum payment under this program.

8.2 Payment of this amount is subject to your being in the Company's employment and also subject to your not having resigned or serving your notice period.

9. HANDLING OF COMPANY'S PROPERTY

You will handle the Company's material, equipment, machinery and all other Company property with diligence and care

10. SELF PROTECTION

You will take sufficient precaution to protect yourself against any accident or hazard at your workplace

11. WORK ETHICS

11.1 During your period of employment with the Company, you will abide by the working hours and other standing orders, rules, and regulation as applicable to the Company, department, branch or place of your posting

11.2 You will declare your relationship, if any, with any of the directors of the Company as required by the Companies Act, 2013.

11.3 In case you are or become related to any employee of the Company, then, in the former case you will inform the Company immediately and in the latter case within 7 days of your becoming so.

11.4 You will abide by all the policies and disclosure norms of the Company that are in effect and, by any amendments thereto, carried out by the Company, from time to time.

11.5 You will devote all your working time to the business of the Company, its subsidiaries and associate companies, as the case may be, depending on the office you are holding and will carry out your duties diligently and properly. You will do your best to promote, protect and develop the interests of the Company and its subsidiaries and associate companies and will not knowingly do or willingly permit to be done, anything that causes prejudice, loss or injury to the Company or its subsidiaries and associate companies.

12. COMPANY POLICIES AND PROCEDURE

12.1 You shall be required at all times to comply with the Company's rules, policies and procedures as may be amended by the Company from time to time, and the same are to be considered as part of terms and conditions of this Employment Letter. You are also required to comply generally with the standards reasonably expected of an appointment of your nature.

12.2 Without any limitations on your obligations under Clause 12.1 above, you are also required to comply with the Company's disciplinary and grievance procedures which would be applicable to you, a copy of which is available with the Company's HR Department. For the avoidance of any doubt, whilst the Company's disciplinary rules form part of your contract of employment with the Company, the disciplinary and grievance procedures do not and as such, the Company is not under any contractual obligation to apply those procedures in any particular case.

13. EXCLUSIVE EMPLOYMENT

While employed by the Company, you will NOT:

13.1. Be an employee of, or be engaged in any other capacity by, any other company or organisation other than the Company, for remuneration and/ or otherwise, whether full time or part time, without the prior written permission from the Company;

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13.2 Be involved in any capacity in providing services directly or indirectly to any other Person in respect of any business which is similar to or which does or might reasonably be expected to compete or conflict with any aspect of the business of the Company, its subsidiaries and associate companies or which may otherwise affect the proper and efficient performance of your duties. This prohibition also extends to your wife or husband (as the case may be), child, brother, sister, cousin, aunt, uncle, parent, grandparent and the aforesaid relatives by marriage (**"Immediate Relatives"**). If you or any of your Immediate Relatives are owners, part owners, partners, directors, board members, or hold any similar active or passive positions in another company / outfit similar to or have the ability to influence decisions in another company/outfit, which does or might reasonably be expected to compete or conflict with any aspect of the business of the Company, you will immediately account this to the Company, and surrender the conflicting company;

13.3. Be entitled to receive or obtain directly or indirectly any discount, rebate, commission or other benefit in respect of any business transacted (whether or not by you) by or on behalf of the Company or its subsidiaries and associate companies. This prohibition also extends to your **Immediate Relatives**. If you, any of your Immediate Relatives or any other company or other business entity in which either you or they are interested directly or indirectly, obtain any such discount, rebate, commission or other benefit, you will immediately account to the Company, its subsidiaries and associate companies for the amount received or the value of benefit obtained;

13.4 Make contact or communicate with any member of the press or media or anyone so connected on behalf of the Company, its subsidiaries and associate companies, or publish any articles or letters or post any content on any Social Media platform on behalf of the Company or its subsidiaries and associate companies other than as required for the purposes of carrying out your duties and in strict compliance with the Company's media policy.

14. INTELLECTUAL PROPERTY

14.1 All intellectual property including but not limited to any discovery, model, concept, idea, knowhow, method, database, computer programme or software (including related preparations and design materials), invention, improvement in procedure, trade mark, trade name, design, logo, copyright and all similar rights or get-up made, discovered or created by you, during your employment (whether alone or with others and whether or not in the course of your employment), in connection with or relating to the business of the Company, its subsidiaries or associated companies or capable of being used or adapted for use in it, shall belong to and be the absolute property of the Company. If required to do so by the Company (whether during or after the termination of your employment), you will, at the expense of the Company, promptly execute all instruments and do all things necessary to vest ownership of all other rights, title and interests (including any registered rights in the same) in such discovery, model, concept, idea, know-how, method, database, computer programme or software (including related preparations and design materials), invention, improvement in procedure, trade mark, trade name, design, logo, copyright and all similar rights or get-up in the Company (or its nominee) absolutely and as sole beneficial owner. By signing this Employment Letter, you hereby irrevocably waive all your rights pursuant to section 21 of the Indian Copyright Act, 1957 (and any statutory amendment thereto).

14.2 You hereby irrevocably appoint the Company to be your attorney to execute and do any such instrument or thing and generally, to use your name for the purpose of giving the Company or its nominee the full benefit of Clause 14.1 of this Employment Letter. A certificate in writing, signed by any director or the secretary of the Company, that any instrument or act falls within the authority conferred by this Employment Letter shall be conclusive evidence that such is the case so far as any third party is concerned.

14.3 You hereby irrevocably and unconditionally waive any and all moral rights or any rights of a similar nature under any law in any jurisdiction in and to any and all material written created or devised by you, whether solely or jointly and pertaining to the operation or business of the Company or resulting from or suggested by anything which you shall do pursuant to your employment with the Company.

14.4 You acknowledge that your remuneration and all consideration paid to you by the Company under this Employment Letter and as may be revised from time to time, includes compensation for the assignment (if any) to the Company of all intellectual property rights and that the rights and obligations under this Clause shall continue in force after the termination of this Employment Letter in respect of any intellectual property created during your employment with the Company and shall be binding upon your legal representatives

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15. CONFIDENTIALITY AND NON-DISCLOSURE

15.1 You hereby agree that without the prior written consent of the Company, either during or after the period of employment and except as required by you in the course of your employment, you shall not divulge directly or indirectly or otherwise use, disseminate, disclose, reveal, report, copy, transfer, lecture upon or publish articles concerning any confidential information, including but not limited to all and any intellectual property under Clause 14.1 above, which may come to your knowledge during the term of your employment and/ or otherwise, and shall maintain complete secrecy in respect of all such confidential information and/ or intellectual property entrusted to you and shall not use or attempt to use such confidential information and/ or intellectual property in any manner which may or may be likely to injure or cause loss either directly or indirectly to the Company or its business. You hereby agree that this restriction shall continue to apply even after the term of your employment with the Company, your termination from employment with the Company and/ or your resignation from the Company, without limit as to a point in time, excepting when such confidential information and/ or intellectual property becomes available in the public domain.

15.2 You hereby agree and acknowledge that in the event of your being in violation of Clause 15.1 above, the Company is at liberty to initiate appropriate civil and criminal legal action against you including but not limited to prosecution for data theft and criminal breach of trust.

15.3 For the purposes of this Employment Letter, "confidential information" includes and is not limited to all trade secrets and confidential information relating to the Company, its subsidiaries or associate companies, or their businesses and its or their past, current or prospective clients/ customers and suppliers and their respective businesses, and further includes and is not limited to all intellectual property of the company as under Clause 14.1 above.

16. NON-COMPETE AND NON-SOLICITATION

You hereby agree and undertake that during the period of your employment with the Company, including any notice period even though the Company may have paid salary to you in lieu of the notice period, and/ or entered into any arrangement in the nature of a garden leave with you, and for a period of six months thereafter, you shall not:

16.1 Engage in any other employment, trade, business or profession or work as an employee, consultant or in any other capacity, directly or indirectly, for or with any other Person, all of which/ whom may be engaged in any business similar to and/ or in competition with that of the Company. The decision and judgment of the Company shall be final and binding as to what constitutes a business similar to and/ or in competition with that of the Company;

16.2 Attempt to directly, indirectly or in any other manner whatsoever, whether for profit or otherwise, solicit or persuade any Person who is a client/ customer of the Company to cease doing business with the Company, or to reduce the amount of business which any such client/ customer has customarily done or might propose doing with the Company, whether or not the relationship between the Company and such client/ customer was originally established in whole or in part through your efforts;

16.3 Recruit, solicit, train or assist any other Person to engage in soliciting, selling or providing services in competition with business of the Company;

16.4 Solicit business, be employed, provide consultancy, offer services or induce other employees of the Company to be employed with any other entity carrying out any business similar to and/ or in competition with that of the Company; and

16.5 Employ or attempt to employ or assist anyone else to employ any Person who is in the employment of the Company at the time of the alleged prohibited conduct, or was in the employment of the Company at any time in the preceding six months

17. COMPANY'S IMAGE

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

18. FALSE RECORDS

18.1 If any document or information furnished by you to the Company is false or if you are, at any time, found to have suppressed any material information, you will be liable for termination without notice.

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

19. GENERAL

19.1 This Employment Letter and the annexures to this Employment Letter and the various agreements and documents referred to in this Employment Letter constitute the sole record of this Employment Letter between the parties with regard to the subject matter hereof and shall substitute any other agreement/ understanding between the parties in respect of the subject matter of this Employment Letter.

19.2 If any provision of this Employment Letter is held to be illegal, invalid or unenforceable for any reason, such provision may be unenforceable between the parties but without affecting, impairing or invalidating any of the remaining provisions of this Employment Letter which shall continue to be of full force and effect.

19.3 The expiry or termination of this Employment Letter (for any reason) shall not operate to affect any of its provisions which, in accordance with their terms, are expressed to operate or have effect after such expiry or termination.

19.4 The various headings in this Employment Letter are for convenience only and do not affect the meaning or interpretation of any of its provisions

19.5 Notices must be given by either party by letter or e-mail addressed to the other party at, in the case of the Company, its registered office for the time being and, in your case, to your last known address and e-mail address issued by the Company. Any notice given shall be deemed to have been given at the time of delivery to and/ or receipt by the intended recipient.

19.6 This Employment Letter shall be governed by the laws of India and the parties submit to the exclusive jurisdiction of the Courts in Pune. Any reference to a statutory provision shall be deemed to include a reference to any statutory modification or re-enactment of it.

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

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

For Bajaj Financial Securities Limited,

Saji

Neelanjana Saji
Senior Vice President – Human Resources & Administration

Encl: Annexure
I have fully read and understood the terms of this Employment Letter. I accept the same on the above terms and conditions, and as appointed, I agree to abide by the rules and regulation of the company and will be joining on 03/04/2023

Signature : [signature]

Name : Rutul vinodray Juni

Bajaj Financial Securities Limited

Corporate Office: 1st Floor, Unit 9 & 10, Tower B, Mantri IT Park, Nagar Road, Viman Nagar, Pune - 411014, Maharashtra

Tel: 020 - 4857 4488

Email: connect@bajajfinserv.in

Corporate ID: U67120PN2010PLC136026
SEBI Reg. No (Trading): INZ000218931 (NSE: 90177/ BSE: 6708)
BOX: 32502202

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Annexure - A
Detailed Salary Structure

Date : 03 Apr 2023
Name : Rutul Vinodray Jani
Band : E02

Particulars	Annually	Monthly
Basic	108,000	9,000
House Rent Allowance	54,000	4,500
Special Allowance	92,669	7,722
Statutory Bonus	23,731	1,978
Contributory Provident Fund	21,600	1,800
ESIC	0	0
Fixed Pay	300,000	25,000
Gratuity	5,195	
Total Cost to Company	305,195	

Performance Pay amount as per the current performance pay policy may vary depending upon the performance of individual and of the company. The management reserves the rights to amend policy at any point of time.
* The exact sum of all elements may mismatch up to Rs.10/-. In the event there is any enhancement in the total emoluments to be paid to you on account of change in any statute or notification, then the said enhanced payment will be adjusted from the total CTC payable to you as shown hereinabove. In such a case the company will have the right to restructure your emoluments within the specific CTC.

Other Benefits:

- Gratuity Benefit will be provided as per the provisions Payment of Gratuity Act, 1972.
- Provident fund will be provided as per the provisions of the Employees' Provident Funds and Miscellaneous Provisions Act, 1952.
- In the event there is any enhancement in the total emoluments to be paid to you on account of change in any statute (Central Government or State Government) or notification, then the said enhanced payment will be adjusted from the total CTC payable to you as shown hereinabove. In such a case the company will have the right to restructure your emoluments within the specific CTC.
- If your employment is terminated for any reason prior to completion of eighteen months of services, then you will pay back to the Company the entire joining expense incurred if any, by the Company and the Company retains its right to adjust the same from your full and final settlement.
- You would be covered under the Group Term Life Insurance scheme, with a sum insured of **Rs. 2,000,000/- (Rupees Twenty Lakh only)**. Additionally, you would be covered under the Group Accident Insurance Scheme, with a sum insured of **Rs. 2,500,000/- (Rupees Twenty-five Lakh only)**.
- Further, you would be entitled to a hospitalization claim policy of up to **300,000/- (Rupees Three Lakh only)** the premium for which will be borne by the Company. You have the option to include spouse, parents, and up to two children (Group subsidized premium borne by the employee).

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

Signature : [signature]

Name : Rutul Vinodray Jani

Date : 10th April 2023

Bajaj Financial Securities Limited

Corporate Office: 1st Floor, Unit 9 & 10, Tower B, Mantri IT Park, Nagar Road, Viman Nagar, Pune - 411014, Maharashtra

Tel: 020 - 4857 4488

Email: connect@bajajfinserv.in

Corporate ID: U67120PN2010PLC136026
SEBI Reg. No (Trading): INZ000218931 (NSE: 90177/ BSE: 6706)
PCR: 325022021
SEBI Reg. No. (DP): IN-DP-418-2019

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CITY UNION BANK

STRICTLY PRIVATE AND CONFIDENTIAL

HRMD/OFF-LTR/122230913/2023-24

26.05.2023

SELECTION CUM OFFER LETTER

To
Ms.Bhumika Goswami,
Ayodhyapuri,
Near By Jain Senetoriam,
Rapar Kutch-370165.
Mob No: 8347423996

Dear Bhumika Goswami,

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.

During the probationary period of eighteen months, your Gross annual total Cost-To-Company (CTC) at maximum variable payout will be **Rs. 4,60,200/-**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. During the probationary period, necessary training will be imparted to you at our Branches / Departments of our Bank.

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).

CITY UNION BANK LTD. HRMD

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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Bhumika Goswami 02/06/23

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CUB CITY UNION BANK

Annexure-I to your Offer of Employment [HRMD/OFF-LTR/122230913/2023-24] as Relationship Manager IICadre

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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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.

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.

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.

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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.

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.

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.

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.

Bhumiku Aswami
02/06/23

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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.
- 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.

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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 02.06.2023, 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 offerletter and the annexures.

Signature

Name: Bhumika Gosvami Date: 02/05/2023

Place: Rajkot

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CITY UNION BANK

Annexure-II to your Offer of Employment [HRMD/OFF-LTR/122230913/2023-24] as Relationship Manager II

Compensation during Probation period

COMPENSATION DETAILS		
Name	Ms. Bhumika Goswami	
Designation	Probationary Relationship Manager II	
CTC COMPONENTS (All figures in Rs.)		
Component	**Per Month**	**Per Year**
Basic Pay	14,000/-	1,68,000/-
Fixed DA[1]	1,700/-	20,400/-
HRA	5,500/-	66,000/-
Basket of Allowances[2]	6,602/-	79,224/-
Gross Pay	**27,802/-**	**3,33,624/-**
PF – Management Contribution	1,570/-	18,840/-
Pension - Management Contribution[3]	628/-	7,536/-
Fixed CTC	**30,000/-**	**3,60,000/-**
PLP (Max of 20% on Basic Pay)[4]	2,800/-	33,600/-
Bonus/Ex-gratia (Maximum)[5]	5,550/-	66,600/-
Variable CTC	**8,350/-**	**1,00,200/-**
Total CTC	**38,350/-**	**4,60,200/-**

Note:

1. **Dearness Allowance:**-Fixed Dearness allowance, subject to revision at the sole discretion of the Management.
2. **Basket of Allowances:**-All-inclusive of Sales & Operations allowance, Medical Reimbursement & any other allowances.
3. **Pension**:- The bank provides 'Pension' contribution as a third retirement benefit in addition to PF and Gratuity.
4. **PLP**:- will be vary between 0 to 20% of the basic pay of the employee. The Bank also reserves its right to switch over to Performance Linked Pay (PLP) for its employees at any future date and it is purely based on the performance of the employee.
5. **Ex-gratia:-**will be considered purely at the discretion of the Management based on the financial performance of the Bank and also subject to terms and conditions stipulated from time to time.

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

02/06/23

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A. R. ENTERPRISE SUBJECT TO RAJKOT JURISDICTION

LABOUR CONTRACTOR

APPROVED GOVERNMENT CONTRACTOR HOUSEKEEPING MANPOWER AND SECURITY SERVICES

To,

Palaghi hiren Bhikhubhai,

Address.

Sub: Appointment Letter.

Dear Mr./Ms. Palaghi hiren Bhikhabhai,

We are pleased to inform you that you have been selected to work at District Rural Development Agency (DRDA), Rajkot as રોજમદાર - (M.G.N.R.E.G.A) (Rajkot)

You are recruited on an Outsourcing through our agency from 11-9-2023.

The company has full right to terminate you with or without cause, and with or without notice during the contract period.

Please sign and submit this letter to confirm your acceptance of this job offer.

Looking forward to working with you.

Note: This is a contract-based job of an outsourcing company. You will not be able to make any kind of right-share or claim to the government regarding this job in future which is given by you in writing.

A R Enterprise

Partner.

For the A R Enterprise,

Palaghi

9773172888

Employee Signature

Authorized Signatory

ADDRESS: 9/17 LAXMIWADI, NEAR BOLBALA TEMPLE B/H KAPAD MILL, RAJKOT-360002.MO: 8000000654

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Atmiya University Rajkot

ASITE

ASITE SOLUTIONS PRIVATE LIMITED

Appointment Letter

This Statement dated April 28, 2023 sets out the particulars of main terms of employment under which **Asite Solutions Private Limited,** A/4, Shivalik Business Centre, B/h. Rajpath Club, Off S.G. Road, Bodakdev, Ahmedabad- 380015, India, employs **Disha Rabadiya** of Block no. 33, Street no. 1, Krishnapark Society, Movdi Chowkdi, Rajkot – 360 004.

There are no collective agreements affecting your terms and conditions of employment.

Any changes or amendments to your terms and conditions will be confirmed in writing within one month of them occurring.

Commencement Date: Your period of employment begins on **June 01, 2023**

Job Title: You are employed as: **Trainee Software Engineer**

The Company reserves the right to require you to perform other duties from time to time, and it is a condition of your employment that you are prepared to do this.

Place of Work: Your normal place of work is at the address above, but you may be required to work at other specific locations as the Company may from time to time require

Pay: Your CTC will be **Rs. 6,60,000/-** per annum which will be paid via Bank Account.

At the discretion of the Company, you may be eligible for a bonus dependent on the financial results of the Company and your individual performance; further details will be notified to you separately.

The Company has the right to deduct any overpayments of pay, holiday pay, sick pay etc.

Hours of Work: The department head shall establish each employee's work schedule as operational needs demand. The normal work week is of five consecutive work days, usually Monday through Friday, with one hour break for lunch each day.

In addition to these hours, you are required to work those hours necessary to fulfil the requirements of your position to the satisfaction of the Company. Additional remuneration will be rewarded for additional hours worked except the normal work days.

Holiday Entitlement: Full-time employees annual holiday entitlement is 25 days in the complete holiday year. In addition to this you will receive 8 bank/public holidays; these are shown on the holiday entitlement and conditions

Asite Solutions Pvt. Ltd. A4, Shivalik Business Centre, Behind Rajpath Club, Bodakdev, Ahmedabad 380015
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page in the Employee Handbook and Employee Information Binder.

Part time employees are entitled to annual holidays on a pro rata basis to the entitlement for full time employees.

The holiday year runs from 1 January to 31 December.

You will accrue annual holidays on the basis of 1/12th of the annual entitlement for each complete month of service in the holiday year.

Payment for annual and bank/public holidays will be at your normal rate of pay. Should you leave, payment will normally be made for all unused accrued holiday entitlement. If you have taken more annual holiday entitlement than you have accrued during the holiday year the balance will be deducted from any outstanding pay.

Unused accrued holiday pay will not be paid at the end of employment, where termination is due to gross misconduct or where the full contractual notice period is not served and worked.

You will however not accrue any such holiday for the period you are absent without prior permission.

Payment for bank/public holidays will not be made unless both the working day preceeding and following the holiday have been worked, except where those days have been authorised in accordance with the Absence Notification Procedure.

All annual holidays must have prior approval and authorisation.

You are required to give at least 2 weeks' notice of an intention to take any holidays.

Normally not more than 10 days will be permitted to be taken at any one time.

The Company will respond to any request for holidays as soon as possible.

Where too many employees require the same holiday period, which if granted would impair the efficiency of the business, holidays will be granted on the basis of first request, first granted.

Unused accrued holiday entitlement cannot be carried forward into the next holiday year, without specific permission and the reason for carrying forward is approved by the Directors.

Should you fall sick prior to or during pre-booked annual holidays there is no entitlement to take those holidays on another occasion unless specific permission is obtained.

Employees accrue holiday entitlement during the 26 week Ordinary

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Maternity Leave period. Where employees qualify for Additional Maternity Leave, holiday entitlement in excess of the statutory minimum does not accrue during this period but will recommence immediately upon return to work.

Notice: The employment can be terminated by either party by giving 2 months Notice

At the absolute discretion of the Company, payment in lieu of working notice may be made.

The Company reserves the right to require you not to carry out your duties or attend your place of work during the period of notice.

Disciplinary Procedure: The Company's Rules and Disciplinary Procedures are shown in the Employee Handbook and Employee Information Binder. It is your responsibility to familiarise yourself with these.

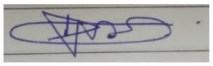
Appeal Procedure: If you are dissatisfied with any disciplinary decision taken against you, you should raise this with a Director.

Grievance Procedure: If you wish to raise any grievance relating to your employment, you should do so initially with your immediate Manager.

Restrictive Covenants: The following conditions shall form part of the Contract between you and the Company and shall be rigorously observed. Definitions in this agreement (unless otherwise stated) shall have the same meaning as in your contract. Each of these clauses and sub-classes shall be construed as an entirely separate obligation and the enforceability of any one or more of the clauses or sub-clauses shall not in any way be affected by the unenforceability of any other clause or sub-clause.

Should any provision of this section or any part of any provision be rendered void or unenforceable then that provision shall be deleted (or, in the case of the period of application, be modified as necessary to make it valid) and, as far as the context allows, all other provisions shall be unaffected.

1. In the normal course of employment with the Company you will have access to and be entrusted with information as to the policy organisation and management, pricing and pricing policy, future plans, computer passwords and programs, the persons with whom the Company and Group Companies have dealings, and the nature origin and composition of the Company's and Group Companies procedures, an/or products and/or services, all of which information is confidential.



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To protect the confidentiality of such information relating to the Company and Group Companies you agree:

a) Not at any time, whether during or following your employment with the Company (unless expressly so authorised by the Company in writing or as a necessary part of the performance of your duties hereunder), to disclose to any person or to make use of any such confidential information;

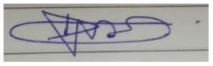
b) To deliver to the Company (or if appropriate to the relevant Group Company), before the end of your employment, or if that employment ends without notice, immediately after its end, all documents and records belonging to the Company or any Group Company which are in the possession, including all documents and records made by you in the course of your employment and relating to the affairs of the Company or any Group Company including computer lists, disks, CDs, DATs or programs, diaries, record cards, telephone lists, pricing lists and technical data;

c) Not at any time to make any copy, abstract, summary or précis of the whole or any part of any document, computer program or record belonging to the Company or any Group Company except when required to do so in the course of your employment, in which event the disk, CD, DAT, program, copy, abstract, summary 6r précis shall belong to the Company or any Group Company and shall likewise be delivered up immediately upon termination of your employment.

2 You covenant to the Company (for itself and as trustee for each Group Company) that you shall not for the following periods (less any period or periods spent on garden leave during your notice period immediately prior to Termination) after Termination howsoever arising directly or indirectly, either alone or jointly with or on behalf of any third party and whether on your own account or as principal, partner, shareholder, director, employee, consultant or in any other capacity whatsoever:

a. For 6 months following Termination in the Relevant Territory and in competition with the Company or any Relevant Group Company engage, assist or be interested in any undertaking which provides Services;

b. For 9 months following Termination and in competition with the Company or any Relevant Group Company solicit or interfere with or endeavour to entice away from the Company or any Relevant Group Company any Customer;



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c. For 6 months following Termination in the Relevant Territory and in competition with the Company or any Relevant Group Company be concerned with the supply of Services to any Customer;

d. For 9 months following Termination solicit the employment or engagement of any Key Employee (whether or not such person would breach their contract of employment or engagement by reason of leaving the service of the business in which they work); and

e. Represent yourself as being in any way connected with or interested in the business of the Company or any Relevant Group Company.

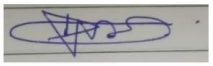
2.1 You will (at the request and cost of the Company) enter into a direct agreement with any Group Company under which you will accept restrictions corresponding to the restrictions contained in this clause (or such as will be appropriate in the circumstances) in relation to such Group Company.

2.2 If you are offered employment or a consultancy arrangement with a third party at any time during your employment with the Company or in the 9 months following Termination (howsoever arising), you will supply that third party with a full copy of these restrictive covenants.

For the purposes of this clause:

a. "Customer" means, any person, firm, company or entity which was a customer or client of the Company or any Relevant Group Company at any time during the 12 months prior to Termination and with which you were materially concerned or had personal contact at any time during the said period of 12 months;

b. "Key Employee" means any person who immediately prior to Termination was an employee of the Company or any Relevant Group Company occupying a senior role and/or likely to be in possession of confidential information relating to the Company or any Relevant Group Company and/or able to influence the customer relationships of the Company or any Relevant Group Company and with whom you worked closely at any time during the period of 12 months prior to Termination;





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c. "Relevant Group Company" means any Group Company (and, if applicable, its predecessors in business) for which you performed services or in which you held office at any time during the 12 months prior to Termination;

d. "Relevant Territory" means the area constituting the market of the Company and any Relevant Group Company for Services in the period of 12 months prior to Termination and with which area you were materially concerned at any time during the said period of 12 months;

e. "Services" means services and/or products which are competitive with those supplied by the Company or any Relevant Group Company in the 12 months prior to Termination and with the supply of which the Executive was materially concerned at any time during the said period of 12 months; and

f. "Termination" means the date of termination of your employment.

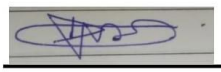
Inventions: You shall disclose to the Company any discovery or invention or improvement to an existing invention or process.

Any and all improvements, designs or inventions, whether capable of registration of not, made by you during the course of your employment with the Company shall be the property of the Company and you will sign all documents and do all necessary acts required to transfer title in such improvements or inventions to the Company without any additional compensation or payment, save for any expenses or disbursements incurred for the purposes of transferring title to the Company. You hereby irrevocably waive any "Moral Rights" which you may have in any such improvements and inventions under Chapter 10 of paragraph 1 of the Copyright Designs and Patents Act 1981.

I acknowledge receipt of this Statement and confirm that I have read the Statement and Employee Handbook and Employee Information Binder, which set out the principal rules, policies and procedures relating to my employment.

For the purpose of the application of statutory holiday entitlement under the Working Time Regulations, I agree that the holiday section of this Statement will be held to be a "relevant agreement".

Signed by the employee

(Disha Rabadiya) : 

Date : **June 01, 2023**

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Signed on behalf of the Company: Rakesh Narain

Date : June 01, 2023

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TRIDHYATECH

APPOINTMENT LETTER

23/09/2022

Dear Mr. Pushpak Gohil,

I am pleased to offer you a Full-time **Trainee** position at TridhyaTech Pvt. Ltd. from 15th December 2022.

Your **training period is for 6 months**, during which time if you are not suitable for the position or you feel that this is not the type of work you expected either party could terminate contracts with one-month notice and Appraisal will be done after **2.5 years (including training period).** Terms and conditions of employment are available for you to read and any clarification should be addressed before the end of your training period.

Please be kind enough to submit photocopy of your Pan card, passport, educational certificates and 2 passport size photographs.

Finally, I hope you will enjoy working in our company and if at any time you need to speak to me, do not hesitate to ask me to spend some time with you.

For, TridhyaTech Pvt Ltd

Zalak Maheta
Asst. Manager - HR

401-405, One World West, 200, Sardar Patel Ring Rd,
Ambli, Ahmedabad, Gujarat 380058

Email: info@tridhya.com
Web: www.tridhya.com
Contact: 09638992877

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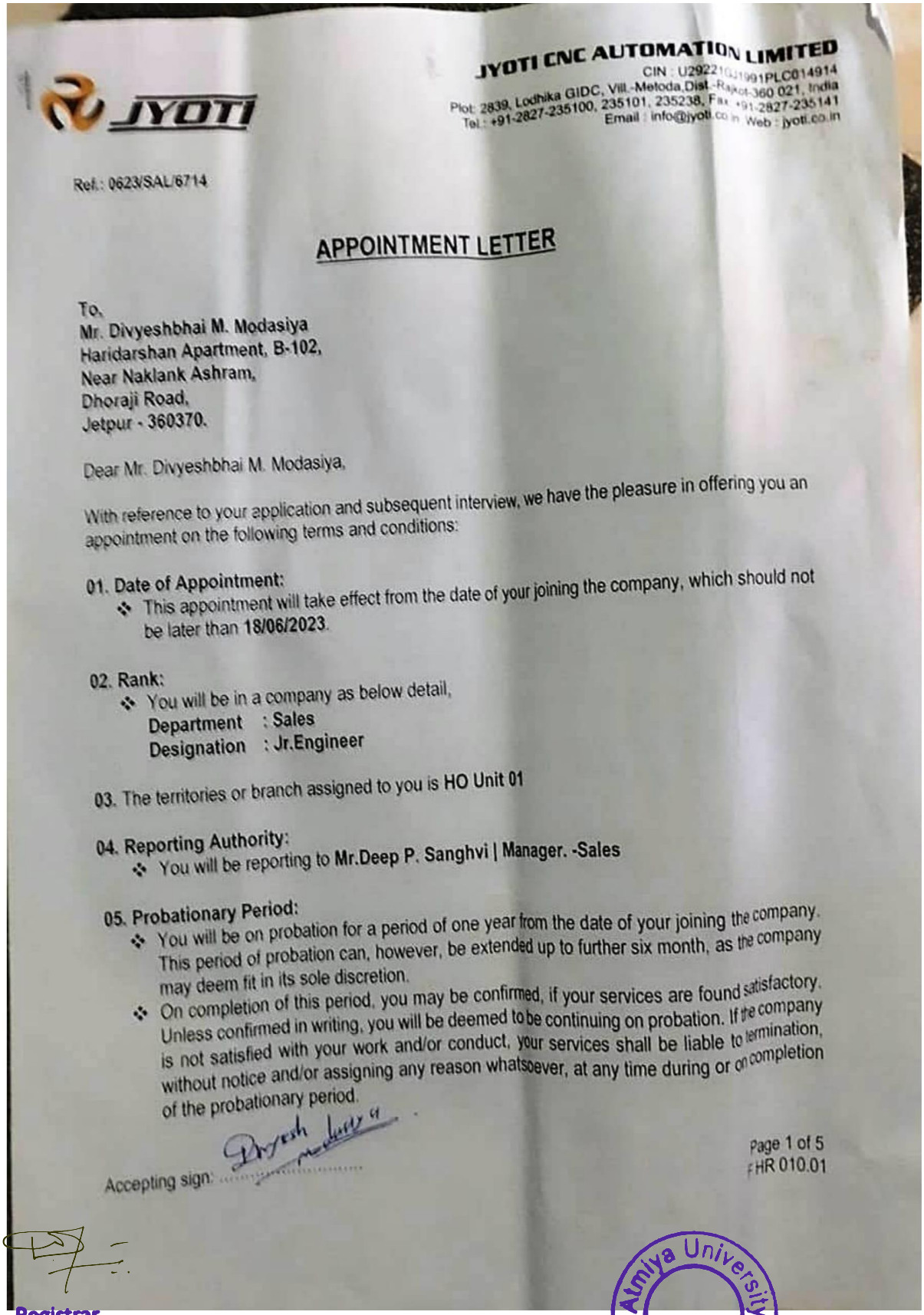

JYOTI

JYOTI CNC AUTOMATION LIMITED
CIN : U29221GJ1991PLC014914
Plot: 2839, Lodhika GIDC, Vill.-Metoda,Dist.-Rajkot-360 021, India
Tel.: +91-2827-235100, 235101, 235238, Fax: +91-2827-235141
Email : info@jyoti.co.in Web : jyoti.co.in

Ref.: 0623/SAL/6714

APPOINTMENT LETTER

To,
Mr. Divyeshbhai M. Modasiya
Haridarshan Apartment, B-102,
Near Naklank Ashram,
Dhoraji Road,
Jetpur - 360370.

Dear Mr. Divyeshbhai M. Modasiya,

With reference to your application and subsequent interview, we have the pleasure in offering you an appointment on the following terms and conditions:

01. Date of Appointment:
- This appointment will take effect from the date of your joining the company, which should not be later than **18/06/2023**.

02. Rank:
- You will be in a company as below detail,
  Department : **Sales**
  Designation : **Jr.Engineer**

03. The territories or branch assigned to you is **HO Unit 01**

04. Reporting Authority:
- You will be reporting to **Mr.Deep P. Sanghvi | Manager. -Sales**

05. Probationary Period:
- You will be on probation for a period of one year from the date of your joining the company. This period of probation can, however, be extended up to further six month, as the company may deem fit in its sole discretion.
- On completion of this period, you may be confirmed, if your services are found satisfactory. Unless confirmed in writing, you will be deemed to be continuing on probation. If the company is not satisfied with your work and/or conduct, your services shall be liable to termination, without notice and/or assigning any reason whatsoever, at any time during or on completion of the probationary period.

Accepting sign: .....

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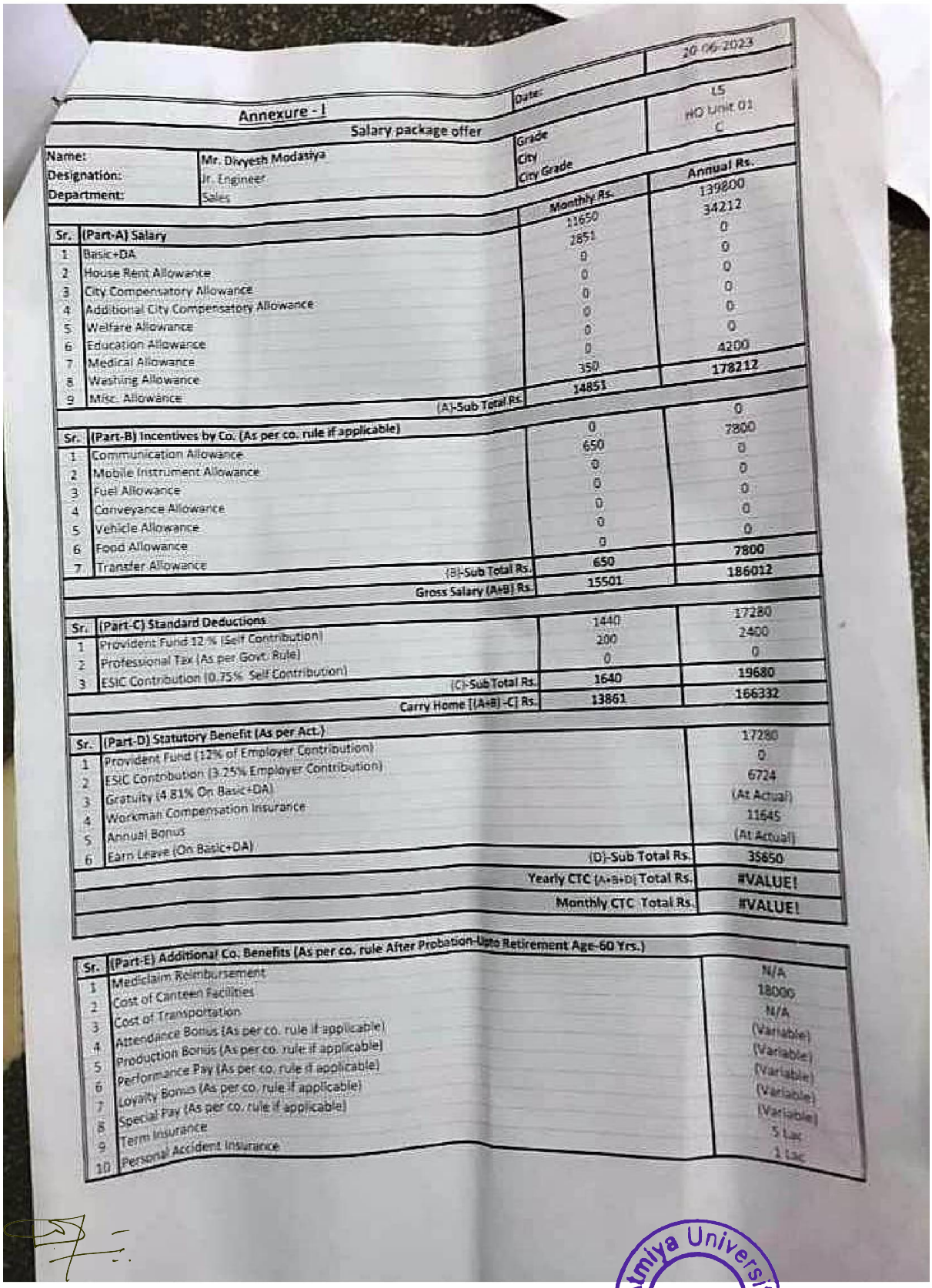

Annexure - I

Salary package offer

Date: 20-06-2023

Name:	Mr. Divyesh Modasiya	Grade	L5
Designation:	Jr. Engineer	City	HO Unit 01
Department:	Sales	City Grade	C

Sr.	(Part-A) Salary	Monthly Rs.	Annual Rs.
1	Basic+DA	11650	139800
2	House Rent Allowance	2851	34212
3	City Compensatory Allowance	0	0
4	Additional City Compensatory Allowance	0	0
5	Welfare Allowance	0	0
6	Education Allowance	0	0
7	Medical Allowance	0	0
8	Washing Allowance	350	4200
9	Misc. Allowance	14851	178212
	(A)-Sub Total Rs.		

Sr.	(Part-B) Incentives by Co. (As per co. rule if applicable)		
1	Communication Allowance	0	0
2	Mobile Instrument Allowance	650	7800
3	Fuel Allowance	0	0
4	Conveyance Allowance	0	0
5	Vehicle Allowance	0	0
6	Food Allowance	0	0
7	Transfer Allowance	0	0
	(B)-Sub Total Rs.	650	7800
	Gross Salary (A+B) Rs.	15501	186012

Sr.	(Part-C) Standard Deductions		
1	Provident Fund 12 % (Self Contribution)	1440	17280
2	Professional Tax (As per Govt. Rule)	200	2400
3	ESIC Contribution (0.75% Self Contribution)	0	0
	(C)-Sub Total Rs.	1640	19680
	Carry Home [(A+B) -C] Rs.	13861	166332

Sr.	(Part-D) Statutory Benefit (As per Act.)	
1	Provident Fund (12% of Employer Contribution)	17280
2	ESIC Contobution (3.25% Employer Contribution)	0
3	Gratuity (4.81% On Basic+DA)	6724
4	Workman Compensation Insurance	(At Actual)
5	Annual Bonus	11645
6	Earn Leave (On Basic+DA)	(At Actual)
	(D)-Sub Total Rs.	35650
	Yearly CTC (A+B+D) Total Rs.	#VALUE!
	Monthly CTC Total Rs.	#VALUE!

Sr.	(Part-E) Additional Co. Benefits (As per co. rule After Probation-Upto Retirement Age-60 Yrs.)	
1	Mediclaim Reimbursement	N/A
2	Cost of Canteen Facilities	18000
3	Cost of Transportation	N/A
4	Attendance Bonus (As per co. rule if applicable)	(Variable)
5	Production Bonus (As per co. rule if applicable)	(Variable)
6	Performance Pay (As per co. rule if applicable)	(Variable)
7	Loyalty Bonus (As per co. rule if applicable)	(Variable)
8	Special Pay (As per co. rule if applicable)	(Variable)
9	Term Insurance	5 Lac
10	Personal Accident Insurance	1 Lac

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OCEAN TECHNO SYSTEM

To,
Ms Rinkal Beradiya
Rajkot.

Date : 27 / 01 / 2023

LETTER OF APPOINTMENT

Dear Ms Rinkal

We have the pleasure in offering you employment on the following terms on behalf of Ocean Techno System as Product Developer reporting to the CEO w.e.f. 27th January,2023.

Conflict of Interest

You will not carry on any business on your own account and you will carry out your duties dilligently and will use Your best endeavors to promote the interests of the company & its business. you will not pledge the credit of the company for any purpose whatsoever.

Confidential Information

You will not during the continuance of this contract or after its termination remove, disclose, or make public any secrets, methods, processes, information, knowledge relating to company's business which may come within your knowledge in the course of your employment.

Termination of Service

In the event of your resignation, notice period shall be **30 Days or 30 Days salary** in lieu thereof. in the event of your Behavior / action going against the interest of the company or any adverse feedback regarding your performance, your service can be terminated at short notice. If you are under suspicion for any type of activities to the company like fraud, forgery of company material, your service will be terminated and company is free to start legal proceedings against you.

Salary

Your cost to the company will be Rs. 13,500 (Thirteen Thousand Five Hundred only) till next review of Salary.

Leave

You will be entitled for 12 days leave in a year(including Casual Leave & Sick Leave).

General

You will be governed and abide by the rules & regulations of service in force in the company. In order to record Your acceptance of the above terms, please sign and return to us a photocopy of this letter.

Yours truly,
For Ocean Techno System

Dhaval Sheth
Founder

GAJANAND ESTATE,DHEBAR ROAD SOUTH ,GHANSHYAM IND.AREA,NEAR AKASH ROADWAYS,NEAR OLD JAKATNAKA, RAJKOT GUJARAT
Contact No: +91-9428155422 / +91-9328652018 Email : oceantech25@gmail.com

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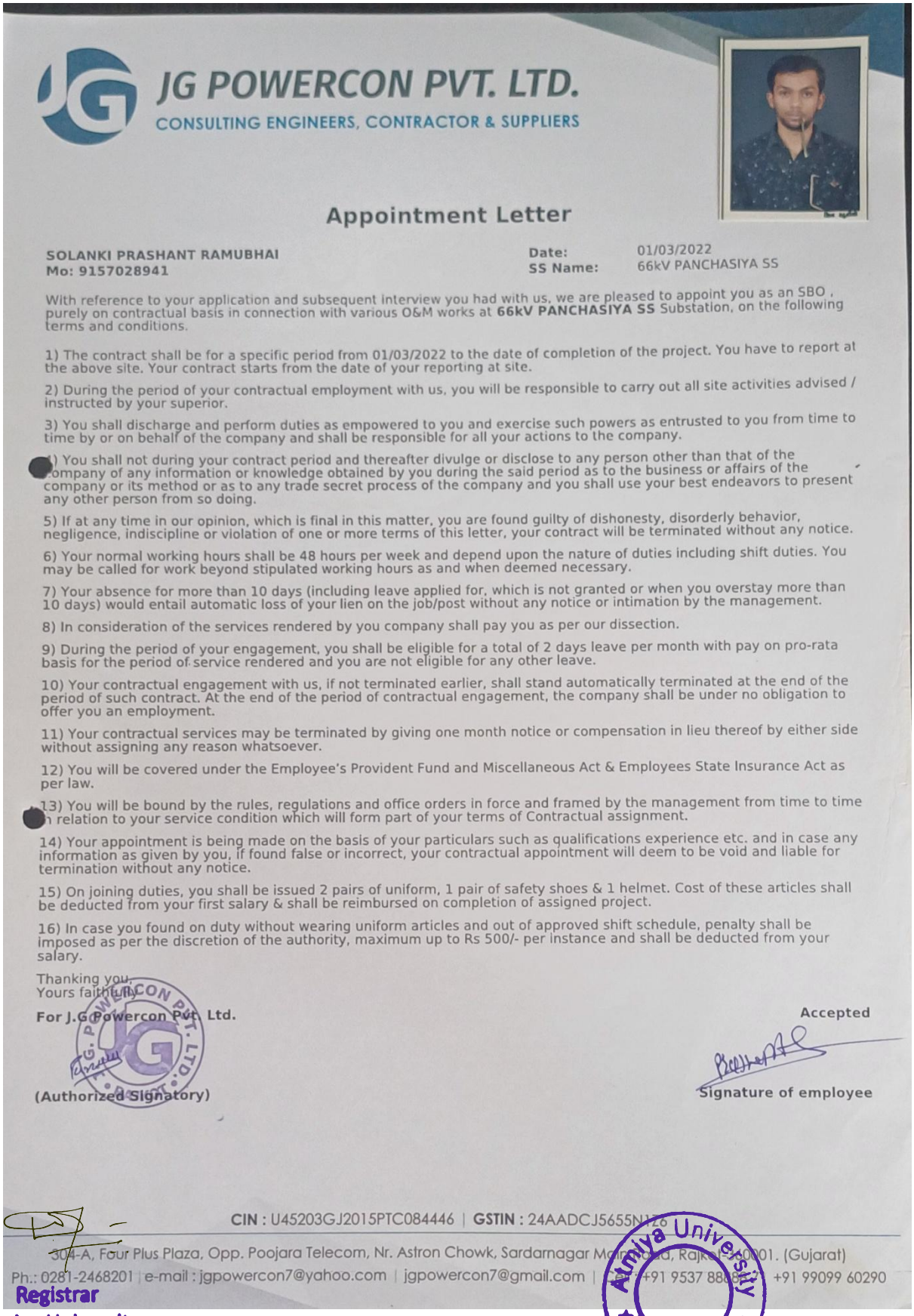

JG POWERCON PVT. LTD.

CONSULTING ENGINEERS, CONTRACTOR & SUPPLIERS

Appointment Letter

SOLANKI PRASHANT RAMUBHAI
Mo: 9157028941

Date: 01/03/2022
SS Name: 66kV PANCHASIYA SS

With reference to your application and subsequent interview you had with us, we are pleased to appoint you as an SBO , purely on contractual basis in connection with various O&M works at **66kV PANCHASIYA SS** Substation, on the following terms and conditions.

1) The contract shall be for a specific period from 01/03/2022 to the date of completion of the project. You have to report at the above site. Your contract starts from the date of your reporting at site.

2) During the period of your contractual employment with us, you will be responsible to carry out all site activities advised / instructed by your superior.

3) You shall discharge and perform duties as empowered to you and exercise such powers as entrusted to you from time to time by or on behalf of the company and shall be responsible for all your actions to the company.

4) You shall not during your contract period and thereafter divulge or disclose to any person other than that of the company of any information or knowledge obtained by you during the said period as to the business or affairs of the company or its method or as to any trade secret process of the company and you shall use your best endeavors to present any other person from so doing.

5) If at any time in our opinion, which is final in this matter, you are found guilty of dishonesty, disorderly behavior, negligence, indiscipline or violation of one or more terms of this letter, your contract will be terminated without any notice.

6) Your normal working hours shall be 48 hours per week and depend upon the nature of duties including shift duties. You may be called for work beyond stipulated working hours as and when deemed necessary.

7) Your absence for more than 10 days (including leave applied for, which is not granted or when you overstay more than 10 days) would entail automatic loss of your lien on the job/post without any notice or intimation by the management.

8) In consideration of the services rendered by you company shall pay you as per our dissection.

9) During the period of your engagement, you shall be eligible for a total of 2 days leave per month with pay on pro-rata basis for the period of service rendered and you are not eligible for any other leave.

10) Your contractual engagement with us, if not terminated earlier, shall stand automatically terminated at the end of the period of such contract. At the end of the period of contractual engagement, the company shall be under no obligation to offer you an employment.

11) Your contractual services may be terminated by giving one month notice or compensation in lieu thereof by either side without assigning any reason whatsoever.

12) You will be covered under the Employee's Provident Fund and Miscellaneous Act & Employees State Insurance Act as per law.

13) You will be bound by the rules, regulations and office orders in force and framed by the management from time to time in relation to your service condition which will form part of your terms of Contractual assignment.

14) Your appointment is being made on the basis of your particulars such as qualifications experience etc. and in case any information as given by you, if found false or incorrect, your contractual appointment will deem to be void and liable for termination without any notice.

15) On joining duties, you shall be issued 2 pairs of uniform, 1 pair of safety shoes & 1 helmet. Cost of these articles shall be deducted from your first salary & shall be reimbursed on completion of assigned project.

16) In case you found on duty without wearing uniform articles and out of approved shift schedule, penalty shall be imposed as per the discretion of the authority, maximum up to Rs 500/- per instance and shall be deducted from your salary.

Thanking you,
Yours faithfully,

For J.G.Powercon Pvt. Ltd.

(Authorized Signatory)

Accepted

Signature of employee

CIN : U45203GJ2015PTC084446 | GSTIN : 24AADCJ5655N1Z6

304-A, Four Plus Plaza, Opp. Poojara Telecom, Nr. Astron Chowk, Sardarnagar Main Road, Rajkot-360001. (Gujarat)

Ph.: 0281-2468201 | e-mail : jgpowercon7@yahoo.com | jgpowercon7@gmail.com | +91 9537 88[illegible] | +91 99099 60290

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ALKEM LABORATORIES LTD.
Regd. Office : ALKEM HOUSE, Senapati Bapat Marg,
Lower Parel (West), Mumbai - 400 013, Maharashtra, India.
• Phone: +91-22-3982 9999 • Fax: 022-2495 2955
• Email: contact@alkem.com • Website: www.alkemlabs.com
• CIN: L00305MH1973PLC174201

Great Place To Work. Certified APR 2020–MAR 2021 INDIA

Date : 24-Jul-2020

MR. Bhayani Meet
Shiv, Street 1, Kidvayi nagar
Rajkot, Gujarat
360007

Dear MR. Bhayani Meet,

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

On behalf of the Management, I take great pleasure in offering you appointment as **Production scientist** in our **ALKEM CARDIOLOGY** Division.

The terms and conditions of the employment are as per ANNEXURE – I.

Your posting will be presently at Ahmedabad.

Your Basic Salary will be **Rs. 2,04,000/- per annum (Rupees Two Lakh Four Thousand Only).** In addition to this you will be entitled to benefits as indicated in. **ANNEXURE II.**

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-2023.** 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 Alkem family and look forward to your significant personal and professional growth during your association with us.

With Best Wishes,

For Alkem Laboratories Limited

KETAN M. PANCHAL
SENIOR MANAGER

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Rajkot

Atmiya University Rajkot

A National Award Winner

INFINITY
INFINITY FOR INFINITE SOLUTIONS

February 21, 2023

Dear Mr. Abhi Vrajlal Asodariya,

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 3 years after successfully completing the training period. Your appointment is subject to following terms and conditions.

1. Your appointment on training is effective from **01st March 2023.**
2. Your contract period will start from 01st March 2023 and will end on 31st August 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. 10,000/-** per month, after **4 months** of training.
   ii. A consolidated fix salary of **Rs. 16,000/-** (Rupees Sixteen Thousand only) + **Rs. 2,500** 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, 150 Feet Ring Road, Rajkot - 360 004. (Gujarat) INDIA. | Tel.: +91 281 2587514 | E-mail : info@infinityinfoway.com | Web : www.infinityinfoway.com
CIN No. : U72900GJ2008PTC054170
GST No. : 24AACCI4655A1Z1

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

Registrar
Atmiya University
Rajkot

Atmiya University Rajkot

Representative Proofs of A.Y. 2021– 2022

zydus
Dedicated To Life

Ref. No. : ZLL/ANK/APP/HRSS/23/139281
Date : 13/07/23

Mr. Tank Dhaval Narotambhai
Dhaval, Street - 4, Ram Ranuja Society,
B/H Gyandeep School, Kothariya Road, Near Ranuja Temple,
Rajkot,
Gujarat - 360002.

Dear **Mr. Tank,**

With reference to your application and subsequent interview held before the Selection Committee, we are pleased to retain you as a **Trainee Officer – PB - 7** w.e.f. **13/07/23** at our Ankleshwar Plant. The terms and conditions of Trainee appointment are as under.

1. Your training period will be for Twelve months i.e. from the date of your joining.
2. You shall be paid salary as under during the period of training.

Components	Salary Per Month
Basic	12500
H.R.A.	1460
Transport Allowance	1600
Bonus Allowance (M)	1100
Bonus	1400
P.F.	1500
Total Per Month	**19560**
Total Per Annum	**234720**

3. The retention bonus will be paid after successful completion of training period.
4. On successful completion of your training period, your performance will be assessed and if found satisfactory you will be absorbed, subject to availability of suitable vacant position.
5. In case your work is found unsatisfactory during the period of training, this period may be extended at the discretion of the company to enable you to achieve the expected standard of your performance or at the end of training period, subject to availability of vacant post, you will be either regularized in the service of the company or if your performance is not up to the expected standard, your trainee services will be terminated.

Zydus Lifesciences Limited
(formerly known as Cadila Healthcare Limited)
Ankleshwar Unit-1 : 291, G.I.D.C. Estate,
Ankleshwar, Gujarat 393002. India
Phone : +91-2646-660400, 660518,
220719, 220722

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

Registrar
Atmiya University
Rajkot

Atmiya University Rajkot

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Dedicated To Life

Ref. No.: CHL/ANK/OFFER-2022/May
Mr. Tank Dhaval Narotambhai,
Ram-Ranuja Society
Street No-4 ,kothariya Main Road
District : Rajkot | **Pin code** : 360002
State : Gujrat

Dear Mr. Tank,

With reference to your application for the suitable position and the subsequent interview you had with us, we are pleased to offer you the position of **FTE – Production** at our Strategic Business Unit - API Division of Ankleshwar on the mutually agreed terms and conditions.

We shall be issuing the regular letter of appointment on your joining the organization. Our offer is subject to your being found medically fit after examination by a medical practitioner appointed by us. You will have to follow all Personal Hygiene norms as fixed by the company during your employment with the organization Cadila Healthcare Limited.

We shall thank you to kindly confirm this arrangement and communicate to us the date of your joining along with a copy of the acceptance of your resignation letter at the earliest.

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

1. Resignation letter of the previous company.
2. Relieving letter issued from your previous employer.
3. Last salary certificate from your employer.
4. Other experience letters. (all previous employers if any)
5. Copy of testimonials of academic qualifications with school leaving certificate. **(Attested)**
6. Five nos. of passport size photographs
7. PAN card photocopies-2 nos. (Compulsory).
8. Aadhar card photocopies – 2 nos. (Compulsory)
8. Identification & Residential Proof photocopies (Election Card, Driving License, and Passport).

We look forward to a long and mutually rewarding relationship.

With best wishes,

For, **Zydus Lifesciences Ltd.,**
(Formerly Known as Cadila Healthcare Ltd.)

Jigneshsinh Gohil,
Manager-Human Resource

Offer Acceptance by:
(Mr. Tank Dhaval Narotambhai)

D.N. Tank
19/05/2022
(Signature with Date)

I accept and shall join on or before: 08 / 06 / 2022 (Pl. mention tentative date of joining)

Zydus Lifesciences Limited
(formerly known as Cadila Healthcare Limited)
Ankleshwar Unit-2 : 5/1-B, GIDC Industrial Estate, Ankleshwar, Gujarat 393002, India
Phone : +91-2646-660110, 660197, 660400, 660510

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

Registrar
Atmiya University
Rajkot

Atmiya University Rajkot

Piramal
Finance Sales & Service

For Piramal Finance Sales and Service Private Limited

Parneet Soni

Authorized Signatory

Accepted and Agreed:

Name:
Signature:
Date:

ANNEXURE A
COMPENSATION DETAILS

Employee Name:Mohitgiri Meghnathi

Band / Grade:Band G1 /G1

Business Unit: Piramal Finance Sales and Service Private Limited, Credit,-

Location:Junagadh,Junagadh 304,3rd Floor,Platinum Complex,Jayshree Cinema Road,Near Karwa Chowk,

SALARY COMPUTATION		
Components	**Per Annum**	**Per Month**
Basic	90,000	7,500
HRA	25,313	2,109
Special Allow ance	22,500	1,875
Statutory Bonus	16,800	1,400
Professional Development	22,500	1,875
Medical Allow ance	22,500	1,875
Total Gross	**1,99,613**	**16,634**
Provident Fund	18,900	1,575
Esic	6,487	541
Total Fixed Pay	**2,25,000**	**18,750**
Performance Bonus	16,800	1,400

Piramal Finance Sales and Service Private Limited
CIN: U67200MH2020PTC345642
Registered office - Floor 4, 2 Peninsula Corporate Park, Ganpatrao Kadam Marg, Lower Parel, Mumbai- 400013, India
T +912262309400 F +912261513444

Registrar
Atmiya University
Rajkot

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Piramal
Finance Sales & Service

Total CTC	2,41,800	20,150

Notes:
-Advance Statutory Bonus: The amount against this component will include Statutory Bonus Payment that you are entitled to under the Payment of Bonus Act, 1965 if it is applicable to you. This amount would be paid to you on a monthly basis along with your salary. This amount does not include any variable pay like Incentive etc. if you are eligible for the same.
-Basket of Benefits is inclusive of Travel and Communication Expenses of INR 1500 which will be paid in monthly salary.
-Group Mediclaim Policy with coverage of family, as per Company policy in existence and as amended from time to time.
-Group Term Life Insurance covering self, as per company policy in existence and as amended from time to time.
-Group Personal Accident Insurance covering self, as per company policy in existence and as amended from time to time.
-Gratuity will be applicable as per the Payment of Gratuity Act.
-PF Co's contribution is 12% of Basic.
-ESIC Co's contribution is (wherever applicable) is 3.25% of Total

Annexure "B"

GENERAL TERMS AND CONDITIONS OF SERVICE FOR MANAGERIAL PERSONNEL EMPLOYED BY COMPANY

The following are the broad terms and condition of your employment at the Company. Your employment with the Company shall be subject to the policies of the Company as applicable from time to time read together with the terms of this Letter.

Compensation
You shall be paid compensation as per the details mentioned in Annexure "A" of this Letter with effect from the date of your joining.

Place of Work
Depending on the business needs of the Company, you may be required to undertake a periodic visit to the Company's other locations within or outside India. In view of the nature of our business, the Company may transfer you to different divisions, associate companies, concerns, sections, subsidiaries, entities, offices or location of Company on a temporary or permanent basis whether within or outside India at its discretion as it may consider necessary from time to time. You may be sent on deputation to any other organization anywhere in the Country or abroad which may be under the same management or under different managements.

Roles and Responsibilities
You shall properly, diligently and honestly perform all the duties, responsibilities which the Company may assign to you from time to time. For any duties performed by you not in good faith or in violation of applicable law or breach of this Letter and/or the policies of the Company, you shall be solely liable and shall reimburse the Company for any loss incurred by it as a consequence thereof.

Piramal Finance Sales and Service Private Limited
CIN: U67200MH2020PTC345642
Registered office - Floor 4, 2 Peninsula Corporate Park, Ganpatrao Kadam Marg, Lower Parel, Mumbai- 400013, India
T +912262309400 F +912261513444

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Rajkot

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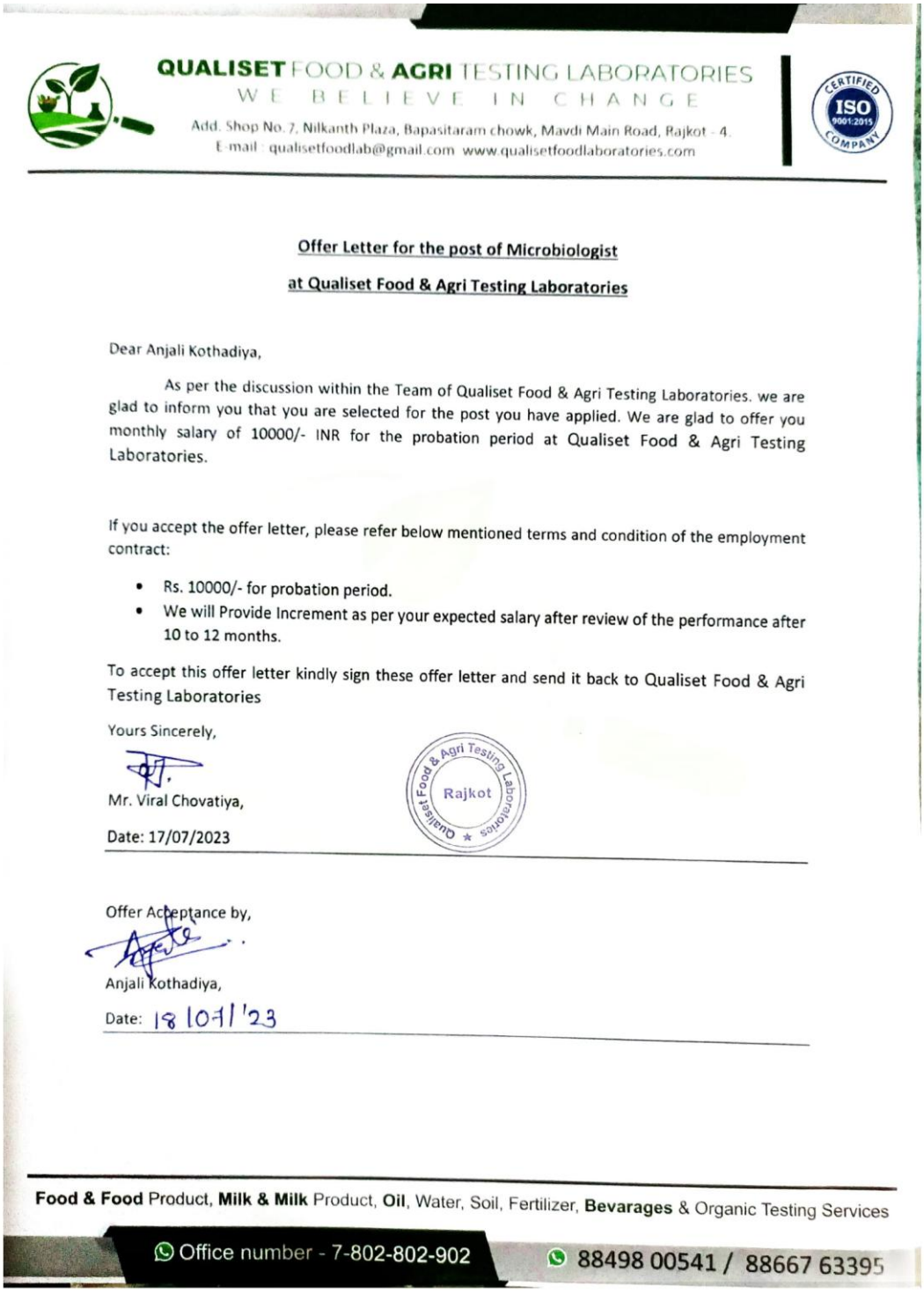

QUALISET FOOD & **AGRI** TESTING LABORATORIES
WE BELIEVE IN CHANGE
Add. Shop No. 7, Nilkanth Plaza, Bapasitaram chowk, Mavdi Main Road, Rajkot - 4.
E-mail : qualisetfoodlab@gmail.com www.qualisetfoodlaboratories.com

CERTIFIED ISO 9001:2015 COMPANY

Offer Letter for the post of Microbiologist

at Qualiset Food & Agri Testing Laboratories

Dear Anjali Kothadiya,

As per the discussion within the Team of Qualiset Food & Agri Testing Laboratories. we are glad to inform you that you are selected for the post you have applied. We are glad to offer you monthly salary of 10000/- INR for the probation period at Qualiset Food & Agri Testing Laboratories.

If you accept the offer letter, please refer below mentioned terms and condition of the employment contract:

- Rs. 10000/- for probation period.
- We will Provide Increment as per your expected salary after review of the performance after 10 to 12 months.

To accept this offer letter kindly sign these offer letter and send it back to Qualiset Food & Agri Testing Laboratories

Yours Sincerely,

Mr. Viral Chovatiya,

Date: 17/07/2023

Qualiset Food & Agri Testing Laboratories Rajkot

Offer Acceptance by,

Anjali Kothadiya,

Date: 18/07/'23

Food & Food Product, **Milk & Milk** Product, **Oil**, Water, Soil, Fertilizer, **Bevarages** & Organic Testing Services

Office number - 7-802-802-902 88498 00541 / 88667 63395

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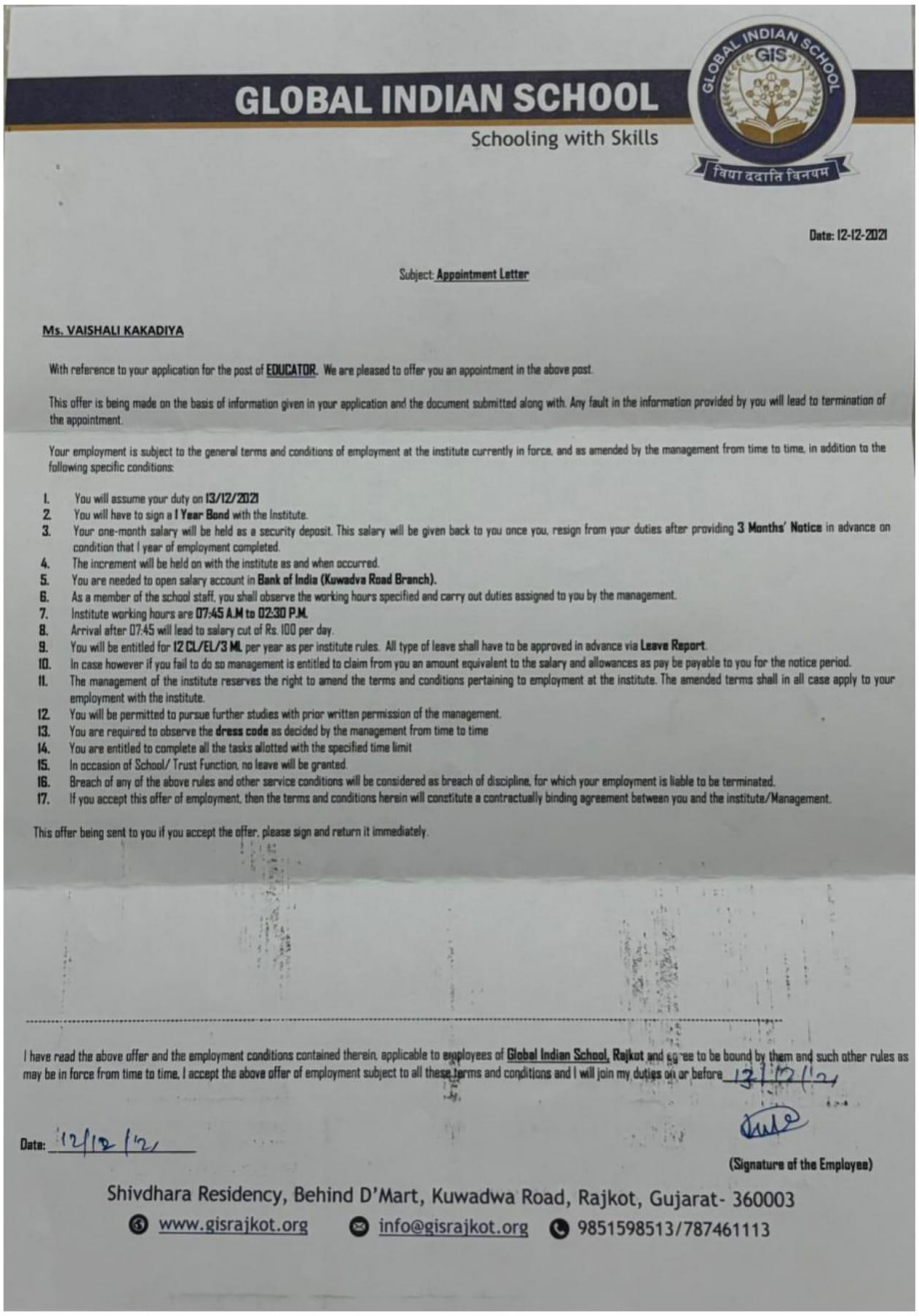
Rajkot

Atmiya University Rajkot



GLOBAL INDIAN SCHOOL

Schooling with Skills

Date: 12-12-2021

Subject: **Appointment Letter**

Ms. VAISHALI KAKADIYA

With reference to your application for the post of **EDUCATOR**. We are pleased to offer you an appointment in the above post.

This offer is being made on the basis of information given in your application and the document submitted along with. Any fault in the information provided by you will lead to termination of the appointment.

Your employment is subject to the general terms and conditions of employment at the institute currently in force, and as amended by the management from time to time, in addition to the following specific conditions:

1. You will assume your duty on **13/12/2021**
2. You will have to sign a **1 Year Bond** with the Institute.
3. Your one-month salary will be held as a security deposit. This salary will be given back to you once you, resign from your duties after providing **3 Months' Notice** in advance on condition that 1 year of employment completed.
4. The increment will be held on with the institute as and when occurred.
5. You are needed to open salary account in **Bank of India (Kuwadva Road Branch).**
6. As a member of the school staff, you shall observe the working hours specified and carry out duties assigned to you by the management.
7. Institute working hours are **07:45 A.M to 02:30 P.M.**
8. Arrival after 07:45 will lead to salary cut of Rs. 100 per day.
9. You will be entitled for **12 CL/EL/3 ML** per year as per institute rules. All type of leave shall have to be approved in advance via **Leave Report**.
10. In case however if you fail to do so management is entitled to claim from you an amount equivalent to the salary and allowances as pay be payable to you for the notice period.
11. The management of the institute reserves the right to amend the terms and conditions pertaining to employment at the institute. The amended terms shall in all case apply to your employment with the institute.
12. You will be permitted to pursue further studies with prior written permission of the management.
13. You are required to observe the **dress code** as decided by the management from time to time
14. You are entitled to complete all the tasks allotted with the specified time limit
15. In occasion of School/ Trust Function, no leave will be granted.
16. Breach of any of the above rules and other service conditions will be considered as breach of discipline, for which your employment is liable to be terminated.
17. If you accept this offer of employment, then the terms and conditions herein will constitute a contractually binding agreement between you and the institute/Management.

This offer being sent to you if you accept the offer, please sign and return it immediately.

I have read the above offer and the employment conditions contained therein, applicable to employees of **Global Indian School, Rajkot** and agree to be bound by them and such other rules as may be in force from time to time. I accept the above offer of employment subject to all these terms and conditions and I will join my duties on or before 13/12/21

Date: 12/12/21

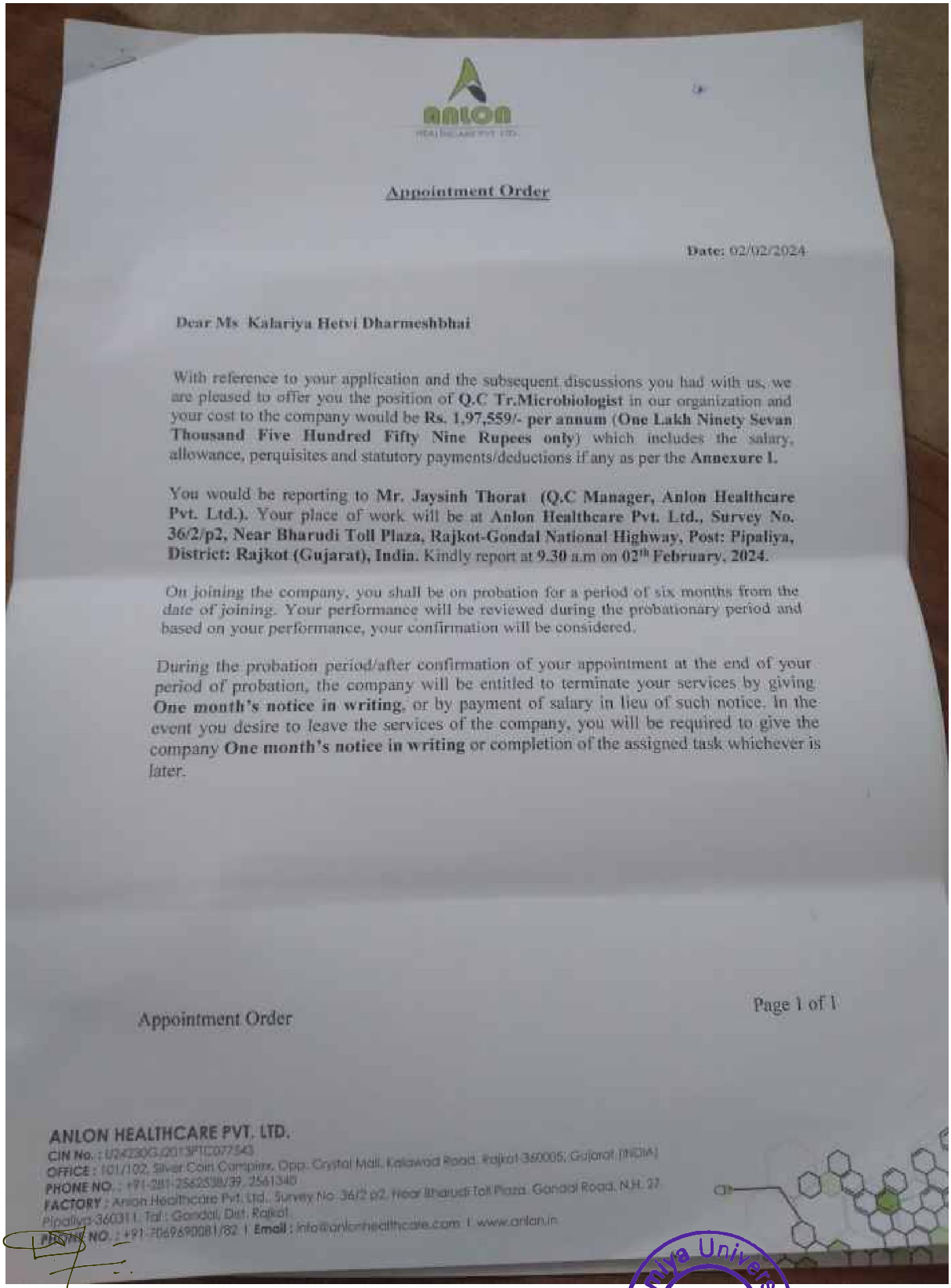
(Signature of the Employee)

Shivdhara Residency, Behind D'Mart, Kuwadwa Road, Rajkot, Gujarat- 360003

www.gisrajkot.org info@gisrajkot.org 9851598513/787461113

Registrar
Atmiya University
Rajkot

Atmiya University Rajkot



anlon

Appointment Order

Date: 02/02/2024

Dear Ms Kalariya Hetvi Dharmeshbhai

With reference to your application and the subsequent discussions you had with us, we are pleased to offer you the position of **Q.C Tr.Microbiologist** in our organization and your cost to the company would be **Rs. 1,97,559/- per annum (One Lakh Ninety Sevan Thousand Five Hundred Fifty Nine Rupees only)** which includes the salary, allowance, perquisites and statutory payments/deductions if any as per the **Annexure I.**

You would be reporting to **Mr. Jaysinh Thorat (Q.C Manager, Anlon Healthcare Pvt. Ltd.).** Your place of work will be at **Anlon Healthcare Pvt. Ltd., Survey No. 36/2/p2, Near Bharudi Toll Plaza, Rajkot-Gondal National Highway, Post: Pipaliya, District: Rajkot (Gujarat), India.** Kindly report at **9.30** a.m on **02th February, 2024.**

On joining the company, you shall be on probation for a period of six months from the date of joining. Your performance will be reviewed during the probationary period and based on your performance, your confirmation will be considered.

During the probation period/after confirmation of your appointment at the end of your period of probation, the company will be entitled to terminate your services by giving **One month's notice in writing**, or by payment of salary in lieu of such notice. In the event you desire to leave the services of the company, you will be required to give the company **One month's notice in writing** or completion of the assigned task whichever is later.

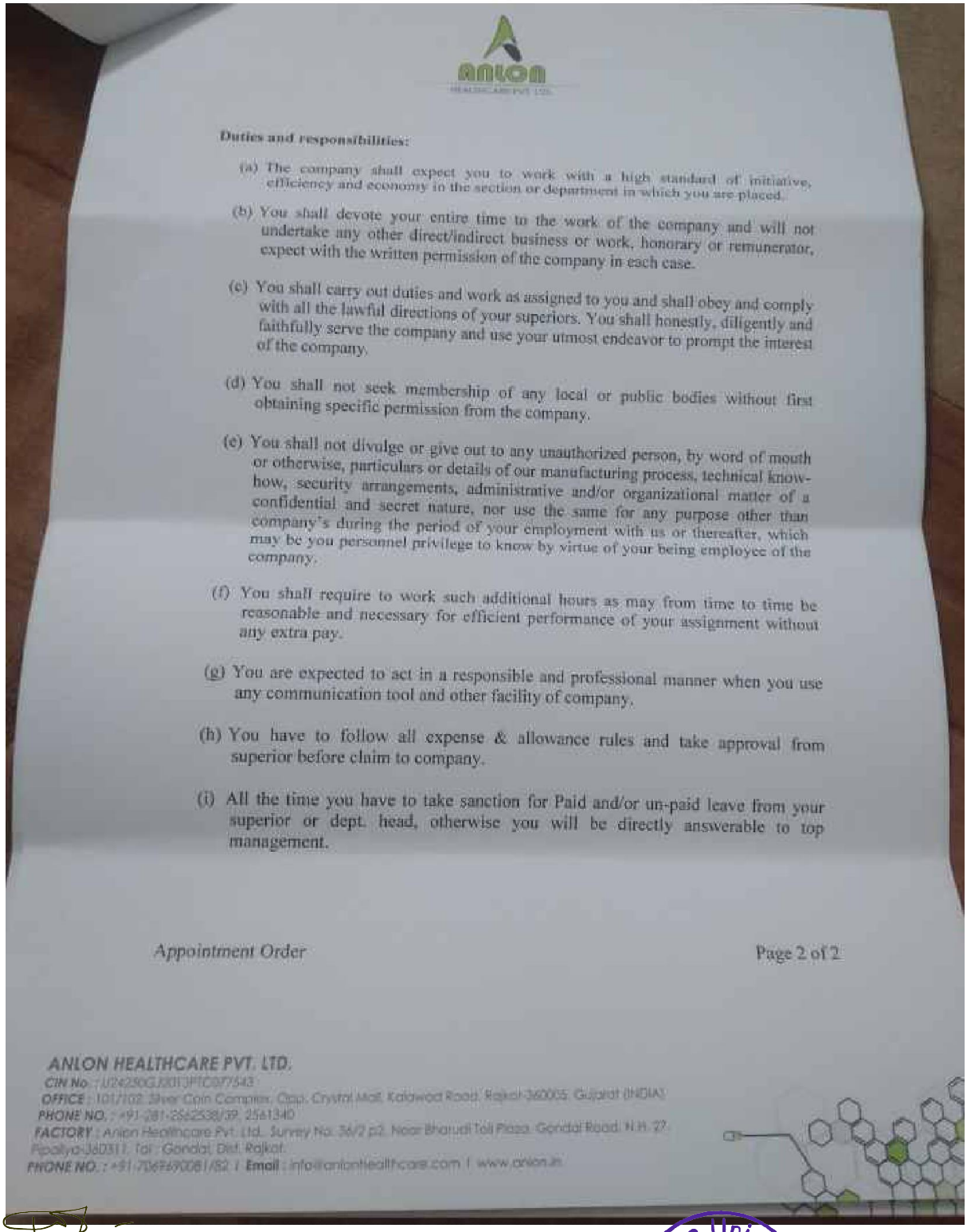
Appointment Order

Page 1 of 1

ANLON HEALTHCARE PVT. LTD.
CIN No. : U24230GJ2013PTC077543
OFFICE : 101/102, Silver Coin Complex, Opp. Crystal Mall, Kalawad Road, Rajkot-360005, Gujarat (INDIA)
PHONE NO. : +91-281-2562539/39, 2561340
FACTORY : Anlon Healthcare Pvt. Ltd., Survey No. 36/2 p2, Near Bharudi Toll Plaza, Gondal Road, N.H. 27
Pipaliya-360311, Tal.: Gondal, Dist. Rajkot
PHONE NO. : +91-7069690081/82 | Email : info@anlonhealthcare.com | www.anlon.in

Registrar
Atmiya University
Rajkot

Atmiya University Rajkot



ANLON

Duties and responsibilities:

(a) The company shall expect you to work with a high standard of initiative, efficiency and economy in the section or department in which you are placed.

(b) You shall devote your entire time to the work of the company and will not undertake any other direct/indirect business or work, honorary or remunerator, expect with the written permission of the company in each case.

(c) You shall carry out duties and work as assigned to you and shall obey and comply with all the lawful directions of your superiors. You shall honestly, diligently and faithfully serve the company and use your utmost endeavor to prompt the interest of the company.

(d) You shall not seek membership of any local or public bodies without first obtaining specific permission from the company.

(e) You shall not divulge or give out to any unauthorized person, by word of mouth or otherwise, particulars or details of our manufacturing process, technical know-how, security arrangements, administrative and/or organizational matter of a confidential and secret nature, nor use the same for any purpose other than company's during the period of your employment with us or thereafter, which may be you personnel privilege to know by virtue of your being employee of the company.

(f) You shall require to work such additional hours as may from time to time be reasonable and necessary for efficient performance of your assignment without any extra pay.

(g) You are expected to act in a responsible and professional manner when you use any communication tool and other facility of company.

(h) You have to follow all expense & allowance rules and take approval from superior before claim to company.

(i) All the time you have to take sanction for Paid and/or un-paid leave from your superior or dept. head, otherwise you will be directly answerable to top management.

Appointment Order Page 2 of 2

ANLON HEALTHCARE PVT. LTD.
CIN No. : U24290GJ2013PTC077543
OFFICE : 101/102, Silver Coin Complex, Opp. Crystal Mall, Kalawad Road, Rajkot-360005, Gujarat (INDIA)
PHONE NO. : +91-281-2562538/39, 2561340
FACTORY : Anlon Healthcare Pvt. Ltd., Survey No. 36/2 p2, Near Bharudi Toll Plaza, Gondal Road, N.H. 27, Paddya-360311, Tal : Gondal, Dist. Rajkot.
PHONE NO. : +91-7069690081/82 | Email : info@anlonhealthcare.com | www.anlon.in

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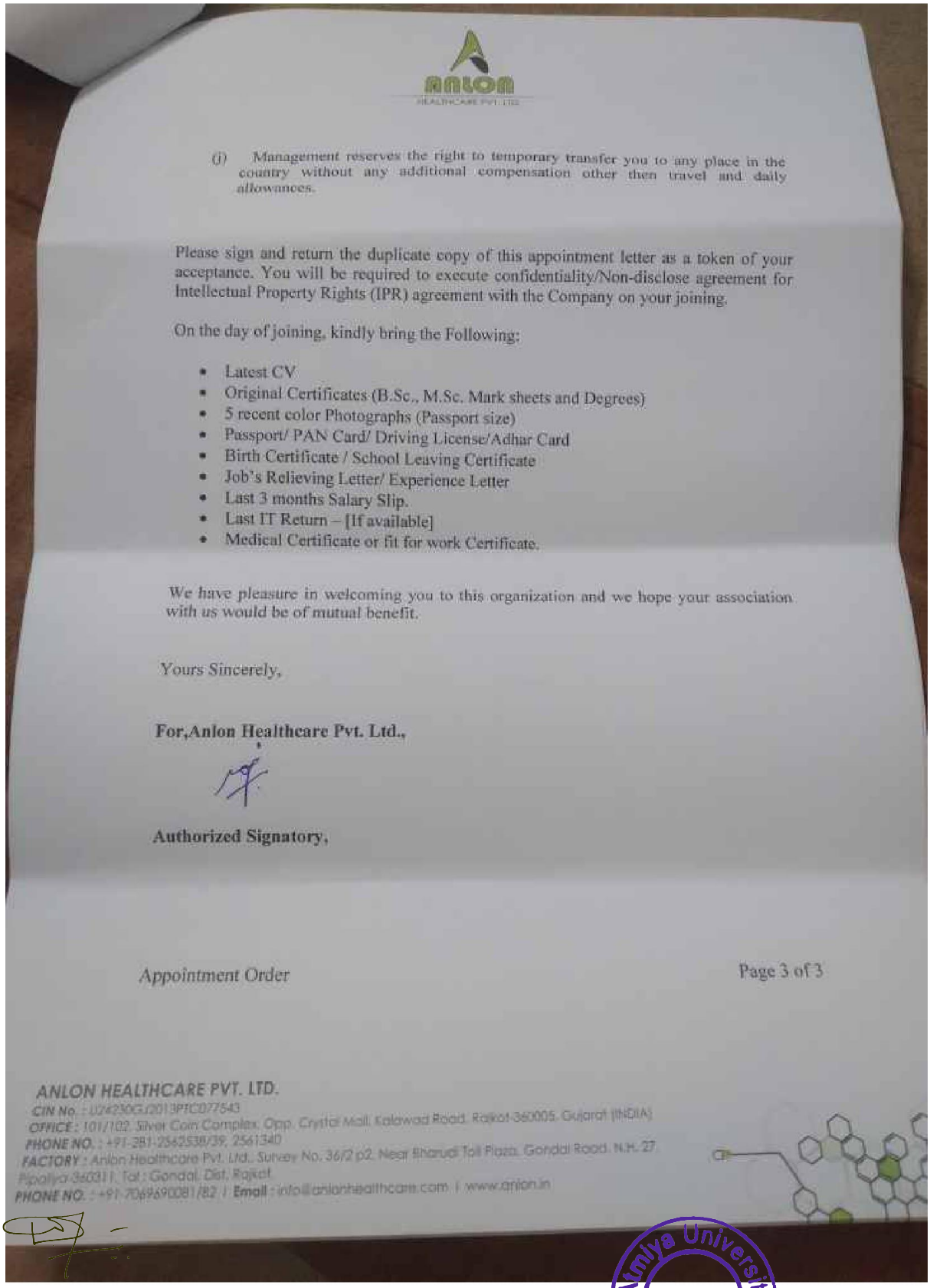
Atmiya University
Rajkot

Atmiya University Rajkot



(j) Management reserves the right to temporary transfer you to any place in the country without any additional compensation other then travel and daily allowances.

Please sign and return the duplicate copy of this appointment letter as a token of your acceptance. You will be required to execute confidentiality/Non-disclose agreement for Intellectual Property Rights (IPR) agreement with the Company on your joining.

On the day of joining, kindly bring the Following:

- Latest CV
- Original Certificates (B.Sc., M.Sc. Mark sheets and Degrees)
- 5 recent color Photographs (Passport size)
- Passport/ PAN Card/ Driving License/Adhar Card
- Birth Certificate / School Leaving Certificate
- Job's Relieving Letter/ Experience Letter
- Last 3 months Salary Slip.
- Last IT Return – [If available]
- Medical Certificate or fit for work Certificate.

We have pleasure in welcoming you to this organization and we hope your association with us would be of mutual benefit.

Yours Sincerely,

For,Anlon Healthcare Pvt. Ltd.,

Authorized Signatory,

Appointment Order Page 3 of 3

ANLON HEALTHCARE PVT. LTD.
CIN No. : U24230GJ2013PTC077543
OFFICE : 101/102, Silver Coin Complex, Opp. Crystal Mall, Kalawad Road, Rajkot-360005, Gujarat (INDIA)
PHONE NO. : +91-281-2562538/39, 2561340
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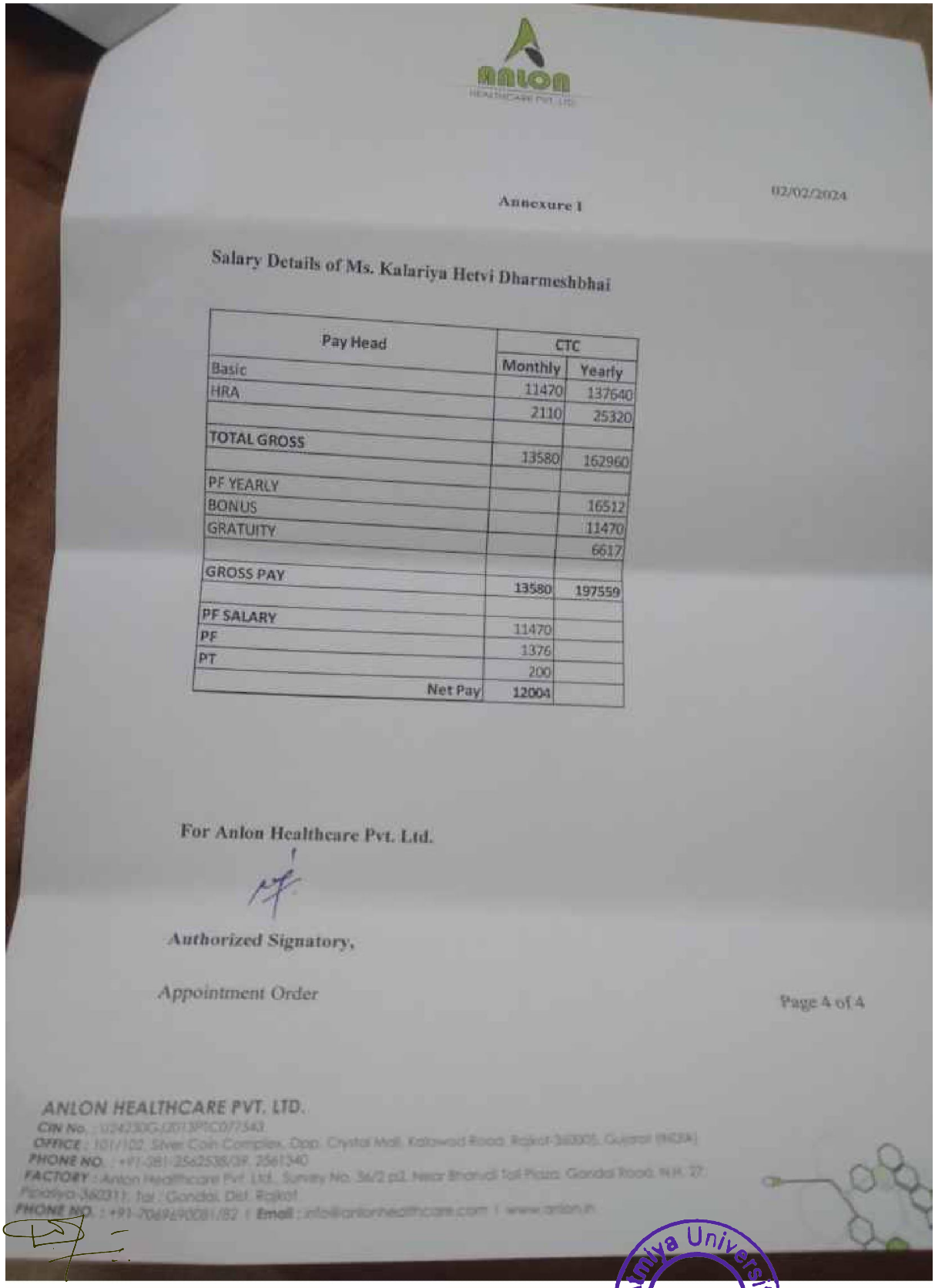

Annexure I

02/02/2024

Salary Details of Ms. Kalariya Hetvi Dharmeshbhai

Pay Head	CTC	
	Monthly	Yearly
Basic	11470	137640
HRA	2110	25320
TOTAL GROSS	13580	162960
PF YEARLY		16512
BONUS		11470
GRATUITY		6617
GROSS PAY	13580	197559
PF SALARY	11470	
PF	1376	
PT	200	
Net Pay	12004	

For Anlon Healthcare Pvt. Ltd.

Authorized Signatory,

Appointment Order

Page 4 of 4

ANLON HEALTHCARE PVT. LTD.

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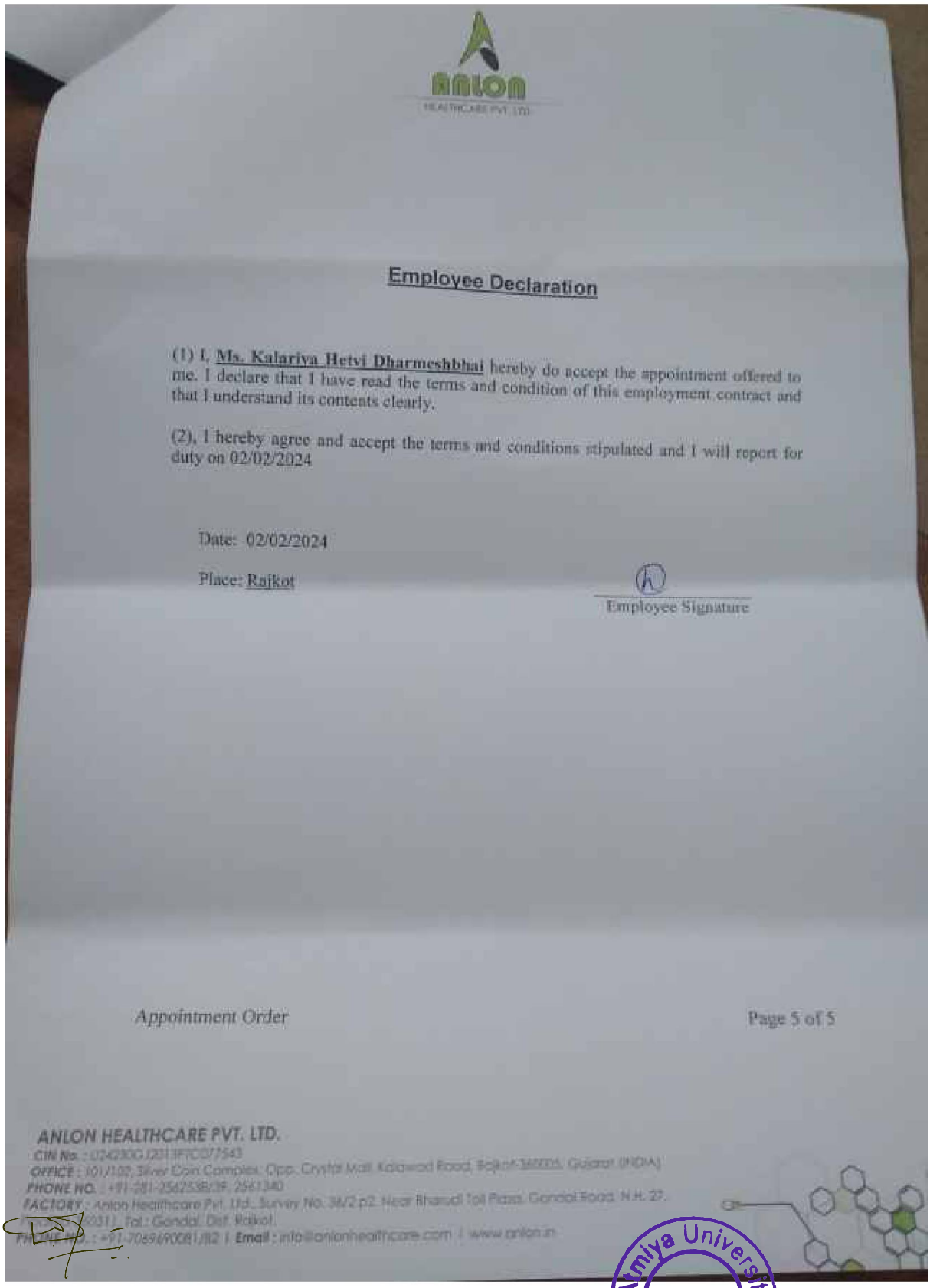
Atmiya University
Rajkot

Atmiya University Rajkot



ANLON
HEALTHCARE PVT. LTD.

Employee Declaration

(1) I, **Ms. Kalariya Hetvi Dharmeshbhai** hereby do accept the appointment offered to me. I declare that I have read the terms and condition of this employment contract and that I understand its contents clearly.

(2), I hereby agree and accept the terms and conditions stipulated and I will report for duty on 02/02/2024

Date: 02/02/2024

Place: Rajkot

Employee Signature

Appointment Order Page 5 of 5

ANLON HEALTHCARE PVT. LTD.
CIN No. : U24230GJ2013PTC077543
OFFICE : 101/102, Silver Coin Complex, Opp. Crystal Mall, Kalawad Road, Rajkot-360005, Gujarat (INDIA)
PHONE NO. : +91-281-2562538/39, 2561340
FACTORY : Anlon Healthcare Pvt. Ltd., Survey No. 36/2 p2, Near Bharudi Tol Pass, Gondal Road, N.H. 27,
[illegible] Tal.: Gondal, Dist. Rajkot.
PHONE NO. : +91-70694 90081/82 | Email : info@anlonhealthcare.com | www.anlon.in

Registrar
Atmiya University
Rajkot

Atmiya University Rajkot

C3 LOGISTICS

Credent Cold Chain Logistics Pvt. Ltd.
Corp. Off.: Second Floor, B-3, Nimri Commercial Complex
Ashok Vihar, Phase-4, New Delhi-110052
Tel.: 011-41206661, +91-9811113190
E-mail : info@c3logistics.co.in
Website : www.c3logistics.co.in

An ISO 9001:2015 Certified Company | UDYAM-DL-03-0011706 | CIN : U63000DL2015PTC281994

C3/APPT/2022-2023

Date: 21-Feb-2023

Name: Trusha Kishorbhai Mehta
Contact No. 7265003590

Sub: -Appointment Letter for the Position of Customer Care Executive

This is with reference to your application and the subsequent discussions you had with us at the time of interview, on the following terms and conditions.

1. **Designation: Customer Care Executive**
2. **Job Location: Gujarat and Metropolis Healthcare Limited (**You may however be required to work at any place of the business or sometimes at client's place or as per the requirement)
3. **Commencement of Employment:** Your employment will be effective with us since **21-Feb-2023.**
4. **Compensation:** Your Salary will be **13863/- CTC**

We congratulate you on your appointment and wish you a long career with us. We assure you have a great journey and get our full support for your professional growth and development.

If you are agreeable to the above terms and conditions of your appointment you are requested to sign each page of the duplicate copy of this appointment letter as a token of your acceptance and send it to us.
Yours Faithfully

For Credent Cold Chain Logistics Pvt. Ltd.

Regards

HR Manager

Registrar
Atmiya University
Rajkot

Atmiya University Rajkot

C3 LOGISTICS

Credent Cold Chain Logistics Pvt. Ltd.
Corp. Off.: Second Floor, B-3, Nimri Commercial Complex
Ashok Vihar, Phase-4, New Delhi-110052
Tel.: 011-41206661, +91-9811113190
E-mail : info@c3logistics.co.in
Website : www.c3logistics.co.in

An ISO 9001:2015 Certified Company | UDYAM-DL-03-0011706 | CIN : U63000DL2015PTC281994

ANNEXURE 1

1.1 **Probation & Confirmation**: For all employees the employment will be deemed confirmed on completion of 6 month of service with Credent unless otherwise conveyed to you in writing by **HR**. In such circumstances. Your confirmation process shall be detailed in the aforesaid communication.

1.2 **Transfer**: Your services are transferable and you may be assigned to any location where Credent or any one of its associates or customers conducts business. While on transfer, you will be governed by the rules, regulations and conditions of service of the location.

1.3 **Training**: Credent has a detailed & extensive training program. During this training you will be required to put in enormous job requirements. Only on successful solution of training will you be allowed to join operations. Else you will be disqualified & no salary will be payable from Credent for the training period. The company makes an investment in your training & expect that employees discharge their obligation post-Training period in the event in employee abscond soon after training, the company will view this as act of gross misconduct and may take disciplinary action including legal to cover investments that have been made in employee.

1.4 **Verification :**

(a) This letter for offer of appointment is issued to you on the basis of your candidate eligibility and on ground of information/documents provided by you on the company which are believed as bonafide, genuine and true. Further, if you are not an Indian citizen by birth, please support your candidate and eligibility to join us with Necessary details and documentation as per the prevailing provisions of law of India.

(b) This appointment is based on the information supplied by you to us in your application/ personal data form and otherwise and will be considered null and void if a material error is discovered therein at any time and your Employment shall be terminated without any notice or salary in lice thereof.

(c) If any declaration given on information furnished by you to the company proves to be false or if you are found to have wilfully suppressed any material. Information. You will be liable to removal from services without any notice or compensation whatsoever.

1.5 **Separation:** Should you leave the organization before completing of service post training, no dues will be payable. On termination of employment and /or your resignation, you will immediately return to the company all the company assets (including laptop, Cell phone Etc.,) accessories, documents, ID card etc. in your custody and obtain clearance in the full and final settlement form from the relevant person/office/department. Your dues any will be settled by

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the company only after obtaining your clearance or no dues mail from the concern department. Full and final payment will be settled after45 days of leaving the company.

1.6 **Notice period:** An employee may terminate this agreement by giving a notice of 15 Days/ 1 month in the company in writing or payment of salary in lieu thereof. If you are not serving notice period, there will be a deduction in Full & Final of mentioned notice period days.

1.7 **Termination of services:** Credent reserves the right to terminate your employment on grounds of integrity issues, misconduct, indiscipline, disruption to work environment &uninformed/unauthorized absence from work or unsatisfactory job performance. Breach of any of the above condition will render you liable to termination of your employment without notice or compensation. Any dues that may by outstanding e.g., leave, salary, incentive, other allowance etc. will be forfeited. Should the company decide to or require to terminate the services of any employee above management grade for any other reasons except those mentioned herein above one month notice will be provided or one month severance pay in thereof.

1.8 **Employee Information:** At the time of joining, you will be required to complete a Personal Data Form as mentioned in the covering letter. You are required to inform the Company in writing of any changes in your personal data within 3 days. In the event the updated information is not received, the processing of your monthly salary can get delayed.

1.9 **Performance Evaluation:** All Performance reviews are done as per financial year in April.

(i) Your Performance will be reviewed continuously during the tenure of your employment. If, at the end of any month you have not met the minimum standards for that month a verbal warning will be given.

(ii) If, at the end of next month, you have not met the minimum standards for that month, your probation can be extended (if on probation) and a Performance Improvement Plan (PIP) will be implemented (if confirmed), or your employment will be terminated at the discretion of the Management.

(iii) The Management's decision to change territories/policies/product/portfolio will be final and binding on all employees. All changes to territories/policies/product/portfolio shall be at the sole and absolute discretion of the Management.

(iv) In case your performance is not up to the mark, your designation is liable to be reduced.

1.11 Renewal of Contract:

The renewal of contract for consultants and contract employees will happen after a year or as specified in the cover letter.

2) Code of conduct

2.1 You shall during your service with Credent devote your whole time and attention to the Company's business as entrusted to you, and you shall not engage yourself directly or indirectly in any business or service other than Company's business or service.

2.2 Information pertaining to the Company's operations shall remain secret and safeguarded

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Rajkot

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by you. All information that comes to your knowledge by virtue of your employment with the Company is deemed to be confidential.

2.3 You will be required to effectively carry out all duties and responsibilities assigned to you by your manager and others authorized by the company to assign such duties and responsibilities.

2.4 You will be required to apply and maintain the highest standards of personal conduct and integrity and comply with all Company policies and procedures. The Company shall have the right from time to time to vary or modify any of the above terms and conditions of service, which shall be strictly applicable & must be adhered to.

2.5 All acts of misconduct and indiscipline like insubordination, gross negligence, corruption, fraud, forgery, misappropriation, etc. would warrant strong disciplinary action from the company. Any violations as detailed above or violation of any other company procedures and policies would attract action/termination as per company disciplinary policy in force.

3) Disciplinary policy & Guidelines

a. You are expected to follow the standards of conduct that have been set for all employees based on professionalism and appropriate demeanour in the organization. Non-adherence or misconduct can lead to disciplinary action up to the extent of termination from services.

b. Misconduct consists of but is not restricted to the following: Sexual Harassment, falsifying employment records, False commitments to clients/ data mishandling, Unprofessional attitude towards customers, Consumption of the Alcohol/ non-performance, unauthorized absenteeism, Unauthorized use of company equipment, unacceptable standards of appearance, Regular/persistent late coming.

*It is solely at the discretion of the HR Department/Management to decide the appropriate action to be taken post investigation of each case. It is the responsibility of the employee to update himself with the Disciplinary Policy and action from time to time.

4) **Equal Opportunity:** The Company also follows a policy of equal opportunity and non-discrimination at the time of recruitment and also during the entire tenure of the employee within the organization.

5) Confidentiality & Employment Policy

You are required not to disclose, communicate or otherwise make available to any third person, and to keep in strictest confidence, all information relating to:

a. The business information and operations of any of Credent's customers or the customer's affiliated companies, customers, prospective customers and business partners.

b. The software & systems used for the discharge of Credent's obligations to its customers.

c. Any information on Credent's customers/prospective customers including their personal or financial affairs or names and addresses or any other data which may come into your possession, custody or control in course or performance of your

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Atmiya University
Rajkot

Atmiya University Rajkot

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services, irrespective of the form in which such information is obtained, stored, processed or communicate.

d. Usage of Credent's or its customers. E-mail, internet, telecommunication and any other facilities is only for official purposes and must not be used for personal purposes. Violation of this rule can result in immediate termination of employment & will be liable to pay for loss occurred due to misuse.

6.1)Disclosure of Information.

The Employee recognizes that, during the course of his/ her employment with the Company, he/she may have access to confidential and proprietary information on the Company, and the Company's clients, such information including but not being limited to: program concepts, plans. And designs developed by the Company: contracts, billing information, and account strategy information relating to the Company's clients: client customer lists; client data on participation by their customers; in the client's marketing programs; financial information about the company, the company's clients and their customers: as well as other data, reports, papers, and background information relating to the company, or its client's marketing programs. The employee acknowledges that such information is a valuable, special and a unique asset oh the company of or the company clients.

The Employee agrees that he/she will not, during or after the term of their employment with the company, disclose any of the confidential and proprietary information herein described to any person, corporation, association, firm or other entity for any reason or purpose whatsoever, unless such disclosure has been authorized in writing b the company: and agrees that.

e. In the event of a breach or threatened breach of the provisions of this section, the company shall be entitled to an injunction restraining the employee from using or disclosing , in whole or in part, such information, or from rendering any services, to any person, firm , corporation association or other entity to whom any such information has been disclosed or is threatened to be disclosed, such injunction shall be available without the posting of any bond or other security and the issuance of which is hereby consented to by Employee,

f. Any such breach would cause injury to the company and

g. The remedies provided for in this section shall be cumulative to and not exclusive of any and all other remedies which may be available, either at law or in equity.

ANNEXURE-2 :

Registrar
Atmiya University
Rajkot

Atmiya University Rajkot

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Administrative & Policy Guidelines

1.Identity

a) For Identification & security you will be issued an identity card at the time of employment to be displayed all the time in the company premises.

b) Loss of the identity card must be reported to the Administration Department Immediately. Duplicate will be issued with charge of RS 100/-. The identity card is the property of Credent and must be returned at the time of leaving the company.

2. Salary:

- Salary Credited Date – 7th to 10th of every month
- Conveyance & other expenses credited date – 20th to 25th of every month
- Full & Final Settlement Date – After 25th of month (After 45 days of your last working)

Note: - (a) Banking of our company closed date is 25th of every month. So, rest amount or expenses if any, will be credit on next month

(b) Employees joining between the 25stto 31st will get their first salary credited in the month after next,

3. Working Hours: The Company services its clients 7 days a week, twenty-four hours a day. You will be expected to attend office as per timings assigned to you by your manager.

4. Indemnity

You shall follow all the rules and regulations of the company and shall not breach any term thereof, and shall be liable due to your conduct for any act of misappropriation, theft, fraud or malfeasance and misfeasance, which may result in any less or damages to the Company or anyone claiming through them. You indemnify the company for any loss, damages or injury suffered by the company for any breach of above conditions or any other clause or term of employment.

Registrar
Atmiya University
Rajkot

Atmiya University Rajkot

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Name	Trusha Kishorbhai Mehta
Designation	Customer Care Executive
Department	SIS
Basic	9490
HRA	1950
Other Allowance	0
Bonus@8.33	791
Gross	12231
Emp PF @12%	1139
Emp ESIC @0.75	92
PT	0
LWF	0
Total Deduction	1231
Net Pay	11000
Empr PF @13%	1234
Empr ESIC @ 3.25%	398
LWF	0
CTC	13863

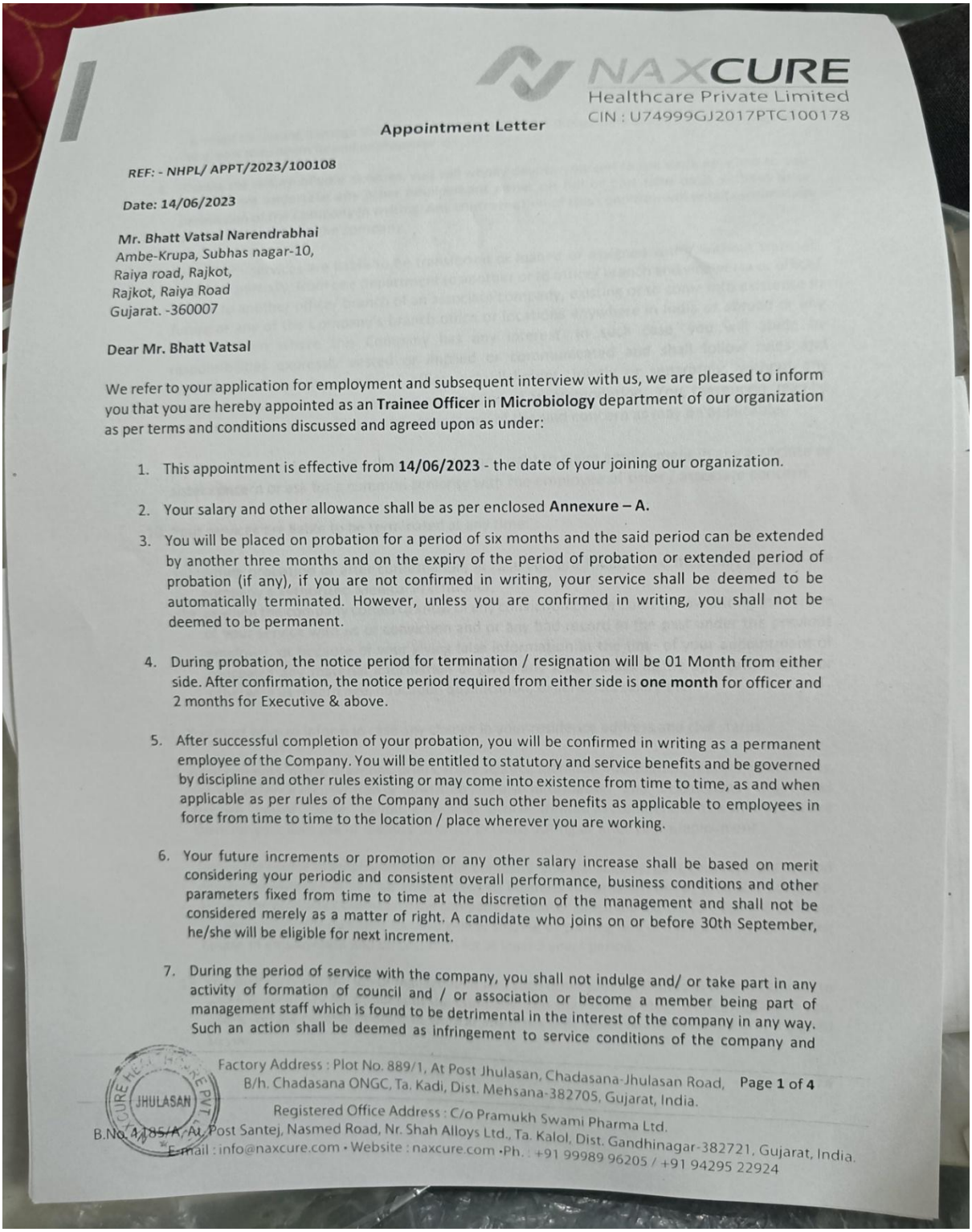
For Credent Cold Chain Logistics Pvt. Ltd.

Regards

HR Manager

Registrar
Atmiya University
Rajkot

Atmiya University Rajkot



NAXCURE
Healthcare Private Limited
CIN : U74999GJ2017PTC100178

Appointment Letter

REF: - NHPL/ APPT/2023/100108

Date: 14/06/2023

Mr. Bhatt Vatsal Narendrabhai
Ambe-Krupa, Subhas nagar-10,
Raiya road, Rajkot,
Rajkot, Raiya Road
Gujarat. -360007

Dear Mr. Bhatt Vatsal

We refer to your application for employment and subsequent interview with us, we are pleased to inform you that you are hereby appointed as an **Trainee Officer** in **Microbiology** department of our organization as per terms and conditions discussed and agreed upon as under:

1. This appointment is effective from **14/06/2023** - the date of your joining our organization.
2. Your salary and other allowance shall be as per enclosed **Annexure – A.**
3. You will be placed on probation for a period of six months and the said period can be extended by another three months and on the expiry of the period of probation or extended period of probation (if any), if you are not confirmed in writing, your service shall be deemed to be automatically terminated. However, unless you are confirmed in writing, you shall not be deemed to be permanent.
4. During probation, the notice period for termination / resignation will be 01 Month from either side. After confirmation, the notice period required from either side is **one month** for officer and 2 months for Executive & above.
5. After successful completion of your probation, you will be confirmed in writing as a permanent employee of the Company. You will be entitled to statutory and service benefits and be governed by discipline and other rules existing or may come into existence from time to time, as and when applicable as per rules of the Company and such other benefits as applicable to employees in force from time to time to the location / place wherever you are working.
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. A candidate who joins on or before 30th September, he/she will be eligible for next increment.
7. During the period of service with the company, you shall not indulge and/ or take part in any activity of formation of council and / or association or become a member being part of management staff which is found to be detrimental in the interest of the company in any way. Such an action shall be deemed as infringement to service conditions of the company and

JHULASAN

Factory Address : Plot No. 889/1, At Post Jhulasan, Chadasana-Jhulasan Road, B/h. Chadasana ONGC, Ta. Kadi, Dist. Mehsana-382705, Gujarat, India. Page 1 of 4

Registered Office Address : C/o Pramukh Swami Pharma Ltd.
B.No. 4,185/A, At Post Santej, Nasmed Road, Nr. Shah Alloys Ltd., Ta. Kalol, Dist. Gandhinagar-382721, Gujarat, India.
E-mail : info@naxcure.com • Website : naxcure.com •Ph. : +91 99989 96205 / +91 94295 22924

Registrar
Atmiya University
Rajkot

Atmiya University Rajkot



REINE
Devoted to Life

Date: 11-01-2023

To,
Mr. Deep Faldu
302 Aminant flat, Behind Gangotri Dairy,
Sadhu Vasvani Road, Rajkot - 360005.

Offer Letter

Dear, Mr. Deep Faldu

Congratulation! We are pleased to confirm that you have been selected to work for **REINE LIFE SCIENCE** we are delighted to make you the following job offer.

With reference to your application and subsequent interview you had with us, we have pleasure in appointing you as an "**Officer**" based in Ankleshwar on the terms and condition agreed between us.

Your regular appointing to join on before **12-01-2023.**

Please confirm Acceptance of above.

Kindly return the duplicate copy of this letter duly signed in token if your acceptance.

We keep you on probation for 3 months and if your performance is up to mark we will promote you for training.

For, Reine Life Science

Deep Faldu

Authorized Signatory

REINE LIFESCIENCE
Plot No. 5901, Kanoria Chemicals Road, GIDC, Ankleshwar-393002, (Gujarat) India.
+91 63560 38460, +91 63561 38460, +91 75750 38460 info@reinelifescience.com www.reinelifescience.com

Registrar
Atmiya University
Rajkot

Atmiya University Rajkot

i-Process Services (India) Pvt. Ltd.

Corporate Office :
Plot No : 313, Udyog Vihar Phase-IV, Gurugram, Haryana-122015
Ph. 0124-4763400

Offer Cum Appointment Letter

06-Jul-2022

Vora Trusha Niteshbhai,

Rushabh, opposite hanuman tample, nandanvan society, behind dasijivan party plot Jetpur road, gondal Rajkot Gujarat 360311 India

Dear Vora Trusha Niteshbhai,

With reference to your interview and online documentations submitted for seeking employment with our company. We are pleased to inform you that your candidature has been accepted basis representation made and documents submitted by you.

This offer cum appointment letter is being issued to you for appointing you on the post of **SR. EXECUTIVE** in Grade **GRADE-9** with the company. Your total emoluments shall be as per Annexure attached hereto and your date of joining shall be **08-Jul-2022** you will report at our following work location:

Rajkot

Besides the terms and condition, which are stipulated herein in this letter, your appointment shall be subject to satisfactory results of verifications of representation made and documents submitted by you.

In case of your verification / reference checks are not up to the desired level, this letter shall be automatically stands withdrawn and even if you have joined duty, your services shall be discontinued with immediate effect without any compensation notice or salary in lieu thereof.

Further, if you fail to join on the date specified hereinabove, this letter shall be treated as withdrawn.

The following are the other terms and conditions of this offer cum appointment letter:

A. Commencement Term:

i) Your appointment is effective from 08-Jul-2022

ii) You will be on probation for a period of six months or any further extended period as may be decided by the Company based on your performance during the probation

iii) On satisfactory completion of your probation you will be confirmed in the services of the Company in writing.

B. Remuneration:

Regd. Office : Unit No. 602, 6th Floor, "Centre Point", Andheri Kurla Road, J.B. Nagar, Andheri (East) Mumbai-400059
CIN No.: U72900MH2005PTC152504 • Mail Id : contact@iprocess.in, • Website : www.iprocess.in

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Rajkot

Atmiya University Rajkot

i-Process Services (India) Pvt. Ltd.

Corporate Office :
Plot No : 313, Udyog Vihar Phase-IV, Gurugram, Haryana-122015
Ph. 0124-4763400

Your total cost to the company will be Rs.**192972** per annum as per detailed annexure to this letter.

Benefits:

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

C. Other Terms and Conditions of Service:

Professional Ethics & Confidentiality: While you are in the services of the Company, you are not permitted to carry on any business or profession or enter, for any part of your time, in any capacity, the services of, or be employed by or engaged with any other firm, company or person. You will devote your whole time and attention to your office work to promote the interest of the Company and will not divulge to any person or utilize any of the Company's secrets or other related information (which you may possess by reason of your association with the Company) outside the company.

IT Security Practice & Procedures: While you are in the services of the Company, you will adhere to the IT Security Practice & Procedures as prescribed by **i-Process Services (India) Private Limited.**

HR Policy: While you are in the service of the company, you will be governed and required to adhere the HR Policies of the company as amended from time to time.

Notice Period: During the probation period, your services would be liable to be terminated by the Company without assigning any reason and without giving any notice.

During the probation period, if you decide to leave the Company's services, you will be required to give fifteen days' notice. The company in its sole discretion can decide to waive off / reduce the notice period depending upon the exigencies. In such case, you would be required to pay to company, basic salary for the notice period not served.

In case you decide to leave the Company's services after confirmation, you will be required to give thirty days' notice. The company in its sole discretion can decide to waive off / reduce the notice period depending upon the exigencies. In such case, you would be required to pay to company, basic salary for the notice period not served.

After confirmation in grade, your services would be liable to be terminated by the Company, by giving thirty days' notice or on payment of an amount equivalent to thirty days' Basic salary in lieu of the notice period.

Transfer: The Company shall have the right to transfer you to any of its offices.

Retirement: Employees would retire on the last day of the month in which they complete 58 years of age.

Joining Competitor: In the event of termination of your services by the Company or your

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i-Process Services (India) Pvt. Ltd.

i process

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Ph. 0124-4763400

resignation from the services of the Company, you shall not join any competing Company or Financial Services Company for a period of six months from the date of resignation/termination.

D. Termination of Employment: In addition to what has been mentioned in sub-clause (iii) of Clause- E of this letter, please note that your services with the Company are also liable to be terminated any time in the event of:

i) Any breach of the conditions mentioned in this letter or for breach of any rules of the company that may be made applicable to you from time to time, on your part;

ii) Any incorrect information furnished by you;

iii) Suppression of any material information by you.

E. General:

i)The company, in its discretion, shall deploy/depute your services at the offices of its client at any of the locations in India.

ii)Your appointment and continuation in employment are subject to your being found medically fit by a Registered Medical Practitioner (discretionary) and reference checks (discretionary).

iii)You will be bound by the Rules and Regulations of the company.

iV)You will keep us informed of any change in your contact details (Mobile no. & E-Mail ID) and present, permanent or correspondence address.

If you are agreeable to the above-mentioned terms and conditions, please accept the same through your account on HRMS portal.

Yours sincerely,

For i-Process Services(India) Private Limited

Authorized Signatory

Regd. Office : Unit No. 602, 6th Floor, "Centre Point", Andheri Kurla Road, J.B. Nagar, Andheri (East) Mumbai-400059
CIN No.: U72900MH2005PTC152504 • Mail Id : contact@iprocess.in, • Website : www.iprocess.in

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Rajkot

Atmiya University Rajkot

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Ph. 0124-4763400

Annexure to Letter dated 06-Jul-2022

Name of Employee Vora Trusha Niteshbhai
Designation SR. EXECUTIVE
Grade GRADE-9
Location Rajkot

Pay Component	Monthly Amount	Annual Amount
Fixed CTC		
Gross Salary	13650	163800
Basic	8500	102000
HRA	500	6000
Conveyance Allowance	800	9600
Medical Allowance	750	9000
Supplementary Allowance	3100	37200
Retiral Other Benefits	2431	29172
Employer PF	1578	18936
Employer ESI	444	5328
Gratuity	409	4908
Total Fixed CTC	16081	192972
Total CTC	16081	192972

For i-Process Services(India) Private Limited

Authorized Signatory

Registrar
Atmiya University
Rajkot

Atmiya University Rajkot

i-Process Services (India) Pvt. Ltd.

Corporate Office :
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Ph. 0124-4763400

FORM XII

[Under rule 76 of the Contract Labour (Regulation and Abolition) Central Rules, 1971] Employment Card

A. Name Contractor	: i-Process Services (India) Pvt. Ltd.
A1. LIN/PAN No. of the contractor	:AABCI3838C
A2. Email Id of the contractor	:contact@iprocess.in
A3. Mobile No. of the contractor:	:
B. Wage rate(with particulars of unit, in case of piecework	:
C. Name of Principal Employer	:ICICI BANK LTD
C1. LIN/PAN No. of the Principal employer	:AAACI1195H
C2. Email Id of the Principal employer	:
C3. Mobile No. of the Principal employer:	:
D. Name of workmen	: Vora Trusha Niteshbhai
D1. UAN/Aadhaar No	:
D2. Mobile No	:
1. Serial number in the register of workmen employed	:
2. Nature of Designation	: SR. EXECUTIVE
3. Wages Rate	: Rs. 192972 (per annum)
4.Date of commencement of employment	: 08-Jul-2022

For i-Process Services(India) Private Limited

Authorized Signatory

i-Process Services (India) Pvt. Ltd.

Corporate Office :
Plot No : 313, Udyog Vihar Phase-IV, Gurugram, Haryana-122015
Ph. 0124-4763400

Date : 06-Jul-2022

Employee Name : Vora Trusha Niteshbhai

Deputation of Services

Dear Vora Trusha Niteshbhai

This is with further reference to joining the services of the company with effect from 08-Jul-2022 in accordance with the Offer cum appointment letter accepted by you.

Your services will be deputed to our client's office at below address from your joining date until further instruction from us in writing.

ICICI BANK LTD, Rajkot

Accordingly, you are required to report at our above client work location / address.

During your period of deputation to the Client you shall:

i) Abide by the norms and code of conduct as applicable at the Client workplace and ensure discipline and professional conduct at all times

ii) Not to utilize or divulge to any person/ organization other than the Client, any information which you may possess by virtue of your association with our Client.

iii) Continue to be governed by the rules & policies of the company as well as terms & conditions as mentioned in your Appointment letter dated 08-Jul-2022.

For i-Process Services(India) Private Limited

Authorized Signatory

Mankind Specialities

Serving Life

Appointment Letter

Date:04-APR-2024

To,
Mr.Bhuva Tarang Sanjaybhai

Dear,

Based upon your application and subsequent interview, we are pleased to offer you the position for the post of **Sr. Prof. Sci. Sales Officer** in **VICTRIX 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** : **05-APR-2024**
2. **Designation** : **Sr. Prof. Sci. Sales Officer**
3. **Department** : **Sales**
4. **HQ** : **Rajkot**
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.

Authorized Signatory

Self-Attested_____

MANKIND PHARMA LTD.
D-205, 2nd Floor, Tower 2, Seawood Grand Central, Plot No. R1, Sector-40,
Seawood Railway Station, Nerul Node, Navi Mumbai - 400706 Ph. : 022 - 68832900

Regd. & Corp. Office : **MANKIND PHARMA LIMITED**, 208, Okhla Industrial Estate, Phase-3, New Delhi - 110020 (India)
Phone : 011-47476600, 011-46846700 CIN No. : L74899DL 1991PLC044913
E-mail : contact@mankindpharma.com www.mankindpharma.com

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Rajkot

Atmiya University Rajkot

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In the event of your being found indulging in any acts of omission or commission constituting a misconduct including unwelcome physical contact and advances and/or a demand or request for sexual favours, and/or sexually coloured remarks/jokes, and/or showing pornography and/or any other physical, verbal or no-verbal Conduct of a sexual nature, which will tantamount to an act of moral turpitude, the Division has the right to suspend you, pending issue of charge sheet and inquiry and till its final disposal without any salary and allowance

e) For the purpose of counselling, you may be called upon to stop working in the field and attend counselling sessions by your superiors as and when called upon to do so or at H.O.

f) You will be discharging your duties diligently and sincerely and will not divulge any secrets of the Division or its trade which may come to your knowledge during the course of your employment with the Division.

g) You shall not publish or cause to be published any publication or contribute to any article or review to any newspaper, magazine or book, brochure or pamphlet or other publication in any way related to or concerning the Division's products or policies without prior clearance from the Division.

h) You will not borrow or collect any money on Division's account from any dealer or doctor or other party. You shall not accept or undertake to accept either directly or indirectly any gift, commission or other favour of any kind whatsoever in connection with your work without the prior consent of the Division.

   i. You will undertake to adhere to such scheme/procedures as the Division may at its sole discretion introduce/withdraw/alter/modify from time to time.

   ii. You shall maintain normal disciplines and decorum while attending doctors, customers and in briefings, cycle meetings, etc.

   iii. In the event of your failure to fulfil all the above obligations, the Division shall be at liberty to treat you as absent from fieldwork unless all working reports are completed to the satisfaction of your superiors.

i) Non-submission of DCR/non-submission of leave application/false reporting of calls in DCR and false claim through Tour Expense Statement is a serious misconduct which will render you liable for severe disciplinary action.

j) It is ordinarily presumed that this contract of employment is renewed from time to time till you reach the age of superannuation on the understanding that your performance in the job is satisfactory and acceptable in all respects. You will be advised from time to time about your performance especially, if and when, it falls below satisfactory level. If the Management finds that you are incapable of performing the job/jobs assigned to you, in spite of best efforts on your part, the Management will be at liberty to terminate this contract of employment at any time on giving one month's notice or salary in lieu of such notice. In other words, it will be presumed that the contract has not been renewed from the date of such termination.

k) You will be provided with necessary promotional material, identity/visiting cards, product literature, training manuals, stationery etc. In the event of your leaving the Division by way of resignation, retirement, termination or any reason whatsoever, you shall return all the Division's property in your possession such as and including printed stationery, unutilized samples, visual aids, detailing folders, guidebooks, promotional material, gadgets, detailing bag, identity cards, No Due Certificate from all stockiest, imprest, cash/advance, if any, and/or any other articles to the person nominated by the

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Phone : 011-47476600, 011-46846700 CIN No. : L74899DL 1991PLC044613
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Division and your dues shall be settled only on receipt of the Division's property. In case of you fail to return the company's property including NO Dues Certificate, within 30 days from the date of relieving or the time prescribed under the applicable laws (whichever is less), the company shall recover the amount from your full and final settlement dues, without further reference / notice to you.

l) You shall neither assign nor pledge to third parties including Wholesalers/C&F Agents, any financial or other benefits to which you are entitled under the terms of the Offices Employment/ Agreement/ Contract with the Division.

m) If at any time, the Management is not in a position to provide you work for trade reasons or business exigencies you may be laid off from work for reasonable time without any leave or compensation.

n) If any question of interpretation of any terms/conditions of your appointment/employment arises, the Division decision shall be final and binding on you.

o) You are required to submit the following documents on or before your date of joining.
   i. Certificate in support of the qualifications mentioned by you in your application.
   ii. Certificate supporting your date of birth/School leaving certificate.

p) You shall communicate to the division if there is any change in your address as well as personal status. All communications sent to you in normal course at the address given shall be deemed to have been served on you.

7. DOUBLE EMPLOYMENT: You are not allowed to work in any other place / Office / area for any remuneration while working in company's service for full time, nor shall hold any business, directly or indirectly.

8. RULE REGARDING CONFIRMATION: You will not be deemed to be permanent in the services of the Company unless you are so confirmed in writing. The aforesaid period can stretch from six month to one year and can also be extended at the discretion of the company. During this period:
   1. If anything will be found unethical you will be terminated without any prior notice or without assigning any reason.
   2. You will not be entitled for any leaves except sick leave for which you have to provide medical certificate, but in other cases leave availed shall be counted as leave without pay.

   At the time of probation your performance will be under the review and if at any time it is found that your performance is unsatisfactory, your services can be terminated after giving you a notice period of 24 hrs.

9. AREA OF ACTIVITY AND TRANSFER: **Your headquarter for the time being will be as mentioned above.** Such territory as may be assigned to you by the Management. You are liable to be transferred, without any additional compensation, to any Area/Territory, other division of company in India whether existing or formed in future as the Management may from time to time deem necessary at their sole discretion. Your refusal to such transfer or in case you fail to report for duties at the transferred place will be considered, as your unwillingness to serve the company, and in such case, Management will be free to terminate your services by giving 24 hrs notice, provided that no such notice **shall be required to be given if your services are terminated when you are on training** (probation).

10. RETIREMENT: Without prejudice to any other rules and regulation of the company and any laws, you shall retire from the service of the company on completion of 25 years of continuous service with the Company or on attaining the age of 60 years. The retirement age can be reduced/advanced in case you are found to be medically or physically unfit or at the absolute discretion of the Company. The date of your birth will be counted by your educational certificates given by you at the time of employment with the company and will be final and binding on you.

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11. **ROTATION POLICY:** In the course of service without any prejudice to any other **Rules & Regulations** of the company, you may be asked to promote any product(s) of group or may be transferred to any division(s) of the group. Your unwillingness to accept the opportunity shall be treated disregard to company policy and management is free to take any disciplinary action for this.

12. **MEDICAL EXAMINATION:** You might be asked to undergo medical examination during the course of your employment as and when directed by the management.

13. **MISCONDUCT:** The following acts and omissions will be considered misconduct on the part of field member
    a. Non fulfilment of rules and regulation of the company.
    b. Double employment.
    c. Refusing or avoiding transfers.
    d. False reporting.
    e. Unauthorised Social Media usage w.r.t Company or work
    f. Misuse of physician's samples and promotional material.
    g. Leaking confidential information.
    h. Giving false information in application form and course of employment.
    i. Disobeying the instructions or assignments given by seniors.
    j. Non-participation in quarterly meeting, indoor refresher course and field refresher courses.
    k. Fake billings and claiming expenses which were not borne by you in actual.
    l. Bad administration work.
    m. Demanding or accepting gifts/money in any form (loan or gift) from doctors / chemists / stockiest / C&F agents with whom the company has business contacts.
    n. Indulging in coercive / wrong activities with any doctor / stockiest / dealer or any other employee of our company or any other company with in the establishment of the company or outside it.
    o. Refusal for accepting charge sheet, order of suspension, notice & letters.
    p. Any other activity which are against moral values.

If found guilty for any of the above mentioned misconduct, your services are liable to be terminated by way of dismissal without any notice or any compensation whatsoever.

14. **WORKING DAYS:**
    a. Working days are from Monday to Saturday.
    b. You will interview / interact a minimum average 15 doctors everyday keeping in mind the convenience of the doctors. These calls must be made as effective as possible.
    c. You will post daily reports, expenses statements, sample acknowledge form, market reports, stock & sales statement of your stockist, list of doctors not contacted and any other reports required by your managers / office at the intervals directed by them.
    d. Visit record should be maintained up to date at all time.
    e. All letters from the office must be acknowledged and attended to within 3 days from receipt of the letters.
    f. If the daily reports or other reports are not received by the company within 7 days from their scheduled dates, it shall be considered that you have remained unauthorised absent from work, not entitling you for any payments / remuneration, for the period for which the said reports are not submitted.

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15. PAID HOLIDAYS: You will be eligible for ten paid holidays in a calendar year.

16. ENQUIRY & PENALTY: If anyone is found indulging in any type of misconduct stated above the Management have the right to initiate inquiry for the said misconduct, or you may be awarded with the following penalties depending on the nature & severity of the misconduct.
    - Suspension
    - Dismissal
    - Compulsory Retirement
    - Termination
    - Withhold of increments or promotions
    - Imposition of fine.

    The above penalties shall be final, conclusive and binding upon you in all respects and shall not be questioned by you on any grounds whatsoever.

17. LOSS OF LIEN: If you do not join the assigned Head Quarters or you remain absent without prior sanctioned leave in writing from the reporting manager for a continuous period of five days, you will lose your lien on your appointment.

18. RESIGNATION: If you desire to leave the services you shall give one month's notice in writing to the company. If you leave the services without giving one month's notice, the company shall be entitled to deduct One month gross salary from your dues. In case of resignation tendered by you, you will not be relieved of your duties unless the resignation has been accepted in writing by the company and unless you handover complete charge of your job as well as materials, articles and things belonging to the company that may have come in your possession during your employment, to the Management or the superior concerned.

19. You are covered under category "Sales Man" as per Sales Promotion Employees Act. "Sales man" means any person by whatever name called employed or engaged in any establishment for hire or reward to do any work relating to promotion of sales or business as per the sales promotion employees Act, 1976, 2(d).

20. JURISDICTION: You will be governed by Head Office at Delhi. Your salary will be deemed to have been paid at Delhi and for all purpose, your appointment also will be deemed to have made at Delhi. In case of any dispute that may arise between you and the company in connection with any of the matters specified in this agreement, it is specifically agreed and understood by and between the parties that the Courts situated in the city of Delhi alone will have jurisdiction to try and entertain such matters.

You are requested to implement the measures introduced by the management from time to time. Such changes can be in plans, procedures, systems required for the benefit of the company.
We hope this is beginning of your long and prosperous career with us.

Yours Sincerely

FOR MANKIND PHARMA LTD.

Self-Attested: _____

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Mr.Bhuva Tarang Sanjaybhai

Sr. Prof. Sci. Sales Officer

Sales

Annexure 1

Following would be your CTC:

S.NO	SALARY HEADS	MONTHLY (RS.)	ANNUALLY (RS.)
A	FIXED COMPONENT		
1	Basic	9600	115200
2	House Rent Allowance	4800	57600
3	Special Allowance	5100	61200
4	Child Education Allowance	200	2400
5	IMGI	3000	36000
	GROSS TOTAL	22700	272400
B	RETIRAL BENEFIT		
6	Gratuity	462	5544
7	PF	1800	21600
C	OTHER BENEFIT		
8	Bonus	700	8400
9	Special Bonus	1300	15600
10	Leave Travel Allowance	275	3300
11	Insurance Premium	25	300
	GRAND TOTAL	27262	327144
IN WORDS	Rs Three Lakh Twenty Seven Thousand One Hundred Forty Four Only		

*You are also eligible for standard daily working allowances as per company policy applicable from time to time in the region of your posting.

Group Mediclaim Policy: Covers Self,Spouse,upto 2 children and 2 dependents subject to the limit defined in company policy.

Group Accident Insurance Policy: Coverage as per Company policy.

Please confirm your acceptance of the salary structure as attached in Annexure-1 by signing and returning this letter in duplicate for our records.

Acceptance: .....

FOR MANKIND PHARMA LTD.

Date: .....

Authorized Signatory

MANKIND PHARMA LTD.

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Seawood Railway Station, Nerul Node, Navi Mumbai - 400706 Ph. : 022 - 68832900

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Date:04-APR-2024

TO WHOM IT MAY CONCERN

I Bhuva Tarang Sanjaybhai, S/o. Shri Sanjaybhai Bhuva, R/o. 104, Nest-3/B Opp. Ishan App. , Nr. Amba Mata Temple Ambika Township, Nana Mava Road, Rajkot, Gujarat, 360005, Age 23Yrs., wish to state that I have joined **MANKIND PHARMA LTD.** as **Sr. Prof. Sci. Sales Officer** and have been made aware of my duties and responsibilities including my entitlement, which I am obliged to discharge during the course of my employment with the company. I hereby acknowledge to have received properties in the nature as elucidated in the list, from the company for the successful discharge of my professional commitment which in a manner, has been entrusted to me for the purpose as explained above and is owned by the company. I hereby accept and acknowledge that I would be entitled to use the same so long as I am in the employment of the company and that too for the purpose as have been told. I understand and appreciate that by merely having custody/possession of the property would not in any way bestow upon me any right qua the property to use the same after cessation of my employment with the company either by way of termination or resignation. I hereby undertake to return the properties once I cease to be an employee of the company to the company after reconciling the same with the concerned authority. I am aware and conscious of the fact that if I failed to return the properties so entrusted to me after ceasing to be an employee of the company, I will be subjected to legal proceedings, albeit criminal in nature and I will have no defence to the same. Moreover, besides initiating criminal proceedings for having misappropriated the properties in the event of my failure to account for the same after my cessation with the company, the company would further be entitled to recover the amount equivalent to the value of the property so held by me from my entitlement due and payable by the company.

Bhuva Tarang Sanjaybhai

Sr. Prof. Sci. Sales Officer

Date: _____

Place: _____

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Seawood Railway Station, Nerul Node, Navi Mumbai - 400706 Ph. : 022 - 68832900

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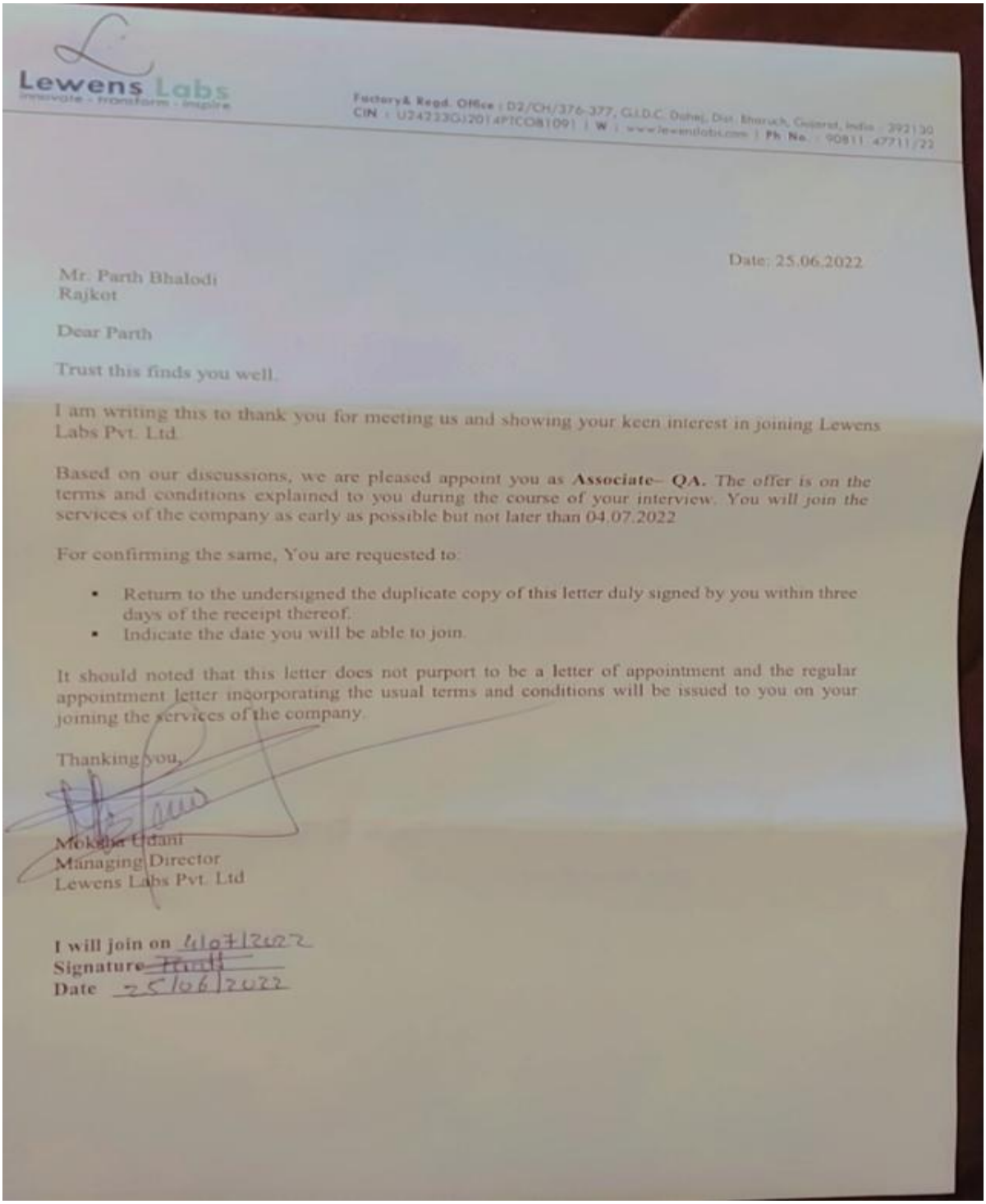

Lewens Labs
innovate - transform - inspire

Factory& Regd. Office : D2/CH/376-377, G.I.D.C. Dahej, Dist. Bharuch, Gujarat, India - 392130
CIN : U24233GJ2014PTC081091 | W : www.lewenslabs.com | Ph No. : 90811 47711/22

Date: 25.06.2022

Mr. Parth Bhalodi
Rajkot

Dear Parth

Trust this finds you well.

I am writing this to thank you for meeting us and showing your keen interest in joining Lewens Labs Pvt. Ltd.

Based on our discussions, we are pleased appoint you as **Associate– QA.** The offer is on the terms and conditions explained to you during the course of your interview. You will join the services of the company as early as possible but not later than 04.07.2022

For confirming the same, You are requested to:

- Return to the undersigned the duplicate copy of this letter duly signed by you within three days of the receipt thereof.
- Indicate the date you will be able to join.

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

Thanking you,

Mokshu Udani
Managing Director
Lewens Labs Pvt. Ltd

I will join on 4/07/2022
Signature
Date 25/06/2022

Registrar
Atmiya University
Rajkot

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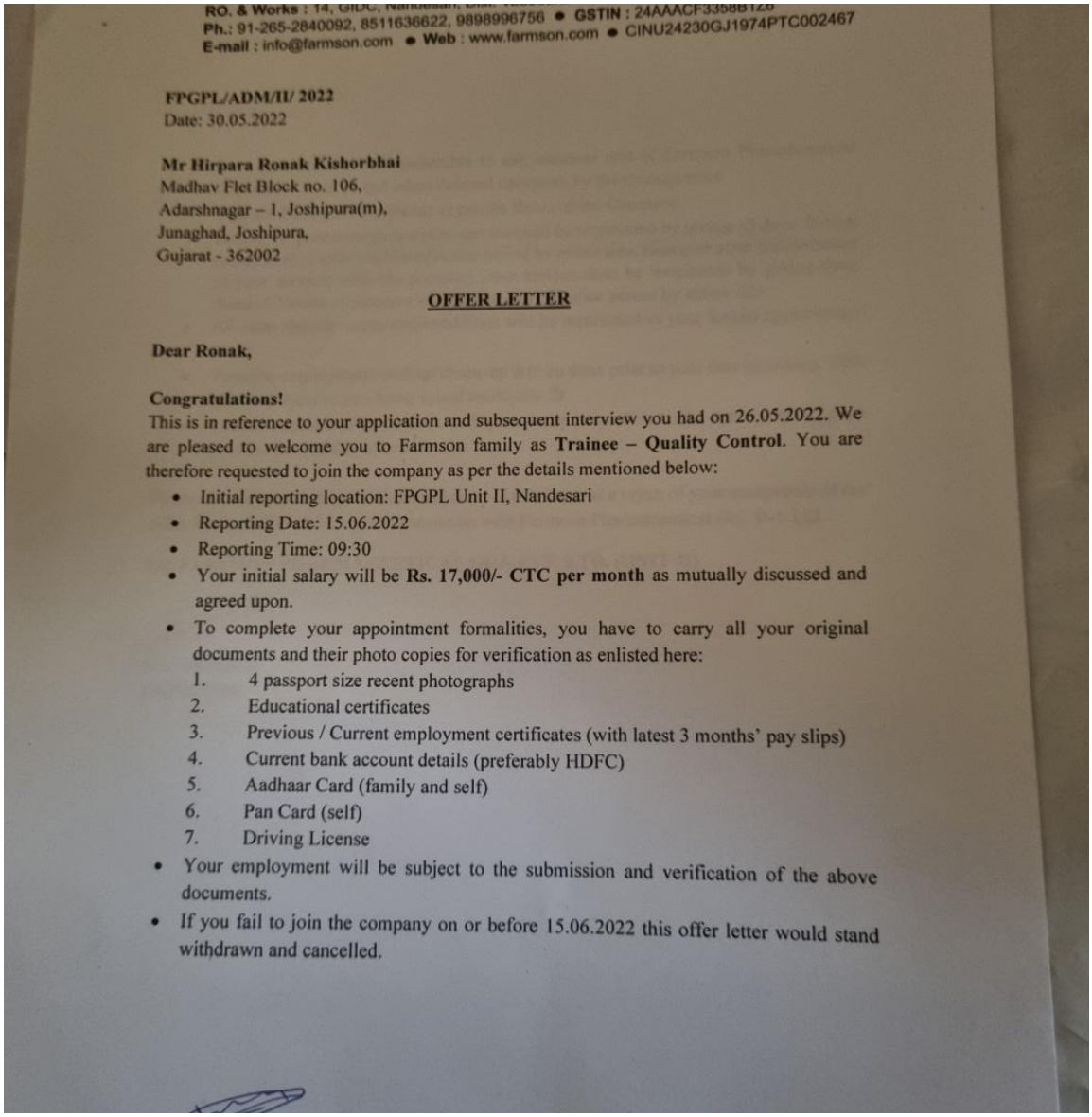

RO. & Works : 14, GIDC, Nandesari, Dist. Vadodara ● GSTIN : 24AAACF3358B1Z6
Ph.: 91-265-2840092, 8511636622, 9898996756 ● Web : www.farmson.com ● CINU24230GJ1974PTC002467
E-mail : info@farmson.com

FPGPL/ADM/II/ 2022
Date: 30.05.2022

Mr Hirpara Ronak Kishorbhai
Madhav Flet Block no. 106,
Adarshnagar – 1, Joshipura(m),
Junaghad, Joshipura,
Gujarat - 362002

OFFER LETTER

Dear Ronak,

Congratulations!
This is in reference to your application and subsequent interview you had on 26.05.2022. We are pleased to welcome you to Farmson family as **Trainee – Quality Control**. You are therefore requested to join the company as per the details mentioned below:

- Initial reporting location: FPGPL Unit II, Nandesari
- Reporting Date: 15.06.2022
- Reporting Time: 09:30
- Your initial salary will be **Rs. 17,000/- CTC per month** as mutually discussed and agreed upon.
- To complete your appointment formalities, you have to carry all your original documents and their photo copies for verification as enlisted here:
  1. 4 passport size recent photographs
  2. Educational certificates
  3. Previous / Current employment certificates (with latest 3 months' pay slips)
  4. Current bank account details (preferably HDFC)
  5. Aadhaar Card (family and self)
  6. Pan Card (self)
  7. Driving License
- Your employment will be subject to the submission and verification of the above documents.
- If you fail to join the company on or before 15.06.2022 this offer letter would stand withdrawn and cancelled.

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Rajkot

Regd. Off. & Works :
Survey No. 29, Haripar (Pal),
Kalawad Road, Tal. Lodhika,
Dist. RAJKOT-360 005. (INDIA)
Phone : +91-0281-2783375, 2783675
E-mail : info@karvyind.com
Web : www.karvyind.com

KARVY THERAPEUTICS PVT. LTD.
Mfgrs. & Exporters of :
FINE CHEMICALS, DRUG INTERMEDIATES
AN ISO 9001 : 2015 COMPANY

Date: 17/10/2022

Dear
Mr. Parag Limbashiya,
Rajkot.

We confirm your appointment as QC Executive as briefly stated here under

We confirm your appointment as QC Executive as briefly stated here under:

salary:

your salary will be Rs.15,500/-(Fifteen Thousands Five Hundred only + Bonus)

Terms & Conditions:

Terms & Conditions of Your service will be as per Annexure-B attached.

Joining Date : On or before dt.17/10/2022.

Location:

You will for now be base at Haripar (pal) Your services are transferable to any location as per organization needs.

Probation:

You will be on probation for period of six months, which can be extended at the discretion of the management. On satisfactory completion of the probation service with the company.

Notice Period:

Your services can be terminated upon providing one-month prior written notice, by either side.

Please sign and return the duplicate of this letter in token of your acceptance of the terms and conditions to enable us advise Payroll suitably. We trust all the terms and conditions mentioned in Annexure "B" are acceptable to you.

Read, Understood and Accepted

Correspondence Add. : 501, Astha 'B', Jalaram-2, University Road, Jimish Marg, Rajkot-360 007. Ph. : (0281)-2584183

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Rajkot

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Phone : +91-0281-2783375, 2783675
E-mail : info@karvyind.com
Web : www.karvyind.com

KARVY THERAPEUTICS PVT. LTD.
Mfgrs. & Exporters of :
FINE CHEMICALS, DRUG INTERMEDIATES
AN ISO 9001 : 2015 COMPANY

ANNEXURE-B

SERVICE CONDITIONS

1. You shall exercise and diligently perform all such duties as you may be required to perform by the company and exercise such powers in such capacity as may from time to time be assigned to or vested in you by the company during the tenure of your employment with the company.

2. The company shall at any time during the Period of your service be entitled to Direct you to work in any Department or to transfer you to any Branch of the Company or second your services to any of its Subsidiaries or Associated Companies whenever situated, and you shall comply with such directions and Conditions of service prevailing there and as may be made applicable from Time to time.

3. shall punctually and regularly attend at the premises of the company or at such place or places as the company may from time to time, direct.

4. You shall serve the company during such hours as may be prescribed from time to time by the company and at such other times as the company may require.

5 You shall be true and faithful to the company in all your services and shall at all times when required render a true and just account thereof to the company or to such persons as authorized to receive them.

6. You shall

   (p) Diligently, faithfully and to the best of your skill and ability serve the Company and perform all the, duties entrusted to you from time to time during the tenure of your employment with the company.

Read, Understood and Accepted

Correspondence Add. : 501, Astha 'B', Jalaram-2, University Road, Jimish Marg, Rajkot-360 007. Ph. : +91-0281-2584183

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Rajkot

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Web : www.karvyind.com

KARVY THERAPEUTICS PVT. LTD.
Mfgrs. & Exporters of :
FINE CHEMICALS, DRUG INTERMEDIATES
AN ISO 9001 : 2015 COMPANY

ANNEXURE-B

(q) Obey and comply with all orders and directions given to you by the Company and / or by its duly constituted / authorized officers and faithfully observe all the rules, regulations and arrangements of the company for the time being in force including conditions of service as may be made applicable from time to time.

(r) Give and devote the whole of your time exclusively to your duties with the company and while serving the company shall not enter Into or engage without prior consent In writing of the company, directly or indirectly, with or without remuneration, in any trade, business or occupation, employment, services or calling, nor shall you undertake any activity which are contrary to or inconsistent with your obligations under these conditions of service or the company's interest.

(d) Throughout the terms of your service not directly or indirectly take up any employment or provide any service or carry on any business either in partnership with others or on your own, account with any organization, firm, or company or individual engaged in business similar to or in way competitive with the employment or business of the company.

(e) Not any time either during the continuance of your service or at any time, thereafter except by the prior direction in writing of the company. divulge, or disclose either directly or indirectly to any person, firm or Body corporate, any knowledge or information which you may acquire during the course of or incidental to your employment concerning the affairs or the property of the company or any activity, business or transaction in which the company may be or may have concern or interest whether directly or indirectly.

7 If you commit a breach of any of the conditions of service or shall be for a period of three months permanently incapacitated by sickness or otherwise from attending to business or shall neglect to attend to your duties or otherwise misconduct yourself, you shall be liable for termination of service including dismissal; without assigning any reasons therefore

Read, Understood and accepted

Correspondence Add. : 501, Astha 'B', Jalaram-2, University Road, Jimish Marg, Rajkot-360 007. Ph. : +91-0281-2584183

Registrar
Atmiya University
Rajkot

Atmiya University Rajkot

Regd. Off. & Works :
Survey No. 29, Haripar (Pal),
Kalawad Road, Tal. Lodhika,
Dist. RAJKOT-360 005. (INDIA)
Phone : +91-0281-2783375, 2783675
E-mail : info@karvyind.com
Web : www.karvyind.com

KARVY THERAPEUTICS PVT. LTD.
Mfgrs. & Exporters of :
FINE CHEMICALS, DRUG INTERMEDIATES
AN ISO 9001 : 2015 COMPANY

ANNEXURE-B

8 (a) The company shall be entitled to terminate your service at any time without any notice or payment in lieu of notice in case of any act of disobedience, insubordination, dishonesty or such other misconduct in the discharge of your duties or of breach, of any of the conditions of service.

(b) For the purpose of sub-clause (a) or (b) here of the company's opinion as to whether any of the events mentioned therein have occurred shall be final and binding upon you and you shall not be entitled to question or challenge the same on any grounds whatsoever.

9 Notwithstanding anything to the contrary contained herein, either party may, during the tenure of your service, terminate the same by giving to other party not less than one-month previous notice of termination in writing. Further, the company shall, in addition have the right to terminate your service at its sole discretion at any time without being required to state its reasons for so doing on payment to you of one month salary in lieu of notice.

16 You will retire from the company's services on the last working day of the (English Calendar Month in which you complete 60(sixty) years of age , useless terminated under clause 9 of this letter or becoming incapacitated under medical ground.

12 **JURISDICTIONS**
This appointment letter is issued from **KARVY THERAPEUTICS PVT. LTD.** Survey No. 29, Haripar(Pal), Kalawad Road, Ta. Lodhika, Rajkot-5, for all purposes you will be under the administrative control of this office. All disputes pertaining to this appointment, your services with the company, resignation, termination, discharge or dismissal, will be subject to the component court under Rajkot city jurisdiction.

23 For the purpose of eligibility for Gratuity payment is as per the government rules. This is inspite your Gratuity payment shown as part of your Cost to, the Company.

24 The company may add / alter / modify delete any of the condition(s) during Continuance of your employment without assigning any reason thereof.

Read, Understood and accepted

For Karvy Therapeutics Pvt. Ltd.

Director

Correspondence Add. : 501, Astha 'B', Jalaram-2, University Road, Jimish Marg, Rajkot-360 007. Ph. : +91-0281-2581183

Registrar
Atmiya University
Rajkot

Atmiya University Rajkot

Kalintis
HEALTH CARE

KHPL/HR/OFFL/2022/05

LETTER OF OFFER

Date:28-05-2022

To
Mr. Ashvin Pindariya
TO: Lalparda, Tal: Khambhalia, Dist.: Devbhumi Dwarka.

Dear Mr. Ashvin,

This has reference to your application and the subsequent interview you had with us; we are pleased to inform you that you have been selected for the position of **Officer-ADL**

Your gross emoluments will be as per discussion at the time of personal Interview.

You are liable to sign 24 months of Services agreement with Kalintis Healthcare Pvt. Ltd. Po. Gardhiya, Savli, at the time of Joining cheque with blank date of Rs.1 lakh.

You are requested to join the organization on or before Date of Joining: **15/06/2022**.

Your formal letter of appointment will be issued to you in due course once you join the organization.

Please note that this letter is an offer and is non-negotiable in nature. The company reserves the right to take stern action if it comes to the light that the said offer is being or has been negotiated.

This letter of offer shall be treated as void-ab-initio if you do not report at the office of the company at specified date and time.

We request you to acknowledge a copy of this letter as a token of your acceptance within 3 days from the date of letter of offer, along with a copy of your letter of resignation/relieving from the current organization.

Thanking you,

For, Kalintis Healthcare Private Limited

Authorized Signatory
(Vaibhav N. Radadiya)

KALINTIS HEALTHCARE PVT. LTD. VADODARA

I Accept,

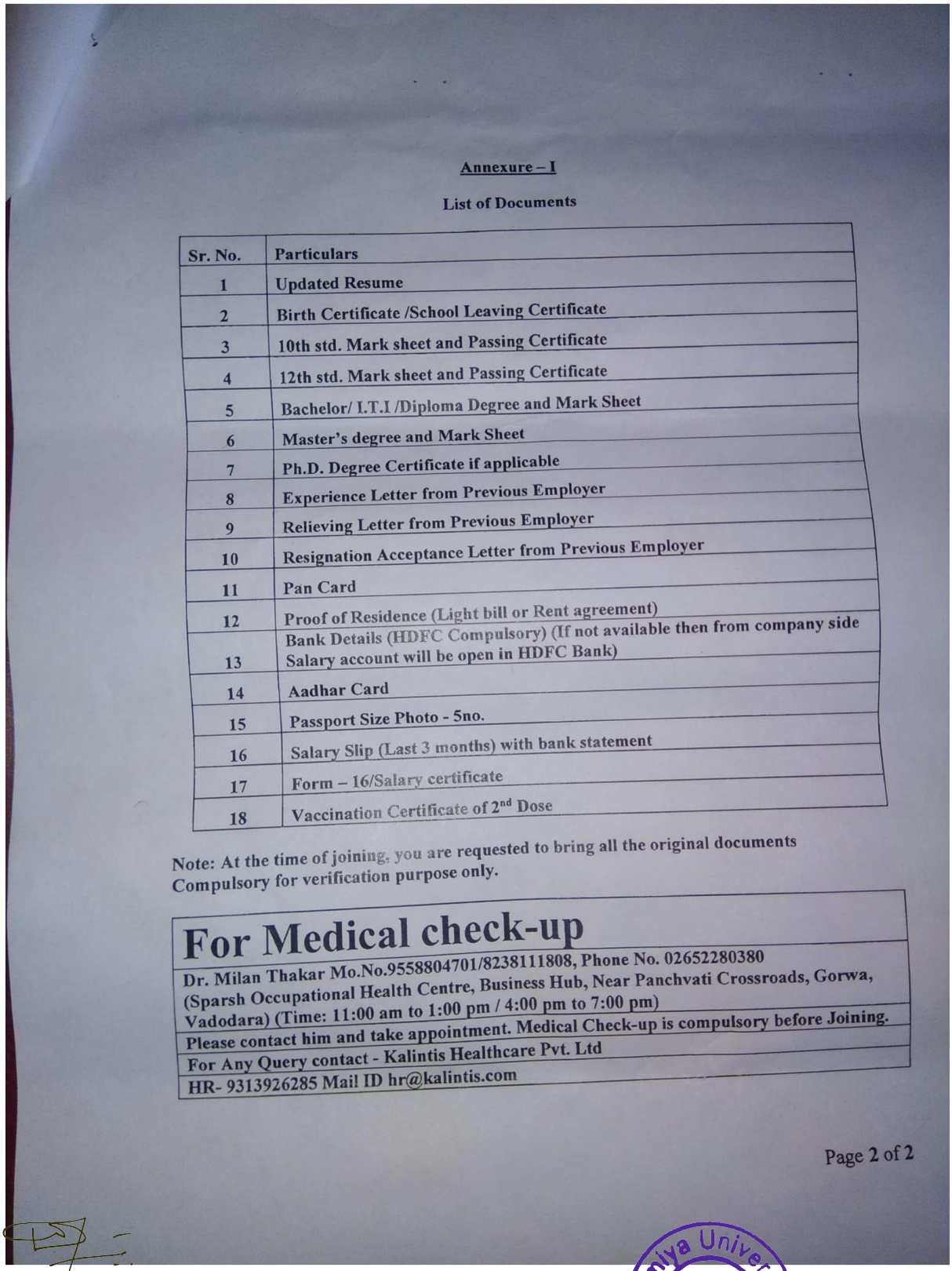
(Mr. Ashvin Pindariya)

Page 1 of 2

KALINTIS HEALTHCARE PVT. LTD.
52A, Jarod-Samlaya Road, Gardhiya, P.O., Tal. Savli, Dist.
Vadodara - 391520, Gujarat. Phone: 02667 - 290770
CIN: U24110GJ2015PTC083791

Registrar
Atmiya University
Rajkot

Atmiya University Rajkot



Annexure – I

List of Documents

Sr. No.	Particulars
1	Updated Resume
2	Birth Certificate /School Leaving Certificate
3	10th std. Mark sheet and Passing Certificate
4	12th std. Mark sheet and Passing Certificate
5	Bachelor/ I.T.I /Diploma Degree and Mark Sheet
6	Master's degree and Mark Sheet
7	Ph.D. Degree Certificate if applicable
8	Experience Letter from Previous Employer
9	Relieving Letter from Previous Employer
10	Resignation Acceptance Letter from Previous Employer
11	Pan Card
12	Proof of Residence (Light bill or Rent agreement)
13	Bank Details (HDFC Compulsory) (If not available then from company side Salary account will be open in HDFC Bank)
14	Aadhar Card
15	Passport Size Photo - 5no.
16	Salary Slip (Last 3 months) with bank statement
17	Form – 16/Salary certificate
18	Vaccination Certificate of 2nd Dose

Note: At the time of joining, you are requested to bring all the original documents Compulsory for verification purpose only.

For Medical check-up
Dr. Milan Thakar Mo.No.9558804701/8238111808, Phone No. 02652280380 (Sparsh Occupational Health Centre, Business Hub, Near Panchvati Crossroads, Gorwa, Vadodara) (Time: 11:00 am to 1:00 pm / 4:00 pm to 7:00 pm)
Please contact him and take appointment. Medical Check-up is compulsory before Joining.
For Any Query contact - Kalintis Healthcare Pvt. Ltd
HR- 9313926285 Mail ID hr@kalintis.com

Page 2 of 2

Registrar
Atmiya University
Rajkot

Atmiya University Rajkot

ATMIYA UNIVERSITY

(Established under the Gujarat Private University Act 11, 2018)

Yogidham Gurukul, Kalawad Road, Rajkot - 360005, Gujarat (INDIA)

OFFER LETTER

No. AU/HR/OL/LA-Adhoc/220912-2/2022 **Date:** 12/09/2022

To,
Dhruti Lakhtaria
"Jay Jyot", 6 - Nilkanth nagar,
University road, Rajkot-360005
Email – dhrutilakhtaria@gmail.com

Sub: Offer of appointment as **Lab Assistant** in Department of **Pharmacy**, Faculty of Paramedical Sciences at Atmiya University, Rajkot – reg.

Dear **Dhruti Lakhtaria**,
Greetings from Atmiya University, Rajkot!

We congratulate you on your performance in the interview held on 01/09/2022 for an appropriate opening at Atmiya University, Rajkot.

Based on the above interview, we are pleased to offer you the post of **Lab Assistant** in the Department of **Pharmacy,** Faculty of **Paramedical Sciences** of Atmiya University, Rajkot. Your appointment will be on adhoc basis for period of **eleven months** from your date of joining. As per the norms of the University and based on the details submitted by you, your appointment to the above post at **consolidated salary** of **Rs. 12,500/-** (Rs. Twelve Thousand Five Hundred only) per month.

This offer is being made on the basis of information provided by you in the application and during the interview. Your employment will be terminated forthwith if there is any discrepancy in any of the information provided by you, at any time and further legal action will be taken against you at your cost.

You are requested to respond to this offer in the enclosed format within **7 working days** of receipt of this communication to the **Dy. Registrar**, **Atmiya University** by email to **dy.registrar@atmiyauni.ac.in**.

Other terms & conditions will be communicated at the time of joining duty. You are directed to produce the following at the time of joining:
1. The original Certificates of SSC, HSC, School Leaving Certificate.
2. The original Certificates of UG, PG, Ph.D.
3. The Professional Experience Certificates from the different institutes served by you.
4. Aadhaar Card, PAN Card.
5. Any other Photo identification proof and passport size photographs (3 nos.).
6. Two photocopies of all above.
7. Any other certificates/awards/medals/related to student academic record / profession.
8. Last drawn salary certificate, if applicable.

We await a positive and early response in order to accelerate our pursuit of youth development through transformative education which is the mission of Atmiya University, Rajkot.

Registrar

CC:
1. Registrar
2. Dy Registrar
3. Dean – Transformative Academics
4. HR Section

Atmiya University Rajkot

+91 281 2563445 +91 281 2563952 admin@atmiyauni.ac.in www.atmiyauni.ac.in

Registrar
Atmiya University
Rajkot

Atmiya University Rajkot

LETTER OF RESPONSE

From,
Dhruti Lakhtaria
"Jay Jyot", 6 - Nilkanth nagar,
University road, Rajkot-360005
Email – dhrutilakhtaria@gmail.com

To,
Dy. Registrar,
Atmiya University,
Kalawad Road,
Rajkot.

Dear Sir,

Ref: Your letter **No. AU/HR/OL/LA-Adhoc/220912-2/2022 dated 12/09/2022**

I, **Dhruti Lakhtaria**, hereby state that I accept / ~~do not accept~~ the above offer of employment. I am willing / ~~not willing~~ to join as **Lab Assistant** in the Department of **Pharmacy,** Faculty of **Paramedical Sciences,** in full time employment at Atmiya University, Rajkot, Gujarat - 360005.

(Below mentioned to be filled when accepting the offer)

The University reserves the right to terminate me in case any information/ Degree certificate/ Documents/ Service particulars/ claims/ testimonials furnished by me is found to be incorrect or false at any stage. The appointment order will be issued only after getting my acceptance.

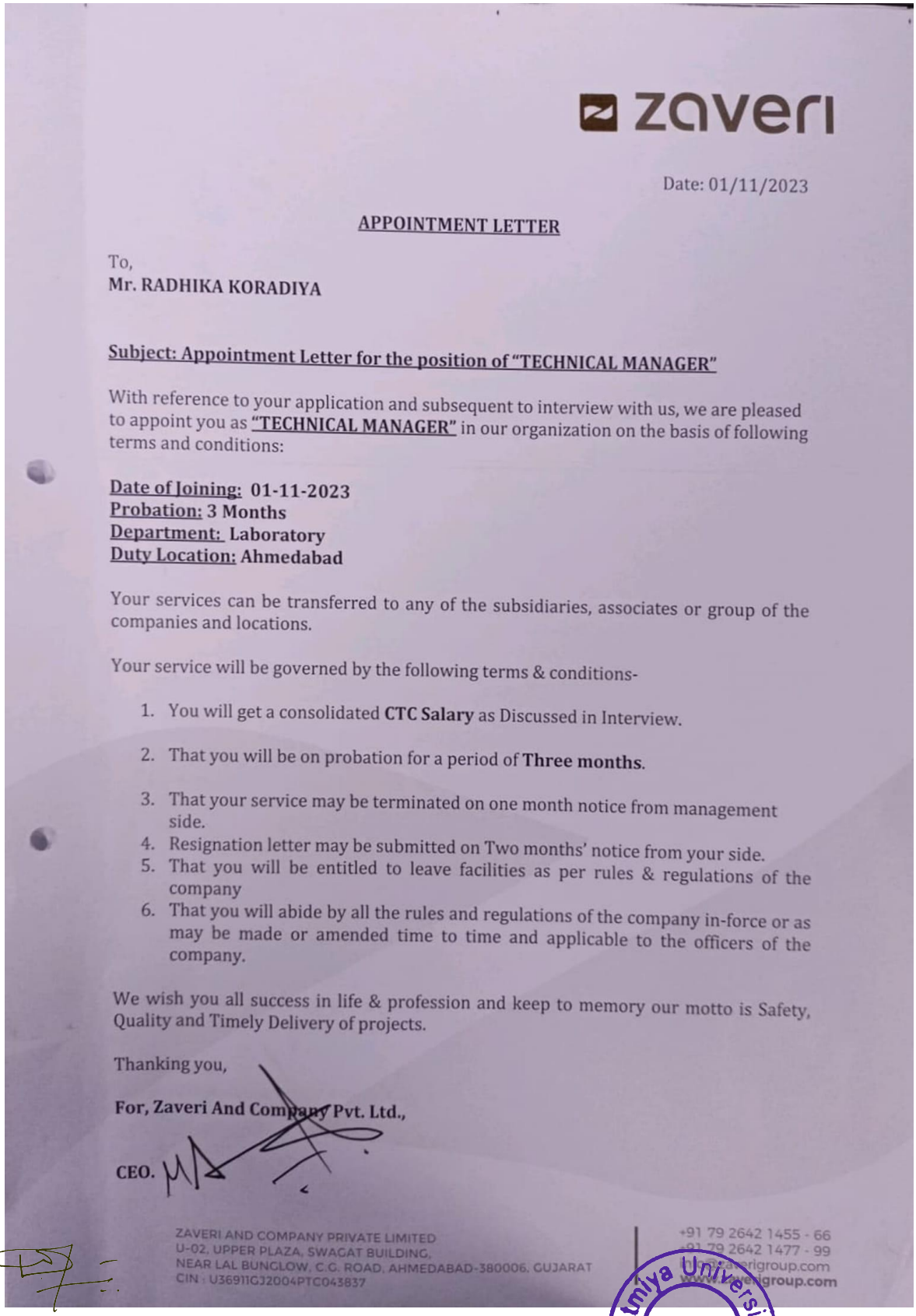
I will report to duty on 15/ 09/2022.

(Signature)

Date:15/ 09/2022

Registrar
Atmiya University
Rajkot

Atmiya University Rajkot



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Date: 01/11/2023

APPOINTMENT LETTER

To,
Mr. RADHIKA KORADIYA

Subject: Appointment Letter for the position of "TECHNICAL MANAGER"

With reference to your application and subsequent to interview with us, we are pleased to appoint you as **"TECHNICAL MANAGER"** in our organization on the basis of following terms and conditions:

Date of Joining: 01-11-2023
Probation: 3 Months
Department: Laboratory
Duty Location: Ahmedabad

Your services can be transferred to any of the subsidiaries, associates or group of the companies and locations.

Your service will be governed by the following terms & conditions-

1. You will get a consolidated **CTC Salary** as Discussed in Interview.
2. That you will be on probation for a period of **Three months**.
3. That your service may be terminated on one month notice from management side.
4. Resignation letter may be submitted on Two months' notice from your side.
5. That you will be entitled to leave facilities as per rules & regulations of the company
6. That you will abide by all the rules and regulations of the company in-force or as may be made or amended time to time and applicable to the officers of the company.

We wish you all success in life & profession and keep to memory our motto is Safety, Quality and Timely Delivery of projects.

Thanking you,

For, Zaveri And Company Pvt. Ltd.,

CEO.

ZAVERI AND COMPANY PRIVATE LIMITED
U-02, UPPER PLAZA, SWAGAT BUILDING,
NEAR LAL BUNGLOW, C.G. ROAD, AHMEDABAD-380006. GUJARAT
CIN : U36911GJ2004PTC043837

+91 79 2642 1455 - 66
+91 79 2642 1477 - 99
...@zaverigroup.com
www.zaverigroup.com

Registrar
Atmiya University
Rajkot

Atmiya University Rajkot

Maps
LABORATORIES PRIVATE LIMITED

Phone : +91-2822-283885
Fax : +91-2822 283886
Email : info@mapslaboratories.com

"Maps House", 1st -Floor,Dr. Takhtasihji Road, Morbi - 363 641 (India)

APPOINTMENT LETTER

Date: January 27th , 2023

Mr. Aadilhusen Mahebubbhai Mathakiya

Village. Vaghasiya Dist. Morbi State. Gujarat

With reference to your application and subsequent interview held by H.R.Manager . We are pleased to appoint you as Q.C. Chemist. The terms and conditions of this offer of appoint are as under. Your salary package is Rs. 14,000/- per Month.

1. You will be on probation for an initial period of six months from date of your joining. This period may be extended at the discretion of the company to enable you to achieve the expected standard of your performance
2. Apart from your usual duties, your activities will also extend over any other kind of work as may be required by the circumstances.
3. During the period of this appointment, you will not secure or try to secure any other post without the previous consent of the management.
4. In the event of factory working on shift basis. It may be necessary for you to work on any shift allotted to you. There is no special allowance payable for working in the night shift or any other shift.
5. You should be appointing any place in the India during your tenure with the organization. You should be agree to move any place in India without asking for any compensation
6. Your notice period is one month.

Regards

For : MAPS LABORATORIES PVT. LTD.

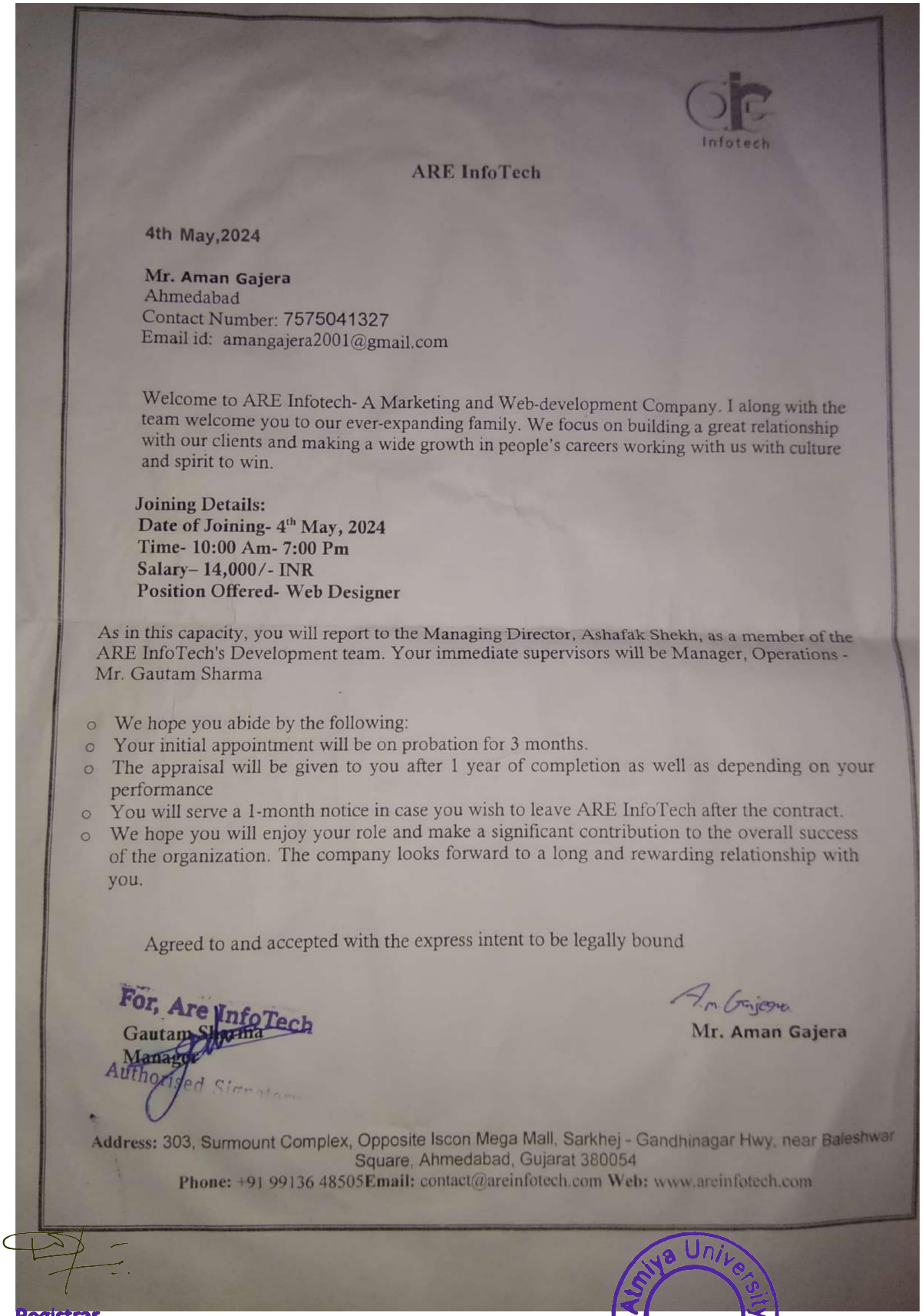
Authorized Signatory

MAPS LABORATORIES PVT. LTD. MORBI

Factory.:- Plot No.38, Rafaleshwar G.I.D.C., 8-A, National highway, At. Jambudia, Tal. : Morbi, Dist. : Rajkot - 363 642 (Guj)
Web : www.mapslaboratories.com

Registrar
Atmiya University
Rajkot

Atmiya University Rajkot



Infotech

ARE InfoTech

4th May,2024

Mr. Aman Gajera
Ahmedabad
Contact Number: 7575041327
Email id: amangajera2001@gmail.com

Welcome to ARE Infotech- A Marketing and Web-development Company. I along with the team welcome you to our ever-expanding family. We focus on building a great relationship with our clients and making a wide growth in people's careers working with us with culture and spirit to win.

Joining Details:
Date of Joining- 4th May, 2024
Time- 10:00 Am- 7:00 Pm
Salary– 14,000/- INR
Position Offered- Web Designer

As in this capacity, you will report to the Managing Director, Ashafak Shekh, as a member of the ARE InfoTech's Development team. Your immediate supervisors will be Manager, Operations - Mr. Gautam Sharma

- We hope you abide by the following:
- Your initial appointment will be on probation for 3 months.
- The appraisal will be given to you after 1 year of completion as well as depending on your performance
- You will serve a 1-month notice in case you wish to leave ARE InfoTech after the contract.
- We hope you will enjoy your role and make a significant contribution to the overall success of the organization. The company looks forward to a long and rewarding relationship with you.

Agreed to and accepted with the express intent to be legally bound

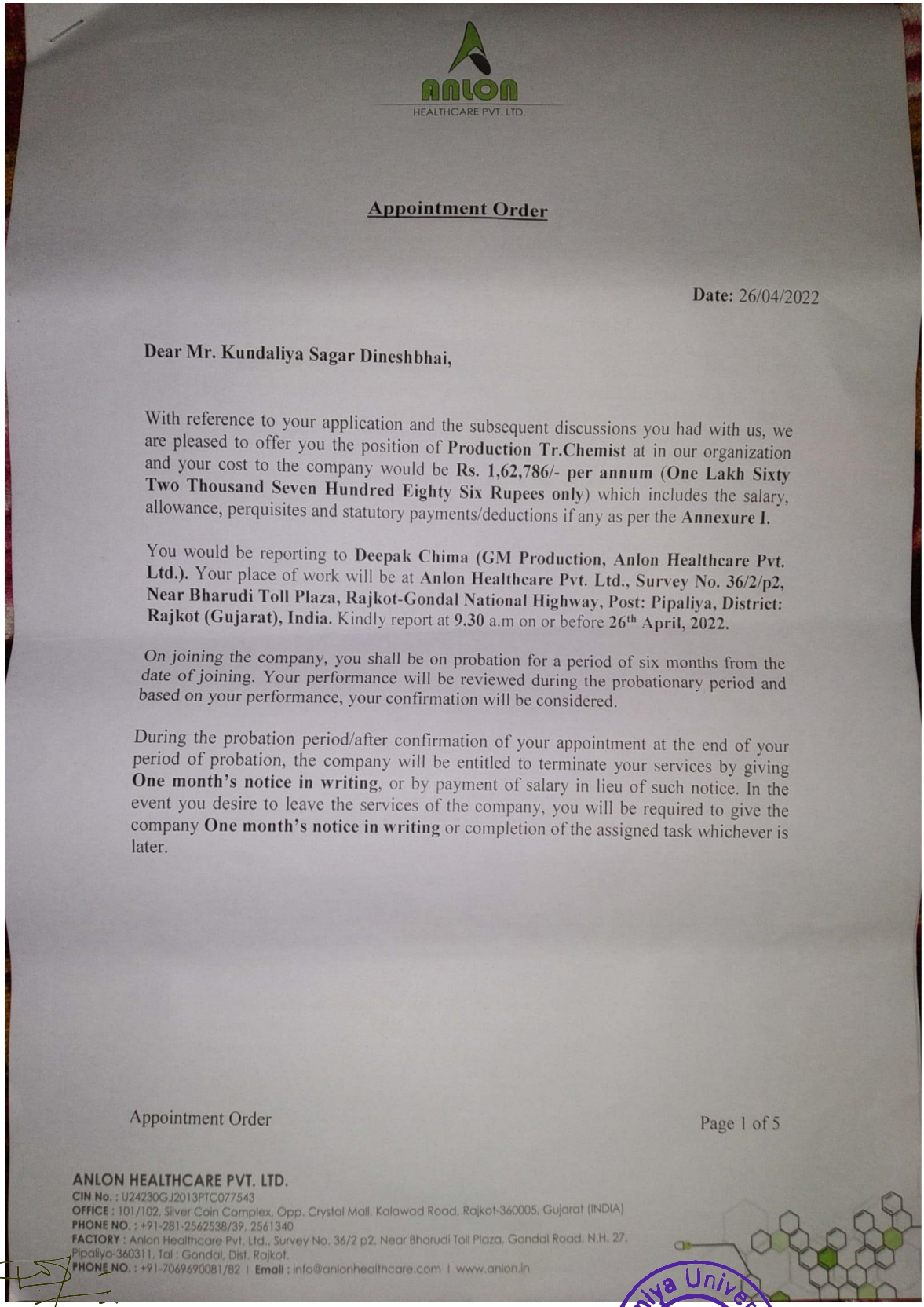
For, Are InfoTech
Gautam Sharma
Manager
Authorised Signatory

Mr. Aman Gajera

Address: 303, Surmount Complex, Opposite Iscon Mega Mall, Sarkhej - Gandhinagar Hwy, near Baleshwar Square, Ahmedabad, Gujarat 380054
Phone: +91 99136 48505 Email: contact@areinfotech.com Web: www.areinfotech.com

Registrar
Atmiya University
Rajkot

Atmiya University Rajkot



ANLON
HEALTHCARE PVT. LTD.

Appointment Order

Date: 26/04/2022

Dear Mr. Kundaliya Sagar Dineshbhai,

With reference to your application and the subsequent discussions you had with us, we are pleased to offer you the position of **Production Tr.Chemist** at in our organization and your cost to the company would be **Rs. 1,62,786/- per annum (One Lakh Sixty Two Thousand Seven Hundred Eighty Six Rupees only)** which includes the salary, allowance, perquisites and statutory payments/deductions if any as per the **Annexure I.**

You would be reporting to **Deepak Chima (GM Production, Anlon Healthcare Pvt. Ltd.).** Your place of work will be at **Anlon Healthcare Pvt. Ltd., Survey No. 36/2/p2, Near Bharudi Toll Plaza, Rajkot-Gondal National Highway, Post: Pipaliya, District: Rajkot (Gujarat), India.** Kindly report at **9.30** a.m on or before **26th April, 2022.**

On joining the company, you shall be on probation for a period of six months from the date of joining. Your performance will be reviewed during the probationary period and based on your performance, your confirmation will be considered.

During the probation period/after confirmation of your appointment at the end of your period of probation, the company will be entitled to terminate your services by giving **One month's notice in writing**, or by payment of salary in lieu of such notice. In the event you desire to leave the services of the company, you will be required to give the company **One month's notice in writing** or completion of the assigned task whichever is later.

Appointment Order Page 1 of 5

ANLON HEALTHCARE PVT. LTD.
CIN No. : U24230GJ2013PTC077543
OFFICE : 101/102, Silver Coin Complex, Opp. Crystal Mall, Kalawad Road, Rajkot-360005, Gujarat (INDIA)
PHONE NO. : +91-281-2562538/39, 2561340
FACTORY : Anlon Healthcare Pvt. Ltd., Survey No. 36/2 p2, Near Bharudi Toll Plaza, Gondal Road, N.H. 27, Pipaliya-360311, Tal : Gondal, Dist. Rajkot.
PHONE NO. : +91-7069690081/82 I **Email :** info@anlonhealthcare.com I www.anlon.in

Registrar
Atmiya University
Rajkot

Atmiya University Rajkot

Scanned by CamScanner

CYBER SEEDS & FERTILIZER

All Types of Agricultural Seeds & Fertilizer
B/h. Radhe Kathiyawadi Hotel, Jamnagar-Rajkot Highway ,Plot no.17 ,
Shade no. 3, Targhadi, Ta. Paddhari, Dist . Rajkot-360110
Mo. : 95867 31216, 97370 29115
E-mail : cyberseeds2022@gmail.com

Date: 04/02/2022

Appointment Letter

To,
Talpada Dhruvin
At - Kothariya
Ta – Rajkot
Dist – Rajkot
Pin – 360022

Subject: Appointment for the Position of Production Trainee

Dear Talpada Dhruvin

We are pleased to extend an offer for the position of Production Trainee at CYBER Seeds & Fertilizer. In this role, you will contribute to production department and support our efforts in achieving manufacturing plant. Your total annual compensation package will be 3 Lakhs, including all benefits.

This appointment is subject to a one-year service agreement effective from your joining date, 10/05/2022. By signing this agreement, you commit to a minimum tenure of one year with CYBER Seeds & Fertilizer. This commitment is intended to foster a mutual investment in professional growth.

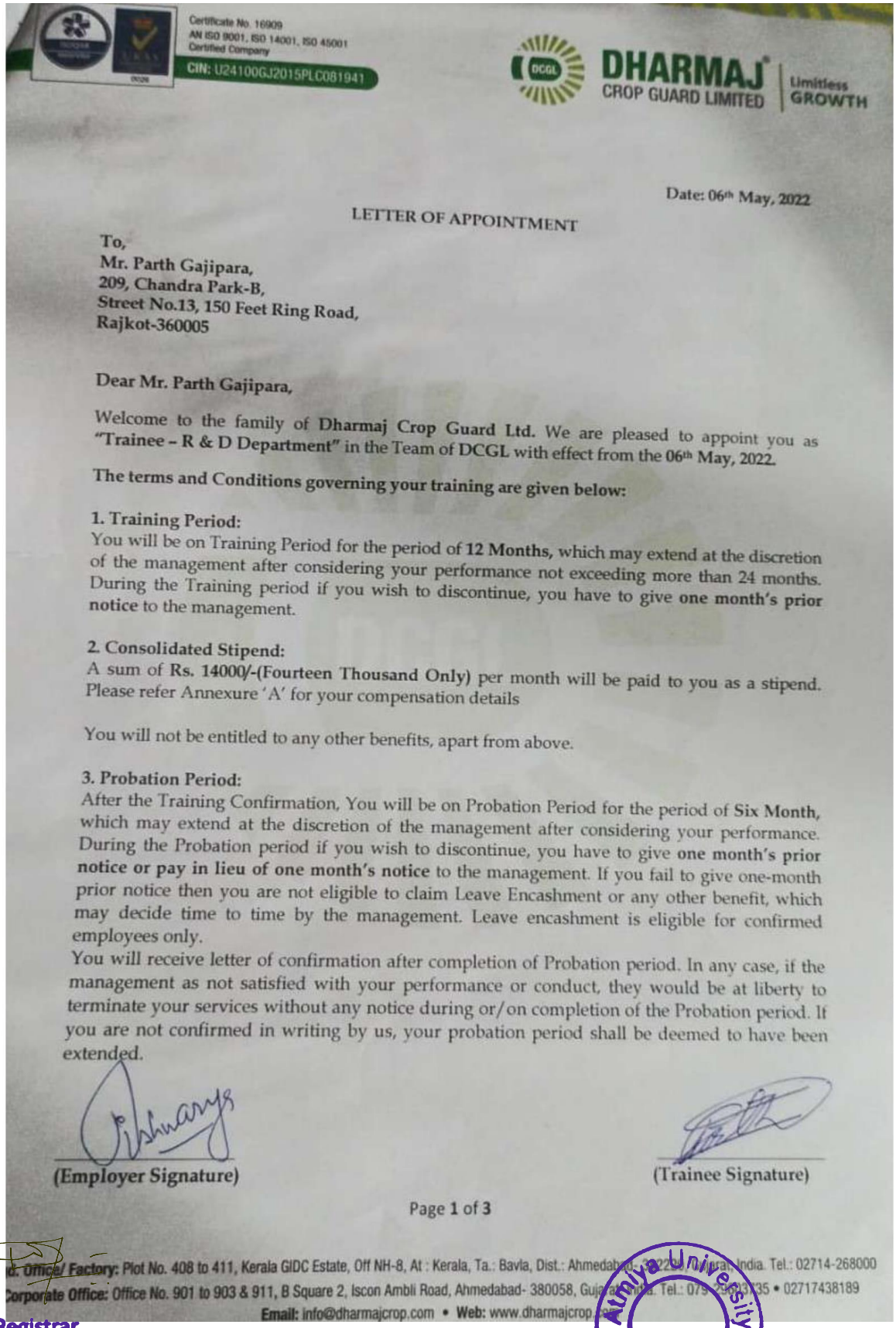
Warm regards,

Cyber Seeds & Fertilizer

CYBER SEEDS & FERTILIZER
B/h. Radhe Kathiyawadi Hotel,
Jamnagar - Rajkot Highway.
Plot No.17, Shade No.3, Targhadi,
Ta.Paddhari, Dist. Rajkot - 360 110.
Mo. 95867 31216, 9[illegible]
E-mail : cyberseeds2022@gmail.com

Registrar
Atmiya University
Rajkot

Atmiya University Rajkot



Certificate No. 16909
AN ISO 9001, ISO 14001, ISO 45001
Certified Company
CIN: U24100GJ2015PLC081941

DCGL DHARMAJ CROP GUARD LIMITED | Limitless GROWTH

Date: 06th May, 2022

LETTER OF APPOINTMENT

To,
Mr. Parth Gajipara,
209, Chandra Park-B,
Street No.13, 150 Feet Ring Road,
Rajkot-360005

Dear Mr. Parth Gajipara,

Welcome to the family of **Dharmaj Crop Guard Ltd.** We are pleased to appoint you as **"Trainee – R & D Department"** in the Team of DCGL with effect from the **06th May, 2022.**

The terms and Conditions governing your training are given below:

1. Training Period:
You will be on Training Period for the period of **12 Months,** which may extend at the discretion of the management after considering your performance not exceeding more than 24 months. During the Training period if you wish to discontinue, you have to give **one month's prior notice** to the management.

2. Consolidated Stipend:
A sum of **Rs. 14000/-(Fourteen Thousand Only)** per month will be paid to you as a stipend. Please refer Annexure 'A' for your compensation details

You will not be entitled to any other benefits, apart from above.

3. Probation Period:
After the Training Confirmation, You will be on Probation Period for the period of **Six Month,** which may extend at the discretion of the management after considering your performance. During the Probation period if you wish to discontinue, you have to give **one month's prior notice or pay in lieu of one month's notice** to the management. If you fail to give one-month prior notice then you are not eligible to claim Leave Encashment or any other benefit, which may decide time to time by the management. Leave encashment is eligible for confirmed employees only.
You will receive letter of confirmation after completion of Probation period. In any case, if the management as not satisfied with your performance or conduct, they would be at liberty to terminate your services without any notice during or/on completion of the Probation period. If you are not confirmed in writing by us, your probation period shall be deemed to have been extended.

(Employer Signature) **(Trainee Signature)**

Page 1 of 3

Regd. Office/ Factory: Plot No. 408 to 411, Kerala GIDC Estate, Off NH-8, At : Kerala, Ta.: Bavla, Dist.: Ahmedabad, [illegible] Gujarat, India. Tel.: 02714-268000
Corporate Office: Office No. 901 to 903 & 911, B Square 2, Iscon Ambli Road, Ahmedabad- 380058, Gujarat, India. Tel.: 079-[illegible]735 • 02717438189
Email: info@dharmajcrop.com • Web: www.dharmajcrop.com

Registrar
Atmiya University
Rajkot

Atmiya University Rajkot

AN ISO 9001 & GMP CERTIFIED COMPANY

Phone : (F) +91-2827-253690
Fax : (F) +91-2827-254245
E-mail : endoc@endocpharma.com
Visit us : www.endocpharma.com
CIN : U85100GJ2012PTC069720

ENDOC Lifecare Pvt Ltd
MFG. : BULK DRUG & INTERMEDIATES

Date: 15/03/2023

To,
Tevani Kuldip Devendrabhai,
Lal Ota Pase, Gopalpara, Ranavav,
Dist: Porbandar – 360550 Mo: 9512380444

Sub: Letter of Appointment

Dear Mr. Tevani Kuldip Devendrabhai,

With reference to your application and subsequent interview you had with us, we are pleased to appoint you as **Officer-QC** based at Shapar as per the terms and conditions discussed and agreed upon as under:

1. This Appointment is effective from **15/03/2023**, i.e. the date of joining of our organization.
2. Your consolidated Salary (CTC-Cost to Company) will be **Rs. 2,52,012/-** Lacs Per Annum. The detailed salary package given you as per Annexure I.
3. You will be on probation for a period of six month and the said period can be extended by another three months, and on the expiry of the period of probation or extended period of probation, if you are not confirmed in writing, your services shall be deemed to be automatically terminated.
4. During probation, the notice period for termination / resignation will be One Month.
5. After successful completion of probation period, your services will be confirmed in writing as a permanent employee of the organization. You will be entitled to statutory and service benefits as and when applicable as per rules of the company and such other benefits as applicable to employees from time to time at the location wherever you are working.
6. Reliving Period should be three month for employee (for Above CTC 6 Lakh), Two Month for Employee (for Below CTC 6 Lakh) and one month for probations period as per company's policy.

Regd. Office : D-601, 6th Floor, Imperial Heights, Opp. Big Bazar, 150 Ft. Ring Road, Rajkot-360 005. (Guj) India
Factory & Corr. Add. : Survey No. 53, Plot No. 4 to 7 & Survey No. 52/P3 & P1 (New Survey No. 624 & 627), Plot No. 1, B/h. Saurashtra Paper Board Mill, Shapar-360 024, Ta. Kotada Sangani, Dist. Rajkot (Guj) India

Registrar
Atmiya University
Rajkot

Atmiya University Rajkot

AN ISO 9001 & GMP CERTIFIED COMPANY

Phone : (F) +91-2827-253690
Fax : (F) +91-2827-254245
E-mail : endoc@endocpharma.com
Visit us : www.endocpharma.com
CIN : U85100GJ2012PTC069720

ENDOC Lifecare Pvt Ltd
MFG. : BULK DRUG & INTERMEDIATES

NON DISCLOSER AGREEMENT

THIS SERIVCE AGREEMENT made on 15/03/2023 between Endoc Lifecare Pvt. Ltd. (hereinafter called the "Employer) of the one part AND Mr. Tevani Kuldip Devendrabhai (herein after called the "Employee") of the other part. It is hereby agreed between the Employer and Employee, which form a part of appointment of Employees as follows:

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

For, Endoc Lifecare Pvt.Ltd.

Authorized Signature

Read, Understood and sign by

Employee Name & Date

Kuldip D. Tevani
15/03/2023

Regd. Office : D-601, 6th Floor, Imperial Heights, Opp. Big Bazar, 150 Ft. Ring Road, Rajkot-360 005. (Guj) India
Factory & Corr. Add. : Survey No. 53, Plot No. 4 to 7 & Survey No. 52/P3 & P1 (New Survey No. 62/1 & 62/2) Plot No. 1, B/h. Saurashtra Paper Board Mill, Shapar-360 024, Ta. Kotada Sangani, Dist. Rajkot (Guj) India

Registrar
Atmiya University
Rajkot

Atmiya University Rajkot

AN ISO 9001 & GMP CERTIFIED COMPANY

Phone : (F) +91-2827-253690
Fax : (F) +91-2827-254245
E-mail : endoc@endocpharma.com
Visit us : www.endocpharma.com
CIN : U85100GJ2012PTC069720

ENDOC Lifecare Pvt Ltd
MFG. : BULK DRUG & INTERMEDIATES

Annexure I

This is your expected salary structure.

Salary Components.

	Monthly	Yearly
Basic Salary + Allowance	16,200/-	1,94,400/-
Bonus (8.33%)	1,350/-	16,200/-
Earn Leave (35 Day)	1,817/-	21,804/-
PF Employer	1,166/-	13,992/-
Employee Group Gratuity Scheme	467/-	5,604/-
Your Cost to Company (CTC)	**21,000/-**	**2,52,000/-**

On Hand Monthly Salary	
Basic Salary + Allowance	16,200/-
Bonus Add	1,350/-
PF Deduction	1,166/-
PT Deduction	200/-
Net Payable	**16,184/-**

+ Staff Bus Transportation from Rajkot only,
+ Canteen Subsidy

Note: You will receive salary, and all other benefits forming part of your remuneration package subject to, and after, deduction of TDS, PF, ESI and professional taxes in accordance with applicable law.

Declaration: I Read and understand all terms & Condition & Accepted.

For, Endoc Lifecare Pvt.Ltd.

Authorized Signature

Regd. Office : D-601, 6th Floor, Imperial Heights, Opp. Big Bazar, 150 Ft. Ring Road, Rajkot-360 005. (Guj) India
Factory & Corr. Add. : Survey No. 53, Plot No. 4 to 7 & Survey No. 52/P3 & P1 (New Survey No. 624 & 627), Plot No. 1 B/h. Saurashtra Paper Board Mill, Shapar-360 024, Ta. Kotada Sangani, Dist. Rajkot (Guj) India

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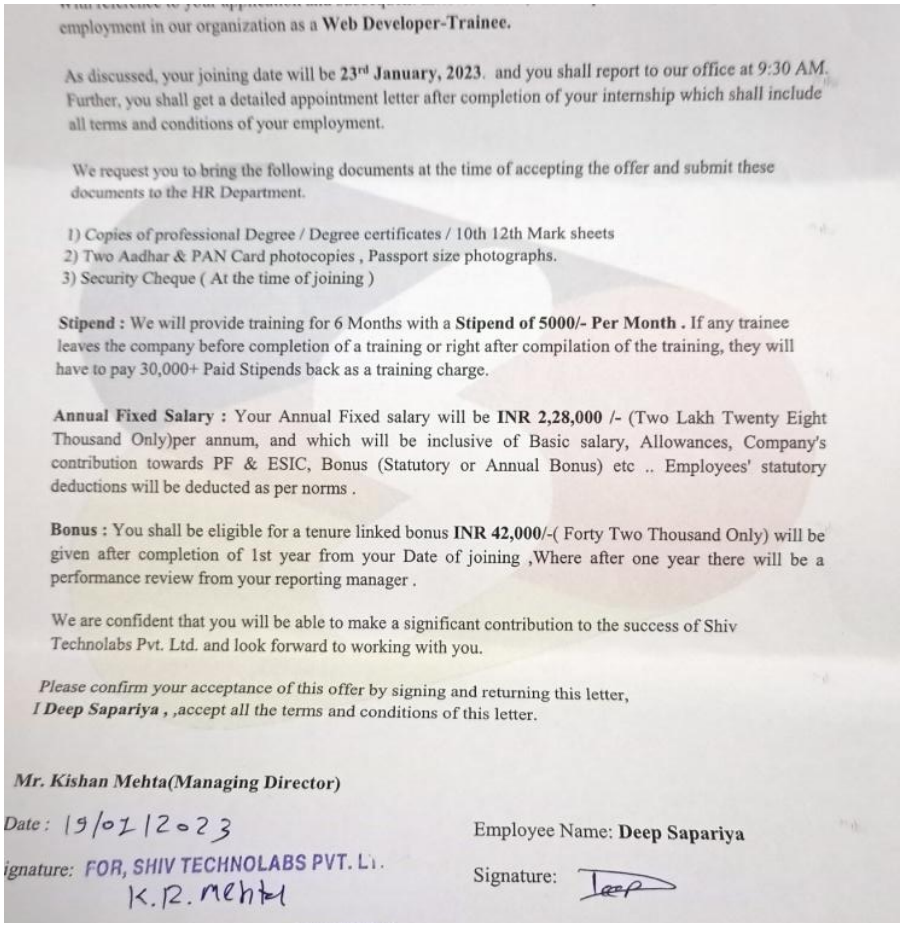

employment in our organization as a **Web Developer-Trainee.**

As discussed, your joining date will be **23rd January, 2023**. and you shall report to our office at 9:30 AM. Further, you shall get a detailed appointment letter after completion of your internship which shall include all terms and conditions of your employment.

We request you to bring the following documents at the time of accepting the offer and submit these documents to the HR Department.

1) Copies of professional Degree / Degree certificates / 10th 12th Mark sheets
2) Two Aadhar & PAN Card photocopies , Passport size photographs.
3) Security Cheque (At the time of joining)

Stipend : We will provide training for 6 Months with a **Stipend of 5000/- Per Month .** If any trainee leaves the company before completion of a training or right after compilation of the training, they will have to pay 30,000+ Paid Stipends back as a training charge.

Annual Fixed Salary : Your Annual Fixed salary will be **INR 2,28,000 /-** (Two Lakh Twenty Eight Thousand Only)per annum, and which will be inclusive of Basic salary, Allowances, Company's contribution towards PF & ESIC, Bonus (Statutory or Annual Bonus) etc .. Employees' statutory deductions will be deducted as per norms .

Bonus : You shall be eligible for a tenure linked bonus **INR 42,000**/-(Forty Two Thousand Only) will be given after completion of 1st year from your Date of joining ,Where after one year there will be a performance review from your reporting manager .

We are confident that you will be able to make a significant contribution to the success of Shiv Technolabs Pvt. Ltd. and look forward to working with you.

Please confirm your acceptance of this offer by signing and returning this letter,
*I **Deep Sapariya** , ,accept all the terms and conditions of this letter.*

Mr. Kishan Mehta(Managing Director)

Date : 19/01/2023

ignature: FOR, SHIV TECHNOLABS PVT. LTD.
K.R. Mehta

Employee Name: **Deep Sapariya**

Signature: Deep

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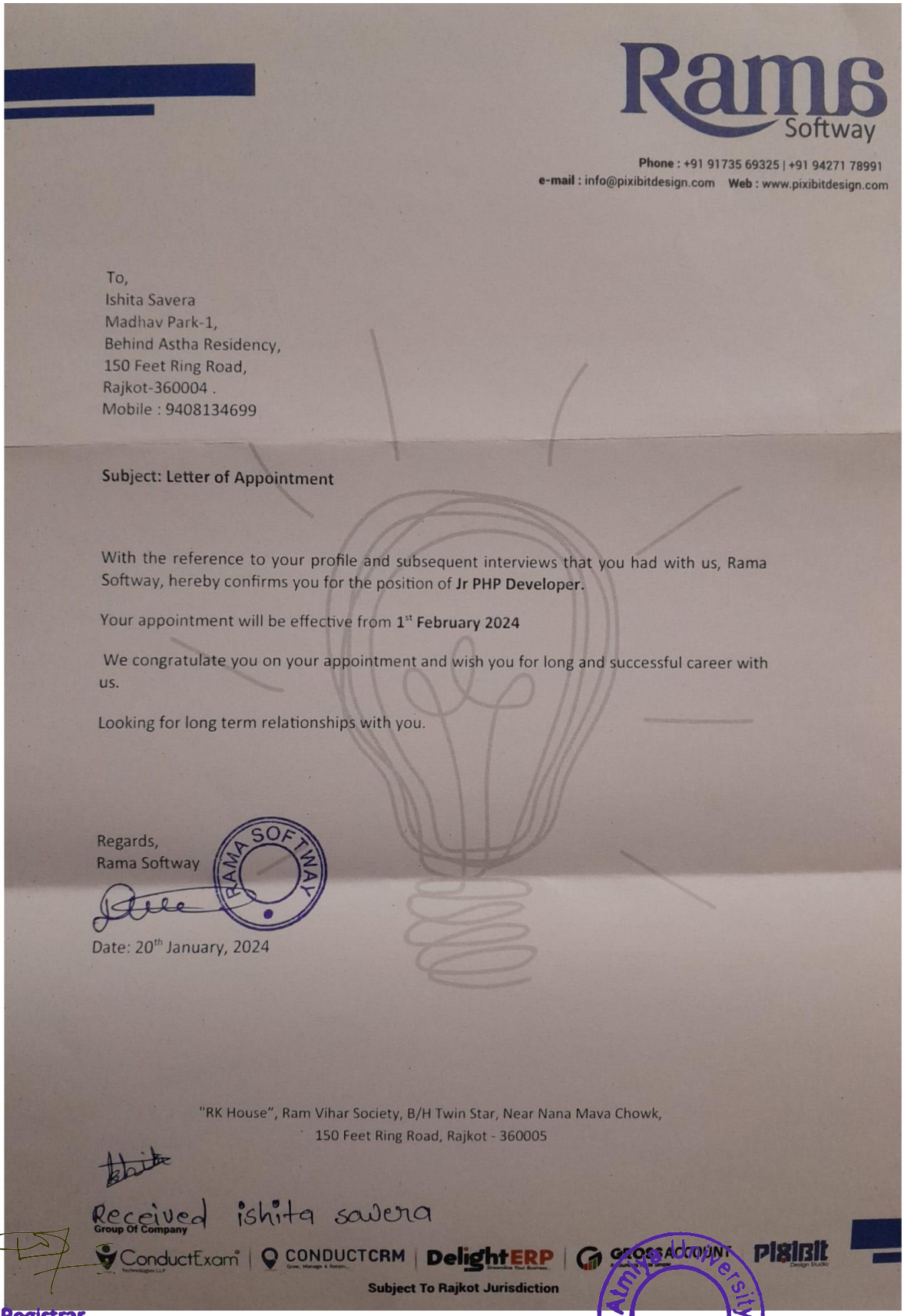
Atmiya University
Rajkot

Atmiya University Rajkot



Rama Softway

Phone : +91 91735 69325 | +91 94271 78991
e-mail : info@pixibitdesign.com Web : www.pixibitdesign.com

To,
Ishita Savera
Madhav Park-1,
Behind Astha Residency,
150 Feet Ring Road,
Rajkot-360004 .
Mobile : 9408134699

Subject: Letter of Appointment

With the reference to your profile and subsequent interviews that you had with us, Rama Softway, hereby confirms you for the position of **Jr PHP Developer.**

Your appointment will be effective from **1st February 2024**

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

Looking for long term relationships with you.

Regards,
Rama Softway

RAMA SOFTWAY

Date: 20th January, 2024

"RK House", Ram Vihar Society, B/H Twin Star, Near Nana Mava Chowk,
150 Feet Ring Road, Rajkot - 360005

Received ishita savera

Group Of Company

ConductExam | CONDUCTCRM | DelightERP | GROSSACCOUNT | PIXIBIT

Subject To Rajkot Jurisdiction

Registrar
Atmiya University
Rajkot

Atmiya University Rajkot

RTW
RethinkingWeb

Appointment Letter

Date: 19th December 2023

Dear **Sherasiya Rushikesh**

We have the pleasure of appointing you as an **PHP Developer** at **RethinkingWeb**.

We are eager to have you as a part of our team. We foresee your potential skills as a valuable contribution to our company and clients. Your Appointment as an **PHP Developer** will commence on **1st January 2024**. Not reporting on the said date this offer would be deemed null and void.

Rethinking Web henceforth referred to as Company, is an organisation based on values & integrity; we adhere to strict disciplinary norms. Please note that the Company believes in Re-engineering as a continuous process, and therefore Designations, Responsibilities, and Locations are subject to modification in line with the Re-engineering process.

Reporting timing and Absence

Your official reporting time would be online at 9:30 AM and exit time would be 6:30 PM or thereafter as per the work demands.

Holidays and Leaves

You would be entitled to one weekly off on Sunday and 2nd & 4th Saturdays. You are entitled to work on all the public holidays which are not listed in the Holiday List circulated by the company. On probation, no leaves shall be accepted. Your probation shall be deemed to be canceled if leaves are taken.

Office Address:RethinkingWeb,307 Siddharth Complex,Nr.Express Hotel,R.C.Dutt road Alkapuri Vadodara 39007

+919920996021 / 38 / 86
info@rethinkingweb.com

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Rajkot

Atmiya University Rajkot

RTW
RethinkingWeb

Probation period

You would be on probation for 3 months from the time of joining the Company, and upon satisfactory completion of the probation period, based on individual performance and the Senior Management consideration you would be offered a developer position.

Remuneration during Probation

You will be unpaid for 3 months and after that, next 3 months your salary will be increasing range of 10,000 Rs,overall after 6 months your salary range will be 15000 Rs till the year's end depending upon your performance. Management reserves the right to increase or decrease the salary at its sole discretion from time to time.

Values and Integrity

In the capacity of working with Rethinking Web, you are not entitled to have any other active jobs/businesses unless approved by company directors. No personal expenses would be reimbursed. Kindly do not provide any false information.

Every communication in terms of suggestions, complaints, requests, etc. should be mailed to hr@rethinkingweb.com

If the above-said points are entirely understood and agreed upon, sign the said appointment letter and accept the same by signing and sending this document.

Yours Faithfully,

For RethinkingWeb

Younus Poonawala

Office Address:RethinkingWeb,307 Siddharth Complex,Nr.Express Hotel,R.C.Dutt road Alkapuri Vadodara 39007

+919920996021 / 38 / 86
info@rethinkingweb.com

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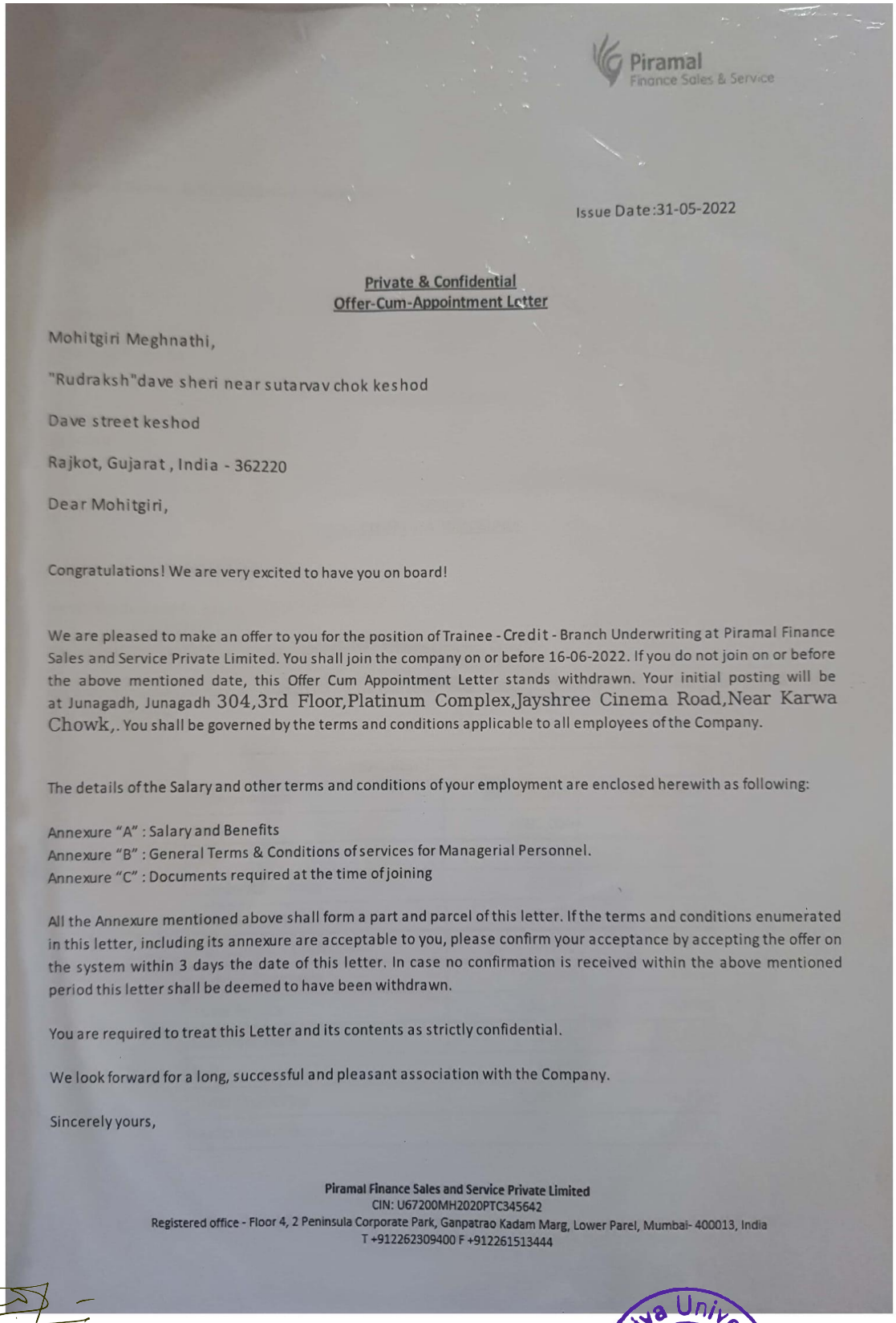

Piramal
Finance Sales & Service

Issue Date:31-05-2022

Private & Confidential
Offer-Cum-Appointment Letter

Mohitgiri Meghnathi,

"Rudraksh"dave sheri near sutarvav chok keshod

Dave street keshod

Rajkot, Gujarat , India - 362220

Dear Mohitgiri,

Congratulations! We are very excited to have you on board!

We are pleased to make an offer to you for the position of Trainee - Credit - Branch Underwriting at Piramal Finance Sales and Service Private Limited. You shall join the company on or before 16-06-2022. If you do not join on or before the above mentioned date, this Offer Cum Appointment Letter stands withdrawn. Your initial posting will be at Junagadh, Junagadh 304,3rd Floor,Platinum Complex,Jayshree Cinema Road,Near Karwa Chowk,. You shall be governed by the terms and conditions applicable to all employees of the Company.

The details of the Salary and other terms and conditions of your employment are enclosed herewith as following:

Annexure "A" : Salary and Benefits
Annexure "B" : General Terms & Conditions of services for Managerial Personnel.
Annexure "C" : Documents required at the time of joining

All the Annexure mentioned above shall form a part and parcel of this letter. If the terms and conditions enumerated in this letter, including its annexure are acceptable to you, please confirm your acceptance by accepting the offer on the system within 3 days the date of this letter. In case no confirmation is received within the above mentioned period this letter shall be deemed to have been withdrawn.

You are required to treat this Letter and its contents as strictly confidential.

We look forward for a long, successful and pleasant association with the Company.

Sincerely yours,

Piramal Finance Sales and Service Private Limited
CIN: U67200MH2020PTC345642
Registered office - Floor 4, 2 Peninsula Corporate Park, Ganpatrao Kadam Marg, Lower Parel, Mumbai- 400013, India
T +912262309400 F +912261513444

Registrar
Atmiya University
Rajkot

Scanned with OKEN Scanner

Atmiya University Rajkot

EPSILON
Logistics through innovation, dedication and technology

Appointment cum Offer Letter

Date: 07th March, 2024

Dear Harsh Joshi,

We are excited to be offering you a full-time position as **Account Executive** at **EPSILON LOGISTICS LLP**. Based on your experience, interviews, and design portfolio, we feel that your skills and background will be valuable assets to our team.

As per your conversation with Mr Pranav Hindocha, we'd like to offer you an Annual starting salary of 3 Lakhs paid out on a monthly basis i.e. Rs. 25000 per month. Initially you will be on probation period of 3 months. The Bond Agreement shall be for the period of 1 year.

If you decide to accept this role, your anticipated start date will be from 1st April, 2024 at our Rajkot Office.

We look forward to welcoming you as a new employee at EPSILON LOGISTICS LLP.

Please indicate your agreement with these terms and accept this offer by signing and dating this agreement on or before 1st April, 2024.

For, Epsilon Logistic LLP

EPSILON LOGISTICS LLP

(HR Department)

Accepted By

Harsh Joshi

EPSILON LOGISTICS LLP
1 - Royal Park, Behind Satyavijay Ice Cream, Nr. Indira Circle, 150 Ft. Ring Road, RAJKOT - 360001. (Gujarat) INDIA
Call : +91 98259 99987 | 94293 00000 | Mail : pranav@epsilonlogistic.com | Web : www.epsilonlogistic.com

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Rajkot

Atmiya University Rajkot

Representative Proofs of A.Y. 2020 – 2021

zydus
Dedicated To Life

Ref. No. : ZLL/APP/HRSS/23/139591
Date : 01/08/23

Ms. Patel Purvi Sanjay
Shree Vitthal, Khodiyar Colony,
Behind Crystal Mall,
Jamnagar,
Gujarat - 361001.

Dear **Ms. Purvi**,

With reference to your application and subsequent interview held before the selection committee, we are pleased to appoint you the position of a **Trainee Senior Scientific Assistant – Protein Purification** in our Organization w.e.f **01/08/23**. The terms and conditions of the Trainee Appointment are as under;

1 Your training period will be for One Year from the date of your joining.

2 You shall be paid salary as under during the period you are retained for training :

Component	Amount per month
Basic	Rs. 10,335/-
Special Allow.	Rs. 4,665/-
H.R.A.	Rs. 2,767/-
Transport Allow.	Rs. 1,600/-
Bonus Advance (M)	Rs. 1,600/-
Exgratia/Bonus	Rs. 1,400/-
P.F.	Rs. 1,800/-
Total Per Month	**Rs. 24,167/-**
Total Per Annum	**Rs. 2,90,004/-**
# Retention Bonus	Rs. 20,000/-
Total CTC	**Rs. 3,10,004/-**

Retention Bonus amount will be paid after successful completion of training period.

3 On completion of your successful training period, your performance will be assessed and if found suitable, your services may be regularized subject to availability of vacancy in any of the Strategic Business Units.

4 During the period of training, your services can be discontinued without any notice or notice pay in lieu of notice without assigning any reason.

5 Your trainee services are liable to be transferred either part time or whole time to any other department or sister concern of the company.

6 You shall observe the rules of discipline and decorum prevalent in the company.

7 You will be entitled for leave as per rule and regulations of the company.

Zydus Lifesciences Limited
(formerly known as Cadila Healthcare Limited)
Zydus Research Centre
Survey No. 396/403, Sarkhej-Bavla N. H. No. 8 A,
Village Moraiya, Changodar,
Ahmedabad-382 213, Gujarat, India
Phone: +91-2717-665555

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, +91-79-4804[illegible]
website : www.zyduslife.com | CIN : L2[illegible]

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Atmiya University Rajkot

Reliance
Industries Limited

Date: 11 Jul 2023

Ref: RIL/80811642/30115594/110723/1318

Dear Romish Virjibhai Gadara,

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 **17-Jul-23** 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)

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

Atmiya University Rajkot

Reliance Industries Limited

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)

Date: 11 Jul 2023

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ANNEXURE A

1.1 Annual Compensation Summary

ANNEXURE 1.1 - A		
Name: Romish Virjibhai Gadara		
Compensation Breakup	**Monthly (INR)**	**Annual (INR)**
Basic Pay	13,610	1,63,319
House Rent Allowance	8,750	1,05,000
Residual Choice Pay	0	0
Insurance		
Group Personal Accident Insurancee Premium (GPAI)	34	413
Group Term Life Insurance Premium (GTLI)	400	4,794
Medical Insurance Premium* (Self, Spouse, 3 Dependent Children & Dependent Parents)	4,085	49,020
SUB TOTAL - I	26,879	3,22,546
Employer's Contribution to Provident Fund: PF (12% of Basic Pay)	1,633	19,598
Gratuity (4.81% of Basic Pay)	655	7,856
SUB TOTAL - II	2,288	27,454
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: 11 Jul 2023

Page 3 of 3

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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.	Residual Choice Pay (RCP)	Taxable
i.	**Vehicle**	
1.	Company Lease 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
III	**Annual Cash Bonus (ACB) / Performance Linked Incentive (PLI)**	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.

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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.

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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 dailynecessities 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 2018 - 31 December 2021.

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

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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.

OWA is tax exempt subject to the following limits:-

a. For all Grade: INR 24,000

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. Residual Choice Pay (RCP)

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 all bills and other supporting documents on or by 15th January for each financial year

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	11.5 % per annum on monthly reducing balance basis
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 1,80,000 p.a.	INR 36,000 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 covered under the Group Personal Accident Insurance scheme.

The sum insured is INR 25 lakhs and the corresponding debit towards premium is INR 413 per annum.

Benefit Clauses:

1. Death: 100% of sum insured
2. Permanent Total Disablement: 100% of sum insured as per insurance policy
3. Permanent Partial Disablement: varies from 1% to 75% of sum insured as per insurance policy
4. Temporary Total disablement: 1% of capital sum insured per week subject a maximum of INR 5000 per week for a period of 100 weeks.

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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)	Sum Assured	Mandatory Debit (per annum)
Up to INR 24,99,975	INR 25 Lakhs	INR 4,794
From INR 24,99,975 to below INR 49,99,975	INR 50 Lakhs	INR 17,679
From INR 49,99,975 to below INR 74,99,975	INR 75 Lakhs	INR 26,520
INR 74,99,975 and above	INR 100 Lakhs	INR 36,167

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 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
	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	
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
	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)	

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Medical Insurance Debits:
F & Above grades :

- INR 37,963 per annum per person for self and spouse
- INR 19,611 per annum per child (upto 25 years)
- INR 14,324 per annum for **Additional Medical floater** cover of INR 5 Lakhs for self, spouse and child covered under mandatory policy
- INR 33,528 per annum for dependent parents
- INR 14,324 per annum for **Additional Medical floater** cover of INR 5 Lakhs for parents.

G & Below grades :

- INR 33,528 per annum per family unit of 7 members
- INR 14,324 per annum for **Additional** Medical floater cover of INR 5 Lakhs

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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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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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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.

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

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: Romish Virjibhai Gadara

Signature:

Date: 11 Jul 2023

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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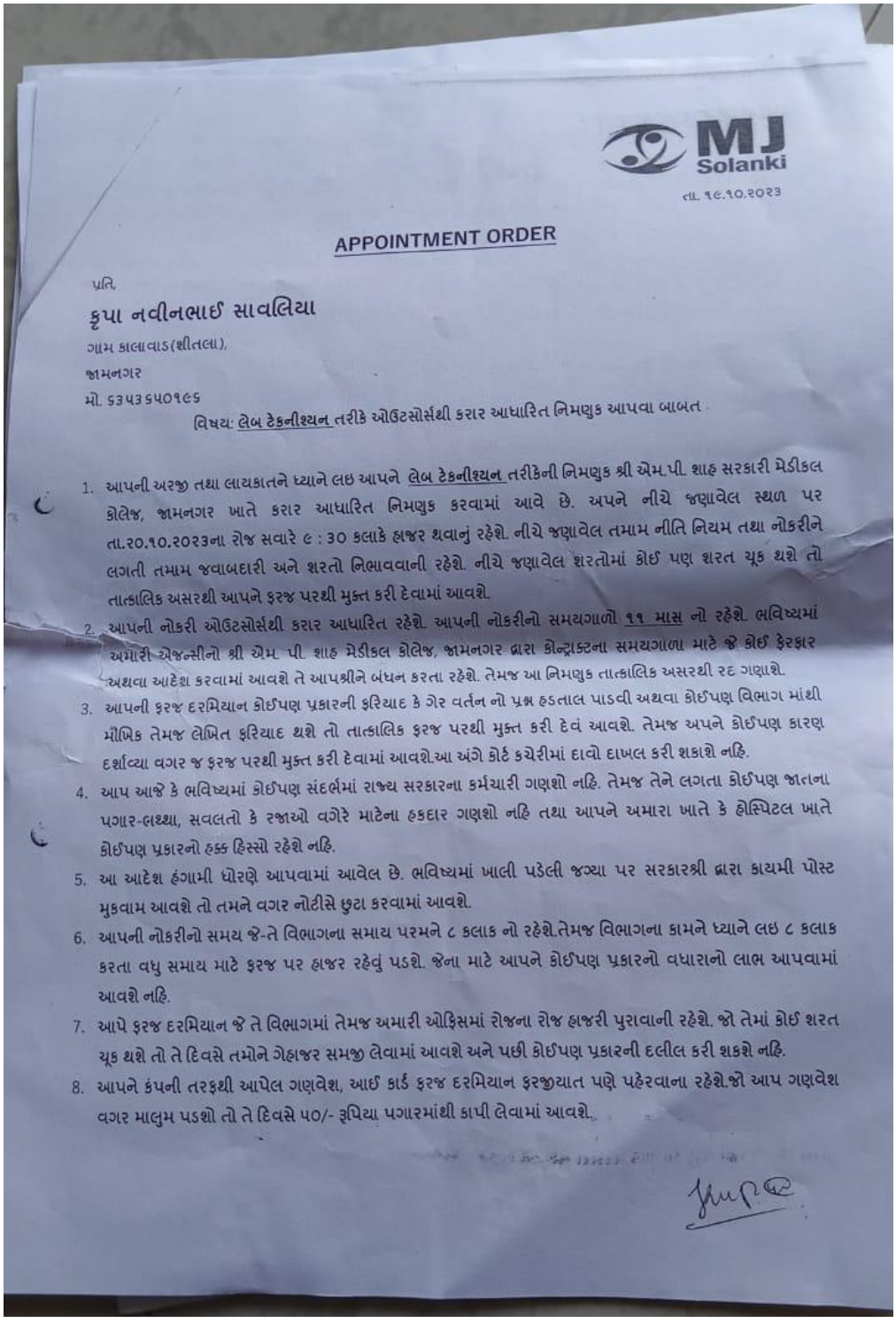


MJ Solanki

તા. ૧૯.૧૦.૨૦૨૩

APPOINTMENT ORDER

પ્રતિ,

કૃપા નવીનભાઈ સાવલિયા

ગામ કાલાવાડ(શીતલા),

જામનગર

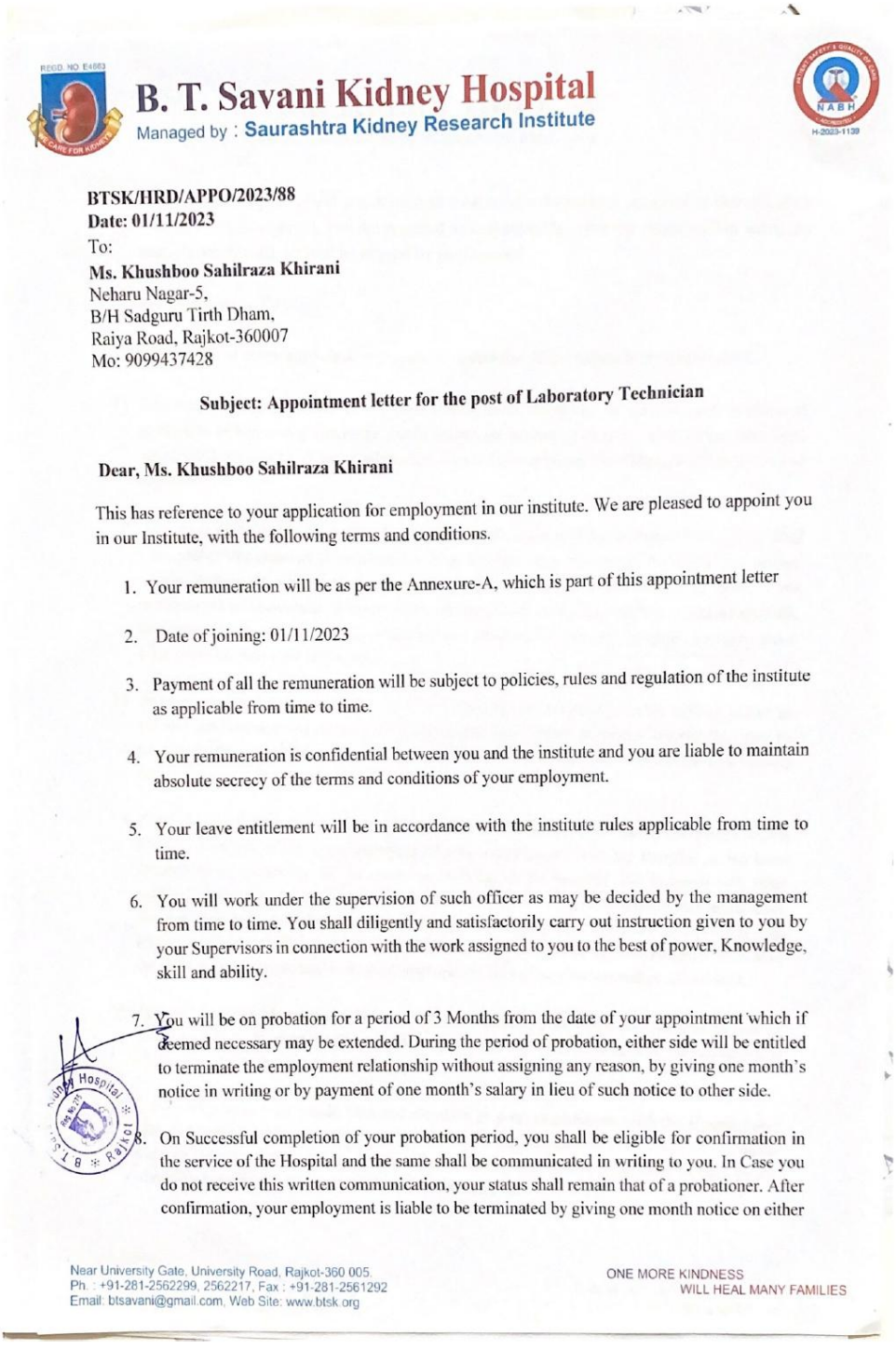
મો. ૬૩૫૩૬૫૦૧૯૬

વિષય: લેબ ટેકનીશ્યન તરીકે ઓઉટસોર્સથી કરાર આધારિત નિમણુક આપવા બાબત

1. આપની અરજી તથા લાયકાતને ધ્યાને લઇ આપને લેબ ટેકનીશ્યન તરીકેની નિમણુક શ્રી એમ.પી. શાહ સરકારી મેડીકલ કોલેજ, જામનગર ખાતે કરાર આધારિત નિમણુક કરવામાં આવે છે. અપને નીચે જણાવેલ સ્થળ પર તા.૨૦.૧૦.૨૦૨૩ના રોજ સવારે ૯ : 30 કલાકે હાજર થવાનું રહેશે. નીચે જણાવેલ તમામ નીતિ નિયમ તથા નોકરીને લગતી તમામ જવાબદારી અને શરતો નિભાવવાની રહેશે. નીચે જણાવેલ શરતોમાં કોઈ પણ શરત ચૂક થશે તો તાત્કાલિક અસરથી આપને ફરજ પરથી મુક્ત કરી દેવામાં આવશે.
2. આપની નોકરી ઓઉટસોર્સથી કરાર આધારિત રહેશે. આપની નોકરીનો સમયગાળો ૧૧ માસ નો રહેશે. ભવિષ્યમાં અમારી એજન્સીનો શ્રી એમ. પી. શાહ મેડીકલ કોલેજ, જામનગર દ્વારા કોન્ટ્રાક્ટના સમયગાળા માટે જે કોઈ ફેરફાર અથવા આદેશ કરવામાં આવશે તે આપશ્રીને બંધન કરતા રહેશે. તેમજ આ નિમણુક તાત્કાલિક અસરથી રદ ગણાશે.
3. આપની ફરજ દરમિયાન કોઈપણ પ્રકારની ફરિયાદ કે ગેર વર્તન નો પ્રશ્ન હડતાલ પાડવી અથવા કોઈપણ વિભાગ માંથી મૌખિક તેમજ લેખિત ફરિયાદ થશે તો તાત્કાલિક ફરજ પરથી મુક્ત કરી દેવં આવશે. તેમજ અપને કોઈપણ કારણ દર્શાવ્યા વગર જ ફરજ પરથી મુક્ત કરી દેવામાં આવશે.આ અંગે કોર્ટ કચેરીમાં દાવો દાખલ કરી શકાશે નહિ.
4. આપ આજે કે ભવિષ્યમાં કોઈપણ સંદર્ભમાં રાજ્ય સરકારના કર્મચારી ગણશો નહિ. તેમજ તેને લગતા કોઈપણ જાતના પગાર-લથ્થા, સવલતો કે રજાઓ વગેરે માટેના હકદાર ગણશો નહિ તથા આપને અમારા ખાતે કે હોસ્પિટલ ખાતે કોઈપણ પ્રકારનો હક્ક હિસ્સો રહેશે નહિ.
5. આ આદેશ હંગામી ધોરણે આપવામાં આવેલ છે. ભવિષ્યમાં ખાલી પડેલી જગ્યા પર સરકારશ્રી દ્વારા કાયમી પોસ્ટ મુકવામ આવશે તો તમને વગર નોટીસે છુટા કરવામાં આવશે.
6. આપની નોકરીનો સમય જે-તે વિભાગના સમાય પરમને ૮ કલાક નો રહેશે.તેમજ વિભાગના કામને ધ્યાને લઇ ૮ કલાક કરતા વધુ સમાય માટે ફરજ પર હાજર રહેવું પડશે. જેના માટે આપને કોઈપણ પ્રકારનો વધારાનો લાભ આપવામાં આવશે નહિ.
7. આપે ફરજ દરમિયાન જે તે વિભાગમાં તેમજ અમારી ઓફિસમાં રોજના રોજ હાજરી પુરાવાની રહેશે. જો તેમાં કોઈ શરત ચૂક થશે તો તે દિવસે તમોને ગેહાજર સમજી લેવામાં આવશે અને પછી કોઈપણ પ્રકારની દલીલ કરી શકશે નહિ.
8. આપને કંપની તરફથી આપેલ ગણવેશ, આઈ કાર્ડ ફરજ દરમિયાન ફરજીયાત પણે પહેરવાના રહેશે.જો આપ ગણવેશ વગર માલુમ પડશો તો તે દિવસે ૫૦/- રૂપિયા પગારમાંથી કાપી લેવામાં આવશે.

Registrar
Atmiya University
Rajkot

Atmiya University Rajkot



B. T. Savani Kidney Hospital
Managed by : Saurashtra Kidney Research Institute

BTSK/HRD/APPO/2023/88
Date: 01/11/2023

To:
Ms. Khushboo Sahilraza Khirani
Neharu Nagar-5,
B/H Sadguru Tirth Dham,
Raiya Road, Rajkot-360007
Mo: 9099437428

Subject: Appointment letter for the post of Laboratory Technician

Dear, Ms. Khushboo Sahilraza Khirani

This has reference to your application for employment in our institute. We are pleased to appoint you in our Institute, with the following terms and conditions.

1. Your remuneration will be as per the Annexure-A, which is part of this appointment letter
2. Date of joining: 01/11/2023
3. Payment of all the remuneration will be subject to policies, rules and regulation of the institute as applicable from time to time.
4. Your remuneration is confidential between you and the institute and you are liable to maintain absolute secrecy of the terms and conditions of your employment.
5. Your leave entitlement will be in accordance with the institute rules applicable from time to time.
6. You will work under the supervision of such officer as may be decided by the management from time to time. You shall diligently and satisfactorily carry out instruction given to you by your Supervisors in connection with the work assigned to you to the best of power, Knowledge, skill and ability.
7. You will be on probation for a period of 3 Months from the date of your appointment which if deemed necessary may be extended. During the period of probation, either side will be entitled to terminate the employment relationship without assigning any reason, by giving one month's notice in writing or by payment of one month's salary in lieu of such notice to other side.
8. On Successful completion of your probation period, you shall be eligible for confirmation in the service of the Hospital and the same shall be communicated in writing to you. In Case you do not receive this written communication, your status shall remain that of a probationer. After confirmation, your employment is liable to be terminated by giving one month notice on either

Near University Gate, University Road, Rajkot-360 005.
Ph. : +91-281-2562299, 2562217, Fax : +91-281-2561292
Email: btsavani@gmail.com, Web Site: www.btsk.org

ONE MORE KINDNESS
WILL HEAL MANY FAMILIES

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Atmiya University
Rajkot

Atmiya University
Rajkot



SARTHI
PHARMA

Hoping that this will be for you the beginning of a long and successful career with us.

This order is being sent/handed over to you in **duplicate**. If you are willing to accept the appointment one copy duly signed by you should be returned to the undersigned immediately.

Yours Sincerely,

Sarthi Pharma 01/08/2021

SARTHI PHARMA RAJKOT (GUJ) INDIA

CONSENT

I, Mr. / ~~Miss~~ / ~~Mrs.~~ Kotadiya Parth S. have read the aforesaid terms and conditions / the aforesaid terms and conditions have been explained to me by you in my vernacular language. I have understood the contents and in token of having accepted the original letter and in accordance of the said terms and conditions, I have put my signature on this letter.

Signature with Name ..... Kotadiya Parth Sureshbhai

Date 01/08/2021

Copy to:
Personal File.

Registrar
Atmiya University
Rajkot

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Jovia
JOY FOR LIFE...
A Division of Kepler Healthcare

APPOINTMENT LETTER

Ref. No. / KHPL/Appt./1035

Date: 01/09/2023

To
Mr Aghera Abhishek Harsukhbhai
Bunglow No. 7/A,
New Navrang Sagar Society,
Bopal, Ahmedabad - 380058
Emp. No.: 7173

Dear Mr. Aghera Abhishek Harsukhbhai

With reference to your application and the subsequent interviews you had with us, we are pleased to appoint you as **Medical Representative** for **JOVIA** with effect from **01/09/2023** based at **Ahmedabad** on the following terms and conditions:

1. **COST TO COMPANY**
   Your compensation on a **Cost to Company (CTC) basis will be 200000 only (Two Lakh Only) per annum.** Your salary structure is as per the Annexure - I attached herewith. Your other benefits are as per Annexure - II attached herewith.

2. **PERFORMANCE, INCREMENT AND PROMOTION**
   Your increment and future prospects in the company shall entirely depend on your Performance, efficiency & effectiveness, hard work, sincerity, good conduct and such other relevant factors as company may deem fit.

3. **INPUTS AND PROMOTIONAL MATERIALS**
   a) On your joining the company, you will be given shirts, tie, work bag and other promotional inputs in order to help you to market the company's brands effectively. On your leaving the company for whatsoever reason, you are required to return the same immediately. The company shall recover **Actual Amount** from full and final settlement of your legal dues towards Induction, Training, Briefing and Knowledge Sharing.

   b) While resigning from the services, **all properties and NOC from all Stockiest & all daily field working reports** (till last day of working) should be submitted to HO within 10 days from the date of leaving the services. The company will provide the full and final settlement only on complying with this.

   c) While resigning from the services, **the pending field expense statement** should be submitted to HO within 10 days from the date of leaving the services, duly approved by concerned superior / authorized person. If failed to comply, full and final settlement will be processed without said expenses and the amount of such expenses shall be forfeited.

Kepler
Admin Office : 9th Floor, Solitaire Sky, Beside Hyatt Regency, Ashram Road, Usmanpura, Ahmedabad - 380014 (Guj) INDIA
Regd. Office : C-103/104, Block No.33/1, Kanchan Pharma House, N.H. NO.8, Asalali, Tal : Daskroi (Ahmedabad - Rural) Pin : 382427 (Guj) IND
Phone : 079 6814 5530 | Email : info@keplerhealthcare.com | Web : www.keplerhealthcare.com | CIN : U24230GJ2013PTC074449

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4. **RULES AND REGULATIONS**
   a) During the period of your employment with us, you will carry out the duties and responsibilities as assigned to you by your superiors from time to time.

   b) You will abide by the company's service rules and regulations that may be in force at the time of appointment and also that may be promulgated from time to time thereafter.

   c) You will abide by all the guidelines given to you from time to time by your superiors and management. You will be governed by the standing orders, rules and regulations of the company.

5. **DUAL EMPLOYMENT**
   During the tenure of your services with the Company, you will not be allowed to engage yourself in any other work or carry out any other assignment which interferes with or affects the efficiency of your working with the Company.

6. **TAXATION**
   You shall be liable to pay taxes on your compensation as per Indian tax laws and regulations during the period of employment with the company.

7. **DISCONTINUATION/TERMINATION OF SERVICES**
   a) Your appointment will be subject to verification of your service record and antecedence. In case any information furnished by you in connection with **your appointment is found** incorrect at any stage or correct information is found suppressed, your services are liable to be terminated at any time without any notice **and compensation in lieu thereof**.

   b) If any time in our opinion which is final in this matter, you are found guilty of dishonesty, disobedience, disorderly behavior, negligence, indiscipline, absence from duty without permission or any other conduct considered by us detrimental to company's interest or of violation of one or more terms of this letter, your services may be terminated without any notice **and compensation in lieu thereof.**

   c) This appointment and your continuance in employment is subject to your being found medically (physically & mentally) fit.

   d) You shall maintain utmost secrecy in respect of all matters, reports, operation, processing, inventions etc., which you may come in contact during your employment with the company and you shall not disclose any information regarding the affairs of the company which come to your knowledge during the period of your services, the disclosure of which information is prejudicial to the interest of the company.

8. **TRANSFER**
   Your services will be deputed anywhere in the country at the sole discretion of management without change in your salary structure prevailing at the time of deputation.

9. **LEAVE**
   You are eligible for leave as per company norms*

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10. COMMUNICATION

You will keep the Company informed of your **exact address** and will advise immediately the change, if any, in the same. In the absence of your latest / current postal address in the record of the Company, any communication dispatched to you at the address mentioned in your prescribed application form / appointment letter address shall hold good and you will not have dispute for the same.

11. NOTICE PERIOD

If the employee wishes to leave the service, he/she needs to serve one-month notice period. Failing so, the company shall be entitled to recover one-month gross salary.

12. ABANDONMENT

On absence from work for 8 consecutive days without prior intimation or approval, you shall be deemed to have abandoned your employment voluntarily. It will be considered as voluntary termination of services.

13. CASH COLLECTION

You are not authorized for cash collection from the market or from wholesaler, stockiest and distributors.

14. RETIREMENT

You will retire from the company's on attaining the age of 58 years and shall not have any claim to be continued in service thereafter.

15. This appointment is subject to **Ahmedabad** jurisdiction and any dispute arising out of this appointment will be raised and settled in Jurisdiction of **Ahmedabad.**

16. You will be governed by the above and other service conditions that are in force and as altered, modified or changed from time to time by the company.

17. DAILY CALL REPORT/GPS

Employee must update his/her daily call/work report through SFM/ online System by GPS tracking system as decided by management. If fail to report, attendance will be considered as an absence for the same day.

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Rajkot

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

We look forward to your joining our team for a long, bright and blissful association.

Regards,
For Kepler Healthcare Pvt. LTD.

Authorized Signatory

ACKNOWLEDGEMENT & ACCEPTANCE

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

SIGNATURE: _____ **DATE:** 12-10-2023

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ANNEXURE

Name	Aghera Abhishek Harsukhbhai
Designation	Medical Representative
D.O.J	**01/09/2023**
Head Quarter	Ahmedabad
Employee Code	7173

SALARY PACKAGE

COMPONENTS	SALARY BREAKUP	MONTHLY REIMBURSEMENT	YEARLY REIMBURSEMENT
Basic Salary	47075	3923	
House Rent Allowance	50000	4167	
Uniform Allowance	12000	1000	
Medical Allowance	6000	500	
Area Allowance	13826	1153	
Performance Allow.	48000	4000	
Gross On Hand**	**176901**	**14742**	
Employee Pf Contrb.		471	
Employee ESIC Contrb.		111	
Professional Tax		200	
Net Take Home		**13960**	
Bonus	**8400**		**8400**
L.T.A.	**3300**		**3300**
Retirement Benefit			
Employer ESIC Contrib.	5750		
Employer PF Contrb.	5649		
Total	**200000**		

**Subject to Statutory Deductions i.e. Provident Fund, Employee State Insurance, Professional Tax etc. as per respective act & rules

DAILY ALLOWANCES

H.Q.	EX.H.Q.	OUT STATION	T.A.	T.A. For Meeting
145	145	280	2.40	1.65

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Rajkot

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Mo. 94281 56505
beetasurg@rediffmail.com

Beeta Surgicals Pvt. Ltd.

Shivam Industrial Zone - 1, Plot No. A - 29, Kalawad Road, Village - Chhapra - 360021 Dist. Rajkot

Date: 25/08/2021

To,
Ghetiya Bhagyesh Devjibhai
At: Kharva Ta. Dhrol, Dist. Jamnagar

Subject: Appointment for the Position of Lab Technician

Dear Ghetiya Bhagyesh Devjibhai

We are pleased to extend an offer for the position of Lab Technician at Beeta Srugicals Pvt. Ltd. In this role, you will contribute to R & D Department and support our efforts in achieving. Your total annual compensation package will be 2,25,000, including all benefits.

This appointment is subject to a one-year service agreement effective from your joining date 02/09/2021. By signing this agreement, you commit to a minimum tenure of one year with Beeta Srugicals Pvt. Ltd. This commitment is intended to foster a mutual investment in professional growth.

Warm regards,
Niraj Manvar
Beeta Srugicals Pvt. Ltd.

Beeta Surgicals Pvt. Ltd.

Director

Registrar
Atmiya University
Rajkot

Atmiya University Rajkot

ADITYA BIRLA
UltraTech

03rd June, 2024

Name: Khushali Zalavadiya
Poornata ID: 445950
Designation: Junior Officer
Department: Quality Control
Business Unit: Narmada Cement Jafrabad Works

Sub: Confirmation of Services

Dear Ms. Khushali,

You were selected under UltraTechies entry level hiring program and were undergoing one-year training period in UltraTech. We are pleased to inform you that you have successfully completed the training period and the Management hereby confirms your services in grade **S4** designated as **Junior Officer** at **Narmada Cement Jafrabad Works** with effect from **24th May 2024.**

Your revised CTC is **4,50,000/-,** details attached herewith.

All other terms and conditions of your appointment remains unchanged.

Congratulations on your confirmation. We look forward to your continued contributions and wish you all the best in your career with us.

Yours faithfully,
For UltraTech Cement Limited

(VIKAS VERMA)

Vikas Verma
Function Head - HR

UltraTech CEMENT
The Engineer's Choice

UltraTech Cement Limited
Unit : Narmada Cement - Jafarabad Works
Corporate Identification Number (CIN) : L26940MH2000PLC128420
P.B.No. 10, Jafarabad, Dist. Amreli, Gujarat - 365540, India | T: +91 2794 245107 | F: +91 2794 245227 | W: www.ultratechcement.com
Registered Office : Ultratech Cement Limited, 'B' Wing, 2nd Floor, Ahura Centre, Mahakali Caves Road, Andheri (E), Mumbai - 400 093 | T: 022 6691 7800

Registrar
Atmiya University
Rajkot

Atmiya University Rajkot

RENOVA LIFESCIENCES PRIVATE LIMITED
Survey No : 54/1, Plot No : 35 / 36 / 37, R. K. Industrial Park Phase - I,
Opp. Bharat Benz Showroom, Off. Rajkot Ahmedabad N. H. 8-B,
Rampara - 360 023. Dist : Rajkot. Gujarat - India.

RENOVA LIFESCIENCES

Date : 16th June, 2021.

Miss Maitry Bathani,
404, Kalrav Appartments,
2, Suryoday Society,
Opp. Saint Mary's High School
Rajkot – 360 005.
Gujarat – India.
Phone : +91-9924270480

Dear Miss Maitry Bathani,

APPOINTMENT LETTER

With reference to your application and discussions we had with you, we are pleased to appoint you as Trainee Regulatory Affairs Officer (RA) Officer on probation based at our Factory Premises, subject to following terms and conditions.

1) You should join duty by 17/06/2021.
2) You will be responsible for the Regulatory Affairs (RA).
3) Your consolidated salary (CTC) has been fixed at Rs. 12160/- per month.
4) This appointment attracts your full time engagement and you will not directly or indirectly take up any other assignment.
5) You will not disclose any information connected to the interest of the company.
6) Your service is liable to be transferred to other location if required.
7) This appointment can be terminated with One month's notice from either side.

As a token of acceptance of this appointment, you are requested to sign the duplicate copy of this letter and send the same to us.

Thanking you,
Yours truly,
For Renova Lifesciences Private Limited,

Milan G. Sheth
(Chairman)

I accept,

Maitry Bathani

Tel. : +91-720-2048284 | E-mail : info@renovalifescience.com | Website : www.renovalifescience.com | CIN : U24233GJ2010PTC063421 | GST : 24AAFCR0786G1ZD

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Registrar
Atmiya University
Rajkot

Atmiya University Rajkot

NIRA Life Sciences Pvt. Ltd.

LETTER OF APPOINTMENT CUM AGREEMENT

Dt: 08/10/2021

TO,,,,

MS. NANDINI DAVARIYA.

Dear Sir,

With reference to your application and subsequent interview, we are pleased to appoint you as a Trainee, in the QC/QA department with effect from 12/10/2021 on the following terms and conditions.

1, you will be paid CTC Rs. 14686/-(Rs. Fourteen thousand six hundred eighty six only.) per month plus other benefits as per company's rules.

2, you will be on probation for a period of six months from the date of your appointment and then after your service will be confirmed if you are found suitable by the interview committee in the present salary slab, However management has absolute right to dispense with your service without giving any notice and without specifying any reason for termination of your employment during the probationary period, The management ,if not satisfied with your work may also extend the probationary period or terminate your employment without giving any notice and without any compensation in lieu thereof...

3, the salary payable to you, as aforesaid, shall be subject to deduction of income taxes and any other deduction as required by law...

4, your hours of attendance shall be regulated by company to suit the duties entrusted to you from time to time.

5, the appointment will be subject to your being found medically (physically and mentally) fit by our medical officer. The continuance of this appointment will be subject to your remaining medically fit.

6, if during the course of your employment in this company, you are incapacitated by reasons of illness or accident or any other reason/cause beyond your control from attending your duties for a period of three months consecutively or three months in the aggregate in one year, the company may its discretion terminate this appointment without any notice or payment in lieu thereof.

7, you will have to carry out your duties in the most efficient manner and as your superior officer directs, you are expected to co-operate with other employees so as to secure harmony and smooth work, any act of insubordination, indiscipline, misconduct, drunkenness, or dishonesty, will entitle company to terminate your service forthwith without any notice.

8, you shall not disclose any affairs or secrets of the company to any one, any process, discovery, invention, or patents made by you in the course of your employment, shall belong to the company, if you commit a breach of this condition, your service shall be liable to terminate summarily without any notice. During your employment you shall not enter into service or employment with any other organization.

9, you shall be transferred to other department / units as and when your service is required.

10, this contract will be subject to termination by either party at any time by one month notice or by paying one month salary in lieu of notice.

11, by signing this letter you shall be giving a written surety of at least three years job stability/continuation in this organization.

12, you will have to submit your original degree certificate to HR department.

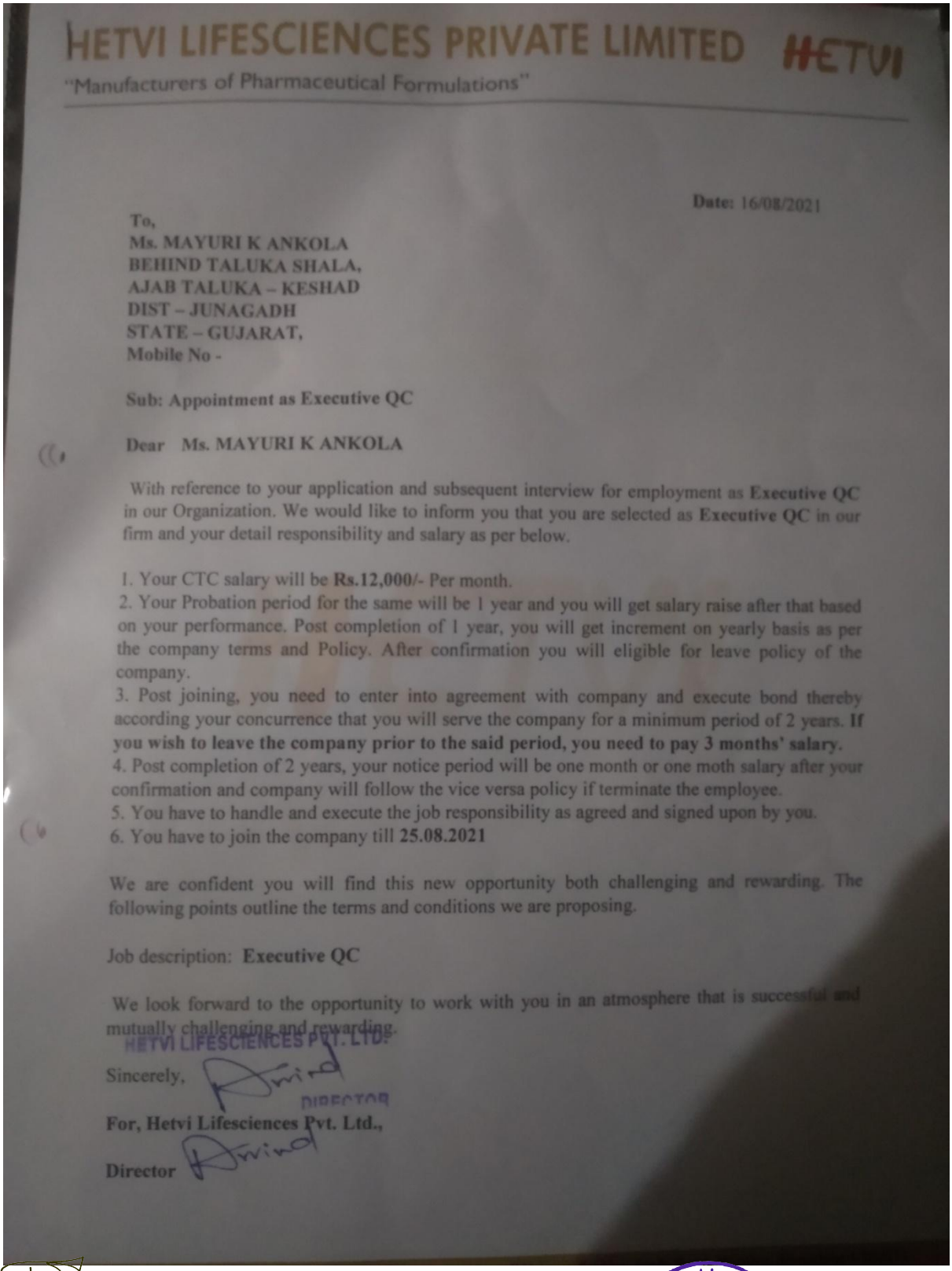
For, NIRA LIFE SCIENCES PVT. LTD.

Employee Signature

Authorised Signature

Factory & Regd. Office : Plot No. 6 to 9, GIDC Bamanbore, Nr. Murlidhar Weigh Bridge, Tal. Rajkot, Dist. Rajkot - 363520, (Guj.) INDIA.
Tel : +91-2751-240480 | **Tele Fax :** +91-2751-240490
Corporate Office : A-303, Shreeji Heritage, Opp. Shri Shri Ravi Shankar School, Cross Over Satya Sai Road, Near Maruti Chowk, Behind Big Bazaar, Rajkot-360005, Gujarat (India). **Mo :** 9924781287
E-mail : nira@niralifesciences.com | **Web :** www.niralifesciences.com | **CIN No.** U24230GJ2012PTC068865

Registrar
Atmiya University
Rajkot



HETVI LIFESCIENCES PRIVATE LIMITED HETVI

"Manufacturers of Pharmaceutical Formulations"

Date: 16/08/2021

To,
Ms. MAYURI K ANKOLA
BEHIND TALUKA SHALA,
AJAB TALUKA – KESHAD
DIST – JUNAGADH
STATE – GUJARAT,
Mobile No -

Sub: Appointment as Executive QC

Dear Ms. MAYURI K ANKOLA

With reference to your application and subsequent interview for employment as **Executive QC** in our Organization. We would like to inform you that you are selected as **Executive QC** in our firm and your detail responsibility and salary as per below.

1. Your CTC salary will be **Rs.12,000/-** Per month.
2. Your Probation period for the same will be 1 year and you will get salary raise after that based on your performance. Post completion of 1 year, you will get increment on yearly basis as per the company terms and Policy. After confirmation you will eligible for leave policy of the company.
3. Post joining, you need to enter into agreement with company and execute bond thereby according your concurrence that you will serve the company for a minimum period of 2 years. **If you wish to leave the company prior to the said period, you need to pay 3 months' salary.**
4. Post completion of 2 years, your notice period will be one month or one moth salary after your confirmation and company will follow the vice versa policy if terminate the employee.
5. You have to handle and execute the job responsibility as agreed and signed upon by you.
6. You have to join the company till **25.08.2021**

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

Job description: **Executive QC**

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

HETVI LIFESCIENCES PVT. LTD.

Sincerely,

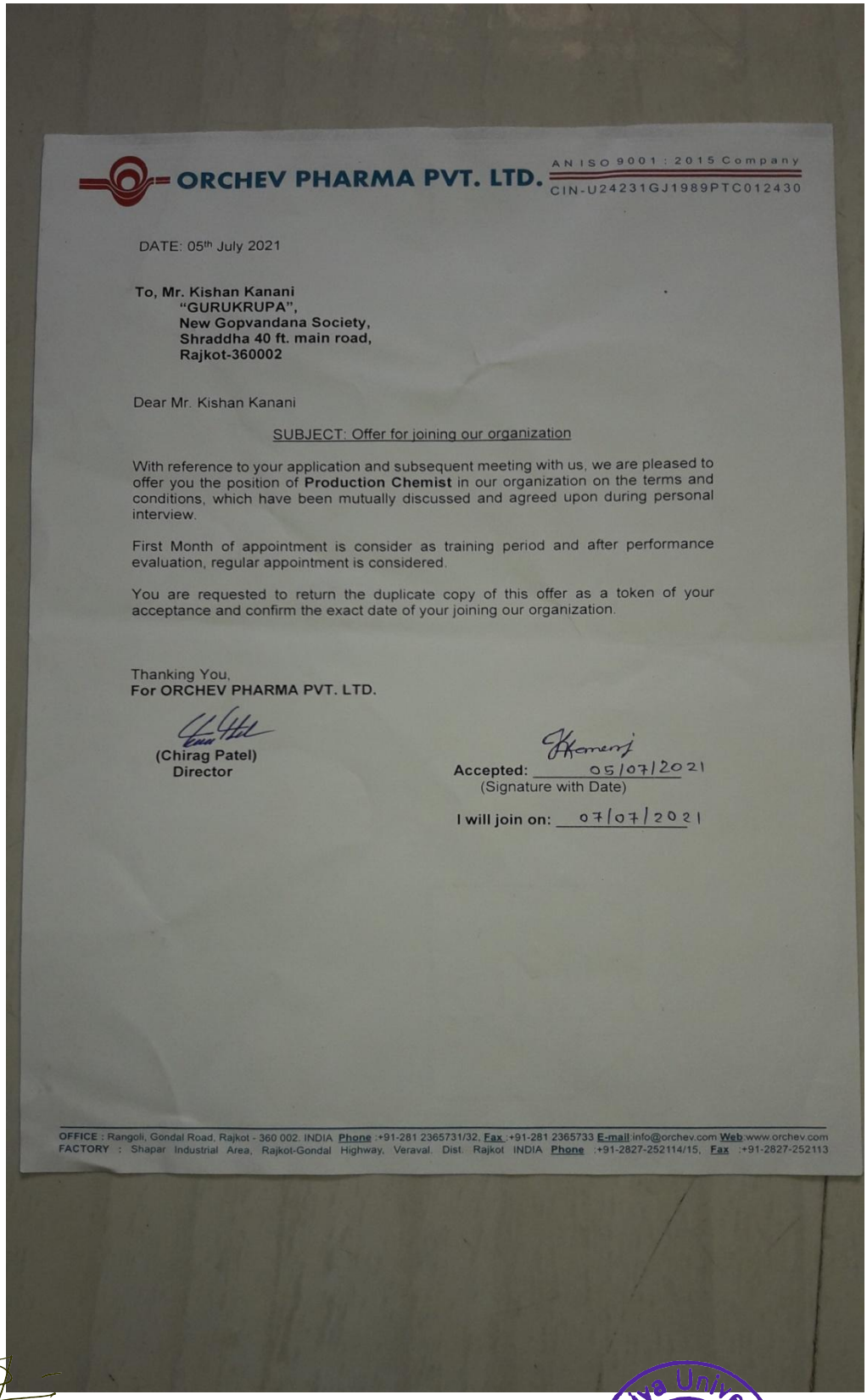
DIRECTOR

For, Hetvi Lifesciences Pvt. Ltd.,

Director

Registrar
Atmiya University
Rajkot

Atmiya University Rajkot



ORCHEV PHARMA PVT. LTD.

AN ISO 9001 : 2015 Company

CIN-U24231GJ1989PTC012430

DATE: 05th July 2021

To, Mr. Kishan Kanani
"GURUKRUPA",
New Gopvandana Society,
Shraddha 40 ft. main road,
Rajkot-360002

Dear Mr. Kishan Kanani

SUBJECT: Offer for joining our organization

With reference to your application and subsequent meeting with us, we are pleased to offer you the position of **Production Chemist** in our organization on the terms and conditions, which have been mutually discussed and agreed upon during personal interview.

First Month of appointment is consider as training period and after performance evaluation, regular appointment is considered.

You are requested to return the duplicate copy of this offer as a token of your acceptance and confirm the exact date of your joining our organization.

Thanking You,
For ORCHEV PHARMA PVT. LTD.

(Chirag Patel)
Director

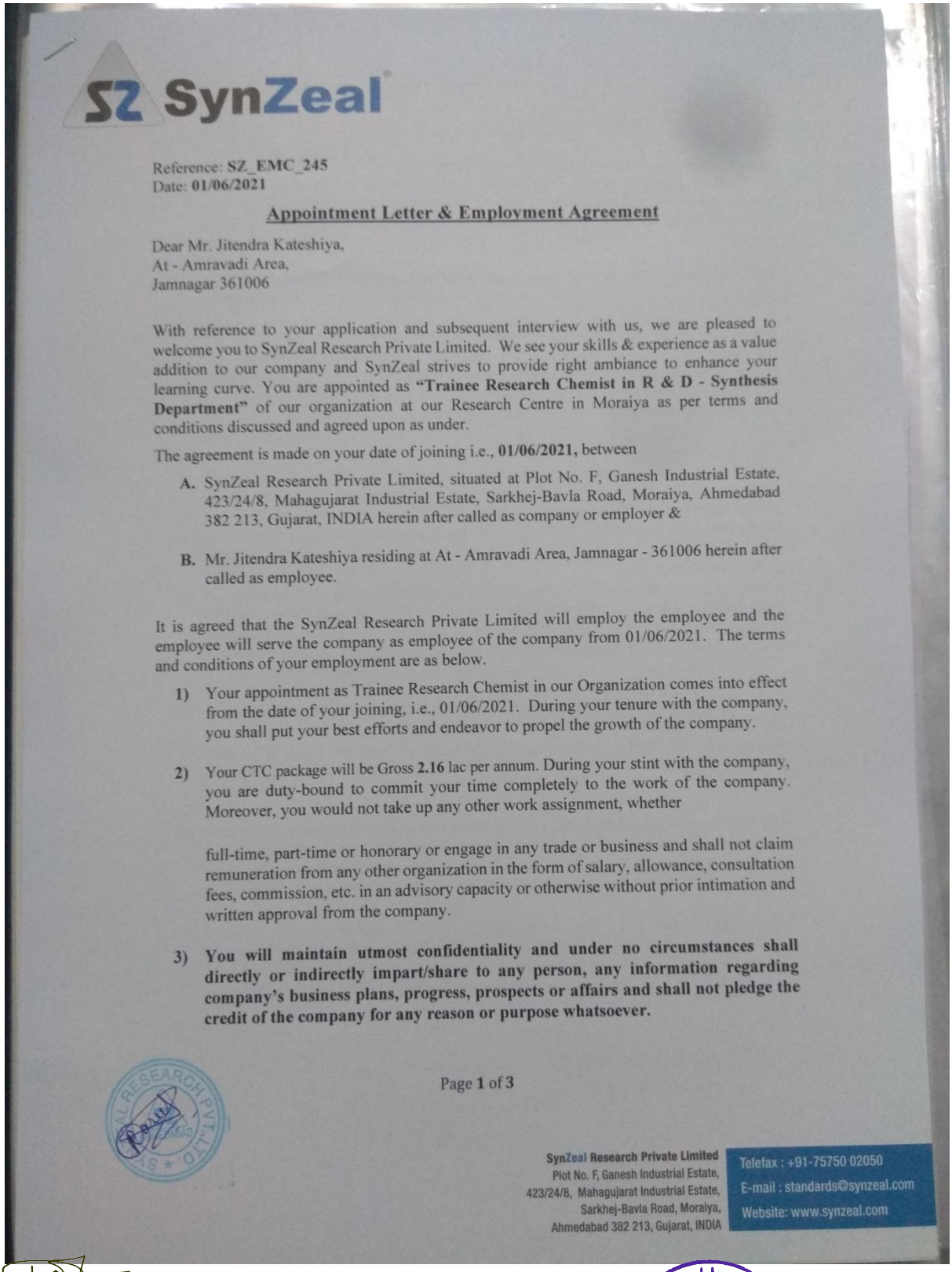
Accepted: 05/07/2021
(Signature with Date)

I will join on: 07/07/2021

OFFICE : Rangoli, Gondal Road, Rajkot - 360 002. INDIA Phone :+91-281 2365731/32, Fax :+91-281 2365733 E-mail:info@orchev.com Web:www.orchev.com
FACTORY : Shapar Industrial Area, Rajkot-Gondal Highway, Veraval. Dist. Rajkot INDIA Phone :+91-2827-252114/15, Fax :+91-2827-252113

Registrar
Atmiya University
Rajkot

Atmiya University Rajkot



SZ SynZeal

Reference: **SZ_EMC_245**
Date: **01/06/2021**

Appointment Letter & Employment Agreement

Dear Mr. Jitendra Kateshiya,
At - Amravadi Area,
Jamnagar 361006

With reference to your application and subsequent interview with us, we are pleased to welcome you to SynZeal Research Private Limited. We see your skills & experience as a value addition to our company and SynZeal strives to provide right ambiance to enhance your learning curve. You are appointed as **"Trainee Research Chemist in R & D - Synthesis Department"** of our organization at our Research Centre in Moraiya as per terms and conditions discussed and agreed upon as under.

The agreement is made on your date of joining i.e., **01/06/2021,** between

A. SynZeal Research Private Limited, situated at Plot No. F, Ganesh Industrial Estate, 423/24/8, Mahagujarat Industrial Estate, Sarkhej-Bavla Road, Moraiya, Ahmedabad 382 213, Gujarat, INDIA herein after called as company or employer &

B. Mr. Jitendra Kateshiya residing at At - Amravadi Area, Jamnagar - 361006 herein after called as employee.

It is agreed that the SynZeal Research Private Limited will employ the employee and the employee will serve the company as employee of the company from 01/06/2021. The terms and conditions of your employment are as below.

1) Your appointment as Trainee Research Chemist in our Organization comes into effect from the date of your joining, i.e., 01/06/2021. During your tenure with the company, you shall put your best efforts and endeavor to propel the growth of the company.

2) Your CTC package will be Gross **2.16** lac per annum. During your stint with the company, you are duty-bound to commit your time completely to the work of the company. Moreover, you would not take up any other work assignment, whether

   full-time, part-time or honorary or engage in any trade or business and shall not claim remuneration from any other organization in the form of salary, allowance, consultation fees, commission, etc. in an advisory capacity or otherwise without prior intimation and written approval from the company.

3) **You will maintain utmost confidentiality and under no circumstances shall directly or indirectly impart/share to any person, any information regarding company's business plans, progress, prospects or affairs and shall not pledge the credit of the company for any reason or purpose whatsoever.**

Page **1** of **3**

SynZeal Research Private Limited
Plot No. F, Ganesh Industrial Estate,
423/24/8, Mahagujarat Industrial Estate,
Sarkhej-Bavla Road, Moraiya,
Ahmedabad 382 213, Gujarat, INDIA

Telefax : +91-75750 02050
E-mail : standards@synzeal.com
Website: www.synzeal.com

Registrar
Atmiya University
Rajkot

Atmiya University Rajkot

Tel. : +91-98242 96655 / 94264 49278
Web. : www.snjlabs.com
E-mail : snj@snjlabs.com
CIN : U24233GJ2013PTC077965

SNJ | LABS PVT. LTD.

Offer Letter

SNJ / PA / OL / 2021-22 / 19
Date: 30th June, 2021

Miss Sheth Dharti Dharmendrabhai
Nesadi Road,
Savar Kundla,
Amreli,
Gujarat – 364 515.
Mo. No.: +91 90812 02031
Email Id.: dhartisheth21@gmail.com

Subject: Offer Letter for the position of Trainee Officer in QA Department

Dear **Miss Dharti,**

- ✓ We are pleased to offer you the position of **Trainee Officer in QA Department** at our Organization **SNJ Labs Pvt. Ltd.** And your joining date will be 1 month or before from the date of this offer letter. You will be reporting directly to Director / Company Management and your work place will be factory location, Rajkot.
- ✓ Your annual **CTC** will as per mutually agreed during interview and to be paid on monthly basis. Appointment letter and details scope of your work will be provided to you on your first day of joining at the company. Your training period will be **TWELVE** months from the date of joining. If your performance not found satisfactory, then company may terminate any time during this period.
- ✓ After completing training period, if company wish to continue your employment, then you are mutually agreed to work with SNJ Labs Pvt. Ltd.
- ✓ You will be bound by the rules and regulations of the company in force from time to time.
- ✓ You will be required to make a 2 years working agreement with company after completing your training period.
- ✓ This offer is valid only for 8 days and within these days you have to submit your accepted resignation letter, last month salary slip, original degree Certificate / Mark sheet and cancel cheque along with 2 years' work agreement bond with us.
- ✓ If you fail to do so within the time limit, this offer will automatically terminated without any further intimation.
- ✓ Once you accept this offer and submitted require document and you don't join the organization you have to pay 2 month offered salary.
- ✓ We believe your skills and experience is an excellent match for our organization.
- ✓ You need to bring photocopies of following documents along with original documents for verification on your 1st day of joining.
  - + Birth Certificate / School Leaving certificate and Educational Certificates.
  - + 10 Passport Size Photographs.
  - + Past experience Certificates and Last job relieving letter.
  - + Photocopy of Bank Passbook and last 6 months approved/ attested bank statement. (Mandatory).
  - + Photocopy of Pan Card, Aadhaar Card and Driving License.
  - + Medical Fitness Certificate (32-33, Chest X-ray, Audio-Vision, ECG, Blood RBS, CBC).

Best Regards.
Prepared By,

(Sandip K. Talsaniya)

SNJ LABS PVT. LTD. - INDIA SNJ CIN : U24233GJ2013PTC077965

For, SNJ Labs Pvt. Ltd.

Authorized Signatory

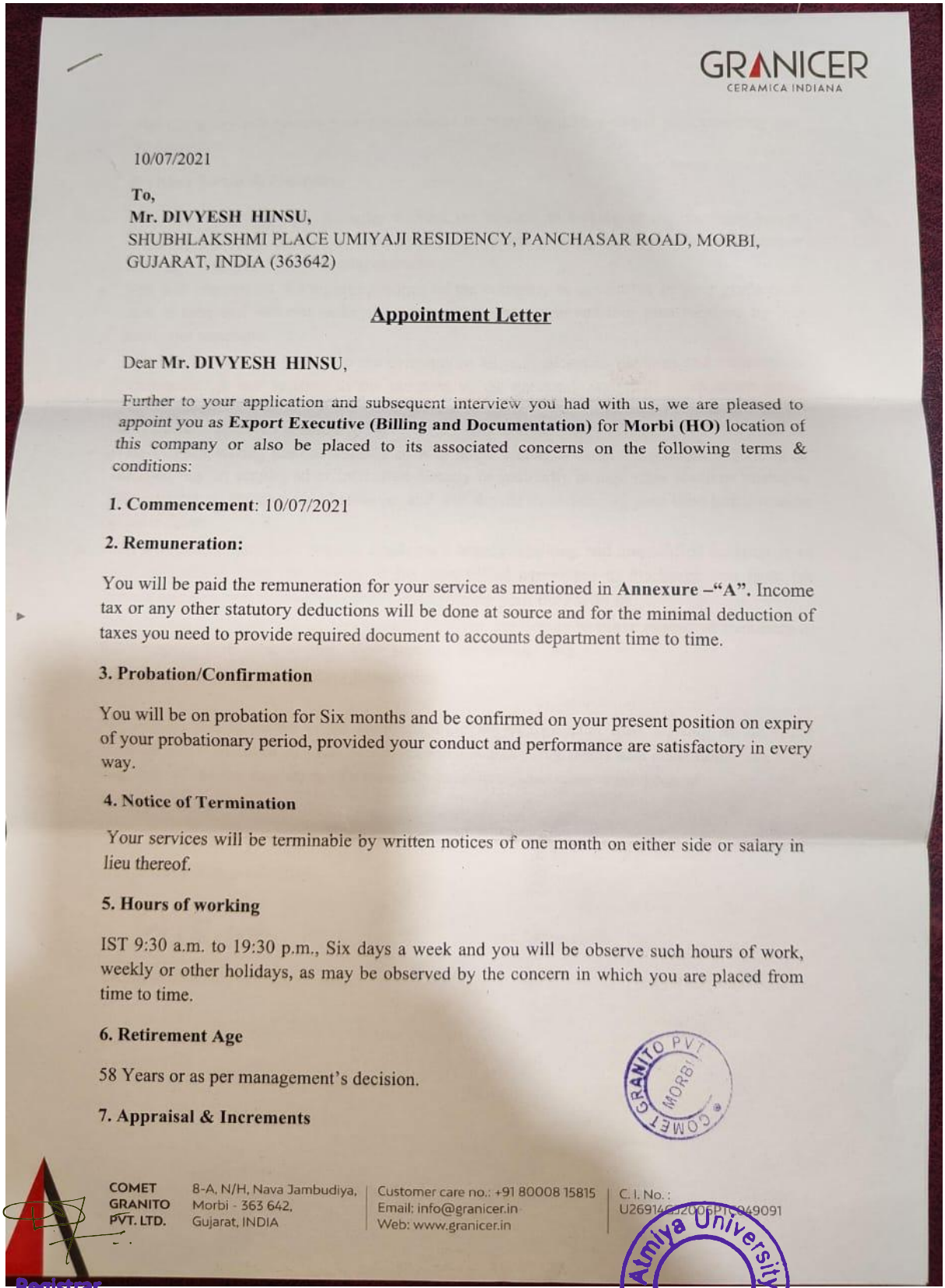
Accepted By,
Name: Dharti Sheth
Date of Accepted: 30/08/2021

Sign: D. Sheth
Date of Joining: 01/07/2021

Format No.: SNJ/HR/OL/01

Registrar
Atmiya University
Rajkot

Atmiya University Rajkot



GRANICER
CERAMICA INDIANA

10/07/2021

To,
Mr. DIVYESH HINSU,
SHUBHLAKSHMI PLACE UMIYAJI RESIDENCY, PANCHASAR ROAD, MORBI,
GUJARAT, INDIA (363642)

Appointment Letter

Dear **Mr. DIVYESH HINSU,**

Further to your application and subsequent interview you had with us, we are pleased to appoint you as **Export Executive (Billing and Documentation)** for **Morbi (HO)** location of this company or also be placed to its associated concerns on the following terms & conditions:

1. Commencement: 10/07/2021

2. Remuneration:

You will be paid the remuneration for your service as mentioned in **Annexure –"A".** Income tax or any other statutory deductions will be done at source and for the minimal deduction of taxes you need to provide required document to accounts department time to time.

3. Probation/Confirmation

You will be on probation for Six months and be confirmed on your present position on expiry of your probationary period, provided your conduct and performance are satisfactory in every way.

4. Notice of Termination

Your services will be terminable by written notices of one month on either side or salary in lieu thereof.

5. Hours of working

IST 9:30 a.m. to 19:30 p.m., Six days a week and you will be observe such hours of work, weekly or other holidays, as may be observed by the concern in which you are placed from time to time.

6. Retirement Age

58 Years or as per management's decision.

7. Appraisal & Increments

COMET GRANITO PVT. LTD. MORBI

COMET GRANITO PVT. LTD. | 8-A, N/H, Nava Jambudiya, Morbi - 363 642, Gujarat, INDIA | Customer care no.: +91 80008 15815 | Email: info@granicer.in | Web: www.granicer.in | C. I. No. : U26914GJ2006PTC049091

Registrar
Atmiya University
Rajkot

Atmiya University Rajkot

Lic. No. : GB/24 Dt. 28-6-96
Reg. No. : E/ 3687 /SURAT.

LOK SAMARPAN RAKTADAN KENDRA

(Magd. By LOK SAMARPAN TRUST)

The Limca Book of Records World Record

Smt. Bhanumatiben Ramniklal Thakkar Bhavan

15-20, Miranagar Society, Opp. Saurastra Patel Bhavan, Sardar Chowk, Mini Bazar, Varachha Road, SURAT-395 006.
Ph. : 2547575, 2553020, 2541414 E-mail : lsbloodbank@gmail.com , Website : www.lsbloodbank.org

Ref. No. 29-A/LSRK/2023 Date : 1/2/2023

To,
Harshil Monpara

Sub: Regarding your Appointment as a Blood Bank Technician on probation basis.

Dear Sir / Madam,

We are pleased to appoint you as a Blood Bank Assistant on **probation basis** with following terms & conditions for 1 year.

(1) You will be given basic salary of Rs. 10,160/- per month, with an annual increment of 8% .Any time to time revision in increment as well as in basic salary scale is also applicable to you along with other staff members.
(2) You cannot work either part time or full time at any place.
(3) Your duty will be of 8 hours between 8 a.m to 8 p.m.
(4) Your duty hours can be changed from time to time according to the requirement of the blood bank & in emergency you may be given night duty as per institutional requirement.
(5) You will be given 1 weekly off on day other than Sunday.
(6) You will have to attend blood donation camps arranged by the blood bank from time to time.
(7) You will have to work sincerely & with full co-operation with other staff members of the blood bank.
(8) Without any prior permissions of the in charge person, you will not allow to enjoy any leave or any change in the duty hours.
(9) If your work or conduct is not found satisfactory, we may terminate your service with1 month notice period from our side.
(10) If you want to leave your service, you will have to give a notice before 1 month.
(11) If you will be given a memo for any misconduct, you are liable to accept any kind of action taken by institute.

President
Haribhai Kathiriya
Lok Samarpan Raktadan Kendra

Lok Samarpan Raktadan Kendra, Varachha Road, Surat

Registrar
Atmiya University
Rajkot

Atmiya University Rajkot

AN ISO 9001:2015, ISO 14001:2015, ISO 45001:2018

SHRI LAXMI CHEMICALS
MFG. OF BROMINE DERIVATIVES

May 10th, 2023
Mr. Smit Vinubhai Parakhiya
25, Sadguru Park, Akshar Marg Main Road,
Rajkot, Gujarat-360001.

Sub: Offer Letter for Plant Operation & QC

Dear Mr. Smit Vinubhai Parakhiya,
With reference to our verbally conversion and subsequent meeting with us, we are pleased to offer you a position for **Plant Operation & QC**. This position directly reports to Mr. Tejesh Vaghasiya.

Your Yearly gross emoluments shall be Rs. 2,16,000/- (Rs. Two Lakh Sixteen Thousand)
Accommodation and Canteen facility provided by company.

We Think it pertinent, at this juncture, to bring your knowledge that consequent upon your joining our organization.

Please sign the following acceptance and return to us.

Sincerely Yours.
For, SHRI LAXMI CHEMICALS

Mr. Tejesh Vaghasiya
Partner

Acknowledgment and Acceptance of the Offer

I, herby confirm that I have read and accepted the Offer above. I also would like to confirm my starting working date is on 15/05/2023.

Signature: - S.V.Parakhiya Date:- 10/05/2023

Office : 410, 4th Floor, Times Square Arcade, Opp. Rambag, Nr. Ravija Plaza, Thaltej-Shilaj Road, Thaltej, Ahmedabad, Gujarat-380059.
Factory : Plot No. 3404 - 3405/1, Nr. Sainest Tube, Phase IV, GIDC Chhatral, Ta : Kalol, Dist : Gandhinagar-382729.
E-mail : shrilaxmichem@gmail.com Web : www.shrilaxmichem.com Office : 079-3510 0303 Mo. : 099792 00266

Registrar
Atmiya University
Rajkot

Atmiya University Rajkot

HALONIX

REF: HTPL/HR/OFR/2024-25

DATE: 29 February 2024

Hiren Hingu
Santoshi Plot, Sarsai
Visavadar-362120

Subject: -Letter of Intent

Dear Hiren,

Congratulations!

With reference to your application and subsequent interview, we are pleased to offer you the position of **Management Trainee - Retail Sales Business** to be based at **Mumbai** on an annual compensation package of **INR 4,00,000 (Four Lakhs)** per annum. You are requested to join your duties at **Halonix Technologies Private Limited** on **04 March 2024.**

Apart from your fixed salary, you will also be eligible for an incentive payout which is a percentage of your fixed salary and will be based on your target achievement as laid out by the company.

As an employee of Halonix, you are also eligible for other employee benefits which will be discussed during your orientation program.

Please note that this letter of intent will automatically stand withdrawn in case we do not receive your acknowledgement and acceptance within three days from issue of this letter.

As a standard procedure for all new hires, employment is subject to completion of satisfactory background verification. The same would be initiated on the date of your joining.

This offer will also cease immediately if & when any of the statements made or the particulars given in your application is found to be incorrect.

Please confirm your date of joining in Halonix and send us the acceptance of our offer through e-mail.

Halonix Technologies Pvt. Ltd.

Registered Office:
B-31, Phase II, Noida,
Distt. Gautam Budh Nagar, Uttar Pradesh - 201305
Tel: +91 120 4756100 | **Fax:** +91 120 4756101
CIN - U29268UP2009PTC036903
Formerly known as Halonix Technologies Limited

Manufacturing Unit:
Plot No. 5, Sector-12, IIE, SIDCUL,
Haridwar, Uttarakhand - 249403
Tel: +91 9568152111 |**Fax:** +91 01334 230696

E-Mail: customercare@halonix.co.in
Website: www.halonix.co.in

Registrar
Atmiya University
Rajkot

Atmiya University Rajkot

HALONIX

We look forward to having you as part of our team and believe you will find this opportunity both challenging and rewarding.

Ms. Rashi Agarwal
CHRO

Additional Benefits:
* You will be covered under the three Medical Benefit Policies (Mediclaim/Personal Accident/Term Life Insurance)
*Gratuity benefit would be as per provisions of the Payment of Gratuity act 1972

Note- At time of joining, please submit following documents:
* Copies of your educational certificates from 10th onwards
* Previous employer experience letters
* Relieving certificate from last employer
* Four passport size photographs
* Permanent address proof
* Self-attested copy of pan card
* Self-attested copy of aadhar card
* Medical Fitness Certificate
* UAN Number

Hiren Hingu.
01/03/2024

Halonix Technologies Pvt. Ltd.

Registered Office:
B-31, Phase II, Noida,
Distt. Gautam Budh Nagar, Uttar Pradesh - 201305
Tel: +91 120 4756100 | Fax: +91 120 4756101
CIN - U29268UP2009PTC036903
Formerly known as Halonix Technologies Limited

Manufacturing Unit:
Plot No. 5, Sector-12, IIE, SIDCUL,
Haridwar, Uttarakhand - 249403
Tel: +91 9568152111 |Fax: +91 01334 230696

E-Mail: customercare@halonix.co.in
Website: www.halonix.co.in

Registrar
Atmiya University
Rajkot

Atmiya University Rajkot

Zydus dedicated to life

Cadila Healthcare Limited

Ref. No.: CHL / ANK / OFFER - 2021 / AUGUST
Date: 10-Aug-21
Mr. Jay Parakhiya,
Arjun Park
Chitaliya Road
District : Rajkot | Pin code : 360050
State : Gujarat

Dear Mr. Parakhiya,

With reference to your application for the suitable position and the subsequent interview you had with us, we are pleased to offer you the position of **FTE – Production** at our Strategic Business Unit - API Division of Ankleshwar on the mutually agreed terms and conditions.

We shall be issuing the regular letter of appointment on your joining the organization. Our offer is subject to your being found medically fit after examination by a medical practitioner appointed by us. You will have to follow all Personal Hygiene norms as fixed by the company during your employment with the organization Cadila Healthcare Limited.

We shall thank you to kindly confirm this arrangement and communicate to us the date of your joining along with a copy of the acceptance of your resignation letter at the earliest.

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

1. Resignation letter of the previous company.
2. Relieving letter issued from your previous employer.
3. Last salary certificate from your employer.
4. Other experience letters. (all previous employers if any)
5. Copy of testimonials of academic qualifications with school leaving certificate. **(Attested)**
6. Five nos. of passport size photographs
7. PAN card photocopies-2 nos. (Compulsory).
8. Aadhar card photocopies – 2 nos. (Compulsory)
8. Identification & Residential Proof photocopies (Election Card, Driving License, and Passport).

We look forward to a long and mutually rewarding relationship.

With best wishes,

For, **Cadila Healthcare Ltd.,**

Jignesh Gohil,
Associate Manager

Offer Acceptance by:
(Mr. Jay Parakhiya)

(Signature with Date)

I accept and shall join on or before: 16 / 08 / 2021. (Pl. mention tentative date of joining)

API Division (Ankleshwar - Unit 1) : Plot No. 291, G.I.D.C. of Ankleshwar, Taluka : Ankleshwar - 393 002, District : Bharuch, Gujarat, India
Regd. Office : 'Zydus Corporate Park', Scheme No. 63, Survey No. 536, Khoraj (Gandhinagar), Nr. Vaishnodevi Circle, S.G. Highway, Ahmedabad 382 481, India.
Phone : +91-079-71800000, +91-079-48040000 www.zyduscadila.com CIN : L24230GJ1995PLC025878

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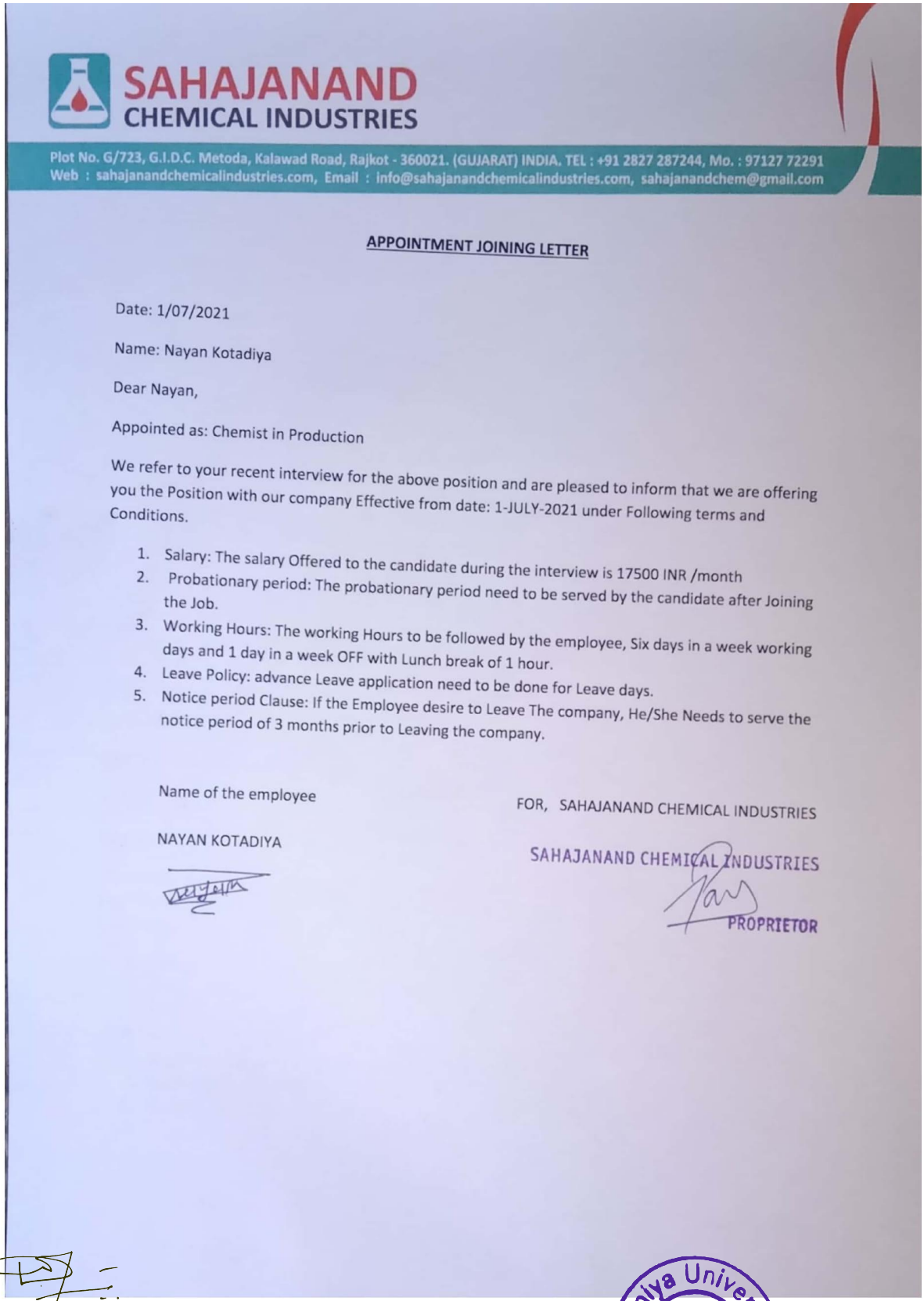
Atmiya University
Rajkot

Atmiya University Rajkot



SAHAJANAND
CHEMICAL INDUSTRIES

Plot No. G/723, G.I.D.C. Metoda, Kalawad Road, Rajkot - 360021. (GUJARAT) INDIA. TEL : +91 2827 287244, Mo. : 97127 72291
Web : sahajanandchemicalindustries.com, Email : info@sahajanandchemicalindustries.com, sahajanandchem@gmail.com

APPOINTMENT JOINING LETTER

Date: 1/07/2021

Name: Nayan Kotadiya

Dear Nayan,

Appointed as: Chemist in Production

We refer to your recent interview for the above position and are pleased to inform that we are offering you the Position with our company Effective from date: 1-JULY-2021 under Following terms and Conditions.

1. Salary: The salary Offered to the candidate during the interview is 17500 INR /month
2. Probationary period: The probationary period need to be served by the candidate after Joining the Job.
3. Working Hours: The working Hours to be followed by the employee, Six days in a week working days and 1 day in a week OFF with Lunch break of 1 hour.
4. Leave Policy: advance Leave application need to be done for Leave days.
5. Notice period Clause: If the Employee desire to Leave The company, He/She Needs to serve the notice period of 3 months prior to Leaving the company.

Name of the employee

NAYAN KOTADIYA

FOR, SAHAJANAND CHEMICAL INDUSTRIES

SAHAJANAND CHEMICAL INDUSTRIES

PROPRIETOR

Registrar
Atmiya University
Rajkot

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Atmiya University Rajkot

CYBER SEEDS & FERTILIZER

All Types of Agricultural Seeds & Fertilizer

B/h. Radhe Kathiyawadi Hotel, Jamnagar-Rajkot Highway ,Plot no.17 ,
Shade no. 3, Targhadi, Ta. Paddhari, Dist . Rajkot-360110
Mo. : 95867 31216, 97370 29115
E-mail : cyberseeds2022@gmail.com

Date: 05/05/2020

Appointment Letter

To,
Padariya Prashant
At - Rajkot
Ta – Rajkot
Dist – Rajkot
Pin – 360001

Subject: Appointment for the Position of Production Trainee

Dear Padariya Prashant

We are pleased to extend an offer for the position of Production Trainee at CYBER Seeds & Fertilizer. In this role, you will contribute to production department and support our efforts in achieving manufacturing plant. Your total annual compensation package will be 2.5 Lakhs, including all benefits.

This appointment is subject to a one-year service agreement effective from your joining date, 06/08/2020. By signing this agreement, you commit to a minimum tenure of one year with CYBER Seeds & Fertilizer. This commitment is intended to foster a mutual investment in professional growth.

Warm regards,

Cyber Seeds & Fertilizer

CYBER SEEDS & FERTILIZER
B/h. Radhe Kathiyawadi Hotel,
Jamnagar - Rajkot Highway,
Plot No.17, Shade No.3, Taraghadi,
Ta.Paddhari, Dist. Rajkot - 360 110.
Mo. 95867 31216, 97370 29115
Email : cyberseeds2022@gmail.com

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Atmiya University
Rajkot

Atmiya University Rajkot

Glenmark
LIFE SCIENCES
Partnership. Innovation. Passion.

20th December, 2022

Mr Jaydeep R. Radadiya
At - Gakhalana
Tal - Jasdan
Gujarat

Dear Mr Radadiya,

Subsequent to the meetings that we had, we believe there is an excellent match between your skills and the career opportunities available with us for you as a member of our Organization. It gives us great pleasure to extend to you an offer to join our Organization as **Officer – Production** in the Grade of **SM1** at **Ankleshwar.** You are required to join as early as possible, but not later than **09th January, 2023 .** This offer stands invalid in event of being found unfit after pre-employment medical checkup.

As mutually agreed your compensation is given in Annexure A
You are required to provide the following documents at the time of joining:

1. Certified photocopies of educational certificates
2. Proof of date of birth
3. Employment relieving letter from previous employer
4. Certificate for last drawn salary
5. Four photographs (passport size)
6. PAN number (mandatory)
7. AADHAR Card.
8. UAN No, PF No. & ESIC No (if Any)

Please note, your employment with Glenmark is subject to satisfactory completion of background check which will be conducted by the Company / or its authorized agents at any time prior to or after your effective start date. In case the information / documentation furnished by you is found to be false, inadequate, erroneous and / or incorrect, then the Company has the sole right to terminate the employment contract by issuing a letter of termination without notice and without any liability on the Company whatsoever.
Please note that all costs incurred by the Company towards your notice period, Joining Bonus and all relocation costs will be recovered from you in case you voluntarily leave the services of the Company within 24 months from your date of joining.
This letter is being issued to you in duplicate. You are requested to return one copy of this letter duly signed by you towards the acceptance of our offer.

Yours sincerely

For **Glenmark Life Sciences Limited**

Pravin Thakur
Deputy General Manager

Accepted

Jaydeep Radadiya

Glenmark Life Sciences Limited.
(Formerly known as Zorg Laboratories Private Limited)
Plot No. 3102 to 3109, 3103P, GIDC Industrial Estate, Ankleshwar - 393002, India
Registered Office: Plot No. 170-172, Chandramouli Industrial Estate, Mohol Bazarpeth, Solapur - 413 213, India.
T: +91 2646 662598/99 CIN: L74900PN2011PLC139963 E: complianceofficer@glenmarklifesciences.com W: www.glenmarklifesciences.com

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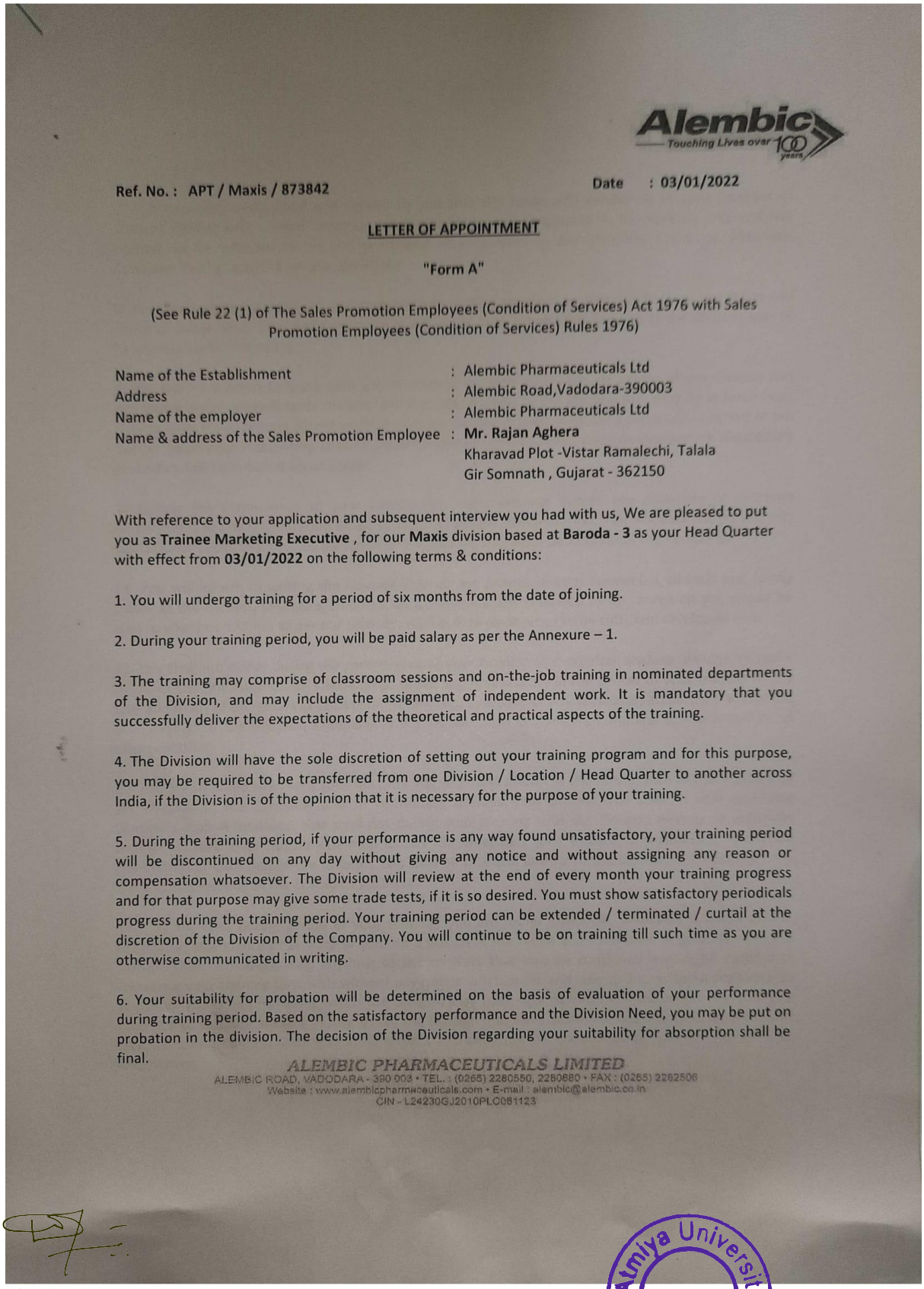
Rajkot



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Touching Lives over 100 years

Ref. No. : APT / Maxis / 873842 Date : 03/01/2022

LETTER OF APPOINTMENT

"Form A"

(See Rule 22 (1) of The Sales Promotion Employees (Condition of Services) Act 1976 with Sales Promotion Employees (Condition of Services) Rules 1976)

Name of the Establishment	:	Alembic Pharmaceuticals Ltd
Address	:	Alembic Road,Vadodara-390003
Name of the employer	:	Alembic Pharmaceuticals Ltd
Name & address of the Sales Promotion Employee	:	**Mr. Rajan Aghera** Kharavad Plot -Vistar Ramalechi, Talala Gir Somnath , Gujarat - 362150

With reference to your application and subsequent interview you had with us, We are pleased to put you as **Trainee Marketing Executive** , for our **Maxis** division based at **Baroda - 3** as your Head Quarter with effect from **03/01/2022** on the following terms & conditions:

1. You will undergo training for a period of six months from the date of joining.

2. During your training period, you will be paid salary as per the Annexure – 1.

3. The training may comprise of classroom sessions and on-the-job training in nominated departments of the Division, and may include the assignment of independent work. It is mandatory that you successfully deliver the expectations of the theoretical and practical aspects of the training.

4. The Division will have the sole discretion of setting out your training program and for this purpose, you may be required to be transferred from one Division / Location / Head Quarter to another across India, if the Division is of the opinion that it is necessary for the purpose of your training.

5. During the training period, if your performance is any way found unsatisfactory, your training period will be discontinued on any day without giving any notice and without assigning any reason or compensation whatsoever. The Division will review at the end of every month your training progress and for that purpose may give some trade tests, if it is so desired. You must show satisfactory periodicals progress during the training period. Your training period can be extended / terminated / curtail at the discretion of the Division of the Company. You will continue to be on training till such time as you are otherwise communicated in writing.

6. Your suitability for probation will be determined on the basis of evaluation of your performance during training period. Based on the satisfactory performance and the Division Need, you may be put on probation in the division. The decision of the Division regarding your suitability for absorption shall be final.

ALEMBIC PHARMACEUTICALS LIMITED
ALEMBIC ROAD, VADODARA - 390 003 • TEL. : (0265) 2280550, 2280880 • FAX : (0265) 2282506
Website : www.alembicpharmaceuticals.com • E-mail : alembic@alembic.co.in
CIN - L24230GJ2010PLC061123

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Atmiya University
Rajkot

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7. It is expressly understood and agreed by you that the terms and conditions of your contract of training dealing with service conditions is applicable to the employees in the division only and has nothing to do with the terms and conditions of employees in any divisions, Company, Associate Company having separate service conditions.

8. You shall submit your reports and required information regularly to your superiors as per Rules and Policy of the division. You shall undertake to adhere to such scheme/procedures as the division may at its sole discretion introduce.

9. You will be entitled to leave with pay in accordance with the Leave provisions of the division and procedure or any amendments thereto and the rules framed by the division that may be in force from time to time. If you remain absent without prior permission or intimation for a consecutive period of ten days or more your Traineeship shall be liable for termination without notice or appropriate disciplinary procedure will be initiated accordingly.

10. During the continuance of your employment, you will not accept any part-time or full-time employment in any Organization whether with or without remuneration. You will also not pursue any educational/vocational courses part time or full time without prior permission of the Company.

11. You will inform in writing the Management of any change in your residential address and family status at the earliest. On failing to do so, all communications intended to be served on you would be sent to your last address as per our records and this shall be deemed to be sufficient service on you.

12. You shall not either during the continuance of your training or thereafter disclose, divulge, or make public or use any information / knowledge which you may acquire in the course of your training in any way about any of the affairs or secrets of the Division, Company or any processes, accounts, transactions and dealings of the Division, Company to any person, firm or Division, Company to the prejudice of organization.

13. You are required to devote your full time attention and efforts to the furtherance of the business of the Division of the Company and to continually develop your professional skills in your own and Division's mutual interests. You shall not during your training with the Division directly or indirectly engage yourself in or devote attention to any full time, part time training or business or monetary position other than that of the Division. You shall be true and faithful to the Division in all dealings and transactions relating to the Division's business.

14. If at any time during period of your training, you are found dishonest, disobedient, intemperate, irregular in attendance or at work or commit a breach of the terms and conditions of your training, the Division shall notwithstanding anything to the contrary that may be contained herein, be entitled to terminate your training forthwith without any notice whatsoever and may deduct without prejudice to any other rights and remedies which the Division may have against you from the emoluments, if any then due to you, the amount of any loss to the Division may have sustained has occurred, shall be final conclusive and binding upon you in all respect and shall not be questioned by you on any grounds whatsoever.

ALEMBIC PHARMACEUTICALS LIMITED
ALEMBIC ROAD, VADODARA - 390 003 • TEL. : (0265) 2280550, 2280880 • FAX : (0265) 2282506
Website : www.alembicpharmaceuticals.com • E-mail : alembic@alembic.co.in
CIN - L24230GJ2010PLC061123

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15. You shall not borrow or collect any money on Division's account from any dealer or Doctor or Chemist/stockiest or other party. You shall not accept or undertake to accept either directly or indirectly any gift, gratification, commission or other favour of any kind whatsoever in connection during your training.

16. If at any time, the Management is not in a position to provide you training for reasons beyond the control of the Management such as floods, earthquake, fire, riots, etc. the period of absence may be treated as leave without pay.

17. You will be retired or superannuated from the services of the division on completion of 58 years of age. The date of birth as declared by you verified at the time of your employment will be reckoned final for this purpose.

18. Your above training is subject to your medical fitness and retaining reasonable medical fitness during the tenure of your training and as certified by the Doctor appointed by the Division for this purpose. The Division may require you to undergo medical check up as and when required at the Division's cost by any Doctor/Doctor's nominated by the Division. If after such examination, the Division is of the opinion that continuance of your training is medically not advisable or that you are not in a position to undergo training, the Division may discontinue your training forthwith without any notice.

19. Any instance of misconduct, breach of any of the clauses, rules and regulations governing your engagement, neglect of your duties, insubordination, riotous behavior, insolence, absence from duty without prior sanction, dishonesty, embezzlement and accepting any commission or discount from any merchant or outsiders or such behavior in contravention of traditional/ common during your training or if you are tried and/or convicted for any criminal offence, you shall be dealt with appropriately.

20. 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.

21. In case you are absent from your assigned duties for more than ten days at a stretch without prior written approval of your Superior, appropriate action will be initiated accordingly. Absence from your assigned duties for the purposes of this clause would also include not following the rules and procedures of our Company for submission of the daily, monthly or other prescribed reports.

22. If any question of interpretation of any terms / conditions of your engagement / training arises, the Division's decision shall be final and binding on you. In case of any dispute or difference arises out of or in connection with your engagement, including any further terms and conditions that may be laid down from time to time, it shall be subject to the exclusive jurisdiction of the appropriate court in the city of Baroda.

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ALEMBIC ROAD, VADODARA - 390 003 • TEL. : (0265) 2280550, 2280880 • FAX : (0265) 2282506
Website : www.alembicpharmaceuticals.com • E-mail : alembic@alembic.co.in
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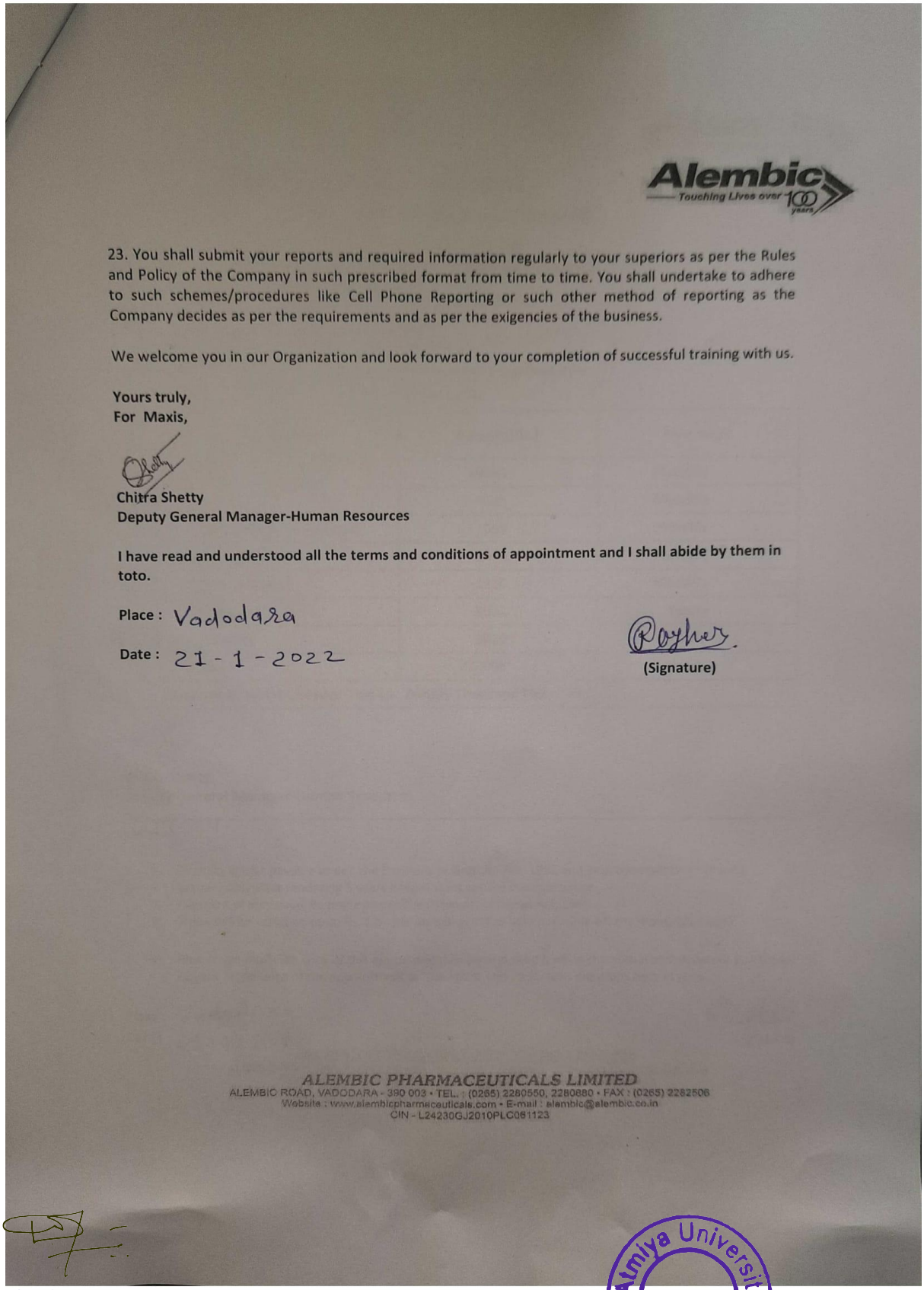

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23. You shall submit your reports and required information regularly to your superiors as per the Rules and Policy of the Company in such prescribed format from time to time. You shall undertake to adhere to such schemes/procedures like Cell Phone Reporting or such other method of reporting as the Company decides as per the requirements and as per the exigencies of the business.

We welcome you in our Organization and look forward to your completion of successful training with us.

Yours truly,
For Maxis,

Chitra Shetty
Deputy General Manager-Human Resources

I have read and understood all the terms and conditions of appointment and I shall abide by them in toto.

Place : Vadodara

Date : 21-1-2022

(Signature)

ALEMBIC PHARMACEUTICALS LIMITED
ALEMBIC ROAD, VADODARA - 390 003 • TEL. : (0265) 2280550, 2280880 • FAX : (0265) 2282506
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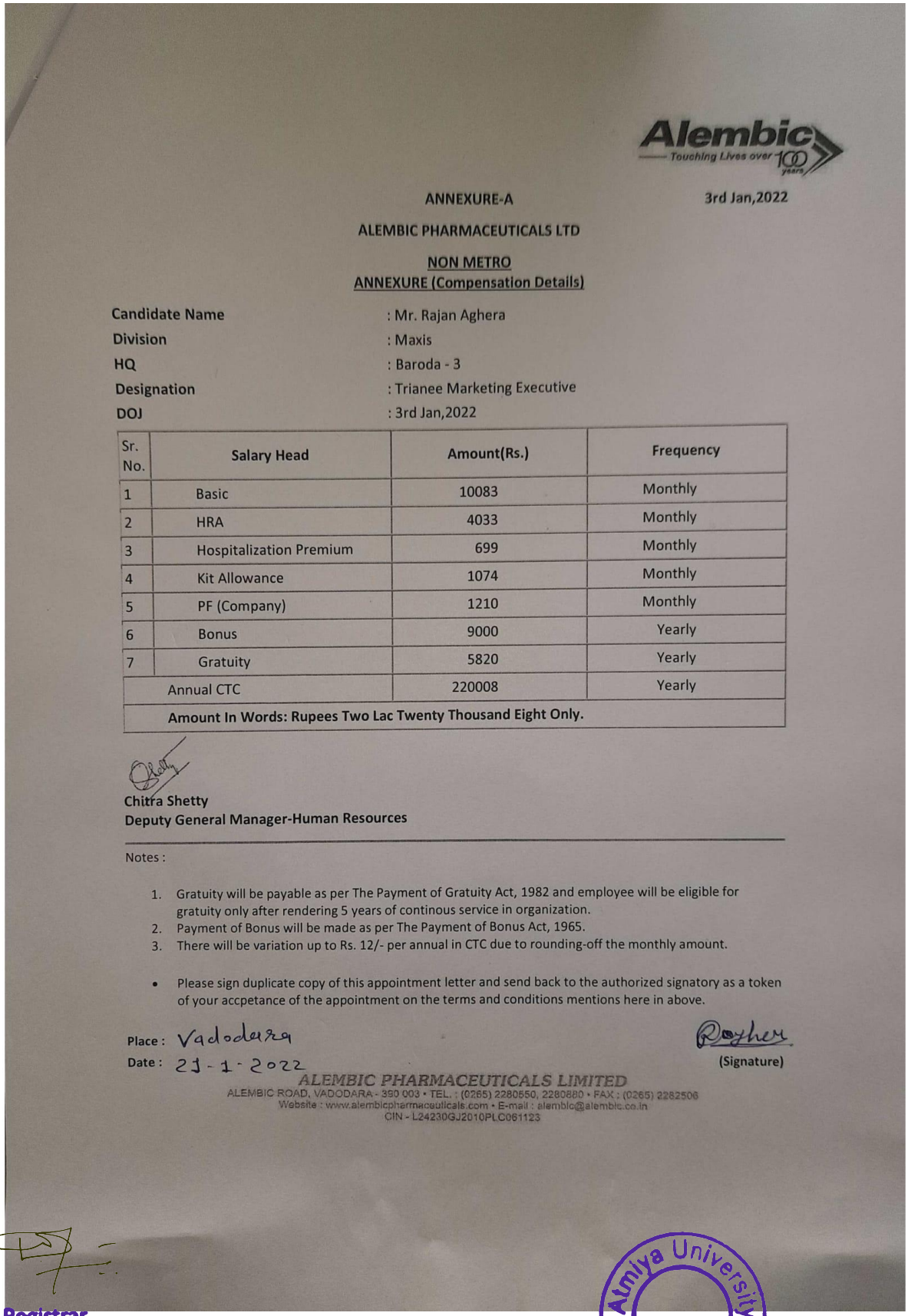

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ANNEXURE-A

3rd Jan,2022

ALEMBIC PHARMACEUTICALS LTD

NON METRO
ANNEXURE (Compensation Details)

Candidate Name : Mr. Rajan Aghera
Division : Maxis
HQ : Baroda - 3
Designation : Trianee Marketing Executive
DOJ : 3rd Jan,2022

Sr. No.	Salary Head	Amount(Rs.)	Frequency
1	Basic	10083	Monthly
2	HRA	4033	Monthly
3	Hospitalization Premium	699	Monthly
4	Kit Allowance	1074	Monthly
5	PF (Company)	1210	Monthly
6	Bonus	9000	Yearly
7	Gratuity	5820	Yearly
	Annual CTC	220008	Yearly
	Amount In Words: Rupees Two Lac Twenty Thousand Eight Only.		

Chitra Shetty
Deputy General Manager-Human Resources

Notes :

1. Gratuity will be payable as per The Payment of Gratuity Act, 1982 and employee will be eligible for gratuity only after rendering 5 years of continous service in organization.
2. Payment of Bonus will be made as per The Payment of Bonus Act, 1965.
3. There will be variation up to Rs. 12/- per annual in CTC due to rounding-off the monthly amount.

- Please sign duplicate copy of this appointment letter and send back to the authorized signatory as a token of your accpetance of the appointment on the terms and conditions mentions here in above.

Place : Vadodara
Date : 21-1-2022

(Signature)

ALEMBIC PHARMACEUTICALS LIMITED
ALEMBIC ROAD, VADODARA - 390 003 • TEL. : (0265) 2280550, 2280880 • FAX : (0265) 2282506
Website : www.alembicpharmaceuticals.com • E-mail : alembic@alembic.co.in
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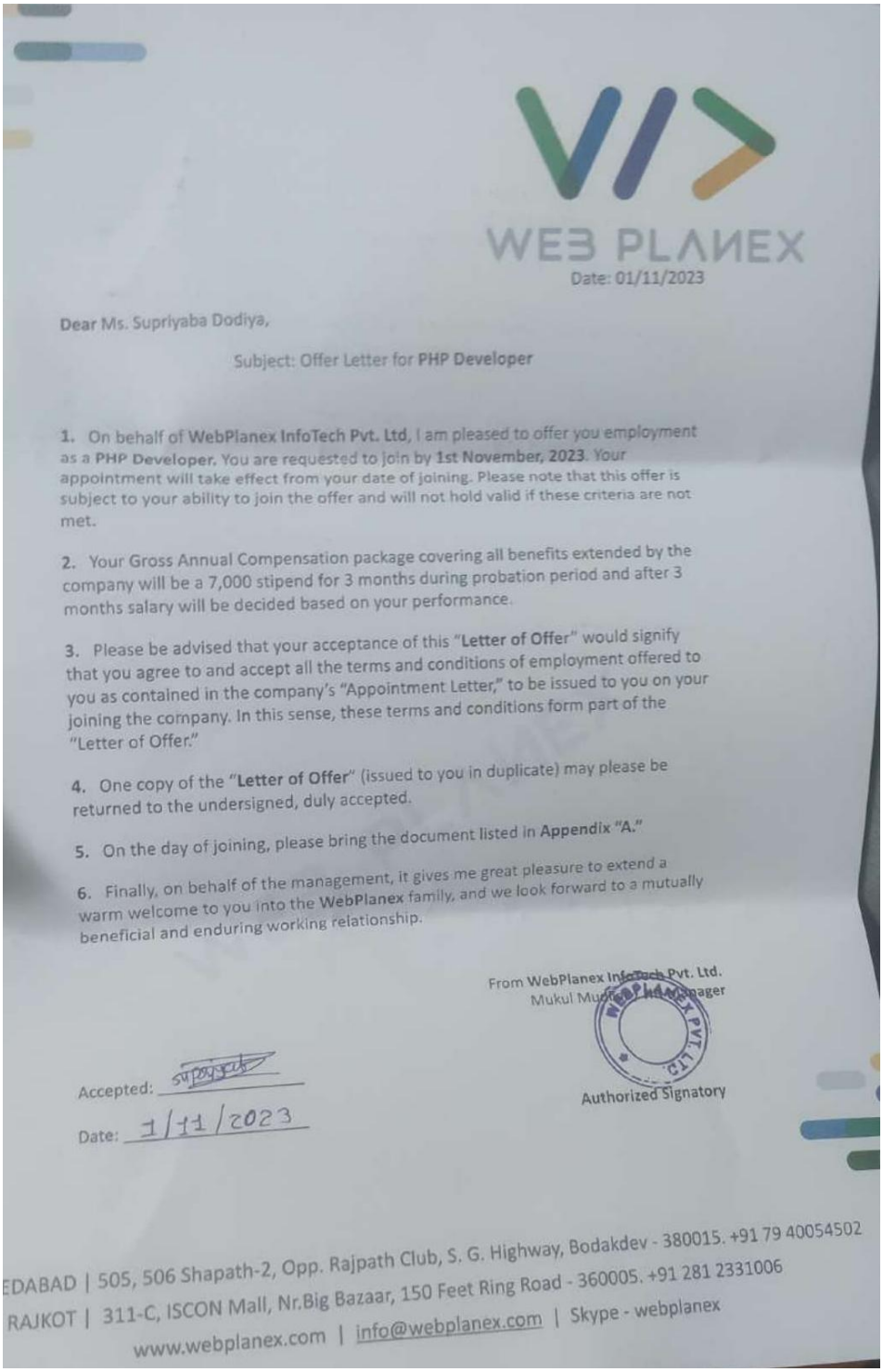

WEB PLANEX

Date: 01/11/2023

Dear Ms. Supriyaba Dodiya,

Subject: Offer Letter for **PHP Developer**

1. On behalf of **WebPlanex InfoTech Pvt. Ltd**, I am pleased to offer you employment as a **PHP Developer**. You are requested to join by **1st November, 2023**. Your appointment will take effect from your date of joining. Please note that this offer is subject to your ability to join the offer and will not hold valid if these criteria are not met.

2. Your Gross Annual Compensation package covering all benefits extended by the company will be a 7,000 stipend for 3 months during probation period and after 3 months salary will be decided based on your performance.

3. Please be advised that your acceptance of this "**Letter of Offer**" would signify that you agree to and accept all the terms and conditions of employment offered to you as contained in the company's "Appointment Letter," to be issued to you on your joining the company. In this sense, these terms and conditions form part of the "Letter of Offer."

4. One copy of the "**Letter of Offer**" (issued to you in duplicate) may please be returned to the undersigned, duly accepted.

5. On the day of joining, please bring the document listed in **Appendix "A."**

6. Finally, on behalf of the management, it gives me great pleasure to extend a warm welcome to you into the **WebPlanex** family, and we look forward to a mutually beneficial and enduring working relationship.

From WebPlanex InfoTech Pvt. Ltd.
Mukul Mu... Manager

Authorized Signatory

Accepted: supriyaba

Date: 1/11/2023

EDABAD | 505, 506 Shapath-2, Opp. Rajpath Club, S. G. Highway, Bodakdev - 380015. +91 79 40054502
RAJKOT | 311-C, ISCON Mall, Nr.Big Bazaar, 150 Feet Ring Road - 360005. +91 281 2331006
www.webplanex.com | info@webplanex.com | Skype - webplanex

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Rajkot

Atmiya University Rajkot

PHENOL INSTITUTE
Knowledge is the power

Prabhav, Cristal Mall, B/H, Jyoti Nagar Main Rd, nr. IOC Quarter, Amrut Nagar Society, Ram Park, Rajkot, 360005

TO WHOM SO EVER IT MAY CONCERN

Teacher Appointment Letter

Ms. Tilala Nikita

Teacher,

Phenol Institute,

Ram Park, Rajkot.

Date: 20/07/21

Congratulations!

Dear Ms. Tilala Nikita

We are pleased to inform you of your selection and confirmation of the teaching job for the position of Teacher on 20-07-21. You agree to fulfill in good faith all the terms and conditions of the company with a salary of INR 7,500. On behalf of the entire faculty and staff of the Phenol Institute, I congratulate you all. You are now part of the Phenol Institute faculty family, and I am sure that we will work diligently together to achieve the goals of the Center.

Sincerely,

Director.

Registrar
Atmiya University
Rajkot

Atmiya University
Rajkot

MAHAVIR EXPORT CORPORATION

+91 94284 40747 | +91 90672 50015

1 st Floor, Shade No 5, Maruti Industrial Area, Street No. 2,Ramvadi, Nr. Maldhari Fatak, Rajkot 360004

mahavirexpokcorporation@gmail.com

TO WHOM SO EVER IT MAY CONCERN

Appointment Letter

Ms. Vanpariya Rutvi

HR,

Rajkot

Date: 08/06/21

Congratulations!

Dear Ms. Vanpariya Rutvi,

I am pleased to inform you about your selection and job confirmation for the post of HR effect from 15-06-21. You agree that all the terms and condition of the company with salary of INR 12500/pm, will fulfill by you sincerely.

Job Role and Responsibilities
As a Marketing Executive, your responsibilities will include, but are not limited to:

- Maintain the attendance records of employees.
- Maintain the audit, import-export files
- Maintain the sell and records.

Terms and Conditions

- This offer is valid only for 3 months.
- Your performance is evaluated periodically with probation period of 6 months.
- Company reserve rights to terminate your post with prior notice of 15 days.

Once again, congratulations, and we are excited about your contributions to our organization.

Sincerely

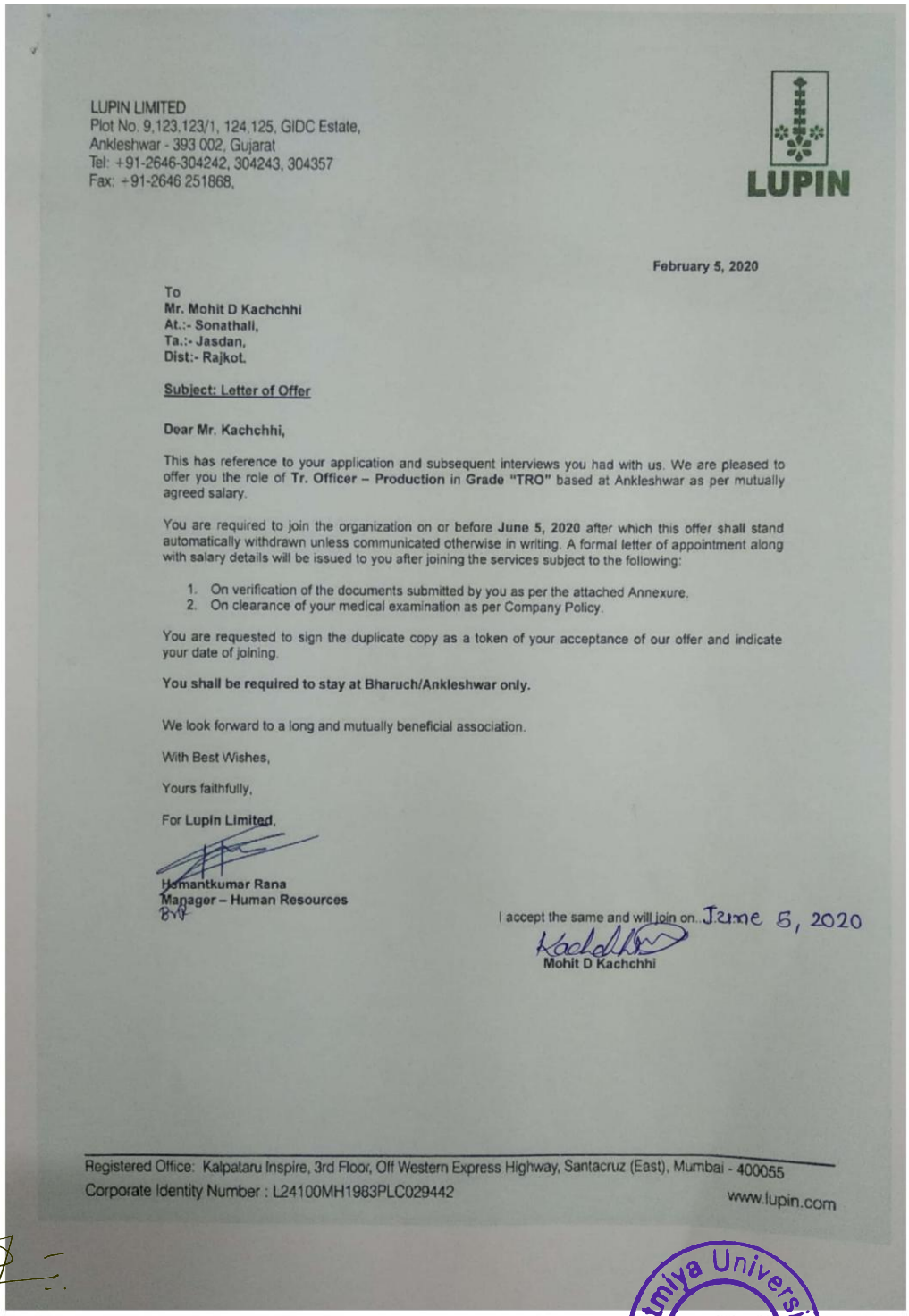
MAHAVIR EXPORT CORPORATION
PROPRIETOR

Sign and Seal with stamp

Registrar
Atmiya University
Rajkot

Atmiya University Rajkot

Representative Proofs of A.Y. 2019– 2020



LUPIN LIMITED
Plot No. 9,123,123/1, 124,125, GIDC Estate,
Ankleshwar - 393 002, Gujarat
Tel: +91-2646-304242, 304243, 304357
Fax: +91-2646 251868,

LUPIN

February 5, 2020

To
Mr. Mohit D Kachchhi
At.:- Sonathali,
Ta.:- Jasdan,
Dist:- Rajkot.

Subject: Letter of Offer

Dear Mr. Kachchhi,

This has reference to your application and subsequent interviews you had with us. We are pleased to offer you the role of **Tr. Officer – Production** in **Grade "TRO"** based at Ankleshwar as per mutually agreed salary.

You are required to join the organization on or before **June 5, 2020** after which this offer shall stand automatically withdrawn unless communicated otherwise in writing. A formal letter of appointment along with salary details will be issued to you after joining the services subject to the following:

1. On verification of the documents submitted by you as per the attached Annexure.
2. On clearance of your medical examination as per Company Policy.

You are requested to sign the duplicate copy as a token of your acceptance of our offer and indicate your date of joining.

You shall be required to stay at Bharuch/Ankleshwar only.

We look forward to a long and mutually beneficial association.

With Best Wishes,

Yours faithfully,

For **Lupin Limited**,

Hemantkumar Rana
Manager – Human Resources

I accept the same and will join on. June 5, 2020
Mohit D Kachchhi

Registered Office: Kalpataru Inspire, 3rd Floor, Off Western Express Highway, Santacruz (East), Mumbai - 400055
Corporate Identity Number : L24100MH1983PLC029442
www.lupin.com

Registrar
Atmiya University
Rajkot

Atmiya University Rajkot

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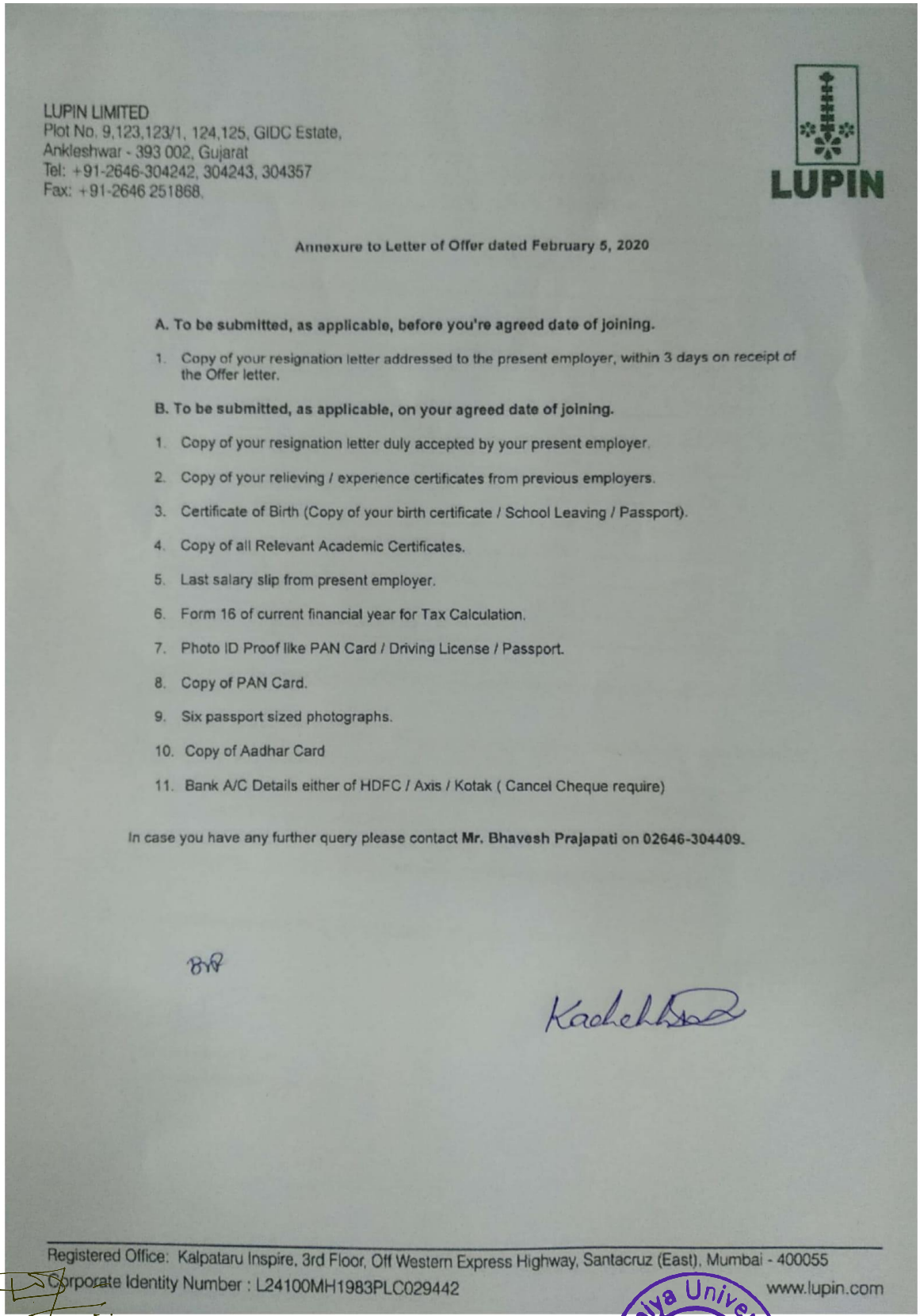

LUPIN LIMITED
Plot No. 9,123,123/1, 124,125, GIDC Estate,
Ankleshwar - 393 002, Gujarat
Tel: +91-2646-304242, 304243, 304357
Fax: +91-2646 251868.

LUPIN

Annexure to Letter of Offer dated February 5, 2020

A. To be submitted, as applicable, before you're agreed date of joining.

1. Copy of your resignation letter addressed to the present employer, within 3 days on receipt of the Offer letter.

B. To be submitted, as applicable, on your agreed date of joining.

1. Copy of your resignation letter duly accepted by your present employer.
2. Copy of your relieving / experience certificates from previous employers.
3. Certificate of Birth (Copy of your birth certificate / School Leaving / Passport).
4. Copy of all Relevant Academic Certificates.
5. Last salary slip from present employer.
6. Form 16 of current financial year for Tax Calculation.
7. Photo ID Proof like PAN Card / Driving License / Passport.
8. Copy of PAN Card.
9. Six passport sized photographs.
10. Copy of Aadhar Card
11. Bank A/C Details either of HDFC / Axis / Kotak (Cancel Cheque require)

In case you have any further query please contact **Mr. Bhavesh Prajapati** on **02646-304409.**

BP

Kachchhadia

Registered Office: Kalpataru Inspire, 3rd Floor, Off Western Express Highway, Santacruz (East), Mumbai - 400055
Corporate Identity Number : L24100MH1983PLC029442 www.lupin.com

Registrar
Atmiya University
Rajkot

Atmiya University Rajkot

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Name of Candidate:	Mr. Mohit D Kachchhi
Designation:	Tr. Officer- Production
Grade:	TRO
Location:	Ankleshwar

GRADE	TRO - Trainee Officer	
	PM	PA
BASIC	13,500	162,000
HRA	2,672	32,064
TOTAL [A]	**16,172**	**194,064**
PROVIDENT FUND (12%)	1,620	19,440
GRATUITY (4.81%)	649	7,792
E.S.I.C. (4.75% of Gross Monthly)	768	9,218
TOTAL [B]	**3,038**	**36,450**
BONUS / EXGRATIA	2,145	25,740
TOTAL [C]	**2,145**	**25,740**
COST TO COMPANY [A+B+C]	**21,354**	**256,254**

1 In-addition to the above, you will be covered under the following Schemes as per Company Policy:

a. Mediclaim Policy: This Policy covers self, parents, spouse and two children, subject to a limit of **Rs.1,25,000/-** as defined by the policy.

b. Group Accident Insurance Policy: The Insurance coverage for this grade is **Rs.10,00,000/-** as per Company Policy.

2 Bonus/ Exgratia - Actuals will be paid as per working announced every year

3 All payments are subject to the provisions of Income Tax Act.

Kachchhi

Hemantkumar Rana
Manager - Human Resources

Registrar
Atmiya University
Rajkot

Atmiya University Rajkot

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Rubber Products Global Standards

ASHUTOSH®

Our Products are compliant with European Standards REACH & RoHS

WE ARE CERTIFIED FOR QUALITY MANAGEMENT SYSTEMS

ISO - 9001 | IATF 16949 for AUTOMOTIVE

ISO 14001 for ENVIRONMENT | OHSAS 18001 for HEALTH & SAFETY

ASHUTOSH RUBBER PVT. LTD.

MANUFACTURERS OF ALL TYPES OF RUBBER & TPE PRODUCTS

Terms & Conditions for the post of "Marketing Manager"

Date: 09/04/2021

To,
Mr. ShivKumar J Dholakiya
Rajkot Address: Raiya Road
Rajkot
Home Address : "SHIV"
Anand Nagar Society,
Chharazapa Road,
Kodinar,362720.

Mobile No.: +91 7043867215

Below mentioned terms and conditions are defined by the management of the company for the above mentioned post. Employee is requested to take acknowledgement for these Rules & Regulations and follow it accordingly:

Probation Policy:

- Candidate will have to work for 07 working days on probation basis.
- During the probation period; working Efficiency & Behavior of the candidate will be analyzed. And candidate may also take decision, whether he/she is comfortable to the work responsibilities has assigned to the candidate during the probation period.
- 50% salary will be paid for the probation period.
- After successfully completing the probation period, confirmation for the employment will be communicated to the candidate.
- No salary will be paid if a candidate left the job before completing the probation period.
- Identity proof, Address proof, educational documents, past experience certificates and latest passport size photograph have to be submitted to the HR dept., after the confirmation of employment.

Salary, appraisal & deduction terms:

- Monthly salary will be finalized after successfully completion of probation period.
- Increment in monthly salary will be offered after satisfactory completion of 12 months of working period in our company.
- Fuel allowance for travelling only for company work will be paid as per standard fuel rate.
- Salary will be paid in cash for the period of first 6 months.

ASHUTOSH RUBBER PVT. LTD. RAJKOT

Page **1** of 1

Candidate Sign: Dholakiya...
Date of Acceptance: 13/04/21

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Atmiya University
Rajkot

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MANUFACTURERS OF ALL TYPES OF RUBBER & TPE PRODUCTS

Duties & Responsibilities:

- You must report DIRECTOR regarding your work progress.
- All the departmental records shall be maintained & updated on daily basis.

Recruitment through Placement Consultancy:

- 8.33% of candidate's annual salary will be retained from candidate's first & second month's salary, and it will be refunded after the successfully completion of 12 months periods working with the company.
- Company is not responsible or will not bear for any further consideration agreed between Placement Consultancy and Candidate.

Working Hours & Timings:

- Working hours are between 09:00 AM to 07:00 PM. Lunch hours are 30 minutes.
- Employees shall punch their office timing as per the working hours mentioned above. 14 minutes of late punching of timing is acceptable. But 15 and more than 15 minutes late punch will be count as late mark.
- 10 and above late mark punching from an employee will be considered for the penalty of 0.1 day salary deduction for each late mark punching.
- Employees are supposed to be punctual on office timings and shall attend the office with formal dressing.

Leaves Policy:

- 20:1 paid leave will be paid at the end of the year.
- Employee shall take prior permission and shall submit the leave report to the Reporting Manager and also take approval in advance before taking the leave.
- 02 days of salary will be deducted, if any employee keeps a leave without intimation.
- Week day off is Wednesday.

Employee Resignation & Termination Policy:

- Employee must give 01 month in writing notice period in advance to H R Dept. before leaving the job.
- One months' salary & salary which was hold from the first 02 months will be charge against you as penalty, in the case when employee does not give/provide one month notice for discontinuing his/her services.
- Whenever employee wanted leave the job before completion of 2nd month after joining, no salary will be hold; but notice period shall be given for 1 month before leaving the job.

Page 1 of 1

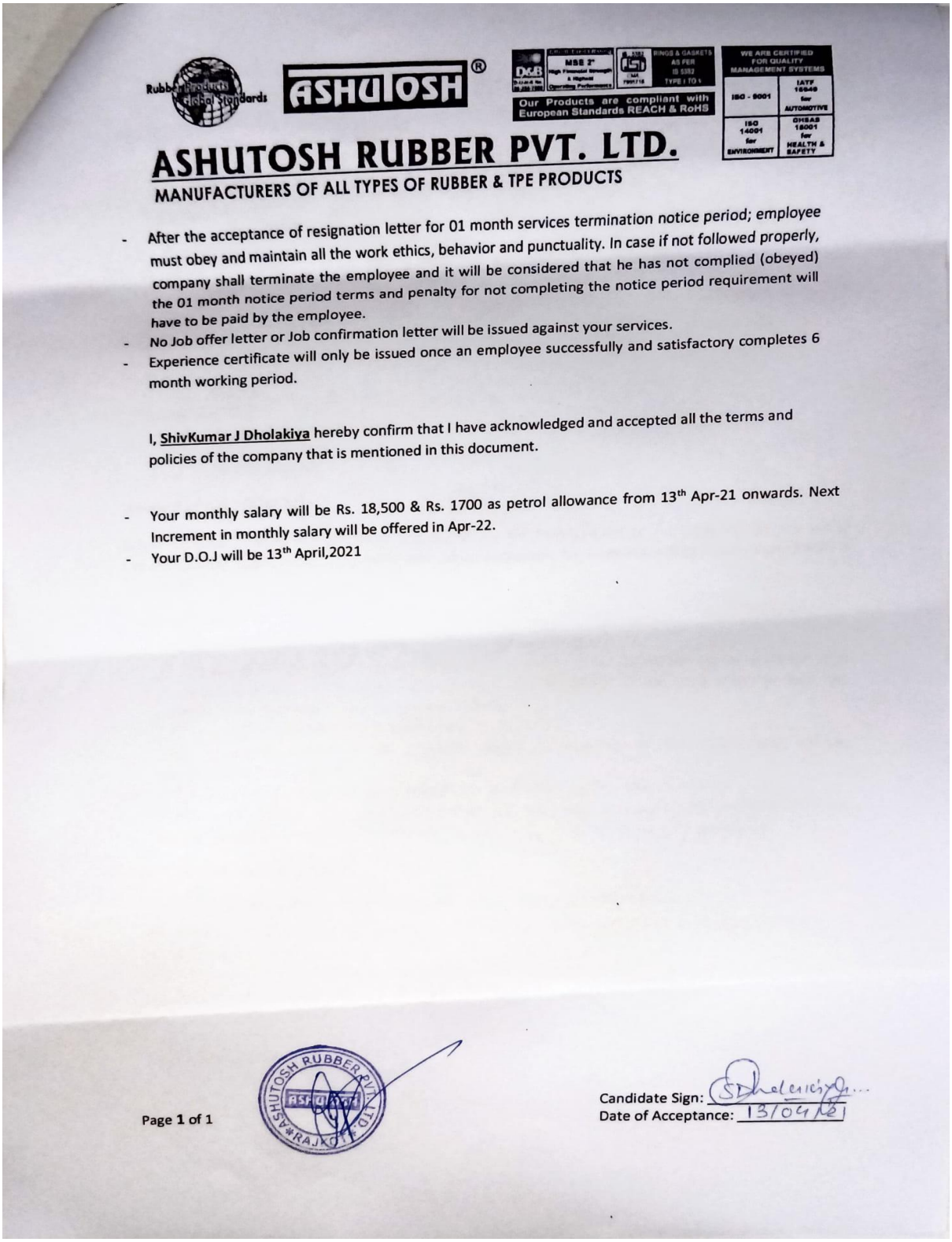
ASHUTOSH RUBBER PVT. LTD. RAJKOT

Candidate Sign:

Date of Acceptance: 13/04/12

Registrar
Atmiya University
Rajkot

Atmiya University Rajkot



Rubber Products Global Standards

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WE ARE CERTIFIED FOR QUALITY MANAGEMENT SYSTEMS
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ISO 14001 for ENVIRONMENT | OHSAS 18001 for HEALTH & SAFETY

ASHUTOSH RUBBER PVT. LTD.

MANUFACTURERS OF ALL TYPES OF RUBBER & TPE PRODUCTS

- After the acceptance of resignation letter for 01 month services termination notice period; employee must obey and maintain all the work ethics, behavior and punctuality. In case if not followed properly, company shall terminate the employee and it will be considered that he has not complied (obeyed) the 01 month notice period terms and penalty for not completing the notice period requirement will have to be paid by the employee.
- No Job offer letter or Job confirmation letter will be issued against your services.
- Experience certificate will only be issued once an employee successfully and satisfactory completes 6 month working period.

I, ShivKumar J Dholakiya hereby confirm that I have acknowledged and accepted all the terms and policies of the company that is mentioned in this document.

- Your monthly salary will be Rs. 18,500 & Rs. 1700 as petrol allowance from 13th Apr-21 onwards. Next Increment in monthly salary will be offered in Apr-22.
- Your D.O.J will be 13th April,2021

Page 1 of 1

ASHUTOSH RUBBER PVT. LTD. RAJKOT

Candidate Sign: SDholakiya

Date of Acceptance: 13/04/21

Registrar
Atmiya University
Rajkot

Atmiya University Rajkot



CIN NO. U-15400GJ2009PTC058781

Gopal Snacks Pvt. Ltd.

Manu.: All Kind Of Namkeens & Snack Pellets

Factory : Plot No. 2322-24, G.I.D.C. Lodhika, Village Metoda, Rajkot-360 021.
Tel. : (02827) 287370 / 77 E-mail : info@gopalsnacks.com

GSPL/HR/AL/19-20/180

Date: - 19/01/2020

To,
Ms. Vaishali Prabhubhai Gangani,
Maninagar 6 80 fit road hudko
M: 6351196700
E :vaishaligangani9898@gmail.com

Subject :- Appointment Letter

Dear Ms. Vaishali,

With reference to your application & subsequent interview, we are pleased to appoint you as Management Trainee - Sales in Marketing Department with Rs.3 lakh/- (Three lakh Rupees Only) CTC Per Annum. Your H.Q will be Ahmedabad, Gujarat and Your head office will be at Metoda, Rajkot and your appointment is based on the following terms & condition:-

1. Your date of joining is January 19, 2020, from this date you shall receive salary, details of the same are in "Annexure-I" of this document.
2. You shall be on probation for the period of three Months from the date of actual joining and will continue to be so until you are expressly confirmed in the regular services of the Company.
3. During your probation period, your services are liable to be terminated without assigning any reasons, within fifteen days notice of compensation in lieu thereof. Similarly, if you wish to resign from the Company during probation period, you will have to give thirty days notice of your intention to do, failing which salary of equivalent amount will be recovered from you. No leave shall be granted, during the notice period.
4. This appointment and its continuance are subject to your being and remaining medically (physically and mentally) fit. If so required, company may get this confirmed by the Medical Practitioner of /for the Company.

HR/F/04

GOPAL SNACKS PVT. LTD. HR METODA

Registrar
Atmiya University
Rajkot

Atmiya University Rajkot

veeda clinical research

22 Sep 2020

Mr. Jay Ajay Lila
Sector 6, Block no. 6/C Reliance Greens Motikhvadi, Jamnagar, pin-361140

Sub: Offer Letter

Dear Mr. Lila,

With reference to the personal discussion you had with us; we are pleased to offer you the position of Jr. Research Associate (O3 Grade) - Bioanalytical Research Department in our organization on terms and conditions mutually agreed upon.

If this offer is acceptable to you, you are requested to sign the duplicate copy of this letter and return the same to us as a token of your acceptance of the offer.

You are also requested to undergo a medical checkup as per the specification given by the company and send the medical report along with copy of the offer letter. This offer will be valid subject to you are found medically fit.

You will be served a detailed appointment letter with all terms and conditions upon joining the company.

In case, our office doesn't receive your signed & accepted copy of this letter within ten days from its issuance date, this offer letter will become automatically invalid.

With regards,

Yours Sincerely,

For, Veeda Clinical Research Pvt. Ltd.

Chintan Dholakia
Human Resource Department

ACCEPTANCE OF THE OFFER

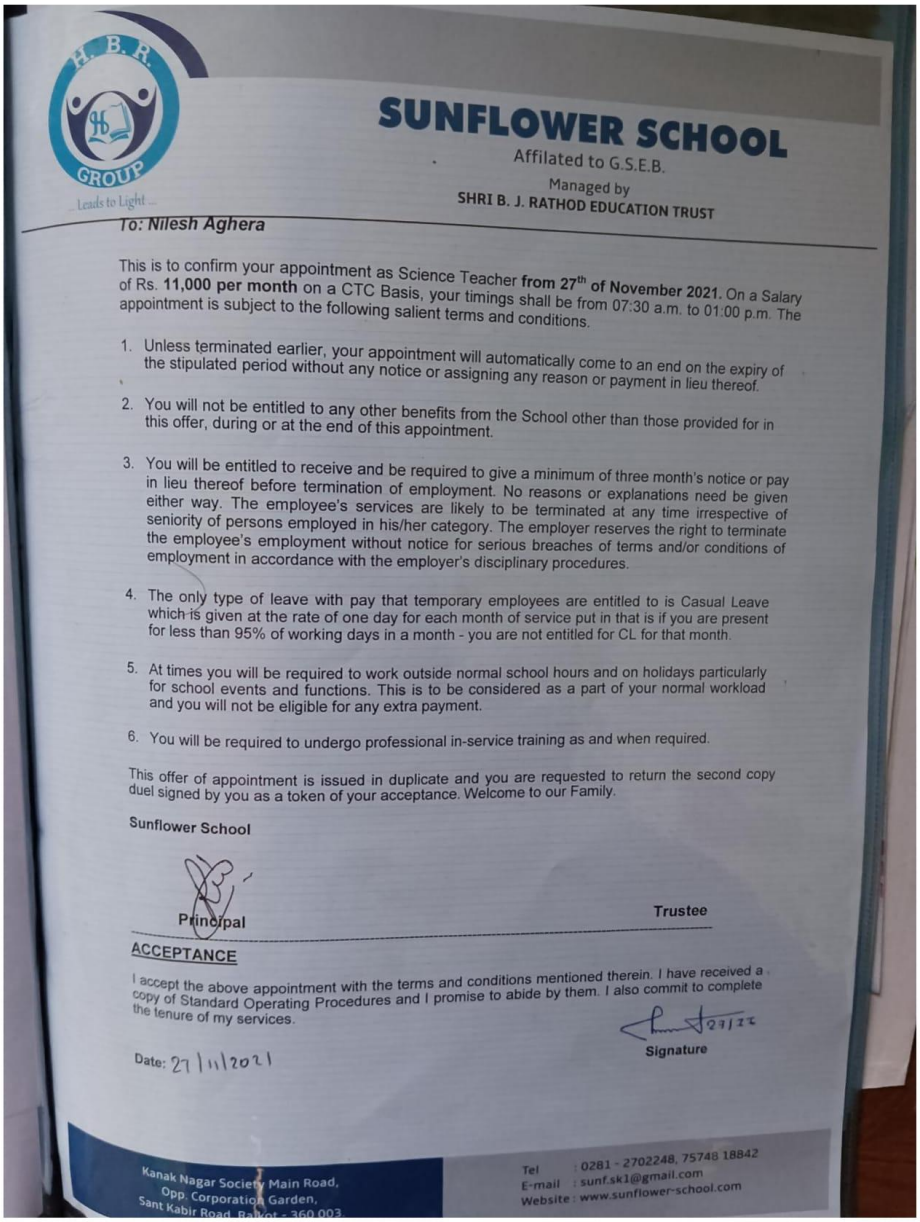
Candidate Signature:

Date of Joining: 05/10/2020

Veeda Clinical Research Pvt. Ltd.
Shivalik Plaza-A,
Near I.I.M.,Ambawadi,
Ahmedabad-380 015
India
Tel: +91 79 3003000
Fax: +91 79 3003010
info@veedacr.com
www.veedacr.com
CIN: U73100GJ2004PTC044023

Registrar
Atmiya University
Rajkot

Atmiya University Rajkot



H. B. R. GROUP
Leads to Light

SUNFLOWER SCHOOL
Affilated to G.S.E.B.
Managed by
SHRI B. J. RATHOD EDUCATION TRUST

To: Nilesh Aghera

This is to confirm your appointment as Science Teacher **from 27th of November 2021**. On a Salary of Rs. **11,000 per month** on a CTC Basis, your timings shall be from 07:30 a.m. to 01:00 p.m. The appointment is subject to the following salient terms and conditions.

1. Unless terminated earlier, your appointment will automatically come to an end on the expiry of the stipulated period without any notice or assigning any reason or payment in lieu thereof.
2. You will not be entitled to any other benefits from the School other than those provided for in this offer, during or at the end of this appointment.
3. You will be entitled to receive and be required to give a minimum of three month's notice or pay in lieu thereof before termination of employment. No reasons or explanations need be given either way. The employee's services are likely to be terminated at any time irrespective of seniority of persons employed in his/her category. The employer reserves the right to terminate the employee's employment without notice for serious breaches of terms and/or conditions of employment in accordance with the employer's disciplinary procedures.
4. The only type of leave with pay that temporary employees are entitled to is Casual Leave which is given at the rate of one day for each month of service put in that is if you are present for less than 95% of working days in a month - you are not entitled for CL for that month.
5. At times you will be required to work outside normal school hours and on holidays particularly for school events and functions. This is to be considered as a part of your normal workload and you will not be eligible for any extra payment.
6. You will be required to undergo professional in-service training as and when required.

This offer of appointment is issued in duplicate and you are requested to return the second copy duel signed by you as a token of your acceptance. Welcome to our Family.

Sunflower School

Principal Trustee

ACCEPTANCE

I accept the above appointment with the terms and conditions mentioned therein. I have received a copy of Standard Operating Procedures and I promise to abide by them. I also commit to complete the tenure of my services.

Date: 27/11/2021

Signature

Kanak Nagar Society Main Road,
Opp. Corporation Garden,
Sant Kabir Road, Rajkot - 360 003

Tel : 0281 - 2702248, 75748 18842
E-mail : sunf.sk1@gmail.com
Website : www.sunflower-school.com

Registrar
Atmiya University
Rajkot

Atmiya University Rajkot

MANAGED BY ANAND EDUCATION TRUST

PRARTHANA VIDHYALAYA, BHARUCH

GUJARATI & ENGLISH MEDIUM

Pre-Primary • Primary • Secondary • Hr. Sec. Section (Sci. & Com. Stream)

SSC INDEX NO. : 61.276 (GUJ.MED.)
SSC INDEX NO. : 61.354 (ENG.MED.)
HSC INDEX NO. : 11.110 (GUJ.-ENG.MED.)

Nr. Surbhi & Shikhar Bunglows, Bholav, Bharuch - 392 015 Gujarat-India
Phone : (02642) 245054 • E-mail : prathnavidyalaya@ymail.com
Web. : www.prathnavidhyalay.com

APPOINTMENT LETTER

Congratulation

Dear, Nency Chothiya

I am pleased to inform you about your selection for the post of Ass. Teacher (Gu.M) for the Academic year 2023-24 i.e. 1st June 23 to 30th April 24 on the fixed pay of Rs...12,000. P.M.

1. Your appointment to the above post is made on condition that you will have no claim on the post as your appointment is purely on temporary basic and will end on the expire of the above period of appointment without giving any notice.
2. For your academic and administrator work you will be responsible to the principal of the vidyalaya or her/his nominee, and also to remain presentbefore or after the vidyalaya hours and any time of vidyalaya function as and
   When instructed by the principal.
3. Breach of any of the vidyalaya rules and such other rules in force from time to time by principal or trustees will be considered as breach of discipline for which the employee will be liable to be dismissed.

Congrats and welcome you on behalf of Prarthna Parivar. I hope that we together will work very hard to achieve the goals of our school.

Principal
Prathna Vidyalaya Bharuch

Consent

I have read the Terms and conditionswhich is given with Appointment order. I agree to be bound by all terms & condition and such other rules in force time to time by principal or trustees.

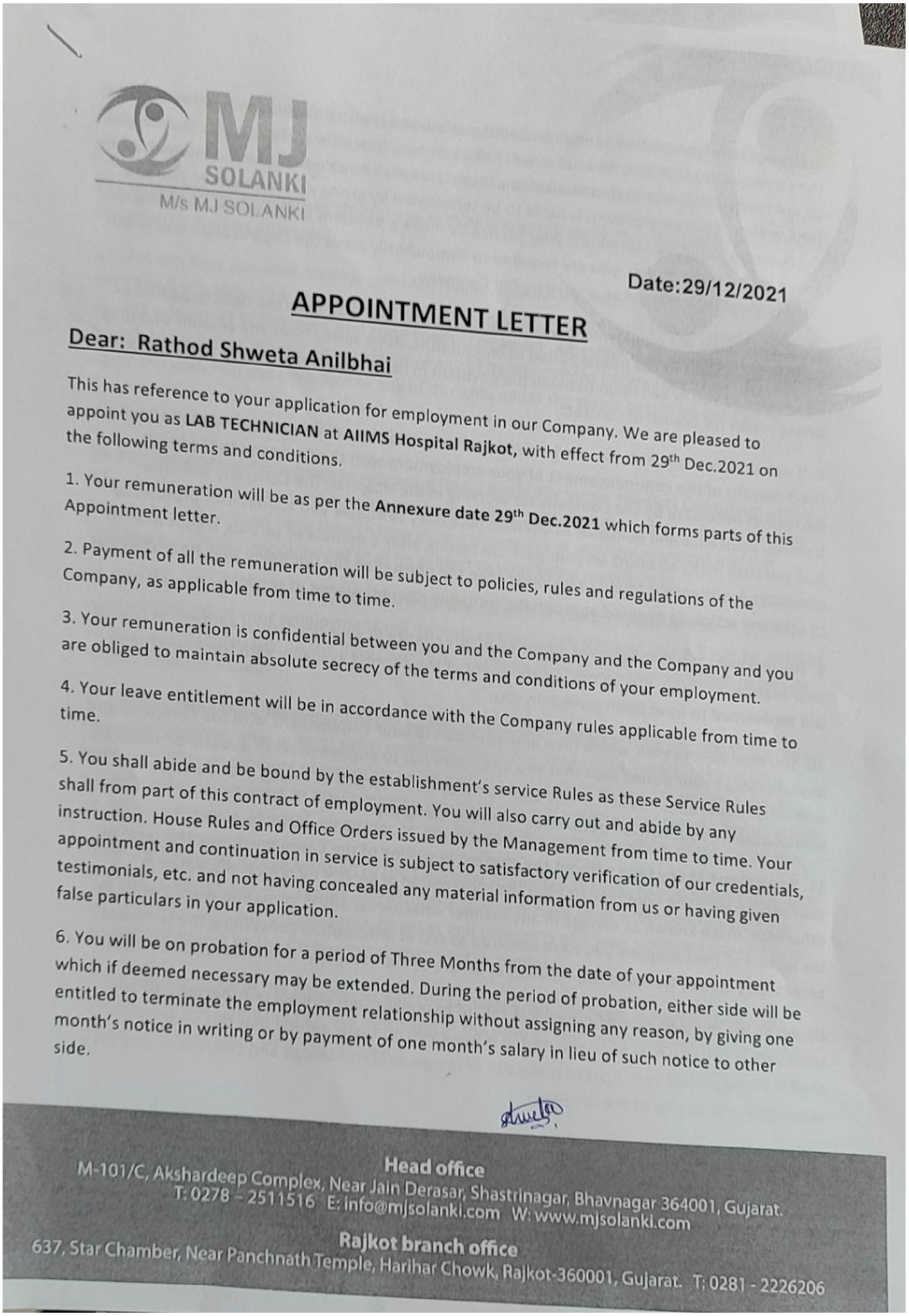
Place: Bharuch

Date: 4/12/23

Candidate's Name: Nency Chothiya Signature:

Registrar
Atmiya University
Rajkot

Atmiya University Rajkot



MJ SOLANKI
M/s MJ SOLANKI

Date:29/12/2021

APPOINTMENT LETTER

Dear: Rathod Shweta Anilbhai

This has reference to your application for employment in our Company. We are pleased to appoint you as **LAB TECHNICIAN** at **AIIMS Hospital Rajkot,** with effect from 29th Dec.2021 on the following terms and conditions.

1. Your remuneration will be as per the **Annexure date 29th Dec.2021** which forms parts of this Appointment letter.

2. Payment of all the remuneration will be subject to policies, rules and regulations of the Company, as applicable from time to time.

3. Your remuneration is confidential between you and the Company and the Company and you are obliged to maintain absolute secrecy of the terms and conditions of your employment.

4. Your leave entitlement will be in accordance with the Company rules applicable from time to time.

5. You shall abide and be bound by the establishment's service Rules as these Service Rules shall from part of this contract of employment. You will also carry out and abide by any instruction. House Rules and Office Orders issued by the Management from time to time. Your appointment and continuation in service is subject to satisfactory verification of our credentials, testimonials, etc. and not having concealed any material information from us or having given false particulars in your application.

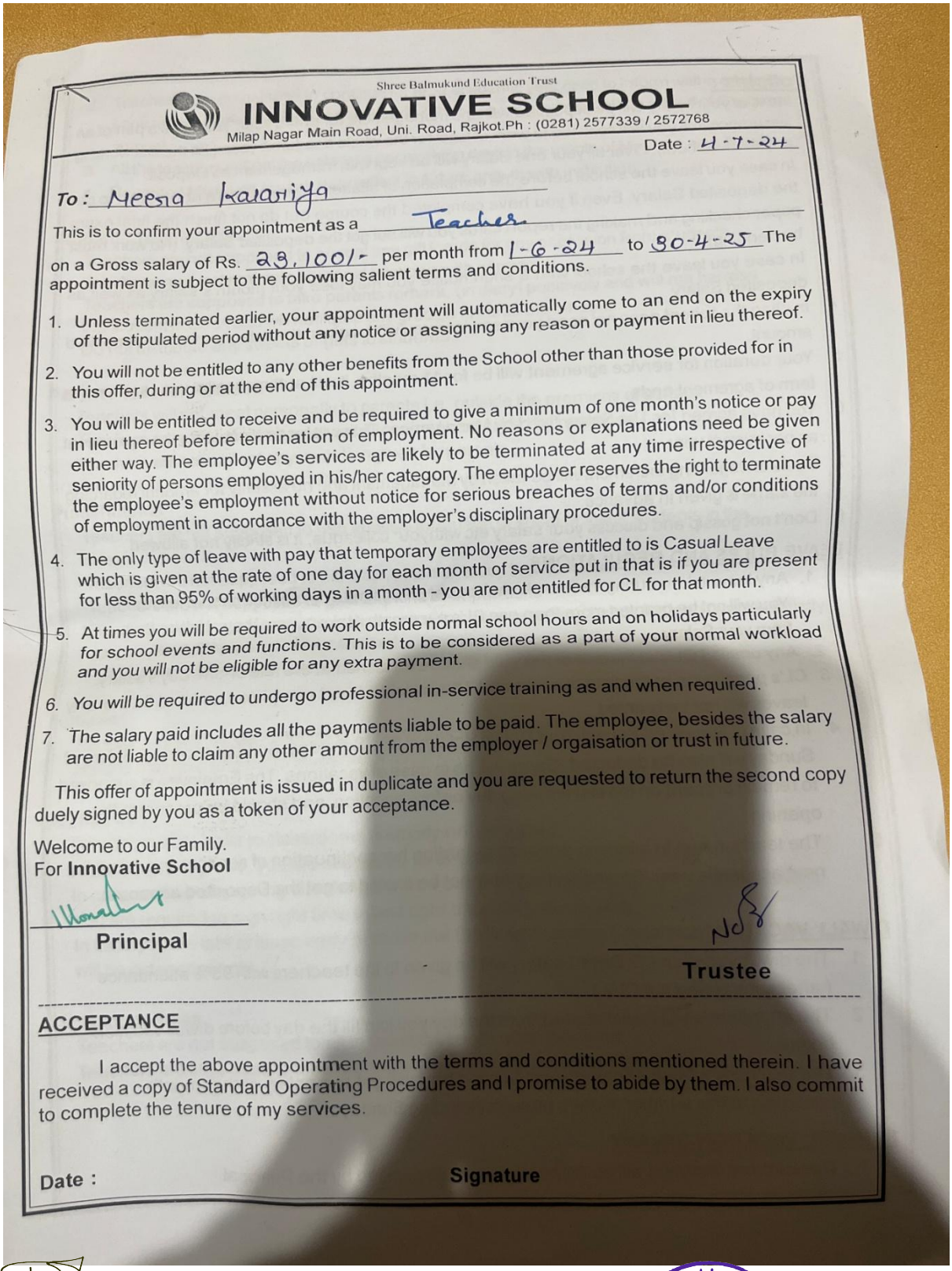
6. You will be on probation for a period of Three Months from the date of your appointment which if deemed necessary may be extended. During the period of probation, either side will be entitled to terminate the employment relationship without assigning any reason, by giving one month's notice in writing or by payment of one month's salary in lieu of such notice to other side.

Head office
M-101/C, Akshardeep Complex, Near Jain Derasar, Shastrinagar, Bhavnagar 364001, Gujarat.
T: 0278 – 2511516 E: info@mjsolanki.com W: www.mjsolanki.com

Rajkot branch office
637, Star Chamber, Near Panchnath Temple, Harihar Chowk, Rajkot-360001, Gujarat. T: 0281 - 2226206

Registrar
Atmiya University
Rajkot

Atmiya University Rajkot



Shree Balmukund Education Trust

INNOVATIVE SCHOOL

Milap Nagar Main Road, Uni. Road, Rajkot.Ph : (0281) 2577339 / 2572768

Date : 4-7-24

To : Meena Kalariya

This is to confirm your appointment as a Teacher.

on a Gross salary of Rs. 23,100/- per month from 1-6-24 to 30-4-25 The appointment is subject to the following salient terms and conditions.

1. Unless terminated earlier, your appointment will automatically come to an end on the expiry of the stipulated period without any notice or assigning any reason or payment in lieu thereof.
2. You will not be entitled to any other benefits from the School other than those provided for in this offer, during or at the end of this appointment.
3. You will be entitled to receive and be required to give a minimum of one month's notice or pay in lieu thereof before termination of employment. No reasons or explanations need be given either way. The employee's services are likely to be terminated at any time irrespective of seniority of persons employed in his/her category. The employer reserves the right to terminate the employee's employment without notice for serious breaches of terms and/or conditions of employment in accordance with the employer's disciplinary procedures.
4. The only type of leave with pay that temporary employees are entitled to is Casual Leave which is given at the rate of one day for each month of service put in that is if you are present for less than 95% of working days in a month - you are not entitled for CL for that month.
5. At times you will be required to work outside normal school hours and on holidays particularly for school events and functions. This is to be considered as a part of your normal workload and you will not be eligible for any extra payment.
6. You will be required to undergo professional in-service training as and when required.
7. The salary paid includes all the payments liable to be paid. The employee, besides the salary are not liable to claim any other amount from the employer / orgaisation or trust in future.

This offer of appointment is issued in duplicate and you are requested to return the second copy duely signed by you as a token of your acceptance.

Welcome to our Family.
For **Innovative School**

Principal

Trustee

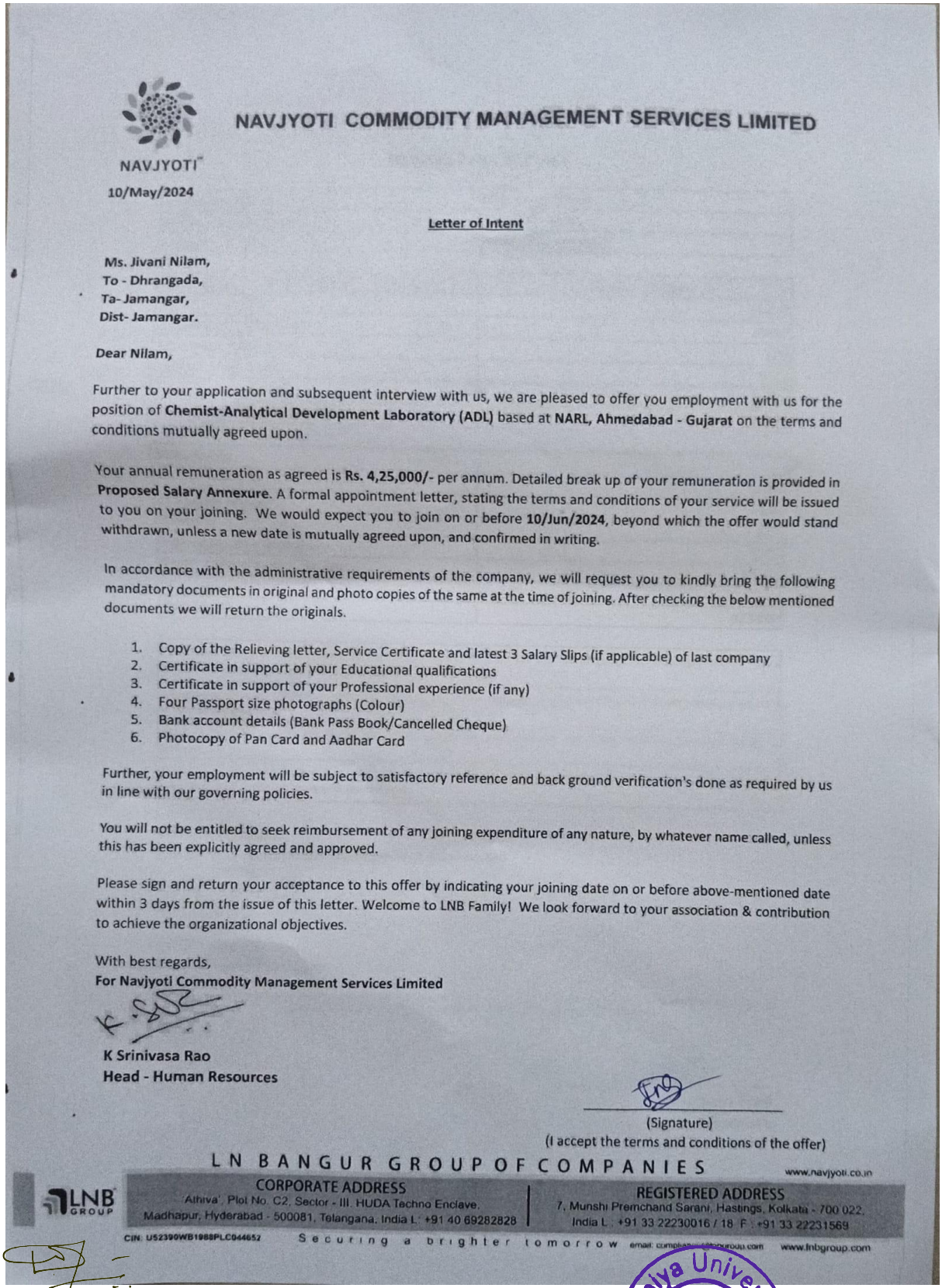
ACCEPTANCE

I accept the above appointment with the terms and conditions mentioned therein. I have received a copy of Standard Operating Procedures and I promise to abide by them. I also commit to complete the tenure of my services.

Date : **Signature**

Registrar
Atmiya University
Rajkot

Atmiya University Rajkot



NAVJYOTI COMMODITY MANAGEMENT SERVICES LIMITED

NAVJYOTI

10/May/2024

Letter of Intent

Ms. Jivani Nilam,
To - Dhrangada,
Ta- Jamangar,
Dist- Jamangar.

Dear Nilam,

Further to your application and subsequent interview with us, we are pleased to offer you employment with us for the position of **Chemist-Analytical Development Laboratory (ADL)** based at **NARL, Ahmedabad - Gujarat** on the terms and conditions mutually agreed upon.

Your annual remuneration as agreed is **Rs. 4,25,000/-** per annum. Detailed break up of your remuneration is provided in **Proposed Salary Annexure**. A formal appointment letter, stating the terms and conditions of your service will be issued to you on your joining. We would expect you to join on or before **10/Jun/2024**, beyond which the offer would stand withdrawn, unless a new date is mutually agreed upon, and confirmed in writing.

In accordance with the administrative requirements of the company, we will request you to kindly bring the following mandatory documents in original and photo copies of the same at the time of joining. After checking the below mentioned documents we will return the originals.

1. Copy of the Relieving letter, Service Certificate and latest 3 Salary Slips (if applicable) of last company
2. Certificate in support of your Educational qualifications
3. Certificate in support of your Professional experience (if any)
4. Four Passport size photographs (Colour)
5. Bank account details (Bank Pass Book/Cancelled Cheque)
6. Photocopy of Pan Card and Aadhar Card

Further, your employment will be subject to satisfactory reference and back ground verification's done as required by us in line with our governing policies.

You will not be entitled to seek reimbursement of any joining expenditure of any nature, by whatever name called, unless this has been explicitly agreed and approved.

Please sign and return your acceptance to this offer by indicating your joining date on or before above-mentioned date within 3 days from the issue of this letter. Welcome to LNB Family! We look forward to your association & contribution to achieve the organizational objectives.

With best regards,
For Navjyoti Commodity Management Services Limited

K Srinivasa Rao
Head - Human Resources

(Signature)
(I accept the terms and conditions of the offer)

LN BANGUR GROUP OF COMPANIES

www.navjyoti.co.in

LNB GROUP

CORPORATE ADDRESS
'Athiva', Plot No. C2, Sector - III, HUDA Techno Enclave,
Madhapur, Hyderabad - 500081, Telangana, India L: +91 40 69282828

REGISTERED ADDRESS
7, Munshi Premchand Sarani, Hastings, Kolkata - 700 022,
India L: +91 33 22230016 / 18 F: +91 33 22231569

CIN: U52390WB1988PLC044652 Securing a brighter tomorrow www.lnbgroup.com

Registrar
Atmiya University
Rajkot

Atmiya University Rajkot

Proposed Salary Annexure

Employee Name	Ms. Nilam Jivani
Designation & Dept	Chemist - ADL
Location & State	NARL, Ahmedabad

Pay Elements	Amount in INR
Basic	17417
House Rent Allowance	6967
Education Allowance	200
Special Allowance	7612
Total Gross Monthly	**32196**
Total Gross Annually (A)	**386352**

Statutories	
PF	1800
Statutory Bonus	583
Gratuity	837
Total Monthly Statutory	**3220**
Total Annual Statutory (B)	**38644**

CTC (A+B)	**425000**

Please note that your compensation package is confidential between you and the company. You are strictly advised not to divulge / discuss with anyone except your functional head / HR head.

All applicable benefits are subject to the rules and schemes of the Company in vogue from time to time and conditions specified in your Salary annexure.

Apart of above salary, you are eligible for Group Personal Accident insurance and Group Mediclaim Insurance as per the Company norms.

Gratuity is a lump sum benefit paid to employees those who are retiring from the organization. This is only payable to those who have completed 5 or more years with the company.

With best regards,

For Navjyoti Commodity Management Services Ltd

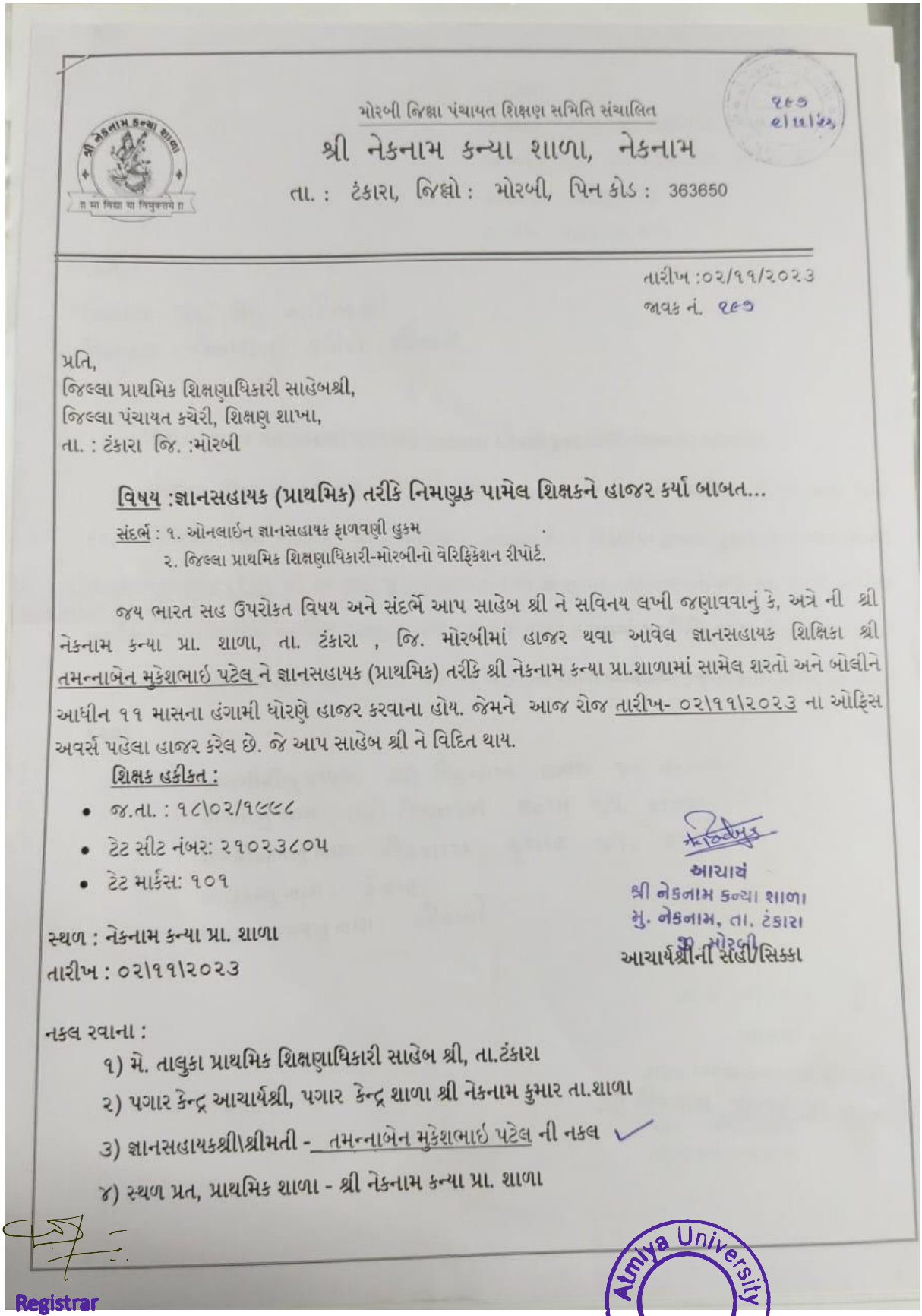
K Srinivasa Rao
Head - Human Resources

I acknowledge that I have read and agree to the above terms and conditions

Ms. Nilam Jivani
Signature

Registrar
Atmiya University
Rajkot

Atmiya University Rajkot



મોરબી જિલ્લા પંચાયત શિક્ષણ સમિતિ સંચાલિત

શ્રી નેકનામ કન્યા શાળા, નેકનામ

તા. : ટંકારા, જિલ્લો : મોરબી, પિન કોડ : 363650

૧૬૭
૨/૧૧/૨૩

તારીખ :૦૨/૧૧/૨૦૨૩
જાવક નં. ૧૬૭

પ્રતિ,
જિલ્લા પ્રાથમિક શિક્ષણાધિકારી સાહેબશ્રી,
જિલ્લા પંચાયત કચેરી, શિક્ષણ શાખા,
તા. : ટંકારા જિ. :મોરબી

વિષય :જ્ઞાનસહાયક (પ્રાથમિક) તરીકે નિમણૂક પામેલ શિક્ષકને હાજર કર્યા બાબત...

સંદર્ભ : ૧. ઓનલાઈન જ્ઞાનસહાયક ફાળવણી હુકમ
૨. જિલ્લા પ્રાથમિક શિક્ષણાધિકારી-મોરબીનો વેરિફિકેશન રીપોર્ટ.

જય ભારત સહ ઉપરોકત વિષય અને સંદર્ભે આપ સાહેબ શ્રી ને સવિનય લખી જણાવવાનું કે, અત્રે ની શ્રી નેકનામ કન્યા પ્રા. શાળા, તા. ટંકારા , જિ. મોરબીમાં હાજર થવા આવેલ જ્ઞાનસહાયક શિક્ષિકા શ્રી તમન્નાબેન મુકેશભાઈ પટેલ ને જ્ઞાનસહાયક (પ્રાથમિક) તરીકે શ્રી નેકનામ કન્યા પ્રા.શાળામાં સામેલ શરતો અને બોલીને આધીન ૧૧ માસના હંગામી ધોરણે હાજર કરવાના હોય. જેમને આજ રોજ તારીખ- ૦૨\૧૧\૨૦૨૩ ના ઓફિસ અવર્સ પહેલા હાજર કરેલ છે. જે આપ સાહેબ શ્રી ને વિદિત થાય.

શિક્ષક હકીકત :

- જ.તા. : ૧૮\૦૨/૧૯૯૮
- ટેટ સીટ નંબર: ૨૧૦૨૩૮૦૫
- ટેટ માર્કસ: ૧૦૧

આચાર્ય
શ્રી નેકનામ કન્યા શાળા
મુ. નેકનામ, તા. ટંકારા
જી. મોરબી
આચાર્યશ્રીની સહી/સિક્કા

સ્થળ : નેકનામ કન્યા પ્રા. શાળા
તારીખ : ૦૨\૧૧\૨૦૨૩

નકલ રવાના :

૧) મે. તાલુકા પ્રાથમિક શિક્ષણાધિકારી સાહેબ શ્રી, તા.ટંકારા
૨) પગાર કેન્દ્ર આચાર્યશ્રી, પગાર કેન્દ્ર શાળા શ્રી નેકનામ કુમાર તા.શાળા
૩) જ્ઞાનસહાયકશ્રી\શ્રીમતી - તમન્નાબેન મુકેશભાઈ પટેલ ની નકલ ✓
૪) સ્થળ પ્રત, પ્રાથમિક શાળા - શ્રી નેકનામ કન્યા પ્રા. શાળા

Registrar
Atmiya University
Rajkot

Atmiya University Rajkot

o2h

Delivery - Teamwork - Detail
Integrity - Social Responsibility - Energy - Bravery

Offer and employment subject to verification of any requested original documents.
Subject to agreement of terms detailed in the "Appointment letter & employee agreement contract".

Offer valid for next 48 hours only

Dear Ujjvala Raval,

8th January 2020

We are very pleased to extend you an offer to join Oxygen Healthcare Research Pvt Ltd. In our discussions with you we were impressed by your potential and attitude. Most importantly we believe that we would enjoy working with you.

We believe that we can offer you a unique people culture to work in and develop your skills. We work on a global level and you will have a vital part in a young and dynamic organisation, every person matters in o2h. You will work with talented colleagues who have a passion for science and who are determined to achieve the extraordinary and achieve a scientific break-through from Gujarat, India.

Oxygen Healthcare (o2h) has a vision for creating a path-breaking model for taking pioneering medical discoveries to the world which are designed or co-designed in Gujarat, India.o2h will be seeding a pipeline of early stage research projects from its state-of-the-art biotechnology incubator in therapeutic classes such as cancer, inflammation and other rare diseases. o2h will utilise its core expertise in medicinal chemistry, computational chemistry and biology to secure early out-licensing or partnership opportunities for its proprietary Intellectual Property (IP) and patents.

You would be required to work in shifts. On occasions, you would be required to work in First shift (07:00 am to 03:00 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 (02:00 pm to 10:00 pm), as per the business needs.

We are delighted to offer you the grade of **Research Associate – Analytical - Trainee**

Date of Joining: 3rd August 2020.

The CTC (Cost To Company) pay will be **Gross INR 2.34 Lakhs per annum.**

The annual package could total INR 2.34 Lakhs + INR 0.26 Lakhs (subject to performance) = INR 2.60 Lakhs.

The performance bonus which is subject to performance could be **INR 0.26** Lakhs per annum payable in end of financial year in March. 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.

Please refer Annexure – I for CTC break-up.

This offer has been proposed considering the present market salary and o2h salary structure towards your future association with o2h. You are therefore requested to keep the offer confidential to avoid any internal disparity inside the team.

You will be issued an "Appointment Letter & Employment Agreement Contract" giving terms & conditions of your employment after the final certificates are submitted. The same shall be binding upon you.

"While you are employed in o2h you are not allowed to carry any other full time or part time businesses, job, free lancing work during or after completion of office hours. Please note that, such activities during employment of o2h will be considered as a violation of agreement and we may take action against such violation".

You are requested to produce all the necessary documents at the time of reporting for your duties. The separate list is enclosed with the mail of offer.

Registered Address: Oxygen Healthcare Research 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

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Rajkot

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Rajkot

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Annexure – I

Basic Salary	Monthly	Yearly
Dearness Allowance	4,680	56,160
Other Allowance	3,120	37,440
House Rental Allowance	6,150	73,800
Newspaper Allowance	3,900	46,800
Leave Travel Allowance	1,000	12,000
Performance Bonus*	650	7,800
CTC		26,000
	19,500	2,60,000

PF Employer	936	11,232
PF Employer	936	11,232
P.Tax	200	2,400

Net salary/On hand salary	17,428	

*Performance Bonus will be paid annually at the end of March on the basis of actual working days/pro-rata basis.

**o2h is offering the benefit of GHI with sum insured amount of 2L for self, spouse and 2 children, covering maternity benefits Transportation will be provided by o2h free of cost for o2h employees.

Gratuity will be provided as per government norms which is excluded from above CTC.

WC policy coverage is provided for all o2h employees as per norms.

This package, we believe, reflects our confidence in you as an individual and recognises your potential contribution to the success of the company. We very much look forward to start working with you at the earliest. If you have any questions please do not hesitate to contact Sonia More on +91 7434971747 or Bhargavi Jansari on +91 98987 60262.Please send us the scanned copy of the offer letter signed after confirmation to sonia@o2h.com and bhargavi@o2h.com

Regards,

Sonia More

Employee: Ujjvala Raval

Registered Address: Oxygen Healthcare Research Pvt. Ltd, "Sharmista Research Campus ", Plot-35, Panchratna Industrial Estate, Near IRP Laxminarayan Petrol Pump Sarkhej- Bavla Road, Changodar, Ahmedabad 382213. Email: info@o2h.com

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Piramal Pharma Limited

Offer Cum Appointment Letter

Private & Confidential

29-Jul-2021

Gogan Sakhiya
Sadguru Colony, A-2 201, A.G. Chowk, Kalawad Road, Rajkot – 360005
Rajkot
India
360005

Dear Gogan Sakhiya,

This has reference to your application and subsequent interview you had with us. Accordingly, we are pleased to offer you the position of **Senior Research Associate** in **Analytical Development** department, applicable to be based at **India>GUJARAT>Ahmedabad>Ahmedabad** as per the terms and conditions discussed and agreed.

You will be offered a Fixed Pay of **Rs. 289000/- (Rupees Two Lakh Eighty Nine Thousand)** per annum. Details of your compensation are attached for your reference.

Please bring the following documents along with you when you come for joining:

- Three Passport size photographs. (Red Background).
- Proof for Date of Birth.
- PAN card.
- Relieving Certificate from your ex-employer and Certificate of last drawn salary.
- Experience certificates of previous employers.
- Qualification Certificates (Original for verification and photocopies copies for our reference and record).
- Copy of Form No. 16 of immediate employer OR approved Salary Certificate for the previous financial year showing Total Gross Taxable Income, PF, Prof. Tax and Tax deducted at Source.
- Copy of Passport (if any).

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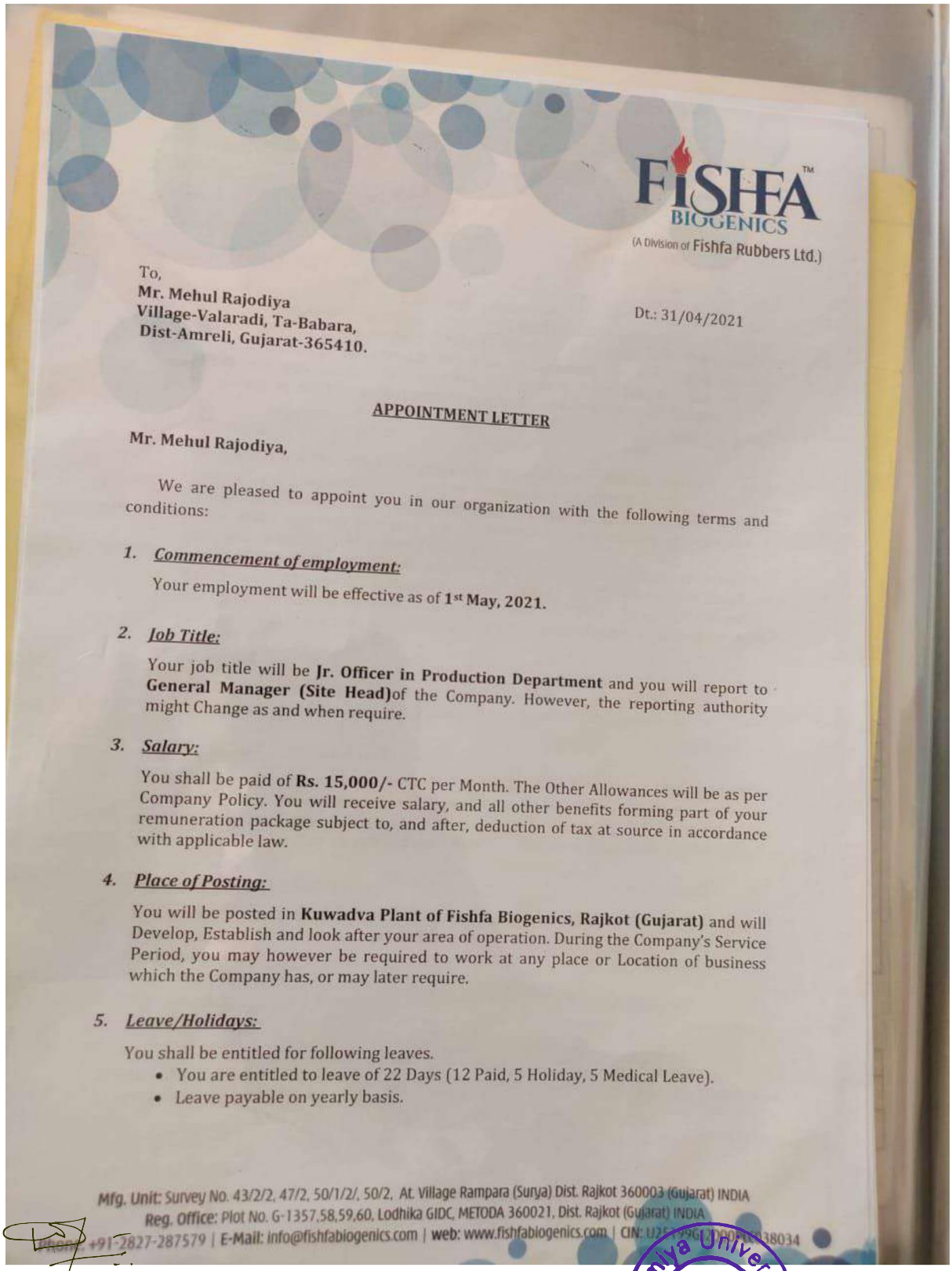
Atmiya University Rajkot



FISHFA™
BIOGENICS
(A Division of Fishfa Rubbers Ltd.)

To,
Mr. Mehul Rajodiya
Village-Valaradi, Ta-Babara,
Dist-Amreli, Gujarat-365410.

Dt.: 31/04/2021

APPOINTMENT LETTER

Mr. Mehul Rajodiya,

We are pleased to appoint you in our organization with the following terms and conditions:

1. ***Commencement of employment:***

   Your employment will be effective as of **1st May, 2021.**

2. ***Job Title:***

   Your job title will be **Jr. Officer in Production Department** and you will report to **General Manager (Site Head)**of the Company. However, the reporting authority might Change as and when require.

3. ***Salary:***

   You shall be paid of **Rs. 15,000/-** CTC per Month. The Other Allowances will be as per Company Policy. You will receive salary, and all other benefits forming part of your remuneration package subject to, and after, deduction of tax at source in accordance with applicable law.

4. ***Place of Posting:***

   You will be posted in **Kuwadva Plant of Fishfa Biogenics, Rajkot (Gujarat)** and will Develop, Establish and look after your area of operation. During the Company's Service Period, you may however be required to work at any place or Location of business which the Company has, or may later require.

5. ***Leave/Holidays:***

   You shall be entitled for following leaves.
   - You are entitled to leave of 22 Days (12 Paid, 5 Holiday, 5 Medical Leave).
   - Leave payable on yearly basis.

Mfg. Unit: Survey No. 43/2/2, 47/2, 50/1/2/, 50/2, At. Village Rampara (Surya) Dist. Rajkot 360003 (Gujarat) INDIA
Reg. Office: Plot No. G-1357,58,59,60, Lodhika GIDC, METODA 360021, Dist. Rajkot (Gujarat) INDIA
Phone: +91-2827-287579 | E-Mail: info@fishfabiogenics.com | web: www.fishfabiogenics.com | CIN: U25[illegible]38034

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Rajkot

Atmiya University Rajkot

KLM LABORATORIES PVT. LTD.
An ISO 9001 : 2008 Certified Company

KLM

OFFER LETTER

Date: 23rd April, 2022

To
Mr. Akash Patel

This is reference to your application and subsequent interview you had with us, we are pleased to inform you that you have been selected for the position of **Officer (Quality Control)** based at our Plot No. 381, Horizon Industrial Park, Near Baman Gam,Taluka-Karjan,Vadodara-391243.

Your CTC Salary will be Rs. 18334/- (Eighteen Thousand Three hundred Thirty Four only/-) per month.

This is an offer letter only; your exact terms and condition of employment will be mentioned in appointment letter which will be issued on your joining this organization. Kindly Confirm within 5 Days from the date of Receipt of this letter, your acceptance of the above terms and conditions.

We look forward to your joining KLM laboratories Pvt. Ltd. and wish you best of luck.

Following medical check-ups shall be done prior to joining.
1) Complete body check-up including circulatory system, pulmonary system and nervous system.
(2) Complete blood analysis reports specifically to show absence of diabetes, urine analysis.
(3) Blood pressure.
(4) Absence of any skin disease.
(5) Absence of any contagious disease.
(6) No abnormality regarding vision with or without correction.

Yours Truly,

For **KLM Laboratories Pvt. Ltd.,**

Naresh K Dadhich
Authorized Signatory

Amitsinh Parmar
Executive - HR & Admin

Note: Kindly Sign and return duplicate copy of this letter as a token of your acceptance.

Signature:

Date:

+91 22 61279855
+91 261 4012301 (6 Lines)
+91 261 2350025
admin@klmlab.com
plant@klmlab.com
www.klmlab.com

Regd. Off. :
1004, Hubtown Viva, Western Express Highway, Jogeshwari (e), Mumbai - 400 060.
Head. Off. :
304-306, Union Trade Centre, Udhana Darwaja, Ring Road, Surat - 395 002.
Manufacturing Unit :
Plot No.381, Block No. 299, Horizon Industrial Park, N.H.-48, Near Bamangam, Ta. Karjan, Dist. Vadodara -391 243.

Registrar
Atmiya University
Rajkot

Atmiya University Rajkot

Silver Touch™
TECHNOLOGIES

To,
Mr. Utsav Pabari
Babglawadi Street No-5,
Shreeji Park, Shaktinagar,
Jam-Khambhalia - 361305
Gujarat, India.

20th August, 2019

Email ID: pabariutsav@gmail.com
Contact Details: 9712043243

SUBJECT: OFFER LETTER

Dear Mr. Utsav,

With reference to your application and the subsequent interview you had with us, we are pleased to offer you the position of **"Trainee Engineer"**. You will be joining this organization not later **01st January, 2020.** You will be based at **"Ahmedabad"** location but as a part of your job, you will have to travel/work at customer location anywhere in the world. Also kindly not that in future if you wish to leave the Organization then in such case 3 Months prior notice is required and vice versa.

Kindly bring the following documents on the date of your joining.

- Copies of all education certificates for the purpose of admitting the date of birth and all mark sheets of all academic qualifications and achievements.
- Four copies of passport size photographs.
- Photocopy of Identity proofs and your blood group details.
- PAN Card copy
- Aadhar Card copy
- Passport Photocopy
- Residential proof latest one i.e., telephone bill copy, bank statement copy, electric city bill copy latest one.

This offer shall stand withdrawn after the last date of above mentioned joining date.

As a token of your acceptance, please sign the duplicate of this offer letter and return of the same to us.

Thanking you,

For, Silver Touch Technologies Ltd.

Sangeeta Sagar
(General Manager - HR)

RECEIVED & ACCEPTED

Silver Touch Technologies Limited
2nd Floor, Saffron Tower, Nr. Panchwati Circle, Ahmedabad-380006 Gujarat, India
Tel +91 79 2656 3158, Fax + 91 79 2656 1624, info@silvertouch.com, www.silvertouch.com
CMMi Level 5
CIN: U72200GJ1995PLC024465

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Atmiya University
Rajkot

Atmiya University Rajkot

WebCode

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

Miss Purva Solanki,
Shantiniketan ,Bhidbhanjan Society,
Street No-2,University Road,
Rajkot

Date: 8th July'2019

Sub: Offer Letter For Employment

Dear Purva Solanki,

This has reference to your application and the subsequent interviews you have had with us. We are pleased to offer you employment as **Technical Intern** with monthly stipend of **Rs. 3000/-.** After completion of training duration your designation will be consider as **Jr. Software Engineer** with the package of **Rs.2,04,000/-**. Subject to various deductions as per companies and government policy.

Your date of commencement of Employment will be on **1st January'2020.** An appointment letter will be issued to you after 15 Days of joining date.

Training Period – 6 Months.
Bond Period – 2 Years (Excluding Training Period)

We would like you to start work on **1st January'2020** at **9.30 AM**. If this date is not acceptable, please contact us immediately.

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 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 work with you.

Sincerely,

Ishita Rajguru

HR-Manager

WebCodeGenie Technology Pvt. Ltd.

I have read and accepted the terms and conditions:

Name : **Purva Solanki**

Signature : P.V.S

Date : 8-7-'19

Web Design Open Source Development Mobile Application Development Internet Marketing

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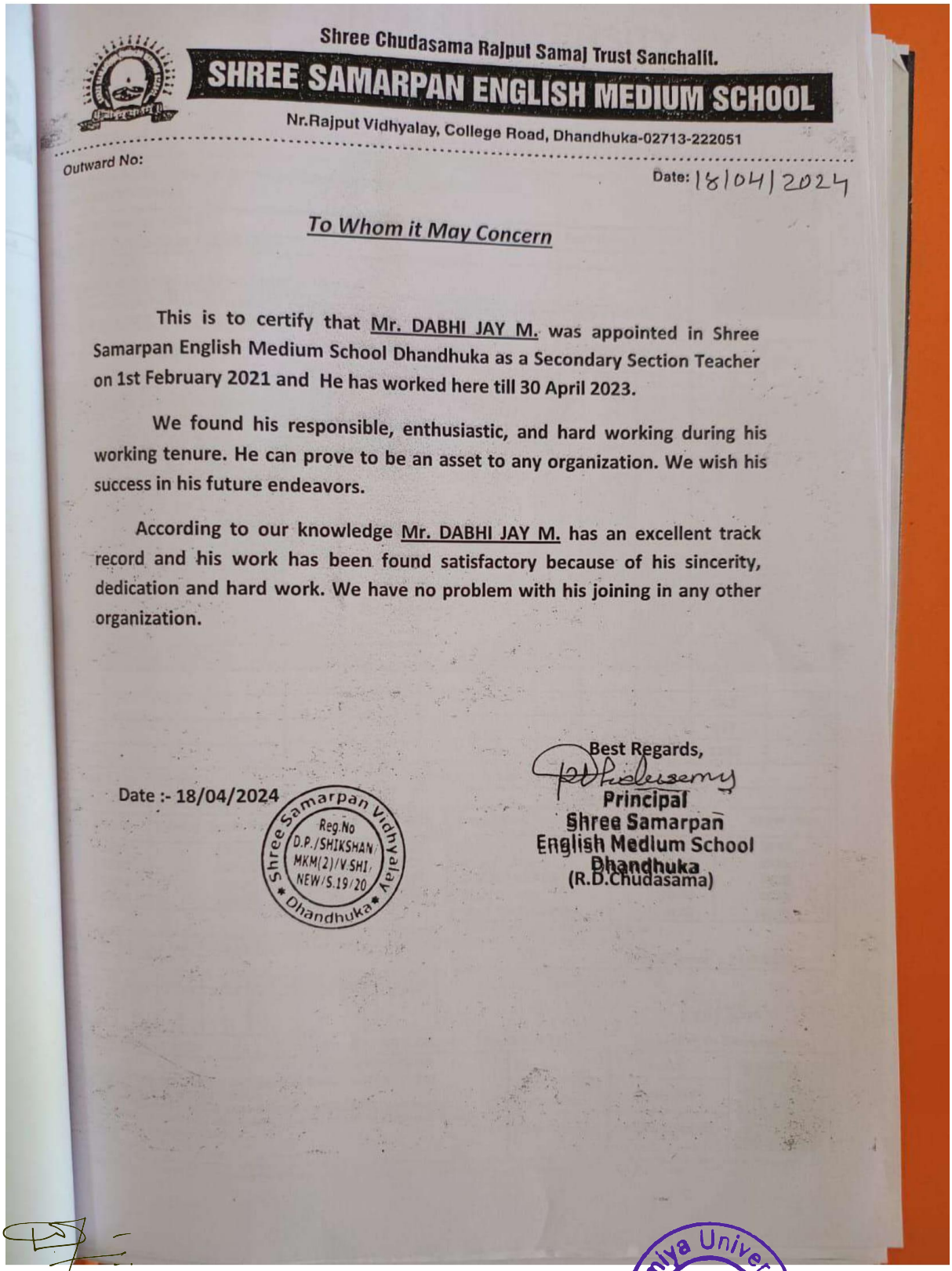

Shree Chudasama Rajput Samaj Trust Sanchalit.

SHREE SAMARPAN ENGLISH MEDIUM SCHOOL

Nr.Rajput Vidhyalay, College Road, Dhandhuka-02713-222051

Outward No:

Date: 18/04/2024

To Whom it May Concern

This is to certify that Mr. DABHI JAY M. was appointed in Shree Samarpan English Medium School Dhandhuka as a Secondary Section Teacher on 1st February 2021 and He has worked here till 30 April 2023.

We found his responsible, enthusiastic, and hard working during his working tenure. He can prove to be an asset to any organization. We wish his success in his future endeavors.

According to our knowledge Mr. DABHI JAY M. has an excellent track record and his work has been found satisfactory because of his sincerity, dedication and hard work. We have no problem with his joining in any other organization.

Best Regards,

Principal
Shree Samarpan
English Medium School
Dhandhuka
(R.D.Chudasama)

Date :- 18/04/2024

Shree Samarpan Vidhyalay Reg.No D.P./SHIKSHAN/MKM(2)/V.SHI./NEW/S.19/20 Dhandhuka

Registrar
Atmiya University
Rajkot

Atmiya University Rajkot

Sarvoday Kelavani Samaj Rajkot Sanchalit

SHREE SARVESHWAR VIDYAMANDIR

Gov. Approved No. : MSB/G-1/6136/6552 Dt. 27-7-1999 (GM)
Gov. Approved No. : Ma U Ma Sha Ba / Sha. Ni / Te - 2 / NCA - 2013 - 1, 367 (EM)
S.S.C. Index - 64.438, 64.851, H.S.C. Index - 14.120, 14.717, 14.325, 14.631

Date: 07-12-2020

WHOMSOEVER IT MAY CONCERN

To,

Mehta Dinkal Anilkumar

Subject: Appointment for the Position of Adhoc Teacher

Dear Mehta Dinkal Anilkumar

We are pleased to extend an offer for the position of Adhoc Teacher at Shree Sarveshwar Vidyamandir. In this role, you will contribute to primary section and support our efforts in achieving institutional goals. Your consolidated pay has been fixed at Rs. 15,000/- (Rupees Fifteen Thousand only) per month.

This appointment is subject to a one-year service agreement effective from your joining date, 10-12-2020. This offer is being made on the basis of information provided by you in the application and during the interview. Your employment will be terminated forthwith if there is any discrepancy in any of the information provided by you, at any time and further legal action will be taken against you at your cost.

Warm regards,

Shree Sarveshwar Vidyamandir

PRINCIPAL
SHREE SARVESHWAR VIDYAMANDIR
RAJKOT

CC: 1. HR Section

"YOGIDHAM GURUKUL", Kalawad Road, Rajkot - 360 005
Email : sarveshwar.yogidham@gmail.com

Registrar
Atmiya University
Rajkot

Atmiya University Rajkot